



View 1

## Proposed Mixed Use Development

971 Richmond Road, Marsden Park

**architex**  
architects and planners





## Proposed Mixed Use Development

971 Richmond Road, Marsden Park





View 3

## Proposed Mixed Use Development

971 Richmond Road, Marsden Park

# **CERTIFICATION AND ASSESSMENT FOR A NEW CHILD CARE CENTRE**

## **CERTIFICATION AND ASSESSMENT FOR A NEW CHILD CARE CENTRE**

**PROJECT:** Child Care Centre  
Lot 1 in the Sub-division of  
Lot 13 in DP 1190560  
971 Richmond Road  
Marsden Park NSW 2765

**CLIENT:** I Dream Property Pty Ltd and  
C & S Partners  
Suite 307  
1 Burbank Place  
Baulkham Hills NSW 2153

**DATE:** 28<sup>th</sup> September, 2021

**ARCHITECTS:** architex  
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## 1.0 INTRODUCTION

On behalf of our clients and developer of the project above, we hereby lodge an amended statement to certify that the proposed construction of a new child-care centre will comply with the “**Educational Establishments and Child Care Facilities – 2017**” (SEPP) and the **Child Care Planning Guideline** (Guideline), released in August, 2017 by the Department of Infrastructure & Environment.

The new child care centre is proposed to occupy the Ground Floor Level (Stage 1 in Building E with access from New Road 02 – 582.70 square metres) of a Mixed-Use Development located on the site and includes the following work :-

- Construction of a child-care centre with indoor play areas, amenities for staff and children within the site for 100 children;
- Provision of outdoor play areas, shade structures and play equipment within the centre of the proposed buildings;
- Provision of external screening and acoustic noise barriers to reduce visual and acoustic impacts on adjoining premises;
- Provision for 34 car parking spaces (17 visitors and 17 staff spaces) within a basement car parking level on the site (Basement Level 1) with direct access by lift to the lift lobby of the child care centre;
- External works including landscaping, driveways, paths and fences.

The development application has been prepared cognisant of the following planning guidelines and regulations :-

- the Environmental Planning and Assessment Act, 1979, (EPAAAct), as amended;
- State Environmental Planning Policy No. 55 – Remediation of Land;
- SEPP(Educational Establishments and Child Care Facilities) 2017 – (SEPP);
- Child Care Planning Guideline – October, 2017 (Guideline);
- Blacktown Local Environment Plan – (LEP);
- Blacktown Development Control Plan – (DCP).

## 2.0 SITE INFORMATION

The site consists of a new allotment of land, Lot 1, in the sub-division of Lot 13, in DP1190560, at 971 Richmond Road, Marsden Park.

The new lot will be provided with four (4) street frontages formed by new roads and a site area of 8,711.16 square metres.

Lot 1 is then divided into two (2) segments accommodating six (6) buildings.

The proposed child care centre will be accommodated on the Ground Floor Level of Stage 1 in Building E, with direct access to the New Road 02.

The total development will comprise of :-

- 236 residential units;
- Gymnasium of 404 square metres;
- Commercial and Retail Areas totalling 2,641 square metres;
- Child care centre of 582.70 square metres floor area and 700.00 square metres of outdoor play area.

### 3.0 DESIGN ASSESSMENT

The design of the internal layouts for the proposed child-care centre development has been influenced by the performance criteria and design controls contained in the Federal Government's **Education and Care Services National Regulations – 2012**, with particular reference to the requirements of the new **SEPP (Educational Establishments and Child Care Facilities ) 2017, (SEPP17)**, and the Child Care Centre Guidelines, which prevail over Council's DCP controls.

The child-care centre provides for a total capacity of 100 children with five (5) indoor play areas and a range in ages of children being cared for.

The following is a summary of the indoor play areas proposed :-

Play Room 1	92.50 sqm	2 – 3 years	25 children
Play Room 2	69.00 sqm	3 – 5 years	20 children
Play Room 3	62.90 sqm	0 – 2 years	20 children
Play Room 4	58.00 sqm	2 – 3 years	15 children
Play Room 5	74.00 sqm	3 – 5 years	20 children

Each play room has access to amenities, which will provide a safe and secure environment for children, with appropriate supervision by teachers and carers. The indoor capacity of each play area has been calculated on the rate of 3.25 square metres per child and excludes access areas, door swings and equipment areas.

Play rooms will utilise the outdoor play areas adjacent, accommodating the children and providing a total of 700 square metres of soft fall outdoor and partially covered play area, with a capacity for 100 children, based on the recommended rate of 7.0 square metres per child.

The play areas provide a variety of functional spaces dedicated to specific activities enabling compartmentation and independent supervision of each play area. The semi-open spaces provide a variety of environmental spaces from outdoor areas with no roof structure, to partial enclosure and full enclosure.

The proposed child-care centre will accommodate the following ages :-

0 – 2 years	20 children
2 – 3 years	40 children
3 – 5 years	40 children
Total	100 children

The child-care centre will provide the following staff to child ratios :-

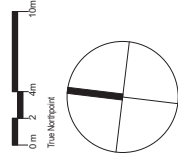
20 Children aged	0 – 2 years	1 per 4 children	5 staff
40 Children aged	2 – 3 years	1 per 5 children	4 staff
40 Children aged	3 – 5 years	1 per 10 children	4 staff
100 children will require			13 staff

The centre will operate from 7.00 am to 7.00 pm Monday to Friday only. One (1) additional staff will be required for the administration and management services required on site.

