

FACILITIES AND EQUIPMENT GUIDELINES

School Age Care Services

(For medium and large services)

Under Section 53 of the *Child Care Regulation 2003*, the licensee must ensure that:

1. A child care centre has facilities, including furniture, indoor and outdoor equipment and utensils for eating and drinking, that are adequate for the children ordinarily cared for at the centre, and;
2. The facilities are appropriate for the children, having regard to their age and other relevant matters.

The chief executive may issue guidelines about what facilities the chief executive considers to be adequate or appropriate for this section.

Points to consider when completing the facilities and equipment checklist for school age care services.

- ⇒ It should be noted that there is not one “correct” set of equipment that will meet the needs of every school age care service and its children. The equipment required by the service will be determined by a number of factors including the age and number of children, the service philosophy and the site location (for example, whether it has access to school facilities).
- ⇒ The guidelines are intended to demonstrate the range of appropriate equipment *possible* for a medium sized school age care service catering for 30 children with 2 staff members and a larger service catering for 120 children with 8 staff members.
- ⇒ The guidelines identify what is considered **essential** and what is considered **optional**. Services may vary from this essential list if the prospective licensee can demonstrate that they have alternative equipment that serves a similar function for the children.
- ⇒ The guidelines are not intended to be prescriptive, but provide the number of utensils or equipment required for 1`:
 - A. Outdoor equipment
 - B. Indoor equipment (eg games, toys, instruments)
 - C. Craft and activity material
 - D. Kitchen equipment
 - E. Quiet time area equipment
 - F. Storage equipment
 - G. Administration equipment

PART A: OUTDOOR EQUIPMENT

Equipment Item	30 children and two staff	Yes (how many)	No (how many)	120 children and eight staff	Yes (how many)	No (how many)
<i>Essential items:</i>						
• Playground equipment (own)	1 x service			1 x service		
• Range of balls (tennis, foam, volley, soft, rubber, soccer, basketballs)	10 x service			40 x service		
• Range of bats (tennis, cricket, baseball, softball/baseballs, kanga cricket)	10 x service			20 x service		
• Skipping ropes (long and short)	10 x service			30 x service		
• Hoops	10 x service			10 x service		
• Witches hats	6-10 x service			6-10 x service		
• Whistle – supervisor only	2 x service			4 x service		
• Water play equipment	1 x service			1 x service		
• Grassed area for games – schools only	1 x service			1 x service		
• Access to courts and goal rings – schools only	1 x service			1 x service		
• Wall for hitting/throwing balls against safely	1 x service			1 x service		
• Marked area for hopscotch and similar games (white chalk)	1 x service			1 x service		
<i>Optional items:</i>						
• Sandpit	1 x service			1x service		
• Buckets, spades and sandpit toys	12 items			12 items		
• Totem tennis	1 x service			2 x service		
• Parachute (Hire in)	1 x service			1 x service		
• Sprinkler and hand nozzle	1 x service			1 x service		
• Table tennis (indoor and outdoor)	1 x service			1 x service		
• Pool table	1 x service			1 x service		
• Gardening tools	6 items			5 items		
• Outdoor seats – schools only	4 x service			8 x service		
• Outdoor table – schools only	1 x service			1 x service		
• Vegetable garden indoor or outdoor	1 x service			1 x service		

Please provide details how the service demonstrates that they meet the appropriate **outdoor** equipment requirement, including any alternative equipment that serves a similar function.
(if space insufficient, please attach other information).

PART B: INDOOR EQUIPMENT (eg games, toys and instruments)

Equipment Item	30 children and two staff	Yes (how many)	No (how many)	120 children and eight staff	Yes (how many)	No (how many)
Indoor Equipment	18 various items			40 various items		
<i>Essential items:</i>	see list below			see list below		
• Dominos						
• Board games such as snakes and ladders						
• Guess Who						
• Monopoly						
• Connect Four						
• Playing cards						
• UNO cards						
• Chess						
• Draughts						
• Memory games						
• Jigsaws						
• Construction toys/kits (eg lego)	6 x service			15 x service		
• Musical instruments	10 x service			15 x service		
• Radio/cassette player	1 x service			1 x service		
• TV and video	1 x service			1 x service		
• White board or Black board	1 x service			1 x service		
• Train set – wooden toys etc	5 x service			10 x service		
• Dress ups (no hats)	various			various		
• Dolls and dolls clothes	various			various		
• Cars and trucks (eg Tonka trucks - large & small)	10 x service			20 x service		
• Books and magazines	20 x service			60 x service		
• Play cups / saucers / kettles etc (various)	10 x service			10 x service		

