

## **Policy Statement**

Activity Centres Inc. aims to meet the needs of families in our local community. Activity Centres Inc. will operate for days and hours that allows parents/carers to reasonably get to and from work.

## **Considerations**

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2011
- ✓ Education and Care Services National Quality Standards 2011
- ✓ Department of Education and Care

## **Procedures**

- Girraween Activity Centre will operate during gazetted School terms Monday to Friday, between the hours of:
  - 6.30am to 9.00am - Before School Care
  - 3.00pm to 6.30pm - After School Care
- Girraween Activity Centre will operate during NSW gazetted School holidays
  - Vacation care will operate from 6.30am to 6.30pm.
  - Vacation care will not operate between Christmas and New Year. The Management Committee will approve the operating days for December/January holiday period each year based on when the last day of term falls and where the Public Holidays fit in, along with the needs of the Community. Dates will be placed on the Organisations website.
- Girraween Activity Centre will be open on Pupil Free Days.
  - Pupil Free Days will operate from 6.30am to 6.30pm for children attending St Anthony's, Girraween, Toongabbie West and Beresford Road Primary Schools
  - Where places are available, bookings will be accepted from surrounding schools.
- Toongabbie West Activity Centre will operate during gazetted School terms Monday to Friday, between the hours of:
  - 6.30am to 9.00am - Before School Care
  - 3.00pm to 6.30pm - After School Care
- Beresford Road Activity Centre will operate during gazetted school terms Monday to Friday, between the hours of:
  - 6.30am to 9.00am - Before School Care
  - 3.00pm to 6.30pm - After School Care
- Greystanes Activity Centre will operate during gazetted school terms Monday to Friday, between the hours of:
  - 6.30am to 9.00am - Before School Care
  - 3.00pm to 6.30pm - After School Care
- Toongabbie West Activity Centre, Beresford Road Activity Centre and Greystanes Activity Centre will be closed on Pupil Free Days and during School holidays. Children will be able to attend our Girraween Activity Centre during this time.
- Minimum periods of operation as per Child Care Provider Handbook:
  - Outside School Hours Care Services must operate for at least seven weeks per year. Beyond this minimum, the provider can decide the hours of care provided per day and the number of days per week.
  - Providers can consider flexible options that suit families, as well as their business.
- All Services will be closed on designated Public holidays.
- During Vacation Care if a Public Holiday falls on a Tuesday or Thursday the Service will be closed on the Monday before the Tuesday and the Friday after the Thursday.

## Hours of Operation Policy

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- Parents/carers will be notified of days of closure through our notice board and website.
- Hours of operation are listed on Organisation's website. (main page)
- It is the parents/carers responsibility to ensure no child is left unattended at a Service outside these hours.
- Opening hours will only be reviewed by the Management Committee if current hours do not meet the needs of families or local community.

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Policy is only endorsed if initialled by 2 members of the Management Committee

**Endorsed by the Management Committee on the 28<sup>th</sup> November 2018**

**Hours of Operation Policy is to be reviewed by the 28<sup>th</sup> November 2021**