



Island Primary After School Care Program Policy

Island Primary is pleased to assist families with an After School Care (ASC) program for all children. The program is run daily until **5:30pm** and is staffed by our two school assistants supported by learning assistants, all of whom are known to our students and families. Subject to weather, our ASC program is held outside in the fresh air with a variety of activities available each day with a light snack also provided for the children. The ASC program operates under a strict staff to student ratio and as such, availability is always subject to staffing.

Program Hours

The school day is a long day, for students and staff alike. We appreciate the needs of our working parents; however, our student's wellbeing comes above all else. Please note that children not collected by 2:45pm (Reception) and 3:00pm (Y1-6) will automatically be placed into ASC and will be billed according to the ASC fee structure (see below).

We require that parents or caregivers collect children no later than 5:30pm.

We do understand that occasionally even the best plans can be hindered, and our staff will remain in place to ensure children are not left unattended. However, parents or caregivers are required to contact the school no later than 5pm on the **ASC phone which is 936-5968** to advise us of the delay. If the school is not notified by 5pm, we will contact the emergency contacts listed to confirm a collection plan is in place.

Registration and Enrolment

A register of all children will be taken at 2:45pm (Reception-Y6) each day, and parents or caregivers are required to sign their children out when collecting them.

For families wishing to make regular use of this provision, we invite you to register before the start of the school year via the ASC link on the Parent Portal on our website at [Aftercare Registration — Island Primary](#). For occasional use, please endeavor to notify our school office on the day that ASC is required. Conditions of attendance require all children to adhere to the same behaviour expectations as outlined in the school behaviour policy. Failure to do so, will result in:



- 1st infraction: a verbal reprimand and/or appropriate consequence directly to child
- 2nd infraction: a note is sent home warning of possible suspension from the ASC programme
- 3rd infraction: suspension from the programme of up to one week
- 4th infraction: suspension from the programme for a term

For a severe infraction or repeated behaviour infractions (including bullying) in which the health and safety of the child, other children, or school staff is of concern, the child may be automatically withdrawn from the ASC programme.

Aftercare Fees & Billing

Current Fees:

\$15 for the first hour or part thereof

\$25 per day drop in

\$375 Regular Registration for Children*

\$20 for the first 10 minutes after 5:30pm, and \$10 for every five minutes thereafter

** Monthly drop-in fees would be capped at \$375 (not inclusive of late fees).*

Billing charges for ASC will be billed at the end of each calendar month. Please note that in the event parents regularly exceed the 5:30pm collection time or fail to pay their ASC fees we may require that students are withdrawn from the program.