



Before and after school care information pack for schools and providers

education.nsw.gov.au

Background

The NSW Government is working hard to deliver on its \$120 million commitment to expand access to before and after school care (BASC) for public primary school children across NSW.

BASC services currently operate in about 720 public schools in NSW. They provide before and after school hours care as well as on-site vacation care for students at the school and other eligible children.

The government initiatives aim to fill gaps in access to services across the state, particularly in regional areas, as well as to clear waiting lists in areas of high demand.

The goal can only be achieved with the support of the hundreds of care providers who already deliver quality and affordable care for families and communities.

We will be consulting with parents, school communities and providers to find innovative solutions for creating more places in more schools and build on the solid foundations of existing services.

This includes improvements to current guidelines, contract terms and tendering processes. Parents can complete a form with Service NSW to help us identify where there is high demand.

Applications have opened for grants from the \$50 million Before and After School Care Infrastructure Fund to buy new equipment and expand facilities to create more places.

A further \$40 million will provide rental subsidies to service providers located at public primary schools to ease cost pressures and reduce fees. Another \$20 million has been committed for those communities where a standalone service may not be viable, including smaller schools and rural and remote communities.

Different areas and sometimes individual services will need different solutions. We will work with schools, communities and providers to pilot some new approaches and to better understand the needs of parents.

We are also making it easier for schools to host BASC services. The package provides \$8 million over four years for a team of specialists to help coordinate services and resources on an area or regional basis.

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Resources

The following resources can be used by government agencies, schools and service providers to promote the commitment.

Images

Approved imagery can only be used in relation to before and after school care.

These images are not approved for any other use.

Download graphics

<https://schoolsequella.det.nsw.edu.au/items/c4586a82-5489-4a11-a60b-9dc698f1bff8/1/>

Links

Apply for funding through SmartyGrants

<https://beforeandafterschoolcare.smartygrants.com.au/INFRAI>

Service NSW parent Have Your Say web form

<https://www.service.nsw.gov.au/basc>

Department of Education information page

<http://education.nsw.gov.au/basc>

Information for parents

The Department of Education wants to hear from parents about before and after school care arrangements that will support them most effectively.

Parents and carers with children attending government schools who need access to before and after school care and vacation care should complete the [Service NSW form](#). This includes parents who currently have access to care and require more or a different type of care.

The information we collect will be used to better understand what parents need and where. This information will be used to plan for and manage the availability of new and expanded services.

Alternatively contact the team directly at BASCreform@det.nsw.edu.au

The new site will allow parents to tell us the areas of need but not book places. To access before and after school care, parents still need to contact the relevant service directly. Service information is available on the [Child Care Finder](#).

While the commitment for before and after school care aims to deliver places for all children attending public primary schools, we know that many services cater to children from a range of schools, both public and non-public. Parents of children attending non-government schools are also encouraged to let us know about their needs via the Have Your Say web form.

Information for schools and principals

Funding infrastructure to support more BASC places

Applications are open for grants from [the \\$50 million Before and After School Care Infrastructure Fund](#) to buy new equipment and expand facilities to create more places.

Government schools and all services and providing care for government primary school children will be eligible (not just services located at government schools).

Schools may need support to modify a space to make it more suitable to host a before and after school care service. This fund will provide that support.

Schools and service providers should put their heads together to make the most of this opportunity.

The aim is to see suitable spaces in all public primary schools in Sydney, Newcastle, Illawarra and the Central Coast, as well as major regional centres, being made available for before and after school care and vacation care programs from 7am to 6pm.

The Department will use the applications to the grant program, information from pilot activities and feedback from stakeholders to review and refine the fund over time.

Making it easier to have a service in your school

We are also making it easier for schools to host BASC services. The package provides \$8 million over four years for a team of specialists to help coordinate services and resources on an area or regional basis.

The new specialist team will provide proactive and on the ground assistance for set-up, contract management and service transition. We will ramp up this support through 2020 based on what we learn about exactly what kind of help schools need the most.

Encouraging the parents and carers at your school to complete the Have Your Say web form will ensure we can better also understand the demand from your community.