<i>Optional items:</i>						
• Computers and computer games	1 x service			1 x service		
• Hand held computer games	1 x service			2 x service		
• Pets (eg fish, fishbowl, feed)	1 x service			1 x service		
<p>Please provide details how the service demonstrates that they meet the appropriate indoor equipment requirement, including any alternative equipment that serves a similar function. <i>(if space insufficient, please attach other information).</i></p>						

PART C: CRAFT AND ACTIVITY MATERIAL

Equipment Item	30 children and two staff	Yes (how many)	No (how many)	120 children and eight staff	Yes (how many)	No (how many)
<i>Essential items:</i>						
• Cardboard – boxes, brown paper bags, used cards, off-cuts, wall paper etc	wide variety			wide variety		
• Paper – plain, coloured, different shapes and textures, range of sizes, recycled, computer paper, stencils	wide variety			wide variety		
• Staplers – staples (supervised 5 – 8s)	3 x service			6 x service		
• Contact and tracing paper	various			various		
• Wool and thread	various			various		
• Needles and pins (range of different sizes)	various			various		
• Fabric scraps	wide variety			wide variety		
• Scissors (children & adults including left handed pairs)	10 x children 2 x adult			10 x children 4 x adult		
• Paints – acrylic, powder, spray (adult use), fabric	wide variety			wide variety		
• Glue for wood and paper – non-toxic	6 x service			8 x service		
• Pencils – lead and coloured	wide variety			wide variety		
• Pens and markers – thick, thin and turbo pens	wide variety			wide variety		
• Rulers, erasers and pencil sharpeners (set)	6 x service			20 x service		
• Containers (eg ice-cream and margarine)	various			various		
• Cellophane, crepe paper and tissue paper	various			various		
• Old magazines	various			various		
• Elastic	various			various		
• Puzzle and activity books (age appropriate)	8 x service			20 x service		
• Sticky tape, masking tape and other stronger tape	various			various		
• Craft knife (for adult use), power scissors or similar	6 x children 2 x adult			6 x children 1 x adult		
• Paint brushers and rollers (different sizes/widths)	20 x service			60 x service		
• Hole punch	2 x service			4 x service		
• Face paint (range of colours)	various			various		

<ul style="list-style-type: none"> • Glitter, buttons, beads, straws, plastic, feathers, paper plates, matchsticks 	various			various		
<ul style="list-style-type: none"> • Wood 	various			various		
<ul style="list-style-type: none"> • Container with nails 	1 x service			1 x service		
<ul style="list-style-type: none"> • Sandpaper wrapped around block 	2 x service			2 x service		
<ul style="list-style-type: none"> • Mould for plaster work (chocolate moulds can be used) 	various			various		
<ul style="list-style-type: none"> • Plaster of paris, clay, playdoh 	various			various		
<ul style="list-style-type: none"> • Old sheets (for craft and to make cubbies), bits of material and felt 	various			various		
<ul style="list-style-type: none"> • Matchbox cars and trucks 	10 x service			20 x service		
<ul style="list-style-type: none"> • Stamps and rollers 	4 x service			20 x service		

Please provide details how the service demonstrates that they meet the appropriate **craft and activity** requirement, including any alternative equipment that serves a similar function. *(if space insufficient, please attach other information).*

