

# A-1 Hours of Operation

## NQS

QA. 2.3.1	Children are adequately supervised at all times.
QA. 6.1.1	There is an effective enrolment and orientation process for families.
QA. 6.1.3	Current information about the service is available to families.
QA. 7.3	Administrative systems enable the effective management of a quality service.
QA. 7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.

## National Regulations

Reg. 172	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

- NORMANHURST WEST OSHC Policy A-5: Dropping Off and Picking Up
- NORMANHURST WEST OSHC Policy A-6: Absent and Missing Children

## Procedure

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

7:00am – 8:30am before school and

2:50pm - 6:15pm after school;

or as agreed by the Management Committee.

No children are to be left unattended at the Centre outside these hours. (Policy A – 5: Dropping Off and Picking Up)

During Before School Care, the children will then go into the playground at 8:30am where a school

teacher is providing supervision. 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 Normanhurst West OSHC from 2:50pm, when the School bell rings. During Term 1 educators will collect Kindergarten children from their classroom and escort them to OSHC. Children not accounted for shortly after this time will be treated as missing and the appropriate procedures will be followed. (Policy A – 6: 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 - 6:15pm

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/or letters home.

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 Family Information Booklet on the child's initial enrolment.

Please refer to Policy A – 5: 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

- Educational and Care Services National Regulations 2011
- National Quality Standard
- Privacy Act 1988
- Family Law Act (1975)
- Network of Community Activities – Guide to Establishing an Out of School Hours Service in NSW
- DET Licence agreement

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