



PARENTS GUIDE TO OWNA



How to Complete an Extra Curricular Activities Permission Form:

If your child attends an extracurricular activity on a day that they attend OSHC, we require an Early Departure/Late Arrival Form to be completed via the OWNA app to allow for your child to leave early/arrive late to the service.

Please follow the below steps to complete the form:

- Click the '=' symbol in the top left corner of your OWNA app
- Click 'Early Departure/Late Arrival' form
- Complete all required fields
- Sign and submit

Please note, your child will be unable to attend the activity without a signed form, completed in full. If you have any issues with this, please contact us via email or phone call.



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