

# 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.

During Before School Care, the children pack away at 8:30am and then a roll call is completed. At 8.35am the children go into the playground where a schoolteacher 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 Epping Heights OSHC from 3:05pm, when the school bell rings. A roll call will be conducted. 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)

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 at the centre in line with Regulation 226 of the Education and Care Services National Regulations 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)

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

### **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)
- Licence agreement

Endorsed: 20/12/2022	Review Date: 20/12/2023
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