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**CHILDCARE CENTRE
MANAGEMENT PLAN**

243 Forresters Road, NORTH ST MARYS

Prepared by Aurrum Childcare and Preschool

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Reasoning

This Plan of Management document is required by council and is in place to provide an overview of the proposed operational approach by the childcare operator. By having this in place, the childcare operation aims to minimise any adverse effects on the neighbours and community. Further, this operational plan highlights the areas that are met as required by council's conditions of development consent for a childcare centre.

Executive Summary

This proposed childcare service is designed to cater for children from birth (six weeks) to under six (6) years of age. The layout of the premises has been designed to be efficient for operational purposes, staffing and management while providing facilities for children that are compliant with the National Quality Standards. The design of the childcare facility is also compliant with BCA, and the Education and Care Services National Regulations.

Philosophy

Aurum Childcare and Preschool is a place where children and families grow together. At Aurum Childcare and Preschool Centres, children and families are at the heart of everything that we do.

We are driven by integrity and are local and community focussed. We strive to make a positive impact on our children, and to provide them with a fun, exciting place to grow and learn.

We design our own centres. Each one is unique and uses carefully considered, high end environmental design to create a space that perfectly suits the needs of our children and teachers, and encourages imagination and play.

We strive to use environmentally friendly design practices and our resources are all ethically sourced and provide varied learning opportunities. Our approach to learning is through play-based theory incorporating the Reggio Emilia approach. Our curriculum is key to the children's our children and families with support and respect. We are constantly innovating and improving our centres and training our staff, based on new ideas and research.

Centre Design

The centre has been designed in consultation with the Aurum Leadership Team to ensure that the centre is purpose-built as a high-quality facility for young children and meets all

the Education and Care Services National Regulations and the National Quality Standards (NQS) while allowing for a smooth flow of operations within the service.

Our design philosophy is particular about children centres having plenty access to natural daylight, being constructed with healthy, low – VOC materials and being naturally well ventilated. Light, colour, space, and beauty are essential ingredients.

The ages of zero to five are when you will make the most impact on a human's life, so they're really important to get right.

General Design

Our North St Marys centre encourages imagination, play and fun, while being healthy and safe. The site lent itself easily to the idea of a structured walkway placed along the length of the building.

The design breaks down the childcare centres into a series of houses, more like a small village. This approach gives the centres a new identity that reflects its content and create a unique character that differentiate it from the surrounding industrial complexes.

The simple one-story building materials have been played down to create a backdrop for the striking pergola beams and are a simple mix of cedar cladding and joinery. Floor-to-ceiling glazing allows much-needed daylight to penetrate deep into the interior and in summer the whole building can be opened up to keep spaces fresh and cool.

Inside, the bespoke spaces were designed with common aspects, but each playroom has been tailored made with specific themes including native fauna and indigenous landscaping. These interesting spaces are designed around the Aurrum pedagogy and what the organisation believes is right for children at different ages to best help them grown and learn.

Outdoor/Landscape Design

The landscaping is designed to integrate with the building and, as with all our centres, we have chosen mainly natural material and surfaces with a reasonable amount of planting, sandpits, and natural grass.

Children can splash in the water, jump on the air pillow, explore in the grass, or hide behind the large natural pine posts – it is the ideal environment to encourage imagination, exercise and play.

Featuring a fruit orchard, a greenhouse, planter boxes overflowing with fresh produce, herb gardens and sensory plantation, the children will be encouraged to move seamlessly between the indoor and outdoor environment.

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Business Name

Aurum Childcare and Preschool

Location

213 Forresters Road, North St Marys 2760

Hours of Operation

The centre will operate from 6.30am – 6.30pm Monday to Friday 52 weeks of the year and closed on all Public Holidays.

Number of Children

The centre will accommodate up to one hundred and thirty-eight (138) children per day between the ages of six weeks and six years.

