

COMMUNITY CHILD CARE

GET TO KNOW YOUR EDUCATION AND CARE SERVICE

A checklist for new coordinators and committee members

In education and care services there are a variety of things you will need to know depending on your position within the service. This will include legislative and regulatory obligations, requirements with respect to the National Quality Framework, how Child Care Benefit (CCB) and Child Care Rebate (CCR) are implemented, and the reporting and compliance requirements under the commonwealth funding agreement.

Seeking support in areas that are unfamiliar to you will assist in developing effective policies and procedures for service management and operation. This will ensure the service is adequately resourced with up-to-date and accessible information.

This resource sheet has been designed for those new to centre-based children’s services. It can be used to encourage conversations between management teams, management

subcommittees, service educational leaders and the staff team. It can also be used by any of these parties alone to assess if the identified areas are familiar and have been accounted for in your service. It may be used by a new member to the staff or management team as part of an induction, or it could be used in the establishment phase of a new centre-based service.

Checklist

Use the following checklist to document which areas are familiar to you, and in which areas you might require professional support. CCC has resource sheets available for download on most of these topic areas, and is available for advice and support while you get to know your service. Contact CCC to discuss your action plan with a professional support consultant. A consultant is available for advice and support while you become familiar with centre-based children’s services.

		Action Plan
Management	Have management teams and subcommittees been set up?	
	Have roles and responsibilities been established and documented?	
	Has a permanent management structure been formed and documented?	
	Would the management team benefit from CCC’s ‘Efficient Management Training’?	
Venue	Does it meet the Education and Care Services National Regulations 2012?	
	If applicable, is a lease agreement or internal arrangement contract in place?	
	If preparing food, is the kitchen registered as a food premise with local council?	
	Are the location of toilets and the procedures for children using them documented?	

Action Plan

Venue	Is there a documented emergency evacuation plan?	
Operation	Is there adequate and appropriate insurance coverage?	
	Have opening and lock-up procedures been documented?	
	Do enrolment forms contain up-to-date service and family details?	
Finance	Is there an open bank account or line of credit for the service?	
	Has a budget been developed?	
	Is there a documented fee collection, invoicing and receipting system?	
	Is there a documented mechanism for administration records, petty cash, incoming fees and CCMS compliance?	
	Have accounts with local shops and equipment suppliers been opened?	
	Is there a system to monitor income and expenditure?	
	Are all financial procedures in writing?	
Staffing	Do all staff have documented and distributed position descriptions?	
	Are there documented procedures on how and where to advertise employment opportunities?	
	Are there documented procedures on interviewing and appointing new staff?	
	Is professional development provided for staff, and is it recorded in a plan?	
	Is there a system in place for regular, documented staff appraisals to take place?	
Administration	Is there promotional material for families including how they claim CCB and CCR?	

Action Plan

Administration	Is there a process set up for National Quality Framework compliance including the development and review of the Quality Improvement Plan?	
	Have records for children, families and staff been set up?	
	Are all administration procedures in writing?	
Equipment	Have purchasing procedures been established?	
	Is there adequate general storage?	
	Is there a service-specific telephone and automatic answering service?	
	Is there adequate equipment for children?	
	Are there first-aid supplies?	
	Are there office supplies?	
Policy	Is there an up-to-date policy and procedures document?	
	Is there a documented statement of philosophy for the service?	
	Is there a family handbook publication?	
	Is there a staff handbook publication?	
Funding	Is the service currently receiving a Set Up Assistance grant?	
	Is the service currently receiving first-year or ongoing Sustainability Assistance?	
	Is the service currently receiving an Inclusion Support Subsidy?	
	Is the service currently accessing bilingual workers?	



		Action Plan
Funding	Are any families utilising the service eligible for Jobs, Education and Training (JET) Child Care Fee Assistance?	
	Are families utilising the service registered or not registered for Child Care Benefit?	
	Are families choosing to have the Child Care Rebate (CCR) <ul style="list-style-type: none"> ▶ paid to the service to reduce their account by the amount of the CCR entitlement, or ▶ paid to their own bank account? 	

Are you aware of, and do you have access to, copies of the following publications and resources?

<i>Education and Care Services National Law Act 2010</i> <i>Education and Care Services National Regulations 2012</i>	Purchase from Information Victoria bookshop at www.bookshop.vic.gov.au or download from the Australian Children's Education and Care Quality Authority (ACECQA) at www.acecqa.gov.au > National Quality Framework > National Law and Regulations.
<i>The National Quality Framework Resource Kit:</i> <i>(1) Guide to the National Quality Framework</i> <i>(2) Guide to the National Law and National Regulations</i> <i>(3) Guide to the National Quality Standard</i> <i>4) Guide to Developing a Quality Improvement Plan</i>	Download from ACECQA at www.acecqa.gov.au > NQF Library > National Quality Framework Resource Kit
<i>The Early Years Learning Framework</i>	Download from ACECQA at www.acecqa.gov.au > Search NQF Library
<i>My Time, Our Place: The Framework for School Age Care in Australia</i>	Download from ACECQA at www.acecqa.gov.au > Search NQF Library
<i>The Victorian Early Years Learning and Development Framework</i>	Download from the Victorian Curriculum and Assessment Authority (VCAA) at www.vcaa.vic.edu.au > Victorian Early Years Learning and Development Framework
<i>Transition: A Positive Start to School Resource Kit</i>	Download from the Department of Education and Early Childhood Development (DEECD) at www.education.vic.gov.au > Early Childhood Professionals > Early Childhood Learning > Transition to School > Transition Resource Kit
<i>Strength-based approach: A Guide to Writing Transition Learning and Development Statements</i>	Download from DEECD at www.education.vic.gov.au > Early Childhood Professionals > Professional Development > Transition Statements
<i>Child Care Service Handbook 2012-2013</i> for all approved childcare services operating under the Child Care Management System (CCMS)	Download from the Australian Government Department of Education at www.education.gov.au > Early Childhood > Child Care Information for Service Providers > Child Care Service Handbook



CCC provides leadership, advocacy and support to build the capacity of the children's services sector and promote public support for community owned, not for profit services.

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