



The Village Childcare Services

Harpreet DHALIWAL
7 Curringa Court,
Yakamia, Albany,
WA 6330

Email: preitydhaliwal@gmail.com
Mobile: 0466 080 593

08 July 2022

Planning Services,
City of Albany,
102 North Road,
Yakamia, WA 6330

Dear Sir/Madam,

Please accept this cover letter along with Development application, Management Plan, drawings, elevations and Preliminary BCA Report, for 112 Stirling Terrace, Albany 6330.

The site will be developed by Prime King Pty Ltd for a Long Day Care Service.

The Village Childcare Services will rent the site and operate a Long Daycare Service to meet a substantiated need for additional childcare services within our community.

We are proposing to develop the site into a Childcare Service catering for children aged 0 to 3+year old. The Service will have the capacity to provide care for maximum of 68 children. The total number of staff working will be 15.

Albany's child care availability has reached an all-time low, with centres reporting waitlists nearly double their capacity and desperate parents forced to give up work to stay home with their children. This development will not only give a relief to the parents and carers of Albany but will also give a boost to the businesses in the area as well as bring employment opportunities to the locals.

Mapping of Existing Services showed that most existing services have no vacancies and have a long waitlist.

Hours of operation will be Monday to Friday from 6:30am to 6pm. Peak hours for drop off will be between 7:30am – 9:30am and for pick up will be between 3:30pm – 5:30pm.

The proposal includes internal additions and alterations only. No works are proposed externally as part of this application. Any external works will be subject to a separate application.



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Waste Management Plan

Daily waste will be collected from inside the building and disposed of in the external skip bins located behind the building, as shown on site plan, then waste will be collected via a private waste removal company contracted by The Village Childcare Services. Waste is collected weekly. The waste disposal area is exclusive to this tenancy only. It is likely that the waste disposal area will be screened, however this will be dealt with via a separate application.

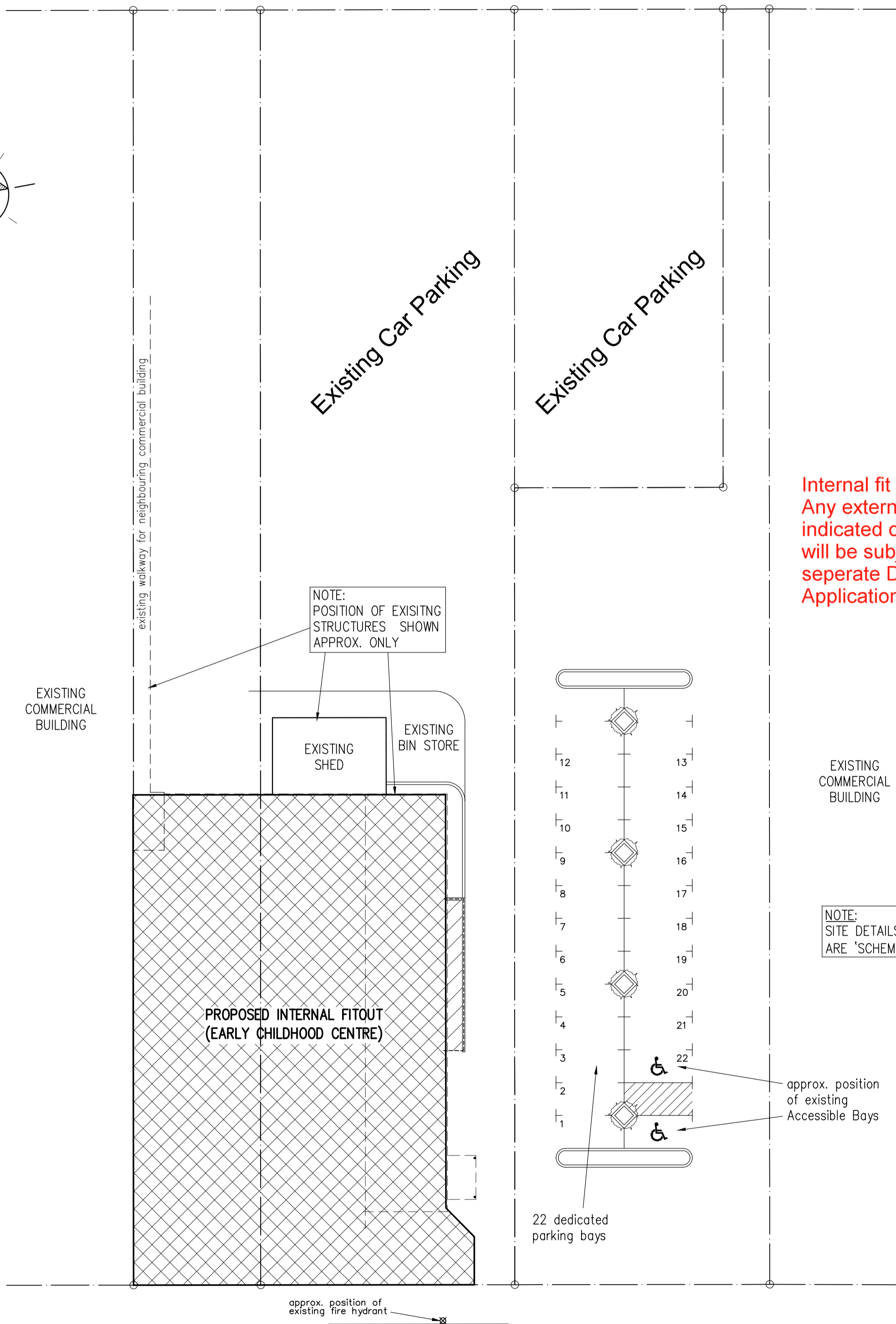
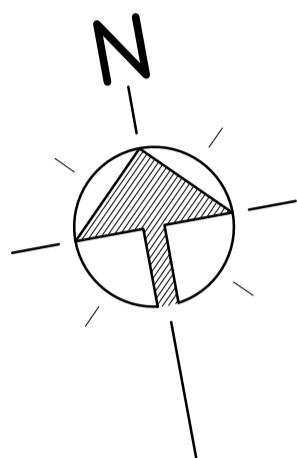
Thank you for taking time to consider this application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H. Dhaliwal', is written over a horizontal line.

