

Providing weekend and overnight care

Under the National Quality Framework (NQF), approved providers can provide education and care services to children for extended hours, including weekend and overnight care, in centre-based services as long as they meet the requirements of the Education and Care Services National Law (National Law) and the Education and Care Services National Regulations (National Regulations) at all times that education and care is being provided. In addition, there are a range of factors to consider to meet the National Quality Standard and provide better educational and developmental outcomes for children.

Staffing requirements

Minimum staffing requirements must be maintained at all times education and care services are provided, irrespective of whether it is day or night during the week or on the weekend.

More information about staffing requirements is available on the department's [website](#).

Building and facility requirements

As well as meeting building standards under the relevant building laws, services must meet the relevant physical environment requirements outlined in National Regulations 103 to 115.

If your service is delivering extended operating hours, you must ensure children's safety, health, and wellbeing, giving special consideration to the facilities available including:

- bedding and linen (sufficient for the number of children and appropriate laundering of items)
- personal hygiene (appropriate for cleaning teeth etc. before going to sleep)
- sleep monitoring (sleep areas, staff distribution, and available facilities)
- bathing and toileting (availability and accessibility to rooms whilst ensuring supervision)
- overnight security (access to the service by unauthorised persons).

Extending the operating hours may also impact on the ability of a service to comply with local planning and development requirements. Check these requirements with your relevant local authority.

Policies and procedures

Policies and procedures must be in place at the service, as outlined in regulation 168 of the National Regulations.

Special consideration should be given to policies and procedures about the following:

- health and safety, including sleep and rest for children
- operating hours
- arrival and collection of children
- incident, injury, trauma and illness
- emergency and evacuation
- providing a safe environment for children.



The approved provider and nominated supervisor must also ensure that children being educated and cared for by the service during these extended hours are adequately supervised and protected from harm and hazards (National Law sections 165 and 167).

National Quality Standard

The requirements of the [National Quality Standard](#) (NQS) apply at all times children are in attendance at the service and all aspects of service delivery, including extended hours, are considered in the assessment process.

When considering changing the operating hours of an education and care service, you should ensure the changes will not impact negatively on the service's ability to meet the NQS.

Notification of extended hours

You must notify the Early Childhood Regulatory Authority (Regulatory Authority) of any changes to the hours and days of operation of an education and care service under National Law section 174 by completing a Notification of change of information about an approved service form (SA12). You should submit the notification, via the National Quality Agenda IT System ([NQA ITS](#)), prior to changing the hours of operation to ensure your service continues to meet legislative requirements, and any potential issues are identified.

If you have a condition on your service approval relating to the hours of operation (such as restricting operation to before school, after school or during school holidays, or specific hours of operation), you must apply to amend the condition by completing an Application for amendment of service approval form (SA03) in the [NQA ITS](#). The service cannot operate outside of the hours specified, unless the Regulatory Authority approves an amendment of the service approval conditions.

Information to be displayed

Information about the extended hours and days of operation, including conditions on the service approval, must be updated and displayed at the service when the notification and application is approved, under National Regulation 173.

More information

- www.earlychildhood.qld.gov.au/regulation
- Email the Regulatory Authority at ecis@qed.qld.gov.au