
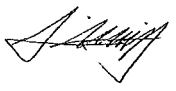


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|  YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES | Management Area: CHILDRENS SERVICES | Pages: [03] Version No: [02] Date: [01/12/2009] |
| | Sub section (if applicable): | Signed:  |
| Policy Title: HOURS OF OPERATION | | Author: CHILDCARE TASKFORCE |

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to meet the needs of the parents in our local community.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Duty of Care Policy
 3.2. Daily Routines Policy
 3.3. Immunisation Policy
 3.4. Service Access Policy

4. Responsibilities & Delegations


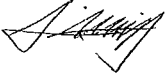
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
 4.2. The Childcare staff & management are responsible for the implementation of this policy.
 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
 5.2. Q&A Principles
 5.3. Funding Agreements.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.


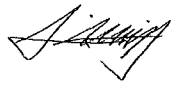
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PROCEDURES

- The Before and After School Care Centres will operate during government school terms Monday to Friday, between the hours of:
7.00am to 9.00am, before school or as indicated at the Centre
2.30 to 6pm, after school or as indicated at the Centre
- The centre will operate during government school holidays Monday to Friday, between the hours of:
7am to 6pm, or as indicated at the Centre.
- The centre will be closed on designated public holidays. Please refer to Fee's Policy in regards to payment on these days.
- All parents will be notified of days of closure through our notice board and/or letters home.
- All hours of operation will be posted on the door and given to parents in our information booklet on the child's initial enrolment.
- No children are to be left unattended at the centre outside these hours.
- Please refer to dropping off and collection and late collection policy for further information regarding these procedures.
- Opening hours will be reviewed yearly to ensure that they meet the needs of the current parents.
- Staff must strictly adhere to the prescribed operational hours of the individual service and must not negotiate alternate drop off or pick up time with individual families. At no time should children be in the care of staff outside the prescribe hours of operation. Where an emergency has taken place and parents are late in picking their child up, every effort must be made to find an alternate authorised person to collect the child. In this situation two staff must be present at all times.

7. Version History

| Version | Description of changes | Author | Effective Date |
|---------|----------------------------------|-----------|----------------|
| 2 | Review and update. New format | M. Rupnik | December 2009 |
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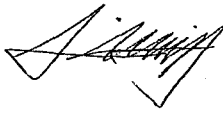
I endorse the Hours of Operation Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009