Title: Arrival and Departure Policy
Ainslie Preschools
Date: May 2013
Renewal: May 2014

1. Introduction
This policy relates to the arrival and departure of children attending an Ainslie Preschool. Practical and safe approaches will promote a smooth transition between home and school. This ensures a child’s arrival and departure at an Ainslie Preschool continues their safe care and custody.

2. Regulations
We will ensure that we act in accordance with correct authorisation as described in National Quality Standard 2.3.2
• Every reasonable precaution is taken to protect children from harm and any hazard to cause injury.

3. Processes
Orientation
(a) The Nominated Supervisor will provide an opportunity for parents/carers to access information relating to arrival and departure routines through facilitating an information evening at the beginning of the school year.
(b) Reminders in communication with parents/carers.

Daily
(a) Educators to greet families and children at arrival and departure.
(b) Parents/carers to sign their child in and out on the relevant documentation.

The Nominated Supervisor will ensure;
(c) A child leaves preschool with only a parent or authorised nominee named on the child’s enrolment record.
(d) Review of Sign in and Sign out records.
(e) Children leave preschool with an authorised person who appears to be able to appropriately care for the child.

Parents/carers
Parents/carers are expected to communicate information relating to medication, change of routine, a person other than a known authorised person picking up a child, and complete relevant documentation.