Scoresby Primary School

Out of School Hours Care Policy

Overview
The School’s Out of School Hours Care Policy seeks to ensure that the community benefits from the availability of a well resourced and easily accessible facility which supports the need for child care outside regular school hours.

Aims
To:
- Provide affordable, quality child care and recreational activities to students of Scoresby Primary School in a safe, relaxed, caring and well supervised environment.
- Provide a wide range of interesting indoor/outdoor activities, designed to suit the individual needs of the participants.
- Promote co-operative relationships with staff, parents and children while ensuring that the following principles are fostered:
  o care for ourselves
  o care for others
  o care for our school environment.
- Ensure that the program operations complement and enhance the school’s activities and are consistent with the school’s philosophy.
- Abide by the principles of Scoresby Primary School’s discipline policy and expectations of the Student Code of Conduct.

Guidelines for Implementation
- The program operates under the auspices of the Scoresby Primary School Council and under the regulations of - and will maintain its accreditation with - the Department of FACS.
- The Scoresby OSHC Management Committee works with the coordinator to perform the routine management and operation of the program, providing and regularly updating the Operations Manual and Parent Handbook.
- The program is funded by:
  o The collection of fees. Each family receives an income-based subsidy from Centrelink (Commonwealth Childcare Benefit).
  o The program is to run self-sufficiently with School Council subsidizing if necessary.
- The program operates on a regular basis between 7.15am – 8.45am and 3.30pm – 6.00pm on school days. An occasional care program will be offered between 7.15am and 6.00pm on Scoresby Primary School ‘pupil-free’ days.
- Invoices are issued each Monday for the previous week’s service. If no payment has been received for 4 weeks, the family will receive a reminder letter outlining the OSHC Management Committee’s fee policy. If no payment has been received for 6 weeks, the family will not be allowed to use the service again until a payment is made. If a child attends OSHC despite lack of payment, the program co-ordinator will telephone parents to collect the child.
- The program’s venue is a purpose-built room located off the hall and the outdoor play area located within the grounds of Scoresby Primary School.
- The Out of Hours School Care Program will be staffed in accordance with the ratios and regulations specified by FACS.

Approved: May 2009
To be Reviewed: 2012