

WODEN EARLY CHILDHOOD CENTRE

**CHRISTMAS CLOSURE
POLICY**

POLICY STATEMENT: As a practice, the Management Committee at Woden Early Childhood Centre closes the Centre during the Christmas-New Year period.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE: the Centre is licensed to operate 50 weeks a year. The Centre is closed for two weeks over the Christmas New year period as numbers are lower at this time and keeping the Centre open does not match fee income.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Centre based children's Services Conditions August 2000 1.18d)

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System Quality Practices Guide. 2005 principle 2.1, 2.3, 7.1, 7.2

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Linking Policies:
enrolment

Key Resources:
Early Childhood Australia, The Code of Ethics 2006, retrieved from www.earlychildhoodaustralia.org.au on 3 December 2008.

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 4.3.10

CHRISTMAS CLOSURE

As a practice, the Management Committee at Woden Early Childhood Centre closes the Centre during the Christmas-New Year period. The reason for this decision is that the cost of keeping the centre open does not match fee income. To be a viable operation over this time a fee increase would be inevitable.

With the understanding that Christmas falls on a different day of the week each year, the committee will advise staff and families of the date of centre closure as soon as the decision has been finalised. It is the decision of the committee if the centre is to close early on the last day. These closures are not inconsistent with funding bodies' guidelines.

N.B the Centre does not receive funds for the two weeks it is closed. **The Centre only receives Child Care Benefits for 50 weeks a week.**

PROCEDURE

1. Parent needs:

Parents are advised of the close down well in advance and during enrolment orientation process. Parent are expected to find their own care provider over the close down time.

2. Staff conditions:

Staff may take the closure period off as pro-rata annual leave. Staff are informed of these options and advised on recruitment. This is not inconsistent with conditions of relevant State or Territory Child Care Awards.