



Attendance and Departure Policy and Procedure

AIM OF THIS POLICY

The KIDZ HUB staff continually monitor the children, and the KIDZ HUB recognizes that there is an increased risk when responsibility for a child is transferred between the KIDZ HUB and parents and school, and there should be a defined procedure for observations, registers, arrival, and departure which the KIDZ HUB staff and parents must adhere to.

POLICY

The KIDZ HUB will safeguard children's welfare and the risk of harm by ensuring they arrive, registered, are continually observed, and depart correctly accompanied from the KIDZ HUB.

PROCEDURES

1. Observation

- KIDZ HUB Staff will always keep children within the sight and hearing so their presence can be confirmed, and activities and behaviour observed.

2. Registers

- KIDZ HUB children's attendance registers will be generated from the KIDZ HUB computer system and review by the KIDZ HUB staff before the start of every KIDZ HUB session.
- The attendance registers will be retained by the KIDZ HUB and filed in the attendance folder.
- A register of children present will be taken by KIDZ HUB staff:
 - Start of every session at 8:30am
 - After holiday session lunch break
 - After transfer from school



- Outings and Trips
 - when you leave the KIDZ HUB
 - when you get on any transport
 - when you arrive and before you enter the venue
 - after a lunch break
 - when you about to leave the venue
 - when you arrive back at the KIDZ HUB
- When the children return from using the school playground and facilities
- At any time when a child may be missing
- For any fire or emergency evacuation and practice.
- At any other time considered appropriate by the Play Manager

3. Attendance

- Children should arrive at the KIDZ HUB after 8.00am and be brought into the KIDZ HUB by their parents.
- Parents must just not drop their children off, KIDZ HUB outside entrance.
- When parents bring their children to a KIDZ HUB session, they will sign the register to confirm their child's attendance.
- Parents will also ensure that their child is met by and hand over to a KIDZ HUB member of staff.

4. Meals

- At the Holiday sessions will be provide with a choice of cereal or toast and drink in the morning and should bring a packed lunch and drink.
- Any snacks provided will consider children's dietary needs. Parents will be asked to complete a dietary needs section on registration form form when registering their child with the setting. Individual dietary needs must be noted on a list on the allergies list located in the office. This list must be kept up to date.



5. Departure from the KIDZ HUB

- Children must be collected from the KIDZ HUB by their parent before 6:00pm.
- Parents must sign their children out on the register, indicating name of person taking child and the time of leaving, when they collect their child.
- No child will be allowed to leave the KIDZ HUB unless collected by a parent.
- Parents must provide permission to the KIDZ HUB for a child to be collected by other family members or friends.

6. Missing Children

- If any child is thought to be missing the KIDZ HUB staff will follow the KIDZ HUB Lost or Missing Child Policy and Procedure.

7. Visitors and Volunteers

- Visitors to the KIDZ HUB must sign at the bottom of the attendance register to enable a record to be kept of their visit to the KIDZ HUB
- Visitors must provide an acceptable form of identity and will only be allowed access to the premises if they have authorised business, and they must be escorted at all times by KIDZ HUB staff.

ROLES AND RESPONSIBILITIES

- The Roles and Responsibilities for this Policy and Procedure are stated in the Introduction at the front of the KIDZ HUB Handbook.

REVIEW AND APPROVAL

- The Review and Approval of this Policy and Procedure is stated in the Introduction at the front of the KIDZ HUB Handbook.