

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.