

## ATTENDANCE OF EXTRA CURRICULAR ACTIVITIES

### POLICY STATEMENT

Our service aims to support parents who wish to provide extra-curricular activities for their children during centre opening hours.

We will endeavour to coordinate with community groups to enable children from the service to participate in such activities.

### CONSIDERATIONS

Education and Care Services National Regulations	99, 158, 161
National Quality Standard	2.1, 6.2, 7.1
Other Service Policies/Documentation	<ul style="list-style-type: none"><li>• Family Handbook</li><li>• Educator online handbook</li><li>• Extra-Curricular Activities form</li><li>• Extra-Curricular Activities Attendance Records</li><li>• Acceptance &amp; Refusal of Authorisations</li><li>• Delivery and Collection of Children policy</li><li>• Providing a Child Safe Environment policies</li></ul>
Other	<ul style="list-style-type: none"><li>• My Time, Our Place</li></ul>

### PROCEDURE

- Activities which may be on offer within the Maroubra Junction Public School grounds or outside of the school grounds, but are not limited to:
  - extra-curricular school activities
  - band/funk band practices, music and keyboard lessons
  - dance, martial arts, basketball, cricket, baseball, soccer and netball training
  - art and drama classes
  - school discos
- Families who wish their child to attend an extra-curricular activity within school grounds or on outside school grounds during centre opening hours need to fill in the “Extra-Curricular Activity Form”.
- Children attending extra-curricular activities must be escorted to and/or from by the extra-curricular activity leader/tutor and must sign on and/or off on the Extra-Curricular

Activities Attendance Records which are now electronically stored on our ipads with the Educator on sign-out desk duty.

- Families are required to let the activity leader/tutor know that their child will be attending from before or after school care.
- If a child has an activity scheduled at 3pm but is coming to after school care afterwards, parents/caregivers need to remind their child to come to the centre after they attend their activity.
- Each day an educator will be allocated the task of overseeing 'Extra-Curricular Activities'. The educator will remind all children attending extra activities to get ready, and to meet at the sign in/out table to be escorted to or returned from their activity over the walkie talkie. This educator is responsible for signing the children in and out of the service at these times.
- Children attending activities on outside the school grounds must be escorted to and from these activities by the activity leader/tutor.
- Children are encouraged to take responsibility for their own after-school activities. Children acquire time management, organisation, independence and self-esteem when they learn to be responsible for themselves. Children are encouraged to change into specialised uniforms and take care of their clothing and equipment themselves. Educators will support children by helping children with more complicated uniforms and reminding children of their activities as required on an age-appropriate basis.
- Be aware that there are many children at the service on any given afternoon and the safety and organisation of the whole group of children is our first priority. Educators will do their best to ensure that a child is reminded to attend their individual activity.
- The service is not responsible for any issues or concerns regarding activities, equipment and uniforms, organisers, or teachers of extra activities while they are there. If families have any issues or concerns, please take it up with the appropriate people. The service is also not responsible for letting providers know if a child will not be attending the extra activity that day.
- If a child is attending extra activities during times of the day when food is served to children at the service, educators will ensure that food will be available for their return.
- If there are changes to days, times, or locations of activities, it is the family's responsibility to ensure the service is notified in writing. Please contact the service as soon as possible if activities are cancelled. The service needs to know when the children are no longer participating in an activity so it can be removed from the extra activity list.
- The service is not responsible for the children whilst they are signed out from the service temporarily to attend their extra activities. Any incidents that occur during their extra activity times are the responsibility of the extra-curricular organiser, and the organisers must exercise their own duty of care. This includes situations where the extra activity

finishes earlier than expected. The organiser is responsible for the children until they are returned into the service's care.

- If for any reason the child will not be returning to the service on a particular day, for example if there is an incident or the child has been picked up early from the extra-curricular activity, the organiser or family must inform the service.
- If an activity is causing disruption to service operation or becoming a hindrance to service delivery or administration, management reserves the right to inform families that their children will not be able to attend the activity directly from the service.
- During Vacation Care, families will need to notify the service in writing if their child is still attending any extra activities, they would usually attend during term time.