

SOUTH AUSTRALIA

CHILD CARE CENTRE REGULATIONS, 1985

REGULATIONS UNDER THE CHILDREN'S SERVICES ACT, 1985

Child Care Centre Regulations, 1985

being

No. 174 of 1985: *Gaz.* 5 September 1985, p. 753

as varied by

No. 234 of 1985: *Gaz.* 5 December 1985, p. 1702

Part I—Preliminary

1. These regulations may be cited as the *Child Care Centre Regulations, 1985*.

2. In this Part, unless inconsistent with the context or subject matter:

"Approved" means approved in writing by the Director, and

"Approval" has a corresponding interpretation.

"Authorized Officer" means an officer of the Children's Service Office authorized in writing generally or specifically by the Director.

3. The licence for any premises which were currently licensed as a Child Care Centre pursuant to the *Community Welfare Act, 1972*, immediately prior to the coming into effect of these regulations shall continue in force as if it had been issued under these regulations until the date of expiry thereof.

4. Premises which were currently licensed as a Child Minding Centre pursuant to a model by-law under the *Local Government Act, 1934*, immediately before the coming into effect of these regulations shall be deemed to satisfy the requirements of these regulations as they relate to buildings and premises; provided that the Director may require the Licensee to alter, improve or extend any such buildings or premises within a specified time not less than one calendar year from the date notice is given to the Licensee.

Part II—Approval of Plans and Specifications

5. Where it is intended to purchase, lease, build, alter or extend any premises or place which it is proposed to use as a Child Care Centre, or to alter or extend a licensed Child Care Centre, the Licensee or proposed Licensee shall make application to the Director for approval in the form set out in the schedule to these regulations and such application shall be accompanied by the plans and specifications in duplicate referred to in the said schedule.

6. Where the Director approves plans and specifications he shall return to the applicant a copy which he has signed. He shall append to such plans and specifications details of any conditions subject to which approval has been granted and particulars of any modifications which he requires. The plans and specifications shall then be known as the "certified works plans".

7. On the expiration of 12 months after the date the certified works plans were returned to the applicant, if substantial progress has not been made towards the completion of the works referred to in such plans, the approval of those plans by the Director shall cease to be of any force or effect and no work shall be commenced or continued in reliance on that approval. Nothing in this regulation shall operate to prevent the applicant making a new application in respect of the works required to complete the uncompleted project.

Part III—Licensing

8. (1) When applying for a licence for a Child Care Centre the applicant shall submit an application to the Director in the form prescribed in the schedule to these regulations.

(2) Where the application relates to a house or place for which there are no certified works plans, the application shall be accompanied by 2 copies of:

- (a) a block plan drawn to a scale not smaller than 1 to 200;
- (b) a plan of the existing building indicating the proposed use of each room, drawn to a scale not smaller than 1 to 100.

9. Every application for the renewal of a licence for a Child Care Centre shall be in the form prescribed in the schedule to these regulations and shall be lodged with the Director at least 30 days before the expiry date of the current licence.

10. Where the applicant satisfies the Director that he is a suitable person and that the proposed Centre will comply with the requirements of these regulations, the Director shall grant the licence. No Centre shall be licensed to care for more than 70 children at any one time, unless the Director is satisfied that the presence of more than 70 children will not be prejudicial to their proper care in groups of suitable size.

11. Upon receipt of an application for a licence for a Child Care Centre the Director shall cause such proposed Centre to be inspected by an authorized officer who shall submit a report to the Director.

12. Where an application for a licence or renewal of a licence is granted, the Director shall—

- (1) issue a licence in the form prescribed in the schedule to these regulations on which shall be endorsed any special conditions subject to which the application has been granted;
- (2) sign and append to the licence a copy of any plans which accompanied the application. This copy of the plans shall be known as the "certified licence plans";
- (3) cause to be entered in a register of Child Care Centres particulars relating to the licence.

13. Every licence for a Child Care Centre shall remain in force for 12 months from the date of issue thereof unless previously revoked pursuant to powers contained in the *Children's Services Act, 1985*, and these regulations.

14. Where the Director revokes the licence of a Child Care Centre he shall take such steps as he considers necessary to give appropriate notification to the parents of children enrolled at the Centre or waiting to be enrolled. No such notice shall be given until the time allowed for an appeal has expired and in the case of there being an appeal, no such notice shall be given unless the Minister rejects the appeal.

5.

15. Where the Licensee of a Child Care Centre wishes to have the licence transferred to another person, he shall submit to the Director an application in the form prescribed in the schedule to these regulations and such application shall be accompanied by—

- (1) the current licence;
- (2) the certified works plans or the certified licence plans.

