

# WODONGA SOUTH PRIMARY SCHOOL

## OUT OF HOURS SCHOOL CARE

### POLICY

#### **Rationale:**

- There is 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:**

- To provide a high quality primary school-aged childcare service for students at our school. The program will be community based, comply with all regulations and national standards, flexible and meets each child's need for care in a creative, stimulating, enjoyable and secure environment before school, after school and during school vacations.

#### **Implementation:**

- Our School Council will provide and sponsor an Out of Hours School Care program for students from our school that complies with the National Quality Standards and Framework and regulations set out by the Department of Education and Training.
- The Principal, on behalf of School Council, will ensure the accredited program will comply with all regulations, standards and requirements for Out of Hours School Care Program services as required by the Department of Education and Training and National Quality Standards and Framework and regulatory bodies and agencies.
- The Principal, on behalf of School Council, will strive to ensure that the Out of Hours School Care Program meets the highest level of quality assurance.
- A Coordinator will be employed on a Casual Local Payroll basis and this coordinator will have the role of employing, rostering and developing staff, developing the program, bookings and accounts, document development, resourcing stock and equipment.
- Before School Care will be offered from 6.30am – 8.45am on school days, and After School Care will be available from 3.30pm – 6.30pm school days. Care will also be offered from 6.30am – 6.30pm on designated School Council approved pupil free days, as well as providing a Vacation Care Program from 7.00am - 6.00pm during Victorian School holidays. Care may also be provided for Foundation children for the first four Wednesdays of the school year when they have the day off, from 6.30am-6.30pm. This will require a minimum number of students before care is offered.
- The Principal will meet with the coordinator of the Out of Hours School Care Program regularly to discuss the progress and any matters related with the program, including programming, behavioural concerns, account payment, Professional Development, Staff Performance Review, staffing issues, parental concerns and OH&S matters.
- All concerns relating to the program will initially be directed to the Coordinator, and if unresolved, the matter will be brought to the attention of the Principal.
- Arrears will be monitored and continued non-payment will result in withdrawal of services. Access will be reinstated when outstanding accounts are paid.

#### **Evaluation:**

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified by School Council in...

May 2018