



Before and After School Care Policy

Rationale

St John the Apostle School recognises the importance of the service offered by Belconnen Community Service in operating the Before and After School Care Program. Many parents who work outside the home depend on the care provided. Our support of this program is a reflection of our pastoral care to the families within our community.

Before and After School Care operates on a daily basis during the school term from the demountable building at the northern end of the school. A Holiday Care Program also operates most school holidays when there is sufficient demand.

Both programs are licensed by Belconnen Community Services through the Office of Childcare. St John the Apostle owns the premises and these are leased by Belconnen Community Services. The rent charged by St John the Apostle is reviewed each three years. St John the Apostle Primary School is responsible for the maintenance and upkeep of the premises.

Currently the centre is licensed for 59 students for its Before and After School Program and 49 students for the Holiday Care Program. The license for 59 students relies upon the school providing access to both the school hall and an additional space for the students. Currently this additional space is unavailable due to school renovations. These additional spaces are used as needed.

Before and After School Care holds the following licenses:

- Food Handling License (for light snacks, not meals).
- Business License.

The following Policies and Procedures provide the operational guidance for the Centre:

- Belconnen Community Service Policy and Procedure Manual.
- School Aged Centre Manual for Staff.
- There are also copies of the School Aged Centre Parent Information Book available for parents at the Before and After school care building.

Currently all students who attend the Before and After School Program are St John's students. The Holiday Care Program accepts students from surrounding Catholic and ACT Government schools. Any student currently enrolled in a Primary School is eligible to be enrolled in the Program. The Holiday Care is advertised in the Holiday Happenings booklet distributed quarterly to families in the ACT and surrounding districts.

The fees for attendance are as follows (as at July, 2009):

- \$12.50 for a permanent place in Before School Care (7:30 – 9am).
- \$14.50 for a casual place in Before School Care (7:30 – 9am).
- \$19.50 for a permanent place in After School Care (3-6pm).
- \$23.50 (per session) for a casual place in After School Care (3-6pm).
- A late fee of \$1.00 per minute per child is payable for children who are picked up after 6:00pm.
- \$50.00 per day for the Holiday Program, plus excursion costs.

Before and After School Care is currently staffed by a Director, who must hold an appropriate tertiary qualification (Diploma in School Aged Care or equivalent). The number of students enrolled at the time determines any additional staffing allocation. Currently, the Centre has 3 permanent staff each morning, with 3 permanent as well as 1 regular casual member of staff employed each afternoon. Additional casual staff are employed as needed. Current staffing ratios are set at 1 staff member to every 11 students. The requirements for the number of trained staff per students is currently set at 1 qualified staff member to every 33 students. The term 'qualified' refers to the holding of a Diploma in School Aged Care or equivalent qualification. Staff enrolled in their second year or higher of a Bachelor of Education Degree are considered to be qualified staff. The Holiday Care Program operates under the same staffing conditions. All staff hired to work at Before and After School Care or for the Holiday Care Program are required to have a current Police check.

Each shift at Before and After School Care and Holiday Care Program is staffed by the Director and/or a Level 3 childcare worker and a Level 2 child care worker, with the remaining staff generally being made up of Level 1 child care workers.

The Director is responsible for the following aspects of the Before and After and Holiday Care Program:

- The daily running of the Program.
- The maintenance of the building in a clean and orderly manner.
- Informing the school of any maintenance required.
- The preparation of a program for participating students.
- Ensuring that the staff/student ratio is correct.
- Ensuring that students are signed in/out by an authorised parent/caregiver.

- Ensuring that an OH&S and cleaning check is completed at the beginning and end of each shift.

Resources

- Belconnen Community Service Inc.:
 - Belconnen Community Service Policy and Procedure Manual.
 - School Aged Centre Manual for Staff.
 - There are also copies of the School Aged Centre Parent Information Book available for parents.
 - http://www.bcsact.com.au/detailpage.php?cp_id=96&cat_name=Childrens%2BServices
 - School Aged Care Administration – 6278 8107
 - Belconnen Community Service – 6264 0200

Related Policies / Agreed Practices

Review

The St John the Before and After School Care Policy is reviewed at least once each five years in line with current Registration practices. It may also be reviewed more often according to the need and educational trends.

Reviewed by:	Tracy Donnellan
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Approved by:	Matthew Egan-Richards
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