



PO Box 74 Wallan 3756 Telephone 0357 831 232
46-48 Queen St Wallan Fax 0357 831 257
www.wallanps.vic.edu.au Email wallan.ps@edumail.vic.gov.au

BEFORE & AFTER SCHOOL PROGRAM 2020

The Wallan Primary School Before & After School Program is conducted and administered as a Sub Committee of the Wallan Primary School Council. There is a Management Committee and a Parent Sub Committee comprising of a representative from the School, staff from the service and interested parents. In 2014, the Program was assessed against the National Quality Standard for Early Childhood Education and School Age Care and was awarded an “Exceeding” rating in all 7 Quality Areas. Educational Program and Practice, Children’s Health and Safety, Physical Environment, Staffing Arrangements, Relationships with Children, Collaborative Partnerships with Families and Communities and Leadership and Service Management.

The BAS Program creates an environment in which the individuality, diversity and growth of children is actively encouraged and celebrated. We are a flexible, child oriented program that encourages free choice and constructive play, while providing the encouragement, protection, security, stimulation and support that children need throughout early and middle childhood. Our aim is to provide an environment in which children truly feel that they belong; encouraging continued learning and creating relationships with educators, with one another, and with the world around us. Our Program recognises the importance of social and emotional development and communication in learning through play and leisure, and it forms the foundation for ensuring that all children attending our Program are engaged in quality experiences for rich learning, personal development and citizenship opportunities.

Our Program is built upon the foundation of learning through play. Our implemented Programs and activities are child driven and designed not only to be fun, but to provide educational, interesting, diverse and challenging experiences that encourage children to develop self-esteem, independence and confidence through play. Children are actively involved in the planning process, either through direct initiation of activities, or through educator-guided experiences, designed to meet the needs and desires of all children. We also provide a wide range of free play activities designed to allow the children to express their creativity, use their energy, and engage with one another actively and appropriately.

Our professional, experienced educators provide a program and environment that allows all children the freedom to engage in any or all of the activities that the BASP runs, or to occupy themselves productively with other games and equipment provided. Children are encouraged to explore, develop, socialise and learn, and to be the very best people that they can be – our Educators have “high expectations” for all children who attend the Program. Every child has an “Individual Learning Journey” that is developed specifically for them and families are encouraged to read these documents on a regular basis to map the developmental progress of their children. The program takes an active role in caring for our environment and contributes to a sustainable future. Sustainable practices are embedded into our program. Children are supported to become environmentally responsible and show respect for the environment.

Our Educators guided by the Framework will reinforce in their daily practice the principles laid out in the United Nations Convention on the Rights of the Child. "All children have the right to relax and play and to join in a wide range of cultural, artistic and other recreational activities". In accordance with the Convention, all children have the right to be active participants in all matters affecting their lives and staff respect their family, cultural and other identities and languages.

A variety of "Children's Clubs" operates throughout the school year and includes – Gardening Groups, Magazine Clubs, Cooking Groups, Drawing Club, Leadership Groups, Specific Boys and Girl's groups (depending on the interests of the children)

ENROLMENT REGISTRATION

A \$5.00 Registration fee will be charged against the family Account at the time of enrolment and "Enrolment Forms" are available from the school office, BAS Program (located in the Alan Bentley Centre), or from the Administrative Coordinator's Office (located in the Library). The Administrative Coordinator or Coordinator will advise families if placements are available.

ENROLMENT

- The Program is open to all children attending Wallan Primary School.
- Due to limited places available in the Before & After School Program, children **MUST** be booked into the program in advance. Staff will confirm if a place is available for your child. Casual After School attendances will only be accepted up until 9am – pending availability. (This is due to staff: child ratio requirements).
- If the Program is fully booked, children will go on a waiting list and parents will be notified when a place is available.
- Parents must notify staff if a child is NOT attending a session that they have been booked into. Families **WILL** be charged for a placement on that day if the Program has not been contacted by 6.30am for Before School and 9am for After School attendances.
- The Administrative Coordinator can be contacted on 57831 232 (ext 267) and the Coordinator can be contacted on 0432 952 146 (Messages can be left on the mobile phone message bank).

