

Attendance Policy

The Starfish Academy Educare Centre (Pty) Ltd

Attendance is crucial for your child's successful integration into the Daycare Centre. Establishing a routine is an integral part of your child's day, contributing to their overall well-being. We encourage parents to engage actively in their child's experience by visiting at any time.

Procedure:

Notification:

Parents are required to notify daycare staff by 9:30 am if their child will not be attending.

Arrival:

Upon arrival, parents should:

- Sign intake forms before leaving the Centre.
- Place diaper bags and extra clothing in the child's designated class.
- Label soothers and store bottles needing refrigeration in the designated area.
- Communicate with a staff member regarding the child's night and morning experiences.
- Take a moment to help your child settle and say goodbye.

Departure:

Upon departure, parents must:

- Sign their child out, noting the departure time.
- Make personal contact with a staff member before leaving.

Daycare Staff Responsibilities:

Daycare staff will:

- Contact parents or guardians when a child has missed three consecutive days.
- Discuss the reason for the absence with parents or guardians.
- If contact cannot be established within two weeks, the child may be dismissed from the program.

Consideration:

We understand that unexpected circumstances may arise, and we appreciate your cooperation in keeping the lines of communication open. Regular attendance and collaboration between parents and staff are essential for providing a positive and nurturing environment for your child at Starfish Academy.