

AUSTRALIAN CAPITAL TERRITORY

CHILDREN'S SERVICES REGULATIONS 1987

ISSUED BY AUTHORITY OF THE MINISTER OF STATE FOR TERRITORIES

EXPLANATORY MEMORANDUM

No. 6 of 1987

Part VII of the Children's Services Ordinance 1986 requires the licensing of premises where children's day care services are being provided in the ACT.

The Ordinance provides for the making of regulations with respect to the keeping of registers and records by or in relation to persons providing child care and the conditions to be included in licences granted by such persons. The Children's Services Regulations 1987 makes provision for such matters.

The effect of each of the provisions in the Regulations is outlined in the attachment.

ATTACHMENT

Regulation 1 cites the Regulations as the Children's Services Regulations.

Regulation 2 deals with interpretation.

Regulation 3 prescribes the particulars to be provided by an applicant for a children's day care licence under paragraph 120(2)(b) of the Ordinance. In particular the following details are prescribed:

- name of applicant
- name of premises (if any) and its address;
- floor plan of the premises to be used for child care and structural details;
- the nature of the child care and maximum number of children to be cared for;
- the minimum and maximum ages of children to be cared for;
- the name, educational qualifications, experience in child care and working hours of any member of staff at the centre;
- the name, address and working hours of any person employed at the centre other than a staff member;
- the daily routines and activities proposed for children at the centre.

Regulation 4 requires a person who has received a certificate signed by the Minister which details certain aspects of the child care provided at the child care centre to display the certificate at the premises to which the certificate relates. Among the matters listed on the display certificate are:

- that the person holds a licence to operate a child care centre;
- the period the licence is in force;
- the number of person supervising the children at the centre and the maximum number of children for whom care may be provided;

Regulation 5 requires the holder of a licence to operate a children's day care centre to keep a copy of the licence on the premises to which the licence relates.

Regulation 6 deals with the keeping of an admission register;

- sub-regulation 6(1) requires a licensee to keep an admission register

- sub-regulation 6(2) details the particulars relating to each child for whom child care is provided at the centre which are required to be entered into the admission register. Among the details required are:
 - name, age and gender of the child;
 - statement as to the general health of the child and immunisation details;
 - emergency contact telephone numbers and contact number of a medical practitioner who may attend the child.

Regulation 7 relates to the keeping of medical records

- sub-regulation 7(1) requires a licensee to keep a medical history record and a medication record
- sub-regulation 7(2) provides that where a child is at a child care centre or otherwise in the care of a staff member and the child is injured or suffers from an illness, details of the injury or illness and related circumstances shall be entered into the medical history record
- sub-regulation 7(3) requires a licensee to enter details of any medication given to a child if the child sustains or suffers an illness while at the centre and to also record whether the written consent to the administration of the medication has been received from the parent of the child.