



Out of School Hours Care Arrival and Departure Policy

Policy Statement

All children attending the Out of School Hours (OSHC) Program must be signed in and /or out by the parent/guardian/authorised person every session. This includes the time of arrival and departure. Any children attending extracurricular activities or sporting activities are to have signed permission from parent/guardian or authorised person for OSHC staff to deliver to school stadium. OSHC program will ensure the safety of children not collected from the service by closing time of 6.30pm.

Procedures and Practices

- Parents, guardians, or authorised persons are required to sign children into the before school care/curriculum day program and sign out of the after-school care program.
- Parents, guardians, or authorised persons must provide written permission for any child to leave the service for extracurricular and sporting activities.
- Staff will take children to basketball training in the school stadium. Due to staffing ratios staff will not pick children up from basketball training. Parents need to give signed permission for the child to attend and if a child is to return from the training sessions on their own. Children will be signed in or out by a staff member when attending these activities.
- When an unauthorised person is collecting children from the service verbal permission can be provided over the telephone if a written permission is provided later. If the person is unknown to staff photo identification should be sighted.
- Late pickup – staff will attempt to contact the parents, guardians, or authorised persons at 6.30pm.
- If by 7.00pm the parents, guardians or authorised persons have not been contacted, staff will contact the Principal or Assistant Principal for direction.

Sources:

- Guide to the Education and care Services National Law and the Education and Care Services Regulations 2011. Sourced March 2020.
- Child missing from the program policy. Sourced March 2020.

Date Reviewed:

March 2014
August 2015
March 2018
March 2020

Next Review Date:

March 2023
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