

## **Operational Management Plan**

### **Proposed Childcare Centre**

Congregational Christian Church Samoa  
Parish of Sydney (Church)

977 Forest Road, Lugarno NSW 2210

March 2020

### **Purpose –**

This Management Plan outlines the measures to be implemented at 977 Forest Road, Lugarno, to ensure the successful operation of the Child Care facility onsite, to properly manage any potential impacts on adjoining residential properties and the local area more broadly.

### **Monday to Friday – 7am - 6 pm – Childcare Centre hours**

1. Child Care Centre organized activities. There will be no Church organized work or activity on site during these hours.
2. The Child Care Centre will operate according to any conditions of development consent issued for approval of the childcare centre applicable to the site. The Development Consent will be displayed on site.

### **Monday to Friday 7pm - 11pm, Saturday & Sunday**

1. Church organized work and activities. There will be no Child Care Centre organized activities on site during these hours.
2. The Church will operate according to Development Application 2006/DA-0372 and Revisions applicable to the site, outside of Childcare Centre DA hours. The DA 2006/DA-0372 will be displayed on site.

### **Monday to Friday 11pm - 6am and Saturday and Sunday**

1. The Church will operate according to the Development Application 2006/DA-0372 and Revisions applicable to the site. The DA 2006/DA-0372 will be displayed on site.

### **Commitment**

The Church is committed to this Management Plan, and its enforcement.

## **Childcare Centre**

- Name of Child Care Centre
- Overall Centre Objectives
- No. of Children and Staff and Indoor and Outdoor Play Areas
- Hours of Operation
- Drop off and Pick Up
- Security on Site
- Music
- Food and Drink
- Deliveries
- Waste
- Relevant Government Regulations and Australian Standards

### Name of Child Care Centre

Name – to be determined

### Overall Centre Objectives

- To provide high quality care and education of children 6 months – 5 years old in the local and extended community; children's service whilst maintaining a welcoming home-like atmosphere for the comfort & care of children and their families; and
- Provide a service where the protection, wellbeing, & rights of each child are paramount.
- To operate within the legislative framework provided by the *Education and Care Services National Regulations* and the *Child Care Planning Guideline*

### Number of Children and Staff and Indoor and Outdoor Play Areas

Number of children and staff – The proposed centre will aim to have 34 children at maximum capacity daily and will be providing care for children ages 0 – 5 years.

The table on the following page shows a breakdown of the children and staff into age groups and shows the breakdown of indoor and outdoor play space.

Childcare Centre –

Age Group	No. of Children Proposed in Room	DEC Staff Ratio Required	No of Staff Provided	Indoor Play Space Required	Indoor Play Space provided	Outdoor Play Space Required	Outdoor Play Space Provided
0 - 2	12	3	3	39m <sup>2</sup>		84m <sup>2</sup>	
2 - 3	12	3	3	39m <sup>2</sup>		84m <sup>2</sup>	
3 - 5	10	1	1	32.5m <sup>2</sup>		70m <sup>2</sup>	
<b>Total</b>	<b>34</b>	<b>7</b>	<b>7</b>	<b>110.5m<sup>2</sup></b>	<b>301.05m<sup>2</sup></b>	<b>238.00m<sup>2</sup></b>	<b>247.10m<sup>2</sup></b>

Table 1 - National ratios for centre-based services (r123)

Age of children	Educator to child ratio
Birth to 24 months	1:4
Over 24 months and less than 36 months	1:5
Over 36 months up to and including preschool age	1:11 Note: for NSW the educator to child ratio for children aged 36 months or more but less than 6 years of age is 1:10 (r271)
Over preschool age	1:15*

**0 – 2 years\_**

12 Children

3 Staff

Staff Child Ratio – 1:4

Indoor Play Space – 39m<sup>2</sup> (@3.25 sq.m/child)

Outdoor Play Space – 84m<sup>2</sup> (@ 7 sq.m/child)

**2 – 3 years**

12 Children

3 Staff

Staff Child Ratio – 1:5

Indoor Play Space – 39m<sup>2</sup> (@3.25 sq.m/child)

Outdoor Play Space – 84m<sup>2</sup> (@ 7 sq.m/child)

**3 – 5 years**

10 Children

1 Staff

Staff Child Ratio – 1:10

Indoor Play Space – 32.5m<sup>2</sup> (@3.25 sq.m/child)

Outdoor Play Space – 70m<sup>2</sup> (@ 7 sq.m/child)

Despite the numbers above it is noted that the numbers in all rooms will be somewhat flexible on a day-to-day basis to allow for children to move rooms according to their age and availability.

