

Plan of Operational Management

Childcare Centre: *Headland Jardin Stage 2*
Approved Provider: *YCW Childcare Pty Ltd*
PMC: *Yan Wu*

5/11/2024

www.headlandmontessori.com.au

Executive Summary

This Plan of Management (POM) forms an essential part of the ongoing management requirements for the Child Care Centre. It is a document required by Council and reflects a reasonable agreement between the Centre Operators and the Council in order to minimise any adverse effects upon neighbours.

Capacity of Centre

The Centre's capacity is for a total of 69 Children as follows:

0-2 years of age; 16 Children
2-3 years of age; 23 Children
3-6 years of age; 30 Children

This capacity is based upon the allowed number pursuant to the Childcare Regulations.

Hours of Operation

7:30am to 6pm Monday to Friday – 52 weeks per year (Closes for Public Holiday)

Staffing

Based on national standard:

0-2 years of age; 1 to 4
2-3 years of age; 1 to 5
3-6 years of age; 1 to 10

At capacity, minimum of 13 staff required. Minimum of 7 staff required at all times.

Staff Arrival

Not all staff arrive at the same time. The arrivals are usually staggered between the hours of 7.00am to 10.00am. Staff will arrive by a mixture of private vehicle, bicycle/scooter, and public transport.

Fulltime staff work for 8-10 hours a day.

Parttime or Casual staff work shifts as required.

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ACN: 128 211 450

Parents/Children Arrival and Departure

In the morning, parents usually arrive between the hours of 7.30am to 10am.

Similarly for pickup, the parents will start arriving from 3.00pm and stagger until 6.00pm

Visitors and parents will utilise the basement parking and proposed short-stay drop off area along Skyline Place as per the traffic report prepared by Varga Traffic Planning.

Daily Schedule – 0 to 2 years

| | |
|------------------|---|
| 7.30am: | Centre opens |
| 7.30am- 8.00am: | Breakfast & Family Grouping in the 2-3 room. A quiet, settling time for children of mixed ages. |
| 8am - 9am: | Free play in the 0-2 year's room – making use of play based resources. A time for babies to participate in a variety of free play learning experiences. |
| 9.00am: | Nappy Change Time |
| 9am - 9.30am: | Progressive Morning Tea & Various Learning Centre Activities. A time for hand washing, fruit and a healthy snack; and, for babies to practice their developing selfhelp/independence skills. Daily Communication Chart record completed for individual babies eating. |
| 9.30am - 9.45am: | Sleep Time and One-on one Activity Time. |
| 10am: | Transition to Indoor/Outdoor Active Play Area |
| 10am -10.45am: | Planned and Spontaneous Indoor/Outdoor Active Activities |
| 10.30am: | Music and Movement Time |
| 10.45am - 11am: | Nappy Change Time |
| 11am: | Transition to the 0-2 years Room |
| 11am-11.30am: | Progressive Lunch Time. A time for hand washing, lunch; and, for babies to practice their developing selfhelp skills. Daily Communication Chart record completed for individual babies eating. |
| 11.30am-1pm: | Sleep Time and One-on one Activity Time |
| 1pm-1.15pm: | Nappy Change Time |
| 1.15pm - 1.30pm: | Progressive Afternoon Tea Time |
| 1.30pm-2pm: | Sleep Time and Free Play Time |

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2.00pm- 2.15pm: Music and Movement Group Time

2.30pm: Transition to Play Area for Free Play and Family Grouping

2.45pm - 3pm: Story reading Time

3.45pm - 4pm: Music and Movement Group Time

4:00pm: Nappy Change Time

4.00pm- 4.30pm: Progressive Late Afternoon Snack Time. A time for hand washing, a healthy snack and for babies to practice their developing selfhelp skills.

4:30pm: Nappy Change Time

5.15pm: Story Time - A time for packing the Indoor and Outdoor play areas away, gathering belongings and reading a story together.

6.00pm: Centre closes

Daily Schedule – 2 to 3 years

7.30am: Centre opens

7.30am- 8.00am: Breakfast & Family Grouping in the 2-3 room. A quiet, settling time for children of mixed ages.

8am - 9am: Free play in the 2-3 year's outdoor play area (weather dependent) – making use of outdoor Montessori educational resources.

