**Happy Little Butterfly**

**Early Learning Centre**

# Governance and Management Policy

**Aim**

The Approved Provider of **Happy Little Butterfly Early Learning Centre** will ensure all aspects of the Education and Care Service operations run smoothly and efficiently; and communicate effectively and efficiently with Educators and other Staff and Families.

**Legislative Requirements**

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2017

National Quality Standards 2018

Child Care Service Handbook 2017-2018

**Who is affected by this policy?**

Educators

Children

Staff

Management

Families

**Implementation**

**Happy Little Butterfly Early Learning Centre** holds a Service Approval from the Department of Education and Communities to provide high quality, educational programs for 39 children per day between the ages 0 to 6 years.

The Service will be open for 50 weeks of the year between 7am to 6pm Monday to Friday. The Service will close down annually for a 2 week period between Christmas and January.

Children are required to be collected by 6pm. Additional late fees will be charged for children collected after 6 pm.

**Happy Little Butterfly Early Learning Centre** is owned and managed by Khansone Saycocie

The Approved Provider is responsible for:

1. Ensuring the smooth operation of the Education and Care Service.
2. Supporting the Nominated Supervisor in her/his role.
3. The financial management of the Education and Care Service.
4. Keeping all Service parents informed of issues arising.
5. Ensuring buildings and facilities are maintained adequately.
6. Participating in the selection of the Service’s Educators and all other Staff members.
7. Ensuring that policies are adhered to at all times.
8. Developing Service policies in consultation with Education and Care Educators, other Staff, the Nominated Supervisor, Families and other interested parties.
9. Ensuring compliance with all relevant National/State Regulations and Laws.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

**Approved Provider**

Khansone Saycocie

(Proxy: Thevanh Saycocie)

 **Nominated Supervisor** Cayley Hickmott

**Education Leader**

Van Chahndarah

**Educators**

Emily Mulroe (Cert III Studying Dip.)

Amanda Saycocie (Cert III Studying Dip.)

Pania Rogers (Dip.)

**Administration**

Jessica Truong

Dip.

**Sources**

**Education and Care Services National Law Act 2010**

**Education and Care Services National Regulations 2017**

**Guide to National Quality Standards 2018**

**Child Care Service Handbook 2017-2018**

**Australian Children’s Education & Care Quality Authority**

**NSW Department of Education**

**Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Originated: January 2020 Date for next review: January 2021**