

## Extended Care Policy

### **Aim:**

To meet the needs of our current families and the wider community by providing extended hours to our preschool program.

### **Explanation:**

With our ever-changing society many of our children have their parent or parents studying and/ or working. To ensure that we provide support for these families, extended care hours will be offered to allow children to continue to be educated in centre based services such as our preschool.

### **Implementation:**

- Parents will be asked when placing their child on the waiting list whether they will need extended care.
  - Extended care will be surveyed each year on enrolment and ensure we are meeting our current family needs.
  - Extended care, if needed, will be offered from 8.00am - 9.00am and 3.00pm - 4.00pm
  - One staff member will be rostered each week to be responsible for the program.
  - The children will have a choice of activities to play with.
  - A maximum of 10 children per session will be catered for.
  - To book a child into extended care families can -
    - a) book permanently for the term/year.
    - b) book casually - phoning from 8.00am if any vacancies available, or in advance.
    - c) emergency - by 'phone during the day if vacancies available
- 
- Staff will highlight names and times of extended care on Sign In sheet.
  - Parents will sign daily attendance sheet as usual.
  - A fee of \$3.00 per session will be charged or \$5.00 for both sessions.
  - The extended fee can be paid with fees for permanent bookings or after each session on a casual or emergency basis.