**Staff Types**

0 – 2 Years - 12 Children = 3 Staff - 1 Diploma, 1 Cert III, 1 trainee;

2 – 3 Years - 12 Children = 3 Staff - 1 Diploma, 1 Cert III, 1 trainee;

3 – 5 Years - 10 Children = 1 Staff - 1 ECT.

**Staff Rosters**

Staff rosters are based on a 9.5 hour day/ 4 day week and are generally staggered as follows:

3 Staff members will work between 7am and 4:30pm;

1 Staff members will work between 7:30am and 5pm;

1 Staff member will work between 8am and 5:30pm;

2 staff members will work between 8:30am and 6pm

## **Outdoor Play**

To minimize the noise effects of playing children to neighbouring houses the following outdoor play rules will be adhered to:

- Outdoor play is not permitted before 8am
- Outdoor play is not permitted after 5pm in winter (non daylight savings times) and 5.30pm in summer (daylight savings times)

## **Hours of Operation**

The childcare centre will operate, subject to demand and enrolments, a maximum 50 weeks of the year, closing on Public Holidays and 1-2 weeks for Christmas.

- The hours of operation are 7am – 6pm Monday to Friday and will be closed weekends.

## **Drop off and Pick Up**

- Peak times for arrival of families/children & staff will be between 7am - 9am each weekday morning. Generally, there are approximately 10 arrivals by 7:30am, 20 arrivals by 8am and the remaining children arriving between 8-9am.
- Peak times for departure of families/children & staff will be between 3pm-6pm each weekday afternoon. Generally, 15 children leave between 3-4pm, 10 children leave between 4-5pm, 5 children leave between 5-5:30pm and the remaining children will be collected between 5:30- 6pm.
- Families & staff will have on-site parking available each weekday from Forest Road with 11 spaces including a disabled space. Pedestrian access from the car park and directly from Forest Road is provided to the front entrance of the childcare centre building. Staff parking is nominated at the rear of the site with quick turnaround parent parking allocated to the front of the site.

## **Security on Site**

The children's rooms will have limited access, as any arrivals will need to be granted entry at reception/ sign in desk and then gain access to the individual rooms via the main corridor leading to the rooms. Each staff member must undergo mandatory Working with Children Check before employment & access to children through the NSW Government's Commission for Children and Young People.

### **Music**

Throughout the day, staff may arrange music sessions for children's learning and for routine & sleep times to create an ambient atmosphere as children settle throughout daily transitions. Music may be played a few times each day at a soothing volume to ensure children's comfort.

### **Food and Drink**

Food and drinks will be delivered and prepared at the childcare centre for storage.

### **Deliveries**

- Food deliveries are anticipated to be approximately once or twice a week, generally from a small van or truck.
- Cleaning and other general small equipment and consumables (for example: art and craft products, nappies, paper towels, stationery, staff room milk, tea and coffee) for the childcare centre will be purchased as required by centre staff and will generally be brought to the site by staff car or delivered by small vans and trucks.
- Deliveries of such items are likely to be in the order of up to 1 - 2 per week. Deliveries will generally be coordinated to coincide with non-drop off or pick up times e.g. 10am - 12pm

### **Waste**

- Two 240L bins for general waste, which will include a small amount of food waste, nappies and cleaning consumables.
- There will also be two 240L recycling bins. Both bins will be emptied weekly. This currently occurs every Monday for general waste and every second Monday for recycling.

### **Relevant Government Regulations and Australian Standards**

The following regulations will be complied with:

Education and Care Services National Regulation	NSW Government
National Quality Framework	ACECQA
Ratios – (0 - 2yrs = 1:4, 2 – 3yrs = 1:5, 3 – 5yrs = 1:10)	Department of Education & Communities