

Establishing an Outside School Hours Care (OSHC) Service in NSW

This Information Pack has been compiled in response to the many enquiries Network of Community Activities receives in regard to establishing a new Outside School Hours Care (OSHC) service in New South Wales.

The information provided in this pack is general in nature and was correct at the time of writing. Network recommends that you make your own enquiries about specific information to ensure currency.

This Information Pack comprises three parts:

PART 1: Overview and General Information, including legislative information.

PART 2: Steps for establishing an OSHC service. This section is particularly relevant to services that will operate as an Incorporated Association

PART 3: Resources & Publications



ABOUT NETWORK OF COMMUNITY ACTIVITIES

Network of Community Activities is the peak organisation for Outside School Hours Care (OSHC) services in New South Wales with over 40 years of experience in the field. Network provides professional support to groups who are establishing OSHC services and then ongoing support in the form of telephone consultation, distribution of newsletters, factsheets & resources; delivery of nationally recognized courses, in-service & customised training for staff and management committees; and advice on where and how to access information relevant to an OSHC service.

We are unable to provide legal or industrial advice, but can refer you to relevant organisations that can provide these types of information.

Network produces a variety of publications and also maintains an active and dynamic website as a resource for services.

<http://networkofcommunityactivities.org.au/>

We can also be found on Facebook.

<https://www.facebook.com/NetworkofCommunityActivities>

MEMBERSHIP BENEFITS

Network is a membership organisation and there are many benefits for members, including discounts on publications and training.

Outside School Hours Care (OSHC) services have become an essential service for most primary schools across NSW.

However, there is no standard management model for an OSHC service – services are run by a variety of providers including:

- Volunteer parent committees (as an Incorporated Association)
- P&C or P&F Associations (these may establish a sub-committee to oversee the day-to-day operation of the service)
- Local Councils
- Neighbourhood Centres
- Church organisations
- State-wide organisations, such as YMCA and YWCA and Police Citizens' Youth Club (PCYC)
- Private providers

Becoming the provider of an OSHC service means accepting the legal responsibilities associated with setting up and administering the service, as well as complying with the National Quality Framework.

NOTE: A wide range of additional Factsheets is available on the Network website and can be downloaded from:

<http://networkofcommunityactivities.org.au/oosh-info/about-oosh/>

Members of Network Community of Activities also have access to Members only information, factsheets and policies.

Network of Community Activities

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www.networkofcommunityactivities.org.au



Part 1: Overview and General Information, including legislative information.

OUTSIDE SCHOOL HOURS CARE (OSHC)

Outside School Hours Care services mainly provide recreation & care for primary school age children before and/or after school hours and/or during school holidays (vacation care). Services may also provide care on pupil-free days during the school term. They are usually set up in or close to primary schools. They may also be in other locations such as community centres, halls, neighbourhood houses or recreation centres.

- Before school care generally operates from 7.00am until 9.00am during school terms. Most services provide the children with breakfast and quiet activities and then escort them to school.
- After school care generally operates from 2.30pm until 6.00pm during school terms. The children are usually collected from school by the OSHC educators and escorted to the centre. Afternoon tea is provided, along with a variety of art and craft activities, active and passive games and experiences that will enhance the child's social, emotional, creative and physical development.
- Vacation care generally operates for 7.00am until 6.00pm during school holidays. Parents drop their children off and collect them from the centre. Vacation care programs generally provide a program of activities similar to after school care, but it is also an opportunity to include excursions and incursions into the program. Most Vacation Care services request that children bring their own lunch with them.

NOTE: The hours of operation will depend on the needs of the community who will access the service.

The main focus of OSHC services is to extend and enrich the wellbeing and development of school aged children through opportunities to engage in leisure and play-based experiences, while meeting the care requirements of families.

WHO CAN USE OSHC?

OSHC services provide child care mostly for children attending school, but can care for children who have not started school. However, as a general rule, when an OSHC service fills vacant places, it must give school children priority over children who have not yet started school (exceptions arise in the case of employer-sponsored child care places). OSHC services are encouraged to provide child care to children with high support

needs and disabilities. Support is available to eligible services under the Inclusion Support Program.

