# BEFORE & AFTER SCHOOL CARE

## POLICIES AND PROCEDURES

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Policies & Procedures
MERNDA PRIMARY SCHOOL
BEFORE AND AFTER SCHOOL CARE

POLICIES AND PROCEDURES

PHILOSOPHY OF THE PROGRAM
The aim of the program is to provide activities and experiences to enhance the individual interests and needs of all the children through participation and play, in a relaxed, home like atmosphere. The program will provide opportunities for ‘middle childhood’ children to feel comfortable, secure and valued within the program. The program will show respect to all members of the community regardless of race, culture, ability, family structure, religion, gender, age, language or appearance. All families’ details and information will be treated in strict confidence.

PROGRAM HISTORY
The Before and After School Care began operating at Mernda Primary School on 4th of December 1995. The program started as a ‘single staff’ program until the number of children needing care increased, requiring a second staff member. Staff ratio is one staff member : 15 children, or part thereof. The program operates in the designated area. The aim of this program is to provide access to all children enrolled at Mernda Primary School.
The Program is currently funded for 90 places Before School, and 90 places After School.

OPERATING TIMES
The Mernda Primary School Before and After School Care Program operates only on days when children attend school.
Before School Care - 7.00 am- 8.45am Monday to Friday
After School Care - 3.15pm- 6.15pm Monday to Friday
The program also caters for end of term early release. No care is offered or will be provided on weekends, public holidays, school holidays, curriculum days or when stop-work action is taken.

FEES

Current fees
Before School Care - $12.00 per session (breakfast ends at 8.00am).
After School Care - $16.00 per session.
Effective 31st January 2013
- Fees may change each year as determined by the Program Committee
Bond: As of 2013 all families need to pay a bond of $100.00 per child for your child to attend the BASC program.
Fee relief:
Fee relief is available to all families attending the program. Child Care Benefit information is obtained by parents through the Family Assistance Office, which is situated at Centrelink Offices. Contact the Family Assistance Office on 13 61 50 and quote:
Mernda Primary School Before and After School Care
Provider Number CRN – 555 008 243L
All children who receive CCB (Child Care Benefit) are entitled to 42 absences per financial year (including public holidays), without the need to provide any supporting documentation. This means if your child is booked in to the program and does not attend (even if you notified the program staff) you are charged for the session.
Please note if your child is absent for more than 42 days during the financial year you will be charged at the full child care rate.

Payment of fees
Statements will be issued weekly on a Friday; all accounts are to be settled weekly. The statements will include any payments, the amount of CCB fee reductions provided for the sessions (if any), the total number of hours of care, total number of absence days.
Payments can be made by cash, cheque made payable to Mernda Primary School, or EFTPOS (credit payments incur an additional fee of $1.00).
Also families can pay fees by using direct debit (families need to fill in a form) and BPAY (located at the bottom of invoices).
Please note this is a non-profit program, which relies upon a regular income of fees for salaries and general running costs.

Non payment
Non payment of fees will result in a letter notifying families that the child’s care will be cancelled until full payment is received. Special payment arrangements can be negotiated with the Principal for families experiencing difficulties.

Late pick-up fee
Late pick-up fees will be charged to families at the rate of $10.00 flat fee per child, plus $5 per minute per child for late collection. In a genuine emergency Staff discretion may be used, Other than an emergency situation this additional fee will be strictly enforced. This will cover staff wages.
Child Care Benefit is not available on late fees.

LATE PICK UP
If any child is continually collected late by the parent, care for this child may be cancelled, this matter would be brought to the attention of the Program Committee.

If any child has not been collected from the Program by 6.15pm the Coordinator will continually attempt to contact the child’s parent/guardian and the emergency contacts. The staff will reassure and comfort the child. If still unsuccessful in contacting anyone authorized to collect the child by 6.45pm the Coordinator will contact the School Principal and Emergency Management and inform them of the situation, then contact the Department of Human Services Child Protection 24hour helpline 13 12 78.

PRIORTY OF ACCESS

Permanent enrolments in the program shall have priority access to care. Casual users shall have priority established on a first booked, first served basis subject to availability of places.
Should the number of regular users exceed the maximum number of places available, a waiting list shall be maintained by the coordinator.

