

A-1	HOURS OF OPERATION	 <p>Thornleigh West OOSH</p>
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POLICY STATEMENT

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 Framework 2011 Standard Quality Areas 6.1.1, 6.2
- Childcare provider handbook July 2018

Related TWOOSH documents

- Policy A-5 – Dropping off and picking up children
- TWOOSH Management Committee discussions and feedback
- TWOOSH Community 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 7.10am 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: September 2023

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