Harpreet Dhaliwal

FREDRICK STREET



Internal fit out only.
Any external works
indicated on the plans
will be subject to a
separate Development
Application

NOTE:
SITE DETAILS AS SHOWN
ARE 'SCHEMATIC ONLY'

Schematic Site Plan

Scale 1:250

STIRLING TERRACE



project: PROPOSED INTERNAL FITOUT AT
#112 STIRLING TERRACE, ALBANY

client: LIONETTI

content: SCHEMATIC SITE PLAN

scale: 1:250 @ A2

drawn: td

date: 27-07-2022

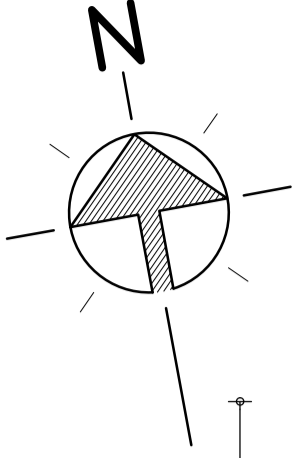
job no.: A220311

dwg.no.: A1

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REMAIN THE SOLE PROPERTY OF THE DESIGNER AND MUST NOT BE GIVEN, LENT, RESOLD OR OTHERWISE DISPOSED OF OR COPIED WITHOUT THE PERMISSION IN WRITING OF THE DESIGNER

