



Melrose Rural Care

Arrival and Departure Policy

From our philosophy: **“We aim to provide high quality care and education through a partnership between parents, children, community, staff and the Department of Education and Children’s Services.”**

With the belief that:

- ❖ Children develop individually through stages, in their own learning style varying through cultural and family values and perception of these may vary.
- ❖ Healthy self esteem is the basis of positive physical, intellectual and social growth.
- ❖ We believe children need to express themselves in a safe environment.
- ❖ Children learn most effectively through hands on experience, through play.
- ❖ We value involvement of families and community and we encourage open communication.
- ❖ Our planning and evaluation is inclusive to children with additional needs.
Our aims of planning and daily activities reflect our philosophy and are made available to families.

To ensure the safety of all children attending our preschool, the following policy will make clear the expectations of staff, parents and caregivers with regards to dropping off and collecting children.

Arrival

Please bring your child inside the building and help them get organised for their session - i.e. children place bags in lockers and come into the building with parent/caregiver. Be sure you make contact with a staff member. This may be done in an informal way such as “Hello”, “Good morning” etc.

Marking the roll

During the first 20 minutes of each session, a staff member will mark the roll. We have selected this time to enable us to obtain a list of children at our centre for the session, as an EMERGENCY EVACUATION LIST. If arriving after this time it is vital that you make contact with a staff member so that your child’s name is included on the roll.

Dismissal

The children will be dismissed as parents arrive.

Please be patient as it is important that the children leave the centre safely. All children are encouraged to say “Good bye” to the dismissing staff member.

Please supervise your child carefully at this busy time. The gates open and shut continuously until the last family leaves. The road is also very busy.

Do not allow children other than your own out of the gate.

IF SOMEONE ELSE IS COLLECTING YOUR CHILD

- Ensure your child is very clear about who is collecting him/her from our centre.
- Inform a staff member of these arrangements either personally or by phone.
- When a message is phoned in it will be entered into the message book and the child will be informed. All staff members will be informed of the new arrangements.
- If we are unsure of a person who is collecting a child we will confirm with a family member before releasing the child. (see Custody and Access Policy)

Should an emergency arise, please telephone our centre so staff may reassure your child. Late collection can be stressful and upsetting for a child. If necessary, arrange for another family member or friend to collect your child .

You are asked to respect the needs of the staff by not bringing children early or collecting them late. In the morning staff need time and space to ensure the environment is safe and to prepare for the sessions. At the end of the day staff need time to complete work, exchange information, have staff meetings etc.

Before and After School Care

Rural Care staff will sign children in after school, parents will also sign when they arrive. The teacher on yard duty will cross the road with children and watch them to the gate. Before school Rural Care Workers will sign students out and watch children walk to school.

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Director
Rural Care

Referenced to:

DECS Administrative Instructions and Guidelines - Student Matters
"Arrival and Departure of Children in Family Day Care" DECS 2005
Staff and Parent discussion.