

LOOSH Special Arrangements Permission

Childs name: _____ Year: _____

Activity attending: _____

Please fill out an individual form for each activity as required.

Activity Location/Address: _____

Onsite

Offsite

Name & contact number of person(s) taking the activity: _____

When will they be absent from the centre? Date starting: _____

One off event Weekly during term 1 2 3 4 Other _____

BEFORE SCHOOL

Mon

Tues

Wed

Thurs

Fri

Absent from: _____ am Returning at: _____ am
 Not returning

AFTER SCHOOL

Mon

Tues

Wed

Thurs

Fri

Absent from: _____ pm Returning at: _____ pm
 Not returning *

When arranging an activity for your child please ensure that the tutor/teacher is aware:

- **That they must sign your child out of LOOSH when they take them and inform a staff member**
- **They must sign your child back into LOOSH upon return and inform a staff member**
- That children must be sighted by LOOSH staff and signed into LOOSH before they can be signed out for an activity (approx. 3:20pm)
- They must inform LOOSH staff if they are taking your child early or late to a lesson and the time they expect to return.

Parent/Guardian Permission

- I accept that LOOSH educators are not responsible for ensuring children attend lessons. It is up to the individual tutors to sign my child out of and back into the care of LOOSH.
- I accept that my child attending and travelling to and from activities during an OOSH session will not be under the supervision of the LOOSH staff.
- I understand that LOOSH staff are not responsible for my child whilst they are absent from the OOSH centre.
- I accept that if I collect my child directly from the extra curricular activity when they would usually return to LOOSH I need to notify the centre that they will not be returning and sign them out.
- * I understand that if the tutor is going to sign out my child with the intention of not returning to LOOSH I must add the tutor as an authorised pick up person in my Qikkids account.

Name Parent/Guardian _____

Signature _____ Date: _____

Office use only:

Date received:	By:	Date records updated:	By:
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