Under the family assistance law, an approved OSHC service must undertake that:

- most of the children to be provided with child care will be attending school
- if the service provides before or after school care, the service will operate on each school day and
- if the service provides Vacation Care, the service will be available to provide care for any particular child for at least 8 continuous hours on each normal working day for at least 7 weeks of school holidays in a year.

OSHC services must ensure that the provision of child care is in line with the Priority of Access Guidelines available at www.education.gov.au



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WEBSITES TO GET FAMILIAR WITH

National Regulations (Little Blue Book)

<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

Child Care Service Handbook

<https://education.gov.au/child-care-service-handbook>

Federal Department of Education (DEd) –

<http://www.education.gov.au/early-childhood>

Intro information for Service Providers – <http://www.education.gov.au/child-care-information-service-providers>

Child Care Benefit (CCB) info – <http://www.education.gov.au/information-becoming-approved-child-care-service>

ECECD Early Childhood Education & Care Directorate, NSW Department of Education & Communities (DEC)

The best group to call for regulation advice for NSW services.

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

ACECQA – Most regulatory applications and notification forms available here for online processing. It is also beneficial to subscribe to the newsletter (tab is on the right hand side of the home page) – www.acecqa.gov.au

Facebook - <https://www.facebook.com/ACECQA>

NQF National Quality Framework – <http://www.acecqa.gov.au/national-quality-framework-resource-kit>

My Time Our Place – a framework for school age care in Australia. Register to get access to the website for NQF implementation information & ideas.

<http://www.mytimeourplace.com.au/>

ISS Inclusion Support Subsidy – help with funding support workers for children with additional needs

<http://education.gov.au/inclusion-support-programme>

Staying Healthy in Childcare Download a copy at <http://www.nhmrc.gov.au/guidelines/publications/ch43>

NSW Dept Health - <http://www.health.nsw.gov.au/Pages/default.aspx>

Health factsheets link - <http://www.health.nsw.gov.au/factsheets/Pages/default.aspx>

Keep Them Safe – Government website for child protection info. <http://www.keepthemsafe.nsw.gov.au/>

NSW Dep't Family & Community Services (FACS) information on child abuse & prevention.

http://www.community.nsw.gov.au/docs_menu/preventing_child_abuse_and_neglect.html

WWCC Working with children check <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/New-Working-with-Children-Check>

Criminal Checks – National Crime Check (NCC) www.nationalcrimecheck.com.au

(Network members receive a significantly discounted rate when using NCC)

FairWork – NSW info on awards/working conditions etc.

<http://www.fairwork.gov.au/home/Home>

Childrens Services Award 2010 <http://www.fairwork.gov.au/awards-and-agreements/awards/list-of-awards>

United Voice – Children's Services Union.

www.unitedvoice.org.au

SWA Safe Work Australia – Work Health & Safety (WHS) legislation. www.safeworkaustralia.gov.au

Workcover – WHS. www.workcover.nsw.gov.au

*If you are experiencing difficulties with these links -
Please copy and paste the link to your web browser*

Part 1: Overview and General Information, including legislative information

FUNDING SUPPORT FOR CHILD CARE SERVICES

Under the Community Support Program (CSP), the (Federal) Department of Education provides Establishment and Sustainability Assistance to help establish or maintain viable OSHC services in communities that may struggle to operate viable services.

Set Up Assistance is a one-off payment to contribute to a service provider's establishment of a new child care service and to assist in meeting set up costs. Set Up Assistance is available to for-profit and not-for-profit service providers that meet the eligibility criteria. <https://education.gov.au/community-support-programme>

Set Up Assistance is only available for new Child Care Benefit (CCB) approved child care services in their first year of operation. Information on becoming an approved child care service can be found at <http://www.education.gov.au/information-becoming-approved-child-care-service>

Sustainability Assistance offers payments for eligible CCB approved child care services and is aimed at helping providers to continue to deliver child care in communities where the operation of a service is unlikely to be viable without additional assistance, such as in regional or remote areas or areas of disadvantage.

