

# Parent Information 2019

## Mission Statement

McGraths Hill Children's Centre Inc is a community based non-profit, long day care centre for children between 0 and 6 years of age, providing all daily requirements. We are open to all children and parents with an emphasis on working families requiring longer hours of care. We provide high quality babies, toddler, pre-school, and prep programs based on individual needs.

## Philosophy

*At McGraths Hill Children's Centre we acknowledge the uniqueness of each child and family, and believe equality should be exercised regardless of gender, age, religion, language, ethnicity, skills or family structure. We believe ALL children and families have the right to feel safe, secure and develop a sense of belonging, whilst using our service; therefore we encourage families to spend as much time with their children as needed at the service in order for this to be achieved.*

## In Relation to Children we will:

- ✚ Respect the rights of ALL children as outlined in the United Convention on the Rights of the Child (1989) and enact these principles into our daily practices.
- ✚ Raise the quality of care and education for ALL children and strive for continuous improvement by following the guiding principles of the National Quality Framework through the National Quality Standard (2009).
- ✚ Support children to become successful learners and confident individuals (*Goal 2 Melbourne Declaration on Education Goals for Young Australians*) (2008).
- ✚ Base quality teaching and learning on the Early Years Learning Framework (2009) to ensure ALL children are provided with opportunities to maximise their potential.
- ✚ Acknowledge a play-based philosophy whereby children play an active role in their learning; both individually and within a group, and are involved in decisions that affect them.
- ✚ Provide experiences (planned and spontaneous) that are based on children's needs, strengths and interests and endeavour to challenge their thinking.
- ✚ Ensure play-based learning is fun and interactive, with resources, environment and routines being inclusive of ALL children

## In Relation to Families we will:

- ✚ Actively encourage the building of secure relationships between educators, families and children.
- ✚ Provide warm, friendly interactions and environment to enable families to develop a sense of belonging.

- ✚ Acknowledge that families are our greatest resource and will therefore endeavour to collaborate in regards to decision making, insights and knowledge about their child.
- ✚ Maintain regular two-way communication using a variety of means that allows inclusiveness and comfort for ALL families.
- ✚ Respect each family's child-rearing practices, values and beliefs.
- ✚ Actively seek family involvement in all aspects of our service; realising that each family's participation will be based on their own personal comfort level.
- ✚ Provide opportunities for input and feedback regarding the curriculum and program.
- ✚ Recognise the diversity in family life sees children experiencing *belonging, being* and *becoming* in different ways.
- ✚ Utilise outside agencies and appropriate community services for families that may require assistance.

### In Relation to Educators we will:

- ✚ engage in ongoing reflective practice and critical reflection to ensure the program, environment and curriculum remain contemporary; continuing to improve and evolve.
- ✚ Draw on a range of perspectives; challenging traditional ways of seeing and doing in relation to children's learning, development and care.
- ✚ Adopt a holistic approach to teaching and learning; paying attention to children's holistic wellbeing.
- ✚ Actively participate and contribute to our service and stakeholders through professional development programs.
- ✚ Build collaborative, professional relationships with ALL stakeholders.
- ✚ Share and exchange knowledge and experience with other educators; actively listening to the points of view of others.
- ✚ Uphold and follow ALL Regulatory requirements, Centre Policies and Procedures and the Code of Ethics (2006).

### In Relation to Management we will:

- ✚ Work cohesively with Children's Services Management in joint decision making regarding policies and procedures based on ACECQA Guidelines.
- ✚ Endeavour to develop respectful relationships and open two-way communication; realising each individual has different ideas, opinions, skills and perspectives.
- ✚ Support and abide by workplace policies and practices and standards that are equitable and inclusive.
- ✚ Encourage parents to participate to a level of comfort in the Management Committee.

### In Relation to the Community we will:

- ✚ Acknowledge the cultural diversity of our society and value the Aboriginal and Torres Strait Islander cultures as a key part of our nation.
- ✚ Recognise children as active and unique participants and contributors within our community.

