

OUT OF SCHOOL HOURS

POLICY

Rationale:

The provision of an effective, well managed Out Of School Hours program is available to all children who attend Templeton Primary School.

Aims:

- To ensure that children attending the program are safe and under the direct supervision of OSH staff.
- To provide children attending the program with adequate refreshments of nutritional value.
- To acknowledge and promote children's self-esteem by providing a program that encompasses the child's background, gender and developmental needs.

Implementation:

- The school may tender this service to an external agency, which will comply with all relevant school policies. Currently, the service is provided by Camp Australia.
- For security:
 - All children entering the BSC program must be signed in by a nominated adult and signed out by a staff member. All children entering the ASC program must be signed in by a staff member and signed out by a nominated adult.
 - If a child fails to attend roll call at ASC an announcement paging the child will be made from the school's General Office
 - If the child still does not appear, parents are contacted. If they are non-contactable, the emergency contacts are to be called. Failing this, the Police are notified.
- Hours of operation
 1. The program will operate both a before school (BSC) and after school (ASC) program (6:45am – 8:45am and 3:30pm – 6:00pm)
 2. A program will also be offered on school Curriculum Days if staffing availability allows it and the minimum required number of children is reached (6.45 a.m – 6.00 p.m)
- Staffing
 1. A staffing ratio of 1:15 will be adhered to at all times
 2. A program co-ordinator will be present at all times
- Qualifications/Training
 1. Co-ordinator will have attained or be currently studying an approved child care or educational qualification
 2. All employees will be subject to a Police Check / Working With Children Check
 3. The co-ordinator and the assistant co-ordinator will complete the Level 1 and Level 2 Food Safety Handling Course as delivered by the local Municipal Council
 4. All staff members are required to have current Level 1 first aid training
 5. All staff will undertake regular and on-going professional development as deemed appropriate by the co-ordinator
- Activities
 1. A range of passive and physical activities will be planned, implemented and supervised

- Food
 2. A weekly timetable of activities will be displayed
- Food
 1. Each morning a breakfast will be provided for each child attending the program before **7:45am**
 2. Each afternoon a nutritional snack and drink will be available
- Location
 1. Both programs will operate out of the school's Community Room and will make use of the Multi Purpose Room and playground as deemed necessary by the co-ordinator
- Enrolment
 1. Parents are advised to contact the OSH staff on Ph 9800 4703 to book a place for the program
 2. Both long term and casual places are available
 3. Staff must be notified of any cancellation or a regular fee will be charged
 4. All children accessing the program are required to have completed-
 - An enrolment form
 - Medical form
 - Asthma Management Plan if necessary

It is expected that all outstanding accounts will be settled at the end of each calendar month or by prior arrangement

The charges will be reviewed annually to ensure that the program will remain self-funding

This policy will be adhered to by the OSH program and documented in the licence agreement

Evaluation:

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

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

July 2016