

## **ARRIVAL AND DEPARTURE**

### **AIM:**

To ensure safe and documented arrival and departure of children at the premises of Clarence Family Day Care educators.

To support children in settling into the service each day and to experience quality education and care through positive interactions within the care community.

To comply with the Education and Care Services National Regulations 2011, specifically part 4.2, Division 6, clause 99.

### **RATIONALE:**

It is the responsibility of the educator and the child's family to ensure the safe arrival and departure of children at the childcare setting, and the completion of statutory documentation. Practical and safe approaches at arrival and departure time will promote a smooth transition between the child's home and the care environment, assure the completion of the required documentation for claiming Child Care Benefit and confirms children's presence or absence from the service. This practice promotes a child's safe arrival and departure at the service. Safe, organised arrival and departure times also encourage families to interact in the care environment, building relationships and open communication networks.

### **PROCEDURES:**

1. A record of attendance (timesheet) including the full name of each child attending and their arrival and departure times, must be initialed by the person who delivers and collects the child, whenever possible. A Medication/Health Register is also to be completed at the start of each care session.

2. A child may leave the approved care area only with:-

- a) their nominated educator, if written authorisation to do so has been provided by the parent, and approval has been given by the nominated supervisor of the service, prior to the outing.
- b) their parent/guardian or person authorised in writing by the child's parent/guardian to collect the child from care, (*This does not include a parent who is prohibited by a court order from having contact*)
- c) an ambulance service, in the case of a medical emergency.

3. The educator will review the Attendance Record. Where the parent or their authorised person has not signed the child in, the educator will make note that the child is in attendance. Parents will be reminded of the requirement to complete this record.

4. Educators will request a signed authority to release the child, from the parent, prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.

5. The educator will only allow a child to leave the service with an authorised person nominated on the enrolment form. Educators and staff will always act in the interest of safety for the child, themselves and other children present at the service. It is at the educator's discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances. If the educator deems that the person authorized to collect the child from care is unable to appropriately care for the child the educator will contact the parent and/or coordination unit to arrange for an appropriate person to collect the child.

6. The parent of the child will remain responsible for the child whilst the parent is on the premises of the educator.

### **Arrival and Departure – the experience for the child and family**

The educator will:-

1. during orientation and on the first day of care, remind families that all children need to be signed in and out as a part of regulatory and funding obligations. Families will also be informed that timesheets will be used for emergency evacuations and need to be completed by families, wherever possible, both on arrival and on departure from the service. Parents will be regularly reminded to complete a Medication/Health Register, daily.

2. set the environment with familiar areas for children to enjoy when they are settling into care. Changes in the environment will be discussed with children and families to promote consistency and to help children feel secure in their setting.

3. greet families and children warmly and find out about the child's needs for the day.

4. assist with separation for both adults and children.

5. welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

Families/parents/guardians will:-

1. communicate any changes of routine with the educator. This communication may include information about the child's health, medication, a change of routine, a person other than a known authorised adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These details must be known by the educator to ensure the safety and wellbeing of each child.

**Relevant Legislation:** *Education and Care Services National Regulation 2011;*  
*Children (Education and Care Services National Law Application) Act 2010;*  
*Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval)*  
*Determination 2000; Family Assistance Law:*

**Key Resources:** *Community Childcare Cooperative Ltd (NSW) Sample Policy Template 2011*