- ✚ Advocate for and protect the rights of ALL children through social justice.
- ✚ Acknowledge that child protection is everyone's responsibility and therefore networking with agencies within the community is vital.
- ✚ Connect with people, services and agencies within our communities that support children and families by inviting them to the service.
- ✚ Regularly organise incursions and encourage participation in local events.
- ✚ Invite parents to participate (*actively or otherwise*) in centre organised activities.

### In Relation to the Environment we will:

- ✚ Resource children's learning by providing environments (*Individual and Shared*) that expose children to a wide range of materials and resources, both natural and processed; challenging and extending children's thinking and inquiry processes.
- ✚ Recognise children have; many ways of seeing the world; different processes of learning and that each child has their own learning style, particularly in regards to Aboriginal and Torres Strait Islander children.
- ✚ Provide opportunities for children to develop dispositions of curiosity, cooperation and confidence through a curriculum that is open-ended and flexible; combining a mix of child and/or educator led experiences.
- ✚ Provide an environment that is inclusive; challenging inequality and bias to allow ALL children to participate equally.
- ✚ Through the curriculum and program teach and promote sustainable practices.
- ✚ Adhere to ALL Regulatory and Centre requirements such as Work, Health & Safety Practices to ensure a safe, secure environment for all.
- ✚ Ensure all educators are up to date with First Aid, Anaphylaxis, Asthma and other necessary training to ensure the health and safety of all.

### Committee

- To continue to upgrade and improve the physical environment of the Centre.
- To improve the general health and safety aspects of the Centre.
- To ensure the ongoing quality of the service is maintained.
- To ensure the financial viability of the service.

### Educators and Staff

- To respect individual children and treat them equally.
- To be non-judgmental.
- To provide developmentally appropriate activities based of Early Years Learning Framework.
- To encourage children to respect their social and physical environment.
- To communicate effectively and follow up.
- To develop links with the community.

- For staff and educators to be responsible for themselves and each other.

## **Operational Details**

Open from 6.30am to 6.30pm. Monday to Friday (Public Holidays excepted).

Open 49 weeks of the year.

We offer programs for children with additional needs (physical, intellectual, cultural etc).

We operate under the National Quality Framework; our service has been assessed as "Meeting the national Quality Standard"

We are **licensed** by Department of Education and Communities for 40 places per day, 10 of which may be for 0-2 year olds

We operate under the guidelines established by:

- National Quality Framework.
- The Early Years Learning Framework
- Department of Education and Communities

We offer Child Care Subsidy through Child Care Subsidy Scheme,

## **The Centre**

We have 2 rooms. The Joeys room can have up to 10 babies (0-2's) or up to 10 Toddlers (2-3's) giving a total of up to 18 children per day. The room is airy and gives visual access to the separate cot room, nappy change facilities and bathroom. The bathroom has 2 child sized toilets with privacy screens and handrails to assist toileting, and wash basins are also at the Childs level.

The Kangaroos room has the remaining balance of children up to 40 places with pre-schoolers. The room is large and light with an extra area that can be used for a quiet area. The bathroom has 3 child size toilets also with privacy screens and handrails to assist toileting and wash basins at the child's level. The rooms lead to the outdoor area which has a large covered verandah, offering shelter from rain and sun. The sandpit has a roof and the sand is sanitised regularly and covered when not in use. There is a large area of soft fall covered by large shade sails on which the equipment is set, a grassed area and lots of shady trees and plants.

## **Orientation**

Parents, prospective parents, families and children are welcome at any time to look around the Centre and talk to the educators and staff. The enrolment interview is quite informative and hopefully will fully explain our policies, programs and all details to you.

When you have enrolled your child, dependent on your needs, we encourage you to bring your child and stay with them for one or two mornings or afternoons so that they and you

can learn more fully about our routines, programs and the education. We do not have one orientation day as we find it is very crowded but also because it does not suit the needs of working parents. A simple phone call to let us know which day you would like to come and organise times is all that is required.

