



Plan of Management  
Proposed Child Care Centre  
80-88 Regent St, Redfern  
New South Wales

Report completed by:

Jae Fraser 0408 873 492

# CONTENTS

<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>page 2</b>
<b>2.0</b>	<b>CENTRE DETAILS.....</b>	<b>page 2</b>
<b>3.0</b>	<b>CAPACITY AND HOURS OF OPERATION.....</b>	<b>page 3</b>
3.1	Capacity of Centre and Age Groups.....	page 3
3.2	Hours of Operations.....	page 3
<b>4.0</b>	<b>STAFF AND ADMINISTRATION.....</b>	<b>page 4</b>
4.1	On-Site Staff.....	page 4
4.2	Administration.....	page 4
<b>5.0</b>	<b>ARRIVALS AND DEPARTURES.....</b>	<b>page 5</b>
5.1	Staff Arrival and Departure.....	page 5
5.2	Child Arrival and Departure.....	page 5
<b>6.0</b>	<b>CAR PARKING.....</b>	<b>page 7</b>
<b>7.0</b>	<b>EDUCATION AND ACTIVITIES.....</b>	<b>page 7</b>
7.1	Education – General.....	page 7
7.2	Daily Activities.....	page 7
7.3	Healthy Lifestyle Development.....	page 7
7.4	Control of outdoor areas.....	page 8
<b>8.0</b>	<b>NOISE MANAGEMENT.....</b>	<b>page 8</b>
<b>9.0</b>	<b>MISCELLANEOUS.....</b>	<b>page 8</b>
9.1	Maintenance.....	page 8
9.2	Fire Safety and Emergency.....	page 9
9.3	Security.....	page 9
9.4	Insurances.....	page 9

## 1.0 INTRODUCTION

This Plan of Management (“**POM**”) has been prepared by Edge Childcare Management Pty Ltd on behalf of the property owners and defines the operation of a proposed 53 place child care centre and is to be located at the site known as 80-88 Regent St, Redfern, NSW 2016 (the “**Property**”).

Edge Child Care Management is a well respected management company with over 30 years hands on experience in the development, operation and management of Child Care Centres across all states of Australia.

Redfern is an inner-city suburb of Sydney located 3 kilometres south of the Sydney central business district and is part of the local government area of the City of Sydney. Strawberry Hills is a locality on the border with Surry Hills. The area experienced the process of gentrification in recent years.

According to the 2011 census, Redfern has a population of 12,035 people, with Aboriginal and Torres Strait Islander people making up 2.4% of the population. 50.8% of the population were born overseas. 61.7% of the population only spoke English at home, with the most important other languages being Chinese (5.5%), Greek (2.1%), Russian (2.0%) and Arabic (1.7%). 34.5% of the population marked no religion, higher than the national average. Of the remainder, 18.9% were Catholic, 9.1% Anglican, 3.9% Eastern Orthodox, and 3.8% Buddhist.

A operator and/or management company has not been determined at this point. However, all Approved Providers of licensed Child Care services throughout Australia are reviewed and approved by the relevant State Education authority.

## 2.0 CAPACITY AND HOURS OF OPERATION

### 2.1 Description of Centre, Capacity of Centre and Age Groups

Presently, the proposal, is that the centre will be operated to cater for 53 children. The 53 places is determined by total unencumbered floor space, of which 3.25 square metres is required per child indoors and 7 square metres outdoors.

The indoor space totals 175 square metres and outdoor totals 370 square metres and in total and provide long day care facilities in line with the National Quality Standards and National Law. There will be 2 classrooms with the age groups split up as set out in the table below.

It is on the first floor of the building with ground floor access and lobby from Regent Street. Added to the development is the provision for pram parking/storage at ground level is accessible and available for all enrolled families.

The centre has been well thought out and planned with industry experts ensuring the very best learning and care spaces are available filled with natural light and filtered air.

The service has plenty of outdoor play space for children and entrance the centre is an open air filled breezeway that has access to all areas of the centre.

Staff child ratios listed below are inline with National Law and relevant State legislation.

Room	Capacity	Age Range	Staff: Child Ratio	Comments
Room One	12	0-2 years	1:4	
Room Two	41	2-5 years	1:5, and/or 1:11 (depending on age of children)	

It is preferable to operate as a two room service to ensure maximum learning outcomes and best practise methods are implemented for the children utilising the service.

