

Hours of Operation (Holy Family)

Policy Statement

We aim to meet the needs of the parents in our local community who either work, study or have other commitments by operating during times that allow them to reasonably get to and from work or place of study.

Policy Considerations

- National Quality Standards/Elements: 6.1.3 (Families are supported)
- CCS care sessions

Procedure

- Kids Biz OSHC will operate from the following hours
 - Before School Care – 6.50am – 8.50am
 - After School Care – 3.15pm – 6.00pm
 - Office hours – 11.00am – 6.00pm
- The Service will close on designated public holidays.
- A vacation care program will be available to children of Holy Family Primary School during the school holidays, which runs 7.30am-6.00pm on weekdays from the OSHC space and school hall.
- All parents will be notified of days of closure through our website or email.
- No children are to be left unattended at the Service outside these hours.
- Please refer to 'Arrival & Departure' policy for further information regarding these procedures.

Document Version Control

Version Date	Changes
08/12/2022	Full review

Reviewed on:	05/12/2022	Approved on:	09/12/2022
Reviewed by:	Natasha Finnigan	Approved by:	Scott Finnigan