- 1st Priority: A child at risk of serious abuse or neglect.
- 2nd Priority: A child of a single parent, or of a parents who satisfies, or parents who both satisfy, the work/training/ studying test under section 14 of the A New Tax System (Family Assistance) Act 1999.
- 3rd Priority: Any other child enrolled.
Within these main categories priority will be given to the following children:
- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on low incomes
- Children in families from culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents


QUALITY ASSURANCE (BASCQA)

National Childcare Accreditation Council Inc.
In July 2003 the National Childcare Accreditation Council Inc, introduced Before and After School Care Quality Assurance (BASCQA) for all services linked to Child Care Benefit funding operating within Australia. Before and After School Care Quality Assurance aims to provide school aged children in BASC with high quality care that promotes learning and development with particular emphasis on play, social interaction and recreation. The BASCQA process includes as follows:

Step 1. Registration
Step 2. Self-study and continuing improvement
Step 3. Validation
Step 4. Moderation
Step 5. Accreditation Decision

The BASCQA comprises of 8 Quality Areas and 30 Principles of quality care that are verified through a combination of self-assessment and external validation. Accredited Before and After School Care programs are required to submit a Self Study Report to NCAC (National Childcare Accreditation Council) every 2.5 years.

A Validator selected and trained by NCAC, visits the service to validate our quality practices. BASCQA is designed to recognize and appreciate the variety of ways in which quality practice can be demonstrated. Validation Surveys will be given to all children and families using the service and must be completed during the weeks prior to the Validation visit. Staff working at the service will also complete a survey. To be accredited this service must achieve Satisfactory or higher in all 8 Quality Areas. A certificate of Accreditation will then be displayed at the service as well as a graph showing families how the service rated in all the 8 Quality Areas.

The Mernda Primary School BASC service was accredited in August 2007 and again in July 2009 & 2011. The service is due for accreditation again in 2013. For more detailed information about the BASCQA process, please see the Program Coordinator or visit NCAC’s website www.ncac.gov.au

NATIONAL STANDARDS

The Australian Government has developed National Standards for child care services. These standards express a national view about the level of care all Australians should expect to find in the different kinds of child care services available to them.
CHILDREN’S SERVICES REGULATIONS 2009

On the 25th May 2009 Children’s Services Regulations were introduced. All Children’s Services were required to apply for a Provisional License. The service will comply with all Regulations. Information on Children’s Services Regulations are available on www.education.vic.gov.au

HEALTH AND SAFETY

ASTHMA POLICY
If your child suffers from Asthma please complete an Asthma Management Plan. Staff are trained in Asthma Awareness and will administer medication as requested.

ALLERGIC REACTIONS - ANAPHYLAXIS & EPIPENS POLICY
If a child has a known allergy it should be recorded on the enrolment form by the parents. Staff will be made aware of any child’s allergies and steps to be taken if a reaction occurs. Child’s name, photo and allergy details will be displayed in the program office.

Staff are trained to recognize the symptoms & signs of allergic reactions. If a child is allergic to any foods, insects, etc please complete the necessary information on the enrolment form. If a child is severely allergic and requires an epipen, or any other specific medication, to be administered families should supply these to the program.

NUTRITION POLICY
The Mernda Primary School Before and After School Care Program will ensure that the food provided at the Program is of good quality, balanced, nutritious and varied. The food will include all 5 food groups (Bread & cereal, Vegetables, Fruit, Milk & Milk Products, Meat & Meat Alternatives) Parents will be consulted and encouraged to provide information on family and multicultural values and experiences to assist in this. Children will be encouraged to develop healthy eating habits at snack times and activities involving food preparation will provide positive learning experiences.

References: Website. www.nutritionaustralia.org
Heart Foundation (Eat Smart, Play Smart)

PROCEDURE:
- Food will be prepared and stored hygienically according to the Food Safety Regulations. (3.2.2 Food Safety Practices and General Requirements).
- Breakfast will be available between 7:15am - 8am.
- Breakfast will consist of a choice of cereal or toast with a choice of spreads, milk or fruit juice.
- Snacks will consist of a large variety of fruit and vegetables and salads with a choice of spreads.
- Snacks will also reflect a wide variety of the cultures of the families within the local community.
- Afternoon snack time will be 3.30pm-4pm.
- Children are supplied with cordial and will be encouraged to drink water which is available to staff and children at all times.
- Children will be encouraged to taste different foods; their religious and cultural beliefs regarding food will always be respected.
- Weekly menus will be displayed and planned with input from children, parents and staff.
- Children with any allergies or special dietary requirements will be noted and taken into consideration when planning menus.
- Information on nutrition, food handling will be displayed at the service and provided to parents.
- Denial of food will never be used as punishment.
HYGIENE
The Mernda Primary School Before and After School Care Program aims to provide a clean, healthy and safe environment for all children and staff at the Program. Preventative measures, through an infection control process, will be followed by all people in the Program at all times.