## **Daily Schedules**

The children are in Family Groupings, generally in the Joeys room until 8:00, when they separate and move into separate rooms. Individual room schedules then operate until the afternoon (after 5:00) when the children are placed in Family Groupings again.

## **The First Day**

This is often traumatic for both parents and children. Parents can feel upset and guilty about leaving their child and the child feels lost because they usually don't know anyone (this is why orientation is a great idea). Try and prepare your child for the fact that you will leave and come back later by talking to them and reassuring them.

- Talk to the educators/Director about your concerns.
- Bring 'comfort' object(s) for your child.
- Stay with your child, show them toys and play with them (as long as you wish).
- Let an educator know when you will be leaving so they can help redirect your child (to an activity, to the goodbye gate etc).
- Warn your child, e.g. "I will be leaving after we do this puzzle".
- Go when you have said you'll go and always say goodbye even if your child seems happy playing. Children feel more comfortable that you'll return if you say goodbye and reassure them that you'll be back after rest time or after afternoon tea etc.
- Ring or email the Centre at any time and as many times as you wish to see how your child is going and what they are doing. Individual photos will be emailed or uploaded to StoryPark when available.

When you come to pick up your child talk to the educators and find out what they did, ask any questions you may be concerned about. The more information we can share about your child the happier she/he will be.

## **The First Weeks**

Talk to educators. You will be asked to complete a background information sheet "All about me" so that an individual education program may be commenced. Any time you wish to chat with educators, please do so however, all educators have to continue to supervise the other children.

If your child is still upset, meet with the Nominated Supervisor/educator and organise a settling routine - the child can bring something of the parents (keys, a photo, a hankie) or something they feel comfortable with.

## **Availability of Places.**

There are no longer any mandatory requirements for filling vacancies, and we can set our own policy for prioritising who receives a place. As vacancies arise we will prioritise children who receive a place.

- At risk of serious abuse or neglect
- A child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

## **Access and Equity Policy**

We offer care to ALL families dependent on the availability of spaces. Our programs are available to high and low income families, Aboriginal/Torres Strait and South Sea Islanders, families with Non-English speaking backgrounds, socially isolated families and those requiring respite, additional need children, families who NEED longer hours of care and siblings of children already in the Centre.

## **Management and History**

In 1988 Hawkesbury Council saw a need for workplace care in the McGraths Hill area and applied for Federal funding to build a long day care centre for working families catering for children aged between birth and 6 years of age. The Centre opened in January 1989 between the hours of 7:00 am and 6:00 pm. By 1990 the hours were increased to meet parent's needs for longer hours (6:30 am - 6:30 pm).

Hawkesbury Council established a **Parent Committee** to operate the service and in 1989 they became incorporated, fully responsible for all management and financial concerns and independent of council management. Hawkesbury Council owns the land and building, McGraths Hill Children's Centre (Inc) is the caretaker.

From 1989 until 1997 the Centre received funding from the Federal Government. In 1997 the Operational Subsidy (funding) ceased. We now receive a small amount of funding (Legacy funding) from Department of Education and Communities. Parent fees pay all other costs that are kept in line with our annual budget.

We are a **NON PROFIT** service - ALL money received goes toward meeting the children's needs and operating the program and running a quality improvement plan - for necessary upgrades and repairs.

## **The Committee**

The Committee is an elected body of parents.

The Annual General Meeting is held every year in September when a new Committee is elected. All families are notified prior to the AGM inviting parents to attend.

Monthly meetings are held on the 3<sup>rd</sup> Wednesday each month and all parents are welcome to become involved. The Committee tries to operate by reflecting the needs of parents so your input is appreciated. The Centre CANNOT legally operate without an elected committee of parents. The Committee is jointly (not personally) responsible for financial, legal and policy management as well as being the employer. With support from the Nominated Supervisor/Director, educators and staff, ensures that the requirements of government bodies are met and that the Centre runs efficiently and effectively.

