



## Arrival and Departure Policy

Indoороopilly Montessori Children's House  
Date: March 2004  
Dates Reviewed: July 2006, Oct 2007, Feb 2008, **January 2009**

### **Rationale:**

We encourage families to bring their child to the Centre before 8.50am to enable parent/s to spend time in the playground with their child as a settling-in process. This also gives parents the opportunity to discuss with staff any issues pertaining to their child's day.

Our Service provides a roster of staffing that allows continuity of care for children both at arrival and departure.

Children may be accepted into a combined group for a period of time both in the mornings and evenings. These groups will remain within State regulatory requirements.

Carers endeavour to make themselves available for informal chats at this time.

Strict guidelines are necessary to ensure that parents and relatives are aware of the process for signing their child in/out so that an accurate record of attendance of each child is available.

### **Aim:**

- ◆ To ensure that all staff are aware of the children who are in attendance at the Centre at any time.
- ◆ To ensure that staff can account for all children in the event of an Emergency Evacuation.
- ◆ To ensure continuity of care for all children.
- ◆ To enable parents to discuss their child with a staff member at arrival/departure times.

### **Implementation:**

There must be accurate attendance records which show, for each child in attendance at the centre the:

- ◆ child's name
- ◆ date and time of arrival at the Centre, and
- ◆ date and time of each departure from the Centre

In respect to attendance records there must be in place, a procedure which ensures that:

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