

McKellar Stewart Kindergarten.

Delivery; Collection and Attendance of Children Policy.

At McKellar Stewart Kindergarten we aim to ensure the safety and wellbeing of children at all times. All children are recorded and signed in as having arrived or left the kindergarten by centre educators. Parents and legal guardians must provide in writing, all adults approved to collect their child. Records of children's attendance are provided to The Department for Education. No child will be released to any other adult without the written approval of the parent/ legal guardian.

The following procedures must therefore be adhered to at **All Times**.

Arrival:

- On arrival children sign themselves in on the electronic whiteboard.
- All children are also signed-in by an educator at the kindergarten.
- To ensure each child is cared for at all times, parent(s)/guardian(s) need to walk their child into the kindergarten and be acknowledged by a staff member prior to the adult leaving the premises.
- Parents may choose to settle their child in an activity or hand their child over to an educator for settling.
- Parents must say goodbye to their child before leaving the kindergarten.
- Every child has a notices box with their name to be checked for site notices re excursions etc.

Departure:

- Nominated Supervisors are to ensure that no child is released into the care of any person other than the child's parent(s)/guardian(s) or another responsible adult whose details have been conveyed in writing to the kindergarten staff in the child's enrolment form.
- Parents must give prior notice in writing where the person collecting the child is someone other than those mentioned on the enrolment form.
- Children are not to be released into the care of persons not authorised to collect the child, e.g. court orders concerning custody and access.
- Parents must give prior notice of any variation in the persons picking up the child. If notice is not given, and educators cannot contact the parent(s)/guardian(s), the child must not be released into the care of that person.
- Educators cannot prevent a parent from collecting a child, but do have a
 1. moral obligation to persuade a parent to seek alternative arrangements if they feel the parent is in an unfit state to accept responsibility for the child.
 2. legal obligation to notify the legal guardian and if necessary police if there is a breach to a legal court order.
- All children are recorded as having left the centre by a staff member.
- Children collected by approved Marryatville OSHC educators are also recorded.
- At the end of each day educators must check the premises including outdoors and indoors to ensure that no child remains on the premises after the kindergarten closes.
- Children may leave the premises in the event of an emergency, including medical emergencies.

Individuals visiting our kindergarten must also sign-IN when they arrive at the kindergarten, and sign-OUT when they leave. Details of absences during the day must also be recorded.

Attendance Policy

McKellar Stewart Kindergarten is a South Australian Government Kindergarten at which attendance is non-compulsory.

The kindergarten however has clear responsibilities to ensure that all children enrolled in the educational program attend on a regular basis. Ongoing attendance documentation, monitoring and improvement is a vital part of ensuring that children are provided with learning opportunities that will provide a solid foundation for the future.

It is noted that many of the children who attend MSK also attend a range of other early childhood services. Regular attendance of the full 15hrs of kindergarten has the most positive outcomes for children's learning.

Absenteeism from enrolled sessions are recorded, queried and followed up through the process below.

- Absenteeism is recorded on the roll as sickness, family choice or holidays.
- The importance of regular attendance is addressed at parent information sessions and in newsletters.
- Parents are asked to provide reasons for absences where these have not been given.
- Parents are contacted by phone when an unexplained absence continues for over two consecutive days without notification.
- The director will meet with parents where poor attendance is on-going to share the importance of regular attendance for pre-school aged children and attempt to resolve barriers to this happening.
- Information re regularity of attendance is provided to schools on each child's summative report.

References / sources

NQS QA2

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

National Regulations

168(2)(f) Policies and Procedures in Relation to Leadership and Service Management.

99 Children Leaving the Education and Care Service Premises.

158 Children's Attendance Records to be kept by Approved Provider.

160 Child Enrolment Records to be kept by Approved Provider.

176 Time to Notify Certain Information to Regulatory Authority.

EYLF LO2

Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.

Last reviewed: 2019