

# **Our Lady of Hope Greenwith Campus Outside School Hours Care**



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## **POLICY DOCUMENT**

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### **DELIVERY AND COLLECTION OF CHILDREN**

## DELIVERY AND COLLECTION OF CHILDREN

### BACKGROUND

Effective partnerships between an OSHC service and its families greatly assist in all aspects of service delivery. This is especially so in children arriving and departing from a service. It is in this short period of each day where bonds between educators, staff and families are developed and where children are welcomed and settled into the OSHC environment.

A service must retain records of attendance such as sign-in sheets and families are responsible for initialing these attendance records daily. Regulation 158 states that the attendance record is to be signed by one of the following persons at the time a child arrives and departs:

- the person who delivers the child to education and care premises or collects the child from the education and care premises; or
- nominated supervisor or educator.

A child in care may leave the service premises only in accordance with Regulation 99.

### POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC service maintains clear processes to ensure that the arrival and departure of children is carefully monitored. We will ensure the safety and welfare of the children by ensuring clear communication and co-operation between the centre, families and the school. Safeguards are also developed and regularly reviewed to keep children safe during the time of transition between school and OSHC.

### RELATIONSHIP

| Regulations | National Quality Standard | Other policies/Service documentation               | Other legislation/Guidelines |
|-------------|---------------------------|--|------------------------------|
| 158, 168    | 2                         |  |                              |
|             |                           | Enrolment and Orientation Policy                   | Child Care Services Handbook |
| 99          |                           | Child-safe Environment Policy—refer to Supervision |                              |
|             |                           | Fees Policy  |                              |
|             |                           | Family handbook                                    |                              |

### HOW THE POLICY WILL BE IMPLEMENTED

#### *Before School Care*

- All children coming to before school care (BSC) will be signed in by a parent or approved person.
- All children will be signed out of BSC by an OSHC educator.
- All Junior Primary children are dropped off at their classroom by a staff member when BSC finishes at 8.45am

### **After School Care**

- Junior Primary children from Greenwith Primary School from Block 3 are to assemble in their courtyard and Junior Primary children from Block 1300 are to assemble in the internal meeting room adjacent to the toilets where a staff member will be waiting to bring them down to OSHC.
- Junior Primary children from Our Lady of Hope School are to assemble under the canopy where a staff member will be waiting to bring them down to OSHC.
- Once all children have been accounted for, all the children will be brought down to OSHC.
- All children coming to after school care (ASC) will be signed in by an OSHC educator.
- All children will be collected and signed out by a parent or approved person.
- The authorised person is required to give proof of identification to staff if they are not known to the staff member.
- Children may not go home unaccompanied unless there is signed written permission from parent/guardian that identifies and qualifies such expectations. The Approved Provider/educators will reserve the right to negotiate such requests where there is concern about children's safety.

### **Vacation Care**

- All children will be signed in and out by a parent or approved person.

### **Absent children from OSHC**

Parents / guardians are to advise the centre if their child will be absent on a day that they are booked into care.

If parents are aware beforehand they must either:

- Write a note on the sign in sheet.
- Fax details (0882899751).
- Email details ([oshc@goshc.org.au](mailto:oshc@goshc.org.au)).

If parents do not know until the day they must in person

- Ring the centre and inform a staff member, as early as possible. Where possible this change should be confirmed in writing by fax or email.
- Parents must indicate the expected time of absence.

Parents will be informed of these procedures on enrolment and through the parent information booklet detailing the great importance of the centre knowing of a child's absence.

### **A child booked in fails to arrive**

If a child booked in has not arrived by the designated time after school has finished, the educator will implement the service's procedure to locate the child:

- Speak with the child's peers or siblings, who may have relevant information.
- Check the immediate area to locate the child.
- Communicate to the OSHC office to advise a child has not arrived at the collection point.
- Wait at the designated area until given further advice

The OSHC office will

- Call the classroom and/or front office at school to check that the child was at school.
- Call the parent or emergency contact numbers to establish whether the child is expected at OSHC or whether other arrangements have been made.
- Send a staff member to check classroom area and surrounding area including pick up area
- Call the relevant school to advise them a child is missing and they will implement their procedures for locating the child.
- Keep in contact with the family and school until the child has been located.

- When the child has been located, the information is to be shared immediately with those who may be assisting to locate the child.

