



Network of Community Activities

In collaboration with

Federation of Parents and Citizens' Associations of NSW

OUT OF SCHOOL HOURS CARE CENTRE
SUB-COMMITTEE RULES & POLICY

Public School.....

Address.....

.....Post Code.....

PhoneFax

Email.....

1. INTRODUCTION

- 1.1 The Out of School Hours Care Centre ("Centre") is operated by a Management Committee of the
Public School Parents and Citizens' Association.
- 1.2 The Centre currently caters for up to children from Kindergarten to Year 6.
- 1.3 The Centre is run as a service for families in the local community and is intended to be a non-profit, non-loss operation.

2. PHILOSOPHY

The Centre's primary aim is to provide a safe and supportive environment for children and their families. The centre will do this through the provision of a developmentally and culturally appropriate program that caters for the needs and interests of all children in attendance. Opportunities for free play will be encouraged and supported in the service. Child and family input into the program will be valued and the Centre will seek to develop and maintain a supportive relationship with the local community.

3. REGISTRATION AND BOOKINGS

- 3.1 Registration is restricted to children from Kindergarten to Year 6 classes currently enrolled in the schools designated as having access.
- 3.2 Each child must have a completed enrolment form to attend the centre.
- 3.3 All enrolment forms are to be collected and maintained by Centre staff and kept at the kept in a locked file.

- 3.4 All requirements for enrolment must be set at a standard approved by the NSW peak body, Network of Community Activities.

4. PLACEMENTS

- 4.1 Priority of placement is given as follows:
- Permanent bookings
 - Casual bookings
- 4.2 Priority is also based on the "Priority of Access Guidelines" (a requirement of funding agreements between children's centres and the Federal Government). A copy of these guidelines is available from the Management Committee.

5. OOSH CENTRE MANAGEMENT COMMITTEE

Sub-committee of P&C Association

- 5.1 ThePublic School OOSH Centre is managed by a committee of parents and school community members. The committee is an elected sub-committee of the Public School Parents & Citizens' Association.

Administration Services

- 5.2 The Centre operations will be reviewed after the first two years.

Confidentiality

- 5.3.1 Members of the Management Committee must maintain confidentiality of information that relates to other members of the school community.
- 5.3.2 Management Committee members are not permitted access to the personal details of enrolled children unless there is a specific minuted reason for doing so.
- 5.3.3 Information relating to the appointment or employment of staff is to be maintained as confidential and not for dissemination to any other person than Management Committee or the P&C Executive.

Management Committee membership

- 5.6 The Management Committee consists of the following:
- Convenor
 - Minute Taker
 - Assistant Treasurer
- 5.7 The following are also members of the Management Committee:
- Ordinary members (no more than 3 members)
 - OOSH Centre Co-ordinator (ex officio) without voting rights.
 - School Principal or school representative (ex officio) with voting rights
 - P&C President
 - P&C Treasurer

Election of Management Committee Members

- 5.8 Members of the Management Committee are elected from the financial members of the P&C Association.
- 5.9 Elections are conducted as for P&C office bearers at the P&C Association Annual General Meeting held each year.

Committee Meetings

- 5.10 Management Committee meetings are held monthly. The date and venue of each meeting is to be advised to members of the Committee. Voting rights extend only to elected Management Committee Members.
- 5.11 The quorum for all meetings shall be 3 elected Management Committee members including at least one member of the convenor, minute taker, and assistant treasurer.
- 5.12 A special meeting may be called by at least two members of the Management Committee. Ten days notice of any such meeting, stating the business of the meeting, will be given to all members of the Committee.
- 5.13 All meetings of the Management Committee must be minuted and those minutes stored in a secure location. Access to minutes of the sub-committee is to be provided to members of the P&C Executive upon request.

6. FINANCIAL POLICY

The Handbook for P&C Associations states:

6.1 Bank Accounts

Any funds raised or handled by a sub-committee shall be for all purposes, funds of the Association (clause 13, Prescribed Constitution for Incorporated Associations)

All money received by the Committee shall be deposited in an account in the name of the..... Public School P&C Association OOSH Centre.

All accounts are to be paid by cheque. Account signatories will consist of 4 delegated signatories. Cheques must be signed by two of these signatories.

