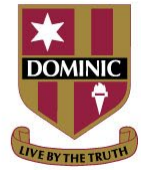


# DOMINIC COLLEGE

*A Catholic School in the Salesian Tradition*



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## K-6 BEFORE AND AFTER SCHOOL SUPERVISION POLICY AND PROCEDURE

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Date	October 2023
Responsible Position	College Leadership Team
Approved By	College Board
Next Review Date	2028
Related Documents	

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## 1. OUR PHILOSOPHY

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Dominic College is a Catholic school in the Salesian tradition. The policies of the College, underpinned by the Gospel values, serve to promote the wellbeing, dignity and uniqueness of each human person.

The four central pillars in the Charter for Salesian Schools encapsulate our founder Don Bosco's vision and guides the College in all aspects of school life. Accordingly, Dominic College is:

- A HOME that welcomes
- A PARISH that evangelises
- A SCHOOL that prepares for life
- A PLAYGROUND where friends meet

Guided by our philosophy, the purpose of this policy is to communicate the College's before and after school supervision requirements for K-6 students.

## 2. RATIONALE

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Dominic College is fully committed to the wellbeing of its students. The College works in partnership with parents and carers to ensure all systems and procedures are in place to facilitate the care and safety of our students. In its partnership with parents, the College takes responsibility for the supervision and care of students within set hours and there is a mutual expectation and agreement that parents will abide by the agreed hours of care and supervision under which the College conducts its operations.

Dominic College provides the opportunity for families to access Before and After School Care. This service is provided by the Dominic Early Learning Centre (operated by the Discovery Early Learning Centre) which is located onsite. This enables all families to have their children cared for by qualified staff prior to the commencement of the school day and following the end of each school day. For the Centre's hours of operation, please refer to the College website.

The College understands that there can be unforeseen circumstances that arise for both working and non-working parents which may delay them in collecting their children after school. The College wishes to cater for such circumstances to ensure the care and safety of all children at the College.

Dominic College has a legal obligation to ensure that children on its premises who are unsupervised, and not in appropriate care prior to and after school hours, are supervised. The College therefore needs to ensure that there is a process and system whereby unsupervised children are provided with appropriate care.

Dominic College has a system of ensuring unattended and unsupervised children who come to the attention of College staff are placed immediately into its care arrangements with the Dominic Early Learning Centre.

It should be noted that the Dominic Early Learning Centre is a separate entity to Dominic College, and although the College works in partnership with them, the Centre is owned and operated by Discovery Early Learning Centres, not the College.

### 3. BELL TIMES AND DUTY OF CARE HOURS

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K-6		7-10	
8.30am – 9.00am	Duty of Care	8.15am – 8.45am	Duty of Care
9.00am	School starts	8.45am	School starts
3.10pm	School finishes	3.10pm	School finishes
Kindergarten commences at 9.00am and concludes at 3.00pm. Parents/guardians of Kindergarten children are required to escort their child direct to the classroom from 8.30am and collect them direct from the classroom at 3.00pm.			

### 4. PROCEDURES

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- If K-6 children are found unsupervised or unattended on College property before 8.30am on a school day, they will be taken by a staff member to the Before School Program run by the Dominic Early Learning Centre. Fees will be incurred.
- If K-6 children are found unsupervised or unattended on the College property after 3.30pm on a school day they will be taken by a staff member to the After School Program run by the Dominic Early Learning Centre. Fees will be incurred.
- If parents of K-6 children are running late, it is expected that they will phone the K-6 Office where possible and children will go immediately to the After School Program.
- The Dominic Early Learning Centre will be provided with contact details for parents, guardians, and/or emergency contacts of the child placed in their care, together with any appropriate medical information.
- Children placed into the before or after school supervision program will incur fees. The fees are charged by the Dominic Early Learning Centre. Parents/guardians are responsible for the payment of any fees incurred.