

**BEFORE AND AFTER SCHOOL CARE
POLICY AND PROCEDURE**

Regulations and standards	Imagine Education
Policy	The Welfare and care of Under 18 year old Students Before and After School who have been dropped off at Campus prior to 8.15am and not collected by 3.30pm.
Procedure	<p>Imagine Education and Australian Student Accommodation (Homestay Company) issue any Under 18 year old Parent/Homestay Parent a copy of the Drop-Off / Pick-Up Regulations and charges information letter. This letter states the approved Drop-Off and required Pick-Up times plus charges and arrangements if outside these times.</p> <p>Before School Welfare and Care-</p> <ul style="list-style-type: none"> • Under 18 year old student is dropped off at the Campus prior to 8.15am • If Parent/HS Parent is there, they are to be advised that drop off is from 8.15am. They will be advised that they need to remain and supervise the student until 8.15am. This is done by the AM or GM, whomever sights the drop-off. • If the Parent/HS Parent has left the child, then the child is to be supervised by the AM/GM(or designated person) on Campus until 8.15am. • The child's name and HS Parent name is obtained from the child by the AM/GM. • The Homestay Company is contacted by the GM and requested they contact the HS Parent and remind them of the allowable drop-off time and the \$20 charge if they are dropped off prior to 8.15am again. (the reason for the HS Company to be notified is that the HS family may be identified at this time as not being suitable to house Under 18's due to work commitments and the child may need to be relocated to a more suitable family) • If the early Drop-Off occurs again for the same child, then the HS Parent is invoiced by SPO or AO1 and charged \$20 which needs to be paid on the spot. <p>After School Welfare and Care-</p> <ul style="list-style-type: none"> • Under 18 year old student is not collected at the Campus by 3.30 pm. • AO3 brings child to the AO1 to be seated at back desk inside the secure Reception Area and also AO3 reports the non collection to GM or AM at 3.30pm (whichever manager is onsite). • AO1 supervises child by setting up activity (eg. Colouring in at back desk inside secure Reception Area) • If AO1 cannot supervise or needs to step away from Reception Area for a brief time, then the child is to be taken to (in this order) SSO5 or AM or GM to supervise for that brief time. The child is to be supervised at all times! • AO1 phones Parent/HS Parent and advises that the child has not been collected by 3.30pm which is the required time. • AO1 listens to the reason for the intended late pick-up. • If this is the first occurrence OR the reason appears compassionate or compelling (family/medical/road accident etc) then the Late fee is not to be charged. They are to be advised that the Late fee has been waived in this instance for them. • If the Late Pick-up occurs again, then the HS Parent is invoiced by SPO or AO1 and charged the fee which needs to be paid on the spot. • The Homestay Company is contacted by the GM and requested they contact the HS Parent and remind them of the required Pick-up time and the charges that apply if they are not collected prior to 3.30pm again.

	<p>(the reason for the HS Company to be notified is that the HS family may be identified at this time as not being suitable to house Under 18's due to work commitments and the child may need to be relocated to a more suitable family)</p> <ul style="list-style-type: none"> • The Late Fee for Late Pick-up is \$20 for first $\frac{1}{2}$ hour or part there of (3.30pm-4.00pm) and \$10 for each $\frac{1}{2}$ hour or part there of after (4pm-4.30pm / 4.30pm-5pm) • Our College closes at 5pm. If a Staff Member is required to stay back after 5pm, then additional fees will be applied to the HS Parent.
Supporting documentation	Drop-Off / Pick-Up Regulations and charges information letter
Key	<p>AM-Administration Manager GM-General Manager HS Parent-Homestay Parent SPO-Student Payments Officer AO1-Administration Officer 1 AO3-Administration Officer 3 SSO5-Student Services Officer 5</p>
Reviewed	Annually
Version	Version 1.1 (25/08/16)

