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Attendance, delivery and collection of preschool children

Children must only be released to authorised nominees indicated in enrolment records.

Sites must keep records of children's attendance, including arrivals and departures, with the signature of the person responsible for verifying the accuracy of the record or the person collecting the child.

Refer to [legal services](#) for legal and family law issues.

Attendance record procedures

- [Preschool attendance recording procedure \(PDF 157 KB\)](#)
- [Early Years System User Guide \(EYS\) – 4010 Record Attendances \(PDF 1 MB\)](#)
- [EYS quick reference guide – how to record children learning at home \(PDF 508 KB\)](#).

National Quality Standard and Regulations

- [National Quality Standard 2.3](#)
- [Regulation 168 \(2\) \(f\)](#).
- Related key regulations: [99](#), [158](#), [160](#), [176](#)

Contact

Preschool Policy and Advice

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Related information

[Department policies](#)

[Parent and guardian authorisations in preschools](#)

[Attendance policy \(PDF 242 KB\)](#)

[Preschool enrolment form \(PDF 2 MB\)](#)

[School and preschool enrolment policy \(PDF 711 KB\)](#)