



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

Governance and Management policy

Introduction

The governance of an organisation is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of a service. Under the National Law and National Regulations, early childhood services are required to have policies and procedures in place relating to the governance and management of the service.

The Cubbyhouse Childcare Centre is the registered business name of the company ICYWAVE Pty Ltd (ACN 64083942858). The Cubbyhouse Childcare Centre has been operating as a family owned business since 1998.

The company has two Managing Directors, Robert and Kristan Hartup.

Robert Hartup holds a Bachelors degree in Economics, Master of Business Administration and Certificate IV in Assessment and Workplace Training. He has 20 years experience in the education and training industry, and business management. He has been administrator of the Cubbyhouse since October 1998. Robert is also a Regional Director for BNI (Business Network International).

Kristan Hartup is the Approved Provider and holds a Bachelor of Early Childhood Studies, Associate Diploma in Social Science Child Studies, Certificate IV in training and assessment and Senior First Aid Certificate. She has been in the Childcare Industry as a full time teacher since 1994, Director at the Cubbyhouse since October 1998, and was a NCAC validator from June 2000 to June 2007.

Goals – What are we going to do?

- Ensure that appropriate governance arrangements are in place to manage the service and act in accordance with requirements under the Early Childhood Education and Care Directorate Services National Regulations. The Cubbyhouse appoints a Nominated Supervisor to be responsible for the day to day activities of the service.

Strategies – How will it be done?

Management Team

Management meets regularly, as necessary to ensure that the channels of communication are kept open that the Cubbyhouse provides the highest care, education programs and services to ensure the viability of the service. All members of the Management Team who gain access to confidential, commercially-sensitive and other information of a similar nature, shall not disclose that information to anyone unless the disclosure of such information is required by law.



THE CUBBYHOUSE

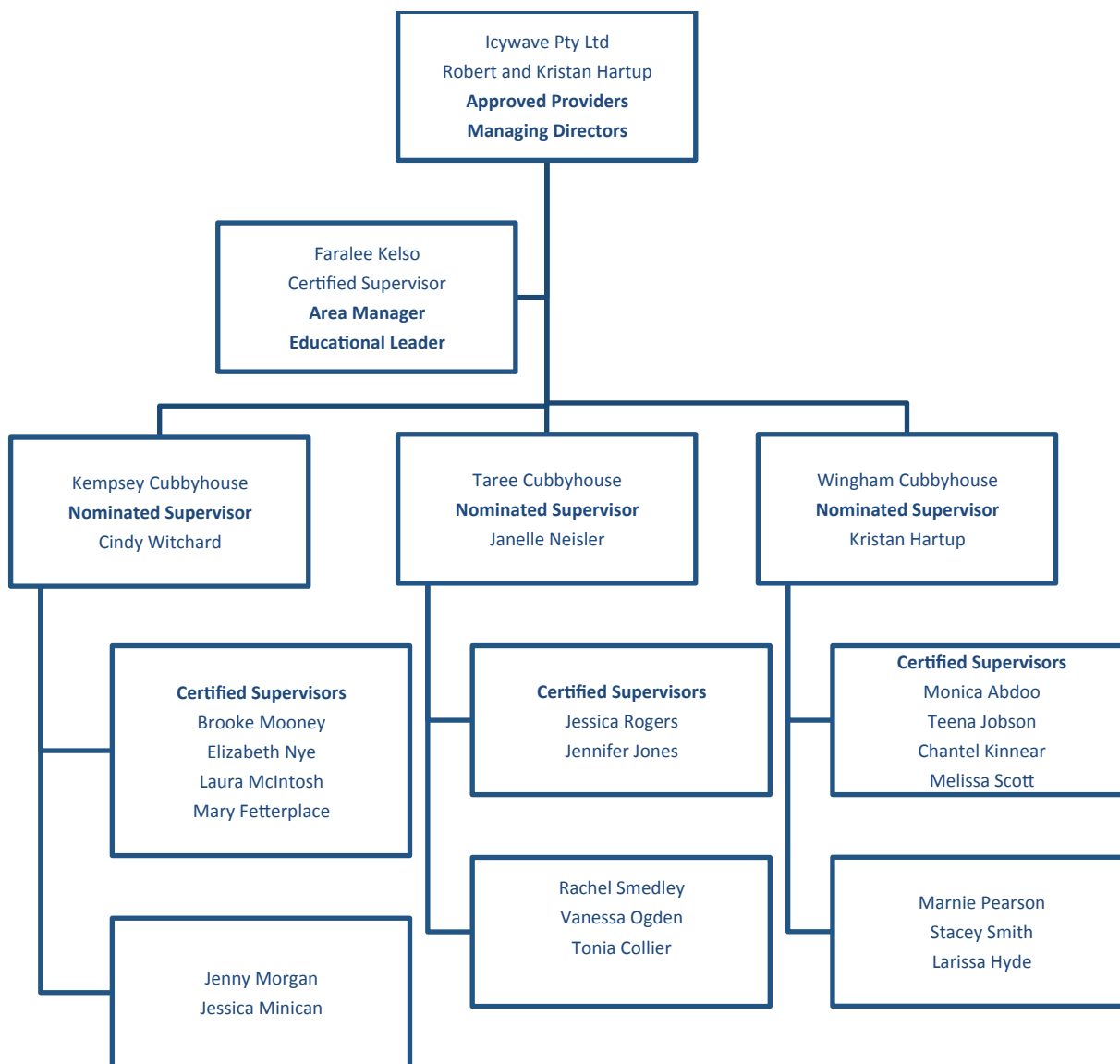
PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999



