

YRSDS OSH PROGRAM

Arrival and Departure Policy

Rationale:

The Yarra Ranges Special Developmental School Council operates a School Holiday Program from 9am to 5pm for two weeks during January and one week for each end of term school holiday period, for a total of five weeks per year.

Responsibility for the care of participants is only accepted by staff between the above times unless prearranged with the program manager.

Aims:

- To ensure the safe arrival and departure of all participants.
- To define the areas of supervision responsibility of parents/carers and program staff.
- To detail procedures to be taken in the case of:
 - Emergency
 - Early arrivals/Late arrivals or departure

Implementation:

- The program enrolment form must have at least one emergency contact other than the parents/carers.
- It is the responsibility of parents/carers to inform the program manager of changes to contact details.
- The program manager must be advised of any legal custody requirement.
- Staff will be involved in preparation/clean up duties at the school prior to the program commencing and after its conclusion. Therefore, staff will only accept responsibility for participants during the stated program hours.
- Staff will only release a participant to the parent/carer or other authorised person over the age of 18.

Arrival procedures:

Unless otherwise prearranged with the Program Manager responsibility for the care of participants is only accepted from 9.00am.

An early arrival fee will apply if:

- A participant is dropped off before 9.00am (without prior agreement). Early arrivals will be issued with an additional fee. The fee will be equivalent to any additional staffing costs that are incurred by the Program as a result of such action.
- Additional fees must be paid prior to attendance in future programs.

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- On arrival parent/carers or authorised persons are to complete the sign in sheet, indicating time of arrival, printed name of person dropping the participant off and details of person who will collect the participant at the end of the day.
- If parents/carers are not collecting their child that day the authorised person arranged to do so should be advised that they need to sign out the child when they collect them.
- On excursion days participants must arrive by 10am, or earlier, if indicated on the day's program, failure to do so may result in the participant being unable to access the planned activity.

Departure procedures

- Participants may be collected at any time prior to the finish of the day's program for centre-based activities, however, if this has not been prearranged, there may be a delay whilst staff finalise any program or personal needs for the participant.
- Early pick up of participant from the school may not be available if attending community-based activities.
- on time. to ensure staff have adequate time to complete administrative tasks
- Parents/carers/authorised persons are to write the time of collection and sign their name on the sign in/out sheet.
- When a situation occurs that a person other than the one named on the sign in sheet is to collect the participant (e.g. because of a family emergency), the parent/carer must contact the program manager to notify them of the change in arrangements and advise details of authorised person who will be collecting participant. Identification of this person will be requested by the manager before releasing the participant into their care.
- If through unforeseen circumstances parents/carers may be late in collecting their child, they should contact the program manager as soon as possible.
- If parents/carers may be more than 10 minutes late they should arrange for another person to collect their child and advise the manager of this arrangement.
- In a situation where the parent/carer is 10 minutes late in collecting their child and has not notified the program manager or supervisor that they will be late the following steps will be taken:
- The manager/coordinator will contact the parent/carer, or if they are not available the emergency contact requesting that they collect the child.
 - If the parent/carer or other emergency contact person cannot be contacted, a minimum of two staff will remain with the participant and will continue to attempt to contact the parent/carer or other emergency person.
 - If contact has been unsuccessful after one hour from the conclusion of the program, the manager/coordinator will contact the The Department of Families, Fairness and Housing , stating that they are unable to contact the participant's parents/carers, the manager/co-ordinator will follow the

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advice given to them by The Department of Families, Fairness and Housing , and record the actions taken.

Late collections fee:

- It is the responsibility of parents/carers to collect their child promptly at the conclusion of the program.
- The YRSDS OSH Program recognises that there may be isolated occasions when parents/carers may be delayed through no fault of their own. The YRSDS OSH Program also has a responsibility for staff who have other tasks to complete after the conclusion of the program and who must be paid if they remain after their rostered finish time.

A late collection fee will apply when:

- The parent/carer does not collect their child on time. The fee will be equivalent to any additional staffing costs that are incurred by the Program as a result of such action.
- A late collection fee will be issued and payable within 14 days. Payment must be made prior to attendance in future programs.

COMMUNICATION:

This policy will be displayed prominently near the sign in/out sheets and on the YRSDS OSH Program website

Policy review and approval Policy last reviewed	August 25, 2021
Approved by	Janet Taylor – Principal and APO
Next scheduled review date	This policy was reviewed and implemented in August 2021 and will be reviewed on a 3 yearly cycle or more often if necessary due to changes in regulations or circumstance.