



ROLL MARKING AND ATTENDANCE PROCESS OSHC

DESCRIPTION	ACTIONED BY
Parents liaise with office and/or OSHC Co-ordinator to make booking	Parents / Office Staff/ OSHC Co-ordinator
OSHC Co-ordinator liaises with Office Staff re days enrolments	OSHC Co-ordinator / Office Staff
School is dismissed at 3:20 pm	
Children meet with OSHC Co-ordinator at 3:20 pm in front of the performing arts room	Students and OSHC Co-ordinator
Arrivals are checked against online roll (playground app)	OSHC Co-ordinator
Hard copy roll is also completed by OSHC Co-ordinator on entry to program.	OSHC Co-ordinator
OSHC Co-ordinator verifies and follows up any discrepancies against expected arrivals.	OSHC Co-ordinator / Office Staff / Parents
Parents provide signature on hard copy roll on collection of students.	Parents
Roll is marked online via software provider (playground app) to record departures	OSHC Co-ordinator

NB – All places are treated as casual bookings