A-1 Hours of Operation

NQS

QA. 2.2.1	Supervision.
QA. 6.1.1	Engagement with the service.
QA. 6.1.3	Families are supported.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.

National Regulations

Reg. 173	Prescribed information to be displayed
Reg. 175	Prescribed information to be notified to the Regulatory Authority
Reg. 226	Publication of information

Policy Statement

We will meet the needs of the parents in our local community who either work, study or have other commitments, by operating for days and hours that allow them to reasonably get to and from their work and/or place of study.

Related Policies

- Sylvania Heights BASC Policy A-8: Dropping Off and Picking Up
- Sylvania Heights BASC Policy A-9: Absent and Missing Children

Procedure

The Centre will operate during government school terms, Monday to Friday, between the hours of:

7:00am – 9:30am before school and

3:00pm - 6:00pm after school;

or as agreed by the Management Committee.

No children are to be left unattended at the Centre outside these hours. (Policy A – 8: Dropping Off and Picking Up)

During Before School Care, SHBASC educators will ensure a teacher is on duty in the playground to supervise children before releasing children from care. Children from Years 2, 3, 4, 5 and 6 then leave the SHBASC building after roll call and walk themselves to the school grounds from 8:50am. Kindergarten and Year 1 are walked up to their classrooms from 9am and placed into the care of the school teacher providing supervision. If a teacher is not present, the children will remain in the care of Educators until a teacher arrives.

In the afternoon, Kindergarten and Year 1 children are collected by Educators directly from their classrooms when the school bell rings at 3:30pm. They then walked back to the Centre. Children from Years 2, 3, 4, 5 and 6 walk themselves to the Centre each afternoon. Children not accounted for shortly after this time will be treated as missing and the appropriate procedures will be followed. (Policy A – 6: Absent and Missing children)

Educators will be at the Centre from 2:30pm, to prepare for the afternoon activities.

The Centre will be operational during most Government school holidays and Pupil Free Days between the hours of:

7:00am - 6:00pm
or as agreed by the Management Committee.

The Centre opening dates and times during School Holidays and Pupil Free Days, are subject to the discretion of the Management Committee and the Director.

The Centre does not operate on Public Holidays. All parents/guardians will be notified of days of closure through our notice board, website and via email.

All hours of operation will be posted at the Centre in line with Regulation 226 of the Education and Care Services National Regulations and given to parents/guardians in the Parent Handbook on the child's initial enrolment.

Please refer to Policy A – 8: Dropping Off and Picking Up for further information regarding these procedures.

Opening hours will be reviewed annually to ensure that they meet the needs of the current parents/guardians in the community who have access to the service. Any changes to the normal opening hours will be notified to the Regulatory Authority as prescribed in Regulation 175 of the Education and Care Services National Regulations.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Privacy Act 1988
- Family Law Act (1975)
- NSW Department of Education Licence agreement

Endorsed: 20/07/2026
Review Date: 20/07/2027