

## HOURS OF OPERATION

### Policy and Procedures

We will endeavour to meet the needs of the families in our local community who either, work, study or have other commitments, by operating days and hours that allow them to reasonably get to and from work or place of study.

The Centre operates during government school terms on Monday to Friday, between the hours of 7am to 8.50am, before school and 3.15pm to 6pm, after school, or as agreed by the Management Committee.

The centre will also open from 7:30am to 5:30pm on designated government school pupil free days depending on numbers of children requiring care.

The centre will be closed on designated public holidays and during school holidays.

The centre will be closed in the afternoon in the event of an Extreme Fire Danger Rating forecast by the Rural Fire Service.

All families who have booked in their children for such applicable day will be notified of days of closure through our notice board and email as well as phone call if necessary.

All hours of operation will be posted on the door and are recorded in the Family Handbook.

No children are to be left unattended at the centre outside these hours.

Please refer to delivery and collection and late collection policy for further information regarding these procedures.

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

### CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Service policies/documentation	Other
		<ul style="list-style-type: none"> <li>- Family Handbook</li> <li>- Staff Handbook</li> <li>- Fee Policy</li> <li>- Delivery and Collection of Children Policy</li> <li>- Enrolment and Orientation Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Child Care Service Handbook (DEEWR)</li> <li>- <b>Child Care Benefit legislation</b></li> </ul>

### ENDORSEMENT BY THE SERVICE:

Approval date: \_\_\_\_\_

Review date: \_\_\_\_\_