

Edgeworth Child Care Centre Inc.

Governance and Management Policy

Aim

The Approved Provider of Edgeworth Child Care Centre will ensure all aspects of the Education and Care Service operations run smoothly and efficiently; and communicate effectively and efficiently with Educators and other Staff and Families.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011
Child Care Service Handbook 2013-2014

Who is affected by this policy?

Educators
Children
Staff
Management
Families

Implementation

Edgeworth Child Care Centre holds a Service Approval from the Department of Education and Communities to provide high quality, educational programs for 39 children per day between the ages 0 to 6 years.

The Service will be open for 48 weeks of the year between 7.30am to 5.30pm Monday to Friday. The Service will close down annually for a 4 week period between Christmas and January.

Children are required to be collected by 5.30pm. Additional late fees will be charged for children collected after 5.30pm.

Edgeworth Child Care Centre is managed by (APPROVED PROVIDER ~ President of the Management Committee / Licensee & Nominated supervisor / Director ~ Susan Wilkinson)

The Approved Provider is responsible for:

- a) Ensuring the smooth operation of the Education and Care Service.
- b) Supporting the Nominated Supervisor in her/his role.
- c) The financial management of the Education and Care Service.
- d) Keeping all Service parents informed of issues arising.
- e) Ensuring buildings and facilities are maintained adequately.
- f) Participating in the selection of the Service's Educators and all other Staff members.
- g) Ensuring that policies are adhered to at all times.
- h) Developing Service policies in consultation with Education and Care Educators, other Staff, the Nominated Supervisor, Families and other interested parties.
- i) Ensuring compliance with all relevant National/State Regulations and Laws.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Management Structure



Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Guide to National Quality Standards 2011
Child Care Service Handbook 2013-2014
Australian Children’s Education & Care Quality Authority
NSW Department of Education

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 26 October 2016

Date for next review: October 2017