16. The Director before granting an application for transfer of a licence shall take into consideration the suitability of the proposed transferee and may grant or refuse the application subject to such conditions as he thinks fit.

17. When an application for transfer of the licence for a Child Care Centre has been granted the Director shall cause to be entered in the register of Child Care Centres particulars relating to the transfer. He shall endorse on the licence the name of the new Licensee and any special conditions. The Director shall forward the licence so endorsed to the transferee together with the certified works plans or the certified licence plans.

18. Fees as may be determined from time to time by the Minister shall be paid with each application for a licence or renewal or transfer of a licence for a Child Care Centre.

19. The Licensee shall display the licence in a prominent position in the Child Care Centre and shall produce all certified works plans or the certified licence plans on demand at any reasonable time by the Director or Authorized Officer.

20. No person shall wilfully conceal, deface or alter or obliterate any letter or figure in the licence for a Child Care Centre or on the certified works plans or certified licence plans of a Centre, nor shall any person wilfully or negligently damage or destroy any such certificate or plan.

21. Before any licence is granted, the Director may—

- (1) require any person associated with the application to submit:
 - (a) a certificate of medical fitness;
 - (b) a satisfactory report from the South Australian Health Commission on a chest X-ray taken not more than 3 months previously;
- (2) require the applicant or any person who will be involved on the applicant's behalf at the Centre to submit to a medical examination or investigation.

Part IV—Staffing

22. In every Child Care Centre staff shall be employed in accordance with these regulations. In determining the number of members of staff required, all children under the age of 6 years under care in the Child Care Centre both those who are being cared for for monetary or other consideration and those who are the personal responsibility of the Licensee or any member of the staff shall be taken into account.

- (1) Only persons who satisfy one or more of the following requirements and have attained the age of 18 years may be regarded as suitable for employment as trained staff:
 - (a) A person who holds the diploma of an approved College of Advanced Education
 - (b) A person who has completed a suitable course in child care to the satisfaction of the Director.
 - (c) A mothercraft nurse registered with the South Australian Nurses Board.
 - (d) A registered trained nurse with approved experience in child care.
 - (e) A person who satisfies the director that he has such other training or experience as is sufficient to enable him to be employed as a trained person in a Child Care Centre.
 - (f) Provided that the nursing qualifications listed in subparagraphs (c) and (d) of this regulation shall not qualify persons for employment as trained staff at Child Care Centres which are conducted as kindergartens or pre-school centres on a sessional basis.
- (2) The approval of the Director shall be sought in the form set out in the schedule to these regulations for the employment of all trained staff where the appointment continues for more than 14 days and the Director may require any person seeking to be approved as trained staff to satisfy him that he is a fit and proper person.

23. (1) Every Child Care Centre to which these regulations apply must be provided with the following staff—

- (a) For children under 2 years of age there must be at least one member of staff to every 5 children or part of that number with a minimum of one trained person.
- (b) For children between the ages of 2 and 6 years—
 - (i) where the number of children does not exceed 8 there must be at least one member of staff who must be a trained person;
 - (ii) where the number of children exceeds 8 but does not exceed 20, there must be at least two members of staff at least one of whom must be a trained person;

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- (iii) there must be an additional member of staff for every 10 children or part of that number in excess of 20.

(2) Irrespective of the number of staff working with each group there shall be a maximum of 20 children to each trained person in the age group referred to in subparagraph (a) of this section and a maximum of 35 children to each trained person in the age group referred to in subparagraph (b) of this section. The Director may in special circumstances permit or require variation of these requirements.

(3) Sufficient staff must be provided to ensure the adequate preparation and serving of meals and general care of the kitchen, without interfering with proper supervision of the children's activities.

(4) Every member of the staff of a Child Care Centre shall have attained the age of 15 years.

24. (1) Every member of the staff of a Child Care Centre when appointed shall produce to the Licensee—

- (a) a satisfactory report from the South Australian Health Commission on a chest X-ray taken not more than 3 months previously;

or

- (b) within 3 days of commencing duties have a chest X-ray which shall be forthwith forwarded to the South Australian Health Commission for reporting;

and

- (c) within 14 days a medical certificate of fitness to undertake his duties.

(2) All medical records referred to in subregulation (1) of this regulation shall be held by the Licensee for the period of employment, and for 2 years thereafter and shall be available for inspection by the Director or Authorized Officer if required.

