



## Arrivals and Departures

### Quality Area 2: Children's Health and Safety

#### Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010  
Education and Care Services National Regulations 2011: 99, 158, 168(2) (f)  
National Quality Standard for Early Childhood Education and Care: Elements 2.2.2, 2.2.3

#### Aim / Rationale

To promote the safety of children at arrival and departure times by encouraging adults to implement appropriate road safety practices that minimise the risk to children of death or injury.

It is the responsibility of staff and families to ensure the safe arrival and departure of children at the education and care setting and the completion of statutory documentation. Practical safe approaches will promote a smooth transition between home and the Pre-School; assure the completion of the required records this confirms the children's presence or absence from the Pre-School.

To comply with NSW Government Licensing requirements, we must ensure that all children are collected from the Pre-School at the end of session at 4pm.

#### Policy Goals

- ✧ Ensure the safe and documented arrival and departure of children.
- ✧ Support children in settling into the service each day and experience quality education and care through continuity of educators, positive interactions within the community of the service.
- ✧ Provide families with up to date information on road safety to encourage them to make informed decisions about their children's safety.

## Strategies: What will we do?

A record of attendance, kept at the centre, includes full name of each child attending, arrival and departure times, and signature of the person who delivers and collects the child or the nominated supervisor or educator.

### **In addition to these records the responsible person will:**

- ✧ Review the Sign In and Out Sheet. Where parents or authorised persons have not signed in a staff member will note that the child is in attendance. Families will be reminded to complete this record.
- ✧ Ensure that two staff members verify all children have been signed out of the Pre-School. If a child is not signed out educators/staff members will check all areas of the centre to ensure no child remains.
- ✧ Inform the Director of children who have not been collected by their families by 4pm from the Pre-School.
- ✧ The Administrator will remove the sign in folder from the foyer at 4pm daily.
- ✧ Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.
- ✧ Allow a child to leave the centre only with an authorised person who appears able to appropriately care for the child. Educators and staff will always act in the interest of safety for the child, themselves and other children in the care and education service.
- ✧ It is at the educators' discretion to determine if they believe an authorised person is unable to appropriately care for the child based on the individual case and circumstances.

### **Families/family member or delegated authority will:**

- ✧ Sign each child in and out of the service upon arrival and at the time of departure, on Record of Attendance with a full signature.
- ✧ Will collect children prior to 4pm, the end of the Pre-School session. Late collection of children will incur a fee.
- ✧ Remain responsible for their child whilst they are on the education and care services.
- ✧ Be encouraged to follow the legislation and guidelines listed below when they are dropping off and picking up children from the service and in general when they are travelling with children:
  - Children must travel in the most appropriate restraint for their age and size.
  - Babies under 6 months of age must travel in a rearward-facing child restraint.
  - From 4 to 7 years children must travel in either a forward-facing restraint child restraint or booster seat.
  - Where there are two or more rows of seats children under four cannot use the front seat. Children between four and seven years can only occupy the front seat if all the back seats are occupied by children under seven years of age.

- ✧ Use the 'Safety Door', the rear kerbside door of the vehicle, to get children in and out as this is usually the door away from the traffic.
- ✧ Never leave children alone in the car regardless of their age. This practice is dangerous and also illegal under child protection legislation. Staff of the service must make a report to the New South Wales Department of Human Services—Community Services if a child is at risk of significant harm under child protection legislation.
- ✧ Always ensure that children hold an adult's hand whenever they are coming from or going to the Pre-School regardless of whether there are any vehicles around. If children are consistently encouraged to hold an adult's hand, there is a greater chance that they will do so willingly and happily. If a hand is not available have children hold onto your bag, clothing, or a pram. Maintaining physical contact with children is the best way to keep them safe as pedestrians.

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

### **The responsible person will:**

- ✧ On orientation and on the first day of enrolment, 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 sign in sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
- ✧ Develop rosters to provide for continuity of care for the families and children throughout the day.

### **Educators and staff will:**

- ✧ 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.
- ✧ Greet families and find out about the child's needs for the day.
- ✧ Support children to separate from parents at the room entry door. Educators assist children to farewell their parents and enter the Montessori classroom
- ✧ When in the classroom children are assisted to unpack their bags and place their lunches into the fridge. Educators then assist children to place their bags into a chosen locker and wash their hands, before beginning their Montessori lessons.
- ✧ 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/family member or delegated authority will:**

Communicate any changes of routine with educators. This communication may include information about 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 must be known by educators to ensure the safety and wellbeing of each child.

## Late collection of children:

- ✧ Families are to collect their children from the Pre-School by 4pm. If families are unable to collect children by 4pm they must telephone the Pre-School prior to 4pm to inform that they will be late to collect their child.
- ✧ Families are advised that late collection of children will incur a late fee of \$5.00 per minute after 4pm until the child is collected from the Pre-School. The late collection fee will be at the Director's discretion.
- ✧ The sign in folder will be removed from the foyer at 4pm daily by the Administrator and placed in the office.
- ✧ Families upon arrival at the Pre-School will sign their child out writing in the time at which they have collected their child.
- ✧ Families will be asked to read and sign a statement to acknowledge lateness, including the time and the fee. Staff will also sign this statement to confirm that the child was collected after 4pm.

### Evaluation

Arrival and departure times encourage families to interact in the environment, build relationships, open communication networks and ensure the safety of children when being delivered and collected from the service.

### Sources and References

Department of Education, Skills and Employment – [www.education.gov.au](http://www.education.gov.au)  
Kids and Traffic Early Childhood Road Safety Education Program – [www.kidsandtraffic.mq.edu.au](http://www.kidsandtraffic.mq.edu.au)

### Links to other policies

Enrolment  
Fees

Child Protection

### Forms and procedures

Enrolment  
Authority to pick up

Late collection of children

Policy Reviewed	Modifications	Next Review Date
2011	Developed	2015
Mar 2015	Minor changes to opening / closing times	2017
October 2019	Reviewed	October 2021 or when procedure, practice or legislation changes

Yass Montessori Pre School Inc  
PO Box 357  
YASS NSW 2582

ABN: 75 419 424 831

Ph: 02 6226 1596  
Email: admin@yassmontessori.com.au



As per the Yass Montessori Pre-School Fees Policy:

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I have arrived at .....pm to pick up my child. I understand I am now ..... minutes late  
and am in debt to Yass Montessori Pre-School to the amount of: .....

Signature: \_\_\_\_\_  
Staff Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature \_\_\_\_\_  
Authorised pickup: \_\_\_\_\_  
Date: \_\_\_\_\_