

MANAGEMENT PLAN AND PARENT PERMISSION FOR CHILDREN ARRIVING FROM OUTSIDE SCHOOLS

Child Name	
School your Child attends	
Route your Child will walk/transported to the service	
Method of transport from school to the OSHC service	
Time your Child will arrive at the OSHC service	
Name of bus service and contact number of the bus driver or Name of person transporting your Child to the service	
Name of School Contact Person	
Phone number of School Contact Person	
Service Responsibility	<ul style="list-style-type: none"> Educators will accept responsibility once the child reaches the OSHC service Educators will contact the parent if the child does not arrive at the designated time Educators will contact your child's school to see if your child attended school or boarded the bus If the parents are not contactable Educators will phone the bus driver Your emergency contacts will be phoned if primary contacts are not contactable Educators will phone the Coordination unit to notify that the child has not turned up at the OSHC service
Guardian Responsibility	<ul style="list-style-type: none"> It is my responsibility to notify the service in advance if my child are not attending the service The bus company or person transporting my child is responsible until my child arrive on the school premises and are signed in It is the responsibility of my child to walk from the bus stop to the service I understand that Clarence Children's Services duty of care starts when my child arrive at the service and are signed in.

Guardian Signature	
Print Full Name	
Date	

OFFICE USE		
Service Staff Messaged?	<input type="checkbox"/>	Completed by?
SAVE THIS DOCUMENT IN THE DOCS TAB ON THE CHILDS PROFILE		