

OUT OF SCHOOL HOURS CARE

PURPOSE

The Murrumbena Primary School Out of School Hours Care (OSHC) program provides affordable quality care and recreational activities for our students.

AIMS

Provide quality care in a safe and enjoyable environment for After School Care and Before School Care on a casual or permanent basis.

Offer care for primary school children on pupil free school days.

Provide appropriate programs based on the development and interests of primary aged children and their individual needs.

Promote warm friendly relationships between staff, parents and children while ensuring they respect other children, staff and the school.

Ensure the program complements and enhances the school's activities and is consistent with the school philosophy.

Comply with all mandated standards for OSHC.

PROGRAM GUIDELINES

The OSHC program has a comprehensive policy handbook, which includes all policies and procedures relating to the running of the OSHC program at Murrumbena Primary School.

School Council to oversee the program to ensure that all necessary precautions are undertaken for the safety of the children.

Committee of management and qualified staff to update and review policy and procedure documents when required and present for approval to school council.

School Council to set fees. The fees may be varied to assist low-income families. School Council has the discretion to exclude children from the program if fees are outstanding.

Users are invoiced on a regular fortnightly basis. For casual use, payment to be made on day of use.

Cancellation fees will be charged for:

- After School Care bookings not cancelled by 9:00am on day of use
- Before School Care bookings not cancelled by 6:00pm the previous day
- Non cancellation fee BSC \$8 and ASC \$10, in addition to regular fee
- Late pick-up from After School Care is charged at the rate of \$2.00 per minute.

EVALUATION

The School Council OSHC sub-committee review policies and procedures.

Consumer satisfaction with program through an annual survey.

Demand for placement in the program.

Informal feedback.