



SIGN IN/OUT INFORMATION

Parent Handbook 2020

SIGNING IN AND OUT OF THE CENTRE

Each child must be signed in and out of the centre every day they attend. This is a legal requirement and is in the interest of your child's safety.

These records are used in case of emergencies and for the calculation of the Child Care Subsidy (CCS).

If a child is away, ill or on holidays, the corresponding days must be logged using the Xplor app or by contacting the Service's educators.

On arrival at the centre you are asked to:

- Sign your child into the centre using the centre Xplor Hub.
- Present your child to the educator in charge.

When you collect your child, we ask that you:

- Come into the room and greet your child.
- Collect your child's belongings.
- With your child, say goodbye to the educator in charge of the group.
- Sign your child out of the centre using the Xplor Hub.

To ensure the safety of all children, no child will be released into the care of any persons not registered as authorised by the parent/guardian on their child's enrolment form or without written confirmation from the parent/guardian.

If Educators do not know the person collecting your child by appearance, the person must be able to produce some form of photo identification to verify that they are authorised to collect the child as per the authorised information provided by the parent/guardian.

In the event that a child has not been collected 15 minutes after closing time, the the parents/guardians will be contacted or the emergency telephone numbers provided will be contacted.

If the child has still not been collected 30 minutes after closing time then staff will follow the Department of Communities Abandoned Child Procedures including contacting the Child Protection and Crisis Centre 24 hour Service.

Additional fees will be charged for a child that remains in the centre after the centre's closing time.

Signing In and Out is a legal requirement of the Family Assistance Office. If you do not sign your child in or out you will not be eligible to claim Child Care Subsidy.