Rural, remote and small school solutions

A further \$20 million is aimed at those communities where a standalone service may not be viable, including smaller schools and rural and remote communities. Different areas and sometimes individual services will need different solutions.

We will work with schools, communities and providers to pilot some new approaches and to better understand the real needs of parents at smaller schools and in rural and remote locations. The team are keen to hear your thoughts and ideas so please get in touch via BASCReform@det.nsw.edu.au.

Message to parents in your school community

We ask that information about the parent engagement piece be distributed to your parent community through the school newsletter, website and social media channels. [Images to accompany these messages](#) are available on our website.

Suggested newsletter article and website copy

The NSW Government is committed to providing before and after school care to all students of public primary schools in New South Wales. As part of the reform, [a parent web form](#) has been established by Service NSW that will enable parents to tell us about their specific care needs and to stay up to date with any new developments.

The information provided by parents will help the Department of Education to understand your needs, give them insights into where there are gaps in service delivery and help to ensure the extra places are delivered where they are required.

Have you say today at <https://www.service.nsw.gov.au/basc>.

Alternatively contact the team responsible for rolling out the before and after care election commitment at BASCreform@det.nsw.edu.au.

- **Please add a copy of the newsletter article to your website**

Suggested Facebook post

Calling all parents! The [NSW Department of Education](#) are wanting to better understand the demand for before and after school care across NSW. The information will be used to improve access to services for public school students.

Complete the web form today: <https://www.service.nsw.gov.au/basc>.

- Ensure you tag [NSW Department of Education](#)

Suggested tweet

Calling all parents! @NSWEducation are wanting to better understand how parents are using before and after school care across NSW.

Complete the form today: <https://www.service.nsw.gov.au/basc> .

Information for service providers

Our goal can only be achieved with the support of the hundreds of care providers who deliver quality and affordable care for families and communities.

We are consulting with school communities and providers to find innovative solutions for creating more places in more schools and build on the solid foundations of the existing services

New tenders have been paused while consultation on improvements to guidelines, contract terms and tendering processes is undertaken with the sector. A key objective is better alignment between administrative processes and the National Quality Framework. Tendering for new services will resume before the end of 2019.

Support for new services and creating additional places at existing services will be prioritised.

We will also be focussed on ensuring that new services and places are sustainable and will become self-sufficient over time.

Funding infrastructure to support more BASC places

Applications are open for grants from the \$50 million Before and After School Care Infrastructure Fund to buy new equipment and expand facilities to create more places. You can [apply here](#).

All services providing care for government primary school children will be eligible, not just services located at government schools. Schools and service providers should put their heads together to make the most of this opportunity.

The Department will use the applications to the grant program, information from pilot activities and feedback from stakeholders to review and refine the fund over time.

Subsidising rent to improve affordability

There is also \$40 million over four years to provide rental subsidies to service providers located at public primary schools.

The objective is to reduce fees and providers will need to be able to demonstrate how savings have been passed on to families.

We will pilot approaches and criteria over the remainder of 2019 – with the aim of commencing subsidies in 2020.

Rural, remote and small school solutions

A further \$20 million is aimed at those communities where a standalone service may not be viable, including smaller schools and rural and remote communities.

Different areas and sometimes individual services will need different solutions. We will work with schools, communities and providers to pilot some new approaches and to better understand the real needs of parents at smaller schools and in rural and remote locations. The team are keen to hear your thoughts and ideas so please get in touch via BASCReform@det.nsw.edu.au.

Making it easier to run a service in a NSW Public School

We are also making it easier for schools to host BASC services.

The package provides \$8 million over four years for a team of specialists to help coordinate services and resources on an area or regional basis.

The new specialist team will provide proactive and on the ground assistance for set-up, contract management and service transition. We will ramp up this support through 2020 based on what we learn about exactly what kind of help schools need the most.

Messaging to parents using your service

We ask that information about the parent engagement piece be distributed to your parent community through the service newsletter, website and social media channels. [Images to accompany these messages](#) are available on our website.

