

COLLECTION OF OSHC CHILDREN PROCEDURE

Collection Procedures

SAAC Prep Students and Year 1 Students Educator A (Mindy)

1. At 3pm go to each classroom and collect students on rolls.
2. Walk children to F Block and sign them into QK Kiosk.

SAAC Years 2 – 7 Students Educator B (Kelly)

1. Students to walk themselves quickly to F Block classrooms and meet their educator.
2. Educator to sign the children in as they arrive on QK Kiosk.
3. Add unexpected students to roll.
4. Ring 5471 5600 if an extra child turns up, or a child is missing. Never send an unexpected child away.
5. Wait for instructions (Little Saints Reception will contact the parents).

Peregian Springs Students Educator C & D (Sheryl & Josh)

1. At 2:45pm walk to Peregian Springs State School.
2. Meet students at bus meeting area and wait for Prep children to arrive with a PSSS staff member.
3. Mark roll.
6. Ring 5471 5600 if an extra child turns up, or a child is missing. Never send an unexpected child away.
4. Do not leave the school until you receive instructions of what to do (Little Saints Reception will contact the parents). If the bus needs to depart, Educator D to stay behind and continue search while Educator C boards the bus with the students. In the event of one educator, they are to board the children onto the bus and then continue the search. Little Saints educators will meet the children at the SAAC bus stop.
5. Catch the bus with the students.
6. Count children off the bus and walk them down to F Block.
7. On arrival at F Block, sign the children into QK Kiosk.

St Thomas More, Sunshine Beach & Matthew Flinders Students Educator D (Josh)

1. At 3:30pm walk up to the top SAAC bus stop.
2. Wait for the bus to arrive and mark the roll as they depart the bus.
3. Ring 5471 5600 if an extra child turns up, or a child is missing. Never send an unexpected child away.
4. Walk students down to F Block and sign them into QK Kiosk.

Missing Children Procedure

If a child does not arrive to After School Care, and the parents have confirmed that the child should be there, follow the procedure below:

1. Staff member to walk to primary office and administration building to check if child is there.

2. At Peregian Springs SS, Sunshine Beach SS, Matthew Flinders Anglican College & St Thomas More – teachers and Principal to be alerted and begin search of school. (PSSS ph. 5351 2222) (STM ph. 5449 2022) (SBSS ph. 5474 6333) (MFAC ph. 5477 3200)
3. At St Andrew's send an 'allstaff' email and all available College staff to begin searching College.
4. Parents to go home to check whether their child has walked home.
5. Contact the Police on 000.