For full details about Establishment and Sustainability Assistance contact DEd on 133 397 and ask for the child care office in your State or Territory or visit: www.education.gov.au

LEGISLATION AND REGULATIONS

In New South Wales, the Department of Education and Communities (DEC) has primary responsibility for family support, child welfare, regulations and licensing of child care services. Child care services are required by legislation to obtain an approval to operate. Nationally, Australian Children's Education and Care Quality Authority (ACECQA) is the independent authority that's role is to educate, inform and guide quality outcomes in children's education and care. They guide the implementation of the sectors accreditation system, the National Quality Framework (NQF).

National Legislation/Regulations (Regs)

The Education and Care Services National Regulations (blue book) is considered the main laws applying to OSHC. You can access them at <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>.

The National Law and Regulations include:

- processes for obtaining provider approvals, service approvals and supervisor certificates
- minimum operating requirements for education and care services, relating to matters such as staffing, physical environment and educational programs
- a National Quality Standard, against which services will be quality assessed and rated.

The National Regulations also set out the range of transaction fees applicable to an education and care service.

The Education and Care Services National Regulations and the Education and Care Services National Law are available from the ACECQA website, along with Application forms for Provider and Service approval and other useful resources: <http://acecqa.gov.au/ArticleCategory.aspx?pid=372&gcpid=2>

National Quality Framework (NQF)

Most education and care services for children around Australia are now regulated under the National Quality Framework (NQF). The NQF creates a jointly governed uniform national approach to the regulation and quality assessment of education and care services. It replaces separate state and territory licensing and quality assurance processes. Information about the NQF can be downloaded from the ACECQA website at: <http://acecqa.gov.au/national-quality-framework/>

Child Care Benefit (CCB) & Child Care Management System (CCMS)

Child Care Benefit is a payment from the Australian Government to families that helps them with the cost of child care. The OSHC centre needs to become an approved child care service with the Australian Government to access CCB for families. The online application form can be found at <https://education.gov.au/information-becoming-approved-child-care-service>

Child Care Management System is a national online computer system. All approved child care services are required by family assistance law to operate under the system. OSHC services use the CCMS to record child enrollment & attendance information and report this data to the Dept Education over the internet so that they can calculate fee reductions and pay services on behalf of eligible families. Information about the CCMS for services can be found at <https://education.gov.au/child-care-management-system>

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For more detailed information refer to the Child Care Services Handbook found at

<https://education.gov.au/child-care-service-handbook>

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For more detailed information refer to the Child Care Services Handbook found at <https://education.gov.au/child-care-service-handbook>

Inclusion Support Program (ISP)

The Inclusion Support Program is made up of two elements which provide an integrated and consolidated approach to meeting the inclusion and needs of child care services. The objective of the ISP is to promote and maintain high quality, inclusive education and care, for all children, including those with ongoing high support needs, in eligible child care and early learning settings. This is achieved by increasing the knowledge and skills of educators, and the capacity of services, through providing advice and access to additional resources and inclusion support.

Part of this scheme is Inclusion Support, which aim to remove the barriers to access for children with additional needs to child care services including OSHC. This is achieved through the new Inclusion Support (IS) Portal. 14 services complete an online Strategic Inclusion Plan (SIP) and can access funding available through all areas of the Inclusion Development Fund. Information on

<https://education.gov.au/inclusion-support-programme>

EMPLOYMENT OF STAFF

Conditions of employment

Both employers and employees in NSW have obligations or duties to each other under common law. Conditions of employment are regulated by industrial awards, enterprise agreements and legislation, for example:

- The Work Health and Safety Act 2011 sets out the obligations that must be complied with in relation to the health and safety of workers.
- The Workers Compensation Act 1987 sets out the obligations if one of your employees sustains a work related injury or disease
- The Anti-Discrimination Act 1977 prohibits discrimination and harassment at the workplace on a number of grounds
- The Long Service Leave Act 1955 sets out minimum provisions for long service leave.
- The Annual Holidays Act 1944 sets out the minimum provisions for annual leave.

Some conditions of employment will depend on whether a person is employed on a permanent, part-time, temporary or casual basis.

