

CHILD CARE SUBSIDY (CCS) GOVERNANCE POLICY

To comply with legislation when either applying or maintaining the Child Care Subsidy (CCS) a CCS Governance Policy is required. Our policy covers: evidence ensuring ongoing compliance with family assistance law, organisation size and structure, decision making, employment procedures, operational structure, financial viability and risk management.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

2.1	Provider approvals
2.2	Service approvals
Division 1	Applications for Service approvals
Division 3	Transfer of Service approvals

RELATED POLICIES

Fee Payment Policy
 Enrolment Policy
 Record Keeping and Retention Policy
 Governance Policy

PURPOSE

Our Service aims to comply with the Child Care Subsidy legislative requirements associated with operating a fee reduction Service for eligible families. We will continuously examine our business and Service model to identify opportunities to cater to the needs of our families and community.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

APPROVED PROVIDER DETAILS

To claim Child Care Subsidy, our Service must be approved by a delegate of the Secretary of the Department of Education and Training by showing the required evidence and information to ensure ongoing compliance with the family assistance law.

Required information includes:

Provider & Service Approval Number		00007500 / SE-00012936	
Business Name	Mt Hawthorn Out of School Hours Centre Incorporated		
Trading Name	Mt Hawthorn Out of School Hours Centre		
Contact Person	Wilma Gouws		
Telephone	0431 815 586		
Mobile	0431 815 586		
Email	mtosca@inet.net.au		
Address	1 Killarney Street, Mt Hawthorn, WA 6016		
NQA ITS Details	mtosca@inet.net.au Mtosca001		
Provider Entity Name	Mt Hawthorn Out of School Hours Centre Incorporated		
ABN	65 679 178 902		
Provider Entity Name (Ultimate Holding Entity)			
ABN (Ultimate Holding Entity)			
Relevant Entity Documents (Financial Statements, signed partnership agreement etc) provided		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Bank Account Details	066 117 / 1010 1677		
PRODA RA Number and Contact Details		Wilma Gouws / RA 6251684375	
PRODA RA Number and Contact Details		Bernardine Seow / RA 9374929669	
Working with Children Check	WWCC Number	Expiry Date	State/Territory
	Wilma Gouws 874149 Bernardine Seow 1280570	14 Jun 2020 24 Mar 2019	WA WA
Details in which the provider or their personnel have an interest		Director	
External Management Organisation/individual		Andrew Griffiths (Chairperson)	
Number of years of operation		16	

OUR SERVICE AND BUSINESS STRUCTURE

The following information describes the type and size of our OSCH service operation, including: personnel, recruitment and professional development strategies, fee structure, philosophy and financial position.

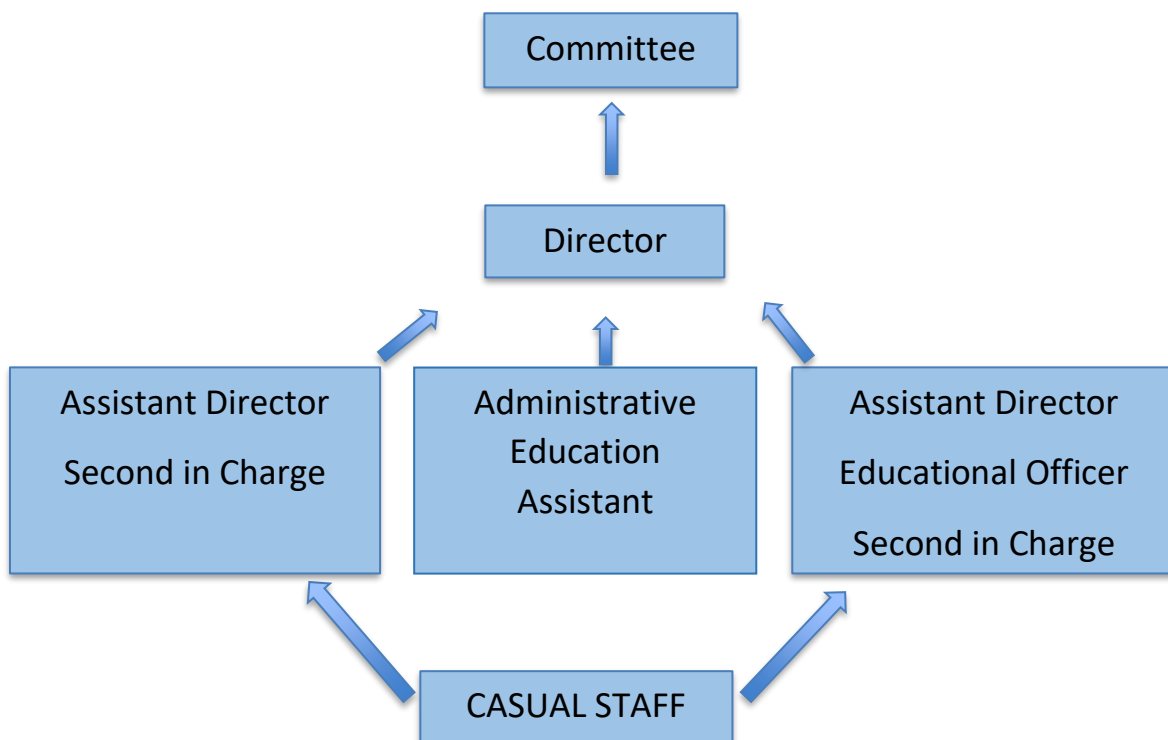
Entity Type (Partnership, Private Company, Sole Trader, Public Company etc)		Non-for-Profit Organisation
Information provided with application for provider approval		YES <input type="checkbox"/> NO <input type="checkbox"/>
Number of Managers	1 Director, 2 Assistant Directors, 1 office administration	
Number of operation personnel	14 Casual Educators	
Recruitment and Professional Development Plans	Recruitment process and documentation See staff job description / Management Resources Professional Development - staff meetings and training sessions	
Structure of the business	See diagram on next page.	
Number of sites and locations	Mt Hawthorn out of School Hours Centre (1 centre)	
Service Type	Outside School Hours Care / Vacation Care 1 Killarney Street, Mt Hawthorn, WA 6016	