**President** - Liaises closely with the Nominated Supervisor and other Committee members.

**Vice President** - Supports and replaces the President if necessary.

**Secretary** - Helps with minutes, agenda etc.

**Treasurer** - Liaises with Nominated Supervisor and Administration Assistant regarding income, expenditure and fees.

**Public Officer** - Deals with matters of incorporation.

**General Committee Members** - Support and are involved with decision making during meetings.

**Staff Liaison Officer** - Works with Nominated Supervisor and President on staff issues.

## **Staffing**

We have 15 staff. In the Kangaroo room there are 4 educators and in the Joey room there are 5. We have 2 Early Childhood Teachers, 9 Diploma. (Including a Registered Nurse), 3 Cert III and an Administration Assistant and 2 cooks that job share.

## **Professional Development**

All the educators and staff are required to attend two in-services per year and given further opportunity to extend their knowledge of teaching children through external studies at tertiary institutions, through in-services, webinars and staff meeting workshops. Any educators/staff attending in-services returns to the centre and then in-services the rest of the staff. Journals, videos and early childhood magazines are provided to keep educators abreast of the latest research/ideas.

## **Confidentiality**

All committee, educators and staff members are bound by the Centre Confidentiality Policy. Any information given to the Centre remains confidential to the Centre and is not discussed beyond meeting the needs of the children and families in the program. Educators/Staff cannot give out phone numbers, cannot give names of children and cannot discuss anything relating to a child with another parent. Committee members cannot

discuss anything relating to families/children, educators/ staff and the operation of the Centre outside the meeting. All centre records are kept in locked filing cabinets.

## **Dealing with Complaints**

The Centre (Committee, Educators and Staff) appreciate parents approaching us with any concerns. We cannot attempt to meet children's and family needs if we do not know what those needs are. Any comments, concerns, complaints, even suggestions are dealt with as soon as possible by the appropriate person.

1. Talk to room leader - if nothing is followed up -
2. Talk to the Responsible person (who is the shift at the time, picture board in hallway shows who is designated for the shift) if nothing is resolved to your satisfaction -
3. Talk to the Nominated Supervisor
4. Put your complaint/concern in writing by completing a parent concern notification form which is given to the committee - ALL written issues are responded to in writing as soon as possible.
5. Contact Community Services Commission  
Locked Bag 16  
Strawberry Hills 2012  
Ph: 9384 4999  
1800 060 409

## **Fees**

Fees are set annually, by the Committee, after preparation of the Budget. This is discussed at a Committee meeting each year and all parents are encouraged to attend and discuss the proposed new fees.

### **1. Daily Attendance Fee**

An attendance fee is payable on a weekly basis for each day for which a child is enrolled, whether they attend or not. This includes:

- Public Holidays.
- Sick Days.
- Days Off.
- Holidays, etc.

Fees cover all DAILY requirements - food, sunscreen, nappies, sheets, etc, as well as exceptional staff and an excellent program. Exceptions to this are for parental preferences for diet, nappies and sun cream.

Long Work Related Day (As per information from Family Assistance Office).

Please contact us for current daily fee rate.



## 2. Fee Subsidy

Our service is eligible to offer reduced fees through Child Care Subsidy (CCS) to eligible families. The Family Assistance Office (Ph 136 150) can assist you with further details. Please enquire through MyGov or your local Family Assistance Office (Centrelink), Medicare or Tax Office.

- To receive the CCS **your child must be** Evidence of immunisation must be provided before your child commences. You must keep Immunisation up to date or CCS will be cancelled.
- To receive the CCS Parent/caregiver **must sign in and out** on a daily basis **and** for any absences, provide a letter and a signature or doctors certificate. You are entitled to (40 days absences) per financial year.
- From January 2019, Children must be signed in and out electronically. Tablet will be available in for foyer where we currently sign in.
- CCS is granted on a sliding scale according to income.
- If CCS is cancelled you will be required to pay full fees.
- From July 2018 a new Child Care Package has been introduced for more information go to: [www.education.gov.au/childcarepackage](http://www.education.gov.au/childcarepackage)

## 3. \$200 Deposit

- Is refundable:
  - (a) After 2 weeks written notice being given. EXIT letters (appendix v) are available from the office and
  - (b) If all fees are paid up to and including the final day.

