At Magill Kindergarten, we believe that we provide a safe, caring and engaging learning environment based on positive relationships, where children can experience success in learning. In order to participate fully and gain maximum benefit from the kindy experience, children need to attend regularly to ensure that they are able to access a comprehensive curriculum.

By regularly attending kindy:
- Children become familiar with the kindergarten environment and feel secure
- They have increased opportunities to engage in activities which enhance social, emotional and cognitive development
- Any need for early intervention is identified and programs put in place to address needs
- Children learn and understand the daily routines and how to play safely
- They establish and maintain supportive friendships, learning to care for others and ask for help for themselves and others
- Their self esteem and self confidence is developed
- Patterns of regular attendance and valuing of education set a positive pattern for school attendance
- Children have the opportunity to participate in a well organised transition program which assists with entry to school.

Parents Responsibilities
- Parents/Carers are responsible for getting their children to and from Kindergarten on time each day that they are enrolled
- Parents/Carers are to provide the kindergarten with a copy of any Custody or Restraining Orders
- Parents/Carers are responsible for keeping a sick child at home and notifying the kindergarten of the reason for absence particularly an infectious disease or infestation
- Parents/Carers are to inform staff if:
  - their child will be absent
  - any arrangements for the pickup of their child changes.
  - there are any changes to their enrolment details, especially emergency contact information
  - children are to be collected at other than the normal dismissal time

Staff Responsibilities
- Staff will monitor each child’s attendance and record absence in roll book
- Attempt to contact parents/carers by phone after one week of unexplained absence
- Record on the whiteboard, any information given by parents/carers about changes to arrangements for the collection of children at the end of the session

Staff have an expectation that parents who have enrolled their child at Magill Kindergarten will ensure that they attend regularly.

After 20 days of non-attendance without contact by parents, the child’s enrolment will be considered non-active, and parents wishing to resume attendance will need to re-enroll. A letter to this effect will be sent to the parent’s last known address.

Governing Council Endorsement:    Date: