

# Attendance procedure

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. It is crucial that children develop habits of regular attendance at an early age. Children who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

Not only does regular attendance ensure that children develop healthy attendance patterns and their time at kindergarten is maximized, but it also ensures that the centre is staffed appropriately. Staffing is based on children's attendance during weeks 2 & 3 each term. It is vital that your child attends each session during these weeks to ensure the centre is staffed to the appropriate level, maintaining the correct child to staff ratio.

However independent your child likes to be, **please do not allow them to enter the centre alone.** Staff members need to be aware of each child's presence in the centre. It also allows staff to speak with you if necessary. Please initial the roll beside your child's name.

You are welcome to stay and join in an activity with your child.

- It is essential that the children are collected on time and if early are supervised by a parent/carer until the start of the session at 8.30am.
- Please let us know if you are likely to be delayed so that we can reassure your child.
- If someone else is to pick up your child please record this on the roll. We cannot let your child leave the centre in any other person's care until we have your permission.
- We farewell children from the mat at the end of the session and we ask that you encourage your child to remain seated until we have said good-bye.

## Absences

If you are going on holidays, or your child is going to be away we appreciate it if you can let us know in advanced. If your child is sick we also need to know, as we may need to inform other parents.

If your child is leaving the kindergarten please let us know so we can finalise our records and you can collect your child's work.

## Illness

If your child is ill, please keep them at home. Often parents arrive at kindergarten saying "My child was sick this morning, but still wanted to come". Please be considerate of the other children and staff (who also get sick) and keep your child at home to fully recover. If your child is suffering from any communicable/notifiable disease please inform staff.

## Changes to Contact Details

Please inform staff of any changes to contact details, including custody issues, home address and telephone numbers, work locations and work numbers. It is extremely important that this information remains up to date in case of an emergency.