

Yarra Ranges SDS Vacation Care Program Arrival & Departure Policy

Yarra Ranges Special Developmental School

Rationale:

The school operates Vacation Care from 9am to 5pm for two weeks during January and one week for each term holidays, a total of five weeks per year. Responsibility for the care of participants is only accepted by staff between the above times unless prearranged with the program coordinator in exceptional circumstances.

Aims:

- To ensure the safe arrival and departure of all participants.
- To define the areas of supervision responsibility of parents/carers and program staff.
- To detail procedures to be taken in the case of:
 - emergency
 - late arrivals or departure

Implementation:

- The program enrolment form must have at least one emergency contact other than the parents/carers.
- It is the responsibility of parents/carers to inform the Program Coordinator of changes to contact details.
- The Program Coordinator must be advised of any legal custody requirement.
- Staff will be involved in preparation/clean up duties at the school prior to the program commencing and after its conclusion. Therefore, staff will only accept responsibility for participants during the stated program hours.
- Staff will only release a participant to the parent/carer or other authorised person over the age of 18.

Arrival procedures

- On arrival parent/carers or authorised persons are to complete the sign in sheet, indicating time of arrival, printed name of person dropping the participant off and details of person who will collect the participant at the end of the day.
- If alternative arrangements are made for picking up the participant at the end of the day, identification is required from the authorised person and they will be required to follow the program's signing out procedure.

- On excursion days participants must arrive by 10am, or earlier if indicated on the day's program.
- On other days if parents/carers expect to arrive after 10am the Program Coordinator needs to be informed before 10am.

Departure procedures

- Participants may be collected at any time prior to the finish of the day's program. However, if this has not been prearranged, there may be a delay whilst staff finalise any program or personal needs for the participant.
- It is vital that parents/carers collect participants on time. Staff members have a limited time after the program to clean and tidy the premises.
- Parents/carers/authorised persons to write the time of collection and PRINT their name in the sign in/out sheet.
- When a situation occurs that a person other than the one named on the sign in sheet is to collect a participant, the parent/carer must contact the Program Coordinator to notify of the change in arrangements and advise details of the authorised person who will be collecting the participant. Identification of the authorised person will be requested by the Program Coordinator or nominee before releasing the participant into their care.
- If through unforeseen circumstances parents/carers may be late in collecting a participant, they should contact the Program Coordinator as soon as possible.
- If parents/carers may be more than 10 minutes late they should arrange for another person to collect the participant and advise the Program Coordinator of this arrangement.
- In a situation where the parent/carer is 10 minutes late in collecting a participant and has not notified the Program Coordinator that they will be late the following steps will be taken:
 - The Program Coordinator will contact the parent/carer or, if they are not available, the emergency contact and request that they collect the participant.
 - If the parent/carer or other emergency contact person cannot be contacted, a minimum of two staff will remain with the participant and will continue to attempt to contact the parent/carer or other emergency person.
 - If contact has been unsuccessful after 30 minutes, the Program Coordinator will notify the regional Children's Services Advisor (Department of Health & Human Services) of the current situation and the procedure being undertaken. If the Children's Services Advisor cannot be contacted the Program Coordinator will document the date, time and reason for the call and contact the Children's Services Advisor as soon as possible.
 - After one hour from the conclusion of the program, the Program Coordinator will contact the Department of Health and Human Services - Child Protection Service (CPS), stating that they are unable to contact the participant's

parents/carers. The Program Coordinator will follow the advice given to them by the CPS and record the actions taken.

Late collections fee:

- It is the responsibility of parents/carers to collect participants promptly at the conclusion of the program.
- The school recognises, however, that there may be isolated occasions when parents/carers may be delayed through no fault of their own. The school also has a responsibility for staff who have other tasks to complete after the conclusion of the program and who must be paid if they remain after their rostered finish time.

A late collection fee may apply when:

- The parent/carer is later than 10 minutes in collecting a participant and has not notified the Program Coordinator. The fee will be based on \$5 for every ten minutes, or part thereof, from the conclusion of the program.
 - A late collection fee may be issued at the discretion of the Program Coordinator.
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- This policy will be displayed prominently near the sign in/out sheets.
 - A copy will be sent to parents/carers on initial enrolment and at re enrolment at the beginning of each school year.

Date Implemented	
Author	
Approved By	(School Council President)
Approval Authority (Signature & Date)	
Date Reviewed	
Responsible for Review	Assistant Principal
Review Date	