LUNCHTIME CARE POLICY

The Governing Council of Woodend Children’s Centre recognises that parents may require flexible session arrangements for their child when attending kindergarten.

The needs of parents and children will be balanced with staff’s rights to have an appropriate lunch break. The lunch care program will be provided under the following criteria:

- Vacancies for the Lunch Care Program will be based on the Priority of Access Policy.

- The Lunch Care Program is an additional unfunded program provided by the Governing Council. Access to the program is provisional to all lunch care fees being paid within 2 weeks of being invoiced.

  Continued access to the Lunch Care Program is contingent on account being current.

- The cost of Lunch Care is determined by the Governing Council and is paid termly.

- Emergency Care can be arranged at a cost determined by the Governing Council.

- Lunch is to be provided by parents and should be in line with the Centre’s Nutrition Policy.

- Children will be supervised during the Lunch Care Program.

Access to the lunch care program.

- Access to the Lunch Care Program will be determined by the Priority of Access Policy.

- Placement will be finalised each term by week 8 of each term.

- Where there is not a vacancy, parent requests for lunch care will be recorded in a waiting list as per Priority of Access.

- The staff will consult with parent/s where a child may be experiencing difficulties with the program.

- Is at the Director’s discretion.

Signed: Chairperson…………………… Director…………………………
Version: 7                                  Date: 27th March 2009.