



# Plan of Management

## The Jack & Jill Kindergarten 1 Hall Road Hornsby

Dated August 2023





## 1.0 Executive Summary

The Jack & Jill Kindergarten Centre is a not-for-profit local preschool and has been operating at 1 Hall Road since 1985, it has a thriving community base and is an essential part of the Hornsby South community. The Centre prides itself on its strong relationships with its neighbours and being responsive to any issues raised with impacts experienced by neighbours from the centre operations.

This Plan of Management (POM) is part of the ongoing management requirements for The Jack & Jill Kindergarten Preschool. This document has been prepared by the Preschool Management in order to minimise any adverse effects upon neighbours and as part of DA 389/2023 for alterations and additions to the building.

## 2.0 Capacity of Centre

The Centre's capacity is for a total of 40 children ages 3-5. The Centre operates two classes of 20 children.

Weeks of operation: 40 weeks per annum (or as advised by NSW Department of Education as the school holiday breaks are observed and no children attend during those times).

Hours of operation: 8:30am – 4pm, Monday – Friday during NSW public school terms.

## 3.0 Staffing

The Centre will be operated by a minimum of 5 staff (including office administrative staff) at any one time.

There is a structured routine where the children are divided in their class groups. A daily programme is based on their needs and individual development/progress.

### 3.1 Staff Arrival

Not all staff arrive at the same time. The arrivals are from 8am with staff leaving by 5pm.

## 4.0 Parents/ Children Arrival and Departure

In the morning, parents usually arrive between the hours of 8:30am – 9:30am. Similarly for pickup, the parents would start arriving from 3pm and stagger to 4pm. The Centre encourages children and families to prepare for primary school with the 9am start and 3pm end of the day and has similar hours for children's learning activities.

## 5.0 Indoor Activities

Indoor activities are programmed depending on the weather and the preschool curricular programming.

They include: reading, craft, quiet play with puzzles, cars, dress ups, imaginary play, cognitive toys and planned group experiences with the teachers.



The Centre has quiet time from 1pm-1.45pm each day when the children rest inside the rooms.

All indoor and outdoor activities are supervised by the staff.

## **6.0 Outdoor Activities and Supervision**

The Centre has two outdoor play areas, one at the front of the site and one at the eastern side of the site. The front playground has a range of play spaces for quiet and active play. These include a sandpit, play equipment, a nature play zone and a covered outdoor learning area. DA389/2023 includes the addition of an outdoor play area at the rear of the site to be used as calm down area and for passive or quiet play only (such as painting, nature craft and small group learning).

### **6.1 Outdoor Play schedule**

The outdoor play schedule rotates between the outdoor play zones and hours of use are as follows:

During the summer months

Mornings: 8.30 -10.30am

Afternoons: 2.30 -3.00 depending on UV reading

During the winter months

Mornings: 10.30 – 12.00

Afternoons: 2.00-3.00pm

### **6.2 Activities**

Outdoor activities vary from day to day and are dependent upon the weather and the programme. They include:

- Ball games
- Team play
- Balancing, climbing, stepping
- Using a variety of motor skills – development equipment
- Environmental and nature based activities
- Supervised play
- Sand play
- Free play

All outdoor activities are supervised by staff. The required ratio of supervision is 1 teacher to 10 children for the 3-5 year age group. We regularly have a higher ratio of staff to children than this.

The specified outdoor play policy and times shall be adhered to. Exceptional circumstances may apply. The centre manager shall ensure that outdoor play activities are conducted in an orderly fashion and that excessive noise from children playing, etc., is avoided wherever possible and practical.



## 7.0 After Hours Events

The Centre may conduct the following events after 4pm and until 8:30pm during week days

- Preschool Committee meetings x 9 annually
- Staff meetings x 10 annually
- Teacher training x approximately 4 annually

These events will be held inside the centre with the doors and windows closed.

## 8.0 Enrolment and Terms and Conditions

The Centre has an established enrolment procedure and terms and conditions which parents sign in their enrolment pack. The requirements for entering and leaving the premises are included in the enrolment pack.

## 9.0 Family Involvement and Grievance

The Centre actively encourages family involvement and communication relating to the Centre. The Preschool is run by a Committee made of volunteers from the Preschool family community. The Committee members are voted in each year and the maintenance of the gardens and general building are undertaken in working bees which are held regularly throughout the year.

