



Government
of South Australia
Department for Education
and Child Development



Angaston Kindergarten

ATTENDANCE PROCEDURE

This document is an appendage to our *Preschool Attendance Recording Procedure* located in our policy folder. Please speak to the Director if you have any queries.

- Upon arrival, sign your child in on the roll (located on parent bench).
If your arrival or pick up time is outside of normal kindergarten opening hours please indicate the time on the roll
- Indicate in the comment section on the roll whether your child is to be picked up by someone other than yourself and record your contact number for the day
- Upon collection, sign your child out on the roll and write in the time.
- Encourage your child to place their bag in their locker, put their drink bottle in their group colour tray and place their lunch box in the fridge.

If your child is unable to attend, please notify the kindergarten via a phone call.

If your child has medication to be taken during kindergarten hours i.e. Ventolin, or has any other pharmaceutical product such as; throat lozenges, lip balm or sun block, please hand it directly to a teaching staff member who will record it and place in the medication drawer located in the kitchen.

Staff roles and responsibility

Please note:

- **Staff are not responsible for administering any medication without a health care medication plan in place**
- **To ensure all children's safety no pharmaceutical product is to remain in children's bags.**

- Designated staff member checks morning attendance at approximately 9:30am and signs in any children whose guardians have not indicated their arrival
- When all children have departed, designated staff member signs out any children whose guardians have not indicated their departure and documents who picked them up.
- Designated staff member signs and tallies roll.

If a child has been absent for a period of a week with no notification, contact with family will be made via a phone call.

Endorsed by Staff and Governing Council March 2017

Governing Council Chair: [Signature]
Date: 9/5/17

Director: [Signature]
Date: 9/5/17

Reviewed March 2017

Review: April 2018