Copies of Acts can be downloaded from: <http://www.legislation.nsw.gov.au/maintop/scanact/inforce/NONE/0>

Copies of the National Employment Standards can be downloaded from: <http://www.fairwork.gov.au/employment/national-employment-standards/pages/default.aspx>

Awards and Pay Rates

For community based and privately operated OOSH services; the relevant Award is the Children's Services Award 2010 [MA000120]. You also need to refer to the National Employment Standards (NES). The NES applies to all employees covered by the national workplace relations system regardless of the award, agreement or contract of employment that applies to an employee.

For OOSH services operated by Councils, staff may be employed under a Council Employee Agreement, the Children's Services Award 2010, or another Award.

Award and pay rates information is available from the Fair Work Infoline – telephone 13 13 94 Monday to Friday 8am-6pm.

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Copies of the Children's Services Award can be downloaded from:

<http://www.fairwork.gov.au/awards/a-z-of-modern-awards/pages/default.aspx>

Copies of the National Employment Standards can be downloaded from:

<http://www.fairwork.gov.au/employment/national-employment-standards/pages/default.aspx>

Taxation

All businesses, including OSHC services, will have dealings with the Australian Taxation Office (ATO), because:

- You need an Australian business number (ABN)
- You can register for goods and services tax (GST)
- You need to deduct Pay As You Go (PAYG) tax from the staff wages and submit it to the ATO
- You need to submit Business Activity Statements (BAS) or Income Activity Statements (IAS) to the ATO

Whether you intend operating as a private for profit or a not for profit OSHC service, you will find very useful information and resources on the Australian Taxation Office website:

www.ato.gov.au

Superannuation

As an employer you have an obligation to pay superannuation contributions on behalf of all eligible employees. These contributions are in addition to employees' salaries and wages. This compulsory contribution is called the superannuation guarantee and it requires you to:

- pay super for your eligible employees
- contribute to the correct super funds, and
- pay contributions by the cut off date each quarter.

For more information about obligations in relation to Superannuation visit: www.business.gov.au

Nominated Supervisor

The Education and Care Services National Regulations requires the Approved Provider of an OSHC service to appoint a person as the Nominated Supervisor to be placed in day-to-day charge of the service. The Nominated Supervisor must meet the requirements of Responsible Persons under the

Service Supervisor Certificate (previously known as the Certified Supervisor).

Information about Service Supervisor Certificates and Nominated Supervisors can be found on ACECQA website at: <http://www.acecqa.gov.au/supervisor-certificate-approvals>

Working With Children Check

The Working With Children background check is a pre-employment check. You must do the check before the person starts a position in child related employment. Job applicants should know in advance if they will be required to declare they are not a prohibited person or require a Working With Children background check. You should make this information available in your job advertisement or information package.

For information about your obligations in relation to the Working With Children Check (WWCC) visit:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

Professional Development & Training

It is vital in a quality service to keep staff up to date with training and professional development. From obvious courses such as First Aid & Child Protection; or the more formal qualifications to simple in-services, workshops or customised training sessions. What we know about the longevity of a quality service is its commitment to staff professional development and training – seeing the importance of keeping up to date with new research & legislation, with quality practices and understanding children at a deeper level, and most importantly making contacts with other professionals in the sector.

The recreational focus of the OSHC sector often means our professional development and training can also be found under the early childhood or centre based care banners, so make sure that you engage with all educational information available, and don't think that just because its on a website for 0-5s that it cant apply to 5-12s.

Some training and resource information can be found in the following locations (page 7):-

Part 1: Overview and General Information, including legislative information

ACECQA website through the qualifications search table on
<http://www.acecqa.gov.au/Qualifications.aspx>

Network Community of Activities website:
<http://networkofcommunityactivities.org.au/>

- Formal Qualifications courses:
<http://networkofcommunityactivities.org.au/training/cert-iv-diploma-adv-dip/>

- Professional Development Workshops: <http://networkofcommunityactivities.org.au/training/training-dates/>

Weekend residential trainings/conferences: <http://networkofcommunityactivities.org.au/training/weekend-residentials/>

(Network holds a bi-annual OSHC Conference in May, and an annual OSHC residential in Wollongong in November, as well as many country residential)

IPSP Research Library – online library of education and care videos, journals, articles and textbooks
<http://www.ipsplibrary.net.au/>

REFERENCES:

The following organisations were referred to in compiling this Information Pack.

