Grange Primary School OSHC

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GRANGE OUT OF SCHOOL HOURS CARE
AFTER SCHOOL ACTIVITIES PROCEDURE

PURPOSE

This procedure outlines the sign-in/sign-out process for children attending school-organised after school activities while enrolled in Grange OSHC.

IMPORTANT: OSHC does not organise, supervise, or take responsibility for after school activities. All activities are organised and supervised by the school or external providers. OSHC's role is limited to the sign-in/sign-out process only.

PROCEDURE OVERVIEW

STEP 1: CONSENT FORM COMPLETION

- Before any child can participate in after school activities, parents/caregivers must complete and sign the Activity Consent Form
- Forms must be submitted to OSHC staff before the activity season begins
- Consent forms are valid for the current school term only

STEP 2: DAILY SIGN-IN PROCESS (3:05 PM)

- ALL children booked into After School Care must be signed in at 3:05 PM, regardless of activity timing
- Children must report to the designated OSHC staff member and confirm their activity attendance
- OSHC staff will create a daily activity register including:
    - Child's name and activity
    - Activity location and supervisor
    - Expected return time to OSHC
    - Parent collection arrangements

STEP 3: ACTIVITY DEPARTURE

For activities starting immediately after school (3:05 PM):

- Children sign in briefly, confirm attendance with staff, then proceed to activity

For activities starting later than 3:05 PM:

- Children remain at OSHC until activity commencement
- Staff will announce when it's time for children to leave for their activity

STEP 4: TRANSITION TO ACTIVITY SUPERVISION

Reception Children (Foundation Year):

- Must be escorted to activity venue by parent/caregiver, coach, or school-nominated person
- Will be handed over to the school activity supervisor by the escort
- **OSHC staff do not escort children as they maintain duty of care for children remaining at OSHC**
- **Once handed over, the child is under school/activity provider supervision, not OSHC**

Year 1-6 Children:

- May travel independently to school activities as per parent consent, OR
- May be escorted by parent/caregiver, coach, or school-nominated person
- **Once they leave for activities, children are under school/activity provider supervision, not OSHC**

STEP 5: RETURN TO OSHC (IF APPLICABLE)

- Children returning to OSHC must sign back in with staff
- **OSHC responsibility resumes only when children physically return and sign back in**
- If children are collected directly from activities, they remain under school/activity provider supervision until collection
- Children who return to OSHC remain in OSHC care until collected by authorised persons

PARENT COLLECTION FROM ACTIVITY VENUE

- Parents collecting children directly from activity venues assume responsibility from collection time
- **School/activity providers are responsible for supervision until parent collection**
- OSHC is not involved in direct venue collections

IMPORTANT LIMITATIONS

- **OSHC does not supervise children during activities**
- **OSHC is not responsible for activity-related incidents or injuries**
- **OSHC does not manage activity schedules, cancellations, or communications**
- **All activity-related concerns must be directed to school administration or activity providers**
- **OSHC responsibility is limited to sign-in/sign-out processes only**

COMMUNICATION

- Activity schedules, changes, and cancellations are managed by school administration, not OSHC
- Parents must notify OSHC of any changes to collection arrangements before 3:00 PM
- **For activity-related inquiries, contact school administration directly**