



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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Outside School Hours Care Policy

RATIONALE

A significant percentage of our students come from families where both parents work. Considerable demand from our parent community for outside school hours care and supervision of their children was recognised by School Council in 2004 and initiated in 2005.

AIM

To provide a high quality primary outside school hours care service for students at Patterson Lakes Primary School. The program is community based and operates under the authority of School Council, complies with all regulations, is flexible and meets each child's need for care in a creative, stimulating and secure environment before and after school.

IMPLEMENTATION

- School Council will provide and sponsor an out of hours care program for students from Patterson Lakes Primary School which complies with the National Standards for Childcare Services. There will be provision of places for up to 90 students in Before School Care and up to 90 students in After School Care.
- In doing so, School Council will ensure the accredited program complies with all regulations, standards and requirements for Outside of Hours Care programs as required by the Department of Family & Community Services, 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 6:45am – 8:45am on school days, and after school care will be available from 3:30pm – 6:15pm on school days. Care will also be offered for 7.5 hours on designated School Council approved curriculum days.
- 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 thereby jeopardising the ongoing financial viability of the out of school hours program.

REFERENCES

www.facs.gov.au

www.ncac.gov.au

APPENDIX

- OSHC A Missing Child Policy Oct 2016
- OSHC Accident Prevention Policy Oct 2016
- OSHC Asthma and the Child In Care Policy Oct 2016
- OSHC Behaviour Guidance Policy Oct 2016
- OSHC Care Not Booked Policy Oct 2016
- OSHC Casual Bookings Policy Oct 2016
- OSHC Child Accident Injury Policy Oct 2016

Last Updated: October 2016.

- OSHC Child Running Away Policy Oct 2016
- OSHC Children Not Collected from After School Care Policy Oct 2016
- OSHC Complaint And / Or Grievance Policy Oct 2016
- OSHC Confidentiality Policy Oct 2016
- OSHC Debt Collection Policy Oct 2016
- OSHC Determining Fit and Responsible Person Policy Oct 2016
- OSHC Dropping Off and Picking Up Policy Oct 2016
- OSHC Emergency Procedures Policy Oct 2016
- OSHC Enrolment Requirements Policy Oct 2016
- OSHC Epilepsy Policy Oct 2016
- OSHC Excursion/Incursion Policy Oct 2016
- OSHC First Aid Policy Oct 2016
- OSHC Health and Hygiene Policy Oct 2016
- OSHC Infection Control Policy Oct 2016
- OSHC Infectious Diseases Policy Oct 2016
- OSHC Interactions with Children Policy Oct 2016
- OSHC Invoicing and Collection of Fees Policy Oct 2016
- OSHC Managing Continual Difficult Behaviour Policy Oct 2016
- OSHC Medication Policy Oct 2016
- OSHC Medical Conditions Policy Oct 2016
- OSHC Nutrition Policy Oct 2016
- OSHC Permanent Care 100% Holding Fee Policy Oct 2016
- OSHC Priority of Access Policy Oct 2016
- OSHC Staff Code Of Conduct Oct 2016
- OSHC Sun Protection Policy Oct 2016
- OSHC Swimming and Water Safety Policy Oct 2016
- OSHC Written Programs Policy Oct 2016

EVALUATION

This policy, along with all aspects of the Patterson Lakes' Outside School Hours Care program will be reviewed annually in consultation with the Program Manager, the Principal and Parent Users of the program.

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, October 18, 2016.

Signed 
 School Council President

Signed 
 Principal