| **ELTHAM NORTH PRIMARY SCHOOL No 4212 POLICY STATEMENT** |
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| **POLICY NO. 4.1** | **TOPIC: Out of Hours School Care OHSC** | **Page 1 of 1** |
| **PREAMBLE:** Many students require before and after school care through service provision that provides affordable, reliable and high quality out of school hours care in a safe, caring and well-supervised environment. **PURPOSE:** To provide affordable, reliable and high quality care for the students, reflecting the needs of our school community. To operate the service in a safe and well supervised environment appropriate for primary school aged students and ensure the program is gender inclusive, culturally unbiased and developmentally appropriate in its operation.Legislative requirements:2.1 In addition to federal, state and local government legislation, Eltham North Primary School Out of School Hours Care Program will adhere to the following relevant legislation:* Education and Care Services National Law Act 2010 + Education and Care Services National Regulations + The National Quality Framework.
* Australia’s ratification of The United Nations Declaration of the Rights of the Child, 1959, and the United Nations Convention on The Rights of the Child, September 1990.

**GUIDELINES FOR IMPLEMENTATION:**3.1 Enable families with dependent children to participate in the workforce and to actively seek employment.3.2 Develop and enhance children’s self-esteem.3.3 Provide occasional care and respite to families who require those services.3.4 Allow children to experience a program that develops, values and respects their individuality as well as showing recognition and acceptance of individual differences.3.5 Encourage positive interaction between educators and children. 3.6 Ensure constant awareness and adaptation of programs and procedures, recognizing the special needs and talents of all children.3.7 Provide an environment that is respectful and sensitive to all children’s social, emotional, recreational and creative needs.3.8 Ensure all families receive high quality care.3.9 Welcome all families regardless of race, religion and ethnicity.3.10 Provide feedback to parents, through newsletters and formal and informal meetings and discussions.3.11 Welcome parents’ suggestions in relation to aspects of the program.3.12 Encourage positive relationships between staff, children and parents.3.13 Allow parents the opportunity to discuss with staff issues pertinent to the program.3.14 Operate in accordance with the Eltham North Primary School OH&S PolicyThe Out of Hours Care Management Team will meet regularly (at least twice per term) to evaluate the program and provide a report to each School Council meeting. The Team is responsible for overseeing the running of the program, paying due regard to :*Times*: Providing care for students from 7.00 a.m. to 8.45 a.m., and from 3.30 p.m. to 6.00 p.m. on school days, and all day on pupil free days.*Fees:*  are to be paid to the co-ordinator on a daily basis for casual bookings or fortnightly for permanent bookings. A late penalty fee should be imposed on parents who collect their children after 6.00p.m.*Curriculum* The program should offer a wide variety of activities including art craft, cooking, videos, games and outdoor activities and should be subject to regular review**.***Attendance :* Daily attendance records must be kept, and all children must be 'signed in or out' by the parent or authorised person.*Facilities*: The area used by the program should be suitable for the purpose, and be maintained in a safe and clean condition. Other rooms may be used when required after negotiation and consultation with the Principal and School Council.*Safety*: Safety and emergency issues must be in strict accordance with Department of Human Services guidelines, and other instructions as defined in appropriate regulations.*Marketing*: The programs should be widely advertised by co-ordinators.**PARENTS ROLE:** Parents will be informed of the policy. It is requested that parents support the policy by diligently following guidelines regarding pickup/drop off of children, and payment of fees incurred.Parent support is essential for the ongoing viability of the program.Parent membership of the Management Committee is essential for the program to function, and remain responsive to the needs of the community. |
| **Program Leader:**David Foley & Jennifer Klemm | **Issued** November 2022 | **Updated / Ratified by SC**Nov 2022 |