

# 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

- NORMANHURST WEST OSHC Policy A-8: Dropping Off and Picking Up
- NORMANHURST WEST OSHC 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 – 8:50am before school and

2:35pm - 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 – 8: Dropping Off and Picking Up)

During Before School Care, the children will be taken to the playground by 8:35am where a school teacher is providing supervision. If a teacher is not present, the children will remain in the care of

Centre Educators. Kindy children will be walked to their classrooms to put down their bags, and then will return to the playground.

In the afternoon, children in Years 1-6 will make their way to their roll call area between 2:40pm and 2:50pm, when the School bell rings. The roll call areas for Kindergarten and Year 1 are in the main OSHC room, Year 2 & 3 meet in the hall, and our SKOOSH group (Year 4-6) meet in our SKOOSH Room. Educators will collect Kindergarten children from their classroom and escort them to OSHC when the bell rings at 2:35pm. During Term 4, a transition will take place where the kindergarten children will start to walk themselves, as opposed to being walked directly by Educators, to get them ready for Year 1. Roll Call is then completed, and 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).

Educators 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 Educators.

The Centre does not operate on Public Holidays. All parents will be notified of any additional days of closure through our notice board, Facebook page, 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 – 8: Dropping Off and Picking Up for further information regarding these procedures.

Opening hours will be reviewed biennially through the policy review, 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 – Guide to Establishing an Out of School Hours Service in NSW
- DET Licence agreement

Endorsed	11 <sup>th</sup> October 2021
Review Date	11 <sup>th</sup> October 2023