

# 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

- THE KIDS CASTLE Policy A-8: Dropping Off and Picking Up
- THE KIDS CASTLE Policy A-9: Absent and Missing Children

## Procedure

The Centre will operate during government school terms Monday to Friday, between the hours of:

**7:15am – 9:00am before school and**

**3:25pm - 6:00pm 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 Senior and Junior children will be walked to their respective Campus' at 9:00am. The Kids Castle staff will remain in the playground with them at each Campus until a school teacher commences supervision. If a teacher is not present, the children will remain in the care of Centre Staff. A staff member will remain in the Junior Campus playground until 9:15am, or as required, for Kindergarten children support. At 9:15am they will be placed into the supervision of the school teacher on duty.

In the afternoon, children on the senior campus will be collected and escorted across the road to the centre, and those on the Junior campus will make their own way to the centre from 3:25pm, when the School bell rings. Kindergarten children will be collected from their classrooms for Term 1 of each school year. 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 7:00am each morning and 2:30pm each afternoon, to prepare for the sessions activities.

The Centre will be operational during School Holidays and Pupil Free Days between the hours of:

**7:15am - 6:00pm**

**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 and emails.

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 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: 15/01/2019

Review date: 15/01/2020