



5.4 SCHOOL COUNCIL SUB-COMMITTEE: OUT OF SCHOOL HOURS CARE (OSHC)

POLICY

Beaumaris North Primary School Council offers an Out of School Hours Care Program that is available to all children attending this school.

PURPOSE

- To provide a resource for the school community.
- To meet the National Quality Framework through outlined practices that support and promote children's learning, guided by approved learning frameworks; My Time Our Place: Framework for School Aged Care, Belonging, Being, Becoming: The Early Years Learning Framework.
- To provide opportunities for relaxation, leisure, security and protection before and after school similar to which parents would provide for their children at home.
- To satisfy Department of Health and Community Services guidelines.

IMPLEMENTATION

1. A child can only be accepted in the OSHC program when a current enrolment form is held by the OSHC co-ordinator.
2. There is a minimum of two staff on duty at all times, at a ratio of 1 staff: 15 students. Additional staff will be employed if the service has more than 30 bookings.
3. The program will operate on school days from 7.30 to 8.45 a.m. and 3.30 to 6.00 p.m. and on Curriculum/Pupil Free days between 7.30 a.m. and 6.00 p.m.

Permanent Bookings:

- Notification of cancellations are to be made a minimum of 24 hours prior to booked attendance or the full fee will be charge unless the vacated place is filled.
- Persistent cancellations for the same times / days will lead to the loss of the permanent place at the discretion of the OSHC Coordinator and Committee.

Casual Bookings:

- Casual users need to book Before School Care by 7.30am on day of proposed attendance and After School Care by 9.00am on day of proposed attendance depending on spaces available.
- Emergency After School Care due to unexpected circumstances is available for students who are enrolled in the service by contacting the OSHC or school office by 3.00pm.

4. Foundation (Prep) students will be escorted to their line-up area at the morning music/bell in Terms 1 & 2.
5. In Terms 1 & 2, Foundation (Prep) children booked into the service will be collected from their classroom at 3:30pm and escorted to the OSHC facility.
6. Non-authorized persons will not be permitted to collect children.
7. The program will include roll call, free play/quiet time, planned and special activities.
8. Fees are calculated weekly. As we are an approved provider, Child Care Benefit fee assistance is available for eligible families.
9. Fees are due and payable within one week of the service unless special arrangements have been made between the family and the Principal.
10. Late pick up after the closing time of 6.00pm will incur a late fee of \$25.00 per fifteen minutes or part thereof.
11. Non Payment of fees will result in the cancellation of the use of the OSHC service.
12. All records for daily attendance, payments and receipts, injury, illness, medications, special diet and the cash tin are kept in a secure location.
13. A well-stocked first aid kit is readily available. Children's individual medical emergency requirements (e.g. EpiPen, asthma pump) are available at the service.
14. Personal emergency health plans are readily accessible to staff.
15. School Council will be provided with minutes of monthly meetings and the subcommittee will present an Annual Report for School Council's Annual General Meeting.

References:

BNPS OSHC Policy and Procedure Document 2014
BNPS OSHC Parent Handbook

Ratified by School Council November 2014

Next Review Date 2017