

A-1 Hours of Operation

Epping Heights OSHC.

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 aim to 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 their work or place of study.

RELATED POLICIES

- Epping Heights OSHC Policy A-8: Dropping Off and Picking Up
- Epping Heights 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 – 8.35am, before school

3.05pm – 6.00pm, after school

Or as agreed by the Management Committee

At 8.35am the children go into the playground where a school teacher is providing supervision.

Kindergarten children are escorted to the Centre in the afternoon by staff for the first term.

The Centre provides Vacation Care during government school holidays Monday to Friday, between the hours of 7:00am to 6:00pm, or as agreed by the Management committee, except for over the Christmas and New Year period. A program will be published detailing days of operation prior to the vacation period.

The Centre will endeavour to stay open on days affected by Industrial Action, offering before and after school care, but will be closed for designated public holidays.

All parents will be notified of days of closure through the school/Centre newsletter or email.

All hours of operation will be posted on the door and given to parents in the Family Handbook on the child's initial enrolment.

No children are to be left unattended at the Centre or the school outside these hours. (Please refer to policy on Dropping Off and Picking Up)

Centre Closure Response Plan

Due to any serious circumstances that render the service unable to operate (serious disease outbreak, natural disaster or damage), the service has in place a Centre closure response plan (created March 2020). Referral to these plans is recommended in such events.

Any decision for the service to close and to initiate the Centre Closure Response Plan will be made in alignment with current service policies and official recommendations through Management Committee/Director consultation. The Centre Closure Response Plan is not absolute and may be altered to suit and accommodate specific circumstances in relation to the closure and should be adjusted accordingly.

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: 15/09/2020	Review Date: 15/09/2022
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