Attendance and Departure

Children and families need to feel safe at all times.

1. All children need to have their attendance recorded by parents or staff. Kindy attendance record is kept next to the office door. Occasional Care attendance is kept on top of the bench in the Occasional Care Room.

2. Staff check the attendance sheets during the day. Attendance is recorded on EYS weekly or fortnightly by delegated staff.

3. Parents provide permission for collection of their child by another person by indicating on the enrolment form or written/verbal permission on the day.

4. Custody orders or legal agreements may stand at times and need to be adhered to by staff. At times of conflict at the centre, contact the police.

5. Children need to be collected by a nominated person over the age of 16 years.

6. Children using the School Buses need to apply for approval from the Crystal Brook Primary School. Staff collect children from the bus on arrival and take children to the bus on departure. A communication book is used for notes to and from home.

7. Parents are encouraged to leave their child once the bells have rung at the centre, generally by 9.15am. Extended stay at the centre by a parent / caregiver requires a police clearance and the expectation the parent will assist in a voluntary capacity.

NQS States
A child may only leave the education and care service premises under any of the following circumstances:

- a parent or authorised nominee collects the child
- a parent or authorised nominee provides written authorisation for the child to leave the premises
- a parent or authorised nominee provides written authorisation for the child to attend an excursion

Procedure Reviewed –
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Further Information in Policy and Procedures Folder on the Kitchen Bench
the child requires medical, hospital or ambulance treatment, or there is another emergency.

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