



CAMBRIDGE PRIMARY SCHOOL

Out of SCHOOL CARE PROGRAM POLICY AND PROGRAM

Philosophy & Goals of the Program

The Cambridge Primary School, Out of School Care Program is committed to providing a stimulating, supportive, safe, friendly and caring environment for all the students who attend it. The program shall support the development of the whole child socially, emotionally, physically, aesthetically and intellectually. This will be done in a fun and inclusive manner acknowledging the individuality of the students in out of hours care. It will provide affordable, quality care which is accessible by all students and which meets the needs of working and non-working families.

Goals for the Program

- The Out of School Care Program will provide priority access to children attending Cambridge Primary School and if further places exist to students external to the school.
- Priority of access will be determined according to the Federal Government guidelines.
- The program shall provide affordable, quality care which shall be accessible to all school aged children.
- It will employ appropriately qualified staff
- The program will offer a variety of activities which will cater for the social, emotional, physical, artistic and intellectual talents of the children.
- Activities will be planned for all children regardless of ethnicity, social economic background, religion, gender or physical disability.
- The program will provide a nutritious snack for the children.

Access to Care

Policy

- The Out of School Care Program will provide access to children attending Cambridge Primary School.
- The Out of School Care Program must be equally accessible and have planned activities for all children regardless of nationality, income or those with special needs or disabilities.
- Priority of access will be implemented according to Commonwealth Government Guidelines.

Procedure

- All children must be enrolled, where possible, prior to attending.
- No child will be accepted into the program without a completed enrolment form.
- The information contained on the Enrolment forms will be treated confidentially and will only be used for the allocation of staff and resources.
- No child will be re-enrolled if after school care fees are outstanding.
- All children must re-enroll at the beginning of the year.
- Parents will have the opportunity to enroll their children in case of emergency. This can be done by telephoning the school on 9748 9011 during school hours 8.30am – 3.15pm, or, on the Out of School Care mobile number 0422 561 078 between 3.00pm and 3.15pm. The Coordinator may use some discretion with regard to accepting enrolment prior to completion of an enrolment form in such circumstances
- Children can access the program on a full time, part time or casual basis subject to availability of placements.
 - Full time enrolments – Children attending the service Monday to Friday inclusive
 - Part time enrolments – Children attending regularly on the same day/s
 - Casual enrolments – Children booking in on specific, non specified irregular days to be used when required
 - Emergency enrolments – one off days to be used in extreme necessity.
- The program will operate Monday to Friday from 7;00 -8:30am and 3.15pm to 6.30pm.
- The program will cater for end of term early dismissals.

Notification

Policy

- Clearly understood communication practices will enable the program to operate efficiently.

Procedure

- Parents of permanently enrolled children must notify the School office before 10.00am if a child is not attending.
- Parents of all casually enrolled children must notify the School office by 10.00am on the day that the care is required.
- The ‘Change of Enrolment’ book will be available during Out of School operating hours to record change of enrolment.

Fees

Policy

- The fees will be set by School Council to meet the costs of the program.

Procedure

- Fees will be set annually and reassessed six monthly. Currently fees stand at \$9.00 for Before School and \$10.00 for After School per child per session.
- Parents/families who receive an additional family payment through the Family Assistance Office may be eligible for reduced fees.
- Families and children enrolled in the program must apply for a Customer Reference Number (CRN) from Centrellink in order to claim Child Care Benefits.

Full Time and Part Time Care

- An invoice will be issued every second Monday to be paid by the following Friday. A receipt will be issued on a weekly basis.
- Cheques are to be placed in a sealed envelope with invoice and the child's name and amount printed clearly by Parents/Guardians. Cash payments should be handed directly to the A Coordinator. Parents have the further option of paying by EFTPOS. These payments must be made through the school office.
- A full fee will apply when children have a booking but do not attend. If a parent does not inform the program before 10.00am on the day the child is not to attend, a full fee will be charged.
- A Non Cancellation fee of \$5.00 in addition to the session fee will be charged to families if the school is not contacted by 10.00am of the day the care is required.
- Regular fortnightly payments must be made to allow for the children to continue to access the program.

Casual and Emergency Care

- Fees to be paid on the day that the care is provided.

Arrears/Late Payment of fees

Process:

- Verbal Reminder – 7 days after the original invoice was issued and the fees invoiced remain outstanding
 - Written Reminder sent by Coordinator on behalf of the Management Committee – 14 days after the original invoice was issued and the fees invoiced remain outstanding
 - Letter sent on behalf of School Council by Coordinator - 3 weeks after the original invoice was issued and the fees invoiced remain outstanding
 - Cancellation of enrolment – 4 weeks after the original invoice was issued and the fees invoiced remain outstanding
- If a child is not collected by 6.30pm, a late fee of \$1.00 will be charged for each child every minute over closing time. This will be applied at the discretion of the Coordinator.
 - All fees are inclusive and cover normal program activities.
 - The Management Committee for the Out of School Care Program will recover from individuals, any dishonoured cheques, fees which may be incurred.

