

## KOONUNG COTTAGE COMMUNITY HOUSE INC.

### CHILD CARE STAFFING POLICY

#### **Purpose:**

Koonung Cottage Community House Child Care operates under a Limited Hours Type 2 Service licence

This means that:

- The service can take a maximum of 13 children at any one session
- The number of school children must not exceed 30% of the total number of places for children and this is 3
- No child is cared for at the service for more than 5 hours per day and not more than a total of 15 hours a week.

#### **Staffing Policy:**

- Regulations require one diploma qualified worker per 15 children.
- The service will employ one diploma qualified worker at each session.
- As per the Childcare Regulations 2009 for child/staff ratios, the number of staff employed will be a minimum of 2, taking into account 1 worker per 5 children
- Volunteers who have a Working with Children Check can be included in the child/staff ratios.
- Office staff must be in attendance while child care is operating.

#### **Adopted by the Committee of Management**

Signature: 

Name and position: Flossa Nguyen.  
Chair.

Date: 10.11.17.

Review Date: 10.11.19.