PROCEDURE:
- All staff will wash their hands on arrival at the program, before handling, preparing or eating food.
- Staff and children will wash their hands after going to the toilet, after wiping their nose, after handling animals, before handling, preparing or eating food.
- Staff and children must wear gloves and an apron when preparing food.
- Staff must wear gloves when cleaning and wash hands with soap & water after removing gloves.
- Surfaces will be thoroughly cleaned after each activity.
- Staff will use tissues to assist young children to wipe their noses. Tissues will be disposed of immediately after wiping nose.
- Dress-up clothes will be washed regularly
- Bins for the temporary storage of refuse and garbage will be kept with lids on and will be emptied daily.
- Food will be prepared, stored and served hygienically.
- Staff are expected to act in ways that do not endanger the health and safety of children, parents or other staff, and encourage healthy and safe behaviour in children by setting a good example.
- Toys, sporting equipment and utensils i.e. paint brushes will be disinfected/washed regularly.
- Children and staff must not share drinking cups, eating utensils, hats, combs or brushes.

EMERGENCY EVACUATION & LOCKDOWN
The Mernda Primary School Before and After School Care Program aims to provide a safe environment in which children can play and explore their world free from harm. In an event of an accident, appropriate first aid or cardiopulmonary resuscitation (CPR) will be applied by trained staff. If an emergency or natural disaster occurs at the service the children and staff will be well practiced in the procedures required to ensure the safety and wellbeing of everyone present, as far as possible.

PROCEDURE:
- Safety and emergency drills involving staff and children will be practiced in before school care and after school care at least once per term, when most children are present.
- The BASC program will follow the Mernda Primary Emergency Management Plan incase of emergencies.

ACCIDENTS
Parents are required to provide written authority (included in the Enrolment Form) for staff of the service to seek medical attention for their child, if required.

When a minor accident occurs at the program, staff qualified in first aid will:
- Assess the injury
- Attend to the injured child and apply first aid
- Check that no-one has come in contact with the injured child’s blood or body substances
- Clean up any blood or bodily fluids using disposable gloves
• Contact the parent (depending on the nature of the injury). If the parent is not contacted at the time of the accident they will be informed when they arrive to collect the child
• Write full details about the incident and the treatment given in the Accident/Illness Record book

When a serious accident which requires more than first aid treatment occurs at the Program, the Coordinator, or another staff member qualified in first aid and CPR, will:
• Attend the injured child and apply first aid
• Assess the injury and decide whether an ambulance should be called
• The Ambulance Service will render an account in the name of the parent of the child concerned
• A staff member will comfort and calm the child at all times
• The parent will be contacted and advised of the incident and where the child has been taken
• Ensure that any contact with the injured child’s blood or bodily fluids has been appropriately dealt with
• Write a full report of the accident detailing the incident and the action taken. Details will be recorded on an Accident/Illness report and a copy given to the parent. Details will also enter into the Program Accident/Illness Record. An Accident/Illness form will be completed and a copy kept by the School Principal

FIRST AID

➢ At least two staff members with current First Aid, Level 2 qualification, will be on duty at the Program at all times whilst children are present.
➢ A two fully equipped and updated first aid kits will be kept at the program out of the reach of children, but easily accessed by staff.
➢ The first aid kits will be stocked at all times. The co ordinator will replenish stock as soon as practicable after use, and a regular check to ensure the kit is complete and the stock has not deteriorated.
➢ A cold pack will be kept in the freezer, for the treatment of bruises and sprains.
➢ The committee will ensure that adequate funds are allocated to ensure that staff members’ first aid certificates are updated as required.
➢ The telephone number of the Poisons Service, Ambulance & Police will be displayed next to the telephone.

First Aid Kit Contents:

2 Sodium chloride 15ml                                   1 Gauze swabs 3s
2 Conforming bandage 5cm                                1 Scissors s/steel
2 Conforming bandage 7.5cm                               1 Forceps s/steel
2 Conforming bandage 10cm                                10 Safety pins
4 Triangular bandage                                      1 Pocket tissues
1 Adhesive tape                                              1 Pencil
1 Adhesive dressing strips 100s                           1 Notepad
2 Combine dressing 9 x 20cm                                3 Plastic bags
4 Non-adhesive dressing small                              2 Pair disposable gloves
4 Non-adhesive dressing large                              1 Foil Blanket
1 Wound dressing No. 13                                    1 First Aid Notes
1 Wound dressing No. 14                                    1 Container
1 Wound dressing No. 15

Policies & Procedures
STORAGE OF POTENTIALLY DANGEROUS PRODUCTS

- All staff will be made aware which products may pose a danger to children in the program
- All potentially dangerous products will be clearly labeled and stored out of reach of all children.
- Storage area will be clearly labeled to assist relief staff.

