Doncaster Gardens Primary School  
Out of School Hours Care Policy

Philosophy:

The Out of School Hours Before and After School Hours Care is contracted to provide families of students with high quality child care.

Guidelines:

- The contractor will assume the role of the Licensee with responsibility for all licensing requirements and ensuring all regulations are met.
- Out of School Hours Care will act in accordance with the National Quality Framework guidelines.
- Each family will be given enrolment forms at the beginning of each school year.
- The contractor will operate the Out of School Hours Care in accordance with the National Childcare Accreditation Council guidelines.
- OHSCare 4 KIDS (or current contractor) will review and adhere to all licensing requirements as set by the Department of Education and Early Childhood Development.
- The contractor will provide ongoing training for staff in Quality Assurance, Licensing, Food Safety Level 1 & 2, OH&S, Child Protection, Health/Nutrition Management, such as anaphylaxis, asthma and First Aid Level 2.
- The contractor will oversee the financial management of the Out of School Hours Care program.
- Fees will be reviewed twice per year.
- A School Council nominee will act in a liaison capacity with the contractor.

Implementation:

- The Out of School Hours Care will operate on all school days, with before school care from 7am till 8:45am and after school care from 3:30 till 6:30pm. Holiday programs will operate subject to viable enrolments.
- Regular inspections of the Out of School Hours Care room will be undertaken by the contractor to check that premises are kept in a reasonable condition, and any faults reported to the school.
- The Out of School Hours Care contract will be reviewed annually by the School Council.
- A School Council nominee will report any issues to School Council in a timely manner.

Evaluation:

- This policy will be reviewed every three years as part of the policy review cycle.