9.00am: Nappy Change Time

9am - 9.30am: Progressive Morning Tea & Various Learning Centre Activities. A time for hand washing, fruit and a healthy snack; and, for babies to practice their developing self help/independence skills. Daily Communication Chart record completed for individual babies eating.

9.30 – 11:30am: use of outdoor area for Montessori activities (no more than 5 children).

11.15-11.30: use of outdoor area pre-lunch.

11:30am-12.30am: Progressive Lunch Time. A time for hand washing, lunch; and, for babies to practice their developing self help skills. Daily Communication Chart record completed for individual babies eating.

12.30pm-2pm: Sleep Time and One-on one Activity Time

2pm: Nappy Change Time

2pm – 2:30pm: Progressive Afternoon Tea Time

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| | |
|-----------------|--|
| 2.30pm- 3.00pm: | Music and Movement Group Time |
| 3pm – 4pm: | Free Play Time |
| 3.45pm - 4pm: | Music and Movement Group Time |
| 4pm - 5pm: | Outdoor extra-curricula activities |
| 5pm: | Nappy change |
| 5.15pm: | Story Time - A time for packing the Indoor and Outdoor play areas away, gathering belongings and reading a story together. |
| 6.00pm: | Centre closes |

Daily Schedule – 3 to 6 years

| | |
|-----------------|---|
| 7.30am: | Centre opens |
| 7.30am- 8.00am: | Breakfast & Family Grouping in the 3-6 room. A quiet, settling time for children of mixed ages. |
| 8am - 9am: | Free play in the 2-3 year's outdoor play area (weather dependent) – making use of outdoor Montessori educational resources. |
| 9.00 – 11.30pm: | use of outdoor area for Montessori educational activities – based on Headland curriculum (no more than 10 children at a time). During this time there will also be morning tea which children will participate in self-help activities. |
| 12:00pm to 1pm: | Lunch |
| 1pm to 2pm: | Quiet – Reading time or sleep as required. |
| 2pm – 3pm: | Montessori activities |
| 3pm -4pm: | (outdoor) Extra-curricular outdoor/sport activities. |
| 4-5pm: | Free play – outdoor/indoor |
| 5-6pm: | Group readings |
| 6pm: | Centre closes. |

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Use of Outdoor Areas

The outdoor areas will be designated for the different age groups, as shown on the architectural plans and the landscape drawings.

While these areas will generally be used for the designated age groups, it is intended that the boundaries between the outdoor areas will be flexible (using temporary fencing) so that increased interaction between the age groups can be facilitated at certain times.

3 to 6 year olds will not use the under 3 play area and vice versa due to the different types of play equipment.

There will be times in the day where all the play areas will be used by all children in the respective age groups but this will mostly be between 8.30 and 10am and again between 3.30 and 5pm. These are peak pick up and drop off times.

Other times of the day it will mainly be small numbers of children in each age group accessing their outdoor space.

Food Preparation and Kitchen Requirements

- Morning tea, lunch meal (which is slightly more substantial) and Afternoon Tea is typically provided. No cooking is required for morning and afternoon tea.
- For Lunches, either ready made meals from Kids Gourmet are served or the meal is prepared on the premise. Our Chef will prepare items using a mixture of Oven and Stove.
- No fried food is served.

A commercial grade kitchen is not required. The equipment requirements are almost identical to that of a domestic kitchen. The following will be required:

- Cooktop – domestic electrical stove, 600mm x 600mm.
- Oven – 900mm by 600mm ovens. This can be located below the Cooktop.
- Kitchen Exhaust – a large domestic exhaust with airflow to outside of the building from the side is sufficient. 900mm wide.
- Fridge – Domestic Fridge for storage, typically 500L fridge, which is 800mm wide.
- Pantry Space – 1 tall cupboard for storage of goods.
- 1x Sink – ideally large stainless steel, 600mm wide.
- Storage area for plates and cups.
- Dishwasher – fast cycle stand alone dishwasher that can sit besides or under a benchtop. 600mm wide.
- Stainless Steel benchtops and shelves to easily maintain Hygiene.