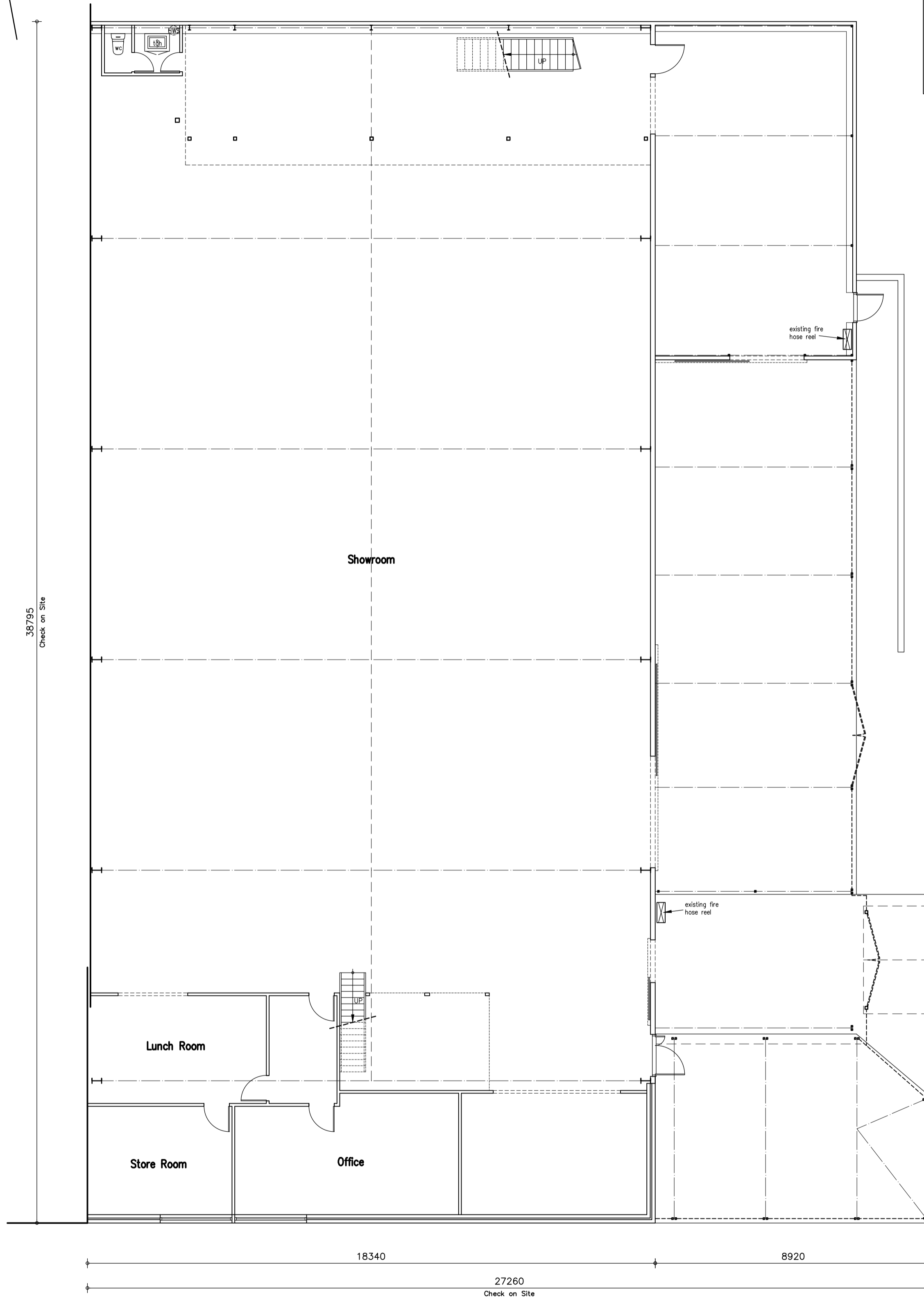
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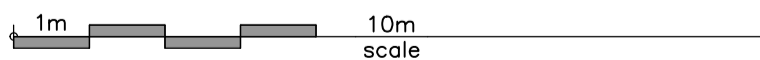
NOTES and DISCLAIMERS:

1. All dimension shown on this drawing are the results of sample measurements made on the existing building. They are approximate and are subject to on site checks.
2. No attempt has been made during this building survey to determine the dimensions and thicknesses of hidden or below ground details, as well as method of fastening of existing structural components.
3. Verification of all structural components is to be performed by certified structural engineer.
4. All structural modification shall be made at the direction of the structural engineer.



Sketch - Floor Plan - Existing

Scale 1:100



CONTRACTORS MUST VERIFY ALL DIMENSIONS ON THE JOB BEFORE COMMENCING ANY WORK



project: PROPOSED INTERNAL FITOUT AT #112 STIRLING TERRACE, ALBANY

client: LIONETTI

content: SKETCH - FLOOR PLAN - EXISTING

scale: 1:100 @ A2

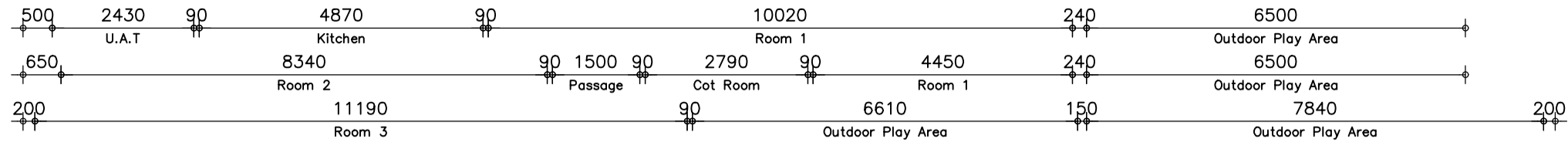
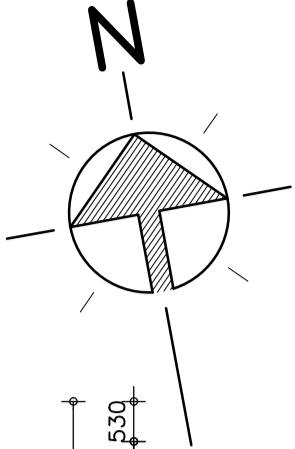
drawn: td

