



Phone: (02) 6658 9757 or 0466 306 220  
Email: [admin@communityoosh.com.au](mailto:admin@communityoosh.com.au)

ABN: 80 085 051 734  
Address: PO Box 300, Sawtell, NSW 2452

**Before School, After School & Vacation Care  
for the North Coast Region**

**PERMISSION NOTE FOR SCHOOLS**

I,.....hereby give permission for my child/ren  
.....to be collected from school by a Community OOSH Services  
representative. My child attends .....school.

(NOTE: all staff and bus drivers have a Working With Children Check)

My child will be attending Community OOSH Services at .....on a:

- Permanent
- Casual

Basis on the following days:

Mon                       Tues                       Wed                       Thurs                       Fri

Could you please show my child where the OOSH bus line is located at the school?

Thank you for your assistance

Signed

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



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COLLECTION POINTS AND TIMES OF THE BUS SERVICE  
**COFFS SOUTH PICK UP SCHEDULE**

SCHOOL	TIME	WHERE
Mary Help of Christians	2.45pm	With Bus Lines Teacher
William Bayldon	2.50pm	With Bus Lines Teacher
Sawtell PS	3.00pm	With Bus Lines Teacher
Boambee PS	3.10 pm	With Bus Lines Teacher
Toormina PS	3.15 pm	With bus lines Teacher

**COFFS TOWN PICK UP SCHEDULE**

SCHOOL	TIME	WHERE
Coffs PS	3.00pm	With Bus Lines Teacher
Steiner School	3.05pm	With Bus Lines Teacher
Tyalla PS	3.10 pm	With Bus Lines Teacher
Narranga PS	3.15 pm	With Bus Lines Teacher.
Christian Community School	3.25 pm	With Bus Lines Teacher
Karangie PS	3.40 pm	West High St Butchery

**WOOLGOOLGA BIG BUS PICK UP SCHEDULE**

SCHOOL	TIME	WHERE
Corrindi	2.50pm	With Bus Lines Teacher
Mullaway	3:00pm	Bus Bay front of school
St Francis Xavier	3:15pm	With Bus Lines Teacher
Woolgoolga Primary	3:25pm	With Bus Lines Teacher
Sandy Beach	3:40pm	With bus lines Teacher

**GRAFTON BIG BUS PICK UP SCHEDULE**

SCHOOL	TIME	WHERE
Grafton Primary	2.45pm	With Bus Lines Teacher
Grafton Infants	2.50pm	With Bus Lines Teacher
South Infants	3.05pm	With Bus Lines Teacher
South Primary	3.10 pm	With Bus Lines Teacher
CVAS	3.20 pm	With bus lines Teacher

**GRAFTON VAN PICK UP SCHEDULE**

SCHOOL	TIME	WHERE
St Mary's	3.05pm	With Bus Lines Teacher

- Westlawn Primary Children are collected at 2:55pm and walked back over to the centre with a carer.



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## **Before School, After School & Vacation Care for the North Coast Region**

### **IMPORTANT, IMPORTANT, IMPORTANT!**

On your child's first day of using the bus service, it is essential that you supply a letter to the class teacher indicating that you give permission for your child to be transported to the OOSH Centre. We also suggest you write a big "O" for OOSH on your child's hand to remind them they are going to OOSH. This is a great visual reminder for them throughout the day and also for their teachers.

In order to maintain our bus pick up schedule, we ask that the children make their way quickly to the meeting point & remain there until the staff member collects them.

**IF YOUR CHILDREN WILL NOT BE ATTENDING ON A BOOKED DAY, PLEASE, PLEASE, PLEASE CONTACT US BEFORE 2PM. NATURALLY, WE GO INTO PANIC MODE IF THEY ARE NOT IN BUS LINES WAITING FOR US. CALL ADMIN STAFF ON 0466 306 220.**

You must notify OOSH if there is any changes/cancellations to your bookings on 6658 9757 or 0466 306 220.

If your child will be using After School Care you must supply at least 3 contact numbers that can be answered between 2.45pm – 3.45pm.

**It is extremely important that we are able to reach you during 2.45pm – 3.45pm, it causes a lot of distress when we cannot verify the safety of your child.**

Fee's for having to locate your child/ren are-

- \$5 will be charged if needed to be contacted by phone.
- \$100 will be charged if Director needs to go to house/work.

**Our policy for ensuring the safety and welfare of absent and missing children is:**

#### Administration Procedure Checklist

- OOSH Admin are advised by text from OOSH Staff member on bus, should there be any child/ren on our roll that have failed to get on the bus.
- OOSH Admin will then contact the appropriate school to check if child/ren attended school or has been collected by anybody to their knowledge.
- If child/ren location still unknown OOSH Admin to contact parents on contact numbers provided.
- If no voice contact made, OOSH Admin will try to contact emergency contacts that have been supplied by parents.
- At this stage, if no voice contact has been made Admin staff then contact Directors and escalate issue. Directors will then go to child's home/parents place of work to ensure problem resolved.
- If child/ren is not located, we will contact the local Police.

Thankyou for your cooperation  
Community OOSH Services