

GRANGE OUT OF SCHOOL HOURS CARE AFTER SCHOOL ACTIVITIES

The following procedure has been established for children who attend after school activities whilst attending After School Care.

*Before beginning AS (after school) activity practise for the season a **Consent form** (available from OSHC) will be filled out and signed by the parent/caregiver stating relevant information regarding children and their activity arrangements.

*All children who are booked in to After School Care need to be signed in to at 3.05pm before they attend activities even in the event when AS activity is scheduled for immediately after school. Children need to be signed in to OSHC then notify the staff member in charge that they are attending AS activity. At this time a staff member will create a list of children attending AS activity, where children are located and what time they will return to OSHC. Children can then leave to attend AS activity.

*In the case when AS activity starts later than 3.05pm children will be signed to ASC as per usual. Children will remain at OSHC until AS activity begins. A list will be established for children attending stating where they will be located and whether or not they will be returning as per their permission form.

Reception children picked up by the nominated coach or helper and walked to the venue and handed over to the coach and returned to OSHC by the coach or the nominated helper. At times the coach will call OSHC to notify children are returning to OSHC when no one is available to walk children back. All other children are to return after practise as per their permission form staff will sign them back into ASC where they will remain until collected by authorised people.

If parents have requested that they will be collected from the oval/classroom by their parents/ caregivers they are no longer the responsibility of ASC. In the event of a child not being collected from the oval/classroom it is the responsibility of the parent/caregiver to make contact with OSHC and arrange their child to be collected from the oval/classroom.