- Department of Education (Federal)
- Fair Work Ombudsman
- Business.gov.au
- National Health & Medical Research Authority
- Early Childhood Education & Care Directorate (ECECD)
- NSW Food Authority
- NSW Department of Education and Communities (DEC)
- Australian Taxation Office (ATO)
- NSW Office of the Children's Guardian
- NSW Health Dept
- Australian Children's Education and Care Quality Authority (ACECQA)



Part 2: Steps for establishing an OOSH Service

⇒ STEP 1: GETTING STARTED

a) Establish a working party to get the ball rolling. This may consist of a group of volunteers who form a committee to investigate the need for the OSHC service and then see it through to fruition. This could be:

- a sub-committee of the P&C
- a group of interested parents, who may go on to form an Incorporated
- Association and manage the service
- A Private provider

b) Speak to the school Principal to determine if there have been enquiries from parents needing OSHC care. What arrangements do families currently have for caring for their children before and after school?

c) Hold a preliminary meeting to discuss the possibility of the proposed OSHC service – this could be held as part of a P&C meeting, or a special meeting for this specific purpose. Invite parents, school staff, local community groups, local council representative and other interested parties, for example, school neighbours.

d) Conduct a survey to determine if there is a need for an OSHC service. The survey should be distributed to all families at the school.

e) Find out if there are other established OSHC services in the area. If there are any, they might be under utilised and a new service establishing nearby could have a detrimental affect on them. On the other hand, they might have a waiting list and would be happy to refer families to you.

f) Find a venue for the proposed service. The venue will need to be easily accessible to the school.

a. Does the school have a building you could use?

- If the service is to be located in a building within the school you will be required to enter into a licence agreement with the Department of Education.
- If you are a Private Provider, you will be required to proceed to a tender process. This is a commercial tender process. More information can be found at: https://www.det.nsw.edu.au/policies/administrative/facilities/comm_use/children.pdf

b. If the school cannot accommodate the service, is there a community centre close by that you could use? Is there a council hall or other hall close by that you could use? The Education and Care Services National Regulations lists the requirements for the physical environment, including indoor and outdoor space. A copy of the regulations can be downloaded from the Australian Children's Education and Care Quality Authority (ACECQA) website from:

<http://acecqa.gov.au/national-quality-framework/>

g) Report findings of the initial consultation to the school community.

⇒ STEP 2: SEEK APPROVAL

To operate your own service, you will need to apply for provider approval and service approval. You can apply for these online using the NQA IT System available on the ACECQA website <http://www.acecqa.gov.au/>

a) To apply to open a new service, you will need to register and create a new provider application through the National Quality Application Information Technology System (NQAITS) and electronic payment must be made at the time of the application. (Visit the ACECQA- Australian Children's Education and Care Quality Authority)

<http://www.acecqa.gov.au/>

b) For private providers, if you are successful in the tender process, you can then apply for a Service Approval using the Provider number with which you will have been issued. Not for Profit Providers can proceed to apply for Service approval once they have their Provider Approval. As part of this process, you will also need to complete and upload a number of documents including:

- Evidence of legal entity type (provider application)
- Declaration(s) of fitness and propriety (provider application)
- Application fees (all applications)
- Signed declarations (all applications)
- Public liability insurance or government indemnity (service application)
- NS01 - Nominated Supervisor Consent Form (service application)
- Plans (service application)

- Soil assessment or statement (service application)
- Planning permit if required (service application)
- Proof of right to occupy the premises (service application)
- Occupancy certificate (service application)
- Some of the requirements may differ if your service operates from a school site

Please note that being approved as an OSHC service in NSW does not automatically entitle you to receive Childcare Benefit or Childcare Rebate. These schemes are operated by the Commonwealth Department of Education and require separate approval. Information on Childcare Benefit approval is available from the Commonwealth Department of Education's website.