## **ROLES AND RESPONSIBILITIES**

### **Service**

- A service must retain records of attendance such as sign-in sheets and families are responsible for initialing these attendance records daily. Regulation 158 states that the attendance record is to be signed by one of the following persons at the time a child arrives and departs:
  - the person who delivers the child to the service or collects the child from the service
  - a nominated supervisor or educator.
- The service will not release the child to anyone who is not authorised without prior consent.
- If the service has not been notified and someone other than the parent or authorised person comes to collect the child, the service will ring the parent to get his or her authorisation. The child will not be released from the service until proper authorisation has been received.
- Advise the school and family if a child is missing.

### **School**

- Advise OSHC of absent children from the service.
- Once OSHC has established a child is missing the school will implement their procedure for locating the child.

### **Family**

- Children are not to be left at the service at any time prior to the opening hours of the service.
- The authorised person dropping off the child must ensure that a staff member is aware of the child's presence before leaving the service.
- Any information regarding changes to bookings are to be written on the attendance sheets in the notes column. Any confidential points of information can be recorded on the Parent Message Pad, such as any particular requirements for the day or any changes to who will collect the child. These changes are then to be handed to a staff member or placed in the fees box.
- The names and contact numbers of all people authorised to collect the child must be included in the enrolment form. Any changes to these must be advised in writing to the service as soon as possible
- If the child is to be collected by anyone different than the name on the enrolment form, parents must have personally informed the service prior to pick up. This change should be confirmed in writing by fax or email, if possible, including a description of the person who will collect the child. The person picking up the child must bring identification. If they do not bring identification then the service will ring the parents and ask them to verbally identify the person who has come to collect the child.
- Should a child require medication of any kind, parents must fill in and sign the services medication form. (See Medical Conditions Policy and Guidelines for Medication)
- The authorised person must ensure that a staff member is aware that they are taking the child from the service.
- Children **must** be collected by the closing time of the service. On the 3<sup>rd</sup> occasion a family fails to collect their child/ren by 6.15pm they will be advised that they need to make alternatives plans for care such having another family member or friend collect when they will be late or family day care.

## **OTHER CONSIDERATIONS**

### **Transition**

#### **New Children**

- The buddy system is followed to assist new children
- A mutually agreed transition plan can be developed for individuals for either/both BSC and ASC at the family's request.

#### **Extra Curricular Activities**

- Some examples of extra curricular activities include: Italian, Music, Drama, Science, Basketball and Football.
- Families need to give permission for their child to attend extra curricular activities by completing and signing a Movement Form. Without this permission children are not allowed to leave the service.
- Families signing the Movement Form are giving permission for their child to transit from the service to the activity venue with no supervision.
- Children are required to report to staff to notify them that they are going to their Extra Curricular Activity or returning from their Activity.
- Children will be signed when they have finished their activity and come back to the OSHC room. Please note that our duty of care doesn't start until children are signed in and ceases when the child leaves to attend their activity
- Families must inform the service when the children no longer attends their activity.
- The facilitator of the Extra Curricular Activity is responsible for your child's well being and safety in the event of an emergency or when other situations occur while in their care.
- When families collect their children directly from their extra curricular activity they need to advise the service.

## **RESOURCES/REFERENCES**

- Transition into Outside School Hours Care—OSHCQA Fact Sheet #13 at [www.acecqua.gov.au](http://www.acecqua.gov.au) (go to NCAC archive)
- Dealing with Family Law Issues in Preschool and Schools (currently being reviewed, refer to DECD Legislation and Legal Services Unit (LLSU) tel: (08) 8226 1555) at [www.decd.sa.gov.au/services/pages/leglegal/32146/](http://www.decd.sa.gov.au/services/pages/leglegal/32146/)
- Leaders and the Law (currently being reviewed, refer to DECD Legislation and Legal Services Unit (LLSU) tel: (08) 8226 1555) at [www.decd.sa.gov.au/services/pages/leglegal/32146/](http://www.decd.sa.gov.au/services/pages/leglegal/32146/)
- CESA Guidelines <http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/HomePage>
- Education and Care Services National Regulations [www.legislation.sa.gov.au/LZ/C/A/EDUCATION%20AND%20EARLY%20CHILDHOOD%20SERVICES%20\(REGISTRATION%20AND%20STANDARDS\)%20ACT%202011/CURRENT/2011.46.UN.PDF](http://www.legislation.sa.gov.au/LZ/C/A/EDUCATION%20AND%20EARLY%20CHILDHOOD%20SERVICES%20(REGISTRATION%20AND%20STANDARDS)%20ACT%202011/CURRENT/2011.46.UN.PDF)

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**(Chairperson)**

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**(Date Reviewed)**

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**(Principal)**

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**(Date Reviewed)**