Parents and families are encouraged to participate in their child's education. Parent meetings are held regularly to discuss any matters relating to their child's development and time at the Centre.

In addition, we manage grievances via our complaints and feedback form, refer to Section 10.0 of this plan - Complaints and feedback.

## 10.0 Complaints and Feedback

Parents receive a detailed Handbook, which provides an overview on all aspects of our Preschool, philosophy, curriculum and policies. Parents are required to sign an acknowledgement of receipt and review of these documents as part of their child's enrolment.

Preschool, the community and neighbours can make a complaint, the details of which are filled into our complaints form. Refer form attached at Annexure B.

The Centre Director is responsible for resolving issues raised.

## 11.0 Noise Mitigation

The Centre has selected its outside playtimes to not only match curriculum needs, but also to reduce the periods of time where outside noise is experienced by neighbouring residents. In addition to selected outdoor periods, we close the Centre windows to the south when we are having noisy indoor play such as group singing or time with musical instruments.

The rear play area is to be used for quiet play activities or quiet small group learning only.

Teachers manage the outdoor play areas and excessive noise generation by the children is not encouraged to reduce the impact on neighbours.



## 12.0 Insurances

In order to be licensed the Centre takes out the following insurances:

- Early Learning Business Insurance (Guild) which covers all aspects of a childcare centre and includes Public Liability Insurance of \$20 Million
- Employer's Indemnity (Workers Compensation) Insurance (Guild)

## 13.0 Centre Policies and Procedures

The centre's operations are documented in our Policies and Procedures. A listing of all the Centre's Policies is attached to this Plan of Management as Annexure A. These Policies and Procedures make up many volumes. All staff must read the Policies and Procedures and confirm in writing that they have done so. The Policies and Procedures are discussed at Staff Meetings and are continually updated and redistributed as they are amended to retain relevance and compliance.

Staff meetings are held approximately monthly where the policies are discussed and any complaints that have been received in the period will be discussed and the solutions agreed with the complainant. Remedial actions will be incorporated into policies and procedures where necessary.

A listing of the Contents of our Policies and Procedures Manuals is attached for reference at Annexure A.

## 14.0 Centre Cleanliness, Waste Management and Maintenance

The Centre is kept clean by both staff and daily by a contracted cleaner. The centre has a designated maintenance officer who maintains a schedule of required maintenance which is routinely undertaken by parent volunteers, handymen, builders and other tradespeople as required.

As the Centre educates children on environmental issues, it is a core objective to recycle our waste as best as possible.

The bins are stored in the car park. They are wheeled to the kerb on Wednesday evenings for collection by the Council contractor – Cleanaway on Thursday mornings.

The Centre's Waste Management Policy is attached as Annexure C.

## 15.0 Fire Safety & Emergency

The centre must carry certified fire equipment commensurate with the standards. All equipment is recertified as required by the law.

The centre has documented Emergency Evacuation Plans as well as Evacuation diagrams on display throughout the centre.

## 16.0 Community and Neighbours

Our car parking procedure takes into account minimising inconveniences caused to neighbours and the community by our Preschool families parking at drop off and pick up times.

Complaints from neighbours are very rare, however, when received they are taken seriously and resolved in a positive manner. The company's internal risk and governance management processes ensures that these issues are brought to the attention of the Centre Director.





The Centre administration are available 8:30-4pm Monday to Friday are contactable on (02) 9477 3572. The phone will be answered during operating hours 8.30am-4pm Monday-Friday, and any urgent queries will be passed on to the Director and/or Office Administrator.

Complaints are recorded on the complaints record form attached at Annexure B.

## **17.0 Administration**

The Centre Director is based permanently at the Preschool. There is a nominated person in charge at any given time in the event that the Director is not on the premises.

