

# SEACLIFF COMMUNITY KINDERGARTEN CENTRE POLICY



**TITLE: Safe Arrival and Departure Procedure**

## REVIEW AND REVISION

Policy Date	Revision No.	Revision Date	Author
10/20	2	10/2023	Sharon Jaensch

## Context

Kindergartens are a place where children develop their sense of safety and trust in others. For many children this is the first experience of being in an environment where their primary caregivers give duty of care to others for the care and education of their children. To ensure that children's transition between home and kindergarten and vice versa is supportive of all concerned the centre has developed this procedure to assist parents/caregivers and staff to support children's transitions at the beginning and end of each day.

## Beginning of day procedure

Some children experience difficulty in separating from their parents due to strong attachments and limited experience away from them.. Staff will understand and work with you to support the transition of your child into kindergarten. Building trusting relationships with the staff and taking the time to settle your child into the environment often help.

Parents are asked to note the session times and adhere to them as much as possible. Staff are involved in setting up the environment and therefore will not be available to supervise children prior to the designated start time of kindergarten. If there is a need for your child to be at kindergarten earlier due to unforeseen circumstances please speak to the Director.

Children must be brought into the Kindergarten building on arrival by a parent/caregiver. Please encourage your child to greet a staff member on arrival. Exchange of information and dialogue with a staff member is encouraged to build strong and trusting relationships and to convey any important information about your child's needs or arrangements for collection of your child.

Parents/caregivers including OSHC workers must sign children in on the daily attendance sheet on arrival and provide written consent for their child to be collected by anyone other than themselves eg OSHC. Parents are also asked to record if their child will be collected early and sign them out on departure if this is the case.

## End of Day Procedure

Parents/caregivers are required to collect their child from inside the building. Staff will farewell individual children and staff will only release children to parent/s caregivers who have been authorised to pick up your child in accordance with instructions given on the daily attendance sheet. Should arrangements change parents may contact the Centre by phone. Instructions will be recorded by a staff member on the Daily attendance sheet.

If there is a discrepancy the staff will contact the parents to confirm arrangements prior to a child being released from the Centre. OSHC staff will contact parents if there is a discrepancy between their bookings and our recorded instructions.

Children going to OSHC will be signed out by the OSHC worker prior to departure.

## Early Pick up

At times children will need to be collected early (eg sickness, appointments etc). Parents are required to sign children out and record the time of departure on the daily attendance sheet prior to leaving.

## **Roles and Responsibilities**

### **Director**

Ensuring implementation of this procedure.

Inform staff/ parents / guardians of the procedures.

### **Staff**

To support the implementation of this procedure.

Support parents / guardians to understand and reinforce the principles outlined in the procedure.

### **Parents**

To adhere to the requirements for drop off and collection of their children..