



Attendance Procedure Pinnaroo Kindergarten

Children need to attend preschool regularly in order to participate fully and gain maximum benefit.

We believe that regular attendance at preschool results in:

- ❖ Familiarity and continuity
- ❖ Building feelings of security within the preschool environment.
- ❖ Optimal opportunities for play activities which enhance social/emotional and cognitive development which helps build self esteem & self confidence
- ❖ Children establishing and maintaining lasting and supportive friendships.
- ❖ Children and families benefiting from established routines and patterns of attendance.

Parents' responsibilities:

- ❖ Parents/Caregivers are responsible for getting their children to and from Kindergarten.
- ❖ If Bus travel is used parents/caregivers are responsible for notifying the bus driver if there is a change to the way they use the bus service eg. absent all day, no pick up in the afternoon.
- ❖ Children should attend each day they are enrolled.
- ❖ Parents/Caregivers are required to promptly notify the preschool if their regular arrangements change: i.e. Notify who will pick up their child and the time. This is to be recorded in the Variation of Pick Folder on the front bench.
- ❖ Parents/Caregivers are responsible for keeping a sick child at home and notifying the preschool of the reason for the absence, particularly an infectious disease or infestation.
- ❖ Parents/caregivers are required to notify the Kindy if their child is away for Family reasons. E.g. appointments, holidays etc.
- ❖ Parents/Caregivers to promptly notify the preschool of any changes to their emergency contact information.

Staff at Pinnaroo Kindergarten will:

- ❖ Record attendance daily and enter into EYS at the end of each week.
- ❖ Aim to follow up absences without notification by 9.30 each morning.
- ❖ Record any absences, changes of drop off and pickup in the variation of pickup folder when notified by phone or communication book.
- ❖ Monitor Children's attendance and contact the family if concerned.
- ❖ Remind families of the importance of attendance through newsletters.
- ❖ Ensure a child, once in care, may only leave the Kindergarten if:
 - the child is given into the care of a parent of the child, or
 - a person authorised by the parent to collect the child, or
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - taken on an excursion with written authorisation
 - the child requires medical care
 - in the event of an emergency (including rehearsed emergency evacuations)
 - when a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.