

1.2 Type of Care

Background

A variety of care is available to families at Acorn Child Care Centres to meet parent requirements.

Policy Statement

Long Day Care

Long Day Care caters specifically for working parents/guardians. Care is available for pre-school aged children between the hours of 6.30 am to 6.30 pm. The Centres provides all meals during this time. Attendance must be booked and charges apply on a daily basis whether the child attends or not, or attends for a part of the day only. QA 1.1.1, 1.1.5, 2.1.1, 2.3.1, 4.1.1, 6.1.2, 7.3.2, 7.3.5

Before & After School Care

The children in this program attend Acorn Child Care Centres because their parents/guardians are unable to deliver them to school or pick them up after school, usually because of work commitments. The Before School Care program allows the children to have breakfast at the Centres (before 7.30am) and then they participate in indoor or outdoor activities. They are driven to school in the Acorn Buses which leave the Centres at approximately 8.15 am. In the After School Care program, children are picked up from their respective schools by the Acorn buses and delivered to the Centres, arriving at approximately 3.20 - 3.45 pm. They have afternoon tea and then participate in programmed activities organised by our Outside of School Hours Care (OSHC) Coordinator. Supervision of homework may be available upon discussion with the OSHC Coordinator. Acorn has the right to refuse continuing care to a child whose behaviour is not appropriate, either on the buses or within the Centre. QA 1.1.1, 1.1.5, 2.1.1, 2.3.1, 4.1.1, 6.1.2, 7.3.2, 7.3.5

Procedures for transporting Outside of School Hours Care Children by Acorn bus

To comply with section 168(f) of the National Regulations the following procedures for transporting OSHC children by Acorn bus ensure that **no child** is:

- Left on a bus unattended
- Left behind and not collected
- Collected on the wrong day.
- **records** are current and accurate and consult them **before** collecting children.
- **Ensure bus delivery and collection lists** are checked against children
- **physically** on the bus.
- **Check collection lists** as children **exit the bus**.
- **Perform a physical check** of the bus **before leaving and locking** the bus, on any occasion when it has been used to transport children. This physical check should include a check behind and under all seats.
- Educators/staff must ensure that they are positioned to have adequate **monitoring/supervision** of children travelling on bus.
- Note:- If for some extenuating circumstance, the Acorn Bus is going to be late dropping a child off at their allocated school of a morning or collecting a child from their allocated school of an afternoon, the OSHC Coordinator will contact the child's parents firstly and then

the relevant school to notify them as early as practically possible. QA 1.1.1, 1.1.5, 2.1.1, 2.3.1, 4.1.1, 6.1.2, 7.3.2, 7.3.5

Vacation Care

Vacation Care is offered each school holiday period. It is necessary to book a child into this care. Spaces are limited because the centres cannot exceed the licensed capacity. The children are in the care of a suitably qualified person who programs outdoor, indoor and craft activities and also excursions for the children. Our aim is to make the children's holiday as enjoyable as possible. Charges are made on a daily basis. Enrolments to this program are restricted to children who have already attended their first day of school. QA 1.1.1, 1.1.5, 2.1.1, 2.3.1, 4.1.1, 6.1.2, 7.3.2, 7.3.5

Occasional Care

When numbers permit the Centres can provide occasional care. If there is a vacancy, or if a child with a permanent booking for a particular day does not attend (holidays, sickness etc.) someone else may take the place. Parents / guardians utilise occasional care for many different reasons: work, social outings, sport or just for a break. Charges are applied as a daily fee. Confirmation that a space is available must be obtained by the Centres' Directors before attendance can be accepted. A full enrolment form identical to long day care children must be completed before a child can be accepted for Occasional Care. QA 1.1.1, 1.1.5, 2.1.1, 2.3.1, 4.1.1, 6.1.2, 7.3.2, 7.3.5

Responsibilities of parents

- To complete the Excursion Form – Parent Authorisation accurately, with specific attention to the accuracy of the contact details.
- To carefully consider the contents of the Excursion Risk Management Plan and to comment if required.
- To ensure all children's bookings are current
- To ensure if your child does not require care for any reason, the office is contacted and advised

Links to other policies

- First Aid Policy
- Recruitment Policy
- Students, Volunteers and Visitors Policy
- Sun Protection Policy
- Tobacco, Drug and Alcohol Free Environment Policy
- Transportation Policy
- Water Policy

Sources

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- Kidsafe – <http://www.kidsafe.com.au>

Further reading and useful websites

- Early Childhood Australia. (2012). NQS PLP e-Newsletter. *Community Engagement*.
http://www.earlychildhoodaustralia.org.au/nqsplp/wp-content/uploads/2012/11/NQS_PLP_E-Newsletter_No47.pdf

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