
Child Care Centre Management Plan - The Darling Exchange (North Plot)

November 2016

Contents

Introduction.....	3
Centre Aim.....	3
Child Numbers.....	4
Hours of Operation	4
Staffing	4
Outdoor Play.....	5
Noise Management	5
Laundry.....	6
Staff Break Room	6
Waste Management	6
Parking	7
Access and security in the centre.....	7
Fire Evacuation.....	8
The Community	8
Appendix 1.....	9

Introduction

This plan outlines the management of the proposed Commonwealth Bank of Australia's child care centre the North Plot at Darling Square. The centre will cater for 90 children aged from birth to six years.

In preparing this document consideration was given to the requirements of:

- Australian Children's Education and Care Quality Authority (ACEQA)
- National Quality Framework
- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- Sydney Local Environmental Plan 2005
- Sydney Development Control Plan 2012
- Darling Square Concept Proposal (SSD 5878) as modified

Centre Aim

The centre aims to provide a high quality corporate child care facility primarily supporting the adjoining NW Plot commercial building. The centre provides support to parents returning to work following parental leave, supporting women in leadership and creating a family friendly work environment. The aim is to meet and exceed the elements of the national quality framework, including the Education and Care Services National law, Education and Care Service National Regulations and the National Quality Standards.

The development program will be centred on the National Quality Framework and The Early Years Learning Framework. The Early Years Learning Framework is a national curriculum for the 0 - 5 year old age group. Through play based learning and intentional teaching, the educators will be encouraged to explore the learning outcomes specified in the early years learning framework with all their children, planning for them individually and as a group. Parent involvement is a key aspect of the program.

Room routines will be adapted and set up once the educators have had the opportunity to learn about the children in the groups, as the National Quality Framework specifies that routines need to optimise learning opportunities for the individual children in a centre.

Child Numbers

The National Quality Framework (NQF) provides a variable age group license allowing the centre to cater for up to 90 children from age 0 to 6 years. The 0 -2 year age group requires additional support facilities including nappy change tables, bottle preparation areas and cot rooms.

Rooms will be set up to provide a homelike environment, allowing children to engage in age appropriate activities. The number of children allocated to a room will be designed in respect to the Education and Care Services National regulations 107(2) of allowing 3.25 m2 unencumbered indoor space per child.

The nursery room facilities includes cot rooms, nappy change facilities and bottle preparation areas and will be largely used for the nursery aged children 0 - 2 (36 children). There will also be a room catering for 1.5 - 2.5 year olds (16 children) that also has nappy change & bottle preparation facilities. The 2 - 3 year old and 3-5 year old rooms will cater for another 38 children; these rooms have similar facilities so could be used for either age group depending on the centre's demand.

Hours of Operation

The centre will operate from 7.00am to 7.00pm, Monday to Friday, 52 weeks of the year, excluding public holidays.

Staffing

Sufficient educators will be employed to ensure the minimum educator-to-child ratios set by the Education and Care Services National Regulations are met (see Appendix 1 for educator-to-child ratios and educator qualifications required for a 90 place centre). All educators will maintain qualifications in First Aid, asthma and anaphylaxis, child protection/working with children check and will engage in regular professional development to meet the National Quality Standards quality area four.

All staff must agree to follow the code of conduct that applies under Early Childhood Australia.

Outdoor Play

The early years are the ultimate time to instil a lifelong learning skill on sun protection. Regulation 114 of the Education and Care Services Regulation (ECSR) states that “the approved provider of a centre-based service must ensure that outdoor spaces provided at the education and care service premises include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun”. Outdoor play areas will also include shaded areas for the children to play safely. The centre will require staff and children to wear the appropriate sun protecting clothing, apply sunscreen and limit outdoor play time to sun safe times of the day.

The use of natural features such as sand, plants and other natural vegetation will provide the opportunity for children to engage in safe play in a natural environment. Regulation 113 of ECSR states that “the approved provider of a centre-based service must ensure that the outdoor spaces provided at the education and care service premises which will allow children to explore and experience the natural environment”.

Outcome four of the Early Years Learning Framework encourages the opportunity for children to engage in the natural environment to assist them be a confident and involved learner, with an appreciation of their environment. Equipment which is developmentally appropriate, and safe, will be provided to allow children the opportunity to participate in stimulating and quality learning.

Noise Management

The centre will implement strategies to minimise noise from the child care centre, into the surrounding areas including the other tenants in the building.

These strategies include:

1. Erection and maintenance of signs to indicate that centre staff and parents must talk quietly in the outdoor play area; and doors must not be slammed. These signs will be placed at all entry points to the outdoor play area as well as in the outdoor play area.
2. Music will only be played indoors quietly.
3. Educators at all times will -
 - i. supervise children;

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- ii. speak to children and other staff quietly when outdoors;
 - iii. engage children in outdoor play activities to keep their attention focused;
 - iv. ask parents who are talking too loudly to speak more quietly;
 - v. resolve children's conflicts face to face rather than shouting across the play area;
 - vi. direct children screaming or yelling to quieter play;
 - vii. comfort babies who are crying outdoors, and if the crying continues take the child indoors.