MAINTENANCE OF BUILDINGS AND EQUIPMENT

- All work areas (including outside play areas) and equipment must be checked regularly by the program staff to ensure they are clean and safe.
- Outside area clear of potential dangers such as spiders, wasps, bees and snakes, etc
- Every effort will be made to maintain a vermin free environment.
- Staff members who become aware of faulty or broken equipment will remove this equipment from use and advise the Coordinator of the need for its replacement or repair.
- The use of small electrical appliances and cords will be supervised by staff at all times.
- Exits are to be clearly marked and easily accessible.
- The program area will have appropriate heating and cooling, ventilation and lighting.
- Ensure that fire fighting equipment is present and is good working order (instructions for use is in clear terms).
- All potential hazards will be reported to Management by email or verbally and documented.

OCCUPATIONAL HEALTH & SAFETY

The BASC program follows the same procedures as the School. The Mernda Primary School has a responsibility to provide and maintain an environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, families and other visitors to the school. The school management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated throughout the school. Consultative co-operation approaches between employees and management on OHS issues are encouraged.

SMOKE FREE ENVIRONMENT

The Before and After School Care Program is a ‘smoke free’ venue, both indoor and outdoor. Under section 21 (1) of the Occupational Health & Safety Act 2004. For the protection of staff and children the environment will be smoke free, this includes anywhere within sight of the children.

INFECTION CONTROL & PREVENTION POLICY

Staff should be immunized against measles, mumps and rubella. Also make sure they have booster shots of ADT (diphtheria & tetanus) and polio (oral sabin vaccine). Staff must follow hygiene practices to prevent the spread of infection.

- All staff must wash hands on arrival at the program, before leaving and before preparing food.
- Paper towel must be used to dry hands.
- Hand sanitiser gel will also be used by the staff and children.
- All staff must wear plastic gloves when preparing food for the children.
- Kitchen area must be kept clean & tidy, all surfaces must be cleaned before & after use.
- Children must only handle the food they are going to eat.
- All food and drink spills must be cleaned up immediately.
- Children do not play in or near the toilet area.
- Staff & children must wash their hands after going to the toilet, after wiping nose, touch animals and before eating
- Staff are kept updated on health issues via staff meetings, workshops, etc

**POTENTIAL ILLNESS**

- If program staff suspects a child is unwell i.e
  - lethargic
  - falling asleep
  - unusually pale
  - frequently going to the toilet
  - drinking unusual amount of water
  - sweating
  - itching
  - unexplained rash

- It should be discussed with other staff, notify parent and if necessary isolate the child from the other children and record it in our first aid book.

- Recording information about unwell children in care can
  - identify outbreak of particular illness
  - trace child’s health
  - identify source of infection

- This could help us identify the need for stricter hygiene & infection control procedures. Keeping accurate records of all accidents & injuries allows us to identify areas of concern & maintain staff training & facilities.

**ADMINISTERING MEDICATION**

If a child requires medication while attending the program, the parent must supply medication and a measuring cup in a clearly labeled bag which gives the name of the child, the name of the medication, the dose to be given, and the time it is to be given. The Medication Authorization form must be completed and signed by the parent. The name of the medication and the child’s name must be clearly marked on the medicine container. The medication must be stored as stated on the medical on medication form and out of reach of children. Administration of medication will be witnessed and verified by another staff member and recorded in the medication log book.

**EXCLUSION POLICY**

Children and/or staff with an infectious disease will be excluded from the program in accordance with the Infectious Diseases Exclusion from School regulation 1976.
SUN PROTECTION POLICY

The Mernda Primary School Before and After School Care Program aims to reduce the risk of sun damage caused by harmful ultraviolet rays of the sun, amongst both the staff and children attending the program in conjunction with the schools ‘Sun Smart’ policy for first and fourth terms.

