

(Reviewed October 2023)

**Policy Statement:**

The Mueller College Outside School Hours Care Service management works to consider all areas of the Service when collaborating on Service budgets and planning. This policy outlines the considerations and processes taken to ensure this is maintained.

**National Quality Standard (NQS)**

**Quality Area      3: Physical Environment**

**7: Governance and Leadership**

<b>3.1</b>	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
<b>3.2</b>	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.
<b>7.1</b>	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

**Education and Care Services National Regulations**

103 (1)	Requires all equipment and furniture used in providing the education and care service are safe, clean and in good repair.
105	Requires each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.

**Education and Care Services National Law**

301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
301 (3,g)	Requirements and standards about the premises to be used to provide an education and care service including siting, design, layout, space, security and entitlement to occupy;

**Objective:**

The Management Committee and the Nominated supervisor work together to develop effective and responsible laws and budgets for the ongoing operation of The Mueller College Outside School Hours Care Service.

**Procedure:**

- Budgets will be annually prepared by the Accountant usually in advance and will be submitted to the Management Committee for approval.
- Finances will be reviewed monthly to ensure budgets are maintained.
- Budgets will take account of the need for appropriate staff, staff training, facilities, equipment, maintenance and the requirements of the Service Policies and Procedures.

**REFERENCES:**

- Education and Care Services National Law Act 2011, Current as at March 2023
- Education and Care Services National Regulations, Current as at October 2023
- Guide to the National Quality Framework, Revised July 2023
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022

**See Also:**

- Mueller OSHC Purchasing Policy & Procedure
- Mueller OSHC Spaces, Facilities and Equipment Requirement Policy & Procedure
- Mueller OSHC Staff Performance, Monitoring and training Policy & Procedure
- Mueller OSHC Governance and Management Policy & Procedure
- Mueller OSHC Fees and Cancellation Policy & Procedure