

# Extra-Activity Permission Form

OSC-248

<b>CHILD'S NAME</b>	
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I, as parent/guardian of the above-mentioned child, give my permission for them to attend	
<b>ACTIVITY</b>	<i>Note: A separate form must be filled out for each child and each activity.</i>
<b>Validity</b>	<input type="checkbox"/> Term 1 <input type="checkbox"/> Term2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term4   Year _____ Please tick the term of the year this activity will be applicable <b>Casual or temporary arrangement</b> (please specify dates) _____ _____
<b>CONTACT DETAILS FOR ACTIVITY</b>	Name: _____ Organisation: _____ Phone: _____ Location: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Activity Start Time</b>					
<b>Time of departure from service</b>					
<b>Activity Finish Time</b>					
<b>Time of arrival back to service (if applicable)</b>					

## Arrival to activity:

Please select the procedure that best suits for arrival to activity:

- ☐ Before School Care -  
A YMCA OSHC educator will escort my child directly to the activity provider.
- ☐ Before School Care -  
My child will be signed out of the YMCA OSHC at above mentioned *Departure from service time*, and will walk un-escorted to the activity.
- ☐ After School Care -  
My child will present themselves to the YMCA OSHC first before walking themselves un-escorted to the activity.
- ☐ After School Care -  
My child will present themselves to the YMCA OSHC, and a YMCA OSHC staff member will escort my child directly to the activity at the above mentioned *Departure from service time*.
- ☐ After School Care -  
My child will walk themselves un-escorted straight from school to the activity, and will not be signed in to The YMCA OSHC until the above mentioned *Arrival back to service time*.
- ☐ After School Care & Before School Care-  
My child will be signed out of the YMCA OSHC at above mentioned departure from service time, and will be escorted by an authorised contact on the enrolment form

### Departure of activity:

Please select the procedure that best suits for departure of activity:

- ☐ Before School Care -  
My child will go straight to school after the activity
- ☐ After School Care -  
I will collect my child directly from the activity
- ☐ After School Care -  
My child will return to YMCA OSHC unescorted after the activity & be under the YMCA OSHC Care
- ☐ After School Care -  
My child will be collected from the activity by a YMCA OSHC educator & be under the YMCA OSHC Care
- ☐ After School Care & Before School Care-  
My child will be escorted by an authorised contact and will be signed in under the YMCA OSHC Care

*Note: Please provide feedback to service coordinator directly if the above procedures are not suitable*

Acknowledgements	
<i>Please note, all acknowledgement must be read and signed by parent/guardian prior to child attending Extra Activity.</i>	
I acknowledge that my child will be signed out of the YMCA OSHC's care at the departure time as per above procedure.	
I acknowledge that once my child has been signed out of YMCA at agreed Departure from service time, the duty of care transfers to the activity provider.	
I acknowledge that the YMCA OSHC will sign my child into the service when they arrive back from the extra-activity at the arrival time as per above procedure.	
I acknowledge that once my child has returned to the YMCA OSHC and has been signed in, the YMCA OSHC is responsible for their care.	
I acknowledge that I must inform the YMCA OSHC when this arrangement changes.	
I will remind my child that they are not to leave the YMCA OSHC until they are signed out and departing as per above procedure.	
I understand that whilst my child is at the activity and signed out of the YMCA OSHC, the activity provider is responsible for my child.	
I understand that I will still be charged for the YMCA OSHC session.	
I understand that the YMCA OSHC will choose the most appropriate travel path when walking my child to the activity.	
<b>PARENT/GUARDIAN NAME</b>	
<b>PARENT/GUARDIAN SIGNATURE</b>	
<b>DATE</b>	

### OFFICE USE ONLY

Task	YMCA Coordinator Signature
Activity contact details added to Service Extra-Activity Contact Form	
Activity location, time and day details added to weekly schedule	
Extra-Activity Permission Form filed in Extra-Activity folder	