

AUSTRALIAN CAPITAL TERRITORY

Regulations 1987 No. 6¹

Children's Services Regulations

I, GORDON GLEN DENTON SCHOLES, the Minister of State for Territories, hereby make the following Regulations under the *Children's Services Ordinance 1986*.

Dated 2 June 1987.

G. SCHOLES

Minister of State for Territories

Citation

1. These Regulations may be cited as the Children's Services Regulations.

Interpretation

2. In these Regulations:

“child care centre” means premises in respect of which a licence is in force under section 120 of the Ordinance;

“infectious disease” and “notifiable disease” have the same respective meanings as in the Public Health (Infectious and Notifiable Diseases) Regulations;

“licence” and “licensee” have the same respective meanings as in Part VII of the Ordinance;

“member of staff”, in relation to a child care centre, means a person engaged in the provision of child care at the centre, whether as an employee or otherwise;

“the Ordinance” means the *Children's Services Ordinance 1986*.

Prescribed particulars—application for children's day care licence

3. For the purposes of paragraph 120 (2) (b) of the Ordinance, the following particulars are prescribed:

- (a) the full name and address of the applicant;
- (b) the address and telephone number (if any) of the premises to which the application relates;
- (c) the name (if any) by which the premises will be publicly known;
- (d) a floor plan to scale and structural details of the premises or that part of the premises proposed to be used for child care;
- (e) the nature of the child care services to be provided at the premises;
- (f) the times during which it is proposed to use the premises for child care;
- (g) the maximum number of children for whom, at any time, it is proposed care may be provided at the premises;
- (h) the minimum and maximum ages of children for whom it is proposed care may be provided at the premises;
- (i) whether it is proposed that a parent should be on the premises for the period during which care is to be provided for any child;
- (j) in the case of a person who is a member of staff of the centre:
 - (i) the person's name;
 - (ii) the person's educational qualifications and experience in child care;
 - (iii) the hours during which it is proposed the person will work at the centre;
 - (iv) the age group of the children for which the person is to be primarily responsible; and
 - (v) if the person is under 18 years of age—his or her age;
- (k) in the case of any other person who is not a member of staff but who is otherwise employed at the centre:
 - (i) the person's name and address; and
 - (ii) the hours it is proposed the person will work at the centre;

- (l) the daily routines and daily activities that are proposed for children in each age group at the centre.

Display of certificate

4. Where the Minister issues to a person a certificate signed by the Minister stating:

- (a) that the person is the holder of a licence;
- (b) the period for which, subject to the Ordinance, the licence is to remain in force;
- (c) the maximum number of children for whom care may be provided;
- (d) the ages of the children for whom care may be provided; and
- (e) the number of the persons under whose control the children for whom care is provided will be placed;

the person shall cause the certificate to be prominently displayed at all times at the premises to which the licence relates.

Penalty: \$500.

Licence on premises

5. A licensee shall at all times keep a copy of the licence on the premises to which the licence relates.

Penalty: \$500.

Admission register

6. (1) A licensee shall keep an admission register.

(2) An admission register shall contain the following particulars in relation to each child for whom care is being provided at a child care centre:

- (a) the child's full name and address;
- (b) his or her date of birth and sex;
- (c) the telephone number or numbers (if any) of a parent;
- (d) a statement relating to the child's general health and well-being, including immunisation particulars;
- (e) the telephone number of a person who may be contacted in the event of an emergency concerning the child if a parent cannot be contacted;

- (f) the name, address and telephone number of a medical practitioner who may attend the child.

Medical records

7. (1) A licensee of a child care centre shall keep a medical history record and a medication record.

(2) If a child, while at a child care centre or otherwise under the care of a member of staff of the centre for whom care is provided at a child care centre:

- (a) sustains injury; or
- (b) is suffering from an illness;

the licensee shall enter in the medical history record the following particulars in relation to that child:

- (c) his or her name;
- (d) in the case of an injury—the date on which, the time at which, and the circumstances in which, the injury was sustained;
- (e) the nature of the injury sustained or illness being suffered, as the case requires;
- (f) in the case of an infectious disease or a notifiable disease—the name of the disease.

(3) Where medication is administered to a child at a child care centre the licensee shall enter in the medication record the following particulars in relation to that child:

- (a) his or her name;
- (b) the name and dosage of the medication;
- (c) the date on which and the time at which the medication was administered;
- (d) where the consent, in writing, of a parent to the administration of the medication has been obtained—that fact.

Excursion book

8. (1) A licensee of a child care centre shall keep an excursion book.

(2) Where a child is removed from a child care centre for the purpose of taking part in an activity organised by the licensee of that centre, the licensee

shall enter in the excursion book the following particulars in relation to that child:

- (a) his or her name;
- (b) the date, time, place and nature of the activity;
- (c) where the consent, in writing, of a parent to the child being removed from the premises for the purpose of taking part in the activity has been obtained—that fact.

NOTES

1. Notified in the *Commonwealth of Australia Gazette* on 15 June 1987.