date: 27-07-2022

job no.: A220311

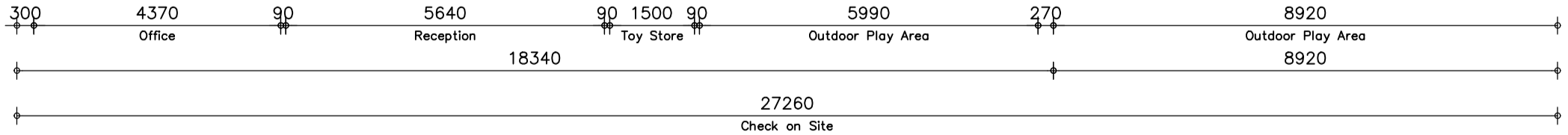
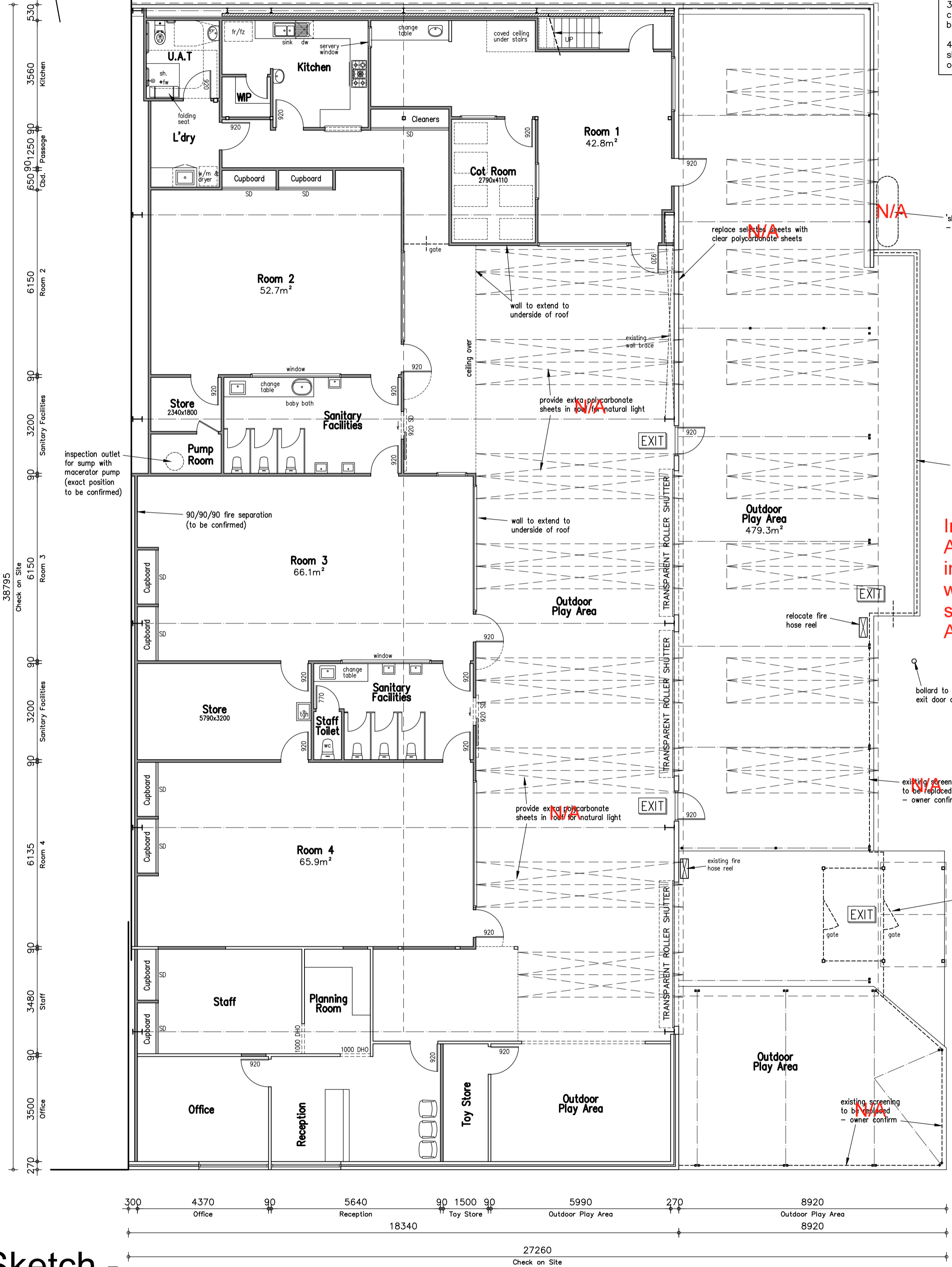
dwg.no.: A2

