

## **GOVERNANCE AND MANAGEMENT POLICY**

### **Aim:**

This policy outlines the responsibilities of managing our service. It reflects the legal requirements and authorities required to become a service provider

The centre is licensed by The Dept of Education and Communities. The number is 1800619113. We are required to meet the regulations of the Education and Care Services National Regulation. As with all licensed services this centre is covered by public liability insurance, ours is through Guild Insurance. Staff at this centre are covered by Allianz Workers Compensation.

This centre also abides by the relevant awards and conditions under which the staff are paid. The new modern award came into place in July 2010.

Kylie Wade is the service Approved Provider and Nominated Supervisor and holds the legal responsibilities for operating the centre, including the management of the centre and the day to day running.

When the Nominated Supervisor and Approved Provider (Kylie Wade) is not in attendance she employs a suitably qualified and experienced educator to fulfill the role of the person responsible for the day to day running of our centre. At our centre this can be one day per week on a regular basis. Our co-director, Michelle Purtell is this designated person on the days when Kylie is not present. In her and Kylie's absence the person responsible for the day to day running of the centre is selected in order of qualifications and experience. The centre has consent in writing from members of staff who have consented to this role and the information is displayed in the centre foyer. The educators fulfilling the responsible person role have a good knowledge of the provision of education and care for young children and the ability to supervise our centre.

The Educational Leader is appointed by the Approved Provider. The educational leader is Kylie Wade. The acceptance of this position has been recorded in writing.

The Approved Provider ensures that the relevant policies and procedures are developed to operate the service within the regulatory requirements.

### **LICENSED NUMBER OF PLACES**

Highland Grove Preschool's licensed number of places is 60 children between 2- and 6-year olds per day. Hours of Operation are 8.30am to 4.30pm.

**Source:** Education and Care Services National Regulations  
Reviewed; 24/7/20