(3) Every Licensee or his agent and every staff member of a Child Care Centre shall submit themselves for radiological examination of the chest, and produce a satisfactory report on this examination from the South Australian Health Commission every 2 years. Any Licensee or his agent who satisfies the Director that he does not have contact with the children at the Child Care Centre may apply to the Director for exemption from the provisions of this subsection on these grounds.

(4) The Director may at any time require the Licensee or any person employed or involved at the centre to submit to a medical examination or investigation.

Part V—Operation

25. (1) No child shall be cared for in a Child Care Centre for more than 15 consecutive hours on more than 3 occasions in any calendar month unless there are exceptional circumstances and specific approval is obtained in each case from the Director or Authorized Officer.

(2) Any occasion on which a child remains in a Centre for more than 10 consecutive hours shall be recorded and a record of the times of arrival and departure shall be available for inspection by the Director or Authorized Officer.

26. The Licensee shall enter in a register details of accidents and injuries to and illnesses of children attending the Child Care Centre.

27. The Licensee of a Child Care Centre shall—

- (1) upon the admission of each child to the Centre cause the child's name, date of birth, sex, residential address, the name and address of the person from whom the child was received, any telephone number of the parents, or guardians, a telephone number to be used in case of emergency, the name address and telephone number of the child's doctor, details of immunisations, and any other relevant information relating to the child to be recorded in the register;
- (2) cause particulars of all injuries sustained by and signs of ill-health detected in each child at the Centre, and of any treatment given therefor, to be recorded forthwith in the register referred to in regulation 26 hereof; such record shall in the case of injuries include the time and circumstances and the names of any witnesses;
- (3) ensure that a parent or guardian of the child concerned is informed as soon as practicable of any such injury or sign of illness;
- (4) ensure that except by arrangement with or approval of a parent or guardian of the child or of the Director no child is given into the care of a person other than the one who brought him to the Centre;
- (5) cause any child or staff member in the Centre who appears to be suffering from any condition other than the common cold which is likely to be transmitted to any other child or staff member to be isolated and removed from the Centre as soon as practicable;
- (6) ensure that there is ready access to a telephone located within the premises;
- (7) keep the Centre both indoors and out and its equipment in a clean and hygienic condition at all times;
- (8) have at the Centre safe and effective room heating appliances for heating of playrooms and other areas. All necessary precautions shall be taken to prevent accidental contact of the body with hot surfaces of heating appliances;
- (9) ensure that cleaning materials, disinfectants, medicines and all flammable, poisonous or other deleterious substances are stored securely and are inaccessible to children;

9.

- (10) maintain a First-Aid cabinet out of the reach of the children. The cabinet shall contain materials as shall be specified from time to time by the Director. These materials shall be kept in a proper condition at all times;
- (11) ensure that the Centre is kept free from vermin and that the measures taken to control flies, mice and other vermin do not endanger the children;
- (12) have available appropriate storage for the use of each child for his personal clothing and possessions;
- (13) ensure that all furniture and equipment is appropriately designed for use at a Child Care Centre;
- (14) ensure that over-all design provides for proper supervision of the children;
- (15) ensure that fittings and equipment to be used by children within the Centre are within easy reach;
- (16) ensure that every precaution is taken to protect the children's physical comfort and avoid hazards likely to cause injury;
- (17) provide suitable receptacles with close fitting lids for the temporary storage of all refuse and garbage;
- (18) where sleeping and resting facilities are provided at the Centre ensure that—
 - (a) no more than one child occupies one bed, stretcher, cot or approved mattress at any one time;
 - (b) separate bed linen is provided for each child;
 - (c) bedding and linen provided are clean and of an adequate size;
 - (d) no plastic material of a thickness of less than 50 microns shall be used to cover pillows and mattresses;
- (19) where any food is to be consumed at the Centre ensure that—
 - (a) cleanliness is observed at all times in the proper preparation, storage and serving of food and in particular that thorough attention is paid to hand washing before handling food;
 - (b) adequate refrigeration is provided for milk and other perishables;
 - (c) all appliances and equipment are clean and suitable;
 - (d) the food is wholesome and protected from contamination at all times;
 - (e) there are suitable arrangements for feeding and adequate and suitable diet is provided;

10.

- (20) ensure that all persons employed at the Centre are suitably clad for their duties and practice good personal and general hygiene;
- (21) have at the Centre sufficient and effective fire fighting equipment and facilities in accordance with the requirements of the South Australian Metropolitan Fire Service; and where the Centre is not in an area served by a properly constituted fire brigade, arrange with the Chief Officer of the South Australian Metropolitan Fire Service for the periodical testing and inspection of all fire extinguishing appliances. In the event of any fire extinguishing appliance being found by the inspecting officer of the fire service to be defective, the Licensee shall on receipt of a report to that effect immediately cause the defects to be rectified;
- (22) ensure that all persons employed at the Centre receive training in fire drill procedures.