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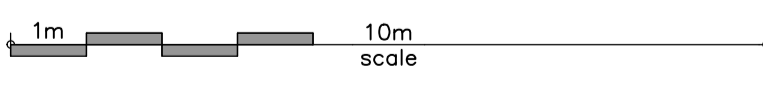
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Sketch - Floor Plan - New

Scale 1:100



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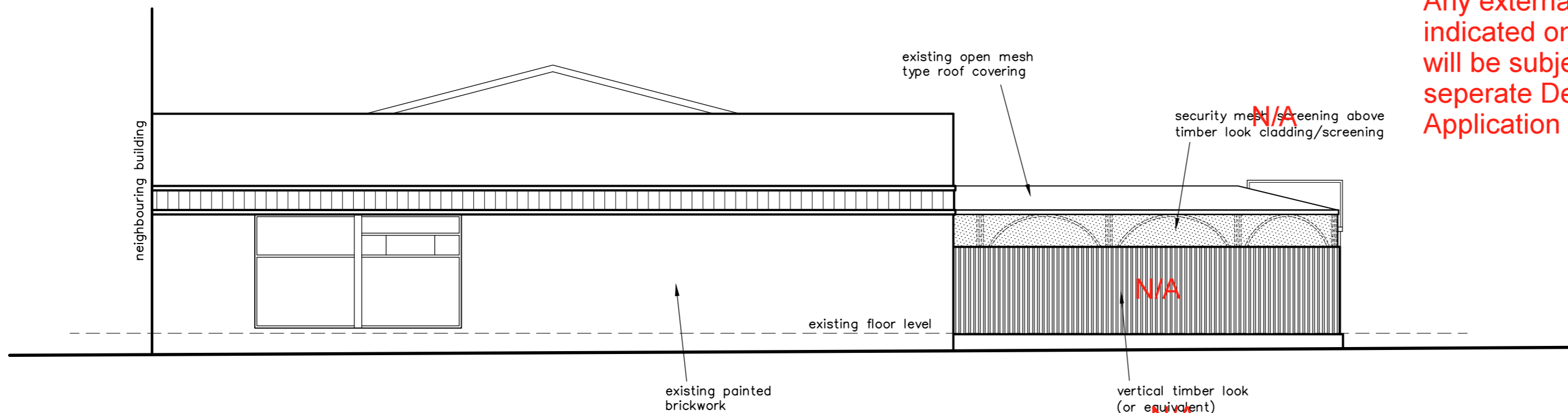
project: PROPOSED INTERNAL FITOUT AT #112 STIRLING TERRACE, ALBANY
 scale: 1:100 @ A2 drawn: td

client: LIONETTI content: SKETCH - FLOOR PLAN - NEW
 date: 27-07-2022 job no.: A220311 dwg.no.: A3

