



Woolooware Outside School Hours Care

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HOURS OF OPERATION POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims 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 or place of study.

CONSIDERATIONS

- National Standards, section 4.3 (Hours of operation)
- Funding Agreement

PROCEDURES

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

7:00 to 9:00 am for Before School Care
3:30 to 6:30pm for After School Care

- The centre will be closed during Government school holidays, no fees payable during this period.
- The centre will be closed on designated Government school pupil free days.
- The centre will be closed on designated public holidays.

- All parents will be notified of days of closure through our sign in/out table and via email.
- All hours of operation will be available in our Handbook for Parents and on our website.
- No children are to be left unattended at the centre outside the operating hours.
- Please refer to delivery and collection of children policy for further information regarding these procedures

DATE ENDORSED: March 20, 2021

DATE FOR REVIEW AND EVALUATION: March 20, 2023