



St Paul Lutheran School

SPLASH (St Paul Lutheran After School Hours) Policy

1. Broad Objectives

Objective

St Paul Lutheran School OSHC/SPLASH provides a professional childcare service to the families of St Paul Lutheran School, whilst adopting and maintaining a caring Christian environment.

Philosophy

The St Paul Lutheran Out of School Hours Care (SPLASH) program aims to provide quality care for all children and young people of primary school age. We believe children and young people learn through play, this is supported by providing open-ended, play-based activities, and the development of social and life skills.

SPLASH is committed to offering a secure, familiar and safe environment that extends the Christian care of our school and church community. All children and young people have the right to be treated with dignity and respect and to be acknowledged for their unique character and contributions. SPLASH educators strive to build relationships with each child to develop their sense of being, belonging and becoming as well as their physical and emotional well-being. We ensure that no child is discriminated against due to their race, age, religion, ability, language or gender.

It is SPLASH's belief that the provision of well-supervised care for children and young people on their own school campus significantly contributes towards the continuity of support for parents, caregivers and families. SPLASH provides a vital link and information-exchange between busy parents / caregivers and the school, ensuring that the communication lines between SPLASH and the school are open and transparent. Therefore, the service enhances the already well-established relationships between St Paul Lutheran School and its parents and caregivers.

2. Procedural Guidelines

2.1 Enrolment and Contact Details

Families utilising the service must enrol their children via the enrolment form supplied. In order to care appropriately for each child, special needs relating to diet, health or behaviour are clearly articulated on the Enrolment Form. Parents are to notify SPLASH staff immediately of any change to contact or medical details. Where a child has specific medical conditions or the need for medications, parents must annually complete and update the Medical Condition Risk minimization and Communication Plan. As part of the enrolment process, the Director will ascertain needs of families and allocate places based on availability.

Living and Learning Together in Christ

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2.2 Location

SPLASH operates from the St Paul Lutheran School Splash Space at 44 Audrey Avenue, Blair Athol.

2.3 Session Times

- Before School: 7:00 am - 8:30 am
- After School: 3:15 pm - 6:15 pm
- Vacation Care & Pupil Free Days: 7:00am - 6:15 pm

Vacation Care will run in all school holidays. SPLASH will close for approximately 3 weeks over Christmas and New Year, restarting in mid-January.

SPLASH is closed on public holidays.

The hours of operation are in accordance with Outside School Hours Care Registration. Should there be any alteration to these times; parents will be notified in advance.

If you anticipate being late for any reason, please notify us as soon as possible so that we can make the necessary arrangements.

2.4 Fees

SPLASH is a self-funded program and, as such, all fees must be paid promptly. Payment may be made at the St Paul Lutheran School front office or via bank transfer. Details of fees are stipulated in the SPLASH fees policy.

A Child Care Subsidy is available to families approved by the Family Assistance Office. Information relating to the subsidy can be sourced from the Family Assistance Office (ph. 136 150 or <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>) or by contacting the Splash office or the School Business Leader.

Please be aware that if any outstanding fees remain unpaid for an extended period, care services may be temporarily suspended until the balance is settled in full or an approved payment plan is arranged.

2.5 Absenteeism

In the event of children who has a booking and does not attend SPLASH for any reason, the regular charge will be applied unless 48 hours' notice of absence is provided as per fee's policy.

2.6 Emergency Care

St Paul Lutheran School takes its duty of care responsibilities seriously and will not leave any child unsupervised in the event of specific need for emergency care. St Paul Lutheran School OSHC/SPLASH will ensure that a few places will be available each night to cover any emergency care required.

School supervision begins at 8:30 am. Children found on the school grounds, unsupervised by a parent or guardian, before this time will be escorted to SPLASH. Similarly, school supervision ceases at 3:35 pm. Any child not collected at this time will be escorted to SPLASH. Casual Fees will be charged according to the current rates for these last-minute attendees.

2.7 Departure

All children must be signed out of SPLASH by a parent or guardian, or another adult nominated by a parent or guardian. Written authorisation must be given for an adult other than those listed on the child's enrolment details to collect a child. Parents/Caregivers must inform the Director of any court orders affecting child collection and provide copies of documentation as required.

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Version 2.1 (October 2024)

2.8 Priority of Access

Australian Government funded childcare services are required to allocate places to those families with the greatest need for childcare support. Priority of Access is as stipulated in the Australian Government Child Care Service Handbook section 6.3. SPLASH is required to follow Priority of Access guidelines when allocating places for childcare. This involves, when necessary, giving 14 days' notice requesting a child of lesser priority to vacate their place in childcare for a child in a higher priority situation. Further information regarding Priority of Access can be found at <https://www.education.gov.au/priority-filling-child-care-places>.

3. Duty of Care

3.1 Illness

Any child with a contagious medical condition is not permitted at SPLASH. Parents or emergency contacts will be notified as soon as possible if their child becomes ill during SPLASH hours and the appropriate arrangements will be made for the child to be collected. In the event of a serious accident, all necessary action will be taken, and parents will be notified.

3.2 Medication, Allergies and Diet

Details regarding medication, allergies and dietary needs must be clearly articulated on the enrolment form. Parents/caregivers are required to complete and update annually a Medical Condition Risk minimization and Communication Plan to ensure all steps are taken for the safety and care of the children. All responsible persons will have adequate training in the case of an emergency.

3.3 Behaviour Management

SPLASH works closely with the staff of St Paul Lutheran School regarding student behaviour. Higher-level aspects of the school's Behaviour Management Policy are closely linked with SPLASH policy, enabling follow-up of unacceptable behaviour to take place during the school day. In the case of ongoing negative behaviour, the Director will discuss the situation with the parents. Should the situation not be resolved and if negative behaviour persists after reasonable measures have been taken to involve the child positively, SPLASH management reserves the right to terminate the enrolment. The full behaviour management policy is available upon request.

3.4 Grievances

Any grievances regarding SPLASH should be directed through the steps outlined in the grievance policy.

4.0 Legislation and Standards

This policy relates to the following National Law and Regulations

[Education and Care Services National Regulations 2011](#)

Reg 77	Health, hygiene and safe food practices
Reg 92	Medication record
Reg 99	Children leaving the education and care premises
Reg 158	Children's attendance record to be kept by approved provider
Reg 168 (2)(l)	Policies and procedures: Governance and management of service
Reg 173 2 (a)	Prescribed information to be displayed – hours and days of operation

[National Quality Standards](#)

All the procedures in this policy link to:

Quality area 2: Children's Health and Safety

Quality area 6: Collaborative partnerships with families and communities

Quality area 7: Governance and leadership