***No Exiting after 1 November in a given year. Remainder of fees for the year are payable. Unless extenuating circumstances formal notice in writing to Management Committee for approval to exit after this time.***

## 4. Annual Closure - No Fee (3 weeks over Christmas/New Year)

## 5. Late Fees

- **\$15.00 for the first 5 minutes or part thereof** and then \$5.00 per minute after that.
- Parent will be billed at the next fee processing day (Thursday). If a parent disagrees or queries the late fee they may refer the issue to the Committee in writing.
- **Please note:** the service closes at 6.30 pm so your children must be picked prior to this as staff finish at 6.30pm, you will incur a late fee after this time.

## 6. Payments

- Regular payments of fees must be made to ensure your continued placement at the Centre.
- Payment methods accepted are BPay, Cheque, EFTPOS, Credit Card (*Visa, MasterCard*) or Centrepay through Centrelink or Cash.
- Cash must be placed in a fee envelope, completed and checked/countersigned by a staff member.
- Once enrollment is processed through our CCS System, you are issued with a BPAY number that you can use to pay your fees.

**We do NOT carry cash and cannot give change. We accept NO responsibility for cash payments.** Any cash over the fee amount will be credited to your account.

- Fees should be paid two weeks in advance.
- Parents may pay weekly, fortnightly, monthly etc. dependent on needs, accepted and agreed by management.
- A locked black fee box is provided in the foyer (under the bench). Please deposit your fees and any correspondence in this box.

## 7. Statements

- Are issued weekly via email or as required and are also accessed through parents log in via Hub Works.

## 8. Receipts

- Are issued weekly on or before Thursday and emailed. If you have any queries regarding fees, receipts etc. please email or speak to Mary or Sonya. All fee queries are dealt with as soon as possible.

## 9. Overdue Fees/Unpaid Fees

- The office will notify parents of fee costs when all enrolment data provided by parents has been verified with the Child Care Subsidy System (CCS). Parents are responsible to ensure that all details provided are/remain correct and accurate, their eligibility may be cancelled and full fees payable.
- A statement and letter is issued to parents showing overdue fees if they fall one week in arrears. Parents have 7 days to pay the account or come into the office and arrange payment.
- A reminder letter and statement is sent to parents after the initial statement and 7 days allowed for payment options to be arranged.
- The unpaid account is presented to the Committee for further action.
- 5% per month may be charged at the discretion of the nominated supervisor on the total outstanding amount.

- If no payment is made and no effort made to pay off the account, a third request for payment will be sent. If no action is made then the child's position is terminated and further steps taken to recover fees.
- A final letter is sent informing parents that the matter has been lodged with the Sheriff Office (small claims division) any cost to retrieve the unpaid fees will be added to the account plus interest.

## Arrivals and Departures

An adult (person over the age of 18) must bring and collect the child.

The child must be signed IN and TIME arrived (or the child is classified as absent). The child must be signed out and the TIME recorded when collected. **Only designated persons may collect the child** - Parents (as per enrolment forms). From January 2019 sign in/out will be digital via a tablet in the foyer.

Print the name of the person collecting the child AND the approximate time in the COMMENTS column.

Walk your child into their room, place their belongings in their locker (please check their locker names). Let educators know you have arrived. Help the child settle into an activity. **DO NOT** allow your child to make its own way in. It is dangerous and upsetting to leave them alone. Let them know when and by whom they will be picked up.

Advise educators any relevant information on drip off regarding your child that you feel we should be aware of in catering to your child's needs.

Our specific educational program operates from **9:00 am** so we ask you to be at the Centre by 9:00 am if possible.

An adult over the age of 18 must collect your child; they must sign and record the TIME your child was collected.