Suggested parents newsletter article and website copy

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The information provided by parents will help the Department of Education to understand your needs, give them insights into where there are gaps in service delivery and help to ensure the extra places are delivered where they are required.

Alternatively contact the team responsible for rolling out the before and after care election commitment BASCreform@det.nsw.edu.au

Suggested Facebook post

Calling all parents! The [NSW Department of Education](#) are wanting to better understand the demand for before and after school care across NSW. The information will be used to improve access to services for public school students.

Complete the form today: <https://www.service.nsw.gov.au/basc> .

- Ensure you tag [NSW Department of Education](#)

Suggested tweet

Calling all parents! @NSWEducation are wanting to better understand how parents are using before and after school care across NSW.

Complete the form today: <https://www.service.nsw.gov.au/basc> .

Frequently asked questions

The commitment

Will students of non-government schools benefit from this commitment?

While the commitment is for children attending public primary schools, we understand that many services cater to children from multiple schools, both public and non-public. In expanding the overall number of services and places available, the initiatives will benefit a wider range of students and families.

The Infrastructure Fund

How much is available with this grant?

Up to \$30,000 per application.

If \$30,000 is not sufficient to deliver the proposed increase in places, what should we do?

If your proposal will result in more services or more places for government primary school children, but requires more than \$30,000 in financial assistance, please contact us at BASCReform@det.nsw.edu.au for more information.

If my school is not eligible for this round of the Infrastructure Fund, will there be more funding available in the future?

New eligibility criteria may operate from 1 January 2020 to ensure the Fund is as easy as possible to access and to maximise the number of new places being created. For further information, please contact us at BASCReform@det.nsw.edu.au.

Who will approve the application?

An evaluation panel will assess the applications and make recommendations to the Minister for Education. Grants for eligible applicants will be awarded based on their capacity to establish or expand a viable service including:

- demonstrated community demand
- a site, or progress in identifying a site, that meets regulatory requirements or working towards gaining regulatory approval
- existence of, or progress in securing, an approved service provider
- appropriateness of the proposed expenditure items.

When does the Infrastructure Fund close?

The Infrastructure Fund will open on 1 July 2019 and will continue to accept applications for the rest of 2019. New eligibility criteria may operate from 1 January 2020 to ensure the Fund is as easy as possible to access and to maximise the number of new places being created.

Below is the indicative timeframe for this phase of the delivery of the Infrastructure Fund.

Activity	Indicative Date
Infrastructure Fund Opens	Monday 1 July 2019
Evaluation stage – Round 1	Late August 2019
Announcement	Early September 2019
Evaluation stage – Round 2	Mid-September 2019
Announcement	Late September 2019
Evaluation stage – Round 3	Late October 2019
Announcement	Early November 2019

Who can apply for the grant?

NSW Government schools and not for profit providers and services supporting government school students that can demonstrate unmet demand and the capacity to establish a new service or to increase the number of places may apply for grants under the Fund.

How can the grant be used?

Grant funding must be used to increase the number of approved places by creating a new service or by increasing the number of existing places. Within these parameters, the grant may be used for site modification and fit-out costs, project management (including tendering or regulatory costs) or to pay for necessary equipment to support additional places. The proposed service must provide before and/or after school care but may also provide vacation care.

How can a grant applicant establish evidence of demand?

Establishing a service requires close collaboration with the school community. Engagement of the community may take various forms. For example, schools may conduct a survey of parents to ascertain any intention to use the proposed service and determine their preferred care hours, or evidence of existing wait list.

What options are available if there is not enough suitable physical space in my school?

In schools where a service is needed but where there is no capacity on the school site, the grant may be used to establish the service at an alternative location such as a local preschool, a council facility or other non-government site.

How will applicants be advised of the outcome of their application?

The outcome will be notified by email. The email to successful applicants will contain instructions on the method and timing of disbursement of funds as well as progress and final reporting requirements.

Can details in the application be changed once it is submitted?

If any of the details need to be revised in the application, applicants should contact BASCReform@det.nsw.edu.au and should not start a new application.

How will the grant be paid?

Grants will be paid in accordance with the terms stipulated in a signed funding agreement.

What will the reporting requirements be for grant recipients?

