Rationale

A significant percentage of our students come from families where parents work. Considerable demand from our parent community for out of school hours care and supervision of their children is recognised by School Council, and provided for by our ‘Out of Hours Care’ program.

Purpose

- To offer age-appropriate care before and after school, on curriculum (student free) days and during school vacations (when student numbers permit).
- To offer a safe, inviting and well-equipped environment where children are well supervised and cared for and they can relax and enjoy themselves.
- To offer a range of recreational, creative and educational activities inclusive of all children and to encourage children’s development of social skills for example, interacting with various age groups.
- To develop and promote a range of special activities that meet the children’s needs including a quiet area for homework and rest.

Guidelines

- School Council will provide an Out of School Hours care program that complies with the National Quality Framework (2011).
- School Council will ensure the accredited program complies with all regulations, standards and meets the requirements of Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011 and National Quality Standard.
- Before school care will be offered from 7:00am – 8:45am on school days, and after school care will be available from 3:30pm – 6:00pm school days. Out of School Hours care will also be offered from 7:30am – 6:00pm on designated School Council approved curriculum days.
- An agency will be appointed to oversee the running of the program including administrative tasks, staffing, activities, food and resourcing. Food handling by agency staff shall be in compliance with food and safety regulation and policy requirements. The agency will work in close liaison with the Principal in overseeing the running of the program.
- A qualified program coordinator will be appointed by the agency to manage all aspects of the day to day running of the program and will ensure that the program is appropriately staffed and well resourced.
- The agency will develop a detailed and informative procedures and operations manual which will describe all procedural matters, policies and requirements for their staff.
- All concerns relating to the program will initially be directed to the program manager, and if unresolved, the matter will be dealt with by the agency management in the first instance, and if appropriate escalated to the Principal or School Council respectively.
- The payment procedure for Out Of School Hours Care accounts will be complied with and the agency shall report to the Finance sub-committee as required.


Evaluation

This policy will be reviewed on an annual basis.
This policy was last ratified by School Council in July 2016.