

PLAN OF MANAGEMENT

CHILD CARE CENTRE: 28-30 MARSKELL CIRCUIT, MUDGEE

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Disclaimer

This document has been prepared reliant upon information made available at the date of publication. While we have tried to ensure the accuracy of the information in this publication, the author accepts no responsibility or liability for any errors, omissions or resultant consequences including any harm, loss or damage caused by reliance on any information or prescriptions in this publication. It is also emphasized that while we have attempted to prepare this document in good faith, the references, views, and conclusions expressed or inferred may differ from other professionals and/or relevant authorities.

1. PURPOSE AND GENERAL OBJECTIVES

This Plan of Management aims to provide principles for the day to day management of the child care centre including the scheduling and use of play areas. If any inconsistencies arise between this Plan, the Development Consent, and relevant regulations/legislation, the requirements of the Development Consent and the applicable regulations/legislation shall prevail.

2. LICENSING

The licensing procedure and proposed facilities and equipment requirement, staffing requirements, child number requirements, operational requirements, administrative requirements, integrity checks, miscellaneous and record keeping for each child of the centre must be in accordance with any relevant requirements in The Education and Care Services National Law and the Education and Care Services National Regulations or other regulations/legislation.

3. OPENING HOURS

The proposed hours of operation for child care will be 7:00am to 6:00pm, Monday to Friday. The centre will close on all public holidays and operate 52 weeks per year.

The hours of operation are to be in accordance with the approved development consent.

4. CAPACITY

A total of 72 children under 6 years are proposed within the following age groups or as per the Development Consent:

The age groups of the childcare places are to be as per below:

- 0-2 years – 12 places,
- 2-3 years – 30 places,
- 3-6 years – 30 places

5. STAFF

The operator is to ensure that the ratio of primary contact staff to children is as per relevant The Education and Care Services National Law and the Education and Care Services National Regulations 2018.

The operator is to ensure that at least 3 members of the full-time staff are present on the premises during operating hours. Staff rosters are to take into consideration current first aid certificates and child protection training. A staff member (responsible persons) with a current first aid certificate is to be present throughout the day between 7:00am and 6:00pm.

Educators are proposed as per the below (minimum required qualifications but not limited to) or as per the relevant regulatory requirements, whichever is the greater:

- 0-2 years – 12 places / 3 educators
- 2-3 years – 30 places / 6 educators
- 3-5 years – 30 places / 3 educators

Nominated Supervisor

As per National Law the approved provider must not operate a service unless there are suitable nominated supervisor(s) for that service.

6. MANAGEMENT OF CHILDREN IN OUTDOOR CHILD CARE CENTRE PLAY AREAS

- The play space areas provided are to be maintained so as to meet the relevant guidelines and provisions in the Education and Care Services National provisions and the Education and Care Services National Regulations 2018.
- The layout of the building, especially the play spaces and toilets are to be designed and maintained to allow easy access, functionality and constant supervision of children.
- Outdoor play area use shall be limited in accordance with the approved acoustic report within the consent.

7. SUPERVISION OF CHILDREN

There must be enough staff in accordance with the relevant provisions of The Education and Care Services National Law and the Education and Care Services National Regulations ratios always present while children in designated play areas. Staff must be positioned to supervise children if they are playing in those areas.

8. CHILD CARE CENTRE ACTIVITIES/PROGRAM

- Educators are responsible for the safety and supervision of children if and when students/volunteers are assisting with the care for children.
- The centre is to maintain supervision ratios in accordance with National Standards or state/territory licensing regulations through regular counting.
- Staffing rosters are to be developed to meet active supervision requirements and these are developed by the Nominated Supervisor/Certified Supervisor.
- The activities program/schedule is intended to be indicative and reflective of the nature of the anticipated activities. It may be changed from time to time dependent upon weather, season and conditions. However, the usage of all play areas must remain

consistent with the conditions of the development consent issued by the consent authority as well as the relevant guidelines and regulatory requirements.