Each grant recipient will be required to provide progress updates and complete a financial acquittal process.

How does a school establish a service?

Before and after school care (OSHC) services are delivered by a range of providers including for-profit organisations and not-for-profit organisations including school parent organisations, local government and other community-based groups.

All providers in NSW need to apply for regulatory approval to operate their service. The Department of Education, through its Early Childhood Education Directorate (ECED), is the regulator for services in NSW and is responsible for granting regulatory approvals.

Operators need to obtain two types of regulatory approval: a provider approval and a service approval. ECED checks that the provider entity is 'fit and proper' to deliver care to young children. Service approval is a licensing mechanism that establishes the terms on which an approved provider can operate at a specific site.

How does a school obtain approval for a service?

The approval process starts with an application by the provider to ECED for provider and/or service approval. Provided the application is complete and meets 'threshold' requirements, authorised officers will visit the site. New services will in most instances be subject to a tender process prior to being granted a license to commence operations.

During 2019 tenders for new licenses have been on hold while procedures were reviewed and improvements made to documentation, evaluation criteria and contracts. The department expects to reopen these tenders before the end of 2019.

More information about the regulations and how providers obtain regulatory approval is available via [the 'Early Childhood Education' pages](#) on the department's website. The ['Community Use of School Facilities Policy'](#) and associated implementation procedures provide further information. Alternatively, contact the team at BASCReform@det.nsw.edu.au.

The parent webform

Who should complete the form?

Parents and carers with children attending government schools who need access to before and after school care and vacation care. This includes parents who currently have access to care and require more or a different type of care.

Why is the NSW Department of Education collecting information about before and after school needs?

To understand the level of demand from parents and the locations where additional or different types of care are needed. This information will be used to plan for and manage the availability of new and expanded services.

Why should I fill in this EOI?

The Department of Education wants to hear from parents directly about what type of before and after school care arrangements will support them most effectively. Filling in this EOI will help us plan for and manage services.

How will this benefit me/my child?

We will use this information to plan new and expanded before and after school care services that your child/ren will be able to attend.

Will I be able to book before and after school care via Service NSW from 1 July 2019?

While before and after school care is provided on many government school sites, the services are not run by the government or the schools themselves. Services may be run by parent groups, not for profit organisations or commercial providers. To access before and after school care, you would need to contact the relevant service directly. To find a service near you, visit <https://www.childcarefinder.gov.au/>

From 1 July 2019 the new site will only allow parents to tell us areas of need. Feedback from parents will help determine what additional services and features to include in an online service in the future.

Is it mandatory to submit an expression of interest for before and after school care?

No. The EOI is not required to access care, but it will help the program to deliver expanded access to before and after school care.

What will happen to the information I provide as part of the EOI?

The information will be provided to the Department of Education and other government departments to help planning and delivery of the expansion of before and after school care services. The information will not be used to identify you specifically or your child/children.

Who will my information be shared with?

If you choose to provide your email address, this will be provided to the team delivering the commitment to expand access to before and after school care to contact and update you on progress. See our privacy statement for more details.

Will my child be provided a place in before and after school care after I complete the EOI?

The EOI lets us know where there is demand for more places and different types of care. This information will be used to plan and deliver the expansion of services where there is sufficient demand for additional places. Filling in this form does not allocate your child a place in a before and after school care service.

Will I be guaranteed a spot for my child?

The aim of the before and after school care election commitment is to provide places for all students who require care. The purpose of the EOI is to help planning to meet the needs of NSW families but participation in the EOI process does not guarantee a space in any particular service.

Does the initiative include private schools?

The commitment for before and after school care seeks to provide a place for all children attending a government primary school who require care. Services running at sites other than government schools may be eligible for assistance under the commitment, if they provide services to students attending public schools.

Should I fill in the form if my child goes to a private school? Will my child benefit from this?

While the commitment for before and after school care aims to deliver places for all children attending public primary schools, we know that many services cater to children from a range of schools, both public and non-public. In expanding the number of services and places available across the state, the initiative will benefit many students and families. You are still able to register your interest in expanded care via the form.