



DROUIN SOUTH PRIMARY SCHOOL OUTSIDE SCHOOL HOURS CARE POLICY

PURPOSE:

The Outside School Hours Care Program has been developed to cater for the needs of families who require care for their children prior to and after school.

ROLES:

The School Council, through the OSH Care sub-committee, is responsible for the administration of the Outside School Hours Care Program. This includes:

- Compliance with state and federal government requirements
- Program development
- Promotion and advertising
- Recruitment and performance reviews of staff
- Financial procedures and administration (including budgeting)
- Cleaning and maintenance of the venue
- Setting operational times
- Enrolment procedures
- Accreditation

The Co-ordinator has the major responsibility for the day-to-day operation of this program. This includes:

- Taking bookings
- Preparing activities
- Purchasing equipment or consumables
- Supervising children
- Safety
- Following state and federal regulations and guidelines in child care co ordination
- Monitoring and assessing the program
- Reporting to School Council
- Accreditation

RESOURCES

Department of Family and Community Services (FaCS)
Family Assistance Office (FAO)
National Childcare Accreditation Council (NCAC)
Community Childcare Association
Playworks (children with disabilities)
FKA Multicultural Resource Centre

Decisions or actions taken within this program must also be implemented within the policies and guidelines of the Drouin South Primary School Council and the Department of Education.

EVALUATION:

On-going evaluation of this program will be through reporting to School Council meetings on a monthly basis and through the National Childcare Accreditation Council (NCAC).

STATEMENT

Accreditation was undertaken in 2006.