Working with Families

Policy

- The service will foster a positive rapport with parents and families within the school community.

Procedure

- The School Council is responsible for the management of the service through an Out of School Care Management Committee which consists of the Coordinator, Assistant Coordinators, Assistant Principal and, where possible, parent representation.
- The Out of School Care Management Committee will annually invite parents to nominate themselves for a position on the Out of School Care Management Committee.
- The Out of School Care Coordinator will communicate with parents by letter or verbally on any issues that may be of concern to them.

Process for program/staff issues

- Speak to Out of School Care Coordinator at earliest possible convenience.
- If dissatisfied with above, contact the Assistant Principal (or any member of the Management Committee).
- The Assistant Principal will keep a record of all contact made by parents.
- A letter may be written to the Out of School Care Management Committee for discussion at the next meeting or, optionally, the parent is welcome to attend the next Out of School Care committee meeting to discuss the issue at that forum.
- Further recourse – A letter may be written to the School Council for discussion at their next meeting or, optionally, the parent is welcome to attend the next School Council meeting to discuss the issue at that forum.
- The Out of School Care Management Committee shall meet at agreed times at least a week prior to the next scheduled School Council meeting.
- When children have not been collected by 6.30pm, staff will endeavor to contact parents or emergency contacts listed. Where emergency contacts are not available the Police will be called.
- All children must be signed out before they may leave the program and will not be permitted to walk home without authorised supervision as nominated on the enrolment form.
- Access will only be given to persons listed on the enrolment form unless prior arrangements and permission has been granted in writing or by phone by the custodial parent. Nominated persons will be required to identify themselves with appropriate identification that is sighted by the coordinator.

The Children's Program

Policy

- The program will provide quality care and recreational opportunities for all the children enrolled.

Procedure

- All children attending the program have the opportunity to assist in the planning of the program.
- A variety of activities will be made available to cater for the various age groupings attending the program.

- The program will provide activities on a variety of themes some of a religious nature ie. Easter, Christmas as well as including an option of one video per week, depending upon the children's interests. These videos will have a rating of G or, if PG, shown with parents' consent.
- A written note signed by the parent will exclude the child from any activity.
- Activities are planned regularly by staff at planning meetings.
- A copy of the weekly plan will be displayed in the Out of School Care Program's room.
- Access for children with additional needs will be assessed on an individual basis, however the service will attempt to accommodate all children.
- Afternoon tea is provided and children are encouraged to practise healthy eating habits.
- Emphasis is placed on reinforcing positive behaviour. Child participation in decision making will be an integral part of developing a positive discipline policy where all children are aware of the parameters of the program. All children will be made aware of the consequences of their actions.
- A quiet rest/study area will be made available, encouraging the completion of homework.
- When required, the service will make use of the school newsletter, community noticeboard and school assemblies.

Health and Safety

Policy

- The service will at all times maintain the highest level of duty of care and standard of care. All staff and children are to maintain a high standard of hygiene.

Procedure

- The Out of School Care Management Committee with the endorsement of School Council will employ whatever means to ensure the safety of all its children and staff.
 - The Out of School Care Coordinator is required to have a current First Aid Certificate.
 - All other staff are encouraged to have a current First Aid Certificate.
 - In non-emergency cases, the procedure followed is:
 - Immediately apply first aid
 - Re-organise supervision
 - Accident / Illness Report
 - Inform parents verbally or in writing
 - All cases of head injuries are to be reported immediately to parents/guardians.
 - In emergency cases, the procedure followed is:
 - Immediately apply first aid
 - Ensure an ambulance is called
 - Re-organise supervision
 - Contact parents

- **Fill out DE&T Injury Report.**

- **Medication will not be administered by staff at the program unless written prior arrangement has been made between the Out of School Care Coordinator and the parent.**
- **All staff must be aware of the program's evacuation procedure as per school policy.**
- **Evacuation procedures will be practised with the staff and children once per term.**
- **Parents will be contacted by phone as soon as an ill child arrives at the program or becomes ill whilst at the program.**
- **Parents or nominated emergency contacts must make every effort to pick up their children as soon as possible when notified that the child is ill.**
- **Staff shall not work when they are ill.**
- **If a staff member becomes ill during the program, emergency staff will be used to restore staffing ratio.**
- **No child will be permitted to attend if it is suspected that they have a contagious disease. This is consistent with school policy.**

Staffing

Policy

- **Staff will be qualified, experienced and skilled in child care and will operate in accordance with an employment contract.**

Procedure

The following procedures will be included in the employment contract:

- **All staff positions will be advertised in the local newspapers and school newsletter.**
- **Staff will be assessed as being suitable for employment by the Management Committee and be required to undertake a police safety check prior to employment.**
- **Staff will be ultimately accountable to the School Council via the Management Committee.**
- **The program will maintain a ratio of 1 staff to 15 children. The viability of the program will be reviewed if enrolments drop below 15.**
- **The program will at all times have a minimum of two staff on duty.**
- **Accountability system.**
- **The program will encourage staff to attend relevant training and will contribute financially towards the training.**
- **The program will have a list of emergency staff to contact if required.**
- **Complaints about staff – see the section on Working with Families.**
- **Termination of employment.**

