



Child Care Centre Policy

Version (3)

Approval Date: 02/05/2023

Review Date: 30/05/2027

DOCUMENT CONTROL

Responsible GM	Georgia Hills	
Division	Community Health and Wellbeing	
Last Updated (who & when)	Nicky Lappin, A/Manager Family Services	May 2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	5 November 2014	Updated reference to the 'National Quality Framework' (section 2); and inclusion of Reference Resources (section 9).
References	Refer to section 9 of this policy	
Next Review Date	May 2027	
Published on website	Yes	
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1. Background

Latrobe City Council will manage Early Learning Centres in Traralgon, Morwell and Moe in accordance with the Education and Care Services National Regulations and the Education and Care Services National Law. The purpose of these centres are to further children's sense of identity, ensure that they are connected with and contribute to their world, foster a strong sense of wellbeing, that they are confident and involved learners and they have the skills to effectively communicate. Each centre provides its service in an environment that encourages families to participate in programs and activities, enabling them to gain access to and exchange information about their child's development and the community resources available to assist family life. The early learning centres are designed to provide childcare for children under six years of age in a manner which responds to the expressed needs of parents. The service aims to improve the health and wellbeing of families, promote child development, support vulnerable families and contribute to the prosperity of the region by supporting working families.

2. Objectives

- Latrobe City Council will ensure that early learning centre programs will be informed by the National Quality Framework which provides a national approach to regulation, assessment and quality improvement for early childhood education and care.
- Latrobe City Council will ensure that each centre provides inclusive services that cater for the needs of children of all abilities and those from diverse cultural backgrounds.
- Latrobe City Council will ensure that each centre adheres to the Education and Care Services National Law and Regulations.
- Latrobe City Council will provide an opportunity for the involvement of children's families in a meaningful way in the centre's operations.

Latrobe City Council will take a leadership role in planning, supporting and delivering quality childcare services to ensure families have a choice of childcare services ranging from community based integrated services to for-profit single focus services, providing full-time and part-time care.

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3. Scope

This policy applies to staff working within Latrobe City Early Learning Centres and families living or visiting Latrobe City who may access the Early Learning Centres.

4. Principles of Management

The Education and Care Services National Law and the Education and Care Services National Regulations inform the Latrobe City Council preschool services about the governance, workforce, policy, legislation and other obligations to support the delivery of professional, safe and high quality education and care within the preschool service.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

5.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

5.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

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5.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

6. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

7. Definitions

NA

8. Related Documents

NA

9. Reference Resources

[Education and Care Services National Law](#)

[Education and Care Services National Regulations](#)

[National Quality Framework](#)

10. Appendices