

PLAN OF MANAGEMENT

**KIDDIWINKS
PLAY LAUGH & LEARN
Education & Care
0-6years**

CRANEBROOK CHILDCARE

Introduction

A Long Day Care Centre in Cranebrook is proposed. The Childcare Centre will provide high quality education and care for children aged 6 weeks to 6 years of age.

The service aims to provide affordable, accessible childcare service to the community. We plan to meet the needs and expectations of the parents and provide exceptional care which is responsive to the needs of the children in the childcare. We aim to provide a safe, clean and hygienic environment with a quality educational program to assist children in developing to their full potential.

Childcare meets a number of important social and economic community needs. By providing high quality care for children parents are free to pursue work and study. Parents who may be under stress can be provided with respite. Children who are at risk or have disabilities are supported within our services.

Demographics

Cranebrook is a suburb west of Sydney, in the state of New South Wales, Australia. Marsden Park is located 60 kilometres west of the Sydney central business district, in the Penrith local government area and is part of the Greater Western Sydney region. Cranebrook is a growing suburb of western Sydney providing affordable housing for young families and first home buyers and many young families with children. According to the 2016 census:

- The median age of people living in Marsden Park is 32 years (much lower than the NSW and Australia median of 38).
- Population of 15,759 including 48.9% females 51.1% males.
- 48.1% of people are married
- 79.5% of people living in Cranebrook were born in Australia
- 64.7% of people work full time while 25.3% work part time
- 21.1% of homes are fully owed, 50.3% are in the process of being purchased by a home loan mortgage, 26.4% of homes are rented
- The average individual income is \$783.00 per week

Cranebrook is therefore a growing area which will need childcare to cater for the families and growth in this area.

Governance of management

Our service will meet its legal and financial obligations by implementing appropriate governance practices that support our aim to provide high quality care that meets the objectives and principals of the National Quality Framework, National Quality Standards and the Early Years Learning Framework.

The service Licensee/Approved Providers will include;

- Toni - Bachelor of Education 0 – 8 years – 20 years experience in childcare industry
- Nicole - Bachelor of Teaching 0 – 5 years - 15 years experience in childcare industry

Our services will have the following organisational structure;

- Approved provider/Owner – Licensee
- Operations Manager & Area Manager
- Centre Director – Nominated Supervisor
- Supervisor
- Educators – Room Leaders, Assistants and trainees.
- Cook
- Support workers to assist with children with additional needs.

Compliance & Legislation

The Centre will adhere to the legislations listed below;

- The Education and Care Services National Law
- The Education and Care Services National Regulations
- FAO legislation
- WHS Act 2011 & WHS Regulation 2017
- Child Protection
 - Children and Young Person's (care and protection) Act 1998
 - Ombudsman Act 1976
 - Child Protection Legislation Amendment Act 2015
- Food Act 2003
- ACECQA National Quality Framework
- Anti-discrimination legislation

- Industrial and financial laws
- Privacy Act
 - Commonwealth Privacy Act 2000
 - NSW Health Records Act 2001
 - NSW Privacy

Assessment and Rating

All services approved under the Educational & Care Services national law are assessed and rated by their state or territory regulatory authority. The Centre will be assessed and rated against the NQS – National Quality Standards. There are 7 quality areas, and each service is given an overall rating on these results. The ratings are;

- Excellent rating, awarded by ACECQA
- Exceeding National Quality Standard
- Meeting National Quality Standard
- Working towards National Quality standard
- Significant improvement required

<http://www.cecqa.gov.au>

Services must display their ratings at all times. The quality ratings are published on the national registers. Ratings promote transparency and accountability and help parents assess the quality of education and care services available.

Quality Improvement Plans

The national regulations require all services to have a quality improvement plan (QIP). The aim of the QIP is to help providers self-assess their performance in delivering quality education and care, and to plan future improvements. The service will have a working QIP at the Centre used to record all improvements for the future linking to the 7 National quality standards (NQS).

Policy

Policies and procedures have been developed to provide staff and management with a set of formal guidelines to inform all aspects of the day to day running of the service. Policies reflect legislation/regulation and contain information and contemporary perspectives from recognized sources.

Employment & Managing Staff

Recruiting staff – HR team will assist in hiring staff as required

Ethics – Code of Ethics will guide staff and ensure a fair and ethical workplace for all employees.

Industrial relations and employers' responsibilities – All staff will be employed under the children's services award 2010 & the educational services (teachers) award 2010

Professional development – All staff will be involved in training each year. Future growth within the company is promoted. All staff will be supported in further studies.

Traineeships – Traineeships for certificate 3 in children's services and Diploma in children's services will be offered to educators who would like to start their career in childcare.

