



Parents Signing Children In Procedure

- On arrival at the centre, the parent/guardian must sign in the child/ren using their unique identification details on the electronic Childcare Management Software
 - a. In the event that the children are delivered by a person without a login, an Educator will sign the children into the service
 - b. Children are not permitted to sign themselves into the service
 - c. Manual sign in sheets are to be used in the event that there is a technical issue with the electronic Childcare Management Software
- Any medications must be given to the Supervisor. Refer to the Medication Administration Procedure for detailed instructions.
- Educators will welcome families and children on arrival and seek to engage children in the day's activities to assist in a smooth separation
- Educators, families or children may need to exchange information at this time. If this exchange of information involves discussions about private or personal details, the discussion will take place in a private area.
- In the event a parent or educator cannot sign the child into care because the child isn't showing on the roll, the Supervisor will decide if the child can attend that session.
 - a. In making this decision, the Supervisor will consider:
 - i. whether there is additional capacity within the current staffing to accept the child without exceeding child/educator ratios or maximum capacity for the service
 - ii. whether there is space on the buses to accommodate an additional child
 - iii. whether there is any restrictions currently placed against the family (e.g. due to overdue fees, suspension, etc.)
 - b. If the child is able to attend, the supervisor will ensure the child is added to the roll and signed in for the session
 - c. Otherwise, the parent / carer will be informed that we are unable to accept the child into care

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

Current version 2

Last review April 2024