

OUT OF SCHOOL HOURS CARE (OSHC) POLICY

PURPOSE

Tecoma Primary School sees Out of School Hours Care (OSHC) as an essential service for our school community. The provision of an affordable, quality program allows parents/carers the opportunity to engage in employment and/or training. The individual needs of children are catered for in a warm and caring environment.

GUIDELINES FOR IMPLEMENTATION

1. ACCESS TO CARE

The Out of School Hours Care (OSHC) Committee aims to provide a childcare service for all parents of children attending Tecoma Primary.

Parents of children with additional needs, are required to inform the service four weeks prior to inclusion in the program so that the child's special needs can be catered for.

Any person who is NOT authorised or named on the Child's enrolment form will not be allowed to remove the child from the service unless prior arrangement has been made by the parent or guardian. Photo ID will be required. Anyone under 16 cannot pick up a child from the service.

2. TIMES

7.00 - 8.45 am Monday to Fridays

3.30pm – 6.00pm Monday to Fridays

On the last day of the school year Before School Care will run as normal, but After School Care will not operate.

3. Enrolling your Child at Tecoma Primary OSHC:

Children may attend OSHC on a permanent or casual basis. Any new families wishing to access the program, can submit an expression of interest via the School Website.

www.tecomaps.vic.edu.au

Once the form is submitted, OSHC will be in contact with the parent/guardian to discuss their needs and answer any questions.

If a place is not immediately available at the service, the family may be put on a waiting list.

When a place becomes available, the parent/guardian will be contacted by the Nominated Supervisor, and enrolment may proceed.

4. FEES

The current fee schedule per child is: (cost before CCS)

Before school care - 7:00am to 8:45am - \$11.00

After school care - 3:30pm to 6:00pm - \$15.00

- **Late Collection:** Children collected after 6:00pm will incur additional charges of \$5.00 for the first 5 minutes, then \$10.00 for every five minutes thereafter. **Children need to be picked up by 6pm as the service is in breach of the Licensing Agreement the service has signed with the Department of Education.**
- **Late notification fee:** If you fail to notify the program of a cancellation by the required time, you will be charged for the session. (see bookings policy)

- Fees must be paid fortnightly through the **Xplor** App. Fee statements are emailed fortnightly and must be paid within the cut off period or care will be suspended until fees are paid.
- Childcare Subsidy is available to families through MyGov.

5. THE ACTIVITIES

The OSHC program aims to provide suitable activities in a safe, warm and caring environment.

The program will be planned at least a week in advance by the Nominated Supervisor or Responsible Person, who will ensure the program caters for:

- Individual needs and interests of all children
- developmental needs of all children
- activities supporting a healthy lifestyle
- nutritional breakfast (for BSC) and afternoon tea (for ASC).

6. HEALTH AND SAFETY

- An appropriate level of qualified staff will always be maintained for the safe provision of the program, following the requirements of the National Law and Regulations.
- A full enrolment form will be required for each child to ensure correct medical and emergency contact details are available.
- A first aid kit is available and kept stocked for use by the service.
- All Asthma Action Plans must be supplied to the service and be in date, along with the child's medication.
- All Anaphylaxis Action Plans must be supplied to the service and be in date, along with any medication.
- All allergy Action Plans must be supplied to the service and be in date, along with any medication.
- The OSHC staff must be notified by parents of any child suffering from a contagious disease. Any such children will be excluded from the service in accordance with the Department and Health and Human Services regulations. Children will be sent home if they arrive in BSC unwell.
- Medication will only be administered to children where parental permission in writing has been given and specific instructions provided. Medication must be provided by parents in its original packaging, with a pharmacy label stating the child's name and medication dose. The medication must be within the expiry date. The first dose of a new medication cannot be taken at the program in case of an allergic reaction. This should be done under the supervision of the child's parents/guardians or health practitioner.
- A high standard of hygiene will be maintained especially in the food preparation area. Staff who handle food must have completed at a minimum, an online food handling course and are expected to follow all food handling and cleaning checks.
- If a parent wishes their child to apply sunscreen, it must be provided by the parent. The service does not supply sunscreen at the service, due to the risk of allergic reaction of children. Parents must apply this at home or send a bottle (named) for the child to use at the service.
- The OSHC program has its own Emergency Management Plan.
- Staff have mandatory obligation to report suspected child abuse. All staff are trained in Mandatory Reporting and Child Safe Standards.

