

## 3.8 Extra-curricular Activities Policy

### Policy Statement

We recognise that extra-curricular activities provide opportunities for children to engage in enriching extension programs which support their growth and development. Where possible, the service will work with local and wider community groups to support the provision of such activities.

The service understands, from time to time, extra-curricular activities may be provided within or close to the school grounds and that some families may wish to access these for their children. It is therefore essential to implement practices which support the needs of children and families without compromising the capacity to provide quality care for all children attending the service.

### Procedures

Parents/guardians shall be responsible for informing the service of any extra-curricular activities that the child/ren may be involved in whilst enrolled and registered to attend the service. This may be done by completing an Activities Escort Form.(OA005) (See 3.8.1)

The Coordinator shall discuss with the parent/guardian the impact that this may have on the service. Such discussion shall include who the child will be signed out of care by and who shall be responsible for collecting the child and/or returning them to the service when the activity is over.

Suitable negotiations and arrangements shall be made to decide whether the service will be able to provide additional assistance to the parent/guardian in having their request met if they are asking for their child/ren to be dropped off or collected from the activity (see policy 3.11 – Escorting Children).

In making an appropriate decision, the Coordinator shall be required to consider:

- The accessibility and availability of educators to fulfil such functions
- Legislative implications for the service such as maintaining ratios
- Any financial implications or impacts on the service
- Any negative impacts on other children attending the service who are not directly involved in the extra-curricular activity; and
- Manageability.

The Approved Provider shall maintain the right to make an appropriate decision regarding possible arrangements.

The family shall maintain the right to appeal the decision of the Approved Provider through the service's grievance procedure. This should be directed to the Approved Provider following procedures as set out in the service Complaints Handling Policy (see Policy 9.5).

#### References

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- NQS Area: 1.1.2, 1.1.3, 1.1.5; 1.2.2; 2.3.1; 4.1; 6.1.1; 6.2.1; 6.3.2; 7.3.1, 7.3.4, 7.3.5.
- Policies: 2.3 – Educator Ratios, 3.11 – Escorting Children, 9.3 – Communication with Families.

Date of Development	Reason for Modification	Date Ratified	Date of Review