> Staff and children will be required to wear a hat when they are outside between the hours of 10am-2 pm EST, 11am-3pm (daylight saving) during term one & four.
> Children will not be permitted to share or swap hats
> Children who do not have hats will be asked to play in an area protected from the sun
> Staff to act as role models by practicing Sun Smart behaviour and reinforcing the dangers of skin cancer

REPORTING OF CHILD ABUSE

The Mernda Primary School Before and After School Care program staff have moral responsibility to ensure the safety and well being of all children in the program. The program staff are not mandated to report suspected child abuse (Dept of Family & Community Services Children’s Protection Act 1993 Section 11 (1) & (2). If a staff member believes a child is in need of protection because of abuse or neglect the matter should be discussed with the Coordinator and a report of concern should be forwarded to the child’s class teacher or the School Principal for further observation and follow up enquires to ascertain the outcome.

Protective Services Office, Regional Office, Glenroy
Ph 9306 0799
Dept Human Services Child Protection 24 Hour Line 13 1278.

PHOTOGRAPHY POLICY

Photography, phone cameras and videoing of children attending the service is not permitted. Children at the service maybe photographed or videoed by the staff on special occasions, but images will not be displayed without parent permission.

BEHAVIOUR MANAGEMENT POLICY

The BASC Program has a traffic light system and follows the School Behaviour Management Policy STOP, THINK, DO, including the principle that discipline is owning our own behaviour, accepting and understanding consequences. It aims to provide a safe and secure environment.

Inappropriate behaviour by children in care will not be tolerated.

> 1st warning - Unacceptable behaviour explained
  Reminded of rule or acceptable behaviour.
> 2nd warning - Reiterate why behaviour is unacceptable
  Child writes lines.
  Consequences of continual unacceptable behaviour explained.
> 3rd warning – Child sent to see the principal, parents notified
  Behaviour written in communication book which is signed by parents upon collection of the child.
> Improvement in behaviour
  Child allowed to return to activities.
> No improvement in behaviour-
  Formal meeting with parent/s, principal and program coordinator.
Trial period established - behavior is monitored – if there is improvement no further action is taken.

No improvement after trial period - Child suspended from program. Number of sessions of suspension will be notified in writing.

Continual non-improvement of behaviour. –If after all these steps have been taken, there is still no improvement in the behaviour of the child, parent/s will be notified of the immediate cancellation of the child’s enrolment in the program.

In extreme circumstances the Coordinator will contact parents or the emergency contact with a view to immediately collect any child who displays severe inappropriate behaviour.
In a severe case the child may be expelled immediately for the safety of all involved with the BASC program.

PROGRAM RULES

As a part of the program the children create the Before and After School Care rules they think they should have, the program also have standard rules that will always apply.

Our children follow our school rules of the 3 Steps:
1. Ask them to STOP, walk away
2. STOP OR I WILL TELL THE STAFF
3. TELL THE STAFF MEMBER.

PROGRAM PLANNING and EVALUATION

The BASC program aims to provide varied activities and experiences for all the children at the program. The staff will develop and evaluate program plans, to cater for each child’s individual needs.

The children and parents will be encouraged to input ideas and activities to include in the program. The activity plan will be displayed at the program.

A ‘suggestion box’ at the program will be regularly checked by the staff and children, suggestions from children and parents will be considered for future activity plans.

A large range of equipment will ensure that the developmental needs of the children at the program are properly met.

The program will include art & craft, indoor & outdoor group games, book corner, board games, free play, dress ups, Computer, Sony Playstation, CD player, video and DVD player, etc.

The program staff will encourage children to join in and participate in different activities, but they with not be forced.

A balanced learning program will ensure the development of the children’s fine and gross motor skills and social interactions

TOYS FROM HOME POLICY

The BASC staff recognises that children sometimes bring their own toys to school, however children are responsible for these toys whilst at the program. Children are encouraged to keep toys from home in their bags to ensure they are safe and secure.
INCLUSION POLICY

The BASC program offers an anti-biased approach to programming which includes children of all abilities, cultures, family structure, religions and ethnic groups. Children requiring additional support to assist in their health & developmental needs are catered for within the program. Resource agencies & workers are accessed, if needed, through our local ISO (Inclusion Support Officer) on 9205 2200, Noah’s Ark Learning & Development, 9500 8133. Website www.noahsarkinc.org.au

Community resources are also available for staff and families.

Staff respect the cultural barriers that may influence children’s ability to take part in some activities. (Christmas & Easter celebrations)

Staff are aware of the diverse family structures that are present within the community.

Staff and families have access to Interpreter & translation services. (Phone 13 14 50)

NEWSLETTER

BASC have a section in the school newsletter where they will keep families up to date with any information and activities that are happening in the program.