7. STAFFING

- OSHC staff are employed by Tecoma Primary School Council.
- OSHC are accountable to the Tecoma Primary School Council via the Principal and/or the OSHC Committee.
- Emergency replacement staff is sourced from ANZUK to enable replacement of absent OSHC service staff.
- Should the Nominated Supervisor be absent, the Responsible Person will assume the Nominated Supervisor role and a casual replacement assistant will be hired for the term of the absence.
- Any complaints or grievances will be directed in the first instance to the Nominated Supervisor, Adelle Young or the School Principal, Rohan Thompson. Where possible, they will work with the person making the complaint to ensure that all concerns are appropriately addressed. If this is unsuccessful, School Council via the Principal and/or the OSHC committee will be engaged in consultation. If the complainant is unsatisfied with the outcome, they may direct their complaint to the Regulatory Authority.
- In-service Education will be made available to staff.

8. ROLE OF THE CHILD CARE PROGRAM NOMINATED SUPERVISOR/RESPONSIBLE PERSON

The effectiveness of the Nominated Supervisor is essential to the success of the childcare program. The Nominated Supervisor is expected to work in conjunction with the OSHC Committee and in accordance with the School Council's Out of School Hours (OSH) Policy. The Responsible person is responsible for, but not limited to:

- Planning the services' program and menu, with input from educators, children, and families.
- Evaluating and reflecting on the program and menu, with the input of all educators.
- Preparation for the Assessments & Ratings Cycle.
- Providing responsible direction to all educators employed by the School Council.
- Maintaining all records in compliance with the National Law and regulations.
- Maintaining the safety of all people using the program facilities by:
 - regular checking and maintenance of equipment
 - educating children in the use of equipment
 - preventing children from using equipment unsuitable for their age group
 - keeping dangerous materials stored out of the reach of children
 - regularly checking play areas for hazardous objects
 - keeping the first aid kit in working order.
- Keeping parents informed of their children's learning cycle and wellbeing in the program.
- Preparing regular reports for the OSHC Committee as requested by School Council. The purpose of the reports is to keep School Council informed of the operation and development of the program.
- Attending OSHC Committee meetings.
- Being responsible for the security of buildings used and ensuring they are left clean and tidy.
- Developing the services Quality Improvement Plan (QIP).
- Developing the services Emergency Management Plan (EMP).
- Ensuring that all children are always adequately supervised.

- Maintaining the computer program used.
- Purchasing of supplies for the service.
- Ensuring the program meets budget expectations.

9. ROLE OF ALL EDUCATORS:

To undertake tasks as directed by the Responsible Person which include but are not limited to:

- Implementation of the daily program and menu.
- Involvement in the development of the program and menu.
- Evaluating and reflecting on the program and menu.
- Developing the services Quality Improvement Plan (QIP) with the Responsible Person.
- Developing the services Emergency Management Plan (EMP) with the Responsible Person.
- Joint responsibility for the security of buildings used and ensuring they are left clean and tidy.
- Ensuring parents' comments and suggestions are conveyed to the Responsible Person or the OSHC Committee.
- Responsibility for the safety of the children and ensuring they are always supervised.
- Attending any staff meetings.

10. MANAGEMENT

The Tecoma Primary School Council will have the overall responsibility for the OSHC Program.

This responsibility includes:

- The overseeing of the planning and evaluation of the service.
- Providing the required reports to the funding body.
- The maintenance of facilities used by the service.
- The appointment of educators to work in the service.
- The establishment of a separate sub-committee known as the OSHC Committee.

The OSHC Committee should include:

- Tecoma Primary School Council representative/s
- A designated school representative
- The Nominated Supervisor
- Parent/s representative/s who use the service.

The OSHC Committee will meet on a regular basis and will be responsible for:

- Developing and supporting the service
- Identifying the needs of parents and children using the service
- Addressing the needs of those using the service
- Reporting to the School Council on the operation and financial situation of the service.
- Assisting the smooth operation of the service by Co-ordinating it with other school activities and with other organisations using school facilities.
- Communicating to the school and parents, information regarding the service.

11. WELFARE AND DISCIPLINE

All educators will cater for the welfare and behaviour management of the children using the service on the same basis as that provided in the school's Student Code of Conduct and the Welfare and Discipline Policy Statement. The staff are obligated under the Mandatory Reporting to report any parent or carer that leaves children in cars while picking up other children from care.

OSHC EVALUATION

The school council will evaluate the service by gauging the satisfaction of the children and parents using the service.

This will include actively seeking informal feedback from users on the quality and content of the OSHC program.

A review of the service will be held each year to consider goals and objectives of the service, participation rates, financial viability, and user satisfaction.

The results of this review will be presented to Tecoma Primary School Council for inclusion in the Annual Report and copies made available for parents.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available for parents in the school's website
- Made available to parents who have children in the program
- Made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

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| <i>This policy has a review cycle of 3-4 years</i> | <i>This policy was approved by School Council on 23rd October, 2024 and is scheduled for review in October 2026.</i> |
| <i>Reviewed and approved by all members of School Council</i> | <i>Rita Senior, Adelle Young, and Rohan Thompson</i> |
| <i>Approved by</i> | <i>Principal – Rohan Thompson School Council President – Lisa Dell</i> |