HOURS OF OPERATION

Before School Program 6.45am – 8.45am

After School Program 3.15pm – 6.00pm

- The Program is available on the last day of each Term and session times will coincide with the end of school times 2.15pm-6.00pm. The final day of the school year will incur an additional cost due to entertainment and additional hours of operation 1.15pm-4.00pm.

The closest Holiday Care Program is in Kilmore or Wandong (Sutherland Street OSHC) Sutherland_street@bigpond.com for further information

FEES

Before School Program: \$16.00 per session
(Breakfast is available for all children who attend before 8am).

After School Program \$18.00 per session
(Healthy afternoon snacks are provided).

*Fee structures are reviewed every six months****

CHILD CARE SUBSIDY

Centrelink

Families must sign into their **Centrelink online account** through **myGov** and complete their Child Care Subsidy Assessment task to be eligible for Child Care subsidy. This must be done prior to submitting an Enrolment to attend the BAS Program.

CENTRELINK:
Website:

136 150

Monday to Friday 8am – 8pm
www.humanservices.gov.au

To calculate your Child Care Subsidy – click on Payment & Service Finder on the above website

OUR PROGRAM

The BAS Program provides children with a diverse selection of activities and games. We focus on all areas of development including social/emotional and physical and also the intellectual needs of all of our participating children. Each day, children are offered a program that allows them the opportunity to engage in art and craft, construction activities, board games, socio dramatic play, gross motor, computer and homework stations. Children's Clubs are offered each week for the children's enjoyment. Project weeks are held and include visits from our local Police, CFA and other services in our Community. We regularly explore different countries and cultures to promote an involved awareness and appreciation of various cultures, arts, crafts, music, language and food.

Our aim is to create an environment in which the individuality, diversity and growth of children is actively encouraged and celebrated. The diverse needs of all children and families is highly respected. The Program demonstrates our commitment to diversity and fosters inclusiveness for all families, including culturally and linguistically diverse, Aboriginal and Torres Strait Islander families.

FOUNDATION STUDENTS

At the commencement of the school year, all foundation year children will be taken to and collected from their classrooms by an Educator. For the BS Program, the Educator will take the children to their classroom from the Program at 8.30am. For the AS Program, the Educator will collect the children from their classroom and take the children to AS Program. All prep teachers will be advised of the children who will be attending the Program and their attendance days and will have the children ready for collection for the Educator. Where practical, the same Educator will drop off and collect the children during the four-week period.

When the foundation year children commence school full time – there is an expectation that they will be able to competently make their own way to class in the morning and from class to the program in the afternoon. Prior to this time, the Educational Leader will discuss each of the children's ability with their classroom teacher and BASP Coordinator to ensure that they are capable. Children will be grouped to leave the Program and from classrooms in the afternoon.

COLLECTION OF CHILDREN

Parents must come to the gymnasium in the morning for drop off and school gymnasium to collect their children in the afternoon. Parents must sign the daily attendance sheet including time in and time out when dropping off or collecting their children. Children will only be released into the custody of the adults nominated on the enrolment form. Persons collecting children **MUST** be 18 and over.

Children **MUST** be collected by 6.00pm or families will incur a late fee of \$1.00 per minute. Parents should endeavour to phone the Program if they know that they are going to be detained or are running late.

INJURY OR ILLNESS

In the event of an injury or illness during the Program, parents will be contacted and they will be responsible for collecting their child. If the matter is serious and parents cannot be contacted; the staff will call an ambulance or take whatever actions are deemed to be in the child's interest. Parents will be responsible for costs incurred.

MEDICAL ILLNESS

It is the responsibility of families to disclose any medical illness that their children may be inflicted with. These illnesses include Asthma, Diabetics, Anaphylaxis, Food Allergies and any medical condition that would require a "Medical Plan". Families must inform the Administrative Coordinator or Coordinator of any changes to the child's health conditions as soon as possible.

FURTHER ENQUIRES

For any further information, please contact –

Tracey Humphries
Administrative Coordinator
Before & After School Program
57831 232 (ext 267)

humphries.tracey.a@edumail.vic.gov.au

or

Debbie Hanson
Coordinator/Educational Leader

Before & After School Program
0432 952 146

