

A-1	HOURS OF OPERATION	
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POLICY STATEMENT

TWOOSH operating hours are determined in consideration of the needs of families within the school community who require out-of-school-hours care. In establishing these hours, TWOOSH is committed to providing a child-safe environment where the safety, wellbeing and best interests of children are the paramount consideration. TWOOSH operating hours are set to reflect the needs of families in the school community who are working and/or studying.

REFERENCES AND CONSIDERATIONS

- National Quality Standards 2026
Quality Areas 6.1.1, 6.2
- Childcare provider handbook May 2026

Related TWOOSH documents

- Policy A-5 – Dropping off and picking up children
- TWOOSH Community feedback
- TWOOSH Family Information Booklet
- TWOOSH Management Committee discussions and feedback
- Children's and families' observable needs

PROCEDURE

- ◆ TWOOSH operates each NSW State School Term from Monday to Friday between the hours of 7.00am to 8.30am (9.00am for kindy children during Term 1) for Before School Care, and from 3.00pm to 6.15pm for After School Care.
 - Children are free to leave TWOOSH supervision at 8.30am when school supervision of the playground commences.
- ◆ TWOOSH is open from 7.30am to 6.15pm on Vacation Care and School Development Days. Opening hours on Term 4 School Development days and December Vacation Care days will be based on family needs.
- ◆ TWOOSH may also open on other days as agreed upon by Management and Educators e.g. school strike days.
- ◆ TWOOSH does not operate on Public Holidays.
- ◆ Hours of Operation will be posted in the parent area and front notice boards, website and specified in the Family Information Booklet which is given to families at the time of their child's initial enrolment.
- ◆ No child is to be left unattended at TWOOSH outside of these hours.
- ◆ Decision for changes to opening hours need to be made by the Management Committee.

Please refer to Policy A-5 for further information regarding these procedures.

Revisions

Date of next Review: December 2027

Date	Reviewer	Note
4.12.17		Approved by TWOOSH Management Committee
26.11.18		Approved by TWOOSH Management Committee
23.09.19		Approved by TWOOSH Management Committee
16.11.20	NC, MK	Approved by TWOOSH Management Committee
15.03.22	LL	Approved by TWOOSH Management Committee
2.09.24	H.B	Approved by TWOOSH Management Committee
2/07/26	SL	Approved by TWOOSH Management Committee