

Procedure

Attendance

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website including:

[Preschool attendance recording procedure \(edi.sa.edu.au\)](http://edi.sa.edu.au)

We believe that preschool provides a safe, success orientated and caring environment for children to learn in. Children need to attend preschool regularly in order to participate fully and gain maximum benefit. Regular attendance enables children to access a comprehensive curriculum, enabling them to reach their full potential.

We believe that regular attendance at preschool results in the following:-

- Familiarity and continuity prompts feelings of security within the preschool environment.
- Optimal opportunities for play activities which enhance social/emotional and cognitive development.
- Children establishing and maintaining lasting and supportive friendships.
- Building of self esteem and self confidence in children.
- Children and families benefiting from established routines and patterns of attendance.
- Preparing children in accordance with expectations of schooling attendance requirements.

Children who are enrolled at preschool should attend.

Parents' responsibilities:

- Parents/Caregivers are responsible for delivering and collecting their children to and from preschool on time.
- Children should attend each day they are enrolled.
- Parents/Caregivers are required to promptly notify the preschool if their regular arrangements change: ie Notify who will deliver and pick up their child and the time. This is to be recorded in the Collecting Children register book on the bench in the kitchen area.
- Parents/Caregivers are responsible for keeping a sick child at home and notifying the preschool of the reason for the absence, particularly an infectious disease or infestation.
- Parents/Caregivers to promptly notify the preschool of any changes to their emergency contact information.