

Hours of Operation:

POLICY STATEMENT:

Grays Point Activity Centre will endeavour to meet the needs of the families in our local community who either, work, study or have other commitments, by operating days and hours that allow them to reasonably get to and from work or place of study.

PROCEDURES:

- The Centre operates during Department of Education School Terms on Monday to Friday, between the hours of 7am to 8:50am before School, and 3:15pm to 6pm, after School, or as agreed by the Management Committee.
- The Centre will open from 7:30am to 6pm for Vacation Care during select Government School Holidays depending on the number of children requiring care.
- The Centre will also open from 7:30am to 6pm on designated Government School Pupil Free Days depending on numbers of children requiring care.
- The Centre will be closed on designated Public Holidays and over the Christmas Holiday period.
- The Centre may also advertise closure dates due to financial resources and low booking numbers on dedicated days. Currently predominantly Fridays in Vacation Care.

As of the 2nd March 2026 we are trialling a second option opening time of 8am at a reduced morning cost as an option in replace of the 7am booking.

The Centre will be closed in the event of a Catastrophic Fire Danger Rating forecast by the Rural Fire Service. All families who have a booking on such applicable day will be notified of the period of closure as soon as practical or as we are advised.

Communication will be through signage on the entrance door and gate as well as Facebook, text message or email if necessary.

All hours of operation will be displayed at the Centre and are recorded in the Family Handbook.

No children are to be left unattended or dropped off at the Centre outside these hours.

Opening hours will be reviewed yearly to ensure that they meet the needs of the current families.

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service Policies/documentation	Other
		<ul style="list-style-type: none"> - Family Handbook - Staff Handbook - Fees Policy - Delivery and Collection of Children Policy - Enrolment and Orientation Policy 	<ul style="list-style-type: none"> - Child Care Service Handbook (DEEWR) - Child Care Subsidy - Inclusion Support

ENDORSEMENT BY THE SERVICE:

Approval date: _____ March 2026 _____
Date for review: _____ September 2027 _____

Revised September 2018 JB, KK and KG

Reviewed Dec 2020 KG

Reviewed August 2022 KG No change. Survey to families gone out for Christmas Closure period

Reviewed April 2024 KG JB – Friday closure and removal of extreme fire closure.

Reviewed 23.2.2026 added 8am opening trial