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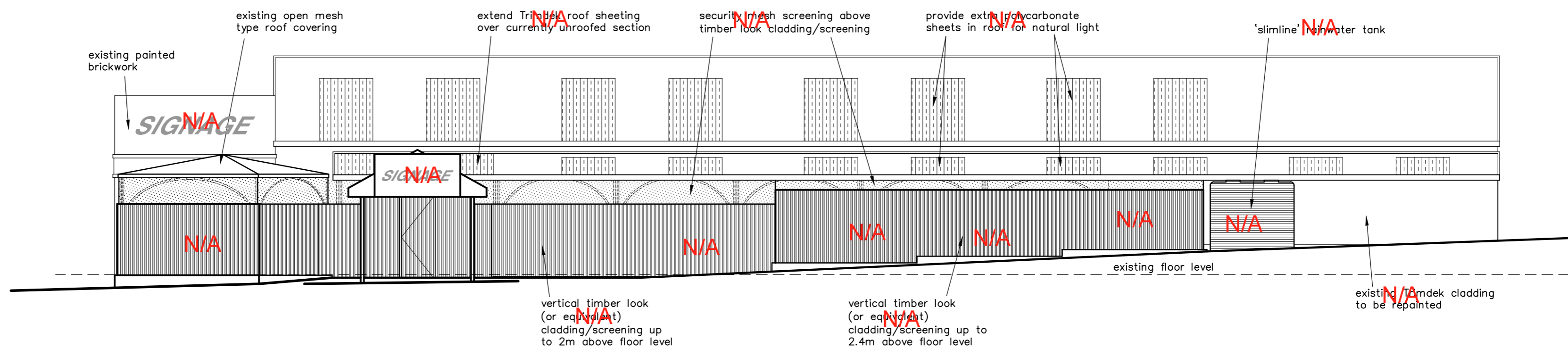
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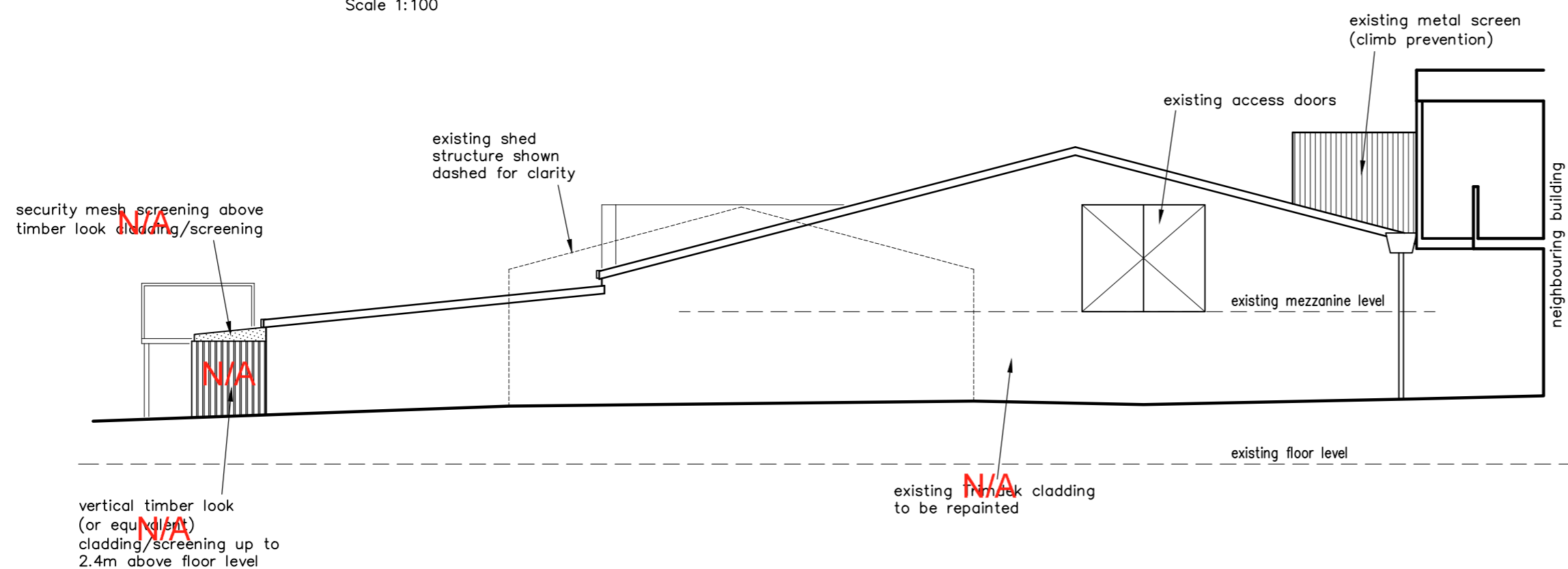
Sketch - South Elevation

Scale 1:100



Sketch - East Elevation

Scale 1:100



Sketch - North Elevation

Scale 1:100

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project: PROPOSED INTERNAL FITOUT AT #112 STIRLING TERRACE, ALBANY		client: LIONETTI	content: SKETCH - ELEVATIONS	
scale: 1:100 @ A2	drawn: td	date: 27-07-2022	job no.: A220311	dwg.no.: A4

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Executive Summary

I, Harpreet Dhaliwal, am an Approved Provider and Director of The Village Childcare Services. I started my career in Early Childhood Education and Care in 2013. A provider approved under the Family Assistance Law provides child care in one or more of its services and receives and passes on Child Care Subsidy payments to eligible families to reduce the cost of child care. A provider approved under Family Assistance Law is responsible for satisfying obligations under both Commonwealth and state and territory laws. I obtained my Provider Approval in October 2021 and got my first Service Approval to operate an OSHC (Outside of School Hours Care Service) in February 2022. Since then, I have been operating as an independent service from Bethel Christian School. My program and planning reflect and incorporates the importance I place on the social and emotional development of children in their early years of life. My work aims at ensuring the children in my service are building a solid and broad foundation for life-long learning and wellbeing so they can reach their potential and have their holistic needs met.

