



Hours of Operation Policy

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 or their place of study.

Considerations

Funding Agreement- St Patrick's Outside School Hours Care service will operate throughout the year for specified hours/weeks, as per agreement with the Department of Families, Housing, Community Services and Indigenous Affairs, National Childcare Accreditation Council and the Department of Community Service, NSW.

Procedure

- ★ The centre will operate during NSW Government school terms Monday to Friday, between the hours of:
 - 3.10 to 5.40pm, after school, or as agreed by the management committee.
- ★ The centre will operate during school holidays Monday to Friday, between the hours of:
 - 8am to 5.30pm, or as agreed by the management committee.The centre is registered to open for nine weeks of school holidays during the calendar year.
- ★ The centre will also open from 8am to 5.30pm on designated St Patrick's School's pupil free days.
- ★ The centre will be closed on designated public holidays.
- ★ All parents will be notified of days of closure through our newsletter and booking sheets sent home.
- ★ Hours of operation are displayed on our noticeboard and included on all booking forms. This information is also given to parents in our information handbook on the child's initial enrolment.
- ★ No children are to be left unattended at the centre outside these hours. Provision will be made to supervise these children until they have been collected by parents, carers or an authorised adult.

- ★ Please refer to dropping off and collection and late collection policy for further information regarding these procedures.
- ★ Operating hours will be reviewed annually to ensure that they meet the needs of the current parents.

Date Endorsed

Date for review & Evaluation