**TOTAL = 53 licence places according to measurements outlined above and also in detailed plans.**

## **2.2 Hours of Operation**

The proposal is that the centre will be licensed to operate between the hours of 7am and 6:30pm Monday to Friday and 52 weeks in the year. The service will not operate on gazetted Public Holidays.

## **3.0 STAFF AND ADMINISTRATION**

### **3.1 On-Site Staff and Educators**

The Centre will employ approximately 14 employees at its full capacity and each staff member/Educator will have a different role and be employed during different hours to provide seamless, full and effective operational service during the hours of operation.

All Educators will be suitably qualified and hold the appropriate Working with Children Checks and also First Aid.

ROOM	STAFF
One	1 x Diploma Qualified Educator 2 x Certificate III (or studying towards) Educators
Two	2 x Diploma Qualified Educators and 5 x Certificate III (or studying towards) Educators <b>OR</b> <b>2 x Diploma Qualified Educator and 3 x Certificate III Qualified Educators</b>  <i>This number of educators will vary depending on the age of the children. The ratio requirements for the 2-5 group varies from 1:5 to 1:11. Bold is the preferred model.</i>
Additional Support Staff	1 x Nominated Supervisor or Centre Manager 1 x Chef 2 x Relief/Float Staff - Diploma or Certificate III qualified

### 3.2 Off-Site Operations and Management

A suitably experienced Child Care Operations Management company and/or person is implemented to assist oversee the operations and management of this service to ensure compliance with legislation and high quality practises.

## 4.0 ARRIVALS AND DEPARTURES

### 4.1 Staff Arrival and Departure

The Centre will have a 4-week staff roster and each staff member will be rostered during each week in that 4-week plan.

Each staff member will arrive at the centre at staggered times between 6:45am and 10.00am. Staff will depart the centre at staggered times between 2pm and 6.30pm.

### 4.2 Children Arrival and Departure

Based on our extensive experience in the management and operation of child care centres, children will arrive at the centre at staggered times between 7.00am and 10:00am. The majority of children will arrive between 7.15am and 8.45am.

Children will depart at staggered times during the day between 2.30pm and 6.30pm. The majority of children will depart between 3.00pm and 5.30pm.

### Arrivals, Departures, Records

Staff will assist with any parent drop offs and will be trained to provide a swift drop off / pick up transition.

The centre will comply with Department regulations regarding attendance.

The requirements relating to children's attendances records are defined in the Education and Care Services National Regulations, Division 1 (Management of Services), Subdivision 1 (Attendance and Enrolment Records), Section 158. This regulation provides that:

- (1) The approved provider of an education and care service must ensure that a record of attendance is kept for the service that—
  - (a) records the full name of each child attending the service; and
  - (b) records the date and time each child arrives and departs; and
  - (c) is signed by one of the following persons at the time that the child arrives and departs—
    - (i) the person who delivers the child to the education and care service premises or collects the child from the education and care service premises; or
    - (ii) the nominated supervisor or an educator.

## **5.0 CAR PARKING**

For the use of the child care service, there are Four (4) car parking spaces provided, including two (2) long term spaces and two (2) short-term/drop off spaces.

The car parking provision is detailed in the transport assessment prepared by GTA consultants and submitted with the development application.

As stated in the transport assessment, it is also envisaged that parents will also travel to the centre via public transport give the sites accessibility to Redfern station and extensive bus services. Each parent, child and staff member that attends the centre will be required to sign up to and adhere to centre policies and procedures. The service operates a zero tolerance compliance regime with respect to its policies and procedures. The services policies and procedures and compliance therewith is vital and paramount in regards to the safety, efficiency and well-being of the Centre, its patrons and staff and the surrounding locale. Any breaches of any policy, especially covering car parking and traffic and pick up and drop off times, is regarded as a serious offence. Breaches by staff result in a first and final warning issued by the General Manager with a second breach resulting in termination. Breaches by parents also result in a first and final warning with a second breach resulting in cancellation of enrolment. On cancellation of enrolment that parent forfeits a percentage of their bond and that amount is used for general policy policing and training.

