

# **FORBES PRIMARY SCHOOL**



# OSHC-unenrolled children policy

## **DOCUMENT CONTROL**

File Location: OSHC office

Approved By:	Principal:	Governing Council Chairperson:
Principal Governing Council	Kirby Dickinson	Cynthia Auchterlonie

Next Review:	Policy Scope:	Date Approved:
24 Months ( 03/ 2025)	School Specific	March 2023
Alecia Cailes, Director	Kirby Dickinson, Principal	Cynthia Auchterlonie, Governing Council

#### Aim

Forbes Primary School OSHC service maintains the safety of every child. There are clear processes to ensure arrival and departure of children is closely monitored. Processes are regularly reviewed to ensure the smooth transition between school and OSHC. When a child arrives who is not enrolled at the service, we aim to ensure that they are kept safe and cared for until the school can contact the family.

#### Implementation

If a child arrives who is not enrolled into the service, the school front office will be contacted to determine whether the parents have arrived to pick the child up. The child will be taken to the front office to wait for parents/carers to arrive. Communication between OSHC and the front office staff will ensure the child's whereabouts when moving between these spaces.

Forbes Primary School OSHC are unable to accept any children who are not enrolled into the service.

If a parent/carer contacts the service during the day to enrol their child for the same day of care

If the child is already enrolled, and there are spaces available for the care session, we will be able to accept the booking.

Bookings made through the Xplor app will be confirmed or declined through the same method. For bookings made via phone, families will be informed whether or not there is a space. Where a voicemail is left, families will be contacted back at the earliest convenience. Educators will inform the child's classroom that there has been a booking and their child is attending OSHC.

## If a child arrives on school ground before 8:30am when supervision begins

Yard supervision starts at 8:30am before school. Where child is already enrolled in OSHC, they will be sent to OSHC and families charged for the care session.

Where a child arrives on school grounds and is not enrolled in OSHC, it will be up to school Leadership how to proceed (phoning parents, waiting in the front office etc).

Last reviewed: March 2023 Next review due: March 2025