

Preparing for Arrival sign in sign out (SISO)

A checklist for sessional kindergarten service providers

The purpose of this checklist is to provide you with an overview of the recommended steps to ensure you and your team are ready to successfully implement Arrival SISO to digitally collect attendance at your service.

Stage 1: Prepare

☐	Check all staff using Arrival have compliant email addresses Further guidance: www.vic.gov.au/arrival-creating-compliant-email-addresses
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Stage 2: Practice

☐	Set up the iPad or tablet device
☐	For iPads, follow this guidance https://cdn-au.mail.snd.com/383601/arcL5F7jkjcQm7W5KuJaiRP1V-fS8Epalm_1saH60fk/1747962466/4375196.pdf
☐	Build staff knowledge and confidence - Visit the Help area in Arrival for service level guidance on Arrival Kiosk mode, Arrival SISO and instructions on how to manage attendance records - Visit the Arrival webpage for information and resources to help services support families: www.vic.gov.au/arrival-attendance-data-collection - Practice using the system before introducing it to families
☐	Begin communicating with families Distribute factsheets or adapt the information from the Arrival attendance data collection webpage at www.vic.gov.au/arrival-attendance-data-collection

Stage 3: Implement

☐	Communicate with families about how Arrival SISO will work in your service and share videos showing how families use the system: www.vic.gov.au/arrival-attendance-data-collection
☐	Set up sign in and sign out area. Make sure it is: - Clearly visible - Easily accessible - Informative. Display the 'how to' guides for families. You can print and download the guides from www.vic.gov.au/arrival-attendance-data-collection#how-to-guides-and-videos
☐	Start with a small group of families - Gradually increase the number families signing in or out for the first time to allow additional time for them to reset their PINs - If possible, allocate someone to initially support families e.g.: a volunteer parent familiar with the system
☐	Move to whole service using Arrival SISO and ensure processes are in place to review and confirm attendance data in Arrival weekly to ensure it is accurate

	• When reviewing attendance data, your services can make changes such as correcting an attendance or absence. Guidance on confirming and updating attendance records is available in the 'Help' section of Arrival • Continue to maintain your paper-based records for operational and regulatory purposes. The department is continuing to work on enhancements to Arrival's SISO functionality before paper-based collection methods can be replaced
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For technical support with using Arrival SISO, please contact the Arrival Helpdesk:

- **Phone:** 1800 614 810 between 9 am and 5 pm Monday to Friday
- **Email:** Arrival.Helpdesk@education.vic.gov.au

If you have any other questions, please contact your local [Early Childhood Improvement Branch](#):
www.vic.gov.au/Contact-Early-Childhood-Improvement-Branch