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POLICY AND PROCEDURE

Document name:	Arrivals and Departures St Therese's OSHC & Kindergarten, Bentley Park
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Approved By:	Director
Approval Date:	13/02/2024

ARRIVALS AND DEPARTURES ST THERESE'S OSHC & KINDERGARTEN, BENTLEY PARK

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to ensuring the safety of children in care. This procedure is to ensure that all children are accounted for and only leave the service with an authorised person. Educators' responsibility for the children begins when the child enters the premises and is signed in by the authorised person. Responsibility ends when the child is signed out by the authorised person.

Catholic Early Learning and Care recognises that children may attend extracurricular activities, not a part of the Early Learning/School Age Care Program, on or off the service/school site. The service encourages diversity in activities and experiences children are able to access. CELC values children's participation in all aspects of service/school and parish community.

The service will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011. It is the responsibility of Educators and Parents/Guardians to ensure the safe arrival and departure of children at the service and completion of statutory documentation. (refer to: Enrolment and Orientation)

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns that have two different service types on premises and are of a significant distance from the school proper.

3. PROCEDURE

All procedures are the same as this outlined in the CELC **Arrivals and Departures Policy and Procedure**, with these provisions due to the location of the St Therese's Kindy and Outside School Hours Care services.

Arrival and Departure - Kindergarten and OSHC:

- Families are encouraged to spend time during arrival and departure to help children transition.
- Educators where possible, will be available for informal discussions about their child's day.
- For conversations that exceed ten minutes, Parents/Guardians are encouraged to make an appointment.
- Parents/Guardians can obtain information about their child's activity through discussion, visual displays and documentation records.
- Parents/Guardians will follow site specific arrival and departure procedures as mentioned in the service handbook (e.g. lunch box storage, location of program etc.)

Arrival:

Kindergarten

- Children attend Kindergarten program the Kindy Room.
- Families arrive at 8:30am and sign their children in to OWNA via the service tablet.
- Parents/Guardians or otherwise authorised persons nominated on the child's enrolment may sign child/ren in for attendance.
- Educators will greet each Parent/Guardian and child on arrival and assist with the settling in process.
- Parents are welcome to spend time with their child helping them transition.
- Parents will follow specific instructions as outlined within the Kindy Room.
- Responsible Persons on Duty will check the roll and ensure all children are signed in. If a child has been missed the child will be signed in by the RP and a note made against the entry as to the circumstances as to why.

Outside School Hours Care

Before school care

- Families arrive from 6.30am for before school care.
- Parents/Guardians or otherwise authorised persons nominated on the child's enrolment sign child/ren in for attendance.
- Educators will greet each Parent/Guardian and child on arrival and assist with the settling in process.
- Responsible Persons on Duty will check the roll and ensure all children are signed in. If a child has been missed the child will be signed in by the RP and a note made against the entry as to the circumstances as to why.

After school care

- 2:50pm school bell goes.
- Parents are responsible for notifying of their child/rens absences by marking in OWNA. In extenuating circumstances the authorised person may contact the service directly by phone to notify. The Responsible Person on Duty at the Centre will mark the child absent on behalf of the authorised person and make a note against the entry explaining as to the circumstances. Fees will be charged in accordance with the Fees Schedule within notice periods given.
- Children gather in the breezeway on the school premises.
- Prep children are collected from their classrooms.
- Educators will greet each child on arrival and sign children in on OWNA for attendance while on the school premises.
- Once all children are signed in and/or accounted for, Educators and children walk together from the school premises to the OSHC facility.

Children attending Extra Curricular Activities

- - see Arrivals & Departures Policy - Extra-Curricular activities - Outside School Hours care
- Children will not return to the OSHC site prior but will remain on the school site with an Educator until the extra-curricular facilitator or otherwise authorised nominee arrives. The Educator signs them into the service, then the extra-curricular facilitator signs them out.
- The extra-curricular facilitator or otherwise authorised nominee will then escort the children to the OSHC service and sign them back in to OWNA on completion.

Departure:

Kindergarten

- Families arrive at 2:30pm for collection.
- Parents/Guardians or authorised persons nominated on the child's enrolment sign child/ren out of the program.
- Educators will farewell each Parent/Guardian and children

Outside School Hours Care

Before school care

- Educators and children collect belongings and walk from the OSHC building to St Therese School
- Responsible Person signs the children out of the program at 8:15am
- Educators will farewell children on the school grounds - in the breezeway.
- Prep children are walked to the Prep area by an Educator.

After school care

- Parents/Guardians or authorised persons nominated on the enrolment form sign child/ren out of the program at anytime prior to 6pm closure of service.

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

6. SEE ALSO

- Arrivals & Departures
- Child arrives at OSHC without a booking.

7. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 13/02/2024