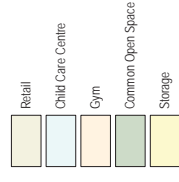
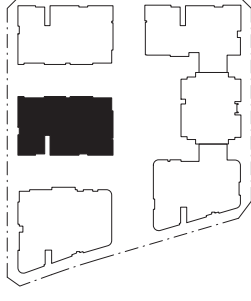








Do not scale, check and verify all dimensions before commencing new work, ground levels may vary due to site conditions.

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Project	Proposed Mixed Use Development
Project Address	

Client	iDream Property Pty Ltd and C & S Partners Pty Ltd
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Time  
Floor Plan - Child  
Care Centre

Drawn A.S	Scale 1:200 @ A3	Checked Checker
Job No 2435	Drawing No. 1000	Issue A

## DEVELOPMENT APPLICATION



## Childcare Calculations

### Internal Play areas

playroom #	age	area	children
1	2 - 3	92.5sqm	25
2	3 - 5	69.0sqm	20
3	0 - 2	62.90sqm	20
4	2 - 3	58.0sqm	15
5	3 - 5	74.0sqm	20
<b>TOTAL</b>		<b>356.4sqm</b>	<b>100</b>

## Outdoor Play areas

	area	children
<b>TOTAL</b>	<b>700.0 sqm</b>	<b>100</b>

To reduce congestion in the centre and associated noise and traffic levels, we recommend that the centre arranges staggered starting times as follows :-

#### **Morning Period**

- 3 – 5 years olds      Start between 7.00 and 8.00 am
- 0 – 3 years olds      Start between 8.00 and 9.00 am

#### **Afternoon Period**

- 3 – 5 years olds      Finish between 5.00 and 6.00 pm
- 0 – 3 years olds      Finish between 4.00 and 5.00 pm

## **4.0 CHILDREN'S SERVICES REGULATION - 2004**

The design of the child-care centre has been formulated on the basis of the requirements set out in "**Part 3 – Facilities and Equipment Requirements**" of the **Children's Services Regulation 2004** (Regulation). The Regulations provide a well-based outline of the planning and design layouts recommended.

Where the Regulation conflicts with the Council's Child-care Centre Development Control Plan, the Regulation has been given priority as it represents the NSW State Government's regulations and is the accepted standard for child-care centres.

### **Clause 30 Space Requirements : centre based children's services**

(1) The premises of a centre based children's service must have :

- (a) a room that is used only for administration of the service and for private consultation between staff and parents, and
  - (b) a room located away from the areas used by the children, that is used for respite of staff, and
  - (c) a room that is used only for sleeping for children under two years of age.
- (2) The premises must have at least 3.25 square metres of unencumbered indoor play space per child that is exclusively for the use of children.
- (3) Unencumbered indoor play space shall exclude passage ways, thoroughfares, door swing areas, kitchens, cot rooms, toilets or shower areas located in the building or any other facility such as cupboards.
- (4) The premises must have at least 7 square metres of useable outdoor play space per child that is exclusively for the use of children.
- (5) Useable outdoor play space shall exclude car parking areas, storage areas and other fixed items that prevent children from using that space or that obstructs the view of staff supervising children.
- (6) The outdoor play space must be adequately shaded.

The proposed design complies with these design standards.



### **Clause 31 Laundry**

- (1) All children's services must have laundry arrangements, whether on the premises or through another facility.
- (2) The premises must have safe, sanitary facilities for the storage of soiled clothes, linen and nappies before laundering or disposal;
- (3) The premises must include a laundry tub connected to hot and cold water if children under 3 years are catered for.

The proposed design complies with these design standards.

### **Clause 32 Craft preparation facilities**

- (1) The premises must have separate sink, bench top and lockable cupboard for use in craft activities.
- (2) The craft sink must not be near any food preparation facilities or nappy change areas.

### **Clause 33 Food preparation facilities**

- (1) The premises must have a designated area for food preparation and storage.
- (2) Facilities must include a stove, microwave, sink, refrigerator, suitable disposal facilities and hot water supply.
- (3) Food preparation and storage areas must be designed, located and maintained to prevent children from gaining access to any harmful substance, equipment or amenity.
- (4) The kitchen must have a door or gate to prevent unsupervised entry by children into the kitchen.
- (5) The premises must have a designated safe and hygienic area for the preparation of bottles for children under 2 years of age.
- (6) Bottle preparation areas are to be separated from nappy-changing facilities.
- (7) A mobile food preparation and storage facilities may be provided if not within the premises.

The proposed design complies with these design standards. No food will be produced in the kitchen. It is intended to supply food to the children via catering services, external to the site. The kitchen will be used to package the meals and prepare for service to the children.

### **Clause 34 Toilets and washing facilities**

- (1) The premises must have a toilet, hand-washing and bathing facilities that are safe and appropriate to the ages of the children and must have products and equipment for cleaning those facilities.
- (2) The sanitary facilities must comply with the requirements of Class 9b buildings (early childhood centres) of Clause F2.3 of the Building Code of Australia.