Part VI—Furniture and Equipment

28. The Licensee of a Child Care Centre shall have in the Centre suitable items of furniture and equipment in accordance with the following minimum requirements, and shall cause such items to be maintained and replaced when necessary. Suitable equivalents to indoor and outdoor play equipment listed in this regulation may be accepted by the Director or Authorized Officer.

- (1) *For Children under 2 years of age*
 - (a) Furniture—A bassinette, cot or stretcher of an approved type for each child with suitable bedding. Suitable storage for each child's clothing. A suitable individual chair for each child 12 months or over and tables of suitable height for such chairs.
 - (b) Fittings—Changing bench with washable top. Storage shelves or cupboards for toys. Suitable receptacle for soiled napkins. Washing facilities for infants. Play pen facilities.
 - (c) Minimum Play Equipment to be readily available to the children and maintained in good order.

Where babies and children under one year are cared for—

- 1 washable rattle
- 1 soft toy
- 1 washable ball
- 1 cloth or heavy card book and
- 1 mobile or other suitably hung object for watching are required for each child

Where children between the age of one and 2 years are cared for there shall be at least 2 of each of the following items for every 10 children or part thereof—

Nests of plastic beakers
Small baskets
Small buckets
Pull along toys
Sets of wooden pegs on tins
Washable dolls
Doll's prams or pushers
Carts
Posting boxes with openings of different shapes to receive blocks or other objects of different shapes
Large and small blocks
Balls
Push along toys

and a board book with suitable pictures for use by each child.

(2) *For children 2 to 5 years of age*

(a) Furniture—Suitable individual chair for each child. Tables of suitable height allowing 60 linear centimetres of table space per child. A stretcher or mattress of approved type for each child and sufficient bedding for each child.

Mats of suitable size for groups of children.

(b) Fittings—Included among the shelves should be open fronted storage shelves or bookshelves for play equipment, not less than 25 cm deep and up to one metre in height.

(c) Indoor Play Equipment—The following minimum equipment shall be provided for each group of children not exceeding 35.

For creative experiences—

Lumber crayons of assorted colours (1 dozen or more).

Supply of white, brown and coloured paper.

Scissors, steel with blunt ends—8 pairs. Paste brushes (8-10) and paste.

Double sided easels (2 or 3 depending on the size of group and able to take paper 45 cm × 60 cm).

Paint brushes of varying sizes. Plastic containers for paint large enough to hold brushes.

Dough or clay for modelling.

For manipulative skills—

Equipment for threading, hammering, screwing, sorting, matching, counting, and recognition of colours, shape, size, texture and weight, depending on the ages of the children: for example—

Large coloured beads
Jig-saw puzzles of varying difficulty
Interlocking blocks
Inset boards
Peg tins with coloured pegs
Hammer peg toy
Collections of stones, shells, corks, buttons, etc.

For dramatic play—

Washable dolls, and dolls' clothes.
Dolls' beds and bedding.
Tea-set and other domestic utensils.
Prams or pushers with bedding.
One or 2 strong toy telephones or equivalent.
Cupboard, dresser and other furniture scaled for children's use.

For construction—

Project blocks or other approved constructional equipment.
Miscellaneous accessories e.g., small cars, trains, trucks, aeroplanes, ships, wooden figures, animals.
Musical and rhythmic equipment—e.g., drums, maracas, tambourines, bells, piano or gramophone and records, or tape recorder with tapes.

Pictures and Story Books—

Story books selected for age range and interest of children.
Large, bright, simple pictures to decorate the room and for discussion.
Smaller pictures for individual looking and sorting.
Music books and other books for the use of staff.

(d) Outdoor Play Equipment

The following minimum equipment shall be provided for each separate play area.

Climbing—

Cleated walking boards of varying lengths up to 3 metres.

Small movable ladders.

Tubular steel or timber horizontal ladder not less than 90 cms in width, or other climbing frame.

Set of tubular steel trestles or wooden trestles for use with boards and ladders.

Packing cases and cable reels.

Sand Play—

Sand pit, and sand toys—e.g., buckets, tins and scoops.

Water Play—

Baby's bath or other container, corks, plastic bottles, sieves and funnels.

Water painting materials—bucket or tin for water, paint brushes.

Swinging—

Swing frame rope ladder and tyre swings.

Gardening—

Wheelbarrow.

Hose to water taps for this and other purposes.

Spades and other tools.

