



## Arrival of Children

At Stepping Stones Child Care Centre, we place the security and wellbeing of the children in our care as the highest priority. We have developed the following policy which will be strictly adhered to by all Centre staff and management.

### POLICY:

- When arriving at the Centre each day, children **must** be signed in. Children are signed in and out in the same attendance sheets, one of which are located in each classroom. Staff will check that all children have been signed in after the majority of children have arrived in each room. **In the event of an emergency evacuation or lock down, the attendance sheets are used to ensure all children at the service are accounted for.**
- Parents/guardians are to ensure that they make the staff in the room aware that they are leaving the premises and that their child/ren is in their care.
- Children who are absent from the centre will be marked on the attendance sheets as "absent" by the Centre Director or Room Leader upon checking the daily attendance sheets.
- When Centre Staff become aware that a child has not been signed in, the staff will write the time that this has been recognised on the attendance sheet and write "please sign in", to remind the parent to sign their child in for that day. Staff will also add a note to alert the parent at departure time that they must sign their child in immediately. (Refer to Departure policy)
- Children under the age of 16 are not permitted to drop off and sign in children at the centre, unless they are the parent or legal guardian.
- Staff completed Attendance Checks throughout the day (see Attendance Check Policy & Procedure for more information)

### **Relating documents:**

- Departure of Children,
- Communication Plan for Staff and Families,
- Fire & Emergency Procedure
- Lockdown Procedure
- Security

### **SOURCE:**

dhcs ACT  
ACT Children's Services Standards  
February 2009

Department of Education & Early Childhood  
Development VICTORIA  
Children's Services Regulations 2009

**This policy is linked to the following CCQA Principles:**  
Quality Practices Guide (2005) – Principles 2.1, 2.2, 2.3 & 5.2

Developed: August 2006  
Last Reviewed: 1<sup>st</sup> April 2009  
To be Reviewed: April 2010

Reviewed in consultation with staff and parent committee members, current at April 2009.