Note :

Table F2.3 – 9b provides that for every 15 children or part thereof there must be :-

- (a) a junior toilet or adult toilet with a firm step and a junior seat,
- (b) one hand basin either with a firm step, or at a height so as to provide reasonable child access.

These requirements have been integrated into the design of the proposed child-care centre. The centre accommodates 100 children and is provided with ten (10) children's toilets and ten (10) hand washing taps, providing a ratio of 1 for every 10 children.

Toilet locations are proposed, connecting to the outdoor play areas.

### **Clause 34 Nappy change facilities**

- (1) The following must be provided if any child wears nappies :
  - (a) a stable surface for changing nappies together with a mat that has an impervious washable surface, for every 10 children,
  - (b) hand washing facilities for adults in the immediate area of the nappy changing area,
  - (c) sanitary facilities for the storage of soiled nappies pending laundering or disposal,
  - (d) adequate facilities for the laundering of clothes or waste disposal,
  - (e) facilities for the storage of nappies.
- (2) The stable surface must be a properly constructed nappy changing table.
- (3) The nappy changing table must be cleaned after use.
- (4) Nappy changing facilities must be inaccessible to unsupervised children.
- (5) Nappy changing facilities must be separated from food preparation areas and craft preparation areas.
- (6) The nappy changing area must have hot and cold running water and an appropriate washing facility with a sluice or a waste disposal unit in the nappy change area.

These requirements have been integrated into the design of the proposed child-care centre.

### **Clause 36 Sleeping facilities**

The development proposes to accommodate twenty (20) children aged between 0 and 2 years of age with sleeping facilities in the dedicated cot room.

The requirements for the accommodation of children in this age group are particular and are as follows :-

- (1) The premises must have an adequate number of cots, beds, stretchers or sleeping mats for all children, who sleep while at the premises.
- (2) The activities and hours of operation are to be taken into account when determining sleeping facilities.

These requirements have been integrated into the design of the proposed child-care centre.



(3) Appropriate provision must be made to ensure that :

- (a) mattresses and bedding are clean and comfortable,
- (b) bed clothing is appropriate to the climate,
- (c) bed clothing is kept clean and in good repair,
- (d) individual bed linen and blankets for each child,
- (e) children do not share the same bed at the same time,
- (f) bed linen used by one child is washed before it is used by another child,
- (g) no child above 7 years sleeps in the same room as another of the opposite sex who is not a relative,
- (h) no child above the age of 2 or under the age of 2 sleeps in a room in which an adult is sleeping.

(4) Cots, beds, stretchers, mattresses and other bedding must be arranged :-

- (a) to be in an area that has natural light,
- (b) to allow easy exit of the child,
- (c) to allow easy access to the child,
- (d) to reduce the risk of cross infection between children.

(5) A sleeping area must be designed to ensure that all children are readily accessible to staff or the family day carer.

These requirements have been integrated into the design of the proposed child-care centre.

### **Clause 37 Storage facilities**

- (1) The premises must have storage facilities that are secure and inaccessible to children.
- (2) The premises must have indoor and outdoor storage facilities for equipment and storage facilities for each child's personal belongings.

The proposed design complies with these design standards.

### **Clause 38 Swimming pools**

There must not be any swimming pool unless the pool existed on the premises before 6<sup>th</sup> November, 1996. There is no swimming pool proposed.

## **DIVISION 2 EQUIPMENT**

### **Clause 39 Telephone**

The centre must be provided with a telephone system and will be located in the office and staff rooms.

### **Clause 40 Development and play equipment**

The centre must be provided with play equipment that does not constitute a hazard to children. This will be complied with.

#### **Clause 41 First aid kits**

The centre must be provided with a suitable, and fully stocked, first-aid kit, of an approved standard by WorkCover Authority. This will be complied with.

#### **Clause 42 Fire safety equipment**

The centre must be provided with :-

- (a) appropriately located smoke detectors;
- (b) a fire blanket adjacent to cooking facilities;
- (c) fire extinguishers.

The proposed design complies with these design standards.

### **DIVISION 3 GENERAL**

#### **Clause 43 Ventilation, light and heating**

The centre must have access to natural light and must be properly ventilated, lit and heated. All heating and cooling units must be adequately secured and guarded to prevent injury to children through contact. This will be complied with.

#### **Clause 44 Hot water**

The centre must have a regulated hot water system to keep temperature of water from the outlet to below 43.5 degrees Celsius. This will be complied with.

#### **Clause 45 Fencing**

The outdoor play area must be fenced on all sides, capable of preventing children from scaling or crawling under or through it and must inhibit and impede intruders from entering the premises. A 1.8 metre high palisade fence will be constructed around the perimeter of the site for safety and security.

#### **Clause 46 Glass**

The centre must have any glazed area in a room or other place accessible to children and 0.75 metre or less above the floor to be safety glass and treated to prevent shattering if broken. All windows shall be located above this level for safety.

#### **Clause 47 Cleanliness, maintenance and repairs**

The centre must be maintained in a safe, clean and hygienic condition and in good repair at all times.

The proposed design complies with these design standards.



## CONCLUSION

The management of the proposed centre has a detailed and thorough understanding of what is required to achieve appropriate levels of maintenance, safety and operational efficiency in a child-care centre.