Miscellaneous—

Pull along carts.

Coloured balls of different sizes and bean bags.

Tyres.

Boxes, e.g., ammunition or other wooden boxes, or wooden blocks, for use in dramatic play.

14.

- (e) Provided that where no child is cared for at a Child Care Centre for more than 4 hours in any one day or the number of children cared for at any one time does not exceed 8 the director may exempt the Licensee of that Child Care Centre from compliance with all or any of the requirements of this regulation.

Part VII—Timetable and Programme

29. The programme of child activities for the Child Care Centre shall be based on the principles of child development as set out below. A written timetable shall be prominently displayed at all times.

For children over 2 years

- (1) The timetable and activities shall be flexible and suited to the age levels of the children.
- (2) As all subsequent development is dependent on an ability to communicate, opportunities shall be provided at all times for children to develop skills in oral communications.
- (3) There shall be a balance between vigorous activity, quiet activity, rest periods and periods for nourishment.
- (4) There shall be opportunity for the children to move freely from one activity to another without regimentation within the flexible timetable.
- (5) Periods wherein children are required to sit and wait without occupation should be avoided.
- (6) There shall be opportunities for children while playing outside to use large muscles vigorously in activities, included amongst which are running, jumping, climbing, pushing, hauling, digging and throwing.
- (7) There shall be opportunities for singing, listening and moving to music, listening to stories and verse, and looking at and discussing pictures and nature study.
- (8) There shall be opportunity for creative activities with a variety of materials included amongst which are crayons, paper, paints, sand and water, block building and clay.
- (9) There shall be opportunities for imaginative play with materials such as dolls and home making accessories, blocks, model animals, transport and wheel toys, as well as in the sand pit.

For children under 2 years

As these children are in a period of rapid growth and development, opportunities shall be provided for activities which will permit the progressive development of muscles, the stimulation of oral communication, and observation and experimentation by use of all senses.

30. The Licensee shall ensure that any child at the Centre receiving corrective treatment—

- (1) is not subjected to any form of corporal punishment or punishment by solitary confinement or immobilization;
- (2) is not kept apart from his group for any period exceeding 10 minutes;

16.

- (3) is given positive guidance directed towards acceptable behaviour with praise freely given and blame and admonition kept to a practicable minimum.

Part VIII—Outdoor Space

31. (1) In respect of children for which the Child Care Centre is licensed, the Centre shall provide outdoor play space of a minimum of 9.3 square metres for each child aged 2 years and over a minimum of 4.65 square metres for each child under 2 years. Outdoor spaces of less than 3 metres wide shall be excluded. The above play space shall at no time be occupied by motor vehicles.

(2) Where no child is cared for at a Child Care Centre for more than four hours in any one day or the number of children cared for at any one time does not exceed 8 the Director may exempt the Licensee of that Child Care Centre from compliance with all or any of the requirements of this regulation.

32. All outdoor play space shall be of such shape as to make constant supervision of the children possible and it shall be maintained in a safe and sanitary condition at all times and all the land on which the Centre stands shall be well drained. It shall be fenced on all sides to a minimum height of 1.5 metres and fitted with self-closing gates of the same height equipped with bolts and latches to ensure safety.

Part IX—Indoor Accommodation and Requirements

33. (1) The Licensee of every Child Care Centre shall have therein:

(a) Available play room floor area of at least 2.8 square metres for each child for use during the day. The floor shall be of approved material with a surface which is free from crevices and splinters. Every play room shall have convenient access to the playground and to a washroom.

(b) Ablution facilities—

There shall be—

- (i) one hand basin of suitable height for every 10 children or part thereof;
- (ii) one sink type bath equipped with a hand-held shower rose attachment;
- (iii) a changing bench with a washable top;
- (iv) an adequate supply of towelling so that a separate clean towel is available for each child each day;
- (v) a linen cupboard;
- (vi) a cupboard capable of being locked for the storage of toiletries;
- (vii) a separate toothbrush and container for each child;
- (viii) mirrors securely fixed at child height;
- (ix) one portable babies' bath where children under the age of 2 are cared for;
- (x) where the total group numbers more than 15 and children under the age of 2 are admitted the Director may require that separate ablution areas be provided for those under and over the age of 2.

