



## POLICY

Tambo Upper Primary School Council offers an After School Care Program that is available to all children attending this school.

## PURPOSE

- To provide a resource for the school community.
- To provide opportunities for relaxation, leisure, security and protection after school similar to which parents would provide for their children at home.
- To support families as they manage the demands of work by providing a flexible service when required.

## IMPLEMENTATION

- There is always one educator on duty.
- The program will operate on school days from 3:25 pm to 5:30 pm. All students that are in the schoolyard from 3:25 pm onwards will be enrolled into After School Care.

## OPERATION GUIDELINES:

Parents are encouraged to book After School Care by 3:00 pm on the day of proposed attendance whether that is by a call or writing your child's name in the After School Care book located in the office. PREFERABLE BOOKING OPTION IS TO NOTIFY THE SCHOOL AT LEAST 24 HOURS BEFORE YOUR CHILD WILL BE ATTENDING ASC.

The program will include roll call, free play/quiet time, and planned and special activities. Students are encouraged to bring their own snacks as food supply is not guaranteed.

Fees are calculated monthly. The cost of After School Care is \$2 per child from 3:25pm to 4:00pm and \$5 per child thereafter.

Fees are due and payable promptly upon receiving invoice unless special arrangements have been made between the family and the Principal.

Late pick up after the closing time of 5:30pm will incur a late fee of \$25.00 per fifteen minutes or part thereof.

Non- payment of fees will result in the cancellation of the use of the ASC service.

All records for daily attendance, payments and receipts, injury, illness, medications and special diet are kept in a secure location.

A well-stocked first aid kit is readily available. Children's individual medical emergency requirements (e.g. EpiPen, asthma pump) are available at the service.

Personal emergency health plans are readily accessible to staff.

Parents/Guardians are encouraged to provide their children with extra food as the school does not always have access to the School Food Bank Service.

