

## Hours of Operation (Vacation Care)

### 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 Holidays & Sports will operate from the following hours during ACT school holidays
  - Gungahlin Vacation Care – 7.30am – 6.00pm
  - Pearce Vacation Care – 8.00am – 6.00pm
  - Deakin Vacation Care – 7.30am – 6.00pm
- The admin office hours are 9.00am – 5.00pm Monday – Friday
- The Services will close on designated public holidays.
- Closure over the Christmas and New Year's Break may vary, please see the Kids Biz Holidays & Sports website prior to summer holidays for holiday program dates.
- Families will be notified of days of closure through our website or email.
- No children are to be left unattended at the Services outside these hours.
- Late pick up fees will be charged for any children not collected from the Service by 6pm. Continually late pickups may lead to suspension of enrolment.
- Please refer to 'Arrival & Departure' policy for further information regarding these procedures.

### Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
14/07/2020	Full review

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