With their experience, the current design has been formulated. Consultations with management, staff and members of the Department of Education have provided the basis of the design and arrangement of the internal areas.

A detailed schedule of inclusions and fittings will ensure that all dangerous items are locked in secure areas, power points and electrical items are stored out of reach of children, the relationships between rooms are functional and efficient and sufficient storage is provided for activities and materials for play.

The construction phase will obviously ensure that no projecting objects or surfaces are created and attention to detail will ensure a high standard of child-care centre is maintained.

The play room areas have been designed to provide appropriate space and a high level of safety for children to actively participate in play activities and incorporate the following :-

- (a) The design integrates flexibility to allow for a variety of organised activities in a number of spaces by using re-locatable shelving, partitions and furniture to create distinct spaces capable of achieving a variety of functions. The play areas each comply with the minimum requirements of 3.25 square metres per child;
- (b) Suitable flooring and soft areas are provided to accommodate children's needs and behaviour.
- (c) These play areas are a vinyl floor and provide a flexible flooring material to cater for a range of activities, while maintaining good maintenance and hygiene standards.
- (d) Areas designated for eating and drinking are within the play areas and will be created by chairs and tables, used for play and learning to also provide an area for eating and drinking;
- (e) Access within each play area will be unobstructed and detached from exit areas and doorways. The large play area provided will be multi-functional and create flexibility within the one space;
- (f) The centre integrates clear safety glass panelling to all sliding glass doors and fixed glass panels, allowing supervision of children in all areas. The main wall dividing the play areas from the access hallways will provide clear safety glass throughout to allow a visual connection between spaces;
- (g) The external walls will provide exit doors to provide a connection between areas. The doors will be clearly indicated to illustrate the egress requirement and fixed glazing will be clearly marked with etched motifs to illustrate fixed glazing;
- (h) Observation windows are positioned in toilet areas for the supervision of children by carers;
- (i) The design of the centre and construction details will ensure there is no threshold or sliding door track projecting above the floor level. The thresholds will be designed with a maximum step of 25 millimetres to ensure there is no tripping point between indoor areas and outdoor areas;
- (j) A direct access to toilet areas for children is provided from each play room with an observation window to ensure safety and security at all times;
- (k) The design of the centre places the kitchen with access to the indoor and outdoor play rooms and avoids any excessive pathways or hallways to connect services through the play rooms.

The child-care centre will provide for children aged between zero and five years of age. The child-care centre provides the following facilities :-

- bottle preparation and sterilisation area is integrated into the play room to provide an immediate area for the preparation of bottles for children;
- the bottle preparation area is separated from the nappy changing area, which is located in a separate room, with hand-basin, baby-bath tub and cupboard space for soiled and clean nappies;
- a refrigerator is provided for infant formulas, milk and food below the sink;
- an overhead cupboard is provided, inaccessible to children and used for the storage of detergents and other cleaning substances.

The proposed child-care centre has toilet areas that are dedicated for the children and provides the following :-

- toilets for the use of children at the rate of one per 10 children;
- taps at a level of 600 mm above the floor level for children at the rate of one per 10 children;
- an area for the bathing of children;
- separate nappy changing rooms;
- separate overhead cupboard storage area for cleaning substances in the kitchen;
- toilets and washroom area are directly accessible and visible from the access hallway areas connecting the play areas via a glass door and side windows;
- the floor surface is a washable tiled surface with non-slip surface and drained to a floor waste outlet;
- a shower recess with shower rose and taps, suitable for children with a disability within the toilet designated for disabled persons and constructed in accordance with AS1428.3;
- liquid soap dispensers are proposed for each vanity basin at a height appropriate to each vanity basin;
- paper towels are used for hand drying with a waste bin adjacent to the entry doors.

The proposed hot-water system will be regulated to ensure the temperature of the water is maintained to less than 43.5 degrees. Hot water is provided to the shower recess, kitchen, staff room and disabled toilet areas only.

The proposed nappy change area will be provided with permanent change-tables, fixed to the wall, within easy access to the cot room and Play Room 3 for children, aged 0 to 2 years of age. The permanent table is a conventional system used frequently and with great success to reduce waste of space. The table is not accessible to children and does not adversely impact upon the available space in the toilet area. Soiled nappies are stored in sealed containers below each table, with clean nappies stored in the cupboard area adjacent.

The nappy change area remains within direct visual contact with the cot room and children's play room adjacent. The room provides the following facilities :-

- a child-proof overhead cupboard, inaccessible to children with child-proof locks, for the storage of disinfectants and other potentially harmful substances;
- a hand-washing basin with elbow/wrist operated taps for adults;
- a baby-bath tub or sink at table-height between the two changing tables for bathing;
- a waste disposal bin for the storage of soiled nappies pending laundering or disposal below the change table;
- facilities for the storage of clean nappies in a secure cupboard area;
- a washing machine, dryer and laundry tub with temperature regulated hot and cold running water in the laundry.

The proposed child-care centre provides for the following laundry arrangements and safe sanitary facilities :-

- (a) a laundry accommodates one laundry tub, washing machine and dryer with secured storage cupboards above to accommodate the detergents;
- (b) the laundry arrangement is considered to be compact, accessible and efficient use of space for the proposed range of children, aged zero to five years;
- (c) the cupboards within the laundry are fitted with child-proof locks;
- (d) the floor finish is an impervious tiled floor, with non-slip finish and graded to the floor waste outlet;
- (e) flammable liquids will not be stored within the laundry;
- (f) a laundry tub is provided for soiled clothes;
- (g) a sanitary basket is used for the storage of soiled clothes and linen before laundering or disposal;
- (h) the laundry tub is provided with hot and cold water;
- (i) one washing machine is provided;
- (j) a cleaner's sink is provided.

The proposed kitchen area has been provided in the centre of the building and will incorporate the following characteristics :-

- compliance with the *Food Act 2003* and regulations thereunder;
- compliance with *AS4674-2004 – Design, Construction and Fit-out of Food Premises*.

The kitchen integrates the following inclusions :-

- floors, walls and ceilings are impervious and smooth, free of cracks and crevices to be capable of thorough cleaning;
- intersections between walls and floors will be coved throughout;
- machinery will be on wheels or mounted on plinths 150 mm high;
- shelving and fittings will be constructed of stainless steel materials;
- a kitchen door will be provided to prevent entry by children;
- the kitchen provides for a stove and oven, with a stainless steel sink bowl with hot and cold water and a refrigerator;
- a hand basin is provided for personal hygiene and is supplied with a liquid soap dispenser and hand towels;
- the kitchen provides open viewing areas into two play rooms;
- the kitchen has overhead cupboards, which are lockable, to store detergents and cleaning substances;
- toilets do not open onto any kitchen area;
- the kitchen is central to the child-care centre and accessible without disturbing class rooms;
- all openings to the kitchen are fitted with tight-fitting doors and roller shutters to inhibit the initial spread of flame or smoke.

The child-care centre is provided with outdoor play areas and facilities to ensure the development of recreation and activity skills. The open space areas are exposed to the indoor areas for additional supervision.

However, the requirement is that all children are supervised by no less than two carers at the one time within each play area.

The amount of outdoor play area required must be no less than seven (7) square metres per child.

The play areas are provided with covered roofs or pergola structures, allowing flexibility in being completely opened for maximum solar access or completely closed for wet weather protection. Additional shading to other play area is provided by shade cloth, stretched across the play areas.

In order to prevent any objects being thrown over the screen wall and below the roof or shade cloth, an awning is cantilevered to protect the play areas, enabling ball games to be played by the children.

The centre will incorporate a variety of play surfaces, such as sand, “astro- turfing”, hard paving and soft-fall areas to provide a variation in colour and texture. The centre will accommodate the following inclusions :-

- an open flat area for running, bike riding, active play and mobile play equipment;
- a soft-fall area for games;
- a quiet reading area and “book corner”;
- secure perimeter fencing with child-proof access gates that are self-closing;
- a large sand pit, of a depth of 600 mm, with shade structure above. The sand pit will be covered at night to prevent access by animals and protected from debris; and
- a paved area for wheeled toys.

The provision of playground equipment will vary. The centre will provide a number of mobile and removable play items, considered appropriate for the age groups being catered for.

#### **4.1 EDUCATION AND CARE SERVICES NATIONAL REGULATIONS - 2012**

The Federal Regulations commenced on the 1<sup>st</sup> January, 2012 and set out a range of requirements for education and child care services. The comprehensive set of requirements are set out in the following Chapters :-

- Chapter 1 - Preliminary;
- Chapter 2 - Approvals and Certificates;
- Chapter 3 - Assessments and Ratings;
- Chapter 4 - Operational Requirements;
- Chapter 5 - Review, Enforcement and Compliance;
- Chapter 6 - Administration;
- Chapter 7 - Jurisdiction – States and Specific Provisions.

Of particular relevance is **Part 4.3 – Physical Environment** and **Part 7.3 - New South Wales – Specific Provisions**. The Statement has addressed the relevant design parameters in the Regulation section above, which reflect the planning design and requirements of the Federal guidelines.

#### **5.0 CONCLUSION**

In conclusion, we believe the proposed development satisfies the matters in the heads of consideration, listed under the Children’s Services regulation, 2004 and is generally in accordance with the general guidelines and recommendations contained in Council’s code and general planning policies.

Yours faithfully,

**architex**

**Robert Del Pizzo**

Associate of the Australian Institute of Architects  
NSW Board of Architects Reg. No. 3972



## APPENDIX “A” - BCA and FIRE SAFETY MEASURES LIST

The Building Code of Australia (BCA) or National Construction Code (NCC) as it is now referred to, establishes the project is a combination of the following building classifications :-

- Class 9b Assembly building

The building is a total of eight (8) storeys and a basement car parking level, with an average height of 26 metres.

The BCA requires a **Class 9b Building (under Clause A3.2 – Classifications of the BCA)**, to be a **Type A Construction (Clause C1.1 – BCA)** for an eight-storey, mixed-use building, comprising of retail, commercial and residential uses.

Type A Construction under **Table 3 – Type A Construction**, determines the external walls should be a minimum Fire Rating Level (FRL) of a minimum rating of 120/120/120.

The proposed external cladding and masonry wall construction will provide the required FRL's for the building.

A Schedule of the Essential Services, incorporated into the building may be summarised as :-

Fire hydrants	AS 2419.1	BCA	Part E1.3
Fire hose reels	AS1221 and AS2441	BCA	Part E1.4
Portable fire extinguishers	AS2444	BCA	Part E1.6
Fire and Smoke Alarm	AS1670	BCA	SpecE2.2
Access to buildings	AS1428.1	BCA	Part D3.2

A Schedule of the relevant Building Code of Australia requirements may be summarised as :-

Type of Construction	BCA	Part C1.1
Ceiling fire resistance	BCA	Part C1.1
Protection of openings in external walls	BCA	Part C3.2
Fire rated doors	BCA	Part C3.11
Type A Construction	BCA	SpecC1.1
Number of exits required	BCA	Part D1.2
Exit travel distances	BCA	Part D1.4
Distance between alternative exits	BCA	Part D1.5
Fire-isolated stairs and ramps	BCA	Part D2.2
Widths of stairs	BCA	Part D2.9
Treads and risers	BCA	Part D2.13
Emergency lighting	BCA	Part E4.2
Exit signs	BCA	Part E4.5
Waterproofing of wet areas	BCA	Part F1.7
Natural lighting	BCA	Part F4.1
Natural ventilation	BCA	Part F4.6
Sound insulation of floors	BCA	Part F5.3
Sound insulation of walls	BCA	Part F5.4
STC Ratings	BCA	SpecF5.2

## **APPENDIX “B” - PLAN OF MANAGEMENT**

### **1. DAILY PROGRAMMES AND ROUTINES**

To reduce congestion in the centre and associated noise and traffic levels, we recommend that the centre arranges staggered starting times as follows :-

#### **Morning Period**

- 0 – 3 years olds      Start between 7.00 and 8.00 am
- 3 – 5 years olds      Start between 8.00 and 9.00 am

#### **Afternoon Period**

- 0 – 3 years olds      Finish between 5.00 and 6.00 pm
- 3 – 5 years olds      Finish between 4.00 and 5.00 pm

#### **• DAILY PROGRAMME AND ROUTINE FOR AGES 0 – 3 YEARS**

For children aged 0-3 years, the routine is extremely flexible to allow for this to occur.

7.00 – 8.00 am Family grouping with Early Learners and Pre-Schoolers (indoors)

8.00 – 9.00 am Transition into Nursery Room – Indoor learning centres

9.00 am Morning tea (indoors)

(Sleep times vary for each child depending on age and routine of the infant)

9.30 am Story time (indoors)

10.00 am Outdoor play (30 minutes)

10.30 am Indoor play (Movement / Dance)

11.30 am Lunch and sleep-time (as needed – indoors)

2.00 pm Outdoor play (30 minutes)

2.30 pm Afternoon tea

3.00 pm Indoor play (Learning centres)

5.30 pm Combined family grouping time (indoors) – late snack served

7.00 pm Centre is closed

- **DAILY PROGRAMME AND ROUTINE FOR AGES 3 – 4 YEARS**

8.00 – 9.00 am	Starting time for 3 – 4 year olds
9.30 – 10.00	Breakfast/Morning Tea (A quiet time for children)
10.00 – 10.30	Free Indoor/Outdoor Play (small groups-Discuss child's interests, transition)
10.30– 11.00	Child interest based learning (Talk about child's interests, weekly topics, story time)
11.00 – 11.30	Packing away followed by Music & movement
11.30 – 12.00	Art and craft
12.00 – 12.15	Nappy changing & preparing beds
12.15 – 1.00	Lunch time
1.00 – 2.00	Rest time/Quiet activities for the children who do not sleep
2.00 – 2.30	Small group activities
2.30 – 2.45	Afternoon Nappy change
2.45 – 3.00	Afternoon tea
3.00 – 4.00	Interest based learning
4.00 – 4.15	Late afternoon tea/snack
4.10 – 5.00	Combined groups for free play
5.00 – 7.00	Finishing time for 3 – 4 year olds

- **DAILY PROGRAMME AND ROUTINE FOR AGES 4 – 5 YEARS**

8.00 am	Starting time for 4 – 5 year olds
8.00-8.30	Breakfast/Morning Tea (A quiet time for children)
8:30-9.30	Free Indoor/Outdoor Play (small groups-Discuss child's interests, transition)
9:30-10.15	Education(Talk about child's interests, weekly topics, story time, colours, numbers, shapes, days of the week)
10:15-10:30	Packing away followed by music & movement
10:30-10.45	Art and craft (children explore, and express ideas through creative arts)
10:45-11.00	Preparing their beds
11:00-11.30	Lunch time (children wash their hands, and choose a seat to be served an alternate meal)

11:30-1.30	Rest time/Quiet activities for the children who do not sleep
1:30-2.00-	Small group activities
2:00-2.15	Learning centres (encourage children to explore, and try things)
2:15-2.30	Afternoon tea (children are given an alternate nutritious snack/fruit)
2:30-4.00	Interest based learning (children will be engaged with educators and focus on their own interests to further their development)
4:00-4.15	Late afternoon tea/snack
4:15-7.00	Combined groups for free play
7.00 pm	Centre is closed

