

POLICY AND PROCEDURE



Document name:	Arrivals and Departures St Therese's OSHC & Kindergarten, Bentley Park
Review Dates:	November 2021, March 2022, September 2024
Review Cycle:	3 years
Approved By:	Director
Approval Date:	29/08/2022; 23/09/2024

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. OSHC Educators' responsibility for the children begins when the child is signed into the care of the service by a service Educator during After School Session and by an authorised person for the Before School Care Session. Responsibility ends when the child is signed out by the authorised person. Kindy Educators responsibility for the children begins when the child is signed into the service by an authorised person.

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 or are of a private or sensitive nature, Parents/Guardians are encouraged to make an appointment ahead of time
- Parents/Guardians can obtain information about their child's activity through discussion, visual displays and documentation recorded on OWNA

Arrival:

Kindergarten

- Children attend Kindergarten program in Building 2 (B2).
- Families arrive at 8:30am.
- Parents/Guardians or authorised persons nominated on the enrolment form 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
- From time to time a parent may fail to sign a child into care. Responsible persons of the Centre will sign the child in on behalf of the parent and add a note against the entry as to the circumstances

Outside School Hours Care

Before school care

- Children attend before school care in Building 1 (B1).
- Families arrive from 6.30am for before school care.
- Parents/Guardians or authorised persons nominated on the enrolment form sign child/ren in for attendance.
- Educators will greet each Parent/Guardian and child on arrival and assist with the settling in process.
- From time to time a parent may fail to sign a child into care. Responsible persons of the Centre will sign the child in on behalf of the parent and add a note against the entry as to the circumstances.

After school care

- 2:50pm school bell goes.
- Parents are required to mark any absences by using their OWINA app. In extenuating circumstances, they may advise the service directly via email, phone or text. The child will be then marked absent on OWINA by an educator and a note added against the entry as to the circumstances. Fees will be charged in accordance with the Fees Schedule within notice periods given.
- Procedure for collection of children is outlined in Safe Arrivals & Departures Policy and the accompanying Risk assessment

Departure:

Kindergarten

- Families arrive at 2:45pm for collection.
- Parents/Guardians or authorised persons nominated on the enrolment form sign child/ren out of the program.
- Educators farewell each Parent/Guardian and child.

Outside School Hours Care

Before school care

- Responsible Person signs the children out of the program at 8:15am once arrived on the school grounds
- Full procedure for sign out and transport of children to St Therese School grounds is outlined in the Safe Arrivals & Departures Policy and the accompanying Risk Assessment

After school care

- 6pm close of program
- Parents/Guardians or authorised persons nominated on the enrolment form sign child/ren out of the program.

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.
- Safe Arrivals & Departures Policy
- Safe Arrivals & Departures Policy - Risk Assessment
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7. APPROVAL



Alison Forster Director
Catholic Early Learning and Care

Date: 23/09/2024