If you require any further clarification contact the Regulatory Authority NSW Early Childhood Education and Care Directorate (ECECD) on 1800 619 113 or email ececd@det.nsw.edu.au.

c) A formal agreement is required for all OOSH/OSHC services, whether they are provided by not-for-profit or for-profit operators. A licence or lease agreement negotiated between the Department and the operator must be completed before the operation of an Out of School Hours Care (OSHC) Service can commence.

⇒ **STEP 3: GATHER RESOURCES**

a) Obtain a copy of the Education and Care Services National Regulations and the Education and Care Services National Law. These are available from the ACECQA website, along with Application forms for Provider and Service approval and other useful resources: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

b) Obtain a copy of the Child Care Service Handbook from Dep't Education: <https://education.gov.au/child-care-service-handbook>

c) Obtain a copy of the NQF Resource Kit from ACECQA <http://www.acecqa.gov.au/national-quality-framework-resource-kit>

d) Obtain a copy of the My Time Our Place resources from <http://www.mytimeourplace.com.au/resources.html>

Including the document on Collaborative Partnerships - http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_promoting_collaborative_partnerships_between_school_age_care_services_and_schools.pdf

e) Obtain from the Fair Work Ombudsman, a copy of the:

- Children's Services Award <http://www.fairwork.gov.au/awards/a-z-of-modern-awards/pages/default.aspx>
- National Employment Standards <http://www.fairwork.gov.au/Employee-entitlements/national-employment-standards>

f) Apply to Network of Community Activities for membership. Network is the peak body for outside school hours care in New South Wales and membership provides many benefits, including discounts on publications and training; subscription to quarterly newsletters – plus more: <http://networkofcommunityactivities.org.au/membership/>

g) Download relevant resources & factsheets from the Network of Community Activities website: <http://networkofcommunityactivities.org.au/>

For more detailed links to these resources and factsheets see the links listed in Part 3: Resources section of this document.

h) Purchase relevant publications from Network of Community Activities:

<http://networkofcommunityactivities.org.au/shop>

NOTE: For more resources and website links see Part 3 of this document.

⇒ **STEP 4: DETERMINE THE MANAGEMENT STRUCTURE OF THE SERVICE**

a) Decide on the organisational structure of the service. Will the OSHC service form their own organisation? Will it be opened by a Private Provider? Will the service be operated by the P&C?

- If you intend to become an Incorporated Association, you need to contact the Office of Fair Trading: http://www.fairtrading.nsw.gov.au/Cooperatives_and_associations.html Telephone: 13 32 20

- If the P&C will be operating the service, contact the Federation of Parents and Citizens' Association of NSW: <http://www.pandc.org.au/> Telephone: 1300 885 982

b) Decide when the service will operate. Do you intend to offer before school care, after school care and vacation care? Or just one of these? Refer to your original survey for this information.

c) Decide on the possible operating hours of the service. Refer to your original survey for this information.

d) Determine maximum number of children for enrolment. This will be determined by the amount of space you have. Refer to the Education and Care Services National Regulations

Part 2: Steps for establishing an OOSH Service

(Regulations 107 and 108).

e) Identify staffing needs. How many staff members will you need? Take into consideration the maximum number of children you can accommodate, the venue and how the children will be adequately supervised.

f) Identify transport options. If the service is to be located off the school site you will need to decide how the children will be transported to and from the venue.

⇒ STEP 4: MONEY MATTERS

Prepare a budget based on the anticipated attendance numbers identified in the survey.

a) Obtain relevant Insurance. Refer to the Network Factsheet for general information about Insurance - Available on the Network website, Members Section.

b) Contact the Department of Education (DEC) for information about applying to provide approved care for Child Care Benefit (CCB) purposes and to apply for Set Up Assistance and/or Sustainability Assistance: <https://education.gov.au/information-becoming-approved-child-care-service>

Telephone: 1800 670 305

c) Establish a bank account. The bank account will need 2 signatories, so you need to decide who this will be. The Treasurer of the management committee is one obvious choice.

d) Investigate possible funding sources within your community, for example, local Council, Clubs NSW, etc.

