

Part 4—Operational requirements

Educational program and practice

REGS NO	REGULATION	PAGE
42	Educational program	36
43	Documenting of child assessments or evaluations for delivery of educational program	36
44	Information about educational program to be kept available	37
45	Information about educational program to be given to parent	38

Health, safety and wellbeing of children

REGS NO	REGULATION	PAGE
46	Health, hygiene and safe food practices	38
47	Food and beverages	39
48	Service providing food and beverages	40
49	Weekly menu	41
50	Sleep and rest	42
51	Tobacco, drug and alcohol-free environment	42
52	Staff members not to be affected by alcohol or drugs	42
53	Awareness of child protection law	43

Incidents, injury, trauma and illness

REGS NO	REGULATION	PAGE
54	Incident, injury, trauma and illness policies and procedures	44
55	Notification to parents of incident, injury, trauma and illness	44
56	Incident, injury, trauma and illness record	44
57	Infectious diseases	46
58	First aid kits	46

Medical conditions policy

REGS NO	REGULATION	PAGE
59	Medical conditions policy	47
60	Medical conditions policy to be provided to parents	50

Administration of medication

REGS NO	REGULATION	PAGE
61	Medication record	50
62	Administration of medication	51
63	Exception to authorisation requirement—anaphylaxis or asthma emergency	52
64	Procedure for administration of medication	53
65	Self-administration of medication	54

Emergencies and communication

REGS NO	REGULATION	PAGE
66	Emergency and evacuation procedures	54
67	Telephone or other communication equipment	55

Collection of children from premises and excursions

REGS NO	REGULATION	PAGE
68	Children leaving the children's service premises	56
69	Risk assessment must be conducted before excursion	57
70	Conduct of risk assessment for excursion	58
71	Authorisation for excursions	59

Physical environment

REGS NO	REGULATION	PAGE
72	Premises, furniture and equipment to be safe, clean and in good repair	60
73	Fencing	61
74	Furniture, materials and equipment	61

Physical environment		
REGS NO	REGULATION	PAGE
75	Laundry and hygiene facilities	61
76	Space requirements—indoor space	62
77	Space requirements—outdoor space	63
78	Toilet and hygiene facilities	65
79	Ventilation and natural light	65

Other space requirements

REGS NO	REGULATION	PAGE
80	Administrative space	66
81	Nappy change facilities	66
82	Outdoor space—natural environment	67
83	Outdoor space—shade	67
84	Premises designed to facilitate supervision	67

Minimum requirements for persons in day-to-day charge and nominated supervisors

REGS NO	REGULATION	PAGE
85	Placing a person in day-to-day charge	68
86	Minimum requirements for a person in day-to-day charge	68
87	Minimum requirements for a nominated supervisor	70

Division 11 - Staffing arrangements

Age and supervision requirements

REGS NO	REGULATION	PAGE
85	Placing a person in day-to-day charge	71

Minimum number of educators required

REGS NO	REGULATION	PAGE
89	Educators must be working directly with children to be included in ratios	72
90	Educator to child ratios	72

Requirements for educators

REGS NO	REGULATION	PAGE
91	Occasional care services—educator qualifications	73
92	Limited hours services—educator qualifications	74

Requirements for educators who are early childhood teacher

REGS NO	REGULATION	PAGE
93	Occasional care services—early childhood teacher requirements and qualifications	74
94	Illness or absence of early childhood teacher	75

First aid qualifications

REGS NO	REGULATION	PAGE
95	First aid qualifications	76

Other staffing arrangements

REGS NO	REGULATION	PAGE
96	Working with children assessment notice to be read	78

Staff and educator records

REGS NO	REGULATION	PAGE
97	Staff record	79
98	Nominated supervisor	80
99	Staff members	81
100	Volunteers and students	81
101	Responsible person	82

102	Record of educators working directly with children	82
103	Record of attendance of early childhood teachers	82

Relationships with children

REGS NO	REGULATION	PAGE
104	Interactions with children	83
105	Nominated supervisor	83

Collaborative partnerships with families and communities

REGS NO	REGULATION	PAGE
106	Access for parents	83

Division 1—Management of services

Attendance and enrolment records

REGS NO	REGULATION	PAGE
107	Children's attendance record to be kept by approved provider	87
108	Child enrolment records to be kept by approved provider	87
109	Authorisations to be kept in enrolment record	89
110	Health information to be kept in enrolment record	90

Record of children's service's compliance

REGS NO	REGULATION	PAGE
111	Record of children's service's compliance	91

Policies and procedures

REGS NO	REGULATION	PAGE
112	Children's service must have policies and procedures	93
113	Policies and procedures to be followed	94
114	Policies and procedures to be kept available	95
115	Notification of change to policies or procedures	95

Display and reporting of prescribed information

REGS NO	REGULATION	PAGE
116	Prescribed information to be displayed	96
117	Time to notify certain circumstances to Regulatory Authority	98
118	Prescribed information to be notified to Regulatory Authority	98
119	Health information to be kept in enrolment record	100

Prescribed records

REGS NO	REGULATION	PAGE
120	Prescribed enrolment and other documents to be kept by approved provider	101

Insurance information

REGS NO	REGULATION	PAGE
121	Evidence of prescribed insurance	103

Confidentiality and storage of records

REGS NO	REGULATION	PAGE
122	Confidentiality of records kept by approved provider	103
123	Storage of records and other documents	104
124	Storage of records after service approval transferred	105

Act and regulations to be available

REGS NO	REGULATION	PAGE
125	Act and regulations to be available	105