

ATTENDANCE (General)

Date of approval: 12/10/95

Last reviewed: June 2004

To be reviewed as required

POLICY STATEMENTS:

Parents and Guardians are required to sign the attendance book when the child is both delivered and collected.

On arrival at the kindergarten, carer and child to greet Kindergarten staff. On departure, prior to release of child to carer from the mat, carer and child to farewell staff. (This is seen as an indicator of safe arrival and departure at the Kindergarten).

The Director must have written or verbal (phone) authorization if a child is to depart the Kindergarten with anyone other than a parent guardian.

If a parent / guardian is unable to collect their child, it is their responsibility to inform the Director of who will be collecting the child. The person must be named in a written authorization form lodged with the Kindergarten.

The gate must always be shut when entering and leaving the kindergarten.

Parents /guardians must notify the Director if the child is absent from the Kindergarten. To safe guard all children and keep infections to a minimum, the child should stay at home if ill or if there is an infectious illness at home.

ATTENDANCE (Lateness of Arrival and Departure)

Date of approval: 12/10/95

Last reviewed: June 2004

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POLICY STATEMENTS:

The session times are as stated in the Information Booklet.

Parents / guardians are asked to be punctual when arriving at, and departing from, the kindergarten.

PROCEDURES:

Lateness

The Director will adopt the following action if parents / guardians are late in collecting their child from the Kindergarten.

1. ten minutes after the session concludes the director shall:
 - Telephone parent / guardian at work
 - Telephone emergency contact person
 - Telephone workplace of parent / guardian

2. After twenty five minutes has elapsed a Committee of Management member shall be requested to come to the Kindergarten to relieve the assistant.

Persistent Lateness

The Director will approach the parent / guardian to discuss the problem.

If the situation is not rectified the matter will be referred to the Committee of Management for further action which could included – warnings, fines, or withdrawal of the child from the Kindergarten.

NB: During the Committee of Management discussions the identity of the family will remain anonymous, until one Committee of Management member needs to take appropriate action.

ATTENDANCE (Siblings attendance at Kindergarten)

Date of approval: 12/10/95

Last reviewed: June 2004

To be reviewed as required

POLICY STATEMENTS:

At various times e.g. fruit duty, excursions, concerts, attendance of siblings at the Kindergarten are welcomed. However, supervision of siblings in these circumstances is the sole responsibility of the parent / guardian.

Siblings must be accompanied by a parent / guardian at all times when attending the Kindergarten.

RELATED POLICIES

Confidentiality

Occupational Health and Safety

RESPONSIBILITY

Director

Committee of Management.