

Proposed Child Care Centre

Location: 84 Third Road, Berkshire Park, NSW 2765

# Operational Plan of Management

## Meek's Day Care and Early Learning Centre

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## **1. Executive Summary**

This Plan of Management (POM) will form an integral part of the ongoing management requirement for the proposed Child Care Centre.

This is a document requested by council as part of the Development Application and aims to reflect a reasonable and fair agreement between Penrith City Council Meeks Day Care and Early Learning Centre.

## **2. Capacity of Centre / Age of Children attending**

The centres capacity is for a total of 22 enrolled children.

The capacity is formed by way of the Childcare Regulation and is calculated by an architect in respect to unencumbered indoor space required per child (among other variables).

The Age of the children is proposed as either;

- 5 x 2 - 3 years of age, and 17 x 3 years – school age, or
- 22 x 3 years – school age

These ratios are dependent on demand and staff qualifications.

## **3. Hours of Operation**

The centre will operate Monday to Friday from 7.30am to 5.30pm

48 weeks per year. Closure is over the Christmas break for 4 consecutive weeks. The centre is also closed on public holidays.

#### **4. Staffing**

The centre will be operated by a minimum of 2 educators for opening and closing times. When the centre is at full capacity, 4 educators will be required (one of who is the Approved Provider or Nominated Supervisor)

Educators arrival and departure times will be rostered according to the children's arrival and departure times.

Meek's Day Care and Early Learning Centre has 4 Full Time Staff ready to commence work as soon as the centre opens.

All staff are qualified and experienced in the industry and there is a Nominated Supervisors with 7 years experience to control all functions in the absence of the Approved Provider.

There is also a pool of relief educators on call to replace permanent educators when required.

#### **5. Staff arrival**

1 - 2 x Staff members will open at 7.30am

1 x staff member will start between 9am and 9.30am

1 x staff member is on site (Resident/Approved Provider) and is used as required when other staff take toilet or meal breaks.

#### **6. Parents / Children Arrival and Departures**

In the morning parents will arrive at staggered times between 7.30am and 10am (depending on their work times / lifestyle)

Similarly in the afternoon Parents begin to arrive from 2.40pm and stagger until 5.30pm

## **7. Daily Schedule for Children and Educators**

### **Routine**

#### **7.30am : Centre opens**

#### **7.30am – 9am: Breakfast and Family Grouping Time**

A quiet settling time for Children to eat their breakfast, mix together and calm themselves after separation from family

#### **9am – 9.45am: Free play (Indoor/Outdoor)**

A time for children to participate in a variety of free-play learning experiences. Children are given the flexibility to play indoors or outdoors (weather permitting)

#### **9.45am – 10am: Good Morning Circle Group Time**

A Time for Children to pack away the activity or toy they are playing with and group together on the floor with educators to say Good Morning and mention a few of the activities that are planned for the day.

#### **10am – 10.15am: Morning Tea**

A Time for children to wash their hands and sit at the tables for a Healthy snack and piece of fruit from their lunch box.

#### **10.15am – 11am: Story Reading / Theatrical / Dress up time**

A time for children to listen to stories being read by one of the educators (indoor or outdoor), or dress up in costume, play music or put on a puppet show or concert for their friends. A time for Educator to set up a planned learning experience

#### **11am – 11.45am: Planned learning Experience (Including Art and Craft)**

A opportunity for children to develop their emerging skills and disposition towards learning. All pre-planned experiences are designed following the the Early Years Learning Framework and meet the children's development level as well as their interests

#### **11.45am – 12pm: Analysis of the activity and Children's Input**

This is the time for the Children to tell educators what they think about the activity they have just done, what they have learned, what they would like to do next time. Everyone has the opportunity to help pack away resources and Educators can recognise hard work and achievement.

#### **12.pm – 12.30pm: Lunch**

A time for hand washing, lunch, children to practice their developing self-help skills. During this time an educator can prepare for the after-lunch physical exercise activity and set up for rest time.

#### **12.30am – 12.45pm: Exercise Time**

Designed to burn off energy before the children relax and rest. This time is designed to keep the children fit using gross motor movements and develop an interest in healthy lifestyle choices.

#### **12.45pm – 2.15pm: Rest Time**

A quiet, dark and calm time for the children to rest or sleep so they can restore energy for the afternoon session. Music, sounds of the forest, patting the children, singing soft lullabies etc. Educators can use this time to document children's learning and create classroom displays.

**2.15pm – 2.30pm: quiet activity / free play**

Time for children to participate in activities they choose while the other children are waking up.

