

## GREETING CHILDREN ARRIVING AND DEPARTING POLICY

### **Rationale:**

Here at Little Saints Early Learning Centre, we aim to make children and their families feel welcome at all times. It is our responsibility to ensure that all children are accounted for at all times whilst here and that our staff:child ratios are maintained at all times.

### **Aim:**

- The morning staff will individually “meet and greet” each child and their family upon arrival.
- For staff to record on class rolls each child when they arrive and depart the Centre in order to maintain correct records of who is here in case of an emergency.

### **Strategies/Practices/Procedures:**

1. Staff will introduce themselves to parents for the first time.
2. Staff will individually “meet and greet” each child and their family upon arrival using their correct first name.
3. Staff will use eye contact when greeting children and offer a cuddle to assist in a smoother transition from home to kindy.
4. Staff will tick off on the class roll each child as they arrive.
5. When groups split at 8am, the class rolls will go with the specific groups of children and the staff will continue marking off their children.
6. Roll call will be held at approximately 9.30am as a double check measure.
7. In the afternoons, staff will say goodbye to each child again with eye contact once they have seen parent who has come to collect them. Staff are responsible for marking off the children as they leave with their parents.
8. If any names are left uncrossed the closing Group Leader needs to go to child’s sign in sheet and ensure that the child was collected.
9. If the child has not been crossed off the roll and has not been signed out and has not been accounted for, staff are to refer to the “Missing Child Policy”.
10. Group Leader is to contact the Nominated Supervisor immediately.

### **Measuring Tools:**

Rolls  
Attendance Records

### **Sources:**

National Law (2011)  
National Regulations (2012)  
National Quality Standard  
Early Years Learning Framework  
Queensland Kindergarten Learning Guideline

### **Links to Other Policies:**

Missing Child Policy  
Collection of Children Policy