Staffing – the following staff will need to be employed for the 100-place childcare service:

- x2 Owners/Managers
- x1 Director
- x4 Early Childhood Teachers (ECT) – (Inc 1 x 2IC)
- x5 Diploma qualified staff
- x4 Certificate 3 qualified staff
- x4 trainees studying Certificate 3
- x1 Certificate 3 support worker
- x1 Cook + x1 an assistant cook

<https://www.det.nsw.edu.au/media/downloads/what-we-offer/early-childhood-education-and-care/regulatory-framework/national-quality-framework/information-sheets/nsw-centre-based-info-sheet.pdf>

Service & Operations;

Structure of Service operations

Long day care Centre will operate

- Between 6:00am – 6:30pm
- Monday to Friday
- 50 weeks per year
- Cater for 100 children per day – aged 6weeks to 6years

- 0-2 years 28 children
- 2-3years 32 children
- 3-5 years 40 children

License: A license will be applied for through ACECQA allowing services operation under the provider license.

Community & Family Partnerships;

The services will collaborate with the local community including schools, other childcare centers, library, council, speech therapist, OT, KU children's services, local shops & business. Our calendar of events will reflect all local community events, festivals, and cultures.

Environments/Sustainability;

The services environments will be built to influence sustainable practices.

The Centre will be member of ECEEN early childhood environmental education network.

<http://www.eceen.org.au>

Waste – recycling will be promoted as well as compost heaps and worm farm. Council bins plus using a private bin collection service to manage rubbish removal.

Environments will be maintained by externally employed cleaners and garden/maintenance companies.

A vegetable garden will be planting and the veggies used within daily cooking.

Maintenance:

The building will be maintained on a regular basis;

- Maintenance checklists – conducted monthly by childcare director
- Annual inspections to the building and outdoor spaces
- Annual external fire inspections
- Building will be maintained to the building code of Australia and other relevant statutory standards.

Children's Health & Safety;

Menu – children will be provided with Breakfast, Morning Tea, Lunch, Afternoon Tea & Late Afternoon Snack. The menu will be approved by NSW health and meet the daily requirements for children. <https://www.healthykids.nsw.gov.au/teachers-childcare/nutrition-high-school/high-school-nutrition-guidelines.aspx>

Munch and Move program will be run at the Centre. This is developed by NSW Health. <https://www.healthykids.nsw.gov.au/teachers-childcare/munch-and-move.aspx>

Health and Hygiene - Staying Healthy in Childcare will provide procedures and best practices guidelines developed by NHMRC National Health & Medical Research Council. <https://www.nhmrc.gov.au>

Safety – Kidsafe NSW will provide audits on the outdoor environment and equipment. <http://www.kidsafensw.org>

Allergies/Asthma and Anaphylaxis – all staff will be first aid/Asthma and Anaphylaxis trained. ASCIA – provide health action plans. <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>

<https://www.asthmaaustralia.org.au/nsw/home>

Child Protection – staff will be trained up to date. <http://napcan.org.au>

Immunisation – all children attending the service must be immunized to be enrolled. <http://www.health.nsw.gov.au/immunisation/pages/default.aspx>

<https://www.humanservices.gov.au/customer/services/medicare/australian-immunisation-register>

Workplace Health and Safety (WHS)

Educational programs;

An educational leader will be employed to implement the educational program in line with the national framework.

EYLF – Early Years Learning Framework – this will provide a foundation for the educational program. Children will be assessed against the learning outcomes. <https://www.education.gov.au/early-years-learning-framework>

Programs for children with additional needs;

- Our long day care centre will have policies to support children and families with special development needs.
- The Centre will gain funding for additional support workers to assist in supporting and including children with additional needs.
- The childcare centre will work closely with KU inclusion support agency
- The Centre will work closely with speech therapists and occupational therapists
- Early intervention will be promoted

External Programs operating within the Centre as part of the program will include

- Multi Sports
- Language classes
- Yoga
- Dance

Financial Management

Access to high quality affordable childcare impacts directly or indirectly on every industry or family in Australia. Our childcare centres and programs are managed by highly qualified and experienced individuals.

The financial management of the service will involve planning, monitoring and controlling of the income and expenses, to ensure it is financially viable and compliant and to ensure it can provide a high-quality service at an affordable cost. The business will maintain accurate financial reports and have clear financial policies and procedures. The business will work closely with their accountant to manage the financials.

Budget – An initial sample budget is attached below.

Leasehold - The Centre will be leased. A 10-year lease will be in place with 2 x 10 year options. Leasehold is based on \$4,100 per child.

Childcare Subsidy and the childcare management system – QIK KIDS will be used to manage the child care subsidy for families.

Superannuation – at 10%

Taxation - www.ato.gov.au

Insurance – Worker place insurance, Public liability insurance, Business insurance

Marketing and Promotion – Website will be developed. Pamphlets. Face book – social media

Affordability – the cost of childcare determines whether the services is accessible to the whole community. Our childcare services will be able to maintain fees at levels at least equal to or below other local providers. This ensures our services are assessable to low and middle income families.