



Procedure for movement of children to and from Out of School Hours Care at Uraidla Primary School

Some children from our kindergarten attend Uraidla Primary School OSHC programme (before and/or after school). For some families this is a regular arrangement, for others it is an occasional booking.

By following these guidelines we can ensure all children are safe whilst moving from one service to another and that their arrival and departure from each area is noted by staff and recorded.

Guidelines for Staff, Parents and Children

- Parents are responsible for booking their children into Uraidla Primary OSHC in advance of each session required.
- Parents also need to record each booking for their child on the sign in sheets at kindergarten, so staff are aware of what arrangements have been made.

Before Kindergarten:

- Parents/guardians will sign their child in on the attendance sheet at OSHC between 7am and 8.45am
- At 9am an OSHC staff member will accompany the children to kindergarten via the passage and internal kindergarten entrance, help them put their bags in lockers, organise their lunch and drink and sign each child on the kindergarten sign in sheet.

After Kindergarten:

- At 3pm kindergarten staff will check the sign in record for instructions about who is attending OSHC on that day and sign those children out on the sheet.
- The staff will help the children gather their belongings and any notices for parents etc.
- One staff member will then walk the children to OSHC via the school passageway, help them place their things in a locker and verbally 'hand over' the children to an OSHC staff member, who will sign them in on the attendance sheet for that session.

Children's Responsibilities

- Each child needs to gather and be responsible for their own belongings and be ready to walk as a group to either OSHC or kindergarten.
- Whilst moving back and forth between kindergarten and OSHC each child is expected to walk calmly and quietly with the adult responsible for them, taking care not to disturb other students working and learning in the school.