

THE DELIVERY AND COLLECTION OF CHILDREN POLICY

Delivery and Collection of Children

- All children must be signed in and out of the service by a responsible adult. It is not appropriate for children to enter or leave alone and if this occurs the parent will be notified.
- Children must be recorded appropriately on the booking sheet or the digital sign-in, with clear times of entry and exit.
- The booking sheet and digital sign-in is a legal record of care, and through which parents are charged.
- Information about cancellation or casual care must be written on Parent/Family Communication Sheet.
- In an emergency when a child attends from school as their first time at OSHC, an information sheet detailing medical conditions and contact information will be provided to the service by the school.
- The OSHC educator has a duty of care for OSHC children once they are signed in. It is important to remember if an incident occurs during yard duty, **before** the child has commenced in OSHC the school is responsible for managing the incident. If there are OSHC children remaining when yard duty finishes the teacher should escort the children to OSHC or the School Office for collection.
- If the custodial parent/guardian arranges for an unauthorised person to collect his/her child from the service, the parent/guardian must firstly advise the service via a telephone conversation and/or give written advice of this arrangement and confirm who will collect the child. Educators/staff will seek proof of identity in cases where the person authorised to collect children is not known to staff.
- In events where children have after school sporting commitments, the above conditions apply. If children are to be in OSHC before or after a sporting commitment, parents are to arrange an authorised adult to escort their child to and from OSHC. This adult is to sign their child out and/or back in on the attendance form digital sign-in. This adult needs to be added to the child's emergency contact list on their enrolment form. The parent/Guardian of the child are to notify OSHC of this ongoing arrangement or for each day this occurs. It is not possible for OSHC educators to provide duty of care for children between sites or activities. Parents must manage this risk by ensuring clear communications between sporting club, supervising adult, their child, themselves and the OSHC staff.

CHILDREN MUST BE COLLECTED BY 6.30pm OR A LATE CHARGES OF ¼ HOUR INCREMENTS WILL APPLY

Eg: 6.31pm – 6.45pm \$15.00 / 6.46pm - 7.00pm \$30.00