

A-1 Hours of Operation

NQS

QA. 2.2.1	Supervision
QA. 6.1.1	Engagement with the service
QA. 6.1.3	Families are supported
QA. 7.1.2	Management systems
QA. 7.1.3	Roles and responsibilities

National Regulations

Reg. 173	Prescribed information to be displayed
Reg. 175	Prescribed information to be notified to the Regulatory Authority
Reg. 226	Publication of information

Policy Statement

We will meet the needs of the parents in our local community who either, work, study or have other commitments, by operating for days and hours that allow them to reasonably get to and from work and/or place of study.

Related Policies

- ENOSHCP Policy A-8: Dropping Off and Picking Up
- ENOSHCP Policy A-9: Absent and Missing Children

Procedure

The Centre will operate during government school terms Monday to Friday, between the hours of:

7:00am – 9:00am before school and

3:10pm - 6:30pm after school;

or as agreed by the Management Committee.

No children are to be left unattended at the Centre outside these hours. (Policy A – 8: Dropping Off and Picking Up)

During Before School Care, the children pack away at 8:30am and then a roll call is completed. Once the school bell goes at 8:40am the children are dismissed to walk up to the playground where there is a teacher providing supervision. Kindergarten children are walked up to the playground by an educator throughout the year until Term 4, week 5. Then the kindergarten children start practicing walking up by themselves, with an educator following behind them to check they have walked to

their classroom. Whilst that educator is walking the children up, they will check that a teacher is on playground duty.

If a teacher is not present, the children will remain in the care of Centre Staff.

In the afternoon, children will make their way to Epping North OSHCP from 3:10pm, when the School bell rings. An educator walks up to collect kindergarten children at 3:10pm at the designated meeting spot every afternoon. This happens throughout the year until about Term 4 week 5. Then the kindergarten children start to practice walking down to ENOSHCP by themselves. An educator will still follow behind them to assist if needed. This is to assist transitioning from Kindergarten to year 1, when they walk down by themselves. Children not accounted for shortly after this time will be treated as missing and the appropriate procedures will be followed. (Policy A – 9: Absent and Missing children)

Staff will be at the Centre from 2:00pm, to prepare for the afternoon activities.

The Centre will be operational during most Government school holidays and Pupil Free Days between the hours of:

7:00am - 6:30pm

or as agreed by the Management Committee.

The Centre opening dates and times during School Holidays and Pupil Free Days, are subject to the discretion of the Management Committee and Centre staff.

The Centre does not operate on Public Holidays. All parents will be notified of days of closure through our notice board, website and via email.

All hours of operation will be posted at the Centre in line with Regulation 226 of the Education and Care Services National Regulations and given to parents in the Parent Handbook on the child's initial enrolment.

Please refer to Policy A –8: Dropping Off and Picking Up for further information regarding these procedures.

Opening hours will be reviewed annually to ensure that they meet the needs of the current parents and families in the community who have access to the service. Any changes to the normal opening hours will be notified to the Regulatory Authority as prescribed in Regulation 175 of the Education and Care Services National Regulations.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Privacy Act 1988
- Family Law Act (1975)
- Network of Community Activities – Orientation of families and children.
- DET Licence agreement

Endorsed: 04/11/2020

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