



CARISBROOK AFTER SCHOOL CARE PROGRAMME

BY KATRINA

Benefits of re developing the ASC Programme



- Moving forward the After School Programme has great potential to grow providing it is structured correctly and run effectively with qualified enthusiastic staff
- Educating parents and families to utilise the Oscar Subsidy will benefit the growth and will be guaranteed income
- Opening up the ASC Programme to outside of the school community will help with the growth providing we provide a service that is better than our competitors
- Run ASC as a business, charge for the hire of the school premises, use the hall if necessary for activities
- Potential to grow BSC and have Oscar Accredited

Daily Structure of ASC



Time		Mon	Tues	Wed	Thurs	Fri
3pm	Check in / Afternoon Tea					
3.30ish	Reading (Silent or read to Supervisor)					
3.45ish	Outside or Inside activities (free play or specific activity set up)	SH or Both	AMc or Both	SH or Both	AMc or Both	ST or Both
4.15pm	Outside or Inside activities (free play or specific activity set up)	AMc or Both	SH or Both	AMc or Both	SH or Both	AMc or Both
5pm	Free choice activities					
5.20-5.30	Tidy and lock up					

Specific Activity responsibility:
 Monday and Wednesday - Sharon H
 Tuesday and Thursday - Anna McA
 Friday - Sandra and/or Casual Staff

Use of Technology (including TV) is limited.

Weekly overview of activities



Week 1

O' Week



Welcome to sKids! This week is all about getting to know you, and getting to know us.

Week 2

Valentines



Valentines is the international day of Love. Make cards for your family members or friends.

Week 3

Unicorn vs Starwars



Unicorns vs Star Wars... Who will win this battle?

Week 4

Whacky Week



Lets get crazy and create some whacky arts & crafts!

Week 5

Paper Week



What cool things can you make from paper?

Week 6

Colour Yellow



The colour of sunshine, hope & happiness.

Week 7

Animals



This week we are appreciating our furry, scaly, and slimy friends.

Week 8

Kindness kindness

help someone, whether it be big or small. Get involved spreading random acts of kindness.

Week 9

April Fools



April Fool's day is an annual celebratiion. Practical jokes and spreading hoaxes. This should be fun!

Week 10

Easter



Easter arts & crafts and decorating cookies. Happy Easter!

Re-Design, Promote, Growth



- Step 1 Re-Design
 - Re model the existing programme by offering a better structured service with qualified staff
 - Design an information booklet covering the following topics; contact details, hours of operation, welcome message, general overview of how ASC operates, Administration, Account costs and fees, Well-being, health and safety, Services and Staffing.
- Step 2 Promote
 - PROMOTE OSCAR
 - Advertise that we are an Oscar funded programme and the benefits to families
 - Charge the maximum amount of \$5 an hour for Oscar funded parents
 - Make the WINZ process easy by providing Oscar forms, have them available at ASC to be completed, then scan directly to Oscar on parents behalf
 - Open up ASC to outside families wishing to take advantage of the Oscar funded subsidies
- Step 3 Growth
 - This is important for the continuation of the programme
 - Feature in the school newsletter, facebook and website
 - Offer an incentive to families who do not qualify for Oscar and charge at a lower rate

Role of the Supervisor

- Develop and implement an interesting and varied term plan
- Be responsible for compliance and health and safety issues
- Prepare a budget for each term
- Develop “Our Core Values” strategy
- Provide necessary information to our parents regarding the Oscar funding and subsidies
- Day to day management of staffing and rosters



Role of Board of Trustees

Develop and implement

- New induction and training
- Code of Conduct for Staff
- Offer of Employment and Job Descriptions for staff members
- Police vetting
- OSCAR Policy

