

# Extra-Curricular Activities Permission Form



This form acts as a written authorisation for my child to leave the Gumdale Outside School Hours Care premises as per the Education and Care Services National Regulations 99. A child **will not** be released to their activity without a completed permission form.

I give permission for my child \_\_\_\_\_ to leave the care of **Gumdale Outside School Hours Care** in order to participate in an extra-curricular activity at the school during the below times. **This form is not for school holiday period excursions.** I have read the terms and conditions attached.

Day of Activity	Period of Activity		Duration of Activity		Location and activity that the child will be participating in
	Start Date	Finish Date	Start Time	Finish Time	
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					

**Parent collection:** I will collect my child when the above activity finishes:  Yes  No

**Please note:** There may be occasions where your child cannot be escorted to their activity by a staff member, due to staffing arrangements or other circumstances. If you have any concerns, please speak to the leadership team.

- I have reminded my child to ensure that they do not leave the service until their name is marked off by an educator.
- I agree that depending on staffing arrangements and other circumstances, my child may be unescorted to/from the journey to the extra-curricular activity.
- I understand that at no time will Gumdale OSHC educators be present at the extra-curricular activities and my child will not be under the care of the service. Responsibility for my child will once again be that of the service once my child returns to the service.
- I understand that I will still be charged for the time that my child is away from the service participating in extra-curricular activities.
- I understand that if I collect my child from their activity/drop my child straight to their activity prior to them being signed into the service, my booking will be charged as an absence.
- I agree to notify the service of any alterations / cancellations in times or when this arrangement changes.

## Parent/Guardian Acknowledgement

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Extra-Curricular Activities Terms and Conditions

1. I understand that by completing this document, I am giving my written authorisation as per the Education and Care Services National Regulation 99.
2. I understand that I must provide an Extra-Curricular Activities Permission Form for each activity my child attends while they are in the care of **Gumdale OSHC**.
3. I understand that an updated form is required immediately upon change of activity information.
4. I acknowledge that, where possible, a **Gumdale OSHC** educator will escort my child to and from their activity and hand them over to the specified activity supervisor, unless another arrangement has been made.
5. I understand that when my child is attending the specified activity, responsibility for them rests with the activity supervisor and not **Gumdale OSHC**. The Service will assume responsibility once the child returns from the activity at the specified time.
6. Where an activity begins immediately after school, my child will go directly from school to their activity and will not be signed into care of **Gumdale OSHC** until such time as they arrive back to the Service.
  - a. *I understand that an absence will be marked if my child is collected during or straight after the specified activity if they have not been signed into the service before the activity.*
7. I understand that I will still be charged for the time that my child is away from **Gumdale OSHC** participating in the specified activity.

## **Gumdale OSHC** will:

- Make every effort to ensure children attend their specified activity, however, are not responsible for children completing their activity
- Make every effort to allocate an educator to the extra-curricular roll in order to escort children to/from their activities and facilitate the sign in/out process.
- Ensure that without this form, no child leaves the care of **Gumdale OSHC**.

## **Parents** will:

- Report any permanent changes to the specified activity to **Gumdale OSHC** immediately by completing a new Extra-Curricular Activities Permission Form. If a one-off change is required, an email is sufficient.
- Advise **Gumdale OSHC** if your child no longer attends an activity, including the permanent conclusion of an activity. The Service must be notified by email.
- Communicate with the Service *via phone* if you are going to be collecting your child prior to the completion of their activity and you have advised via the activity permission form that they normally would return to **Gumdale OSHC**.