



OUT OF SCHOOL HOURS CARE

If you need help to understand the information in this policy, please contact the school on 9547 1224



PURPOSE

The Out of School Hours Care Program will provide students with:

- a safe, supervised, stimulating environment where they can interact with other children outside normal school hours, in a positive and supportive atmosphere.
- a program which will take into account the needs of those children who attend by providing models of effective and purposeful use of leisure time, exposing children to a variety of activities including Sports, Performing Arts, Visual Arts, Cooking and Computer Technologies.

GUIDELINES

- School Council will:
 - ensure that DET and DHHS guidelines, in relation to the care, safety and security policies and practices for children attending the services, are applied
 - maintain an appropriate staff/child ratio of at least 1 staff member to 15 children
 - be responsible for the security of the school buildings used and ensure that they are maintained in accordance with the Cleaning Schedules described in the OSHC manual

The Out of School Hours Care program will:

- apply with all regulations, being required to achieve 'at standard' assessment as a minimum
- meet current staffing regulations
- recruit qualified staff with a variety of skills and qualities
- ensure that all staff members receive training and on-going professional development
- develop a management structure which fosters parent participation in decision making and enhances accountability of the service
- be supported by an appointed Educational Leader
- ensure that behaviour management and well-being practices are in accord with school policies
- ensure that children, who are registered, have access to the service where places are available
- seek additional resources and/or adapt, where necessary, to ensure access to all families
- offer a range of stimulating opportunities appropriate to the age levels of children attending
- make maximum use of community resources of appropriate kinds in implementing the program

IMPLEMENTATION

- The Out of School Hours Care program will operate from 3.30pm - 6.00pm with pupil free days operational from 8.00am to 6.00pm if financially viable
- The coordinator will meet with the Educational Leader once a fortnight to support the ongoing improvement of the OSHC program offered to students
- Students must wear hats when playing outside from mid-August to the end of April and when UV levels reach 3 and above
- Staff will:
 - plan and implement a daily program which features a wide range of activities
 - create opportunities which are fun, stimulating, developmentally appropriate and inclusive of all children
 - Only permit children in Years 3 – 6 to play on the senior adventure playground during after school care sessions
 - purchase durable and consumable resources to support a variety of activities
 - provide appropriate reports and provide insights to support effective School Council decision-making
 - ensure that parents' comments and suggestions are conveyed to School Council
 - maintain the attendance roll and enrolment details collection
 - organise food appropriate to the length of the program

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- School website
- Induction processes
- Staff handbook/manual

- Staff briefings/meetings as required
- Parent Information sessions
- Newsletters
- Hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2021
Approved by	Principal
Next scheduled review date	June 2023