**2.30pm – 3pm – Animal Well-being**

Our Animals are very important to us so on a daily basis we need to feed them, check chicken coop for eggs, give clean water, clean their enclosure, have a pat and say hello.

**3pm – 3.30pm – Afternoon Tea**

A time for hand washing, a healthy snack and time for children to practice their developing self-help skills.

**3.30pm – 5pm – Outdoor activities (planned and spontaneous) transitioning into free play**

Some children will be going home at this time. As parents arrive children come inside and are encouraged to collect their water bottles, wash their hands and put their belonging in their bags. Parents take lunch boxes from fridge and craft items that are hanging up.

**5pm – 5.30pm – Inside quiet play / story and group time**

Most children will be going home before this time and the remaining children will now transition inside to relax and listen to stories or participate in group time where we can discuss things we've enjoyed from our day and things we would like to do next time we come.

**5.30pm – Centre closes****8. Traffic and Parking Management Plan**

The following procedures are to be adopted for the use of the centre's car parking area;

- There will a minimum of 15 car spaces made available to the centre (This includes 1 disabled space) at all times of operation.
- Staggered arrival and departure times will be incorporated to ensure no more than 7 cars enter and exit the carpark in a 15 minute period (This is to protect our neighbours from noise generation)
- Parking associated with the child care centre will be signposted.
- Speed limit of 10km/h will be clearly signposted and monitored by centre staff.
- 'Shared Zone' signage will be clearly visible to ensure noise production is considered by families as well as safety for all people on site.
- Children are not permitted to travel unattended through the carpark at any time.
- NO smoking in the carpark at any time of centre operation.

- Vehicles must enter and exit the site parking area in a forward direction at all times.
- The disabled car space must be used only by people who display a valid disability permit.
- The pedestrian crossing separating the car parking spaces and the centre entry gate must be kept clear at all times.
- No double parking is permitted in the carpark. (This includes suppliers and deliveries)
- The security gate at the entrance to the car park must be kept open at all times during centre operation.
- The Manager and Provider will have separate private parking at the front of the residence to ensure there are sufficient spaces for families
- Staff and Families must be encouraged to report improper use of the car parking area to the centre's manager, this will be done by way of Parent – Educator Communication avenues i.e newsletters, notes in child's bag sent home etc.
- Car Parking Policy will be issue to all families when they enrol their child at the centre.
- This Car Parking Management Plan will be regularly review and amended as deemed necessary or under the instruction of Council.

## **9. Noise Management Plan**

The Child care centre should not become a source of 'offensive noise' impacting adversely on neighbouring properties.

An Acoustics report has been prepared for council considering the worst case scenario of all Children at the centre playing in the designated Outdoor area at the one time.

The centre was deemed to be compliant both in the carparking operation and the children paying. The recommendations made by the engineers will be adopted to ensure compliance continues.

Other procedures adopted by the centre will also ensure there is no further impact made on Acoustic levels.

- Children screaming and shouting is discouraged and if a child continues to engage in this behaviour they will be excluded from outdoor activities until the behaviour is managed.
- A crying or distressed child will be attended to straight away.
- When children are outside they will always be directly supervised by at least 2 (but more than likely 3 or 4) educators.
- This Noise Management Plan will be reviewed and amended as deemed necessary or under the instruction of Council.

## **10. Mechanism for Conveying Policies and Updates to Families**

The Centre's operations are documented in our many Policies and Procedures. These Policies and Procedures make up many volumes. All Educators and staff must read the policies and procedures and confirm in writing that they have done so. The Policies and Procedures are discussed at staff meetings and are continually updated and redistributed as they are amended to retain their relevance and uphold compliance.

Policies are also located in the Administration area that is accessible to families at any time.



## **11. Security Measures for the Centre**

The centre will have the following security measures in place:

- All boundary fences and gates are child proof and comply with regulations.
- Security Alarm fitted to the Child Care Centre building.
- Line of sight to front (locked) gate to operate 'buzz-in' system for families and visitors arriving at the centre.

## **12. Collection and Delivery of Children Policy**

The Aim of the policy is to Ensure that delivery and collection procedures are consistent with the safety of children. It is also paramount that children are delivered to and collected from the centre by an authorised person only.

The implementation of the policy involves the nominated supervisor, educators, staff and any volunteers following procedures at all times is to ensure the safety of all children.

