OUT OF SCHOOL HOURS CARE POLICY

RATIONALE
A significant percentage of our students come from families where both parents work. Considerable demand from our parent community for out of school hours care and supervision of their children was recognised by School Council in 2004 and initiated in 2005.

AIM
To provide a high quality primary out of school hours care service for students at Patterson Lakes Primary School. The program is community based and operates under the authority of School Council, complies with all regulations, is flexible and meets each child’s need for care in a creative, stimulating, creative and secure environment before and after school.

IMPLEMENTATION
- School Council will provide and sponsor an out of hours care program for students from Patterson Lakes Primary School which complies with the National Standards for Childcare Services. There will be provision of places for up to 45 students in Before School Care and up to 75 students in After School Care.
- In doing so, School Council will ensure the accredited program complies with all regulations, standards and requirements for Out of Hours Care programs as required by the Department of Family & Community Services, the National Childcare Accreditation Council and local government.
- School Council will strive to ensure that the out of hours care program meets the highest level of Quality Assurance with the National Childcare Accreditation Council (NCAC).
- Before school care will be offered from 6:45am – 8:45am on school days, and after school care will be available from 3:30pm – 6:15pm school days. Care will also be offered from 6:30am – 6:30pm on designated School Council approved curriculum days.
- A qualified, skilled and dedicated program coordinator will be appointed by School Council to work in partnership with the school Principal, and to manage all aspects of the out of hours care program.
- School Council will ensure that professional indemnity, public liability, building and contents, workers compensation and any other necessary insurance is sufficient to cover the needs of the program in accordance with State and Commonwealth legislation.
- School Council will responsibly and prudently manage the program’s finances and, in doing so, will ensure that the program is appropriately staffed and well resourced.
- School Council will develop a detailed and informative procedures and operations manual which will describe all procedural matters, policies and requirements.
- 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 Principal or School Council respectively.
-Whilst School Council understands the financial burdens that parents face, Council will not tolerate non-paying bad debtors to continue in the program and thereby jeopardising the ongoing financial viability of the out of school hours program.

REFERENCES
www.facs.gov.au
www.ncac.gov.au

APPENDIX
- OSHC Accident Prevention Policy Oct 2012
- OSHC Asthma and the Child In Care Policy Oct 2012
- OSHC Care Not Booked Policy Oct 2012
- OSHC Casual Bookings Policy Oct 2012

Last Updated: October 2012.
EVALUATION
This policy, along with all aspects of the school’s out of hours care program will be reviewed annually in consultation with the Program Manager, the Principal and Parent Users of the program.

Guidelines are updated annually and/or as per DEECD recommendations.

CERTIFICATION
This policy was adopted at the School Council Meeting held at Patterson Lakes Primary School, October 2012.

Signed………………………………………………… Signed…………………………………………………
School Council President Principal