The children will be cared for in groups based on their ages and in accordance with the Education and Care Services National Regulations. The rooms will be divided as follows:

- Forty-eight (48) 0-2 years old
- Forty (40) 2-3 years old
- Fifty (50) 3-6 years old

The daily program will be based on their needs, individual development, and progress. Each room will be compliant at all times with the Education and Care Services National Regulations in regard to child to staff ratio as shown below for NSW:

Age of Children	Educator to Child Ratio
Birth to under 24 months	1:4
24 months and less than 36 months	1:5 (from 1.1.16)
Over 36 months and not yet attending school	1:10

Playroom Facilities

Each group will be provided with developmentally appropriate learning programs within a purpose-built playroom. The playrooms have been designed as boutique-based offering more intimate care and supervision but with open viewing accessibility to allow staff a “clear line of sight” of the children at all times.

Each group will have access to a purpose-built bathroom facility adjacent to their playroom, allowing staff clear supervision of the children at all times. The bathrooms incorporate hand basins (1:15) and child sized toilets (1:15) including Dyson air blade hand dryers.

All playrooms incorporate a dedicated craft sink (including sink, bench top and lockable cupboards) for the clean-up of craft activities. Also included in each playroom are off-floor cupboards for the storage of resource items, storerooms, and locker areas.

In addition, early learners and preschool children will have access to a dedicated arts and creative studio spaces including music instruments, painting easels and sensory panels.

Staff Structure

The centre will be administered by a centre Director who is supported by a 2IC with approximately twenty (25) further educators, inclusive of eleven (11) fulltime teaching educators/supervisors and one (1) part time teaching educator/supervisor. Depending on staff market conditions at time of opening, the service will aim to employ four (4) of the teaching educators with an Early Childhood Teaching degree or similar and the other fourteen will operate as assistants, all possessing either a TAFE Certificate or Diploma in Centre Based Care and have practical experience within the childcare industry.

All teaching educators must be able to demonstrate:

- The ability to create a safe environment for children.
- Knowledge of the stages of physical, emotional, cognitive, social and cultural development of children.
- Knowledge of activities and experiences appropriate for the various ages and stages of development of children.
- Knowledge of health, hygiene and nutrition needs of children.
- Experience caring for children

Educators will work a daily eight hour shift (19 day month) with a minimum of two staff present at the Centre at all times.

One qualified staff member will be appointed Authorised Supervisor of the centre. This Authorised Supervisor will maintain overall supervision of provision of the service and will be present at the centre for no less than 50% of the time that the service is provided as per the Education and Care Services National Regulations.

A Full-time qualified kitchen hand/cook will be employed to prepare healthy meals daily on the premises for the children. The cook will hold a certificate attesting to the completion of a basic training course in food safety and nutrition.

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Supervision of Children

The centre is bound by the Education and Care Services National Regulations to provide adequate levels of supervision to all children with all staff/child ratios to be maintained at all times.

In the case of a staff member being absent from the centre a casual educator with the equivalent qualification or experience will be employed as a replacement.

As prescribed by the Education and Care Services National Regulations, all staff-child interactions will act to ensure the dignity and rights of each child being provided with the service. At no time will the child be subject to physical, verbal or emotional punishment, or be isolated for any reason other than illness. Instead children will be directed to acceptable behaviour through respect, emotional support, positive guidance and encouragement.

Security.

A premium security and access control system are an integral component in providing staff, children, parents & caregivers' assurance that children are being cared for in a safe environment.

The main entry into the premises will be secured using a combination of keypad access control and a u-Prox compatible card reader which utilises both a programmable access card and a smartphone compatible application. Individual access controls for staff and parents & caregivers will be managed, monitored, and recorded from a centralised data base. Access controls and their security renewals will be reviewed on a regular basis with passwords changed on a scheduled basis.

A CCTV network of cameras will provide visual surveillance and recordings of all perimeter doors for proper identification of unscheduled visitors (i.e. deliveries and enquiries). The CCTV will operate on a 24-hour loop and provide after-hours support.

Every staff member including centre maintenance personnel will undergo a Working With Children Check (WWCC).

Deliveries

Deliveries to the centre from different suppliers (such as food, stationary, equipment, and cleaning products) will be required via the front main entrance with the delivery person or visitor required to press the buzzer link to the centre and they will then be provided access to deliver the products. Deliveries will be requested to be provided between 7 am and 8 am daily.

