



Out of School Hours Care

POLICY

Mount Pleasant Road Primary School

Rationale:

- A.1. 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 School Care' program.

Aims:

- B.1. To provide a high quality primary school-aged childcare service for students at our school which is licensed and community focused, complies with all regulations, is flexible and meets each child's need for care in a creative, stimulating, and secure environment before and after school.

Implementation:

- C.1. Our School Council will provide a licensed out of hours care program for students from our school that complies with the National Quality Framework for Early Childhood Education and Care and is financially viable.
- C.2. In doing so, School Council will ensure the accredited program will comply with all regulations, standards and requirements for Out of School Hours Care programs as required by the Education and Care Services National Law and the Education and Care Services National Regulations.
- C.3. School Council will strive to ensure that the out of hours care program meets the highest level of the National Quality Standard for Early Childhood Education and Care and School Aged Care (National Quality Standard) that is achievable as overseen by the Australian Children's Education and Care Quality Authority (ACEQA).
- C.4. 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, and. Care will also be offered from 7:00am – 6:00pm on designated, School Council approved curriculum days where prior bookings make the service financially viable and a minimum of 7 weeks during the School Holidays, including all term breaks and 1 week during the Christmas period.
- C.5. 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.
- C.6. 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.
- C.7. 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.
- C.8. The program coordinator will develop a detailed and informative procedures and operations manual which will describe all procedural matters, policies and requirements.
- C.9. 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.

C.10. It is preferred that parents establish a direct debit to meet weekly payments.

C.11. The program will be suspended for any student whose account debt payment plan is not honoured.

D. Evaluation:

D.1. This policy, along with all aspects of the school's out of hours care program will be reviewed annually in consultation with the program coordinator, the principal and parent users of the program.