

Student Drop Off/Collection Policy

Purpose: to ensure schools have procedures in place for the safe collection of students from school, both during and after normal school hours.

The Principal must

- ensure parents/guardians are aware of the procedures to collect students during school hours
- advise the school community of the school's supervision times after school while students wait to be collected by a parent
- **Note:** Parents are responsible for the collection of students from school or a school activity.

Drop off of students before school

The office will

- Call parents of any student who arrives before 8:10am.

The parent will

- Not drop students at school before 8:25am, there are no teachers on yard duty to supervise these students.

The teacher will

- Discuss with the students the reason why we can't be at school so early, without teachers supervising them

Collection of students during school hours

The office will

- Provide parents with an early release room; this will be signed and taken to the classroom teacher. The office will enter this early release into the computer system. (in an emergency situations the office may have contacted the parent to let them know the parent will be collecting the child/or the child will be asked to come to the office with their bag)

The parent must

- Make their way to the office for an early release form. Parents will sign this form and take it to their child/rens teacher to be able to collect them early from school.

The teacher will

- Collect the early release form from the parent before they release the child, unless otherwise informed by the office.

Collection of students after school hours

The parent must

- contact the office if they are running late. Students will then be called to wait at the office until 3:20pm at the latest.
- Arrange for someone else to collect the students if they are not going to be able to collect them before 3:20pm

Students must

- wait inside the school grounds to be collected. If their parents don't come they must walk back to the office so their parents can be contacted.

The yard duty teacher will

- Send any child who is still uncollected to the office when they complete their last lap of the school 3:15pm-3:20pm

The school will

- Provide parents with a copy of this policy if they are late collecting their child/ren from school.
- For repeat offenders on the next occasion where a parent has not arrived on time the child/ren will be sent to OSHC at a cost to the parent.

In extreme circumstances the school will

- Follow the department's policy in regards to contacting parents if a student has not been collected from the office.

After school hours

This table describes how schools should manage a student who is normally collected from school but is still at school beyond normal collection time, particularly primary students.

Stage	Who	Description
1	School	Attempt to contact: <ul style="list-style-type: none">▪ the parents▪ the emergency contact person identified in the school records▪ other known contacts.
2	School	Consider contacting the police or Department of Human Services to arrange care and protection if: <ul style="list-style-type: none">▪ all reasonable attempts to locate the appropriate responsible adults, as per Stage 1 above, fail▪ it is well beyond reasonable collection time.
3	School	Leave details of the student's whereabouts with the school office.
4	School	If possible, leave details of the student's whereabouts with friends of the student or next door neighbours.

Excursions

The parents must

- provide personal and emergency contact details so they can be contacted to collect their child at any time.
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The teacher will

- contact the parent/emergency contact if students have not been collected on time.

Ratified at school council 10th December 2015.

Outside School Hours Care Program



Melton Primary School

Welcome to OSHClub - your Before & After School Care and Holiday Program provider.

OSHClub provides the highest quality Before School Care, After School Care, Pupil Free Day Care and Holiday Programs for Primary and Preschool aged children.

We pride ourselves on providing children with a fun experience that they will enjoy. From exciting activities and healthy, nutritious snacks to caring, motivated staff, the program meets all your children's needs.

Program Contact Number	0432 018 557
Head Office Number	(03) 8564 9000 (8:00 AM to 6:00 PM Mon-Fri)

Operating Times

Before School Care	6:45 AM to 9:00 AM
After School Care	3:00 PM to 6:00 PM
Holiday Program	6:45 AM to 6:00 PM

Cost

Before School Care from **\$5.07** to \$9.38 per child per session (full fee \$18.75)

After School Care from **\$5.66** to \$11.40 per child per session (full fee \$22.80)

Holiday Program from **\$4.97** to \$26.50 per child per session (full fee \$53.00)

(fees subject to change)

Most families are eligible for Child Care Benefit (CCB) and the 50% Child Care Rebate (CCR).

The full fee applies for families who do not apply for and are not eligible for CCB and the CCR. All fees are approximate only. Late pick up fees of \$2.00 per minute per child apply. Prices may change at any time. Casual bookings made within 24 Hours incur an extra charge of \$3.30 per session for Before and After Care. A late booking fee of \$5.00 applies to all Holiday Program Bookings made within 48 hours of a session.

What happens?

Loads of fun activities for all ages including art/craft, games, sports, drama, board games and fun with friends.

What to bring

Make sure you wear or bring appropriate clothing including a hat (Terms 1 & 4).

How to book

An OSHClub online enrolment form must be completed. Enrol online at www.oshclub.com.au. Once enrolled with OSHClub, log into your account and select to place either a permanent or casual booking.

How to pay

Fees can be paid by Credit Card (VISA or MasterCard) or by direct debit from your nominated bank account. Your account will be automatically charged every 2 weeks for your attendance fees. Usage statements will be available online. A late/penalty fee of \$9.90 will be charged to your credit card or bank account if a transaction is declined.

If you have questions regarding your account please contact your dedicated Account Manager via the details below:

Account Manager	Direct Phone	Email
Belinda Ramtohul	(03) 8564 9024	belinda.r@oshclub.com.au

Cancellations

OSHClub requires 24 hrs' notice for cancellation of a booking or a medical certificate in the case of illness. If you provide either of these, you will receive a credit on any out of pocket charges you incur. Credits will equal the full fees less your CCB.

How to cancel a booking

- Online (preferred method) – login to your account at www.oshclub.com.au and remove or change your booking. These changes take effect immediately.
- SMS – 0421 268 989 (SMS charges apply). This can take up to 24 hours to process.
Include the following details to ensure your request can be processed:
Child's name e.g. Scott & Katie Smith
Service e.g. Example Primary School
Session & Date you wish to cancel e.g. After Care on 15 Aug 2015

OSHClub Staff

OSHClub programs are staffed by qualified and experienced Coordinators who have Working with Children checks. Coordinators are trained in First Aid, CPR, Asthma and Anaphylaxis.

Policies

Please refer to our policy document at the service to view our admission and enrolment requirements, fee payment procedures, employment of staff procedures, programming procedures, behaviour management procedures, delivery and collection procedures for children, dealing with illness and emergency care, infectious disease, complaints and anaphylaxis management policy.

Complaints

Any complaints or concerns regarding this service should be directed to the program Coordinator, or by contacting the OSHClub Head Office via email admin@oshclub.com.au or on (03) 8564 9000.

If you are unhappy with the way your complaint or issue was handled, please contact the Department of Education & Training, 900/ 1 McNabb Street, FOOTSCRAY VIC 3011. (PO Box 2141 FOOTSCRAY VIC 3011). Phone 03 8397 0246.

This program is provided and operated by OSHClub Pty Ltd in collaboration with the school. Mr S. Bull and Mr J Bruce are the representatives and licensees of this corporation.