- The use and hours of the outdoor play areas must be in accordance with the Acoustic Report referred to in the Development Consent

9. NOISE MANAGEMENT

- A copy of the acoustic report referenced in the development consent is to be maintained on Site and the recommendations contained within it are to be incorporated into the day to day function of the Centre
- Staff will be instructed that when planning and evaluating play to consider elements such as noise reduction both between and within spaces.
- To manage the amount of noise produced by children in the outdoor play areas; the children will be encouraged to play in small groups.
- The premises should not be used for any educational use outside of the approved hours
- Acoustic fencing and balustrades will be installed and maintained in accordance with the approved development application plans and in accordance with the
- The maximum limit on the total number of children outdoor at one time shall be limited in accordance with the approved acoustic report

10. TRAFFIC & PARKING MANAGEMENT PLAN

The following procedures are to be adopted for the use of the Centre's parking area:

- All parking associated with the childcare centre must occur within the signposted spaces
- The disabled car space must only be used by persons with a valid disability permit
- The pedestrian walkway connecting the car parking spaces to be kept clear at all times
- The car parking spaces are not to be used for storage purposes
- Staff, parents/guardians and local stakeholders are encouraged to report improper use of the car parking area to the centre's manager. In this regard, regular parent/guardian education should be undertaken via soft and hard copies (i.e. email and letters).
- Staff are to regularly monitor the car park during operating hours to ensure the above items are adhered to, particularly during peak drop-off/pickup periods

11. STAFF ARRIVAL

Staff are anticipated to arrive at staggered times between 6:50am and 10.00am.

12. PARENTS/CHILDREN ARRIVAL AND DEPARTURE

In the morning hours, parents are expected arrive between the hours of 7:00am 10:00am. Similarly, for pickup, the parents are anticipated to start arriving from 3:00pm and stagger until 6:00pm.

13. SECURITY MEASURES POLICY

The Centre must be equipped with the following security measures:

- Childproof fences and gates,
- Security cameras
- Back to base alarms
- Individual electronic access swipe passes for all staff and parents/guardians (access passes will be returned/cancelled upon children or staff leaving permanently leaving the centre)
- The centre must also be equipped with any relevant safety or security measure referenced in the development consent
- Any other measure required by the consent authority or by relevant regulations/guidelines

The operator is to ensure the ongoing maintenance of the prescribed security features.

14. COMMUNICATION

- Educators communicate with one another when they are unable to supervise to ensure children are actively supervised at all times.
- The Operator is to ensure communication with families in the event of an emergency or incidents occurring via telephone, email or other means as necessary
- The Operator is to communicate any relevant policy or program changes to relevant parents/guardians/families via telephone, email or social media as necessary

15. EVENTS & PARENT INFORMATION DAYS

The operator may conduct centre events and parent information days, however, this must occur within the approved hours of operation and not on a public holiday.

16. INSURANCES

The operator will be required to maintain appropriate insurance which covers all aspects of the operation of the Centre as well as Public Liability Insurance as required by the relevant regulations/legislative requirements and/or Development Consent.

17. CENTRE CLEANLINESS, WASTE MANAGEMENT AND MAINTENANCE

The operator is to ensure that the centres is to be kept clean by both staff, cleaners and landscapers as required. The operator is to ensure a schedule of required maintenance is to be routinely undertaken by suitably qualified persons as required.

Waste will be stored in our designated bins in the provided area in accordance with the approved waste management plan referenced in the Development Consent.

The bins will be placed in the designated area. Staff are to ensure that the waste collection area is maintained, and bins are collected and taken out of public viewing in a timely manner.

18. EMERGENCY

In the event of an emergency, the evacuation is to occur in accordance with an emergency plan which is to be prepared prior to operation. The operator is to ensure all staff are trained in accordance with the rules and responsibilities of the emergency plan.

19. COMPLAINT REGISTER

The operator is to maintain complaint register on Site, recording incidents and complaints by neighbours or other stakeholders. The register is to record:

- Date
- Nature of the complaint
- Name and contact details of plaintiff
- Actions taken
- Resolution/outcome of the matters
- Further action required (if applicable)
- Action taken to address complaint (if applicable)

The complaint register is to be made available for inspection by Mid-Western Regional Council.