

Absent Policy

Policy Statement.

We aim to ensure the safety and welfare of the children by ensuring clear communication and co-operation between the centre, parents and the school.

Considerations.

National Standards Section 5.3.4 (Advising of child's absence)

Procedure.

Absent Children

Parents/guardians are to advise the centre if their child will be absent on a day that they are booked into care.

Parents/Guardians must:

- Inform a staff member either in person, who will record the information in the diary for the day of expected absence.
- Ring the centre and inform a staff member, as early as possible. Where possible this change should be confirmed in writing by fax or email before 3pm.
- This information will be recorded by staff on the daily roll.

Parents must indicate the expected duration of absence. If the absence is to be for more than 1 day the centre must be informed in writing of the days the child/ren will be absent from care.

Parents will be informed of this requirement on enrolment and in the parent information booklet detailing the great importance of the centre knowing of a child's absence.

Should a child not be present and or waiting in the designated area when expected, the staff member will:

- Ask other children of their knowledge of where the child might be.
- Approach the school office and ask for information regarding the child's attendance at school.
- All other children must be supervised during this time.

Failure to Notify The Centre

If the child was absent from school or not attending OOSH eg. due to play dates etc but the centre was not notified then the parents will be called/ emailed to remind them of their failure to contact us. A \$10 non notification fee will be charged to your account every time the centre is not notified of your child's absence.

If the child was booked into Before School Care or Vacation Care service and they did not attend the centre will not call the parent/carer. There will be no charge.

DATE ENDORSED-April 2009

DATE FOR REVIEW AND EVALUATION-April 2010