

# ASC SIGN IN & REPORTING ABSENCE PROCEDURES

Children are dismissed from school at 3:00pm



Children enter the OSHC room to sign-in



Children have a choice of 3 areas: OSHC room, OSHC playground, Homework



Educator on sign-in informs OSHC staff on walkie-talkie of children who have not signed in



All staff search for children on school grounds and report back to leading educator



Children enter OSHC room to sign in. Children are reminded and educated by an educator on the safety procedures for signing in immediately after school dismissal.



Educator proceeds to call parent / guardian to follow up on unexplained absences.



Repeated offenders serve a timeout to reinforce the importance of safety and signing in promptly



Educator documents reason of absence on our absence records. Educator signs off to complete process.



Document details on incident report. Send incident report to regulatory authority.



Call police for missing child if all emergency contacts cannot provide any information on absence of child.