



# YMCA OSHC

## Castlemaine After School Care



### VENUE INFORMATION FORM

The Castlemaine After School Care Service is located in the Campbell's Creek Primary School Multi-Purpose Room.

BRYMCA operate a Transport Scheme to collect children from Winters Flat PS, St Mary's Primary School, Castlemaine Primary School and Castlemaine North Primary School.

#### Winters Flat Primary School – YMCA 11 Seater Bus

Children will be transported by the BRYMCA Bus, driven by a BRYMCA Volunteer or Staff Person.

3.15pm	The BRYMCA Bus will be waiting at Winters Flat PS in the bus bay at the front of the school
	The Bus Driver will sign all children onto the bus using the daily bus roll
3.20pm	Once all children are on board the bus departs Winters Flat PS and travel to the Castlemaine After School Care Program at Campbell's Creek PS.
3.30pm	The bus arrives at Castlemaine After School Care where Bus Driver will escort them into the service where they will be signed in by an Educator.

#### St Mary's Primary School, Castlemaine Primary School and Castlemaine North Primary School

Children will be transported by the Mount Alexander Shire Bus, driven by a BRYMCA Volunteer or Staff Person.

3.20pm	The MASC Bus will be waiting at the front entry of St Mary's PS
	The Bus Driver will sign all children onto the bus using the daily bus roll
3.25pm	The bus departs St Mary's and travels to Castlemaine PS where it parks at designated pick up point in Mostyn Street, outside the school office.
	The Bus Driver will sign all children onto the bus using the daily bus roll
3.30pm	The bus departs Castlemaine PS and travels to Castlemaine North PS where it parks at designated pick up point in Hunter Street, outside the school office.

3.35pm	The Bus Driver will sign all children onto the bus using the daily bus roll
3.40pm	The bus departs Castlemaine North PS and travels to the Castlemaine After School Care Program at Campbell's Creek PS
3.45pm	The bus arrives at Castlemaine After School Care where Bus Driver will escort them into the service where they will be signed in by an Educator

Arrival and Departure times may vary slightly depending on traffic conditions. If there are no children on the bus roll for a particular school the bus will proceed straight to the next pick up point.

In the event that a child who is on the Bus Roll does not present the Bus Driver will:

1. Speak to the bus monitor on duty to ask if child was present at school today
2. If Bus Monitor is unsure, the Bus Driver will telephone the school office to ask if the child was at school today and if so put an announcement over the speakers for them to come to the bus.
3. Contact BRYMCA Children's Service Admin Office to confirm any cancellations
4. BRYMCA Children's Service Admin will contact parents/emergency contacts to confirm if they are coming.
5. If child is not able to be accounted for Bus Driver will advise School Office and OSHC Coordinator immediately

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 Parent Authorisation

I have read and understood this venue information sheet which includes details regarding how my child will be transported to Castlemaine After School Care from their school.

School Child/ren Attend: \_\_\_\_\_

Child/ren's Name/s: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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