



# Out of School Hours Care (OSHC)

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## **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 OSHC 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 Before School Care (BSC) program must be signed in by a nominated adult and signed out by a staff member. All children entering the After School Care (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 always adhered to.
- A program co-ordinator will be always present.

### **Qualifications/Training**

Co-ordinator will have attained or be currently studying an approved childcare 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 in accordance with the school's three-year review cycle.

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**Last ratified by School Council in August 2025**