

CHILDCARE CENTRE MANAGEMENT

ADVISORY SERVICES FOR
INSOLVENCY PRACTITIONERS
BANKS & FINANCIERS



Guardian
CHILDCARE ALLIANCE

Business Terrace 1
Cnr Leichhardt Street & Wickham Terrace
Spring Hill QLD 4000
E: contact@guardianchildcare.com.au
P: +61 7 3832 7933

www.guardianchildcare.com.au

INTRODUCTION



Guardian Childcare Alliance - The Childcare Specialist

Established in 2004, Guardian Childcare Alliance Pty Ltd has built a reputation for delivering quality management and consulting services to long day care services across Australia.

Headed by Group General Manager Anthony Smith, who possesses a strong background in child care management and a track record in successfully managing businesses out of “distressed” mode, the company is well versed in managing challenging business situations through demanding economic cycles.

Guardian Childcare Alliance has a sound management and operations team of childcare professionals with vast, practical industry, business and financial experience.

Centre Management Specialists

With a reputation as one of Australia’s most professional long day care centre management companies, Guardian’s management team experience and advisory expertise covers licensing and regulatory compliance, federal quality and funding requirements, operational policies and procedures, human resources, marketing and administration. This is provided to both existing services and new developments.

We currently provide these services to 40 centres in capital cities across Australia.

**CONSULTANCY
SERVICES**



Guardian provides the following consulting and centre management services to Insolvency Practitioners and Financiers.

Operational Overview, Licensing & Compliance

We recognise that every long day care centre is unique in the way it operates within the local community.

We provide advice on a short or long term basis, which can be tailored to the individual needs of the centre.

This advice will include, but not be restricted to, the optimisation of the following facets of management:

- Operation Audit –complete overview of centre operations
- Compliance with statutory requirements with State Department
- Compliance with Federal Departments (NCAC, DEEWR etc)
- Marketing
- Staff recruitment and training
- Cash and stock controls
- CCB (Child Care Benefit) audit – CCMS review
- Cost effective labour rationalisation, in accordance with State Regulations
- Minimisation of overhead costs

The implementation of such advice can be either undertaken through consultation with one of our industry professionals or directly by the existing management of a child care business. If implementation is undertaken by existing management, Guardian can monitor and report to you or your client.

Business Plan and Financial Forecast Preparation

Guardian's financial experience can assist in the preparation of financial guides that will assist in making the correct decision for the business and/or property.

The realism of plans and forecasts can be assessed in light of known industry standards and accordingly, an objective assessment can be made as to their achievability or otherwise.

Our current portfolio of managed centres provides us with up to date market data that allow us to support the reports we provide to you or your clients.

**OPERATIONAL
MANAGEMENT
SERVICES**



Centre Management Services

Guardian's management services are offered where the Administrator is of the opinion that existing management is inadequate or could be enhanced.

Evidence of distress might include:

- Poor cash flows leading to creditor pressures
- Inadequate or late financial information
- Failure to account for cash receipts
- Decreasing levels of occupancy
- Parent complaints
- Lack of debt control
- Increase in wage %
- Breach of compliance notices from the Department
- Centre failing NCAC accreditation

If any or a combination of the above are apparent then the business is probably not meeting industry standard benchmarks and possibly not adhering to Childcare Regulations. This could lead to further breakdowns in operational policies and procedures, cash and labour controls and of course profitability.

Guardian has a team of dedicated Childcare Professionals who possess proven hands-on experience in all aspects of the Childcare Industry. We understand the licensing and regulatory complexities that can be associated with Licensees, Company Directors and Representatives. We can guide you through these challenges while we take on troubled centres and enhance their performance to the benefit of all concerned.

We can provide Centre Managers (Directors) and other specialist field-based staff on a long or short term basis. These professionals will have appropriate skills and training as well as a history of successful centre management accomplishments.

Operational Management Methodology

During the initial takeover period, decisions need to be made regarding the management of the centre. With centres under management we follow three distinct procedures:-

i) The Initial Evaluation

We establish the whys and wherefores of the problem areas within the centre to a proven pro-forma. We will take the responsibility of communicating with State and Federal regulatory departments.

ii) The Problem Solving Mode

Once all problem areas have been identified, solutions are developed quickly and firmly implemented. We determine correct staff for the management role and staff levels, correct any centre policies and procedures in line with regulations, and identify and remedy any safety or licensing breaches.

iii) The Pro-active Marketing Mode.

When the centre has stabilised our ongoing marketing expertise will continue to increase revenues, whilst experienced management will control expenses in line with budget.