

OUT OF HOURS CARE

SOUTHERN RISE SCHOOL SPECIFIC POLICY

Rationale:

- 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.

Aims:

- To provide a high quality primary school-aged childcare service for students which is community based, complies with all regulations, is flexible and meets each child's need for care in a creative, stimulating and secure environment before school, after school and Vacation Care

Implementation:

- Our School Council will provide and sponsor an out of hours care program for students that complies with the National Standards for Childcare Services.
- In doing so, School Council will ensure the accredited program will comply with all regulations, standards and requirements for Out of Hours Care programs as required by the Department of Education and Early Childhood Development, 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 6:30am – 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 8:00am – 6:00pm on designated School Council approved curriculum days and during school vacations.
- 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 jeopardising the ongoing financial viability of the out of school hours program.

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.

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

October 2010