



## Tewantin State School O.S.H.C Parent Code of Conduct

As a parent, you play a special role in contributing to the needs and development of young children.

Parents and carers are encouraged to share time and talents with us, attend events and visit the Service. We welcome and invite your suggestions and participation in events and activities. Staff and parent/ carer discussions are welcomed; we ask that you make an appointment so that appropriate staffing can be maintained, and your concerns can be addressed in a suitable manner.

Parents and Carers will:

- Not use or enter the children's toilet. They will have access to the Staff toilet, for which authorisation will be required from the Service Staff/ Coordinator.
- When speaking, use a calm and considerate tone always.
- Use appropriate language.
- When addressing staff do so in a respectful manner.
- Consider children's feelings and protect them from witnessing heated discussions.
- Nominate all authorised adults to collect the children from the service. Children must be signed out using the sign in/out register for that group. If staff are unsure of whom an adult is, they may ask for photo ID and check the name on the authorisation section within the child's enrolment form. A phone call to the parent/ guardian may also be made if staff remains unsure that the person collecting a child is authorised to do so.
- Please note: Parents, family members and friends who drop off and pick up children at the service are authorised persons. Staff must be notified that the child has been collected and is leaving the premises.
- Please note: A 'Visitor' badge must to be obtained from the OSHC Coordinator or Assistant Coordinator if any authorised persons are to stay on the premises for a short play with their children for more than 15 minutes. These authorised persons visiting must sign in and out on the Tewantin SS OSHC Visitor Register.
- Please note: OSHC Staff members reserve the right and responsibility to ask any person to leave the OSHC licensed premises if they feel intimidated in any way or concern to the OSHC children's health and safety. (OSHC Licensed premises: Computer Lab, School ovals, OSHC Home Room.)
- Please note: Parents and Carers do not have the right to speak to other people's children regarding behaviour. They are to bring the matter to the attention of the OSHC Coordinator.
- Please note: Parents and Carers cannot discipline other people's children. They are to bring the matter to the attention of the OSHC Coordinator.

I/We \_\_\_\_\_,

have read and understand the Parent Code of Conduct of Tewantin State School OSHC.

Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_