



Elementary School

Before and After Care Policies

Before and After Care Services are provided Monday – Friday in the Multipurpose Room of the Elementary School.

Before Care Policies

	All Parents must sign their children into Before Care each day.
7:30 AM	Before Care Available for student drop off.

After Care Policies

	If a student attending After Care has not been signed out at 5:30 PM the following will be initiated by the After Care Supervisor.
5:30 PM	Parent will be contacted to confirm pick-up. Parents will be charged at the rate of \$10/minute after 5:30 PM for any child left in After Care.
5:45 PM	Emergency contact of student will be called if contact with parent has not been made.
6:30 PM	The Head of School will call Child Protection Services if no parent or emergency contact has been made.
	Under no circumstances can a staff member take a student home, nor can a staff member bring a student to their home.



Riverstone International School

Procedures for events hosted at Riverstone

The following are procedures for events hosted at Riverstone where Riverstone students are considered guests.

Procedures

	If a student is not picked up at the end of a home game or school sponsored event (Carnival etc) the below procedures will be initiated.
10 minutes after event	Parents will be called to confirm pick-up in gym foyer and their estimated arrival time.
20 minutes after event	Emergency contact of student will be called if contact with parent has not been made.
1 hour after event	The Head of School will call Child Protection Services if no parent or emergency contact has been made.
	Under no circumstances can a staff member take a student home, nor can a staff member bring a student to their home.