

Hours of Operation (Holy Trinity)

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 – 7.00am – 9.00am
 - After School Care – 3.00pm – 6.00pm
 - Office hours – 7.00am – 9.00am and 2.00pm – 6.00pm
- The Service will close on designated public holidays.
- A vacation care program will be available to Holy Trinity families during the school holidays, which runs 8.00am-6.00pm on weekdays at Melrose High School, Pearce.
- 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
14/11/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review

Reviewed on:	14/07/2020	Approved on:	21/07/2020
Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner