

ESTABLISHMENT CHECKLIST FOR NEW OSHC SERVICES

1. DOCUMENTATION

- All the paperwork from Dept of Family & Community Services (Commonwealth) is securely filed in one place – this paperwork outlines
 1. \$ value of establishment & sustainability money your service will receive for the first year of operation.
 2. the number of CCB places for each component
 3. the approved hours of operation for each component

This information should be understood by the Director, the operator & the OSHC committee. *The information will underpin operational policies and the service budget.*

- The registration papers from National Childcare Accreditation Council – NCAC – This will be a certificate that will identify the date the service's first self study for quality assurance is due.

This information is vital as it supports the time line for developing the service's continuous improvement plan – the date should be known by staff & all stakeholders & each should understand its implications

- A copy of the service's self assessment against the DECS OSHC Standards.

This information will form the basis of development planning for the service & is needed in the case of the services wanting to show that it is operating in accordance with the current minimum standards. The information should be accessible to the staff & the operator

- Staff members have a contract that identifies the terms & conditions of their employment. The service has processes in place for keeping effective staff records & an understanding of the appropriate leave provisions for staff, e.g. annual leave, sick leave & LSL

This information is essential for individual staff & for the operator's delegate responsible for paying the staff. It will also support staff performance review & development

- That the service has developed a set of policies & procedures that will underpin its operational practices & that there is a plan in place to review & amend these policies as soon as possible. The guideline for policies required is in the DECS OSHC Resource Folder 1998

These should be accessible for the operator, all staff and all families on request

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2. FAMILIES

- Families have been given the relevant operational information (including how to sign in/out & payment of fees) through:
 1. a parent information booklet
 2. the enrolment process
 3. general promotional material within the community
- Families know how to contact the services and how to make or cancel bookings

3. CHILDREN

- Children know the daily routines and understand about their arrival and departure from the service & are included in developing the routines & programs
- Children understand the service code of conduct and they know where they can play
- Children feel safe & happy & know that their input is valued

4. STAFF

- Staff have been inducted to the site and to the service
- Staff know and understand the link between the OSHC services and its operator
- Staff know who employs them and who their line manager is

5. RESOURCES THE SERVICE MUST HAVE (&READ &KNOW!)

- Childcare Service Handbook 2004-2005 - Commonwealth
- DECS OSHC Resource Folder 1998
- Childcare Workers Award (SA)
- The NCAC OSHC Quality Practices Guide (& associated resources)
- Health Support Planning for schools, preschools and childcare
- Safe Food Handling Practices
- The service's own policies and procedures
- A chart to illustrate the Operational Structure of the service