



OUT OF SCHOOL CARE

National Administration Guideline 3 - Personnel

Background to Policy

Parents of children attending our school will have access to a safe, user-pays before and after school care service provided by the Ridgeview Board of Trustees.

Policy Statement

The Ridgeview School Management and Board of Trustees reserves the right to disallow the attendance of a child in order to ensure the safety of children and the maintenance of the stated programme. The Board may disallow attendance due to the failure to pay accumulated fees.

Policy Implementation

- 1) The Before and After School Care Programme will operate Monday to Friday throughout school terms between 7.15am to 8.15am and 3.00pm to 5.30pm.
- 2) The programme will be managed by the Principal and Board of Trustees.
- 3) The Principal will report to the Board on employment and the programme management regularly. Financial management will be included in monthly Finance meetings.
- 4) All children will be encouraged to enrol in the programme in order to provide a safe care alternative when families are unexpectedly late or detained and therefore unable to collect their children.
- 5) The Principal will consider the enrolment of Year 7 and Year 8 students who have previously attended Ridgeview School/After School Care Programme. Parents may request enrolment through the Principal. If successful, Parents must outline how students will travel to the programme and formally acknowledge that the Programme Supervisor takes responsibility for the child from the time they arrive on-site and sign into the programme. The school cannot be held responsible for the child arriving at the programme or their safety during travel.
- 6) The Out of Care Programme is self-funding and the provision of the service can be withdrawn, with adequate notice, by the Board of Trustees. The fee structure will be set by the Board of Trustees and published before commencement of the programme. It will be clearly shown and described in all programme pamphlets.
 - a) Fees are paid directly to the Board of Trustees.
 - b) Late fees will be charged for children requiring care after commencement of the After School Care Programme (at 5.30pm).
- 7) The Before and After School Care Programme will operate under the Ridgeview School policies and procedures. This includes all aspects of:
 - a) Staffing
 - b) Financial practices
 - c) Health and Safety management
 - d) Behaviour management
 - e) Programme content
 - f) Equitable access to programme.


RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY

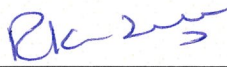


This policy will be reviewed as per the Board's Effectiveness Review Programme

Confirmed by the Board of Trustees on: 6/11/18 (date)

The planned review date will be: 5/11/21 (date)


Chairperson


Principal