Outdoor Play Times

Play is a vital component of a quality early childhood care and education program. Centre staff plan and program outdoor activities to meet the needs of children within their care, assessing their developmental level, areas of need, areas of strength and areas of interest. Programmed activities will be provided for the development of gross motor skills, fine motor skills, language skills, creative skills, social skills and cognitive skills. This planned approach to outdoor play aims to maximize levels of child engagement in specific play experiences.

The time dedicated to outdoor play within the daily routine is influenced by several factors. Firstly, each group of children will have a different daily routine relevant to their age-appropriate developmental needs. This variation in daily routine reduces the incidence of all children accessing the outdoor play environment at the same time.

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Secondly, the planned time for outdoor play will be scheduled to mimic the exact same approach of the natural seasonal times. In summer, to avoid the heat of the middle of the day, outdoor play will generally be scheduled earlier in the morning (anywhere between 8.00am – 11am) and later in the afternoon (anywhere between 3.30pm- 6.00pm.) In winter, outdoor play will be scheduled to avoid the cooler mornings and darker evenings (morning 9.00 – 11.30am) and afternoons (2.00 – 4.30pm). It should be noted that these times fall within standard working hours and are restricted to the Monday to Friday operational hours.

Daily Routine

Prior to the centre opening, a designated staff member will review the entry and the entire playground area to ensure that nil rubbish or foreign objects of any type are present as a safety routine procedure.

6.30am	Centre Opens (7-7.30am Breakfast)
7.30am	Family Grouping
8.30am	Free Play (Morning Tea- 9.30am)
10.00am	Indoor programmed experiences in individual rooms
12.00pm	Rest/Sleeptime with quiet activities
11.30am-12.30pm Lunch	
12.30pm	Rest & Quiet activities
1.45pm	Dance & Move classes
3.00pm	Afternoon Tea 3-3.30pm
3.30pm	Free play
4.30pm	Music classes
5.30pm	Late Snack 5.30pm and story telling
6.00pm	Family Grouping and Centre Closed

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Playground Surfacing and Landscaping

The playground has been designed to minimize the presence of hard surfaces. This will reduce potential noise generated by children running with wheeled toys, dropping items etc.

It has also been designed to feel similar to an outdoor natural playground environment.

Kitchen Facilities & Food

An onsite kitchen for food preparation and storage has been incorporated into the centre. The kitchen includes a stove, microwave, sink with hot water for washing dishes, refrigerator, and rubbish bin facilities.

Meals served to children are healthy and nutritional to support the intake required by growing children. The centre will hire a kitchen hand/cook to help prepare the meals daily.

Waste Management

Internal rubbish bins will be located in each playroom and bathroom, as well as the kitchen and administration. These bins will be emptied daily by cleaning staff and at other times, if necessary, by centre staff. Recycling collection bins will also be located in each playroom and in the kitchen. Rubbish and recycling will be transferred daily to the external bin area.

Laundry Facilities

The centre design incorporates an onsite laundry facility for staff use as per the Education and Care Services National Regulations.

Centre Maintenance

The centre will have professional cleaners that clean the centre according to Aurrum Childcare and Preschool high standards of childcare cleanliness. The centre will also be tidied up daily by the staff to ensure that the environment is neat at all times.

Further, the centre will also have cyclical visits by Aurrum's in-house maintenance team that will fix any items needing repairs.

The centre will also have a dedicated WH&S officer who will manage all safety matters for children and staff.

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Centre Support

The centre will have a designated Director and 2IC for everyday management. Further, it will also have an Operations Leader who will be working very closely with the Director and parents to ensure all requirements are met and exceeded. The Operations Leader will be senior ECT qualified with over 10 years of childcare management experience.

The centre will have access to the Aurrum Childcare management team comprising of:

- General Manager
- Operations Leader
- Human Resources Manager
- Financial Officer
- Parent Support Officer

Regulations & Compliance

The centre will adhere and comply with all regulations including:

Department	Area
ACECQA	National Quality Framework
Local State and Federal Government	Education and Care Services National Education
Department of Education and Communities	Child to Educator Ratios