

SESSION TIMES - 2025

PURPOSE

This policy outlines the Pre-school session 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 three-year-old and 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, staff, students, volunteers, families, children, and others attending the programs and activities of Woodridge Pre-school, including during offsite excursions and activities.

RESPONSIBILITIES

The approved provider and persons with management or control (PMC) is responsible for:

- 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.

The nominated supervisor and persons in day-to-day charge is responsible for:

- 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.

Early childhood teachers, educators and all other staff are responsible for:

- 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.

PROGRAM TIMES

Three-year-old Program

2025

The three-year-old program runs as two separate groups with a maximum of 27 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 2025</i>	<i>Purple Group 2025</i>
Monday 8:30am – 4:00pm Wednesday 8:30am – 4:00pm	Tuesday 8:30am – 4:00pm Thursday 8:30am – 4:00pm

Four-year-old Program

2025

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 2025</i>	<i>Blue Group 2025</i>
Monday 8:30am – 4:00pm Wednesday 8:30am – 4:00pm	Tuesday 8:30am – 4:00pm Thursday 8:30am – 4:00pm

After Kinder Care

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

2025

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.

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:

- regularly check staff files to ensure details of approved first aid qualifications have been recorded and are current
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- review the first aid procedures following an incident to determine their effectiveness
- regularly seek feedback from the nominated first aid officer/s and everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- consider the advice of relevant bodies or organisations such as Australian Red Cross and St John Ambulance when reviewing this policy
- 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

The policy was adopted by the Approved Provider of Woodridge Pre-School on 27 March 2025.

REVIEW DATE: December 2025