- Children and families will not be allowed to enter our building prior to operating hours
- We encourage families to drop children off before 10.30am and collect after 2pm
- Special arrangements for collection and delivery must be made in writing
- Families must advise the centre if a child is going to be away for the day
- All children must be brought into the centre by an adult and handed to a educator, similarly parents are required to make contact and inform educators when they have collected a child
- All children must be signed in and out by the person who delivers or collects. If a parent forgets to sign in or out the nominated supervisor will do so
- No child will ever be released into the care of an unauthorised person if the person becomes aggressive or violent or refuses to leave the premises, the

nominated supervisor will ensure the safety of all children, implement a lock down procedure and call the police

- Children may leave the premises in the event of an emergency such as evacuation or medical emergency
- Individuals or groups visiting the centre must sign in when they arrive and sign out when they leave and will NEVER be left alone with any child.
- The approved provider/nominated supervisor will ensure these procedures are implemented and maintained at all times

**13. Other Policies relating to Centre Management to be included in the POM before centre opens...**

Located in Policies and Procedures

- Supervision of children Policy
- Family & Community Involvement Policy
- Complaint Handling
- Centre Events (and Parent Information days)
- Insurances and Liabilities
- Centre Cleanliness (including Maintenance and Waste Management)
- Fire Safety, Flood and Emergencies
- Administration
- Sales and Marketing (Signage and Advertising)

## **14.Centre Philosophy**

Meek's Day Care and Early Learning Centre was formed on the lands of the Darug People of the Hawkesbury Region.

We acknowledge Aboriginal & Torres Strait Islander People as the Traditional Custodians of this country and their connection to the land, water and community in which we operate. We pay our respect to them, their cultures and customs both past and present.

Meek's Day Care and Early Learning Centre will provide a learning environment for children that is warm, nurturing, fun and stimulating. We strive to ensure the environments are safe, hygienic and well supervised. We will foster children's development by motivating and inspiring children to be the best learners that they can be. We know that children learn through play and need a balance of open ended commercial and natural resources to promote social interactions, spontaneity, risk-taking, exploration, discovery and a connection with animals and nature.

Meek's Day Care and Early Learning Centre recognises that families are the foundation in children's growth and development. Educators will develop positive relationships with families based on mutual trust and a high level of open communication, supporting predictability and continuity for the children. We will make decisions together with families to ensure the children are learning to their best ability and in a collaborative manner with their home life. We will help to guide and support families in their role, while also learning from families in order to achieve the best outcomes for their children.

Our Educator's interactions with children will be positive, constructive and always encouraging. Educators will, at all times, role model the behaviours that we are teaching the children. Educators will acknowledge the uniqueness and potential of every single child to best meet their needs. Educators will demonstrate understanding and acceptance when dealing with challenging behaviour.

We pride ourselves at being proactive to help each child build on their existing strengths and skills and also identify areas that may need attention. Our service promises to work together with each family to achieve individual milestones and goals.

Meek's Day Care and Early Learning Centre will provide children with a regular routine where they will be given adequate time for meals and rest. Every day we will provide experiences which will give each child the opportunity to explore music and movement, language, science, art, culture and mathematics.

Our Curriculum is set and overseen by qualified Early Childhood Educators with more than 15 years experience teaching young minds. Our weekly program will be led by the children's interests with opportunities for each child to interact with nature, animals and the exciting

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world around them. We will also provide the opportunity for each child to experience dignity of risk in order to learn new skills and achieve goals.

All children will have an equal opportunity to learn, there will never be discrimination against gender, age, ability, economic status, family structure, ethnicity, lifestyle, religion, culture or language. We will educate children about differences between children, families and communities and help to promote positive self-esteem in all children. We will ensure families with additional needs are included and will offer any support, guidance and assistance where needed.

Meek's Day Care and Early Learning Centre will ensure children and families feel welcome and included by celebrating cultural and religious events and acknowledging and respecting religious beliefs. We implement experiences in our weekly program to educate children about the differences within each family in our service and also within our community.

Educators will role model an appreciation for the environment and sustainable practices to protect and preserve our world. We will aim to achieve a sense of wonder, a feeling of belonging to, and a love for, the land, nature and animals so that children can develop a lifelong positive & proactive attitude towards the environment and a sustainable future.

Our Educators will provide the highest quality care every day to help each child achieve the best learning outcomes possible. Educators will follow this Centre's Philosophy to guide them in their very important roles.

All of our educators have children of their own so we fully understand and appreciate that we have your most precious commodity in our hands. We don't take this responsibility lightly and we all chose to work in this field because we are dedicated to educating and caring for children in the best possible way.

Meek's Day Care and Early Learning Centre has a commitment to continuous improvement and maintains a culture of ongoing reflection and self-review. Effective evaluation and self-review enables our service to continuously improve our policies, procedures and practices, which in turn enables the nominated supervisor, educators and co-ordinators to improve their practice, which contributes directly to improved learning outcomes for children.