## **2. TRAFFIC AND PARKING MANAGEMENT PLAN**

The following procedures are to be adopted for the use of the childcare centre's car parking area:

- There should be a total of 17 staff parking spaces made available and 17 visitor spaces made available for the centre, based on Blacktown City Council's DCP – Car Parking Rates;
- All parking associated with the childcare must occur within the sign posted spaces;
- Vehicles must enter and exit the site car parking area in a forward direction at all times;
- The disabled car space must be used by people with a valid disability permit;
- The pedestrian walkway connecting the car parking spaces to be kept clear at all times with direct access to the lift, connecting to the lift lobby on ground floor level;
- No double parking is permitted in the car parking aisle;
- The security door at the entrance to the car park should remain open during childcare centre operating hours or remote access keys to be provided to staff and parents;
- The car parking area is not to be used for storage purposes, thereby reducing the number of available car spaces;
- Staff, parents and carers must be encouraged to report improper use of the car parking area to the centre's manager;
- Staff are to regularly monitor the car park during operating hours to ensure the above items are adhered to, particularly during peak drop off/pickup periods;
- This traffic & parking management plan must be issued to all new parents, staff, with a copy to be included on the centre's website;
- This traffic & parking management plan is to be regularly reviewed & amended as deemed necessary.

## **3. NOISE MANAGEMENT PLAN**

To reduce congestion in the centre and associated noise and traffic levels, we recommend that the centre arranges staggered starting times as follows :-

### **Morning Period**

- 0 – 3 years olds      Start between 7.00 and 8.00 am
- 3 – 5 years olds      Start between 8.00 and 9.00 am



#### Afternoon Period

- 0 – 3 years olds      Finish between 5.00 and 6.00 pm
- 3 – 5 years olds      Finish between 4.00 and 5.00 pm

Noise Management is vital and the following procedures will be adopted as follows :-

- The childcare centre should not become a source of offensive noise. impacting adversely on the acoustic amenity of neighbouring businesses;
- Time out of doors is an essential component of the child's experience of the centre;
- When children are in the 'active' play area, each group will be fully supervised at all times;
- The 0-2 year children will be maintained separately from older children;
- Centre management recognizes the importance of ensuring all educators and carers are properly trained;
- In-house training will include familiarization with the procedures in the operation of the centre;
- Staff will be instructed to engage the children in educational play and activities that children find mentally and physically stimulating at all times;
- Centre management will maintain a log of any, and all complaints received;
- Centre management will endeavour to respond to any noise complaint at the time of the event;
- A laminated copy of the noise management plan will be displayed in the foyer;
- All educators are required to read the noise management plan.

#### 4. MECHANISM FOR CONVEYING POLICIES & UPDATES TO PARENTS

- The centre 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 continually updated and redistributed as they are amended;
- Policies are also located in the front foyer for all families and visitors to have access to at all times;
- Centre policies are reviewed throughout the year on a monthly basis following a schedule. All revised policies are mentioned in the centres monthly newsletter, and displayed in the front foyer for the families to be updated and advised of any changes that have been made.

#### 5. POLICY & PROCEDURE REVIEW POLICY

**NQS**

**QA4**

- 4.2 Educators, co-ordinators and educators are respectful and ethical;
- 4.2.1 Professional standards guide practice, interactions and relationships;
- 4.2.2 Educators and coordinators work collaboratively and affirm, challenge, support and learn from others to further develop their skills;
- 4.2.3 Interactions, convey mutual respect, equity and recognition of each other's strengths and skills.

## QA7

- 7.2.3 An effective self-assessment and quality improvement process is in place;
- 7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service;
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

## NATIONAL REGULATIONS

- 31- Condition on service approval-QIP
- 55-56- QIP
- 168- education and care services must have policies and procedures;
- 170- policies and procedures to be followed;
- 171- policies and procedures to be kept available;
- 172- Notification of change to policies and procedures affecting ability to family.

## 6. AIMS AND OBJECTIVES

As part of our commitment to the national quality framework, our service will annually review our policies and procedures to ensure excellence and compliance. Our review processes also provides an important opportunity for families to offer their valuable input into the practices at the service and how best to meet the needs of each child being educated and cared for. Who is affected by this policy?

- Children
- Families
- Educators/Staff
- Management

## 7. IMPLEMENTATION

Our centre believes that reflection and evaluation is an important aspect of quality improvement. Reviewing the centres practices and strategies will ensure that we continually strive to improve our service to families and the children in our care. To this end, we have implemented the strategies below. Policies and procedures will be made available to families, located in the service.

Educators will ensure that families can have access to policies and procedures, this gives both families and educators opportunities to suggest elements the need improving. For educators and management this will occur :-

- At meetings
- At the policy review points
- Family meetings
- Newsletters
- Parent educator meetings

Who is affected by this policy :-

- Children
- Families
- Educators/Staff
- Management

## 8. SECURITY MEASURES POLICY

The centre will have the following security measures in place :-

- Surrounding child proof fences and gates, security cameras and CCTV.

### QA2

2.3.2 Every 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 to respond to every child at risk of abuse or neglect.

### National Regulations

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

### Aim

The aim of this policy is to ensure that delivery and collection procedures are consistent with the safety of children. Children are delivered and collected from the centre by an authorized person only.

