

# Aberfoyle Hub R-7 School OSHC

## Attendance Policy

Approval date: 14<sup>th</sup> August 2019

To be reviewed: 14<sup>th</sup> August 2020

### Policy Statement on Attendance

Aberfoyle Hub R-7 School OSHC will ensure that attendance procedures are put in place and are followed to ensure that all children arrive safely to OSHC and when leaving OSHC either arrive safely at school or home. We will ensure that all records of children's booking and attendance are kept up to date.

### Relationship

Regulations	National Quality Standards	Other Policies/ Service documentation	Other Legislation/ Guidelines
168	2.1, 2.2	Enrolment Form	National Quality Framework
	4.1, 4.2	Health Policy	Priority of Access Guidelines
	5.1	Incident, Injury, Illness, Trauma Policy	
	6.1, 6.2	Medication Policy	
	7.1	Confidentiality Policy	
		Family Handbook	
		Equal Opportunity Policy	
		Access to the Service Policy	

## **How This Policy Will Be Implemented**

- OSHC staff will ensure that all bookings are kept up to date and that all children who are booked in are present or safely with alternative care.
- Booking forms will be requested from the families at the start of each year.
- Casual attendances must be notified as soon as possible to the PSHC staff.

## **Before School Care**

- On arrival, all children must be signed in by a guardian or nominated person.
- At 8:30am year 4-7 children are signed out by an OSHC Educator and walk themselves up to their classrooms.
- At 8:40am the year 3 students are signed out by an OSHC Educator and walk themselves up to their classrooms.
- At 8:45am all remaining children will be signed out by an OSHC Educator and escorted to the multipurpose room where they will then walk themselves to their classrooms.
- When children first begin school, families may arrange for the OSHC Educator to take the child directly to their classroom.
- Guardians must provide written permission for children to walk to Before School Care unaccompanied and only in emergency situations.

## **After School Care**

- OSHC Educators will check the mobile phone, email, diary and the School Office communication book for any late bookings that need to be added to the daily roll.
- An OSHC educator will collect children in years R-2 from the multipurpose room at 3:10pm and escort them to the OSHC room.
- Older children will walk themselves down to OSHC where they will be signed in by an OSHC Educator.
- All children will be signed in by an OSHC Educator upon arrival to OSHC.
- If a child booked in for the session has not arrived 10 minutes after school has finished an OSHC Educator will:
  - Contact the Front Office for absence or if the child was gone home early;
  - Check with brothers and sisters for a possible reason;
  - Check with the classroom teacher;
  - Check the school grounds; and
  - Contact the child's Guardian or Emergency contacts.
- When the child has been located, the nominated supervisor will tell the OSHC Director. If the child arrived at the service, the Educator will tell the Director Immediately.

- If the child cannot be found, the Director will ensure that the child's Guardians are informed. If the child's Guardian and emergency contacts cannot be contacted the Director will contact the Police.
- Roll sheets should be checked during the session to make sure all children are accounted for.
- All children will be collected and signed out by a guardian or approved person. If a non-designated person wishes to collect a child, the child must remain in the service until such time as a parent/caregiver can be reached and permission sought.
- Children may not go home unaccompanied unless written permission is given by the parents/ guardians.
- Booked sessions not required must be cancelled by 9:00am on the day of expected attendance for After School Care or 6:30pm the previous day for Before School Care. Cancellations received after these times will incur an Allowable Absence as outlined in the "Child Care Service Handbook".
- Messages can be left at the Front Office or directly at OSHC via mobile phone, email, or personally.

## **Vacation Care**

- Families must complete a booking form for each Vacation Care period detailing:
  - Their Child/ren's days of attendance
  - Emergency Contact information
  - Signed consent for all excursions the child/ren will be attending.
- On arrival, all children must be signed in by a guardian or accompanying adult.
- Families must provide written permission for children walking to Vacation Care unaccompanied and educators must sign the child in on their arrival.
- Roll sheets, contact details, and medical information will be taken on all excursions.
- All children will be collected and signed out by a guardian or approved persons/
- Any cancellations received with less than a week's notice will be charged the Full Day rate (unless your place can be filled by another child on the waiting list).

## **Pupil Free Days**

- Care will be provided on Pupil Free Days and School Closure Days if there are bookings for a minimum of 15 full day children.
- Confirmed booking must be made at least one week in advance. Cancellation must be given at least 5 business days prior to the day or the full fee will be charged. The cancellation fee does not apply if the child is ill and has a Doctor's certificate.

## **Failure to collect by 6:30**

- If children are left after the closing time of the service (6:30pm), without the Director being notified by the guardian, the following procedure will apply:
  - Phone child's home.
  - Phone Guardians work (both Guardians).
  - Phone emergency contacts.
  - Phone the Director explaining the situation.
  - Phone the Principal explaining the situation.
  - Phone the Local Police explaining the situation.

**There is a Late Fee of \$15.00 per 15 minutes, or part thereof, for children collected after the service's closing time.**

**Record Keeping:** Attendance records to be kept for 7 years according to DECS guidelines.