The Long Day Care service from 112 Stirling Terrace will be fully compliant with Education and Care Services National Regulations 2012, Education and Care Services National Law (WA) Act 2012 and National Child Safe Principles. This service will contribute to collective efforts to ensure our community is a safe and friendly place for children. Continuous risk management planning and review across all aspects of the business will be incorporated into daily service delivery policies and procedures. The emphasis on risk management will also be highlighted in all team member training, development and performance reviews. The indoor and outdoor set up and layout will comply with Section 4.3 (Physical environment) of Education and Care Services National Regulations 2012 as applicable to: furniture, materials and equipment; laundry/toilet and hygiene facilities; indoor and outdoor space and environmental requirements; ventilation and natural light; administrative space; the facilitation of supervision; and glazing.

Good staff recruitment and development policies along with sound financial practices will also underpin service delivery. The development of collaborative partnerships with families and the broader community will significantly contribute to quality service delivery and efforts for continuous improvement. The business philosophy and core personal and business values will frame the service structure and service delivery practices. The Long Daycare services to be provided will support every child to reach their developmental milestone and maximize their potential.



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Vision

Quality childcare is being provided from a homely and nurturing environment, while promoting individuality and focus on play-based learning.

Philosophy

We believe childhood is a journey full of new discoveries, adventures and breaking new ground. Children grow to their fullest and best when they feel secure and confident. Our staff interactions with all the children in care are kind, loving, fun, firm but fair and engaging. We ensure the children in care always feel affection and warmth, and they have a home away from home at day care. We encourage learning through a variety of experiences with a major emphasis on play-based learning, experimentation leading to creativity, adventure, exploration of their surroundings and investigations. We promote extension on children's interests, recognizing each child's values and skills and allowing children to express themselves while celebrating children's achievements. We make constant efforts to build strong bonds with the children and their families and to give children that feeling of "Belonging, Being & Becoming" in our care. We promote respectful relationships and are accepting of diversity, show mutual respect and embrace different cultures. We make families feel welcomed and appreciate children and families for their individuality. We help children by implementing school readiness and encourage independence in children enabling children to be confident.

Core Values

- i) Commitment towards the children and their well-being
- ii) Open and honest communication and relationships
- iii) Professional, responsible and accountable
- iv) Positive purpose, goal and outcomes
- v) Respect



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Critical success factors

- i) Effective leadership.
- ii) Quality services and service delivery
- iii) Appropriate setting in terms of location, layout, environments.
- iv) Good governance/compliance that underpins the safeguarding of children in care.
- v) Sound financial practices.
- vi) Good staff recruitment practices and ongoing professional training and development.
- vii) Collaborative partnerships with families and communities that provide for positive and constructive feedback to underpin continuous improvement.

Critical success factors have been identified along with an operational breakeven point. A SWOT analysis indicate that the strengths and opportunities related to the business proposal significantly outweigh any related threats and weaknesses (challenges) in the business plan.

Market (needs) Analysis

We are proposing to develop the site into a Childcare Service catering for children aged 0 to 3+ year old. The Service will have the capacity to provide care for maximum of 68 children. The total number of staff working will be 15.

Albany's child care availability has reached an all-time low, with centres reporting waitlists nearly double their capacity and desperate parents forced to give up work to stay home with their children. This development will not only give a relief to the parents and carers of Albany but will also give a boost to the businesses in the area as well as bring employment opportunities to the locals.

Mapping of Existing Services showed that most existing services have no vacancies and have a long waitlist.

Target Group

The service will be available to the families needing childcare for child enrolled in children aged 0 to 3+ years old.



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Operations Structure and Management

A team approach will be taken to deliver childcare services. Team positions will include, Manager, Educational Leader, Team Leaders, Educators, Chef and Cleaners.

Job description forms, employment contracts and daily routines will clearly define roles and responsibilities. Policies and procedures will be well-documented.

Constant supervision and training will enable the delivery of quality services. Regular formal and informal team meetings will facilitate problem solving and continuous regulatory compliance.

The Manager will lead the development and implementation of the educational program, planning cycle and review. Engagement with families will help with Quality Improvement Plan to self-assess our performance. This will ensure delivery of quality education and care, and will contribute towards future improvements. Staff will be skilled and qualified and will maintain up-to-date knowledge to provide safe and nurturing environment and ensure best services for children and families.

