

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 OSHC Policy A-8: Dropping Off and Picking Up
- Normanhurst 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 – 9:00am before school and

3:00pm - 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 K-2 children will be directed to go to the bottom COLA and Year 3-6 children to the top COLA at 8:45am where a school teacher is providing supervision. If a teacher is not present, the children will remain in the care of Centre Staff. Staff will remain with the children until a school teacher is present.

In the afternoon, K-1 children will make their way to the Top Cola. Year 2-3 children meet at the silver seats near the top playground. Years 4-6 make their way to Normanhurst OSHC from 2:55pm, staff will meet the children at each location when the School bell rings. 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 - 6:15pm

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, email, and social media platforms e.g. Facebook and Instagram, as required.

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 Date:	18/11/2020
Review Date:	18/11/2021