

A-1 Hours of Operation

National Quality Standards (NQS)

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| 2.2 | Each child is protected. |
| 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |
| 6.1.1 | Families are supported from enrolment to be involved in the service and contribute to service decisions. |
| 7.1 | Governance supports the operation of a quality service. |

Education and Care Services National Regulations

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| Reg. 99 | Children leaving the education and care service premises |
| Reg. 168 | Education and care service must have policies and procedures |
| Reg. 172 | Notification of change to policies or procedures |

Policy Statement

At West Ryde Before and After School Care Incorporated, 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 work, place of study or to their activity.

Related Policies

- Arrival and Departure Policy
- Child Protection Policy
- Policy Development and Review Policy

Procedure

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

- 7:00am to 8:45am before school
- 3:00pm to 6:00pm after school

The Centre will operate during NSW school holidays (Vacation Care), Monday to Friday, between the hours of 7:00am to 6:00pm.

The Centre will also open from 7:00am to 6:00pm on designated government school pupil free days.

The Centre may open on Strike Days if there is a need. This will be at the discretion of the Centre Management Committee.

The Centre will be closed on designated public holidays.

No children are to be left unattended at the Centre outside these hours. Further information regarding these procedures can be found in the Arrival and Departures Policy.

All parents will be notified of any days of closure through our Newsletter, signage displayed at the Parent sign-in desk and email correspondence.

Hours of operation are posted on the door and made available to parents in our Parent Handbook on the enrolment. If any changes are made to the Hours of Operation at the Centre, parents will be notified at least 14 days prior to their commencement, as per Regulation 172 of the *Education and Care Services National Regulations 2011*.

Opening hours will be reviewed yearly to ensure they meet the needs of the current families and community.

Sources

- Education and Care Services National Regulations 2011
- License Agreement
- National Quality Standard – Australian Children’s Education and Care Quality Authority

Date Endorsed: 07/05/2022

Date of Review: 07/05/2024

| Version Control | | | |
|-----------------|--|--------------|-------------------|
| Version | Changes Made | Initiated By | Director Sign-off |
| v.2.202105 | - No changes made | | |
| v.2.201905 | - Updated links to NQS, National Regulations | Staff | |