



## **Annesley Early Learning Centre**

### **GOVERNANCE OF THE CENTRE**

The Annesley College Council is the approved provider of the Annesley Early Learning Centre (ELC) which is part of the Annesley Junior School. The Principal has appointed a Director, ELC as the Nominated Supervisor to oversee the day to day operation of the Centre. The Director, ELC reports to the Annesley Principal. The Director, ELC is also the Educational Leader of the Centre to oversee the planning and delivery of the learning programs in line with the National Quality Frameworks and the International Baccalaureate Primary Years Program.

Each program in the ELC is conducted by an Educator (Diploma in Children's Services or equivalent qualification) or a Teacher (Bachelor Early Childhood Education or equivalent qualification) and is supported by Co-Educators (working towards or qualified with Diploma in Children's Services or equivalent). These programs are grouped according to the children's ages and stages of development and are located in a room that is established with the children's ages and needs in mind. Each group has an outdoor play space to cater for their physical needs and abilities.

The Annesley Principal, Teachers and Educators in the ELC are approved to hold Supervisor Certificates. In the event the Director is absent from the Centre one of these staff members will be nominated to act in the role as Supervisor.

All ELC staff under the direction of the Director, ELC are responsible for the welfare of the children attending the ELC. Each staff member plays a vital role in maintaining the learning environment both indoors and outdoors, in documenting the children's development and planning experiences to support their learning, ensuring records are maintained, expenditure is kept within the budget allowances, policies are understood and developed to reflect changes. The future direction of the ELC is developed with input from the Management Committee, staff members, the parent community and the Annesley Council. The areas highlighted for improvement are then planned in

accordance with the objectives of the Annesley Junior School and the Quality Improvement Plan developed for the ELC.

## RECORDS

The Centre has a duty to keep adequate records about staff, parents and children in order to operate responsibly and legally. The Centre will protect the interests of the children and their parents and the staff, using procedures to ensure appropriate privacy and confidentiality.

- All confidential records are kept locked in the filing cabinet in the Director, ELC office while documents are active.
- The service's orientation and induction processes will include the provision of relevant information to staff and parents about which records will be kept, how they will be kept, and how long they will be kept.
- Records must be kept by the service, as listed below:

AGENCY	NUMBER OF YEARS
Department of Education, Training and Employment	7 years
Department of Human Services and Health	3 years (from child's date of last entry)
Family Assistance Office / Centrelink	3 years (from child's date of last entry)
Australian Taxation Office	5 years (from end of financial year)

The following table shows how long specific kinds of records must be kept:

Accounting documents	7 years
Income tax documents	7 years
Time and wage records	7 years
Bank statements	7 years
Insurance	7 years
Receipt books	7 years
Requirements for funding	7 years
Childcare Assistance (receipts from government)	3 years

Legal Accident and Illness Reports	for 3 years after the child involved
Recorded information about the child's participation at the service	for 3 years after the child involved

The Department also has requirements regarding non-financial records, including:

- Attendance records must be kept for 3 years.
- Records of fees charged to parents must be kept for 7 years.
- Accident and injury records must be retained for 3 years after the child has left the Centre.
- Records regarding details of illness and administration of medication must be retained for 3 years after the child has left the Centre.
- Records of Minutes and correspondence must be retained on site for 3 years.
- If the service changes management, all operator records will be passed onto the new operator.
- If the service closes, all records will be stored at Annesley Junior School Archives.