St Joseph’s OSHC- Arrival and Departure Policy

St Joseph’s Kingswood is all about our children. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

The St Joseph’s OSHC service maintains clear processes to ensure that the arrival and departure of children is carefully monitored.

All children must be signed in and out of the service via the daily attendance register

**Before School Care**

Children must arrive at **Before School Care** (BSC) accompanied by a parent or guardian over 18 of age. The parent or guardian must write the arrival time and sign the child into the BSC in the daily attendance register. It is the parent or guardian’s responsibility to ensure this occurs or make arrangements with the Director to sign children in or out. Please ask staff for guidance if you are unsure with this procedure. On arrival the parent or guardian must never leave the child unaccompanied without a staff member present. Please speak to staff to ensure they are aware of the child’s arrival at OSHC and to pass on any relevant information about the child.

Never leave medication in your child’s bag. All medication that is required to be transported to the school will be done so by the staff member and taken to the school office. It is the parents’ responsibility to collect the medication if picking the child up from school that day. If the child attends ASC the OSHC staff will collect the medication and completed medication form from the school office prior to meeting the children at the designated pick up point.

At 8.30am educators will ensure all children will be walked from OSHC to the oval area where duty of care is then the responsibility of the teacher on duty. If a child is new or unsure OSHC staff will facilitate a smooth transition. OSHC staff will hand over any relevant information to the class teacher or front office.

**After School Care**

After school all students booked into OSHC will go to the hall and will be signed in by an OSHC staff member. Children new to the school or unsure of where to go will be accompanied by their class teacher.

If a child is attending sport after school before attending OSHC this must be clearly communicated by the parent to staff.
When collecting your child on departure it is the parent/guardian's responsibility to sign the child out of the service and note the time of departure in the daily attendance register or an educator may sign them out. Please ensure you speak to an educator when collecting your child so that they are informed of your child's departure.

Parents are required to telephone the OSHC director to inform the educators if there is a change to the person who is collecting the child that afternoon or if the departure will be later than advised on the sign in/out sheet.

Only people who are authorised by the parent can collect the child from the OSHC service. The authorised person will need to show photo ID if they are unknown to educators.

On departure the person collecting the child must also ensure they co-sign any authorisation that has been made for the administration of medication that day or for any injury/accident that has occurred that day that they have been informed about.

A child aged 10 or above is only be able to leave the program if the child leaves the premises in accordance with the written authorisation from the child’s parent or authorised nominee named in the child’s enrolment record.

**Process:**

- Parent/authorized nominee presents written permission to the OSHC Director.
- Parent/authorized nominee and OSHC Director discuss details noted in the letter prior to the child/ren departing the program.
- The Principal will carry out a risk assessment prior to the child/ren departing without a parent/authorized nominee with them.
- The outcome of the risk assessment will be discussed with the parent/authorized nominee prior to the child departing the program.
- Permission letter to be attached to the child’s enrolment form.

**Booked child fails to arrive**

If a child booked into after school care has not arrived by the time roll call is done after school the Director will:

- Check that the child was present at school
- Check the front office for any messages
- Check school grounds / check with staff on duty
- Contact the parent to check if collected
- Notify Principal / Deputy to institute a search
- Contact Police in conjunction with the Approved Provider

**Late Collection of Children**

All children need to be collected from OSHC by 6.00pm sharp.
Parents need to have a clear plan in the case of emergencies. Parents must notify the Director if they are unable to collect their child and they must make every effort to organise another nominated person to collect. Late Collection Fees apply.

If educator has had no contact from the parent by 6.00pm the Director will:

- Attempt to contact the parents
- Attempt to contact Emergency contacts as per enrolment form
- If unable to make contact the Principal / Deputy will be notified.
- Follow the direction of the Principal / Deputy

Policy created: 2012
Policy reviewed date: 2015
Police review date: 2017