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Childcare | Kindergarten | OSHCare

POLICY AND PROCEDURE

Document name:	Arrivals and Departures St Joseph's Parish School, Weipa OSHC
Review Dates:	June 2025
Review Cycle:	1 year
Approved By:	Director
Approval Date:	31/ 05/ 2024

ARRIVALS AND DEPARTURES

ST JOSEPH'S PARISH SCHOOL OSHC, WEIPA

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to ensuring the safety of children in care. This procedure is to ensure that all children are accounted for and only leave the service with an authorised person. Educators' responsibility for the children begins when the child enters the premises and is signed in by the authorised person. Responsibility ends when the child is signed out by the authorised person.

Catholic Early Learning and Care recognises that children may attend extracurricular activities, not a part of the Early Learning/ School Age Care Program, on or off the service/ school site. The service encourages diversity in activities and experiences children are able to access. CELC values children's participation in all aspects of service/ school and parish community.

The service will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011. It is the responsibility of Educators and Parents/ Guardians to ensure the safe arrival and departure of children at the service and completion of statutory documentation. (refer to: Enrolment and Orientation)

2. APPLICATION

This procedure Catholic Early Learning and Care Services in Weipa, where primary-school aged children from Western Cape College may enrol in the service.

3. PROCEDURE

All procedures are the same as this outlined in the CELC **Arrivals and Departures Policy and Procedure**, with these provisions due to the location of the St Joseph's Parish School, Weipa Outside School Hours Care services and its provision of care to primary school aged children attending Western Cape College.

After school care

- Western Cape College Primary School finishes at 2:30pm.
- Western Cape College staff will gather children who are attending OSHC at the designated meeting point, being an undercover area.
- CELC staff will collect the children from the designated meeting point at 2:40pm and register their attendance in OWNA.
- From this point, the children are in the care and supervision of CELC staff.
- CELC staff will walk with the children to the St Joseph's Parish School OSHC facility.
- St Joseph's Parish School finishes at 3pm.

- Children arriving from Western Cape College may commence eating their afternoon tea at outdoor tables at St Joseph's Parish School before joining the other children at the OSHC service proper at 3pm.
- The OSHC routine for all children then commences at 3pm at St Joseph's Parish School.
- All parents must notify the service of absences using OWNA. The child will be then marked absent on the CCMS software by an educator. Fees will be charged in accordance with the Fees Schedule within notice periods given.
- CELC stall will provide Western Cape College Primary with a list of children coming to OSHC each afternoon by 2pm and with a list of children whose parents have marked them absent.
- Should an enrolled child present to Western Cape staff without a booking, the child will be brought to St Joseph's OSHC as normal. The Western Cape staff will call St Joseph OSHC to let them know who they have, and that they do not have a booking. St Joseph's OSHC staff will call the parent to inform them that they are at St Joseph's OSHC.

Departure:

- All children are signed out by the parent or authorised person from St Joseph's Parish School OSHC.

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

6. SEE ALSO

- Arrivals & Departures
- Child arrives at OSHC without a booking

7. APPROVAL

Al Forster.

Alison Forster
 Director
 Catholic Early Learning and Care

Date: 31/05/2024