

CLASSROOM USEAGE POLICY

POLICY STATEMENT

Maroubra Junction Before and After School and Vacation Care Centre may require the use of additional school classrooms based on a student to covered area ratio.

These classrooms will only be used based on the contractual arrangements, outlined in the 2020 rental agreement guidelines.

Situations that require use of these classrooms include: rain effected days; excessive cold or hot days; activities that require classroom use such as homework club or other activity as directed by Maroubra Junction Care Centre Co- Directors.

CONSIDERATIONS

Education and Care Services National Regulations	-
National Quality Standard	2.2, QA3, QA6
Other Service Policies/Documentation	<ul style="list-style-type: none">• Family Handbook• Delivery and Collection of Children• Enrolment, Orientation and Bookings• Providing a Child Safe Environment• Extra Curricular Activities form

PROCEDURE

The Nominated Supervisor, or the responsible person in charge of the service will, ensure that educators will:

a) Prior using the classroom

- Take all equipment that is going to be used with you (pencils, paper, games);
- Take a photo of the classroom on the iPad (making sure to note anywhere in the classroom that may be untidy);
- Enter any details on the register (see next page);
- Get the children to sit down and explain to them that this is not our classroom and they are to not use the classroom's equipment (such as the pencils, paper, games etc.);
- Explain to the children that they are to alert a staff member if they are leaving the classroom and to let us know where they are going; and,



b) Whilst using the classroom:

- Get the children to tidy up as they complete or progress through an activity;
- As children numbers reduce, rationalise from multiple classrooms into one classroom; and,
- Take any rubbish generated with you.

c) After and finished using the classroom

- Tidy up the classroom and ensure equipment is back in the correct areas.
- Take a photo of the classroom once children have tidied up and left (store and date photo in Classroom Usage Policy folder).
- Enter any details on the register (see next page)
- Turn off the lights, close blinds and lock up the classroom
- Report you have completed this process to the responsible person on duty

CLASSROOM REGISTER (EXAMPLE)

Date:	Classroom:	
	Before (Tick)	After (Tick)
Take photo of classroom on iPad?		
Are the tables and chairs in their correct spot?		
Are blinds and windows closed?		
Is there any rubbish on the floor?		
Are all of our belongings collected up?		
Are lights/fans/air con off?		