



**Catholic Education Office**  
Archdiocese of Melbourne



**CATHOLIC ARCHDIOCESE  
OF MELBOURNE**

In reply please quote: GE07/0048

6 August 2009

Dear Father/Principal

**Re: Regulations Regarding Outside School Hours Care**

Many parishes and Catholic primary schools currently operate or organise Outside School Hours Care programs. We are writing to provide advice about the impact of recent changes to the *Children's Services Act 1996* and the *Children's Services Regulations 2009* on the provision of care for children outside school hours.

The most important and immediate requirement is that existing providers of Outside School Hours Care services must apply for a Provisional Licence **before 25 August 2009** to allow the services to continue. If this deadline is not met, then a full Licence must be obtained, requiring much more detailed preparation.

A large number of schools and parishes use an **external provider** such as Camp Australia. Such a provider will need to have applied for a Provisional Licence for each site in the parish where they operate. If you are using an external provider please ensure that the company has done this. In this model, the parish or school does not submit an application.

If the **school** is the provider, the principal will need to complete and send an application form, which can be downloaded from the website of the Department of Education and Early Childhood Development at <[www.education.vic.gov.au/ecsmanagement/careankinder/csg/guide/licensing.htm](http://www.education.vic.gov.au/ecsmanagement/careankinder/csg/guide/licensing.htm)> and select the link Application for a Provisional Licence – Outside School Hours Care (PDF - 127Kb).

Note, when completing the 'Applicant's Details' at Item 2, please tick the final box (*Corporation/Government School Council*) and proceed to Item 7. A Children's Service Guide may be found at <[www.education.vic.gov.au/ecsmanagement/careankinder/csg/guide/default.htm](http://www.education.vic.gov.au/ecsmanagement/careankinder/csg/guide/default.htm)>. Please note that the deadline for the Provisional Licence application is **25 August 2009**.

The applicant is identified as the 'fit and proper person' under the Regulations and will be interviewed by the Department over the coming months to assess his or her understanding of responsibilities under the Regulations. **We strongly recommend that neither the parish priest nor the parish apply to be the provider, and that the parish priest does not present as the applicant.**

It is recommended that the application be made by an external provider or the school. If the school is provider, the applicant should either be the principal or his or her nominee. The school may wish to consider using an external provider in light of the new requirements. We will provide further advice to principals about those matters in the near future.

Please contact Mr Tony O'Meara of the Catholic Education Office Melbourne on 9267 0228 or via email <[tomeara@ceomelb.catholic.edu.au](mailto:tomeara@ceomelb.catholic.edu.au)> if you have any queries.

Yours sincerely

Stephen Elder  
DIRECTOR OF CATHOLIC EDUCATION

Francis Moore  
BUSINESS MANAGER  
ARCHDIOCESE OF MELBOURNE