⇒ STEP 5: PREPARE FOR OPENING

a) Develop operating policies and procedures. This basically refers to WHAT, HOW and WHY things will be done at the centre and WHO will be responsible for doing them. All mandatory policy templates can be found on the Network website in the members section. <https://networkofcommunityactivities.org.au>

Refer also to the Education and Care Services National Regulations for the policies that are required (Regulation 168) <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

b) Organise publicity. This might be as simple as a notice in the school newsletter, or an advertising campaign within the local and adjoining communities.

c) Advertise for and engage staff. Advertisements can be placed in the local paper, large newspapers, for example Sydney

Morning Herald, on the Internet, for example, SEEK/Gumtree, or on the Network website.

You can also advertise through local TAFE Colleges and Universities. It is useful to employ staff (at least the Coordinator position) before the service opens, as he/she will be able to have input into what is required for the service to operate.

d) Purchase equipment, resources and materials. The service will need basic equipment, resources and materials when it first opens which can then be added to in consultation with staff and children's needs and interests. If you have employed an experienced Coordinator, he/she will be able to provide advice in this area.

e) Purchase and develop operational infrastructure. This will include a computer and supporting software, filing cabinet and office furniture, forms and administration documents.

f) Determine the mailing address for the service (a Post Office box is recommended).

⇒ STEP 6: OPENING THE SERVICE

a) Once you have successfully completed the above Steps, you are ready to open the service.

b) Consider an official opening function and invite all interested parties - families, school staff, neighbours, community representatives, etc. Invite your local Member of Parliament, Mayor and any other "celebrities".

c) Contact the local newspaper to cover the event.

d) Invite a Network representative to the opening. Network will include a success story about the establishment of your service in Network News - one of our quarterly publications.

Telephone: 02 9212 3244.



Part 3: Resources

NB: Please also see the website link info on page 4 of this document.

Network's relevant resources & factsheets from the website:

Openly available: <http://networkofcommunityactivities.org.au>

- NQF Overview - OOSH tab
- Members only information:
 1. Policies
 2. Factsheets
 3. Educational leader
 4. Management Tool Kit
 5. Risk Assessment
 6. Sustainability Checklist
 7. Regulations Revealed
 8. Award information
 9. Sample enrolment form

Network has a number of publications for purchase, including the following that you may find useful:

- Manage it
- Keep it Legal
- Getting to Grips with Money Matters
- Work Health & Safety Manual

WEBSITES:

NQF National Quality Framework –
<http://www.acecqa.gov.au/national-quality-framework>

ACECQA – Facebook
<https://www.facebook.com/ACECQA>

Colab partnerships- ACECQA
http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_promoting_collaborative_partnerships_between_school_age_care_services_and_schools.pdf

My Time Our Place (My TOP) –
<http://www.mytimeourplace.com.au>

Staying Healthy in Child Care
<https://www.nhmrc.gov.au/guidelines-publications/ch55>

NSW Dep't Health Factsheets <http://www.health.nsw.gov.au/factsheets/Pages/default.aspx>

Healthy Kids <http://www.healthykids.nsw.gov.au/default.aspx>

National Asthma Council Handbook
<https://www.nationalasthma.org.au/health-professionals/australian-asthma-handbook>

NSW Asthma management Guidelines
http://networkofcommunityactivities.org.au/wp-content/uploads/2013/03/asthma_aware_kit.pdf

NSW DEC Anaphylaxis Guidelines
<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/health-care-procedures/conditions/anaphylaxis/anaphylaxis-procedures-for-schools2>

Cybersmart <https://esafety.gov.au/?from=cybersmart>

School A to Z (DEC) – website
<http://www.schoolatoz.nsw.edu.au/> Facebook <https://www.facebook.com/schoolatoz>
Pinterest <http://www.pinterest.com/schoolatoz/>

Everything OSHC – facebook & pinterest
<https://www.facebook.com/everythingoshc>
<http://www.pinterest.com/everythingoshc/>