Below is an example of the wording to be used on signs placed at all entry points to the outdoor play area as well as in the outdoor play area.

"Parents and Staff - Please minimise noise in the outdoor play area by: not slamming doors; not calling out loudly to your children; and speaking quietly to other staff, parents and children. We appreciate your assistance."

Staff Break Room

A staff break room will be used for meal breaks. An additional room will provide space for educators to work on documentation prep. Staff will also have permanent lockers.

Laundry

The centre's internal laundry facility will be operated by centre staff daily to wash and dry bed linen, face cloths and bibs. The laundry facility will be locked, with no access granted to children.

Kitchen

The centre's internal kitchen facilities will be operated by centre staff daily to store, prepare and cook the children and staff meals. The kitchen facility will be locked, with no access granted to children.

Waste Management

Multi-sort bins will be installed throughout the centre to allow the source segregation of all waste and recycling streams generated (general waste, mixed recycling, and food organics).

General waste, recyclables, and organics will be collected by cleaners daily and housed for collection in the Laundry Room on each level of the centre. All waste will be transported via the goods lift to the main waste room located in the North East Plot and placed in commercial waste bins in

accordance with the waste management plan prepared by Waste Audit and Consultancy Services November 2016. A commercial waste collection service will remove all waste.

Parking

Sydney DCP 2012 requires 1 drop-off and pick-up parking space per 8 children, which “may be reduced having regard to the demand for pick-up and set down parking, accessibility by walking and public transport, the availability of convenient and safe on-street parking and potential traffic and amenity impacts”. Given the proximity to public car parking (400 in total) in the adjacent North West plot, excellent public transport links (see Section 8), and a majority of the centre is for the corporate child care centre associated with a major tenant of the North West Plot, no allocated drop-off and pick-up parking is proposed for the child care centre. If required, parents are able to use the public car park on the North West Plot. There is also the opportunity to provide for short term parking (15 minute) in the morning and afternoon on weekdays in Theatre Lane if required. Typical times that such parking would be utilised would be from 7:30 to 9:00 AM and 4:00 to 6:00 PM. This is accordance with the Traffic, Transport and Accessibility Report prepared by TTM Ref: [15SYT0046](#), dated November 2016.

Staff will be encouraged to take that staff take public transport due the proximity to efficient, timely public transport. The proposed childcare centre is not expected to generate significant volume of traffic as it is expected to draw its business from child care users living and working in the vicinity of the site. A pram store is located in the centre on each level for parents and carers with prams to use.

Access and security in the centre

Regulation 99 of the Education and Care Services Regulations, state that children may only leave the centre if they are:

(a) given into the care of -

- i a parent of the child; or
- ii an authorised nominee named in the child’s enrolment record; or
- iii a person authorised by a parent or authorised nominee named in the child’s enrolment record to collect the child from the centre; or

(b) leaves the premises in accordance with the written authorisation of the child’s parent or authorised nominee named in the child’s enrolment record.

The centre's safety and security processes will –

- a) require all visitors to sign-in and out at a centre reception desk;
- b) allow families to have secure, direct access to children but require all other visitors to be accompanied by a staff member when moving about the centre;
- c) ensure CCTV is used before staff allow visitors access to the centre;
- d) require a sign-in and out register to be used to record the number of children in the centre at all times;
- e) ensure educators confirm all children have signed out and left the centre before closing each day; and
- f) ensure pathways between rooms are maintained to provide safe access for all between rooms.

Fire Evacuation

Prior to opening the centre a full fire evacuation plan will be implemented by a licensed and accredited fire expert. The fire evacuation plan will be displayed in the centre in accordance with the expert's advice.

A Fire Safe Haven has been included in the plans for the centre on Level 3 and Level 4. A dedicated fire stair in a scissor arrangement is available for egress from the centre. A dedicated emergency lift with a 30min UPS back up to the goods lift power supply will be provided to assist with the evacuation of the children from the centre. The centre will practice fire drills every two (2) months to ensure that all staff and children are proficient in the procedures.

The Community

The centre location is such that relationships will be developed with commercial and retail tenants and other community facilities. The National Quality standards support the partnership with communities in Quality Area 6. When nominated supervisors, educators and coordinators develop links, share information, and work in collaboration with other community organisations they are better able to achieve the best outcomes for children and families using the service.

Appendix 1

Educator to children ratios and the number of educator qualifications required for the overall number of children

Educator to children ratios - required by Education and Care Services National Regulations

Children's age	Number of educators to Number of children
0-2 years	1:4
2-3years	1:5
3-5 years	1:10

Qualified Educators required for a centre with 80+ children (Education and Care Services National Regulations)

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