

PLAN OF MANAGEMENT

FOR

PROPOSED CHILD CARE CENTRE

AT

**64 Doncaster Avenue,
Claremont Meadows NSW
2747**

INTRODUCTION

This Plan of Management (POM) has been prepared in support of a Development Application for the internal fit-out and use of the existing premises at 64 Doncaster Av, Claremont Meadows, as a child care centre for 31 children.

Child care center that are appropriately located and suitably designed provide an important community service that will contribute positively to the development growth of children.

An important aspect of minimising potential impacts of child care center is ensuring that they are managed properly. A Plan of Management is a useful tool that can be used to ensure that suitable management practices are in place to minimise potential impacts on adjoining neighbours and enables the child care centre to achieve high level of safety, security, environmental health and amenity for its users.

Appropriate on-site management deals with matters such as responsibility for the operation, administration, amenity, safety, security, waste management and fire safety of the premises.

OPERATIONAL DETAILS

Capacity

The child care centre will have a total capacity of 31 children. The age group and capacity are as follows:

Age Group	Capacity
Under 2 year old	4
2-3 year old	5
3-6 year old	22
Total	31

Staff Number

There will be a structured routine where the children will be divided between their age groups of 0-2 years (Babies), 2-3 years (Toddlers) and 3-6 years (Pre-schoolers). A daily program will be based on their needs and individual development/progress, also meeting programming requirements of The National Quality Framework.

Each group will be required to maintain staff to children ratios in accordance with the Childcare Regulations.

Hours of Operation

The hours of operation of the child care centre are as follows:

7:00am to 6:00pm, Monday to Friday.

The Centre closes for Public Holidays.

Staff Arrival

Not all staff arrives at the same time. The arrivals are usually staggered between the hours of 7 am to 9.00am. Full-time staff work for 8 hours a day. Part-time or Casual staff work shifts as required.

Parents/Children Arrival and Departure

In the morning, parents usually arrive between the hours of 7 am-10:00 am. Similarly

for pick-up, the parents will start arriving from 3.00pm and stagger until 6.00pm.

Car Parking

- The proposed childcare will accommodate 31 children along with four staff
- There are areas on the ground floor level with vehicle access and egress via Doncaster Avenue.
- Eight on-site car spaces will be provided on the ground floor car park including one accessible car space for people with disabilities.
- The car parking area is not to be used for storage purposes, thereby reducing the number of available car spaces. The car park must be kept available for parking at all times
- Staff, parents and careers must be encouraged to report improper use of the car parking area to the centre's director.

MANAGEMENT MEASURES

General Amenity

- All operational and management procedures to be implemented to ensure that the premises can operate without disturbance to the surrounding locality.
- Compliance with all other operational conditions of the consent (i.e. hours of operation, security management, noise, waste management, etc) and any requirements as specified by the relevant licensing agencies.
- Management will assist, co-operate and work with the Police, Council and any adjoining residents to ensure the above is complied with.
- General waste and recyclable materials will be collected, sorted and stored in the waste storage area within the building. All used nappies will be collected by a private waste contractor five days a week.
- The premises will be cleaned by the management/staff everyday.

Policies and procedure

The National Quality Framework has been designed to encourage continuous improvement of education and care services across Australia. One of its important features is that it sets out a series of National Quality Standards (NQS) against which all early childhood education and care services will be assessed and given a rating.

The seven quality areas are:

1. Educational program and practice.
2. Children's health and safety.
3. The physical environment.
4. Staffing arrangements.
5. Relationships with children.
6. Collaborative partnerships with families and communities.
7. Leadership and service management.

The service's policies and procedures are built on these key seven areas. The management ensures that the service follows the policies and procedures required under regulations 168 and 169 (regulation 170).

Access Control

Access to the child care centre is only available from the front entry lobby area. All parents and visitors are required to sign in and sign out for every visit to the centre.

High quality door and window locks are to be fitted to all openings. All locks to comply with relevant Australian Standards.

Safety and Security

- All staff members are required to have First Aid certificate.
- All kids in outdoor play areas must wear hat and sunscreen (if required).
- All fences, gates, doors and locks are to be checked on regular basis and replace/repair immediately if required.
- Emergency and evacuation procedures and drills are to be carried out periodically with staff and children.
- Medication forms and register are strictly maintained.
- Accident and injury register to record any incidents, parents and follow up.

Waste Management

General waste and recycling materials will be stored in the designated waste storage area located near to the front boundary and collected by a private contractor during the collection day once a week.

Fire Safety & Emergency Evacuation

- All staff must ensure the fire safety provisions are maintained in a good working order, such as, the smoke alarms, evacuation lighting, fire exit signs, fire sprinkler systems, fire extinguishers and fire blankets. A fire safety schedule and emergency evacuation sign must be displayed in a prominent position within the centre.
- The emergency evacuation sign must contain emergency procedures including diagrams showing the location of all fire exits and site plan indicating the primary and secondary assembly areas (if applicable).
- The fire safety items are to be checked and maintained by a fire safety company engaged by the operator. Any faults will be documented and rectified immediately. These checks will take place at required interval.
- All staffs are to be fully trained to ensure the fire safety requirements and the emergency evacuation procedures to be followed in the event of a fire at the premises.
- A full list of nearest emergency contacts (i.e. hospital, police station and fire station) must be clearly display near a telephone and in staff room.

Cleaning/Maintenance

- All staffs are responsible for maintaining the centre in a clean and orderly manner.
- The centre will be cleaned by staff at the end of the day.
- Professional cleaning contractor will be engaged to maintain the cleanliness of the centre (if required).

Childcare Centre Program

In the 0-2 Years Room

**In this room we follow individual routines based on family input.
This routine is extremely flexible to allow for this.**

7.00am: Centre opens

6.00am- 8.00am: Breakfast & Family

Grouping in the 0-2 room A quiet, settling time for children of mixed ages.

8am - 9am: Free play in the 0-2 year's room

A time for babies to participate in a variety of free play learning experiences.

9.00am: Nappy Change Time

9am - 9.30am: Progressive Morning Tea & Various Learning Centre Activities

Held in the room. A time for hand washing, fruit and a healthy snack; and, for babies to practice their developing self-help skills. Daily Communication Chart record completed for individual babies eating.

9.30am - 9.45am: Sleep Time and One-on one Activity Time

A time for some babies to sleep; and a time for staff to be able to focus on babies individual interests. Staff uses this time to record Morning Meeting Notes involving a written record of babies play interests.

10am: Transition to Indoor/Outdoor Active Play Area

A time for babies and staff to tidy the 0-2 years room then transition to the indoor/outdoor plays area. Transition strategies include music and movement.

10am -10.45am: Planned and Spontaneous Indoor/Outdoor Active Activities

A time for babies who are interested to participate in planned and spontaneous activities and projects that are based on developing babies emerging skills and development. These are pre-planned and/or spontaneous activities based on meeting the Early Years Learning Framework Outcomes and babies developing interests, skills and needs.

10.30am: Music and Movement Time

A time for babies who are interested to actively participate in various music and movement experiences.

10.45am - 11am: Nappy Change Time

11am: Transition to the 0-2 years Room

A time for babies to tidy the outdoor play area then transition to the 0-2 year's room.

11am-11.30am: Progressive Lunch Time

Held inside the room. A time for hand washing, lunch and babies to practice their self-help skills. Daily Communication Chart record completed for individual babies eating.

11.30am-1pm: Sleep Time and One-on one Activity Time

A time for some babies to sleep and a time for staff to be able to focus on babies individual interests. Staff uses this time to record Morning Meeting Notes involving a written record of babies play interests.

1pm-1.15pm: Nappy Change Time

1.15pm - 1.30pm: Progressive Afternoon Tea Time

A time for hand washing, a healthy snack and for babies to practice their developing self-help skills. Daily Communication Chart record of individual babies eating.

1.30pm-2pm: Sleep Time and Free Play Time

A time for some babies to sleep and a time for babies to choose what they would like to play with.

2.00pm- 2.15pm: Music and Movement Group Time

A time for babies who are interested to participate in a music and movement session.

