

OUT OF SCHOOL HOURS CARE

POLICY

Rationale

The provision of an effective, well managed Out Of School Hours Care (OSHC) 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.

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

The program will operate both a before school (BSC) and after school (ASC) program (6:45am – 8:45am and 3:30pm – 6:00pm)

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

- A staffing ratio of 1:15 will be adhered to at all times
- A program co-ordinator will be present at all times

Qualifications/Training

Co-ordinator will have attained or be currently studying an approved child care or educational qualification
All employees will be subject to a Police Check / Working With Children Check

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

All staff members are required to have current Level 1 first aid training

All staff will undertake regular and on-going professional development as deemed appropriate by the co-ordinator

Activities

- A range of passive and physical activities will be planned, implemented and supervised
- A weekly timetable of activities will be displayed

Food

- Each morning a breakfast will be provided for each child attending the program before **7:45am**
- Each afternoon a nutritional snack and drink will be available

Location

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

Parents are advised to contact the OSHC staff on 9800 4703 to book a place for the program

Both long term and casual places are available

Staff must be notified of any cancellation or a regular fee will be charged

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

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....

August 2019