The centre contact details are:

Phone: (02) 9477 3572

Address: 1 Hall Rd, Hornsby NSW 2077

Hours: 8:30am-4pm Monday to Friday during NSW public school terms





## **Annexure A – List of Centre Policies**

### **Available for viewing at the Centre office**

Statement of Commitment to The Child Safety Standards

COVID-19 Policy 2023

Mission statement 2022

Philosophy 2022

Inclusion 2022

Immunisation 2022

Water Safety 2022

Interactions with Children 2022

Providing a child safe environment 2022

Food, Nutrition and Beverage 2023

Education, Curriculum and Learning 2022

Child Protection 2022

Emergency management and evacuation 2022

Infectious Diseases 2022

Incident, Injury, Trauma and Illness 2022

Medical Conditions 2022

Anaphylaxis Management 2022

Asthma Management 2022

Diabetes Management 2022

Administration of Medication 2022

Sun Protection 2022

First Aid 2022

WHS 2022

Manual Handling 2022

Staff leave 2022

Safe Sleep and Rest times 2022

Risk Assessment COVID-19 2022

COVID-19 Continuity of Enrolment Policy V3 - Policy no longer applicable

Dealing with infectious diseases COVID-19 (Coronavirus) Policy

Safe Social media use 2022

Fees 2022

Fee Structure for the year 2023 (information sheet only)

Environmental Sustainability 2022

Risk assessments 2022

Excursions 2022

Indoor and Outdoor Environment 2022

Confidentiality 2022

Clothing and Footwear 2022

Complaints and feedback 2022

Child Safe Standards Policy 2023





## **Annexure B Complaints and Feedback Form**





## Complaints, Compliments & Feedback Form

The Jack & Jill Kindergarten is committed to providing the best possible service to children and their families and the wider community. We value your feedback so we can improve the services we provide.

Please let us know what we do well and where we can improve.

Let us know your response below:			
<input type="checkbox"/> Complaint	<input type="checkbox"/> Compliment	<input type="checkbox"/> Feedback	
<b>Personal Details</b>			
Do you wish to remain anonymous:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
First name:		Last name:	
Address:		State:	
Telephone:		Mobile:	
Email:			
<b>Feedback Information</b>			
Please share any feedback or concerns. Include what led to making the complaint, the approximate dates and who was involved?			
Have you had the chance to discuss your concerns with the classroom teacher or centre Director?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<i>If yes, please tell us with whom and what was the outcome?</i>			



What outcomes would you like as a result of providing your feedback?

### Privacy

The Jack & Jill Kindergarten is committed to protecting your privacy. We collect and handle personal information that you provide on this form for investigating and responding to your complaint, compliment or feedback.

We will only use your information in accordance with relevant privacy and other laws. For us to provide the best possible service, we may need to share your personal information with others, such as The Early Childhood Education and Care Directorate etc. that deals with the concerns identified in your feedback.

If you choose to remain anonymous, we may be unable to respond to your complaint.

If you wish to contact The Jack & Jill Kindergarten who are responsible for managing the personal information that you provide on this form, please call 0294773572 or email: [administration@jackandjillkindergarten.com.au](mailto:administration@jackandjillkindergarten.com.au)

### Declaration

*I declare the information I have provided is true and correct*

Signature:

Date:

Thank you for taking the time to provide feedback about our service.





**Annexure C**  
**Centre Operational Waste Management Plan**



## QUALITY AREA 3: PHYSICAL ENVIRONMENT

# Waste Management Plan

The Jack & Jill Kindergarten is working hard to teach the children how to be Environmentally conscious and learn how to reduce, reuse and recycle as much as possible. We do this through intentional teaching as well as by modelling good waste management. (This plan is a companion to our Environmental Sustainability Policy)

Our waste management goals is to ensure waste is managed so as to reduce the amount going to landfill and to minimise the overall quantity generated. This will be achieved by;

- Reducing the amount of rubbish we generate to start with
- Reusing as much as we can
- Composting fruit and vegetable matter
- Collecting leaves and garden waste and putting it in the green bins
- Having colour coded classroom bins to help children separate appropriate materials that can be recycled, composted and that must go to general waste.

Bins are put out Wednesday evening for council collection on Thursday morning

Number & size	Type	Collection frequency
1 X 240 Litre	General waste	Weekly
2 X 240 Litre	Recycling	Fortnightly
2 X 240 Litre	Green	Fortnightly
	Large/bulky	Once a year by Galeforce Rubbish Removals

Each classroom has

Number	Type	Emptied
1	General waste	Daily
1	Recycling	Daily
1	Compost	Daily





There are also general staffroom, bathroom and daily. The office also has a paper recycling bin which is emptied daily.

waste bins in the kitchen, office which are emptied

