

THE GOWRIE (QLD) INC

ARRIVALS AND DEPARTURES

CONSIDERATIONS:

QIAS	Principle 2.1 & 5.2
REGS	Child Care Regulations 2003 Part 2, Division 5 Section 42/43/44

POLICY STATEMENT:

All children must be accompanied into the Service and collected by a parent or responsible adult whose details are recorded on the child's Enrolment Form.

RELEVANT FORMS/MATERIAL:

- *Kindergarten Enrolment Form*
- *Sign In/Out Attendance Forms and Rolls*

SOURCES:

- Child Care Regulations 2003
- Child Care Act 2002

REVIEWED: September 2010

Date of Review: September 2011

INFORMATION FOR PARENTS

BACKGROUND

Government Requirements:

Signing In and Out is required under State and Federal Legislation. These records are important in the event of an emergency evacuation of the premises and also for parental enquiries if it is necessary to check on collection of children. It is also a requirement for eligibility for Child Care Benefit (CCB) payments and for funding under the Queensland Kindergarten Funding Scheme (QKFS)

PROCEDURE

ON ARRIVAL

On arrival at the Service please:

- Sign your child in on the appropriate form displayed inside or outside each room. (Next to your child's name record time, and your signature) Phone numbers you have supplied on the Enrolment Form are accessible to staff daily. If there is a change in contact numbers for that particular day please record this in the parent communication book in the children's individual room.
- Ensure you transfer your child to the care of the person in charge before departing (either in the playroom or the outdoor environment) and say goodbye to your child.

ON DEPARTURE

At Departure time please:

- Come in and greet your child
- Together say farewell to the adult in charge of the group and to other staff as appropriate;
- Sign each child out on the appropriate form (Next to your child's name record the time and your signature);
- Ensure you accompany your child from the time she/he leaves the group until you depart from the Service.

STAFF SHOULD

At the end of each day staff are to sign each child out as they see them leave with an authorised accompanying adult on the sign in/out sheet. This is to be used as a check for the last staff leaving that all children from all rooms have been collected. If a child has not been signed out by staff, the staff member on last shift is to contact staff and the family to confirm the child is not in the building.

<p>ALTERNATIVE ARRANGE- MENTS</p>	<ul style="list-style-type: none">• If alternative arrangements for collecting a child are made please ensure that staff are notified about them. The name and a description of the adult who will be taking the child from the premises is necessary. On arrival at the Service, the person will be required to show photo identification before the child will be released into their care.• Children will only be released to adults whose names are recorded on the Enrolment Forms, or previous arrangements have been made with staff by the parents/guardians.U• Use of Taxis Parents are not encouraged to arrange for their children to be brought or collected from the Service by taxi without a nominated adult to accompany them.
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