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## The English School of Mongolia (ESM) Preschool

### Arrival and Departure

#### Introduction

This policy relates to the arrival and departure of children at ESM Preschool. It is the responsibility of staff and families to ensure the safe arrival and departure of children at the setting and the completion of statutory documentation.

#### Aims:

- We aim to have both **safe and happy transitions** into and out of their daily program as they feel secure in the warmth of welcome and the unfolding daily rhythm.
- We wish to foster **secure attachments** to the teachers at the preschool as the children separate from their parent or caregiver, through quality education and care, continuity of teachers and positive interactions at the service.
- We will assure the **completion of the required records** to confirm children's presence or absence.
- We ensure a child's arrival and departure is recorded checking that each child is only allowed to leave with those who are **authorized to pick up the child**.

Procedures	Person Responsible
A record of attendance: <ul style="list-style-type: none"> <li>• full name of each child attending is at the reception and its signed at arrival and departure times</li> </ul>	Coordinator
A child will leave the center only with a parent, authorized nominee, an authorized delegate as a part of an excursion or because the child requires medical care. <b>The child may not leave the center with a parent who is prohibited by a court order from having contact.</b>	All teachers and staff
A child may only leave the center with an authorized person who appears able to appropriately care for the child. Teachers and staff will always use discretion and act in the interest of safety for the child,	All teachers and staff

themselves and other children in the care and education service.	
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## Procedure

### The Preschool coordinator will:

1. On orientation and on the first day of enrolment, remind families that all children need to be signed in and out as a part of regulatory and funding obligations and that written authorizations are needed for pick up. Families will also be informed that sign on sheets will be used for emergency evacuations and need to be completed by families both on arrival and on departure from the service.
2. Develop rosters to provide for continuity of care for the families and children throughout the day.

### The Head, Responsible Person, Teachers and Coordinator will:

1. Ensure sign in checks are done by 10:30 am through reviewing the **Sign In and Out Sheet**. Where parents or authorized persons have not signed in, a staff member will note that the child is in attendance. Families will be reminded to complete this record.
2. Ensure that a staff member at regular intervals between 5.00 and 6.00, verifies all children who have left, have been signed out of the center. If a child is not signed out teachers/ staff members will make a note of the time if they have observed the child leaving. If not they will check all areas of the center to ensure the child remains. **Families will be immediately contacted for details if a child is not present, is not signed out and the teacher has not seen them leave.** The School Head Office will be notified. At the end of the day two staff members will check all children have been signed out and have left. This will be confirmed via a **Statement on the Sign In/Out Sheet**.
3. Request a 'signed authority to release' form from the family prior to allowing anyone other than those listed on the enrolment form to collect a child from the service.

### The Families/family member or delegated authority will:

1. Escort each child safely from the street or car park and enter closing each gate behind them.
2. Sign each child in and out of the preschool upon arrival and at the time of departure, on Record of Attendance with a full signature.
3. Assist their child to put away belongings and to connect with their teachers. They will write or verbally share any information on the child's health or change in routine. They will remain responsible for their child whilst they are on the preschool premises.
4. Ensure that documentation is completed for any authorized person picking up their child or for any medication to be given.
5. Write their child's name in the After Hours book if there is a casual booking for that day.

**Teachers and staff will:**

1. Set the environment with familiar activities for children to enjoy when they are settling into care. Changes in the program rhythm or teachers will be discussed with children and families to promote consistency and to help children feel secure in their setting.
2. Greet families and find out about the child's needs for the day.
3. Support children to participate in an activity, assist with separation for both adults and children and to say goodbye.
4. Welcome families at the conclusion of the day and communicate about the child's day. Any important messages will be passed on to families, including any changes in the child's routine, accident reports or medication needs.

**Families/family member or delegated authority will:**

Communicate any changes of routine with teachers. This communication may include information about medication, a change of routine, a person other than a known authorized adult picking up a child and completing documentation or if there is a change in time of arrival or departure for a child. These must be known by teachers to ensure the safety and wellbeing of each child.

**Evaluation**

Arrival and departure procedures at ESM Preschool encourage families to interact in the environment, build relationships, communicate within the community and ensure the safety of children when being delivered and collected from the preschool.

*Policy Reviewed March, 2019*