



Self-assessment form

– for groups or individuals who plan to provide a “crèche” service –

You must not commence to operate a “crèche” service unless the service will meet the exclusion criteria or a licence is obtained

Child Care Services Act 2007
Child Care Services Regulations 2007

Child Care Licensing and Standards Unit, 1st Floor, 111 Wellington Street, East Perth WA 6004
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- Use this Self-assessment form if you plan to provide a “crèche” child care service.
- This is a self-assessment tool to assist you determine your obligations under the *Child Care Services Act 2007* – whether the service will need to obtain a child care licence before commencing.
- Complete one Self-assessment form for each service that you plan to provide. **You are not required to submit this form to the Department.** However, you should retain it for your own records, as evidence of the self-assessment being undertaken.
- Assess your service against each of the criteria listed on this form. Tick () the relevant box to answer whether your service meets, or does not meet, each criterion.
- For the service to be excluded from licensing requirements it must meet **all** criteria. If you do not meet one or more of the criteria, it may mean that this service will be required to be licensed as a child care service under the *Child Care Services Act 2007*. If you need assistance to complete the assessment contact the Child Care Licensing and Standards Unit.
- Should the operating circumstances change you will need to undertake another Self-Assessment to determine whether the service continues to be excluded from licensing requirements.
- You should **keep a record** of this self-assessment and any subsequent self-assessments, in order to demonstrate that this service fits within the definition of “care that is not a child care service” as described in the *Child Care Services Regulations 2007*, regulation 4(2), and therefore excluded from holding a child care licence.
- The *Child Care Services Act 2007* contains provisions for penalties of up to \$24,000 and 2 years imprisonment for providing an unlicensed child care service.

Exclusion criteria	Meet criterion	Do not meet criterion
1. All children that attend will be at least 2 months of age or older	<input type="checkbox"/>	<input type="checkbox"/>
2. Each child’s parent/relative will be available to attend to children’s immediate physical needs such as nappy change, feeding or comforting	<input type="checkbox"/>	<input type="checkbox"/>
3. No individual child will attend for more than 3 hours in one session	<input type="checkbox"/>	<input type="checkbox"/>
4. No individual child will attend for more than 12 hours in any week	<input type="checkbox"/>	<input type="checkbox"/>
5. No individual child will attend for more than 2 care sessions in one day, separated by at least one hour	<input type="checkbox"/>	<input type="checkbox"/>
6. When there will be one caregiver		
6.1 the caregiver will be at least 21 years of age;	<input type="checkbox"/>	<input type="checkbox"/>
6.2 the caregiver will have current first aid qualifications that shows competency in at least the following subjects	<input type="checkbox"/>	<input type="checkbox"/>
- <i>cardiopulmonary resuscitation</i>		
- <i>expired air resuscitation</i>		
- <i>management of emergency situations that could be life threatening or cause permanent damage to a casualty</i>		
- <i>management of injuries</i>		

Exclusion criteria continued	Meet criterion	Do not meet criterion
6.3 there will be another person at least 18 years of age available to provide assistance in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>
7. When there will be more than one caregiver		
7.1 at least one caregiver will be at least 21 years of age;	<input type="checkbox"/>	<input type="checkbox"/>
7.2 at least one caregiver will have current first aid qualifications that shows competency in at least the following subjects - cardiopulmonary resuscitation - expired air resuscitation - management of emergency situations that could be life threatening or cause permanent damage to a casualty - management of injuries	<input type="checkbox"/>	<input type="checkbox"/>
** For advice about approved first aid qualifications – contact the Child Care Licensing and Standards Unit		

Did you tick one or more boxes under ‘Do not meet criterion’?

If you ticked one or more boxes under ‘Do not meet criterion’ the service will be required to be licensed under the *Child Care Services Act 2007*.

You must obtain a child care licence before commencing this service.

Contact the Child Care Licensing and Standards Unit for a Child care licence application kit. Licence application kits are also available from our website – www.childcare.wa.gov.au.

Did you tick all the boxes under ‘Do meet criterion’?

If you ticked all the boxes under ‘Do meet criterion’ the service meets the exclusion criteria specified in the *Child Care Services Regulations 2007*. **You are not required to apply for a licence to operate this service.**

However, you must prominently display a notice to advise parents that the crèche service is not a licensed child care service.

Should your operating circumstances change you should undertake another self-assessment to determine whether the service continues to be excluded from requiring a licence.

The *Child Care Services Act 2007* contains serious penalties for providing unlicensed child care.

Declaration by the person completing this Self-assessment form.

I declare that the information provided on this self-assessment form is true and correct.

..... <i>Signature</i>/...../..... <i>Date</i>
..... <i>Name of signatory (print)</i> <i>Position of signatory (print)</i>
..... <i>Name of service</i>	
.....	
..... <i>Address of service</i> <i>Post code</i>