



Out of hours care

Policy: The College takes very seriously its duty of care responsibilities to our students. Over time it has become apparent that students remain on the school grounds long after the time at which our staff can actively monitor their well-being. In order to ensure the safety and well-being of all of our students the school has engaged the services of Camp Australia to coordinate and deliver an after school care program.

Scope: All parents

WHO	KEY STEPS	CLARIFICATION
Parents/Teachers	Morning attendance	<ul style="list-style-type: none"> • Students are not to arrive at the school prior to 8:30am which is when staff will be in attendance • The gates of the school will remain locked prior to this time and students will remain the responsibility of their parents • The college will provide information to parents about the hours of operation to ensure that students are not left unattended at the school
Parents	After School	<ul style="list-style-type: none"> • It is the responsibility of parents/guardians to ensure that their children are collected from the school by 3:30pm • The college provides bus services for those who need to travel a greater distance. Parents can contact the Transport Coordinator if they wish to utilize this service • If the parent/guardian is unable to remove their child/ren from the school by 3:30pm they must enrol them in the after school care program
Camp Australia	After School Care	<ul style="list-style-type: none"> • Camp Australia will run an after school care program on every day that the school has required attendance throughout the year • Students can be booked into this program on an on-going or casual basis • Fees for this service are set by Camp Australia, with government subsidies available • Fees for this service are collected directly by Camp Australia, not through the school • Camp Australia provide a fun and educational program to students who attend • A snack is also provided • Information about Camp Australia can be found on their website, or fliers can be collected from the front office

Teachers	Handing over responsibility	<ul style="list-style-type: none"> • Responsibility of students remains with the teacher until they are collected by their parent/guardian, placed on a bus, exited the site or placed into after school care • At 3:45 any students still on the school grounds must be collected and taken to the after school care program in the grade 2 building • Information about the parents will be given to Camp Australia for emergency and billing purposes • This includes the students of staff at the school who have not been collected • If a teacher is aware that a student is booked in to the after school care program, that student should be directed their immediately after school
All Stakeholders	Compliance	<ul style="list-style-type: none"> • Any parent/guardian not complying with this policy may be called in for a meeting at the school • Students receiving scholarship, bursary, discount may have this revoked if this policy is not complied with • Continued non-compliance of this policy may necessitate intervention by the Department of Human Services