(c) Toilet facilities—

There shall be—

- (i) one toilet pedestal pan of a suitable height for every 10 children or part thereof. Unless otherwise approved, toilet pedestals shall be separated from each other by partitions of suitable material extending from at least 15 centimetres above the floor to a height or not less than 90 centimetres nor more than 110 centimetres;
- (ii) a child's toilet seat attachment and strong stable step shaped to the base and/or pedestal of one toilet usually reserved for adult use;
- (iii) a chamber pot. Where children under the age of two are admitted, there shall be one chamber pot for every 5 children, with a minimum of 2;

- (iv) suitable equipment available in the Centre for proper cleansing of chamber pots. The Licensee shall ensure that adequate arrangements are made for the storage and cleaning of soiled napkins, towels, bed linen and blankets;
 - (v) where more than 10 children under the age of 2 are admitted a separate area equipped with slop hopper or sink suitable for treating soiled napkins;
 - (vi) where the total group numbers more than 15 and children under the age of 2 are admitted the Director may require that separate toilet areas be provided for those under and over the age of 2.
- (d) Where less than 6 children are cared for requirements for toilets and hand basins may be adjusted at the discretion of the Director.

(2) Where children under 2 years are admitted to a Child Care Centre as well as older children, the Licensee shall provide a separate room for the children under 2 years. The minimum space between cots in this room shall be 120 centimetres and for those children who are mobile there shall be an additional space of not less than 1 square metre per child unencumbered by cots for play.

(3) At least 2.8 square metres of floor area shall be provided for each child requiring a day-time sleep. Cots, stretchers or approved mattresses for this purpose shall have a minimum of 60 centimetres between adjacent sides or ends. The playroom prescribed by paragraph (a) of subregulation (1) of this regulation shall be an acceptable area for this purpose, subject to satisfactory arrangements being made for children not requiring a day-time sleep.

(4) Where children are admitted to a Child Care Centre for night care the Licensee shall:

- (a) provide at least 4.2 square metres of floor area in every room or dormitory for each child accommodated therein;
- (b) provide suitable facilities for the separate storage of each child's clothing and personal possessions;
- (c) provide suitable accommodation for attendant staff adjacent to where the children sleep;
- (d) make any other special provisions which may be required by the Director.

(5) Provided that where no child is cared for at a Child Care Centre for more than 4 hours in any one day or the number of children cared for at any one time does not exceed 8, the Director may exempt the licensee of that Child Care Centre from compliance with all or any of the requirements of this regulation.

Part X—General and Supplementary

34. All areas, buildings and structures of a Child Care Centre and all materials, fittings and appliances therein shall at all times be kept:

- (1) in a proper state of repair;
- (2) in proper working order;
- (3) in a clean and sanitary condition.

35. No room shall be used for child care purposes if it is situated above, below or immediately adjoining any compartment used as a shop, factory, workshop, store or for an airconditioning plant (heating or cooling), a steam boiler, or for the storage of fuel, ashes or flammable material or as a kitchen or laundry not forming part of the Child Care Centre unless separated therefrom by a construction which complies with the requirements of the *Building Act, 1970* and the regulations made thereunder. No part of the Child Care Centre shall be used for the bulk storing of any flammable material unless it is similarly separated from all other parts of the Centre.

36. There shall be at least two exits from each Child Care Centre, as widely separated as practicable and readily usable whenever required.

37. Children should be able to open interconnecting doors of rooms they are permitted to use but not doors giving access to a street.

38. Every playroom, dining room, bedroom or dormitory having accommodation for 20 children or less shall have at least one doorway not less than 80 centimetres wide giving direct access to the outdoor play space or to a thoroughfare or passage and every such room having accommodation for more than 20 children shall have at least 2 such doorways as widely separated as practicable.

39. (1) When the sill of any doorway is more than 15 centimetres above the level of the adjoining ground or floor there shall be provided outside such doorway a ramp having a slope not steeper than one in 10 and a roughened surface or (where the construction of a ramp is for any reason undesirable or impracticable) steps with treads not less than 28 centimetres wide exclusive of nosing or overhang and risers not more than 10 centimetres high provided that in the case of a Centre which operates in a public building the risers may be not more than 17 centimetres high.

(2) If the sill is more than 50 centimetres above the adjoining ground level there shall be a landing extending at least 8 centimetres beyond each side of the exit and at least 90 centimetres in forward measurement and situated between the exit and the ramp or the first step as the case may be.

(3) On each side (not abutting on a wall) of every ramp retaining wall or flight of steps having a total rise of more than 50 centimetres and of every landing thereto there shall be a solid balustrade or stout woven wire of not more than 2.6 centimetres mesh or other approved material secured to posts and rails not less than 85 centimetres high. Every such ramp or steps shall be provided with a handrail of appropriate height fixed upon each side thereof.

