



# Arrival and Departure Policy

*Ratified 2008  
Reviewed September 2009, 2010, 2011, 2012, 2013, 2014  
Due for next review September 2015*

*Approval signatures - Executive Committee  
OSHC Co-ordinator*

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### *Policy Statement*

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Mareeba Kids Campus, Outside School Hours Care strives to provide a safe and secure environment for the children, families and educators of the service.

### *Rationale*

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The following procedures have been put into place to ensure Outside School Hours Care can provide a safe environment for children and their families during arrival and departure.

### *Strategies, Practices and Procedures*

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#### **Mareeba Outside School Hours Care operating hours are as follows:**

- Before School Care is offered from **7.00am** until **9.00am**
- After School care is offered from **3.00pm** until **6.00pm**
- During the school vacation period care, is provided from **7.00am** until **6.00pm**
- Mareeba Outside School Hours Care also offers care on allocated student free days
- Mareeba Outside School Hours Care **does not** offer care during school hours, during the school term
- Mareeba Outside School Hours Care **does not** offer care on public holidays, and is closed for the holiday period between Christmas Day and New Years Day

## **Before School Care**

### **Arrival**

1. Parents Sign in Child
2. Parents must inform a staff member that their child has arrived
3. Hang Child's bag on hooks outside the back door

### **Departure**

#### **(Times may vary according to circumstances)**

1. Any children from Biboohra State School gather belongings and are escorted to bus stop at 8.05am
2. At 8:25, all other children gather their belongings
3. At 8:30 Children are escorted to school
4. Children are escorted to St Thomas's school. An Educator waits with Mareeba State School Children out the front of the St Thomas School.
5. St Thomas's Prep and Grade One Children are to be taken to the office, or as arranged with parents.
6. Proceed to Mareeba State Primary School.
7. Once at school ensure all children have entered the school premises.
8. Children from Grade 1 and Prep are escorted to their classrooms. If classroom is unattended children will be escorted to the supervised play area.

## After School Care

### Arrival

#### Mareeba State School

**It is parent's responsibility to ensure the Nominated Supervisor or Certified supervisor know if your child will not be present for After School Care. Parents must contact the service by phone, email or in person before 2.30pm at the latest on that day.**

1. Mareeba State Primary School are picked up from the school Bus shelter at Mareeba State Primary School on Constance Street
2. All children are to either be escorted to the bus line by the school teachers, or they are to make their own way, depending on the school policy. It is parents responsibility to ensure their child is aware of their own routine for catching the bus. The bus will wait at the school for approximately 15 minutes.
3. Children are marked off a roll whilst in bus line.
4. Every effort is made to ensure all children are accounted for but cannot be held responsible for the children not being present in line.
5. If a child is not present the co-ordinator will attempt to contact the parent/guardian at the school or upon arrival back at Outside School Hours Care.
6. The children will be escorted to the Mareeba Kids Campus bus by a supervisor and an educator
7. Once on the bus all children will be counted and educator will ensure all seat belts are on
8. Once arriving at the service the bus list will be checked upon children exiting the bus
9. Once all children have exited the bus, the bus is physically checked to ensure no child is still on

#### St. Thomas's of Villanova

**It is parent's responsibility to ensure the Nominated Supervisor or Certified supervisor know if your child will not be present for After School Care. Parents must contact the service by phone, email or in person before 2.30pm at the latest on that day.**

1. Children from grade 1 and prep are collected from their classrooms by two (2) educators , when available or deemed necessary by the Nominated Supervisor, and a pick up roll is completed
2. St Thomas's Children from grade 2-7 years walk to the centre on Hastie Street unescorted. Unless other arrangements are made with the Nominated Supervisor.
3. If a child is not accounted for the educator will seek the child's teacher, where practical, for any change to the child's school pick up, or if possible, an educator will go to the school office to seek information on the child's whereabouts
4. If your child is unaccounted for and the school is unaware of the child's whereabouts or change in routine, the educators will return to the centre and the parents/guardians will be contacted.
5. It is parent's responsibility to ensure their child or children are aware of their afternoon routine
6. It is also parent's responsibility to ensure their child or children's teacher is aware of that child's pick up routine
7. Children are signed in on arrival at the centre.

### **Departure**

1. Parents sign Child out (sign in/out book are kept on front counter)
2. Child's bag and belongings are to be collected
3. Only authorised people are able to collect children. This information is on child's registration form. Co-ordinator must be informed of any changes on who is authorised to collect children. Minor (under 16 years) are not to collect children without an Adult.
4. Failure to sign your child in and out breaches regulation required by the Office of Early Childhood Education and Care. It will also incur full fees to be charged with no childcare benefit.
5. Office records should also have any changes to custody of child/ren. If no custody details are in writing stating details, then verbal requests will be denied.

### **After school activities**

On occasion children may need to be escorted to and from after school activities which are provided outside the service.

- The parent/guardian is to ask the Co-ordinator if they are able to offer this service to them (some requests may be denied due to location or times). If the Co-ordinator agrees to this then the parent/guardian must give the service written permission to escort their child to the required activity.
- When it is time to escort a child to or from an activity, the Educator doing so will inform the Co-ordinator that they are leaving the service to do this. The child will then be signed out or in depending on the situation.

### **Vacation Care**

#### **Arrival**

1. Parents/caregivers must inform a staff member that their child has arrived
2. Child must be signed in by an Adult (sign in books are kept on the front counter)
3. Child's bag is placed on bag rack and lunch placed in the fridge (Food safety)

### **Departure**

1. Parents sign Child out (sign in/out book are kept on front counter)
2. Child's bag and lunchbox are to be collected
3. Only authorised People are able to collect children. This information is on child's registration form. Co-ordinator must be informed of any changes on who is authorised to collect children. Minors (under 16 years) are not to collect children without an Adult.
4. Failure to sign your child in and out breaches regulation required by the Office of Early Childhood Education and Care. It will also incur full fees to be charged with no childcare benefit.
5. Office records should also have any changes to custody of child/ren. If no custody details are in writing stating details then verbal requests will be denied.

### *Communicating with different stakeholders and their responsibilities*

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The policy is communicated with its relevant stakeholders by the following methods,

- Monthly newsletters as required
- Verbally communicated as required
- Policies are located on front counter at all times for stakeholders to view
- Policy CD

### *Policy Review*

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All policies go under review every 12 months, relevant stakeholders are consulted during the review process.

### *Measuring Tool*

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The effectiveness of this policy is measured by a yearly self assessment and quality improvement plan of the service. The effectiveness is also discussed by relevant stakeholders at the annual review date.

### *Linking to other policies*

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This policy also relates to other policies that the service currently has in place, these include:

- Centre Enrolment
- Parent Orientation
- Food Safety Policy

### *Sources and further reading*

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- Education and Care Services Regulations 2011
- Office of Early Childhood, Education and Care
- My Time, Our Place: Framework for School Age Care in Australia

