

## Governance and Management of Services

Mornington Peninsula Shire provides two (2) types of education and care services on the Mornington Peninsula; these are:

1. **Mornington Peninsula Family Day Care**
2. **Mornington Peninsula School Holiday Program**

### **Family Day Care**

Family day care provides regulated home based child care for children from birth to thirteen (13) years. Educators are individual licensees to the Shire and therefore set their own fees and charges. Family day care can provide many different care types that include: full time, part time, casual, occasional, before and after school, school holidays, weekends, evenings and overnight where eligibility is met.

### **School Holiday Program**

School Holiday Program provides regulated care for primary school aged children through three (3) school holiday programs held at Bentons Square Community Centre, Mornington, Hastings Community Hub, Hastings and Peninsula Community Theatre, Mornington.

### **Educators**

Where reference is made to Educators, this refers to all Early Childhood Professionals who work with or on behalf of children and their families in our programs.

### **Governance and Management of the Service - Please also see Appendix 1**

#### **Manager, Child Youth and Family Care and Team Leader Education and Care**

Where reference is made the Manager, Child Youth and Family Care and/or Team Leader Education and Care, please refer below:

- Manager, Child Youth and Family Care: **Louise Wilkins or delegate**
- Team Leader Education and Care (Approved Provider): **Suzy Stephens or delegate**

#### **Certified Supervisors (Regulation 54)**

- The approved provider nominates an employee to be placed in the day to day charge of the service types and this staff members name is displayed on the service information signage upon entry to the service.
- The certified supervisor accepts this designation in writing.

### **Government Legislation**

Each service is governed by a variety of authorities and measures. Scheme policies and procedures are based on requirements of the authorities as well as what has been determined best practice by experts in the particular area.

**Such authorities include:**

1. Education and Care Services National Regulations
2. Children's Services Act 1996
3. Education and Care Services National Law Act 2010
4. Department of Education and Training (DET)
5. Australian Government Child Care Support System including Family Assistance legislation
6. National Quality Framework
7. National Standards for Family Day Care
8. National Standards for Outside School Hours Care
9. Mornington Peninsula Shire – Local Government

**Act and Regulations to be available**

The Education and Care National Regulations requires that a copy of the Education and Care Service National Regulations and a copy of the Education and Care Services National Law Act is available and accessible at the service premises at all times (Regulation 185)

**Policies and Procedures to be available**

The Education and Care National Regulations requires that a copy of the service policies and procedures is available and accessible at the service premises at all times (Regulation 171)

**Sources and further reading**

- Education and Care Services National Regulations
- ACECQA Standard 7, Element 7.1.2
- Mornington Peninsula Shire: Policy Development Framework, good policy, good process, good outcome 2012

# Education and Care Policy and Procedure Manual

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