40. (1) Every room in a Child Care Centre shall be effectively lighted by glazed windows in an external wall or walls and presenting a total area of clear glass equal to at least one-eighth of the floor area. Each window shall be freely openable unless other adequate ventilation is provided. Any glazed area less than 75 centimetres above floor area shall be adequately protected against breakage or risk of children falling.

(2) Every room and passage in the building shall be provided with electric lighting installed in accordance with E.T.S.A. regulations. In playrooms the illumination shall be not less than 15 LUX without causing glare in the eyes of children or staff.

41. (1) All power outlets shall be of approved safety shutter type.

(2) Fans for cooling shall be fixed at a minimum height of 2 metres above floor level.

42. The walls of every playroom, dining room, kitchen, bathroom and wash-room shall be washable to a height of at least 1.2 metres.

43. (1) Every playroom floor of concrete or similar material shall be covered with vinyl, linoleum or other suitable approved material washable and securely fixed down.

(2) The sills of windows in the main lighting wall of any playroom shall in no case be less than 75 centimetres above the floor, unless the window is made of non-shattering glass or appropriately protected internally and, if applicable, externally.

44. (1) All hot water delivered to bathrooms and washrooms used by the children shall be controlled so that the maximum temperature of the water shall not exceed 43°C at delivery.

(2) All hot water pipe runs shall be placed out of reach of the children or completely encased.

45. Sufficient glazed area shall be provided to enable adequate supervision of the children.

46. The Licensee of any Child Care Centre shall not plant or have growing any tree, shrub, creeper, hedge or other plant which is of a poisonous, irritant or harmful nature, and shall on receipt of a notice from the Director remove same forthwith. Where any tree, shrub, creeper, hedge or other plant seriously reduces the available amount of lighting of any room, the Licensee shall on receipt of a notice from the Director have any such tree, shrub, creeper, hedge or other plant trimmed or removed.

47. Every Licensee who fails to comply with or who contravenes these regulations is liable to a fine of not more than \$200 or loss of licence or both.

Form No. 1
Children's Services Act, 1985

APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS FOR A CHILD CARE CENTRE OR FOR ALTERATIONS OR EXTENSIONS TO A CHILD CARE CENTRE

SOUTH (Arms) AUSTRALIA

To the Director of Children's Services

I/We hereby apply for approval of the attached plans and specifications for

Full name of applicant

Situation of premises

.....

Maximum number of children proposed to be accommodated at the Centre at any one time:

Under two years of age

Two years of age and over

I/We lodge herewith the site plan, building plans and sections and specifications referred to on the back hereof.

The full name and address of the person or party who will be responsible for the supervision of the

- *erection
- *alteration of such buildings
- *extension

is

Estate or interest of applicant in the premises

Signature of applicant

Postal address of applicant

Date (see back)

*Strike out what is inapplicable.

NOTE: Approval of this application by the Director does not relieve the applicant of any obligation to meet requirements of other statutory and local government authorities.

(back of Form 1)

With this application shall be lodged two sets of drawings and specifications to include:

1. A block plan drawn to scale of not smaller than 1 to 200 showing the position of the proposed building in relation to the boundaries of the site and to any existing buildings or outbuildings on the site or adjacent thereto and to the thoroughfares, right-of-ways or lanes upon which the site abuts, the names of adjacent public thoroughfares, the provisions for access to such thoroughfares, the position and dimensions of the playground or playgrounds and of the fences or walls thereof and of the street or road entrance thereto; the position of each toilet, or other fixed sanitary convenience; the cardinal points, the scale to which the plan has been drawn and the signed name and postal address of the architect or other person undertaking the superintendence of the erection, alteration or extension of the centre.
2. A written specification giving details of the materials and method of construction.
3. Plans and sections drawn to a scale not smaller than 1 to 100 of each floor of the building showing:
 - (a) the nature of the structural connection if any with any existing building;
 - (b) nature of materials of external and internal finishes;
 - (c) the internal length, width and height of each room or passageway in figures;
 - (d) position of each doorway, window and ventilator and of each fireplace or other provision for heating;
 - (e) area of glazed lighting surface of each window;
 - (f) the least width and headway of each stairway (if any) the dimensions of landings, treads (exclusive of nosing) and risers and the positions of handrails;
 - (g) the purpose and use to which each and every room is put;
 - (h) the positions and dimensions of all cloakrooms, toilets, baths, hand-basins, sinks and built-in cupboards;
 - (i) the nature and extent of the provisions for water supply to and drainage from the premises;
 - (j) details of any systems of mechanical ventilation, the positions of all intakes and other openings, ducts, motors, fans, or other appliances for impelling air into or extracting air from the building and of all screens, heating coils, humidifiers, filters, or eliminators and in any system of heating the positions of boiler mains, tanks, radiators, motors or fans;
 - (k) the positions and nature of the fire protection appliances;
 - (l) the scale to which the plans and sections have been drawn; and
 - (m) the signed name and postal address of the architect or other person undertaking the superintendence of the proposed work.

