



Policy: Attendance Checks

At Stepping Stones we place the security and wellbeing of children in our care as the highest priority. Children that are in our care must be accounted for at all time. Throughout the day Stepping Stones staff will conduct 'Attendance Checks' to ensure that all children are accounted for.

Staff are to conduct daily checks to ensure:

1. That all of the children are signed in to the centre on the attendance sheets by an authorised parent/guardian.
2. That all children are present after each room transition time.
3. That all children are signed out of the centre on the attendance sheets by an authorised parent/guardian.

Attendance Checks are to be completed at the following times and recorded on the "Attendance Checks Forms":

- AM Group Time
- Lunch Group Time
- PM Group Time

Head counts are to be conducted to and from the n room and to and from indoor and outdoor play areas, these are not required to be documented.

Related documents:

- Attendance Check form
- Security
- Arrival of children policy and procedure
- Departure of children policy and procedure

Source:

dhcs ACT, ACT Childcare Services Standards, February 2009

Victorian – Department of Education and Early Childhood Development, Children's Services Regulations 2009, Regulatory Impact Statement

This policy is linked to the following CCQA Principles:

Quality Practices Guide (2005) – Principle 5.2

Developed: March 2007
Last Reviewed: 21.4.2009
To be Reviewed: April 2010

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

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Attendance Checks Form

Attendance Checks are to be completed during the group times below. Staff are to count the number of children in attendance, and please the table below along with their initials.

The forms are to be stored in the back of the red emergency folders, in each room.

Room: _____

Day:	Date:	AM Group Time	Lunch Group Time	PM Group Time
Monday/...../.....	No. of children: Staff Initials:	No. of children: Staff Initials:	No. of children: Staff Initials:
Tuesday/...../.....	No. of children: Staff Initials:	No. of children: Staff Initials:	No. of children: Staff Initials:
Wednesday/...../.....	No. of children: Staff Initials:	No. of children: Staff Initials:	No. of children: Staff Initials:
Thursday/...../.....	No. of children: Staff Initials:	No. of children: Staff Initials:	No. of children: Staff Initials:
Friday/...../.....	No. of children: Staff Initials:	No. of children: Staff Initials:	No. of children: Staff Initials:

These forms are to be brought to the office on a Friday evening with the weeks, sign in and out sheets.

The document relates to our "Attendance Checks Policy"
 Developed: 15.05.2008
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