



Larrakeyah Primary School OSHC

Hours Of Operation Policy

1) Policy Statement

Larrakeyah OSHC aims to attend the needs of children, parents, and Larrakeyah community in relation to hours of operation. These needs are considered when determining the hours and days of operation.

2) Background

The *Education and Care Services National Regulations* require approved providers to ensure their Services have policies and procedures in place in relation hours of operation, open and closing dates and times.

3) Legislative requirements

NATIONAL QUALITY STANDARD (NQS)		
QUALITY AREA 2: Children's health and safety		
Element 2.2.2	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
Element 2.2.3	Child protection	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 4: Staffing arrangements		
Element 4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
QUALITY AREA 6: Collaborative partnerships with families and communities		
Standard 6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Element 6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
NATIONAL LAW AND NATIONAL REGULATIONS		
Regulation 168	Education and care service must have policies and procedures	



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4) Principles to inform this policy.

We believe that:

- Once determined, hours of operation are rigid and must be adhered to by staff, families, and community. All service users must be familiar with the hours of operations and work within them.
- The Service will be operational during most Government school holidays and Pupil Free Days utilising the same opening and closing hours as vacation care (VAC).
- The Service opening dates and times during School Holidays and Pupil Free Days, are subject to the decision of the Larrakeyah Primary School Board. The Service does not operate on Public Holidays. All parents will be notified of days of closure via See Saw, Audiri, newsletter and email.

5) Rights and Responsibilities

- Families have the right to choose the hours that they utilise the service on their booked days within the hours of operation.
- No children are to be left unattended at the Service outside of these hours (see Dropping Off and Picking Up Policy). A late pickup fee, as discussed in the Fee Policy, may incur for any child that is collected after close.
- A service may be required to close due to unforeseen circumstances such as natural disaster or severe weather condition. This will only occur on advice and confirmation from the Nominated Supervision after consultation with School Management.

6) Current Hours of Operation

2:45 pm – 5:45 pm After School Care (ASC)

7:45 am – 5:45 pm Vacation Care (VAC)

7) Sources:

- Australian Government Department of Education.
- (2022). My Time, Our Place- Framework for School Age Care in Australia.V2.0
- [Education and Care Services National Regulations](#). (Amended 2023) Fee Policy
- Safe arrival of children policy
- Fee Policy