

## MANAGEMENT PLAN FOR CHILDREN ARRIVING AT ASC FROM AN AFTER SCHOOL ACTIVITY

Child Name (one form per child)	
School the child attends	
Name and location of where the activity is that the child is attending	
Dates the activity is happening	
What time does the activity end?	
Name and phone number of a person at the activity we can contact if needed	
Time you would like us to contact you if the child has not arrived	

### Service Responsibility

- Educators will be responsible for the child once they have arrived at the service.
- Educators will contact the person/s nominated above on this form if your child does not arrive at the designated time.
- Educators will contact yourself and other emergency contacts nominated on your enrolment form if we cannot reach the contact person/s nominated above on this form.

### Guardian Responsibility

- I agree to notify the service in advance if my child/ren are not attending the activity.
- I understand that Clarence Children's Services' duty of care does not cover the time my child is at the activity.
- If the service notifies me that my child has not arrived by the designated time above and they have been unable to contact the nominated person/s it is my responsibility to contact the activity staff or to look for the child.

<b>Guardian Signature</b>	
<b>Print Full Name</b>	
<b>Phone Number</b>	
<b>Date</b>	

### OFFICE USE

Service Staff Messaged?	<input type="checkbox"/>	Completed by?	
SAVE THIS DOCUMENT IN THE DOCS TAB ON THE CHILDS PROFILE			