



## Outside School Care NT

### OSC-NT PR.8 – Sign In / Sign Out Procedures

<b>Description</b>	This document describes the procedures to be followed by OSC-NT staff and Parents in relation to the delivery into care and collection from care
<b>1.0 Signing In BSC or VAC</b>	<p>FOR <b>PARENTS/GUARDIANS</b> delivering their child/ren to <b>Before school (BSC)</b> or <b>vacation care (VAC)</b></p> <ol style="list-style-type: none"> <li>You <b>MUST</b> sign in your child with the time of arrival on the attendance sheet and write your name and sign.</li> <li>Advise a staff member of your child's arrival and bring to the attention of staff any specific messages – which should also be written in the parent communication book</li> <li>Place your child's bag in their specified area and place lunchbox in fridge (vacation care)</li> <li>If medicines are required to be administered, please ensure that this has been formally communicated to OSC-NT staff and the appropriate form completed and signed by yourself</li> <li>Advise the approximate time of pick up</li> </ol>
<b>1.1 Signing in for after school care (ASC)</b>	<p>For <b>After school hours care (ASC)</b>, children will make their own way to the ASC site – unless they are Year One , Transitions or Pre-school children, in which case they will be escorted from their classroom by an OSC-NT staff member.</p> <p>Individual OSC-NT sites may have site specific procedures for Transition and Pre-school children where they make their own way to ASC.</p>
<b>1.2</b>	<p>Upon arrival at ASC, the Director / Responsible Person in Charge is responsible for ensuring that all children are signed in on the attendance sheet (weekly roll).</p> <p>Once children have been signed in the Director / Responsible Person in Charge is required to conduct a head count confirming the number of children signed in.</p>
<b>2.0 Non arrival of children at ASC</b>	<p>All children on the attendance sheet (specified by a booking in the Kidsoft system), who do not arrive at ASC by 2:45pm – 3:00pm (based on school finishing time) and whose parent/guardian has not confirmed their absence – <b>MUST</b> be located immediately.</p> <p>The <u>following steps</u> should be followed:</p> <ol style="list-style-type: none"> <li>Complete an additional roll call (in case child arrived late)</li> <li>School administration contacted to confirm whether child attended school or went home sick and request an announcement over the loud speaker be made.</li> <li>Check if child is still in classroom.</li> <li>If Child not located by 3:00pm the parent/guardian will be contacted to confirm child's absence.</li> <li>If parent/guardian's cannot be reached the authorised nominees will be contacted.</li> <li>If child's absence can not be confirmed by parent/guardian or authorised nominees the child will be classed as missing and the Police and Department of Children and Families will be notified.</li> </ol>
<b>3.0 Completion of signing in roll</b>	Children identified as <b>absent</b> , will be marked as such on the roll – which will then be used for roll marking in the Kidsoft system.
<b>4.0 Collection of children from the service</b>	For <b>PARENTS/GUARDIANS</b> collecting their child from <b>after school (ASC)</b> , <b>before school (BSC)</b> or <b>vacation care (VAC)</b>

	<ol style="list-style-type: none"> <li>a. Sign your child out on the attendance sheet, time of departure and write your name and sign.</li> <li>b. Check medication has been administered and sign medication form (if applicable)</li> <li>c. Check whether any messages have been left in the parent communication logbook</li> <li>d. Advise staff that you are collecting your child from the service</li> <li>e. Collect child's belongings</li> </ol> <p><b>PLEASE NOTE:</b> Parents must not collect their children without advising OSC-NT staff AND without signing out their child on the attendance sheet.</p> <p>In the event this occurs the Director / Responsible Person in Charge will telephone the parent confirming the child was collected.</p>
<b>5.0 Late pick up procedure</b>	<p>If a parent has advised or is late in collecting their child/ren the following steps will be followed:</p> <ol style="list-style-type: none"> <li>a. The Director and at least one(1) other staff will remain on-site until the child is collected</li> <li>b. The parent/guardians and other authorised nominees will be contacted in five (5) minute intervals (if no message has been received concerning the late pick up)</li> <li>c. If the child/ren is not collected within sixty (60) minutes and no contact has been made with any parent or authorised nominee – the police will be called</li> <li>d. If the child/ren are not collected within ninety (90) minutes and no contact has been made with any parent/guardian or authorised nominee the Department of Children and Families will be contacted by using 24 hour Centralised Intake Service on the free-call phone number 1800 700 250</li> <li>e. For late pick ups of over thirty (30) minutes and incident report form will be completed</li> </ol>
<b>6.0 Late pick up fees</b>	Late pick up fees will be charged and may only be waived subject to the Director's discretion. Where additional staff cost has been incurred, late pick up fees will not be waived.
<b>7.0 Continuous late pick up and no compliance with delivery and collection procedures</b>	<p>OSC-NT reserves the right to withdraw care to families who demonstrate consistent and regular:</p> <ul style="list-style-type: none"> <li>- Non compliance with the delivery and collection procedures (outlined above)</li> </ul>
<b>Related Policies</b>	OSC-NT PS 16. – Delivery and collection of children Policy
<b>Related Checklists and Logbooks</b>	<p>Kidsoft Attendance Sheets</p> <p>Transitions/Pre-School List</p>
<b>Sources/References</b>	<ol style="list-style-type: none"> <li>1. NT Care and Protection of Children (Children Services) Regulations June 2009</li> <li>2. National Quality Framework. <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></li> <li>3. National Education and Care Services Law 2010</li> <li>4. National Regulations, regulations: 75, 88, 90, 99, 102, 162, 168(2)(f) 168(2)(k), 168(2)(m), 168(2)(d),</li> <li>5. 169-175, 177-181</li> <li>6. National Quality Standards October 2011, standards: 2.1, 4.2.1, 6.1.1, 7.3.3</li> </ol>
<b>Version Control/Updates</b>	<p>Version: 3.0 June 2015 To be reviewed and updated by: June 2016</p> <p>Version :4.0 September 2016 To be reviewed and updated by: September 2017</p>