

COLLECTION OF OSHC CHILDREN PROCEDURE

Collection Procedures

Prep Students and Year 1 Students Educator A (Josh)

1. Go to each classroom and collect students on rolls.
2. Walk to toilet block for any children who need to use the bathroom.
3. Walk with whole group to I Block.

Years 2 – 7 Students Educator B & C (Kelly & Bree)

1. Students to walk themselves quickly to I Block classrooms and meet their educators.
2. Educators to sign the children in as they arrive.
3. Children apply sunscreen as they are signed in.
4. Add unexpected students to roll.
5. Ring 5471 5600 if an extra child turns up, or a child is missing. Never send an unexpected child away.
6. Wait for instructions (Little Saints Reception will contact the parents).

Peregian Springs Students & St Thomas More Students Educator D & E (Leticia & Karen)

1. Walk to Peregian Springs State School.
2. Meet students at bus stop, liaise with teachers.
3. Mark roll.
7. 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).
5. Catch the bus with the students.
6. Once the bus arrives at St Andrew's bus stop, wait there until the St Thomas More bus arrives.
7. Educators E will meet Educator D.
8. Educator D walk to Little Saints with the students.
9. Educator E walk to I Block with the students

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 & St Thomas More – teachers and Principal to be alerted and begin search of school. (PSSS ph. 5351 2222) (STM ph. 5449 2022)
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.