

Extra-Curricular Activity Authorisation Request Form

Dear Parents and Carers,

Whilst children are enrolled at the Service, staff are accountable and responsible for their care and safety. A child's attendance at an Extra-Curricular Activity removes this responsibility.

We endeavour to ensure we have comprehensive details of the onsite activity including contact details of the Provider, but this does not mean we are responsible for ensuring your child's safe transition between activities and locations on the school site.

Our staff are unable to accompany your child to and from these activities as this compromises our staff ratios and the care of the children still at the Service. Staff will sign out your child at the notified time and sign them in on their return to the Service if applicable.

Your completion of the details below is your request for us to facilitate the release your child out of our care and into that of the third party provider, between the stated times. Please ensure all fields are completed prior to submitting this form.

I, _____ request authorisation for

my child: (full name) _____

to attend an *extra-curricular activity* on a day when my child is enrolled.

I understand that the decision to facilitate this request will be dependent on a comprehensive assessment of the risk posed by this request.

Extra-curricular Activity: *one form per activity		
Contact Details for Instructor	Full Name	
	Mobile phone number	
Day/s attending:		
Activity Location:		
Activity Time	Start Time:	
	Return Time:	<i>*If the child is not returning please indicate as "not returning"</i>
Activity Date	Start Date:	
	End Date:	<i>*Please note, this is the last date of attendance for the term</i>
Delivery from Service to ECA:		Choose an item.
Collection from ECA to Service:		Choose an item.
Any other comments		

Terms and Conditions

I understand and acknowledge that:

- My child will be reminded to attend the activity.
- Cherrybrook OOH Care is not responsible for my child's wellbeing whilst signed out of the Service and is in the care and responsibility of the Extra-Curricular Activity provider/facilitator
- The Extra-Curricular Activities Authorisation Request Form is required to be updated each term, and/or if there are any changes in circumstances.
- Any child attending Extra Curricular Activities must be signed in and out of the Service by an Educator or Authorised Person as defined by regulation 161
- A clear process on how my child will be transitioned to and from Service is stated on Extra-Curricular Activities Authorisation Form
- If my child will not be returning to the Service, I will notify educators, and indicate this in the return time section as 'not returning' or by contacting the Service directly.
- If any child fails to return from their Extra Curricular Activity within 5 minutes of the specified time on the Extra-Curricular Activities Authorisation Form, the Coordinator will contact the Instructor as per the Extra-Curricular Activities Authorisation Form. If the child is not located immediately the Absent and Missing Child Procedure will be implemented.
- I understand that if the Risk Assessment Process determines that an unacceptable level of risk would result from my child attending an extracurricular activity, my request may be denied.
- I have been provided with, read and understood the Risk Assessment completed by the service for Extra-Curricular Activities.

Parent/Guardian Full Name:

Signature: Date:

Coordinator Full Name:

Signature: Date: