

Operational Plan of Management

Childcare Centre

1, 3 & 5 Station Lane, Lochinvar NSW 2321

1.0 Introduction

This Plan of Management (PoM) forms an essential part of the on-going management requirements for the operation of the child care centre. It is a document that reflects an agreement between the centre operators and Maitland City Council and is designed to set out the operational details of the child care centre and any pertinent measures that are to be undertaken to ensure the ongoing function and safety of the facility and amelioration measures proposed to minimise impacts on the surrounding neighbours and local community.

2.0 Operational Details

2.1 Centre Capacity

The child care centre will operate at a maximum capacity of 141 children, broken down as follows:

Age Group	Number of Children
0 – 2 years	36
2 – 3 years	45
3 – 5 years	60
Total	141

2.2 Staffing

The child care centre will be staffed strictly in accordance with the requirements of the Education and Care Services National Regulations which specifies the following educator to child ratios:

Age Group	Educator : Child Ratio	Staff Required
0 – 2 years	1:4	9
2 – 3 years	1:5	9
3 – 5 years	1:10	6
Total		24

2.3 Hours of Operation

The child care centre will operate Monday to Friday between the hours of 6:00am and 6:00pm, fifty-one (51) weeks per year. The centre will close on Public Holidays and over the Christmas / New Year period.

2.3.1 After Hours Events

The following activities / events may be conducted outside the ordinary operating hours:

- Parent / teacher information sessions

- Educator training
- Staff meetings
- Cleaning and maintenance

3.0 Programming

Children will be divided into their developmental age groups: 0 – 2 years (babies), 2 – 3 years (toddlers) and 3 – 5 years (pre-schoolers) and will follow a structured daily routine based on the individual needs and developmental stages of the children.

An indicative daily routine is outlined below:

Time	Activity
6:00am – 8:00am	Arrival and settling, breakfast, indoor play
8:00am – 10:30am	Educational indoor or outdoor play (season / weather dependent)
10:30am – 11:00am	Moring Tea
11:00am – 12:30pm	Educational indoor or outdoor play (season / weather dependent)
12:30pm – 1:00pm	Lunch
1:00pm – 2:30pm	Sleep / Rest time or quiet indoor play
2:30pm – 3:00pm	Afternoon tea
3:00pm – 5:00pm	Educational outdoor play
5:00pm – 6:00pm	Indoor activities, child departure

Outdoor activities will be restricted prior to 8:00am to ensure that noise does not adversely impact residential neighbours.

4.0 Insurances

In order to be licenced the operator will take out the following insurances:

- Childcare Insurance that covers all aspects of the child care centre and includes Public Liability Insurance of \$20 million
- Workers Compensation Insurance

5.0 Policies and Procedures

The child care centre will document all policies and procedures as per the requirements of the National Quality Framework.

All staff must read and be familiar with the policies and procedures and conform in writing that they have done so. Policies and Procedures shall be regularly updated to ensure they remain relevant and compliant.

6.0 Centre Cleanliness, Maintenance and Waste Management

6.1 Cleaning

The child care centre will be kept clean by both educators and contracted cleaning staff on a daily basis.

6.2 Maintenance

The child care centre will have a designated WH&S officer who will maintain a schedule of required maintenance which will routinely be undertaken by a contracted maintenance team. Staff will report any damage to the building or on-site equipment to the WH&S officer or centre management who will ensure that appropriate measures are put in place to make the area safe and arrange for repair.

Broken light fixtures and bulbs are to be replaced as soon as practicable and within 48 hours.

Graffiti will be removed from the site within 48 hours of being detected.

Landscaping throughout the site is to be regularly maintained to ensure that clear sightlines are not compromised.

6.3 Waste Management

The child care centre educates children on the importance of reducing, re-using and recycling waste and will include the separation general waste and recyclable material on site.

Centre waste will be separated and disposed of within the designated bin storage area located adjacent to the car park. A private contractor will be engaged to collect waste on-site with frequency to be determined based on the operating capacities. The waste contractor shall be responsible for manoeuvring bins out of and back in to the waste room.

Waste collection shall be undertaken outside of peak drop-off and collection times.

7.0 Emergency Procedures

The child care centre shall prepare detailed Emergency and Evacuation Procedures in accordance with the requirements of the Education and Care National Regulations. A copy of the emergency and evacuation floor plan and instructions will be displayed in a prominent position near each exit.

Staff and children will undertake emergency evacuation drills every three (3) months.

All emergency and fire-fighting equipment must be kept up to date and certified.

8.0 Community and Neighbours

The child care centre aims to operate as an integral part of the community and seeks to ensure that its operations do not have an adverse impact on neighbours or the general community.

Any complaints or feedback from neighbours and the community are recorded along with the response / resolution. Centre management will seek to address all complaints in a timely manner and will proactively review operating procedures to ensure that any nuisances are kept to a minimum.

9.0 Safety and Security

The child care centre will have the following security measures in place:

- CCTV – monitoring both internal and external spaces
- Back to base alarm systems
- Boundary fence to prevent unauthorised access
- Pin-coded access gates for restricted entry gates and after hours access
- Sensor lighting

In addition to the above, staff will undertake an assessment of the car park and outdoor play space each day prior to the arrival of children to ensure the spaces are safe and fit for use. Any vandalism or damage will be reported to the centre manager immediately, made safe and remedied as soon as practicable.