



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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Principal: Carole Mayes

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## Outside School Hours Care – Care Not Booked Policy

### RATIONALE

Occasionally a child might arrive in the program when a booking has not been received by the staff.

### AIM

To ensure the availability of childcare places in the before and after school care program and the safety of children, a procedure is followed by staff if children arrive at the program without a booking.

### IMPLEMENTATION

These procedures apply to program staff and parents.

- If a child/ren arrives at the program without a casual booking and there **are** places available:
  - Accept the child/ren into the program.
  - Contact parent/guardian and advise them that their child/ren is in your care and remind them of the 24 hours casual booking policy.
  - Casual fee to be charged.
- If a child/ren arrives at the program without a casual booking made 24 hours in advance and there **are no** available places:
  - Take the child/ren to the school office.
  - Office will contact the parent/guardian and advise them to come and collect their child immediately.
  - If the parent/guardian is unable to collect the child/ren, contact the emergency contacts to come and collect them immediately.
  - Only accept the child into the program if a place becomes available.
- If the child/ren is/are not enrolled in the program **the service will not accept them.**

### EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

### CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November 2018.

Signed.....

  
School Council President

Signed.....

  
Principal