PARENT OBLIGATIONS

Parents or guardians or approved persons are obliged to:

- Provide all details required on the BASC Program enrolment form including emergency contact numbers, those people authorized to collect their child/ren as well as the names of those people NOT authorized to collect their child/ren. Any court orders and custody restrictions.
- Make permanent bookings for sessions their children will regularly attend and make casual bookings and cancellations in advance whenever possible.
- Permanent bookings will be charged if the cancellation is made after 9am on that day.
- Notify the program staff if your child will not be attending if you have a permanent booking.
- Inform staff of any issues relating to the health and well being of their child. Child’s medical history and current medication, and known allergies.
- To ‘sign in’ their children when dropping them off and to ‘sign out’ their children when collecting them from the program.
- Record their children’s arrival and departure times when dropping off/collecting their children.
- Drop off and collect children within the operating hours of the program or if they are unable to do so, to arrange for an authorized person to do so and inform the Coordinator of these arrangements.
- Pay all fees and charges promptly as required.
- Raise any matters of concern they have about their child’s attendance at the program with the Coordinator.
ADMINISTRATION

Each day the Coordinator shall ensure all children booked into the program are present and mark the register accordingly. It is Government Regulation that a parent/guardian of the child/ren will sign the attendance sheet each time their child/ren attend the program.

A copy of enrolment forms and emergency contact details for each child shall be held in a secure filing cabinet in the BASC office. The information from the enrolment details will be stored on the computer at the program. The BASC program uses the Kids Wiz software for accounts, attendance register, CCB details and banking. The Coordinator is responsible for the maintenance of attendance records, and financial records pertaining to collection of fees.

ATTENDANCE

If any children who are booked in for the afternoon session have not arrived for roll call, program staff will actively seek missing children.

Actions to include:
- Contact School office
- Announcement over P.A,
- Search of the school grounds
- Parents and emergency contacts notified.
- Contact Police

Prep children will be escorted to the afternoon session for at least the first term of the school year. If families want their children escorted to the afternoon session for any other reason please contact the Program Coordinator.

COLLECTION

Under no circumstances shall children be allowed to leave the Program without being collected by a parent or guardian listed on the enrolment form or named by the custodial guardian. Where there is any doubt about the collection being authorized, the Coordinator will contact the custodial guardian. If parents wish their children to leave the program unaccompanied, (to attend sports training, school events etc), written permission must be given to the Coordinator. The letter must contain the date, child’s name, time of departure and parent/guardian’s signature.

GRIEVANCE PROCEDURES

Families who have a grievance with the program such as fees, food, activities, discipline or staff should first direct their concerns with the Coordinator. A grievance may be directed verbally or in writing. Should the Coordinator be unable to settle the concern, or actually be part of it, the family can direct their concern to the School Council through the School Principal. The School Council shall give regard to the matter and arbitrate accordingly. Grievances will be treated in the strictest confidence.
CONFIDENTIALITY POLICY.

This policy is to protect the confidentiality of the children, families & the staff.

- All enrolment forms, medical forms, CCB notices, etc with personal information will be stored securely at all times.
- No details are to be left where other persons may read or observe details.
- No personal details are given to a parent who is NOT living with the child.
- No outstanding family’s child care fees are to be left where other persons may read or observe details.
- No personal or health information is to be given to other persons; either personally or by phone.
- Old or ‘out of date’ files will be shredded.

Ref Information Privacy Act 2000 and the Health Records Act 2001

STAFFING

STAFF: CHILD RATIO

The staff in attendance at any session of Before and After School Care shall consist of two staff members (a Coordinator and an assistant). There will be an additional assistant for every fifteen children or part thereof. There will be a qualified staff member for every 30 children or part thereof.

A pool of relief assistants will be maintained. In the event additional children attend the program, relief staff will be called.

EQUAL OPPORTUNITY

The program is an equal opportunity employer. Staff are employed on the merit of their qualifications and experience in the field of children’s services. All reasonable steps are taken to ensure that the workplace is free of discrimination and harassment.

TRAINING/PROFESSIONAL DEVELOPMENT

All BASC staff will be offered training appropriate to their position, to increase work satisfaction and provide a quality care service. Knowledge and skills gained through training is implemented in their daily work and shared with team members.

CONDITION OF EMPLOYMENT

All employees, whether Coordinator, assistants, relief assistants or volunteers are to undergo a police check and a Working With Children Check prior to caring for, or working with, the children. This condition is mandatory and will not be waived for any person.

EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle.

This Policy was last ratified by School Council on 20th May 2013