

PRINCIPAL OUT OF SCHOOL HOURS CARE CONTRACT MANAGEMENT RESPONSIBILITIES SUMMARY

The Principal (as Ministers Representative) is responsible for Actively Managing the contract with the third party Provider.

- The Principal must receive evidence of Service Approval and Child Care Benefit approval prior to service commencement.
- The Principal must ensure that the Provider meets all reporting requirements, and collates the information accurately. As per contract and **Schedule 5 & 6**
- Meet with the Provider on a regular basis to discuss the operation of the OSHC Program and use of the school facilities.
- The Principal must be the chairperson of Advisory Committee. **Schedule 2, Item 2**
- The Advisory Committee must have regular meetings (at least twice per School Term or more regularly as agreed) to ensure that the operation of the OSHC Program is meeting the needs of the school community and that any issues that arise are addressed to the satisfaction of all parties. **Schedule 2, Item 7**
- The Principal, Advisory Committee and the OSHC Provider will determine which of the school's fixtures, fittings, furniture, equipment and other assets may be used by the OSHC Provider for the OSHC service.
- The Principal will keep and maintain a register of the school's assets.
- Assist the Minister to carry out obligations outlined in **Clause 10**:
 - leave the Common Areas in a clean and tidy state after use by the School at the end of each school day;
 - be responsible for fire extinguishers on the premises, except where they have been wilfully discharged, which cost for refill will be the responsibility of the OSHC Provider;
 - be responsible for compliance of premises in accordance with the Education and Early Childhood Services (Registration and Standards) Regulations 2011;
 - promote the OSHC service within the School community.
- The Principal will monitor the contract end date and contact the DECD Procurement Unit to discuss the process for undertaking a new procurement selection process.

Clauses taken from the [Licence and Services Agreement between the Minister for Education and Child Development, School Governing Council and OSHC Provider](#).

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