

## **SETTING UP A NEW CENTRE**

### **Things to Consider**

#### **Administration**

1. Contact the relevant departments:
  - a) Department of Communities;
  - b) Department of Education, Employment & Workplace Relations (CCMS)
  - c) Guild Insurance/Australian Child Care Super fund
  - d) National Childcare Accreditation Council (NCAC)
  - e) Work Cover
2. Get quotes from Equipment Companies for the setting up of the Centre
3. Bank accounts: Arrange signatures for Licensing, ATO, Trading and Petty Cash Accounts.
4. Develop letterheads and logos if required and investigate Intellectual Property Registration if desired.
5. Develop relevant forms and policies for the Department of Communities and NCAC
6. Apply for Licence, Commonwealth funding, Work Cover, NCAC and Professional and Public Indemnity
7. Photocopy all relevant forms for the set up E.g. enrolment packages, medication forms, employee packages etc.
8. Electricity, Telephone, web site and Internet Connections
9. Bank Account & Internet Banking Facilities, EFTPOS etc.
10. Staff Super
11. Computer software package for CCMS
12. Register with an ABN, ABR, ABR Digital Certificate, Tax File Number
13. PAYG & GST
14. Organise Waste Removal (Sanitary/Garbage)
15. Organise accounts with suppliers (e.g., toys; white goods; office equipment; etc)

## **Enrolments**

- a) Advertise for children
- b) Prepare letters of confirmation to send to parents

## **Staffing**

- a) Advertise and Interview staff
- b) Once staff have been employed, request certified copies of qualifications, blue card, first aid certificate and CPR
- b) Prepare letter of employment, training information and other similar information;
- c) Set up payroll information to process pays;
- d) Hold staff meeting before centre opens
- e) Hand out documentation including staff manual, timesheets.
- f) Is a Food Safety Supervisor required?

## **Administration**

- a) Set up filing system;
- b) Set up computer system;
- c) Set up waiting list
- d) Introduce standard administration system including:
  - Enrolment form
  - Child Personal Details form
  - Opening Times and Fee Structure form
  - Visitor's form
  - Handyperson Task form
  - Cleaner's Communication Book
  - Fees and wages form
- e) Parent handouts – Parent handbook; brochures; enrolment form; special needs requirements; information to be gathered from parents; information to be given to parents

## **Financial Control**

- a) Prepare draft budget and cash flow for Centre
- b) Set up computer files for financial control

*The information provided in this document is only intended to be general summary information to the public. It is not intended to take the place of either the written law or regulations. This list is not exhaustive of all items that must be attended to during the contract and due diligence period.*