

## Statement

Every care is taken to ensure that students have a smooth and even transition from school into the Out of School Hours Care environment and to all extra-curricular activities.

## New Children

New reception students and those students commencing school for the first time are collected from their classrooms. Reception teachers are made aware of the pattern of attendance of their students and are provided with a table indicating the attendance of each OSHC child in their classroom. A 'Notice of New OSHC enrolment/booking' slip is sent to the class teacher informing them of new bookings.

Once educators ensure that new students are comfortable with coming to OSHC, children are teamed with a buddy to walk over with.

All children are checked in on a roll upon arrival. Once the 3.30pm bell has gone OSHC educators follow up on non-attendances. An educator will ring the School front office and check if the child is absent from school, the school grounds and classroom are checked, and if no reason can be found for a child's absence, all contacts will be called to quickly determine the whereabouts of the child.

## Extra-Curricular Activities

- **Parents are required to sign a parental consent** for children to be transitioned by OSHC educators to any extra-curricular activity. This **includes the name of the activity, date of commencement**, and the session start and finish time of the activity, **PRIOR TO THE COMMENCEMENT OF THE ACTIVITY**. This needs to be updated each term.

***If this consent is not completed, the child/children will not be permitted to go to their activity.***

- **Parents** need to identify to the provider of the activity that their child is attending the OSHC service (duty of care).
- At OSHC, children are checked in on a sports/activity roll and transitioned to their activity where the provider will sign the roll. The OSHC educator will in turn check off the roll, assuring that all children are present, then sign the roll before transitioning the child/children back to OSHC.
- All children going to an extra-curricular activity are required to wear an OSHC wrist-band to identify them as attending the OSHC service.

### National Law & Regulations:

Section: [51\(1\)\(a\)](#), [162\(a\)](#), [165-7](#), [170-1](#)

Regulations: [82-84](#), [97-102](#)

### National Quality Standard:

2.2 Each child is protected