

Before School Care

The Service is open from 7:00am and children are offered breakfast on arrival until 8:00am. Between 7:00am and 8:45am children have the opportunity to play sport, participate in art/craft, watch TV or play computer games. Responsible year 6-7 children can leave at 8:30am and new reception children are escorted to their classrooms at 8.45am.

After School Care

- Bookings/messages are received by email, message bank and mobile/text.
- New Reception children are collected from their classroom between 3-3.15pm. This is continued until they indicate they are confident to come over with a peer or independently.
- At the Service the children are electronically signed in as they arrive after the school siren at 3.15pm.
- At 3:30pm all other unaccompanied children should have left the school grounds. However, registered Norwood OSHC children whose parents are late to collect them from school will be entered on the booking system and signed in.
- Teachers, SSO's and peers are all consulted regarding children who are booked into the Service and have not arrived. If the child in question is deemed not to be on the school grounds then the parent/caregiver is contacted immediately regarding their whereabouts.
- At approximately 3.30pm children are served afternoon tea.
- Between 3.45pm and 5pm children can engage in a range of sporting or leisure activities, weather and season permitting.
- Each term one or more community coaches are hired to run active sports and lifestyle sessions. NOSHCH provides 2 hours per week for 8 weeks.
- Monday –Friday supervised homework with resources is offered when required.
- At 4.45-5.00pm the art and craft activities, gym and outside areas are tidied up and packed away. Between 5:00 to 5.30pm the kitchen and drinking water are cleaned up and put away. Educators do evaluations on Seesaw before the end of their shift. The children engage in quiet play in the gym or watch a movie in the craft room between 5.00 to 6.00pm or until they are collected.
- At 6:00pm if there are children still at the Service then the process outlined in Policy 7: **Fees, Bookings & Billing System – Late Fee**, is followed

Vacation Care

- The Service is open from 7:30am. Various age specific activities are available all day which include sport, computer games, cooking, art/craft etc.
- Excursions include bowling, the movies, plays, ice skating, visits to the zoo, art exhibitions, museums, swimming etc. In some instances, different age groups will go on different excursions at the same time.
- Afternoon tea is usually served between 3- 4pm daily.
- The Service closes at 6pm and the late collection procedure for After School Care is followed if there are children still at the Service after that time.

National Law & Regulations:

Section: [51\(1\)\(a\)](#), [165-7](#), [170-1](#),
Regulations: [82-3](#), [99-102](#)

National Quality Standard:

2.2 Each child is protected