PART D: KITCHEN EQUIPMENT

Equipment Item	30 children and two staff	Yes (how many)	No (how many)	120 children and eight staff	Yes (how many)	No (how many)
• Stove/Microwave oven	1 x service			1 x service		
• Toaster	1 x service			1 x service		
• Frypan	1 x service			1 x service		
• Kettle or urn	1 x service			1 x service		
• Bins with lids (1 for recycling)	2 x service			2 x service		
• Pots and saucepans (small & large)	3 x service			4 x service		
• Baking trays and cake tins	2 x service			6 x service		
• Chopping boards (eg 1 x meat/1 x fruit/1 x cheese)	3 x service			3 x service		
• Selection of knives	various			various		
• Serving spoons	5 x service			5 x service		
• Wooden spoons	2 x service			2 x service		
• Rolling pins	2 x service			2 x service		
• Electric mixer	1 x service			1 x service		
• Air-tight storage containers for food with labels (date/expiry)	various			various		
• Set of large and small bowls	various			various		
• Measuring cups (set)	2 x service			2 x service		
• Scales	1 x service			1 x service		
• Tongs	2 x service			4 x service		
• Open bench top	1 x service			1 x service		
• Tea towels	5 x service			10 x service		
• Drainage racks	1 x service			2 x service		
• Sponges and cloths	various			various		
• Sink with running hot and cold water	1 x service			2 x service		
• Cleaning agents (lockable cabinet where required)	various			various		
• Tables and chairs designed for use by primary age children	20 chairs various			40 chairs various		

Children's crockery & cutlery:						
• Plastic plate/bowl and cup	30 x various			60 x various		
• Small knife, fork and spoon per child (various items)	30 x various			60 x various		
Adult crockery & cutlery:						
• Large plate, mug per staff member	2 x service			8 x service		
• Knife, fork, spoon, teaspoon per staff member	2 x service			8 x service		
• Glass per staff member	2 x service			8 x service		
<p>Please provide details how the service demonstrates that they meet the appropriate kitchen equipment requirement, including any alternative equipment that serves a similar function. <i>(if space insufficient, please attach other information).</i></p>						

PART E: QUIET TIME AREA EQUIPMENT

Equipment Item	30 children and two staff	Yes (how many)	No (how many)	120 children and eight staff	Yes (how many)	No (how many)
<ul style="list-style-type: none"> Roll away mats or other comfy chairs 	various			various		
<ul style="list-style-type: none"> Fold away bed or lounge/action mat for sick child 	1 x service			1 x service		
<ul style="list-style-type: none"> Pillow, blanket for sick child 	1 x service			1 x service		
<p>Please provide details how the service demonstrates that they meet the appropriate quiet time area requirement, including any alternative equipment that serves a similar function. <i>(if space insufficient, please attach other information).</i></p>						

PART F: STORAGE EQUIPMENT

Equipment Item	30 children and two staff	Yes (how many)	No (how many)	120 children and eight staff	Yes (how many)	No (how many)
<ul style="list-style-type: none"> Storage space or rack for children's bags 	various			various		
<ul style="list-style-type: none"> Racks for children's hats 	1 x service			1 x service		
<ul style="list-style-type: none"> Book shelves for books/magazines 	1 x service			1 x service		
<ul style="list-style-type: none"> Shelving system or cupboards for games etc 	1 x service			1 x service		
<ul style="list-style-type: none"> Lockable storage for paints etc 	1 x service			1 x service		
<p>Please provide details how the service demonstrates that they meet the appropriate storage equipment requirement, including any alternative equipment that serves a similar function. <i>(if space insufficient, please attach other information).</i></p>						

PART G: ADMINISTRATION EQUIPMENT

Equipment Item	30 children and two staff	Yes (how many)	No (how many)	120 children and eight staff	Yes (how many)	No (how many)
• Mobile phone	1 x service			1 x service		
• Landline/cordless phone	1 x service			1 x service		
• Answering machine	1 x service			1 x service		
• Filing cabinet (lockable)	1 x service			1 x service		
• Storage cabinet (lockable)	1 x service			1 x service		
• Petty cash tin	1 x service			1 x service		
• Whistle/Mega phone	1 x service			1 x service		
• Computer	1 x service			1 x service		
• Computer printer	1 x service			1 x service		
• Fax (or access to one)	1 x service			1 x service		
• Photocopier (or access to one)	1 x service			1 x service		
• Desk	1 x service			1 x service		
• Adjustable adult size chair	1 x service			1 x service		
• 2 x adult size chairs	2 x service			2 x service		
• Bookcase or shelving system	2 x service			2 x service		
• Desk, table or bench for sign out book	1 x service			1 x service		
• Notice board (or wall space) for parent communication such as weekly programs	1 x service			1 x service		
• Waste paper bin	1 x service			1 x service		

Please provide details how the service demonstrates that they meet the appropriate **administration equipment** requirement, including any alternative equipment that serves a similar function. *(if space insufficient, please attach other information).*
