Opening and Closing procedure

This procedure outlines the steps for educators and staff to follow when opening and closing the long day care centre in Victoria. The centre operates from 7:00 AM to 6:30 PM, with opening staff arriving at 6:45 AM and closing staff remaining until 6:30 PM. The procedure ensures a safe, secure, and welcoming environment for children, families, and staff, while maintaining compliance with regulatory requirements. It incorporates the use of an existing checklist to support consistent practices.

Education and Care Services National Law or Regulations (R.77, 84, 85, 99, 158): NQS QA 2, 3, 4, and 7: Element 2.1.1, 2.2.1, 3.1.1, 3.2.1, 4.1.1, 7.1.2. Health and safety, supervision, environment, staffing arrangements, and governance.

Related Policy: Health and Safety Policy, Staffing Policy

STEP 1: OPENING PROCEDURE (6:45 AM - 7:00 AM)		
1	The opening staff arrive at 6:45 AM and conduct a security check of the premises, ensuring all entry points (doors, gates, windows) are secure and no unauthorized persons are present.	
2	Staff complete the opening checklist, including checking outdoor play areas for hazards (e.g., debris, equipment safety) and ensuring indoor areas are clean, safe, and free from hazards.	
3	Staff verify that all emergency exits are unobstructed and emergency equipment (e.g., fire extinguishers, first aid kits) is in place and functional.	
4	Staff set up the learning environment, including preparing materials, resources, and activities as per the daily program, ensuring accessibility for all children, including those with additional needs.	
5	Staff ensure hygiene standards are met, including checking that bathrooms are clean, stocked with supplies (e.g., soap, paper towels), and handwashing stations are ready for use.	
5	Staff confirm that OWNA is operational on room Ipads & Kiosk (e.g., attendance records, incident reports) is prepared and accessible for the day.	
6	At 7:00 AM, the centre opens, and staff greet families and children, ensuring a warm and welcoming transition into the centre. Staff verify that all children are signed in correctly by parents/guardians.	
7	Staff conduct a headcount to ensure all children present are accounted for and begin active supervision as per regulatory requirements. meetings; understanding of support services including early intervention services, health or therapy services	

STEP 2: CLOSING PROCEDURE (6:00 PM - 6:30 PM)		
1	By 6:00 PM, with fewer children present, staff consolidate children into a designated area (e.g., indoor quiet area) to ensure effective supervision and a calm environment.	
2	Staff complete the closing checklist, including checking all areas (indoor and outdoor) to ensure no children or personal belongings are left behind.	
3	Staff ensure all toys, equipment, and resources are cleaned, sanitized, and stored appropriately, following hygiene and infection control guidelines.	
4	Staff check that all windows, doors, and gates are locked and secure, and that all lights, appliances, and electrical devices are turned off.	
5	Staff verify that all children have been signed out by parents/guardians and that no child is released to an unauthorized person.	
6	Staff conduct a final sweep of the premises to confirm all areas are clear and safe, including bathrooms, sleep rooms, and outdoor areas.	
7	Staff complete end-of-day documentation, including attendance records, incident reports (if any), and notes for the following day's team.	
8	By 6:30 PM, the centre is closed, and all staff ensure the premises are secure before leaving. The nominated supervisor or delegated staff member locks the main entrance.	

REVIEW OF PROCEDURE			
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Approved by	Kanika Bhardwaj	Signature	
Procedure Reviewed Date	Modifications/Changes		