It is proposed all staff are carefully trained on all policies (but especially car parking and traffic) on being hired or enrolled and regularly throughout the year via monthly newsletters, personal calls and quarterly information and parent events. Through training and compliance monitoring we are able to generate near perfect compliance.

Car parking and traffic management for this service will be regulated and complied as follows

- Drop offs and pick-ups will be regulated and enforced in accordance with the centre regulations as noted in section 5 above
- Compliance will be monitored by all staff, the Centre Director and / or the float staff member providing transition pick-ups and drop offs during peak periods
- It is noted that public transport is heavily utilized in this area, including trains and buses and Educators will be encouraged to utilise these services;
  - Redfern railway station, located on the western edge of the suburb is a major station on the Sydney Trains network.

## **6.0 EDUCATION AND LEARNING ACTIVITIES**

The education program of the service will be based on the Early Years Learning Framework. Belonging, Being and Becoming - The Early Years Learning Framework describes the principles, practices and outcomes that support and enhance young children's learning from birth to five years of age, as well as their transition to school.

The Centre's early learning program is designed to immerse the children in a world of music, movement, creative play and physical challenges.

We welcome every child as a very special and important member of our family.

### **6.1 Education – General**

The learning programs are based on the individual needs of each child and rely heavily on parent input, these programs greatly benefit from years of research and focuses on the active improvement of 5 vital skills including; *Social, Emotional, Physical, Cognitive and Creative development.*

Each child will take part in individual and group activities such as block play, painting, games, puzzles, storytelling, dress-ups, dancing and singing.

Additionally, our extensive extra-curricular programme provides the children with a broad range of music, movement, dance and fitness classes under the direction of specialist teachers.

The end result ensure that each child is fully prepared for the transition to formal schooling.

## **6.2 Control of outdoor areas**

The provision of childcare services is highly regulated. As noted above in section 3.1, staff will be required to be in close contact with children in low ratios. Staff will at all times maintain effective control of the children (whether indoor or outdoor). Play equipment in outdoor areas will be constructed so that clear sight lines between children and staff are maintained at all times.

It is common for Nursery Rooms to utilise the outdoor playgrounds at times when the other age groups are resting (as babies sleep at various times throughout the day) their routine is flexible and based on the children's requirements. In this service this allows the babies to have access to both first level and lower level playgrounds throughout the day.

## **7.0 NOISE MANAGEMENT**

The acoustic report conducted concludes, based on attended and unattended noise levels conducted at the site the undertaken noise impact noise assessment for noise generated on the site is in compliance with the relevant City of Sydney Council, Australian Standards and EPA requirements.

## **8.0 MISCELLANEOUS**

### **8.1 Maintenance**

The centre will have a designated maintenance company attend the centre weekly or as required to maintain the centre and / or conduct checks. This ensures that the standard of the centre is maintained at the highest level and that there are nil hazards to children. In addition, it ensures that all Repairs and Maintenance issues are assessed and remedied quickly and any other building issues are identified and rectified in a timely fashion. The Operations Manager also would conduct monthly checks on WPH&S and operational checks in line



with the National Quality Framework to ensure that the facility is always of the highest standard.

## **8.2 Fire Safety and Emergency**

The operator must ensure that all buildings are compliant with and maintained in accordance with its class of building. Accordingly, we will obtain an external BCA audit of the site to ensure its compliance with Fire Safety and Emergency Systems. Compliance will be refreshed annually.

The service will conduct monthly fire and emergency drills and are fully compliant with each State fire authority.

## **8.3 Security**

The operator will implement a very high standard of security at all centres to ensure the safety of all children and staff.

This centre will have installed a back to base alarm system with video monitoring feeds in communal areas.

In addition, windows and external entrances/exits are all fitted with secure locking systems. The front door will have a pin code-only access for enrolled parents and children.

## **8.4 Insurances**

The service will obtain the required Public Liability and Work Cover Insurance as set out in the Education and Care Services National Regulations and National Law.

The building, contents and its replacement value will be insured to a level assessed by a registered valuar and refreshed annually.

## **8.5 Licences, Policies and Procedures**

The centre will hold all necessary and required licences including food licences as is required for its operation.

All centre policy and procedures will be available for inspection at the centre. The centre is part of a group operation maintained, operated and supported to the highest levels of educational care and well-being.

The centre will be the local area's finest child care centre and improve the overall amenity value of the area.