2.30pm: Transition to Play Area for Free Play and Family Grouping

A time for babies and staff to tidy the room and then transition to the Outdoor play area. Transition strategies include music and movement. Once outdoors, this is a time for babies who are interested to engage with various Learning centre and play experiences provided both indoors and outdoors.

2.45pm - 3pm: Story reading Time

A time for babies who are interested to listen to a story book and tidying of the classroom.

3.45pm - 4pm: Music and Movement Group Time

A time for babies who are interested to participate in music and movement session.

4:00pm: Nappy Change Time**4.00pm- 4.30pm: Progressive Late Afternoon Snack Time**

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

4:30pm Nappy Change Time**5.45pm: Story Time**

A time for packing the Indoor and outdoor play areas away, gathering belongings and reading a story together.

6.00pm: Centre closes

Our Daily Routine In the 2-3 Years Room

7.00am: Centre opens

7am- 8.00am: Breakfast & Family Grouping in the Room

A quiet, settling time for children of mixed ages.

8.00am: Transition to the Indoor/Outdoor Active Play Area

A time for children to tidy the room then transition to the outdoor play area. This involves children having to follow teacher instruction. Transition strategies include music and movement, e.g. our 'Lining up Song.'

8.00am - 9.00am: Free play in the Active Indoor/Outdoor Area

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

9.00am: Nappy Change Time

9.00am - 9.15am: Good Morning Circle Group Time

A time for staff and children to say hello; discuss overview of day including activities provided; revisit project interests; and record Morning Meeting Notes involving a written record of children's requests & play interests.

9am - 9.30am: Progressive Morning Tea & Various Learning Centre Activities

Held in the indoor play area. A time for hand washing, fruit and a healthy snack; and, for children to practice their developing self-help skills. Daily Communication Chart record completed for individual children's eating.

9.30am- 10.00am approx.: Planned Indoor Experiences including Art & Craft

A time for children who are interested to participate in various activities those are based on developing children's emerging skills and development. These are pre-planned activities based on meeting the Early Years learning Framework Outcomes; and, children's developing interests, skills and needs.

10am: Transition to the outdoor play

A time for children to tidy the room and then transition to outdoor. This involves children having to follow teacher instruction. Transition strategies include music and movement.

10am -10.15am: Music and Movement Time

A time for children who are interested to actively participate in various music and movement experiences.

Educators can also use this time to prepare experiences for the children.

10am -11.15am: Planned and Spontaneous Outdoor Active Activities

A time for babies who are interested to participate in planned and spontaneous activities and projects that are based on developing babies emerging skills and development. These are pre-planned and/or spontaneous activities based on meeting the Early Years learning Framework Outcomes; and, babies developing interests, skills and needs.

11.15am: Nappy Change Time

11:30am -12pm: Progressive Lunch Time

Held inside the 2-3 year room. A time for hand washing, lunch; and, for children to practice their developing self- help skills. Daily Communication Chart record completed for individual children's eating. This is also a time for educators to prepare beds.

12pm - 1:30pm: Progressive Nap Time

A time for children to sleep or rest and restore their energy for the afternoon session. Daily Communication Chart record completed for individual children's sleeping times. This is also a time for educator's to document children's learning and create classroom displays.

1.30pm: Nappy Change Time

1:30pm- 2pm: Free Play, Quiet Activities

A time for children to participate in quiet activities while other children are still sleeping.

2pm- 2.30pm: Progressive Afternoon Tea

A time for hand washing, a healthy snack and for children to practice their developing self-help skills. Daily Communication Chart record of individual children's eating.

2.20pm-2.30pm: Story reading Time and Tidying of Room

A time for children who are interested to listen to a story book and everyone to assist in the tidying of our classroom.

2:30pm-3.45pm: Transition to Outdoor Play Area for Free Play and Family Grouping

A time for children to transition to the Outdoor play area. This involves children following teacher instruction. Transition strategies include music and movement, e.g. our 'Lining up Song.' Once outdoors, this is a time for children who are interested to engage with various learning centre and play experiences provided both indoors and outdoors.

