

Introduction

Parenting can be exhausting and parents and caregivers try to give their children the best of themselves. This however often leaves parents and caregivers putting their relationships and self-care needs, in last position. In order to support parents and caregivers to recharge and reconnect, Kids Club offers extended hours of care throughout the year, in the hope that caregivers will have opportunities to; date, attend functions and participate in activities which support their wellbeing. In turn, it is our hope that parents and caregivers will have more energy to enjoy their children and caregiving role.

Goals

Throughout the year we will plan and program for extended hours of care. During these extended hours, children will have opportunities to; sleep, rest and relax. We will provide dinner and supper for the children as well as a full program of activities and opportunities for spontaneous play.

Strategies

The Approved Provider will:

- Take reasonable steps to ensure that the needs of the children are met with regard to sleep and rest, having regard for ages, developmental stages and individual needs of the children. Including appropriate places to rest or sleep.
- Ensure that meals are provided during the extended hours of care.
- Ensure that the building is and can be secured, during and after the operation of extended care.
- Ensure that the building is safely lit both inside and outside of the building also taking into consideration access to the car park.
- Ensure Educators are aware of their responsibility to each other with regard to leaving the building at the same time once the session has ended.
- Ensure that a program is developed for the extended hours and includes consideration of the evening aspect of care.
- Ensure that all children being cared for have up to date enrolment information including medical management plans, risk minimisation plans and emergency contacts.
- Ensure appropriate equipment and resources with regard to nappy changes.
- Ensure appropriately qualified educators are rostered on for the extended care.
- Ensure a ratio of 1:15
- Ensure a Responsible Person is always present.
- Ensure the service is not single staffed.
- Ensure bookings are made and confirmed as per bookings procedure.
- Ensure educators who work from the beginning of the after school care session, are provided with a tea break.
- Ensure the alternative Emergency Evacuation point is accessible.
- Provide the relevant Fire Drill Evacuation Plan.

The Nominated Supervisor/Responsible Person will:

- Take reasonable steps to ensure that the needs of the children are met with regard to sleep and rest, having regard for ages, developmental stages and individual needs of the children.
- Ensure all policy and procedure with regard to children's wellbeing and health, is followed.
- Ensure the building is secured during and after care.
- Ensure that each educator has safely made their way to their car.
- Ensure the program and activities which occur are in line with all Palmwoods Kids Club policy.
- Ensure that all children have resources and equipment to meet individual needs for example: Nappies or sleeping comforters
- Ensure that children are provided with the required privacy in order to change into bedding attire.
- Consult with families with regard to individual children's sleeping requirements.
- Ensure the relevant Fire Drill Emergency Evacuation Plans are displayed.

Educators will:

- Create a relaxing environment which allows children to rest or sleep according to their needs. This may include relaxing music, reading bedtime stories or simply a quiet space.
- Arrange sleeping children to allow easy access for children and educators.
- Maintain adequate supervision and maintain educator ratios throughout the period of care.
- Respect families' preferences with regard to sleep.
- Prepare the evening meal and make available between 630pm and 7pm
- Prepare an evening snack for between 830pm and 9pm
- Risk assess all activities which are both programmed and spontaneous.
- Lock up and leave with each other educator, ensuring no educator is left alone after session.
- Conduct an emergency drill once all children have arrived.
- Conduct the evenings checklist.

Sleeping arrangements

- Children will be encouraged to bring sleeping attire to change into.
- Children will be encouraged to bring sleeping bags and pillows in order to rest.
- Palmwoods Kids Club will provide sleeping mattresses and camping cots, for those children who choose to sleep or rest.
- Children will be encouraged to bring sleeping comforters or story books in order to maintain consistency with usual sleeping routines.
- Parents will be consulted with regard to sleeping requirements.

Meal Arrangements

- Dinner will be provided between 630pm and 7pm. With consideration of children's individual health requirements.
- Parents will be provided with the menu at the time of booking.
- A snack will be provided for supper between 830pm and 9pm. This will consist of a warm drink and small biscuit or fruit.

Activities

- Activities will be planned and programmed and parents will be advised of the program at the time of booking.
- In line with our pedagogical approach, children will have opportunities for spontaneous play.
- Any risky activities will be risk assessed.

Security/Safety

- Once all children and educators are accounted for, the main kids club building will be locked from the front door. Emergency exits will still be accessible.
- If the hall is to be used, the front door will be locked and educators will communicate via walkie talkie.
- No cash will be left on premises.
- Educators will lock up together and leave together.
- Educators will ensure the top oval flood light is lit prior to night fall.
- The emergency evacuation point during evening care will be on the top oval.
- Educators will ensure the outdoor lights for toilets and bubblers are lit prior to night fall.
- Educators will ensure hall veranda lights are lit prior to night fall.
- Educators will ensure the front door light is lit prior to night fall.

Health and Wellbeing

- Parents will be responsible for providing children with sleeping attire
- Parents will be responsible for providing sleeping bags and pillows for children
- Parents will be responsible for providing children with additional sleeping requirements relating to comfort and routine.
- Children's emergency medication will be on hand and educators will be trained in their proper use.
- Children's allergies and food intolerances will be considered with regard to the evening's menu.
- Children's risk minimisation plans will be considered at all times during extended hours care.

Roster

- Educators will maintain a 1:15 ratio.
- There will be no single staffing during extended hours.
- A Responsible person will be rostered until 10pm.
- Volunteers may be used during extended hours care, however in line with legislation these volunteers will not be counted in the ratio and will not supervise children without an employee of Palmwoods Kids Club present.

Bookings and Collections

- Bookings will be made online via the Palmwoods Kids Club website
- Cancellations will be 24 hours in line with cancellation policy 2.14

Legislation Considerations

- My Time Our Place
- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- Workplace Health and Safety Act 2011
- Duty of Care
- Fire and Rescue Service Act 1990

Links to other policies

2.4, 2.12, 2.14, 2.15, 5.2, 6.3, 6.8, 7.2, 8.1, 9.7, 10.4, 10.9