The Approved Providers Responsibilities

- ensuring that the service has appropriate systems and policies in place for the effective governance and management of the service.
- leadership, forward planning and guidance
- provide leadership, forward planning and guidance to the service, particularly in relation to developing a strategic culture and directions.
- authority, accountability, and control
- overseeing legal functions and responsibilities.



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

- appointing senior staff, nominate a Nominated Supervisor to be in charge of the day-to-day running of the service.

The Nominated Supervisors Responsibilities

To ensure:

- Accepts the appointment acknowledging the legal responsibilities of the position
- Ensures that the educators comply with all relevant policies and receive adequate training and support to work within the policy framework.
- Employ suitable qualified staff to monitor and support educators.
- Ensure that administrative systems are established and maintained to ensure the effectiveness operation of the service.
- Ensures or relevant policies are developed to ensure that the service operates within the regulatory requirements
- Encourage collaboration between all stakeholders, i.e. educators, coordination unit staff.
- Notify the regulatory authority of certain incidents and changes to information about the service in accordance with the education and care directorate national regulations 2011.
- Provide training, information and resources to educators to continue supporting their understanding and obligations to comply with the education and care directorate national regulations 2011, national law, family assistance law, national quality standards, and educator agreement.
- monitor and oversee management including ensuring that good management practices and appropriate checks and balances are in place.
- maintain focus, integrity and quality of services
- focusing on the strategic directions of the Confidentiality

3

As well as all responsibilities as outlined in the Nominated Supervisor Job Description.

Communication between Management and the Team.

Open communication is required to ensure all parties know their expectations and the smooth running of our services.

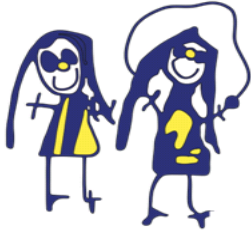
Communication will be

- verbal
- written (letters and emails)
- phone (calls and if required texts)

Updates will be sent out monthly and as required for the whole team via email to individual team members personal emails, the centres email address and a copy placed in the staff room.

It is expected that staff read these to keep themselves updated and aware of what is happening within our company and services. We also expect and hope that staff provide feedback and ideas about all topics.

The team is encouraged to contact management via the same sources about any issue that arises - for feedback, suggestions, support, advice and to pass on information.



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

Statutory Legislation and Considerations

Education and Care Services National Regulations

Entire Document

National Quality Standard

Quality Area 2 Children's health and safety Element 2.3

Quality Area 4 Staffing arrangements Element 4.1

Quality Area 7: Leadership and Service Management

Links to other policies

All other policies

Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

All procedures

Links to forms/ resources

Links to all forms

Data, Cubbyhouse Originals, Cubbyhouse Manuals

- ❖ Job Descriptions
 - Nominated Supervisor Job Description
 - Certified Supervisor Job Description

Developed: Aug 2013.

Reviewed and modified November 2013 dec 2014, May 2015. October 2015



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

Responsible Persons and Access to Educators

In the event that the nominated supervisor is not at the service the centres chain of command based upon qualifications and experience will be followed to determine the person who will be in charge of the day to day running of the service

Hierarchy of Educators

Taree	Wingham	Kempsey
1. Janelle Neisler (nominated supervisor)	1. Kristan Hartup (Nominated Supervisor)	1. Cindy Witchard (Nominated Supervisor)
2. Jessica Rogers (certified supervisor)	2. Monica Abdoo (certified supervisor)	2. Elizabeth Nye (Certified Supervisor)
3. Jennifer Jones (certified supervisor)	3. Chantel Kinnear (certified supervisor)	3. Brooke Mooney (certified supervisor)
	4. Teena Jobson (certified supervisor)	4. Mary Ellen Fetterplace (certified supervisor)
	5. Melissa Scott (Certified Supervisor)	5. Laura McIntosh (certified supervisor)

The Approved Provider - Kristan Hartup will be contactable at all times.

Area Manager/ Educational Leader Faralee Kelso (Certified Supervisor) will be in attendance at The Cubbyhouse Preschool and Long Day Care Kempsey on Mondays and Wednesdays to comply with the temporary waiver assigned to the centre for access to an Early Childhood Educator. She will be in attendance alternating Tuesdays, Thursdays and Fridays at The Cubbyhouse Preschool and Long Day Cares Taree and Wingham.