

SESSION TIMES



PURPOSE

This policy outlines the Pre-school sessions times for both the three-year-old program and the four-year-old program at Woodridge Pre-school.



POLICY STATEMENT

VALUES

The timetables reflect Woodridge's Pre-School commitment to Universal Access in providing 15 hours of early childhood education in the four-year-old program.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, other staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Woodridge Pre-school, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff
Approving any changes to this policy	√	√	√
Consulting the current and future users of the preschool to determine the suitability of program times offered at the pre-school. Any changes to program times will need to consider enrolment numbers and the financial viability of proposed changes.	√	√	√



PROCEDURES

Three-year-old Program

2021

The three-year-old program runs as two separate groups with a maximum of 22 children. The groups are referred to as Green and Purple Group and have two sessions per week, over the following session times.

Room 2:

<i>Green Group 2021</i>		<i>Purple Group 2021</i>	
Monday	8:30am – 1:00pm	Tuesday	8:30am – 1:00pm
Wednesday	8:30am – 1:00pm	Thursday	8:30am – 1:00pm

2022

It is anticipated there will be one three-year-old program will be offered in 2022 with a maximum of 27 children and 3 educators. The following timetable is subject to change and dependent upon enrolment numbers:

Room 2:

<i>Green Group 2022</i>	
Tuesday	8:30am – 1:00pm
Thursday	8:30am – 1:00pm

Four-year-old Program

2021

The four-year-old program runs as two separate groups with a maximum of 54 children, 27 in each group and are referred to as Blue Group and Navy Group.

Room 1:

<i>Navy Group 2021</i>		<i>Blue Group 2021</i>	
Monday	8:30am – 4:00pm	Tuesday	8:30am – 4:00pm
Wednesday	8:30am – 4:00pm	Thursday	8:30am – 4:00pm

2022

It is anticipated that two four-year-old programs will be offered in 2022 with a maximum of 54 children. The following timetable is subject to change and dependent upon enrolment numbers.

Room 1:

<i>Navy Group 2022</i>		<i>Blue Group 2022</i>	
Monday	8:30am – 4:00pm	Tuesday	8:30am – 4:00pm
Wednesday	8:30am – 4:00pm	Thursday	8:30am – 4:00pm

After Kinder Care

The After Kinder Care sessions run directly after the Blue Group session times, to provide a long day session of kinder.

2021

Tuesday 4:00pm – 6:00pm

Thursday 4:00pm – 6:00pm

2022

It is anticipated After Kinder Care sessions will again be offered in 2022. The following tentative timetable is subject to change and dependent upon enrolment numbers:

Tuesday 4:00pm – 6:00pm

Thursday 4:00pm – 6:00pm



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the *Definitions* file of the PolicyWorks catalogue.

Universal Access – Universal access is a commitment made by the Council of Australian Governments (COAG) that by 2013 every child will have access to a preschool program in the 12 months prior to full time schooling. This program is to run 15 hours a week.



SOURCES AND RELATED POLICIES

RELATED POLICIES

- Enrolment and Orientation Policy
- Enrolment and Orientation Policy – Free Funded Kinder 2021
- No Jab, No Play Policy
- Fees Policy
- After Kinder Care Policy
- Delivery and Collection of Children Policy



EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- monitor the implementation, compliance, complaints and incidents in relation to this policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk.



AUTHORISATION

This policy was adopted by the approved provider of Woodridge Pre-school on 22 April 2021

REVIEW DATE: April 2022