Form No. 2
Children's Services Act, 1985

APPLICATION FOR *LICENCE FOR A CHILD CARE CENTRE
*RENEWAL OF LICENCE FOR A CHILD CARE CENTRE

SOUTH (Arms) AUSTRALIA

To the Director of Children's Services

I/We hereby apply for

- *a licence
- *a renewal of licence

for the Child Care Centre described below:

Name and address of applicant

Names and addresses of two referees in respect of the applicant. Such referees should be responsible people who have personal knowledge of the applicant.

(a) Name

Address

(b) Name

Address

Name of Child Care Centre

Address of Child Care Centre

Local Government area in which situated

Estate or interest of applicant in the premises

Maximum number of children to be cared for at any one time:

..... children under two years of age.

..... children two years of age and over.

I/We lodge with this application the plans referred to on the back of this application.

Signature of applicant Date

*Strike out whichever is inapplicable.

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(Back of Form 2)

PLANS TO BE LODGED

In the case of an original application for a licence for which there are no certified works plans there shall be lodged with this application two copies of:

- (1) A block plan drawn to a scale not smaller than 1 to 200.

and

- (2) A plan of the existing building indicating the proposed use of each room drawn to a scale not smaller than 1 to 100.

Form No. 3

Children's Services Act, 1985

LICENCE FOR A CHILD CARE CENTRE

SOUTH (Arms) AUSTRALIA

Licence No.

The premises situated at
and known as
are hereby licensed as a Child Care Centre for the period of one year from
. subject to the provisions of the *Children's Services Act, 1985*, and the regulations thereunder.

Name of Licensee

Address of Licensee

.

The number of children permitted to be cared for in the Child Care Centre shall not at any time exceed:
. children under two years of age.
. children two years of age and over.

and the special conditions to be observed are:
.
.
.

Date

.

Director of Children's Services

Form No. 4

Children's Services Act, 1985

APPLICATION FOR TRANSFER OF A LICENCE FOR A CHILD CARE CENTRE

SOUTH (Arms) AUSTRALIA

To: The Director of Children's Services

I/We
of
the holder of Licence No. in respect of the Child Care
Centre known as
situated at
hereby apply to have the licence for the said premises transferred to

Dated at this day of 19....

Signature of present Licensee

I/We
of
hereby apply for the abovementioned licence to be transferred to me/us.

Names and addresses of two referees in respect of the proposed transferee. Such referees should be responsible people who have personal knowledge of the proposed transferee.

(a) Name
Address

(b) Name
Address

Dated at this day of 19....

Signature of proposed transferee

The regulations require that every application for transfer of a licence shall be accompanied by the current licence, the certified works plans or the certified licence plans (as the case may be).

Form No. 5
APPLICATION FOR APPROVAL OF TRAINED STAFF
SOUTH (Arms) AUSTRALIA

I/We
of
the holder of Licence No. in respect of the Child Care
Centre known as situated
at hereby apply for
approval for employment of the following persons as trained staff:

(1) *Trained Staff Member No. 1*

Name
Address
Qualifications
Age Marital Status
Details of previous experience

Names and addresses of two referees in respect of the trained person who have personal knowledge of him—

(a) Name
Address
(b) Name
Address

(2) *Trained Staff Member No. 2*

Name
Address
Qualifications
Age Marital Status
Details of previous experience

Names and addresses of two referees in respect of the trained person who have personal knowledge of him—

(a) Name
Address
(b) Name
Address

(3) *Trained Staff Member No. 3*

Name

Address

Qualifications

.....

Age Marital Status

Details of previous experience

.....

.....

.....

.....

Names and addresses of two referees in respect of the trained person who have personal knowledge

of him—

(a) Name

Address

(b) Name

Address

.....

Signature of Licensee

.....
Date

Form No. 6

APPROVAL OF TRAINED STAFF

SOUTH (Arms) AUSTRALIA

The following persons are approved as trained staff members at the Child Care Centre known as:—

.....

situated at

(1) Full name

Private address

.....

.....

(2) Full name

Private address

.....

.....

(3) Full name

Private address

.....

.....

.....

Director of Children's Services

.....

Date

31.

APPENDIX

LEGISLATIVE HISTORY

Regulation 33(5):

inserted by 234, 1985, reg. 2