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## **ESSEX HEIGHTS PRIMARY SCHOOL COUNCIL** **OUT OF HOURS SCHOOL CARE POLICY**

### **1.0 PHILOSOPHICAL BASIS**

The school community greatly appreciates and values the provision of an Out of School Care Program which is administered through the School Council.

The Essex Heights Primary School Out of Hours School Care Program will ensure that all children who are in care at any of the Essex Heights Childcare Programs experience a caring, safe, enjoyable and hygienic environment that meets the needs and expectations of the parents and children.

### **2.0 LEGISLATIVE REQUIREMENTS**

2.1 In addition to federal, state and local government legislation, Essex Heights Primary School Out of School Hours Care Program will adhere to the following relevant legislation:

- Education and Care Services National Law Act 2010.
- Education and Care Services National Regulations.
- The National Quality Framework.
- Australia's ratification of The United Nations Declaration of the Rights of the Child, 1959, and the United Nations Convention on The Rights of the Child, September 1990.
- Children Services Act 1996
- Children Services Amendment Act 2011
- The Food Act 2014
- Occupational, Health and Safety Act 2004
- Children, Youth and Families Act 2005
- Australian Children's Education and Care Quality Authority National Quality Framework and National Quality Standards
- Victorian Early Years Learning Years Framework
- National Learning Framework For School Aged Children

### **3.0 GUIDELINES**

- 3.1 Enable families with dependent children to participate in the workforce and to actively seek employment.
- 3.2 Develop and enhance children's self-esteem.
- 3.3 Provide occasional care and respite to families who require those services.
- 3.4 Allow children to experience a program that develops, values and respects their individuality as well as showing recognition and acceptance of individual differences.
- 3.5 Encourage positive interaction between educators and children.
- 3.6 Ensure constant awareness and adaptation of programs and procedures, recognizing the special needs and talents of all children.
- 3.7 Provide an environment that is respectful and sensitive to all children's social, emotional, recreational and creative needs.
- 3.8 Ensure all families receive high quality care.
- 3.9 Welcome all families regardless of race, religion and ethnicity.
- 3.10 Provide feedback to parents, through newsletters and formal and informal meetings and discussions.
- 3.11 Welcome parents' suggestions in relation to aspects of the program.
- 3.12 Encourage positive relationships between staff, children and parents.
- 3.13 Allow parents the opportunity to discuss with staff issues pertinent to the program.
- 3.14 Operate in accordance with the Essex Heights Primary School OH&S Policy

### **4.0 EVALUATION**

This policy will be reviewed as part of the School Council's review cycle.

George Perini

Kristen Steer

Principal

School Council President