Food safety

All relevant Food Standards Australia New Zealand requirement will be complied with:

- a safety supervisor onsite available to supervise food handlers.
- all food handlers (staff) are trained in food safety and hygiene, or can demonstrate adequate skills and knowledge.
- record of food safety risk management is maintained.

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Noise Management

The childcare centre should not become a source of 'offensive noise' impacting adversely on the acoustic amenity of neighboring residences.

Children

Time out of doors is an essential component of the child's experience of the Centre. Whilst active play is encouraged, screaming and shouting is not. This type of behaviour can be intimidating to other children, and can be disturbing to neighbours. Children who persist in such behaviour may need to be excluded from outdoor activities.

A crying or distressed child will be attended to without delay. The child will be taken to a quiet area to be comforted and to be assessed for any injury, or other cause of distress.

Musical instruments likely to generate excessive noise will not be permitted in the "Active" play area.

Centre management will endeavour to respond to any noise complaint as quickly as possible, and will advise the complainant within 48 hours of what, if any, actions have been undertaken as a result of reviewing the complaint. These actions will be recorded in the Log.

The Log will be located in the Nominated Superior's office and will be accessible to Council at any time within normal operating hours.

Waste Management

Headland Montessori are deeply committed to environmental stewardship and incorporate various waste management practices into their curriculum and daily operations. Here are some key strategies they use:

Recycling and Upcycling Projects

Montessori schools engage children in creative recycling activities. For example, they might create bottle cap mosaics, make homemade paper from scrap, or use old containers as planters. These projects not only teach children about recycling but also enhance their creativity and fine motor skills.

Sustainability Practices

Headland Montessori model sustainable habits in their daily routines. This includes energy conservation, waste reduction, and participating in recycling programs. By integrating these practices into everyday tasks, they demonstrate the importance of sustainability to the students.

Outdoor Environmental Projects

Children participate in outdoor projects like creating wildlife habitats or cleaning up their surroundings. These hands-on activities help instill a sense of responsibility and empathy towards nature.

Eco-Friendly Learning Environment

The Montessori approach emphasizes a connection to nature. Schools often have energy-efficient campuses and plans to incorporate renewable energy sources like solar power². This not only reduces the environmental footprint but also educates children on the importance of sustainable living.

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Bins and Storage

- We only intend to have 10x babies and around 15x toddlers.
- So nappy usage will not be very high.
- The requirement will be for 1x 240L General Waste and 1x 240L Recycling Waste bin per day.
- Our cleaners will move the 240L bins around the building via the designated route to the assigned areas at night as part of the daily clean.

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Educational Activities

Headland Montessori incorporates environmental education into their curriculum. Activities such as fabric scrap collages and making musical instruments from recycled materials teach children about the value of reusing and repurposing items. By embedding these practices into their educational model, Montessori foster a lifelong respect for the environment in their students, preparing them to be thoughtful and proactive citizens of the planet.

Headland Montessori utilises different types of the waste bins throughout the center. The bins are collected and transported into the dedicated area within the basement (please refer to the waste plan submitted as part of the main building DA). Then bins are then collected and transported by staff to the dedicated pick up area to South-East of the building where the bins get collected by the Council or Private waste collector.

After the collection the bins get transported to the original areas.

Policies and Procedures

The centre's operations are documented in our Policies and Procedures.

These Policies and Procedures make up many volumes. All educators and carers must read the Policies and Procedures and confirm in writing that they have done so. The Policies and Procedures are discussed at Staff Meetings and are continually updated and redistributed as they are amended to retain relevance and compliance.

Policies are also located in the front foyer for all families and visitors to have access to at any time.

Centre Policies are reviewed throughout the year on a monthly basis following a schedule. All revised policies are mentioned in the centres monthly Newsletter as well as displayed in the front foyer of the centres for families to be updated and advised of changes that have been made.

Security Measures Policy

The centre will have the following security measures in place:

Surrounding childproof fences and gates, internal back to base alarms.

Individual Pin Code access to all staff and parents to access the centre. Individual Pin codes will be cancelled upon families cancelling their child's position at the service.

Collection and Delivery of Children Policy

NQS

QA2 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazards likely to cause injury.

2.3.4 Educators, coordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.

National Regulations

Regs 84 Awareness of child protection law.

99 Children leaving the education and care service premises.

158 Children's attendance record to be kept by approved provider.

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