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| Education and Care Service | |  | | | |
| Date |  | Arrival |  | Departure |  |

| **Regulation** | **Compliant (Yes/No)** | **Notes** |
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| **107 Space requirements—indoor**  (1) This regulation does not apply in respect of a family day care residence.  (2) The approved provider of an education and care service must ensure that, for each child being  educated and cared for by the service, the education and care service premises has at least 3.25 square metres of unencumbered indoor space.  (3) In calculating the area of unencumbered indoor space—  (a) the following areas are to be excluded—  (i) any passageway or thoroughfare  (including door swings);  (ii) any toilet and hygiene facilities;  (iii) any nappy changing area or area for preparing bottles;  (iv) any area permanently set aside for the use or storage of cots;  (v) any area permanently set aside for storage;  (vi) any area or room for staff or  administration;  (vii) any other space that is not suitable for children;  (b) the area of a kitchen is to be excluded, unless the kitchen is primarily to be used by children as part of an educational program  provided by the service.  (4) The area of a verandah may be included in calculating the area of indoor space only with the written approval of the Regulatory Authority.  (5) A verandah that is included in calculating the area of outdoor space cannot be included in calculating  the area of indoor space. |  |  |
| **112 Nappy change facilities**  (1) This regulation applies if a centre-based service educates and cares for children who wear nappies.  (2) The approved provider of the service must ensure that adequate and appropriate hygienic facilities  are provided for nappy changing.  (3) Without limiting sub regulation (2), the approved provider of the service must ensure that the following are provided—  (a) if any of the children are under 3 years of age, at least 1 properly constructed nappy changing bench;  (b) hand cleansing facilities for adults in the immediate vicinity of the nappy change area.  (4) The approved provider of the service must ensure that nappy change facilities are designed, located and maintained in a way that prevents unsupervised access by children. |  |  |
| **109 Toilet and hygiene facilities**  The approved provider of an education and care service must ensure that—  (a) adequate, developmentally and age appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service; and  (b) the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children. |  |  |
| **111 Administrative space**  The approved provider of a centre-based service must ensure that an adequate area or areas are premises for the purposes of—  (a) conducting the administrative functions of the service; and  (b) consulting with parents of children; and  (c) conducting private conversations. |  |  |
| **108 Space requirements—outdoor space**  (1) This regulation does not apply in respect of a family day care residence.  (2) The approved provider of an education and care service must ensure that, for each child being  educated and cared for by the service, the education and care service premises has at least  7 square metres of unencumbered outdoor space.  (3) In calculating the area of unencumbered outdoor space required, the following areas are to be excluded—  (a) any pathway or thoroughfare, except where used by children as part of the education and care program;  (b) any car parking area;  (c) any storage shed or other storage area;  (d) any other space that is not suitable for children.  (4) A verandah that is included in calculating the area of indoor space cannot be included in calculating  the area of outdoor space.  (5) An area of unencumbered indoor space may be included in calculating the outdoor space of a service that provides education and care to  children over preschool age if—  (a) the Regulatory Authority has given written approval; and  (b) that indoor space has not been included in calculating the indoor space under regulation 107. |  |  |
| **110 Ventilation and natural light**  The approved provider of an education and care service must ensure that the indoor spaces used by  children at the education and care service premises—  (a) are well ventilated; and  (b) have adequate natural light; and  (c) are maintained at a temperature that ensures the safety and wellbeing of children |  |  |
| **113 Outdoor space—natural environment**  The approved provider of a centre-based service must ensure that the outdoor spaces provided at the education and care service premises allow children to explore and experience the natural environment.  **Example**  The use of natural features such as trees, sand and natural vegetation. |  |  |
| **114 Outdoor space—shade**  The approved provider of a centre-based service must ensure that outdoor spaces provided at the  education and care service premises include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun. |  |  |
| **115 Premises designed to facilitate supervision**  The approved provider of a centre-based service must ensure that the education and care service premises (including toilets and nappy change  facilities) are designed and maintained in a way that facilitates supervision of children at all times  that they are being educated and cared for by the service, having regard to the need to maintain the  rights and dignity of the children. |  |  |
| **103 Premises, furniture and equipment to be safe, clean and in good repair**  (1) The approved provider of an education and care service must ensure that the education and care  service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair.  (2) This regulation does not apply to a part of a family day care residence that is not used to provide a family day care service. |  |  |
| **104 Fencing and security**  (1) The approved provider of an education and care service must ensure that any outdoor space used by children at the education and care service premises is enclosed by a fence or barrier that is of a height and design that children preschool age or under cannot go through, over or under it.  (2) This regulation does not apply to a centre-based service that primarily provides education and care to children over preschool age. |  |  |

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| **Authorised officer** | Name: | Signature: |