Child Care Services Charter & Policy Statement

1. INTRODUCTION

The purpose of this document is to set out Council's commitment to the provision of childcare services to the Karoonda community.

2. OBJECTIVES

To provide adequate childcare services based on community needs and to ensure that families have local, accessible and affordable childcare options.

Council aims to provide childcare services which are:

- Affordable for users of the service;
- Financially sustainable for council to operate;
- Have a high standard and quality of care and education; and are
- Accessible and flexible for families to access.

3. SCOPE OF SERVICE

Council will provide child care services under the National Quality Framework, with provider and service approvals being granted by the South Australian Education and Standards Board under the Australian Children's Education and Care Quality Authority.

Council will be registered as a 'provider' and will provide two 'approved' services, being:

- Centre Based Care**;** and
- Out of School Hours Care.

Council will register the services for Child Care Subsidy with the Department of Human Services.

The services will operate from approved premises, located at 10 - 12 North Terrace Karoonda and will be licensed to care for up to 22 children.

4. SERVICE NAME

The services will be provided under the name 'Mallee Kids Child Care'.

5. SERVICE AVAILABILITY

The services will be offered 5 days a week, with designated days being:

- Monday, Tuesday, Wednesday, Thursday, Friday.

The services will be offered based on demand, with designated days determined primarily by permanent bookings in the service.

On designated days, the following services will be offered:

Centre Based Care (Long Day Care)

Council will provide centre-based care on designated days of operation between 7.30 am and 6.00 pm.

Out of School Hours Care (OSHC)*

Council will provide out of school hours care on designated days of operation in two sessions:

- Morning (between 7.30 and 8.45 am)
- Afternoon (between 3.15 pm and 6.00 pm)

*OSHC services will not generally be offered on days that fall within the school holiday periods, a separate Vacation Care Service may be offered instead (operating under the Centre-Based Care approval).

6. SERVICE CLOSURE PERIOD

Council will annually determine any seasonal closure periods, where the services will not be offered (for example, closure over the Christmas period) and provide a minimum of three months' notice to families of enrolled children of any such closures.

7. MINIMUM SERVICE BOOKING NUMBERS

Minimum Operating Requirements,

- Centre Based Care will be provided on the designated days so long as there is a minimum of 1 full day booking (casual or permanent) on that day for Centre Based Care,
- OSHC will be provided on the designated days so long as there is a minimum of 1 full day booking (casual or permanent) for Centre-Based Care or OSHC.

Minimum Service Booking Requirements will be reviewed by Council on an annual basis.

8. SERVICE FEES

Council will annually set the fees for the services taking into consideration a range of factors including (but not limited to) the viability of the service, service offerings, affordability for families and impact on Council's Annual Business Plan and Budget.

9. FUTURE REVIEW AND OPERATIONS

Council acknowledges that while the provision of childcare services is not usual Council business, a flexible and accessible childcare service is required to support economic growth and the provision of employment and educational opportunities for families across the district.

10. RESPONSIBILITIES

Council has the responsibility for allocating sufficient funding from its operating budget to ensure that the service can operate to the standards defined in this document.

Council has delegated its responsibility for ensuring compliance with this policy to the CEO.

The CEO also has a responsibility to oversee the development of operational policies and procedures and for the recruitment of suitably qualified staff to coordinate and deliver the approved services. The CEO may sub-delegate this responsibility.

11. DEFINITIONS

Approved Provider

A provider who is approved by the Education and Standards Board to provide approved services.

Approved Service

A service which is approved by the Education and Standards Board and which is provided by an approved provider.

Enrolment

A child who has registered with the service and may then make either casual or permanent bookings.

Permanent booking

A booking for a child which is 'permanent' in that it is repetitive, regular and ongoing.

Casual booking

A booking for a child which is 'casual' in that it is not repetitive, regular and may be infrequent.

Designated Day

A day on which Centre Based Care and/or Out of School Hours Care services will be provided.

12. LEGISLATION AND STANDARDS

Local Government Act 1999

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

National Quality Standard.

13. DOCUMENT AND ADMINISTRATION CONTROL

COUNCIL POLICY	
Policy title:	Child Care Services Charter & Policy Statement
Policy number:	
Responsible officer:	Council
Version:	V1.0
Committee review:	
First issued/adopted:	9 April 2019
Review frequency:	Every 4 years
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Next review date:	September 2027
Applicable legislation/related documents:	Local Government Act 1999 Education and Care Services National Law Act 2010 Education and Care Services National Regulations National Quality Standard.