

Amberley Outside School Hours Care

DELIVERY AND COLLECTION

Amberley Outside School Hours Care operates the following services:

Before School Care – 6.15 am – 8.30 am
After School Care – 3.00 pm – 6.00 pm
Vacation Care – 6.15 am – 6.00 pm

The Centre is closed for 3 weeks over the Christmas period.

The circumstances of all families are subject to change, therefore other responsible authorised adults may be required to deliver or collect children. Children are to be protected at all times and in the parent's absence the staff will act as agents for the parents in a safe and responsible manner.

A parent/guardian must accompany the child to the service and greet a carer. In the event of a child's absence from the service when a place has been booked the Co-ordinator will take immediate steps to advise the appropriate person.

The parent/guardian must sign the child in and out each day and inform staff of any change to contact details for that day.

Children will be released to authorised adults only (as stated on their enrolment form). A letter of authorisation or a phone call from the parents informing senior staff must be received before the child can be released to any other person. In all cases proof of identification will be required by the person collecting the child.

If a child is to leave the service unaccompanied by an adult then a letter of authorisation by the parent/guardian must be held by the centre.

Copies of legal documents must be provided to the service before any staff member can actively prevent a non-custodial parent from collecting their child.

In the event of children not being collected within one (1) hour of the service closing, having received no notification of the parent's arrival time, staff will contact local police for further instruction.