OPERATIONAL STRUCTURE

Days of Operation	Monday to Friday	
Hours of Operation	7:00 am – 9:00 am BSC 15:00 pm – 18:00 pm ASC 7:30 am – 18:00 pm Vacation Care	
Weeks of Operation	50 weeks [Close December - Christmas week / January - first week]	
Fee Schedule	Fee Policy	
Number of Licensed Children	110	
Services Provided	<ul style="list-style-type: none"> - Philosophy - Child Care Features - Mt Hawthorn Primary School grounds - Resources - Demographic model - Mt Hawthorn community - Targeted Families - Mt Hawthorn Primary School 	
Current Employees & Qualification	Name	Qualifications
	<ul style="list-style-type: none"> • Director • Assistant Director Educational officer) • Assistant Director 	Bachelor of Teaching Diploma Children Services Bachelor of Teaching

	<ul style="list-style-type: none"> • Administration officer • Qualified Educators • Studying towards Qualified Educators role • Educators • Number of Staff currently employed 	<p>Certificate III Children Services</p> <p>Seven</p> <p>Two</p> <p>Nine</p> <p>19</p>
Financial Position	iPay Method of Payment Centrelink arrangements (CCS) registrations families responsibility to provide CRN numbers. OSCA submits info on Hubworks	
Liabilities	School premises lease	

Organisational Structure Diagram



FINANCIAL OBJECTIVES - OSCA - NON-FOR-PROFIT ORGANISATION**Fee Structure:**

BSC: \$15.00 per session

ASC: \$22.00 per session

VACATION CARE:

In Centre day: \$50.00

Incursion: \$62.00

Excursion: \$75.00

Late Penalty fee: \$2.00 per minute per child

Absentee fee: (OSCA ASC) \$15.00 per family

Service closed on Public Holidays – no fees charged

NON-COMPLIANCE RISK MANAGEMENT

To ensure our continued commercial, operational and financial viability our Service will maintain a current Quality Improvement Plan, Professional Development and Training Plan, Personnel files, Professional Indemnity and Public Liability Insurance and a Child Care Management System.

TYPE OF RISK	PREVENTION / STRATEGIES IN PLACE	ACTION TO BE TAKEN
CCS Compliance	Hubworks	iCloud backup
Insurances	Guild Insurance: <ul style="list-style-type: none"> ▪ (Undercroft 110 Children) ▪ Officers and Directors Centre west: Workers Compensation Insurance	Review and renew each year
Service Competition	School Community service provided	NA
Submission of attendees	Submit attendances every day	Each day
Submission of vacancies	Submit once a week on a Friday	Friday's
Staff Skills and Knowledge	Staff Appraisals	Every year Staff development plan organised
Accurate Data Reports	Hubworks Operation System	Paper trail filed and locked

SOURCE:Business Plan https://docs.education.gov.au/system/files/doc/other/business_plan_template.pdfAustralian Department of Education and Training <https://www.education.gov.au/child-care-providers>Child Care Provider Handbook https://docs.education.gov.au/system/files/doc/other/child_care_provider_handbook.pdf

Becoming a Child Care Subsidy approved child care service <https://www.education.gov.au/becoming-child-care-subsidy-approved-child-care-service>

Building a Business Model https://gowriensw.com.au/images/pdf/Factsheet2_Final_Building_a_Business_Model.pdf

Setting up for the child care package <https://www.education.gov.au/transitioning-new-child-care-package>

Child Care Services Business Support Resource – A guide for considering your business

https://docs.education.gov.au/system/files/doc/other/business_support_resource_1.pdf

REVIEW:

POLICY CREATED	November 2019
NEXT REVIEW DATE	November 2020