

POLICY NO: 3.5.3**EDUCATION AND CARE SERVICES****INTRODUCTION**

On 1 January 2012, the National Quality Framework was introduced into the National Legislative Framework and aims to raise high quality and drive continuous improvement and consistency in education and care services. The national legislative framework is established through an applied laws system and consists of the Education and Care Services National Law and the Education and Care Services National Regulations.

The Education and Care Services National Law identifies two types of child care services. These are Family Day Care Services and Centre Based Child Care Services.

OBJECTIVES

The purpose of this policy is to facilitate the establishment of Education and Care Services premises and to provide specific development, design and operating requirements for Family Day Care Service and Centre Based Child Care Service premises

POLICY STATEMENT**1. FAMILY DAY CARE SERVICES****1.1 Definition**

A Family Day Care Service has the same meaning as is given to it in, and for the purposes of, the Education and Care Services National Regulations 2012.

A Family Day Care Service offers education and care in the private homes of registered carers through a family day care scheme.

1.2 Suitable Types of Dwellings

A Family Day Care Service may be considered from a single house or grouped dwelling. The use of a multiple dwelling for the purpose of a Family Day Care Service is not permitted.

1.3 External Playing Space

A dwelling proposed to be used for a Family Day Care Service is to have a minimum external 'playing space' of 40 square metres, with a minimum dimension of 6 metres.

1.4 Car Parking

A dwelling proposed to be used for a Family Day Care Service is not required to provide any additional car parking bays, other than what is required under the Residential Design Codes.

2. CENTRE-BASED CHILD CARE SERVICES

2.1 Definition

A Centre Based Child Care Service has the same meaning as is given to it in, and for the purposes of, the Education and Care Services National Regulations 2012.

A Centre Based Child Care Service offers education and care in from a premises used exclusively for this purpose and includes long day care, out of school hours care and occasional care.

2.2 Internal Playing Space

A proposed Centre Based Child Care Service premises is to have a minimum unencumbered internal playing space of 3.25 square metres per child.

In calculating the area of unencumbered internal playing space,

- i) the following areas are to be excluded;
 - a) any passageway or thoroughfare (including door swings);
 - b) any toilet or hygiene facilities;
 - c) any nappy changing area or area for preparing bottles;
 - d) any area permanently set aside for storage;
 - e) any area or room for staff administration;
 - f) any other space that is not suitable for children; and
- ii) the area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an education program provided by the service.

2.3 External Playing Space

2.3.1 A proposed Centre Based Child Care Service premises is to have a minimum unencumbered external playing space of 7 square metres per child.

In calculating the area of unencumbered external playing space, the following areas are to be excluded,

- i) any pathway or thoroughfare, except where used by children as part of the education and care program;
- ii) any car parking area;
- iii) any storage shed or other storage area; and
- iv) any other space that is not suitable for children.

2.3.2 The external playing space is required to provide a shaded area that is at least 30 percent of the size of the minimum required external playing space.

2.4 Car Parking and Vehicular Access

- 2.4.1 All car parking and vehicular access requirements is to be in accordance with the City's Policy relating to Parking and Access.
- 2.4.2 A drop off/pick up area is required in accordance with the City's Policy relating to Parking and Access.

2.5 Administrative Space

A Centre Based Child Care Service premises is required to have an adequate area or areas at the premises for the purposes of:

- i) conducting the administrative functions of the service;
- ii) consulting with parents of children;
- iii) conducting private conversations; and
- iv) providing facilities for relief for the nominated supervisor, staff members and volunteers.

2.6 Nappy Change Facilities

2.6.1 If a Centre Based Child Care Service premises educates and cares for children who wear nappies, the premises is required to provide the following facilities:

2.6.1.1 One stable nappy changing surface for every 8 children who wear nappies, together with a nappy change mat or other mat with a washable, waterproof surface; and

2.6.1.2 Hand washing facilities' in the immediate vicinity of the nappy changing area.

2.6.2 The nappy changing facilities are required to be designed and maintained in a way that prevents unsupervised access by children.

3. GENERAL REQUIREMENTS FOR EDUCATION AND CARE SERVICES

3.1 Toilet and Hygiene Facilities

All Education and Care Services is to provide:

- 3.1.1 Adequate, developmentally and age-appropriate toilet, hand washing, bathing and drying facilities;
- 3.1.2 The location and design of the toilet, hand washing, bathing and drying facilities enable safe use by the children; and
- 3.1.3 There is convenient access to the toilet, hand washing, bathing and drying facilities from the indoor and outdoor playing spaces.

3.2 Laundry and Hygiene Facilities

All Education and Care Services is to provide:

- 3.2.1 A laundry facility or access to laundry facilities; or
- 3.2.2 Other facilities' for dealing with soiled clothing, nappies and linen; and
- 3.2.3 The laundry or other facilities' are located and maintained in a way that prevents unsupervised access by children.

3.3 Fencing and Security

- 3.3.1 Any outdoor space at an Education and Care Service premises is required to be enclosed by a fence or barrier that is 1.2 metres in height.
- 3.3.2 The Education and Care Service premises is sufficiently secure:
 - i) to prevent exist by unsupervised children;
 - ii) to prevent persons without a legitimate reason to be on the premises.
- 3.3.3 The Education and Care Service premises is to ensure that the side of any internal or external stairway, ramp, corridor, hallway or balcony that does not abut a wall, is enclosed so as to prevent a child being trapped or falling through or climbing over it.

3.4 Swimming Pools

A swimming pool or outdoor spa is not permitted on a premises that contains an Education and Care Service.

3.5 Signage

All signage requirements is to be in accordance with the City's Policy relating to Signs and Advertising.

3.6 Hours of Operation

The hours of operation for an Education and Care Service Premises shall be limited to 7:00am to 7:00pm, Monday to Friday and 7:00am to 6:00pm on Saturday.

The City may consider an increase to the above hours of operation for, provided that the amenity of the surrounding area is not unduly affected.

4. PLANNING APPROVAL

When applying for Planning Approval to operate an Education and Care Service premises the following information is required to be submitted to the City in the form of a written submission:

- Information on the type of Education and Care Service including what services will be provided;
- The maximum number of children that will be cared for at any one time;
- The age group/range of the children that will be cared for;
- The maximum number of staff/educators/carers that will be working at the premises at any one time;
- The proposed hours and days of operation; and
- Information on the equipment that will be used.

5. NATIONAL CARE SERVICES LAW AND REGULATIONS

In addition to the requirements listed in this policy, the applicant is to ensure that the proposed Education and Care Service premises are compliant with the National Education and Care Services Regulations 2012.

Date Initially Adopted:	27 March 2001
Date Amended:	12 March 2012
Date of Next Review:	March 2015