### Implementation

The nominated supervisor, educators, staff will adhere to the following procedures at all times to ensure the safety of children.

Children and families will not be allowed to enter the service before opening hours.

We encourage you to drop children off before 10.30am, as we program daily for children and a late drop off may make it difficult to effectively include children in learning stories/daily journals.

If your child is going to be away on the day for any reason, please inform the centre via email.

### ARRIVAL PROCEDURES

- All children are to be brought into the centre by an adult to an educator;
- Parent are required to make contact with educators when collecting their child;
- All children must be signed in by their parent or person who delivers them to the centre. If for any reason they are unable to sign, the nominated supervisor may sign them in;
- An educator will greet and receive the child;
- A locker or shelf space will be available for the child's belongings.

### DEPARTURE PROCEDURES

- All children must be signed out by their parent or person who collects the child;
- Children can only be collected by a parent, authorized nominee who information is located on enrolment;
- It is the parent's responsibility to ensure their information is regularly updated;
- No child will be released into the care of unauthorized persons;

- Educators will always ensure the safety of the child first, if a person become aggressive or violent Educators may not release the child and ring the police on 000;
- Nominated supervisor will make sure that the child's records are kept up to date;
- No child will be released into the care of anyone not known to the educators

**Parent must give prior notice when :-**

- The person collecting the child is someone other than those mentioned on enrolment;
- There is a variation in the persons picking up of the child;
- If educators do not recognize the person by face they may need to provide a form of identification (license);
- If the person collecting the child appears to be intoxicated, or under the influence of drugs, educators are to bring the matter to the persons attention before releasing the child;
- Signing in & out is a condition of your child's enrolment at the centre;
- Two educators verify and initial the open and close sign in sheets of the day;
- Individuals visiting the premises must sign in and out of the centre (visitors);

If a child has not been collected by the time we are due to close the service, the Nominated supervisor will :-

- Attempt to contact the parents, authorized person;
- Leave a voice-mail and call again;
- Wait a few minutes and attempt to re dial, if the person has yet not arrived, ring the protection hotline for guidance before ringing emergency services (000)

The review will be conducted by :-

- Management;
- Families;
- Employees.

## **9. SUPERVISION OF CHILDREN**

### **Activities**

Outdoor activities vary from day to day and are dependant upon the weather and program. They include :-

- Ball games
- Team play
- Free Play
- Water-based play
- Sand play
- Balancing and climbing games
- Gross motor skills
- Supervised play

Monitoring process for outdoor play is the same as for indoor.



## **SUPERVISION POLICY**

### **NQS**

#### **QA2**

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazards or injury

4.1.1 Educator to child ratios requirements are maintained at all times.

5.2.3 The dignity and rights of every child are maintained at all times

### **National regulations**

168- Policies & procedures are required in relation to health & safety

### **Implementation**

The service defines 'supervision' as actively watching and attending their environment. Educators should avoid carrying out activities that will draw attention away from supervision.

The supervision policy is committed to :-

- Complying with education and care services
- ensuring that children are supervised at all times
- considering the design and arrangement of children's environments
- guiding educators to make decisions about when children's play needs to be interrupted
- identifying high risk experiences and developing strategies, depending on the age and development of children.

The procedures relating to the supervision policy are laminated, clearly labelled and displayed for everyone to read :-

- Supervision procedures & practices are made easy to read and interpret
- The service will consider obtaining information in community languages
- The centre will have a supervision plan.

### **Procedure**

Supervision is one of the most important care giving strategies and skills required by educators to develop and master. Listening and watching is an active combination of supervising. Children learn about who they are, how they react in situations, and discover interests. There are vital skills to develop as they assist staff to predict children's play patterns.

### **Positioning of educators**

- It is important carers are able to move around effortlessly and view play areas from different angles
- Carers should be close enough to children to intervene promptly and prevent injury;
- Educators should ensure that students are being considered when co-ordinating supervision.

### **Listening when children play**

- Listening is important and different sounds can alert educators to potential risks.

### **Knowledge of the environment and its potential risks**

- Please refer to the maintenance policy

### **Setting up of the environment**

- It is important that the design and layout should be safe enough to allow adults to freely interact.

### **Promoting play and learning experiences**

- Supervision can ensure that children's play is enjoyable and their learning opportunities are promoted.

### **Risk management strategies**

- Please refer to the services OH&S policy

### **Children's arrival & departure**

- To ensure only authorized-persons collect children from the centre
- Upon enrolment and first starting day a parent is shown where to sign the child in & out

### **In relation to parents**

- Parents or authorized persons MUST be responsible for the supervision of children not enrolled at the centre
- Parent must ensure that staff are aware of their child's arrival/departure
- Parent must hand the child over personally to staff/educators

### **In relation to staff**

- Educators are to ensure that no child will exit the centre without a parent or authorized person
- While on duty, educators have a first priority to ensure safety of children

### **Nappy changes & toileting**

- Please refer to the policy (toileting, nappy change)

### **Transporting children**

- Please refer to the services OH&S policy

### **Protective behaviours & practices**

- Staff, students, carers are role models
- Children learn through example and modelling to teach children

### **Staff professional development opportunities**

- The service aims to maintain and strengthen the skills and knowledge of educators in relation to active supervision.