

K-6 BEFORE AND AFTER SCHOOL SUPERVISION POLICY

Rationale

Dominic College is fully committed to the pastoral care of its students. The College works in partnership with parents and carers to ensure all systems and procedures are in place to facilitate the care and safety of our students. In its partnership with parents, the College takes responsibility for the supervision and care of students within set hours and there is a mutual expectation and agreement that parents will abide by the agreed hours of care and supervision under which the College conducts its operations.

Dominic College provides the opportunity for families to access Before and After School Care. This service is contracted to Dominic Early Learning Centre conducted by Discovery Early Learning. This enables all families to have their children cared for by qualified staff from 7.00am prior to the commencement of school and from 3.15pm until 6.00pm each school day.

The College understands that there can be unforeseen circumstances that arise for both working and non-working parents which may delay them in collecting their children at the end of school. The College wishes to cater for such circumstances to ensure the care and safety of all children in the College.

Dominic College has a legal obligation to ensure that children on its premises who are unsupervised and not in appropriate care prior to and after school hours are supervised. Therefore, the College needs to ensure that there is a process and system whereby unsupervised children are provided with appropriate care to ensure that it does not breach its duty of care and legal liabilities.

Dominic College has a system of ensuring unattended and unsupervised children who come to the attention of College staff are placed immediately into its care arrangements with Dominic Early Learning Centre.

Procedures

- If K-6 children are found unsupervised or unattended on the College property before 8.30am they will be taken by the staff member to the Before School Hours Program.*
- If K-6 children are found unsupervised or unattended on the College property after 3.40pm they will be taken by the staff member to the After School Hours Program.*
- If parents of K-6 children are running late a phone call to the K-6 office is expected where possible and children will go immediately to the After School Hours Program for the convenience of parents.*
- Dominic Early Learning Centre will be provided with the contact details and any appropriate medical information of children who are not usually enrolled in the Before and After School Hours Program.*
- Parents or carers of children who are unexpectedly placed into the supervision program will be billed accordingly by the College in a monthly account. Payment of such fees are non-negotiable.*

June 2012 This Policy will be reviewed as part of the policy review process.