Volunteers

Policy

- **A volunteer is a person who works within the program in an unpaid capacity and is directed in their duties by the Coordinator.**
- **Volunteers participating in the program are required to follow the guidelines as defined in this document.**

Procedure

- **Volunteers will at no time be included in the staff/children ratio.**
- **Volunteers will at no time be allowed to collect or control any funds for the program.**
- **Volunteers are able to organise their own activity if they wish as long as it is supervised by a qualified Staff Member and has been approved by the Out of School Care Coordinator.**
- **Volunteers must notify the Out of School Care Coordinator of the days and times when he/she wishes to work at the program.**
- **A formal meeting between the Volunteer and the Out of School Care Coordinator needs to occur prior to the program accepting the Volunteer.**
- **Prior to commencement the Volunteer will be required to undertake a Police Safety Check.**
- **At the meeting the Volunteer must be prepared to answer questions and fill in a Volunteer application form. Job descriptions and applications forms will be available from the Out of School Care Coordinator.**

Administration

Policy

- **All program administration is in line with Department of Education, Employment and Training guidelines. This program is administered by the Out of School Care Management Committee which in turn is accountable to the School Council.**

Procedure

- **Payment of fees will be accepted by cheque, cash or EFTPOS.**
- **All payments will be receipted.**
- **The Management Committee for the Out of School Care Program will recover from individuals any dishonoured cheque fees which may be incurred.**
- **All records remain the property of Cambridge Primary School Council and will be securely filed and stored in the after school care office and accessed in line with the Privacy Legislation.**
- **All personal records will be kept confidential and no personal information will be forwarded onto anyone without the**

approval of the person to whom the information pertains.

Evaluation

Policy

- The Out of School Care Management Committee will manage an ongoing evaluation of all facets of the program.

Procedure

- Regular meetings between the staff will be held to review the operation of the program.
- The Out Of School Care Coordinator will meet regularly with the Out Of School Care Management Committee and will carry out an annual review of the programs policy and budget.
- Parents' feedback will be sought through communication with any of the members of the Out Of School Care Management Committee.

Sun Protection

Policy

- The Out of School Care Program will promote positive attitudes and behaviours towards sun protection and expect parents support in this area.

Procedure

- The Out of School Care Program will adhere to the School's Sun Smart Policy. eg. Term 1 & 4 Hats on.
- All staff will be encouraged to adopt positive preventative sun protection behaviours and act as role models to the children in their care.
- Parents of children attending the program will be required to provide their child/ren with an approved hat as per the school's Sun Smart Policy.
- Parents will be notified of the schools Sun Smart Policy.
- Staff will design and implement sun protection awareness activities with the children.

Student Welfare / Discipline

Policy

- When handling welfare and discipline issues the Out Of School Care team will adhere to the guidelines as set out in the school's' Student Welfare & Discipline Policy.

Procedure

- 1. Staff take ownership of the problem**
- 2. Clarify situation**
- 3. Counselling**
- 4. Logical Consequences**
 - Warning**
 - Withdrawal**
- 5. Speak to parents**
- 6. Inform Out of School Care Coordinator and where necessary the Student Welfare Co-ordinator at the school.**
- 7. If behaviour is a continual problem, the parents will be notified and the child will be removed from the program.**

Provision for Arrears

Policy

- The service will have a procedure for the management of accounts in arrears and withholding of services for overdue accounts.**

Procedure

- If an account is unpaid after 7 days of invoicing, a verbal reminder is given.**
- Where the account is still unpaid for a further 7 days after invoicing, the chairperson of the Out Of School Care Management Committee is informed and the family contacted.**
- Where no attempt at payment is made after a further 7 days, a letter will be sent by School Council to the family requesting payment forthwith.**
- Where no attempt is made to settle unpaid accounts for a further 7 days, the family's enrolment in the program will be terminated.**

Reporting to School Council

Policy

The Out Of School Care Coordinator will prepare a report for school council that will aid the council in understanding how Out Of School Care is performing against budget. This report will also assist in assessing the program's continuing viability, requests for expenditure and fee structure reviews.

Procedure

- The Out of School Care Report shall be prepared at least one week prior to each scheduled School Council meeting.**
- The School council report shall contain the following information:**

Attendances for last month

- Fees Earned for last month**
- Fees Earned – Year to Date**
- Years Budget - Revenue**
- Expenses - Year to Date**
- Years Budget - Expenses**
- Outstanding Fees - from parents**
- Outstanding Fees - from FAO**
- Bank Balance (Uncommitted)**
- Expenses by line item for the month**
 - 1. Salaries**
 - 2. Superannuation**
 - 3. Food**
 - 4. Art/Craft Activities**
 - 5. Phone**
 - 6. Admin. Costs**
 - 7. Utilities –gas, electricity**
 - 8. Rent/use of facilities**
 - 9. Bad Debts**

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