Well-maintained records, shared values, clear direction and reflective practices will enable the service to function as a learning community.

Staff performance will be regularly evaluated and individual plans will be in place to support learning and development.

Description of Services

Hours of operation will be Monday to Friday from 6:30am to 6pm. Peak hours for drop off will be between 7:30am – 9:30am and for pick up will be between 3:30pm – 5:30pm.

Children will be involved in various play-based educational activities, trained staff will provide educational play-based and age-appropriate experiences for all the children with a strong focus on individuality and inclusivity. Healthy breakfast, morning tea, lunch, afternoon tea and snacks will be provided, catering for various nutritional, dietary requirements.

Planned and free play activities will ensure children have plenty of choice. The focus will be on nature-based education within a culturally and ability inclusive environment. There will be structured, educational experiences available, including special themed days or weeks. Children will have access to various activities, such as art and craft, cooking, science, construction zones, drama and dress up play, board games, quiet reading corners, environmental and sustainability activities – like veggie gardens,



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music and dance, group games, sports, outdoors and playground play. Staff will help provide creative and engaging experiences for all children by delivering fun, educational activities that develop life skills.

The Village Childcare Services will have Essential collaborations with:

- i) ECRU
- ii) ACECQA
- iii) Child safe and other Safeguarding Children Regulatory bodies
- iv) WorkSafe WA
- v) Kidsafe WA
- vi) Family and community partnerships

Implementation Plan

- Complete market needs analysis.
- Finalize the suitable premises.
- Contact local council for any required permissions.
- Apply for Service Approval.
- Implement financial strategies, get insurance in place.
- Advertise and recruit staff.
- Professional development and staff training.
- Marketing and develop a website and communication plan.
- Ensure the Child Care software or PEP (Provider Entry Point) is all set up and ready to go.
- Set up a secure, private online provider for communication with the families. It will be used as part for planning, program and documentation as well. Establish Parent handbook.
- Start the enrolment process.
- Open doors and have QIP ready within 3 months of Service Approval being granted.

Financial Projections

Assumptions that underpin financial budget:

- i) Prime King Pty Ltd will do the required development of the site as per planning and development approval.
- ii) The Village Childcare Services will equip the Centre with all the required resources to start operating the service.
- iii) The capacity would build to 75% within first three months of operation.
- iv) The variable costs will increase in line with the service growth.



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- v) The Village Childcare Services have the capacity to meet all capital costs from existing cash assets.
- vi) Existing cash assets also provide for unforeseen contingences.

Break-even analysis

Based on a competitive fee schedule and expense budget items, break-even point (where income matches expenditure) is 50% of total approved places.

Governance

Compliance with Regulations and Standards

The Village Childcare services will have a culture of compliance. All the educators will be trained and supported to learn and understand their responsibilities with regard to compliance.

The service will ensure that all educators operate in compliance with the National law that sets a national standard for children's education and care across Australia and in accordance to the National Regulations which support the National Law by providing detail on a range of operational requirements for an education and care service.

The staff will be kept up to date with all applicable legislation, including but not limited to State/Territory child protection and occupational health and safety legislation as required by Quality Area 2 of the National Quality Standard (NQS) and under Quality Area 7 of the NQS, ensuring that "systems are in place to manage risk and enable the effective management and operation of a quality service"

All the service educators will know the regulatory requirements relevant to their day-to-day activities. Their daily practices will adhere to policies and procedures which will be consistent with current regulatory requirements. The service will recognise breaches of legislation and rectify them immediately and/or report them promptly.

Education and Care Services National Regulations 2012

Education and Care Services National Law (WA) Act 2012

Risk Management



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Risk management planning will describe risk identification, risk rating and strategies and interventions to reduce risk across the domains of:

- i) Premises
- ii) Staff recruitment and Supervision
- iii) Structure and delivery of daily Activities (including excursions)
- iv) Infectious disease (including Covid-19)
- v) Financial sustainability
- vi) Family and community relationships
- vii) Organisational structure, leadership and culture
- viii) Child safe practices
- ix) Transportation of children
- x) Technology usage
- xi) Policies and procedures

The Service will ensure that systems are in place to manage risk and enable the effective management and operation of a quality service.

Marketing Strategies

- i) Development and distribution of promotional materials.
- ii) Advertising of the service through newspaper.
- iii) Online advertisement targeted for the local families.
- iv) Word of mouth