

Licensing Administrative Conditions

Quality Area 7 Leadership and Service Management

National Quality Standard 7.1.1, 7.3.1, 7.3.2, 7.3.3,

ECS National Regulations Part 4.2 Sections 77, 85, 86, 87, 88.

Muswellbrook Pre School Kindergarten Inc.

**INTRODUCTION**

Muswellbrook Pre School Kindergarten Inc. is a not for profit community based Preschool. We are an incorporated body and are managed by an elected parent body (Approved Provider), who employ the staff of the Preschool. The members of the Committee work in close partnership with the Nominated Supervisor and staff of the Preschool. Muswellbrook Preschool holds a Service Approval which was issued by the NSW Department of Education and Communities.

**Muswellbrook Pre School Kindergarten will:**

**In relation to the Annual General Meeting:**

* Hold an Annual General Meeting no later than 6 months after close of business 31st December the previous year. From the members of the Preschool, a committee is elected to manage the Preschool for the coming twelve months.
* Advertise the Annual General meeting in the local newspaper two weeks prior to this meeting date and also in the Preschool newsletter and nomination forms are provided to encourage members to nominate for positions.

All positions are filled through nominations and elections.

* Ensure within one week of the Annual General meeting all new committee members elected complete and present the appropriate documentation to DEC for approval. (See ACECQA or CCSA website for up to date information regarding this documentation).
* Lodge financial statements with the Department of Fair Trading within one month of the AGM. (See the Dept of Fair Trading website for current requirements).

**In relation to the Constitution:**

Muswellbrook Preschool Kindergarten Incorporated has a Constitution in line with NSW Department of Fair Trading law. The Approved Provider must give written notice of any proposed change to the constitution. This must be lodged within 28 days of the special resolution. (See NSW Fair Trading website for up to date information regarding changes to the constitution)

**In relation to the Approved Provider**

* The current committee is the Approved Provider of Muswellbrook Pre School. The Approved Provider may apply to the Regulatory Authority for an amendment of the provider approval. The application must be in writing and include both the prescribed information and payment of the prescribed fee. The Regulatory Authority must make a decision on the application within 30 days after they receive the application. If the Regulatory Authority amends the provider approval they must provide an amended copy of the provider approval.
* The Regulatory Authority may suspend a provider approval if the approved provider has been charged with an indictable offence or any other circumstance that indicates that the approved provider may not be a fit and proper person to be involved in the provision of an education and care service. The Regulatory Authority may also suspend the provider approval if the approved provider has failed to comply with a condition of the provider approval. (See Part 2 Provider Approval, Children (Education and Care Services) National Law (NSW) No 104a).

**In relation to the Approved Provider**

A supervisor certificate is issued to the Service. The Service will nominate in writing eligible staff who can be placed in day to day charge of an approved education and care service. The Approved Provider of Muswellbrook Pre School Kindergarten must give written notice of a change of nominated supervisor to the Regulatory Authority in accordance with the National Law (See Part 4 Supervisor Certificates Children (Education and Care Services) National Law.

Reviewed 2 August 2017

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| **Signed By** | **Name** | **Signature** | **Date** |
| **Committee** |  |  |  |
| **Nominated Supervisor** |  |  |  |

Due for Review August 2019

Related Documents

* Insurance Policy
* Muswellbrook Preschool Kindergarten Inc. Constitution