6.2 Expenditure

Income received by the OOSH Centre is directed to:

- Daily running costs of the Centre
- Capital repairs and expenditure
- Unforeseen expenditure, i.e. Award increases, unexpected decreases in utilisation.
- Reduction of Centre user fees
- Establishing a contingency for Long Services Leave accruals, and redundancy.

6.3 Approval of P&C Executive

Prior approval from the P&C Association must be secured for capital purchases not budgeted for and exceeding \$1,500.

6.4 Audit

The accounts of thePublic School P&C OOSH Centre will be audited annually as part of the audit of P&C Association accounts.

7. REPORTING

7.1 The Management Committee will present a report to each general meeting of the P&C Association.

7.2 The Management Committee Treasurer will provide a written quarterly statement of finances at the first P&C meeting of each school term.

7.3 The P&C may request a statement of finances at any other time.

7.4 The Management Committee Convenor will provide a written annual report of the operation of the OOSH Centre at the Annual General Meeting of the P&C Association.

8. RESPONSIBILITIES

The Management Committee is directly responsible to the P&C Association.

8.2 The Management Committee will have the power to:

- Employ and dismiss Centre staff in the name of the P&C, in consultation with the P&C Executive.
- Issue cheques in the name of the P&C.
- Apply for grants in the name of the P&C.
- Delegate to Centre Co-ordinator, the daily management of the Centre.

8.3 The Management Committee, in consultation with the Centre Co-ordinator is responsible for:

- Developing and implementing Centre policy
- Recruiting suitably qualified Centre staff
- Provision of job descriptions and signed letters of appointment for all staff
- Completion of "Working with Children Checks" on all staff
- Employing Centre staff under the Miscellaneous Workers – Kindergarten and Child Care Centres (State) Award
- Paying wages, taxes, superannuation and workers' compensation premium and contribution to P&C for Public liability, Personal Accident insurance for voluntary workers, cash/property insurance provided by the P&C
- Paying other expenses such as telephone
- Providing petty cash for expenses such as food and craft supplies

- Taking bookings
- Receiving fees
- Providing receipts
- Financial administration and regular reporting to the P&C
- Providing an overall quality service at the Centre
- Participation in the Quality Assurance system for OSHC where required
- Maintaining membership of the NSW peak body for OSHC, Network of Community Activities.

8.4 The Centre Co-ordinator is responsible for the following:

- To effectively plan, organise, co-ordinate, control and participate in the day to day operations of the program
- To lead and motivate staff in the provision of the program
- To work with other staff members in providing an environment where new ideas are welcome and encouraged; and there is a high degree of team work
- To treat each child with dignity and respect taking into consideration any cultural socio-cultural or other differences that may arise
- To adhere to the requirements set down in their job description.

8.5 In the event of a Bookkeeper being employed they are responsible for the following:

- Meet quarterly with the Centre Co-ordinator and Treasurer to review centre finances.
- Assist with the preparation of annual budgets for the centre.
- Ensure that service complies with all relevant government guidelines and funding requirements regarding grants and financial reporting.
- Check receipting and handling of fees is conducted accurately.
- Prepare Quarterly reconciliations of Child Care Benefit claims within required timeframes.
- Calculate and process quarterly superannuation payments within required timeframes.
- Calculate and process quarterly BAS statements for Australian Taxation Office within required timeframes.
- Prepare Income tax certificates for all staff at end of financial year within required time frames.
- Prepare quarterly financial reconciliations for presentation to management within legislated time frames.
- Alert Management committee promptly to any financial discrepancies that cannot be resolved or are cause for concern.
- Maintain the strict confidentiality of the centre, staff and management in regards to all financial aspects of the service as well as general centre operations.
- Prepare books for completion of annual audit.

9. PREMISES

9.1 The OOSH leases the school facilities for \$..... per year.

9.2 A Community Use of School Facilities Agreement with the school will be entered into.

10. SUPERVISION AND EVALUATION

- 10.1 Problems that cannot be solved by the Management Committee or complaints about the Management Committee may be referred to a P&C meeting.
- 10.2 Where the Management committee requires advice or support on the operation of the service this should be sought promptly from the peak body for OSHC services "Network of Community Activities".
- 10.3 An independent consultant may be engaged by the P&C Association to evaluate the operation of the Centre as required.