3:45pm-4pm: Music and movement Group Time

A time for children who are interested to participate in a music and movement session. This could also be a gross motor game outside (weather permitting).

4.00pm- 4.30pm: Progressive Late Afternoon Snack Time

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

4:30pm Nappy Change Time**5.45pm: Story Time**

A time for packing the Indoor and Outdoor play areas away, gathering belongings and reading a story together.

6.00pm: Centre closes

Our Daily Routine

In the 3-5 Years Room

In this room we follow individual routines based on family input.

This routine is extremely flexible to allow for this.

7.00am: Centre opens

7am - 8.00am: Breakfast & Family Grouping in the Room

A quiet, settling time for children of mixed ages.

8.00am: Transition to the indoor/ Outdoor Active Play Area

A time for children to tidy the room then transition to the Indoor/outdoor Active play area. This involves children having to follow teacher instruction. Transition strategies include music and movement, e.g. our 'Lining up Song.'

8.00am -9.00am: Free play in the Indoor/Outdoor Active Play Area

A time for children to participate in a variety of free play learning experiences.

Children are given the choice and flexibility to play indoors or outdoors (weather permitting).

9am - 9.30am: Progressive Morning Tea & Various Learning Centre Activities

Held in the Outdoor play area. A time for hand washing, fruit and a healthy snack; and, for children to practice their developing self-help skills. Daily Communication Chart record completed for individual children's eating.

9.30am - 10am: Good Morning Circle Group Time/ Planned outdoor activities

A time for staff and children to say hello; discuss overview of day including activities provided; revisit project interests; and record Morning Meeting Notes involving a written record of children's requests & play interests.

10am: Transition to the 3-5 years room

A time for children to tidy the Indoor/Outdoor Active play area then transition to the class room. This involves children having to follow teacher instruction. Transition strategies include music and movement.

10am - 10.15am: Music and Movement Time

A time for children who are interested to actively participate in various music and movement experiences.

Educators can also use this time to prepare experiences for the children.

10:15am - 11.00am approx.: Planned Indoor Experiences including Art & Craft and School Readiness A time for children who are interested to participate in various activities those are based on developing children's emerging skills and development. These are pre-planned activities based on meeting the Early Years learning Framework Outcomes; and, children's developing interests, skills and needs. The program, including routines, is organised in ways that maximise opportunities for each child's learning

12:00pm-12:30pm: Progressive Lunch Time

A time for hand washing, lunch; and, for children to practice their developing self-help skills. Daily Communication Chart record completed for individual children's eating. This is also a time for educators to prepare beds.

12.30pm - 2pm: Progressive Nap Time/ Yoga/ Quiet activities

A time for children to sleep or rest and restore their energy for the afternoon session. Daily Communication Chart record completed for individual children's sleeping times. This is also a time for educator's to document children's learning and create classroom displays. A time for children to participate in quiet activities while other children are still sleeping.

2pm- 2.30pm: Progressive Afternoon Tea

A time for hand washing, a healthy snack and for children to practice their developing self-help skills. Daily Communication Chart record of individual children's eating.

2.20pm-2.30pm: Story reading Time and Tidying of Room

A time for children who are interested to listen to a story book and everyone to assist in the tidying of our classroom.

2:30pm: Transition to Indoor/Outdoor Play Area for Free Play and Family Grouping

A time for children to transition to the indoor/Outdoor play area. This involves children following teacher instruction. Transition strategies include music and movement, e.g. our 'Lining up Song.' Once outdoors, this is a time for children who are interested to engage with various Learning centre and play experiences provided both indoors and outdoors.

3:45pm-4pm: Music and movement Group Time

A time for children who are interested to participate in a music and movement session. This could also be a gross motor game outside (weather permitting).

4.00pm- 4.30pm: Progressive Late Afternoon Snack Time and Free play

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

5.45pm: Story Time

A time for packing the Indoor and Outdoor play areas away, gathering belongings and reading a story together.

6.00pm: Centre closes**MONITORING THE MANAGEMENT PLAN**

This Plan of Management will be reviewed on a regular basis or subject to demand and updated when required