Emergency persons (as per enrolment form) whose names are written in the comments column as those collecting the child will be contacted, if we cannot contact parents. The emergency contacts are responsible for the child. And changes or updates are to be updated via Hub Works by parents through their login advised upon enrolment.

All educators need to be aware of WHO is collecting your child. Please ring and let educators or admin know if another person will be collecting your child. Let them know in the morning (when you drop your child off), write their name in the Comments Column or provide them with a signed, dated letter of permission.

If educators are unaware of the persons identity they will ask for Proof of I.D. (photo drivers licence), and/or telephone call to parents.

The Centre needs to be kept informed of any changes in Custody/Access arrangements and be given copies of all court orders. The centre is not to be used as a place of custody change over.

Please keep the office informed of any changes of emergency phone numbers, changes of people who have permission to collect your child, etc. You can update information via the parent log in on the Hub Hello app.

You may stay and play or watch your child but when you leave, please let educators know. This is the ideal opportunity to ask educators how your child went during the day and raise any concerns etc. While educators are happy to talk to parents, they also have to maintain their other duties and ensure their time is spent with the other children and not compromising child: educator ratios.

In the case of an emergency or illness involving your child, if we are unable to contact you, the emergency contact(s) nominated by you will be notified and your child placed in their care.

## **Abandoned Children**

- If the Centre cannot contact ANYONE on the contact sheet, the Family Crisis Centre (Department of Education and Communities will be notified and children handed into the care of the Local Police).

## **Health and Safety**

### **Immunisation**

Occurs at:	Birth (Hepatitis B)
6 weeks -	Diphtheria, tetanus, pertussis, Haemophilus influenza type B, hepatitis B polio. Pneumococcal. Rotavirus
4 months -	Diphtheria, tetanus, pertussis, Haemophilus influenza type B, hepatitis B, polio. Pneumococcal. Rotavirus
6 months -	Diphtheria, tetanus, pertussis, Haemophilus influenza type B, hepatitis B, polio.
12 months -	Haemophilus influenza type B, Measles, mumps and rubella, Pneumococcal.
18 months -	Measles, mumps, rubella, varicella. meningococcal
	Diphtheria, tetanus, pertussis
4 years-	Diphtheria, tetanus, pertussis, polio

Parents must provide proof of immunisation or a medical exemption in order to attend our service. Parents are asked to provide Australian Immunisation Register (AIR) History Statement of updates of immunisation. The Centre keeps a record of all immunisations.

## **Medications**

**NO** medications will be administered unless they are:

- Prescribed by a doctor (prescription or doctor's letter).
- In the original container.
- Prescribed for that child.

If there is a diagnosed medical condition - further information will be required and appropriate forms completed by medical practitioner.

Written up correctly on a yellow medication form for long term illnesses (Asthma, etc), specific Medical Management Plans will be followed, completed by a Doctor and parents.

Yellow medication forms (available from staff room) must be completed with the date, the child's name, name and amount of medication. Please give yellow medication sheets to educator, which will read it and place it in the staff room (plastic sleeve on cupboard). Please check the sheets in the afternoon to ensure correct medication was given.

Place medication within the fridge in the locked medication container in the staff room or in the First Aid Cupboard (marked with a cross).

## **Antibiotic**

Children must remain at home for 24 hours following the prescription and administration of antibiotics.

## **Temperatures**

There is limited evidence that Paracetamol is effective in lowering temperatures/fever compared to cooling the child and providing fluids. Fever is one of the ways that a child's body helps fight off the infection. Paracetamol is more appropriate for reducing pain and discomfort in a child with acute fever or illness. Children can generally tolerate fever under 38.5°.

Paracetamol will not be administered to children under the age of six months while at the centre. Babies under six months with high temperatures should be seen by a doctor.

Paracetamol will only be administered to a child with a fever over 38.5° and is in discomfort, and only under the instruction of the parent/guardian.

To facilitate effective care and safe administration of Panadol to a child with acute pain or fever the centre will:

- Firstly attempt to bring the child's temperature down by removing covering, sponging the child with tepid water, taking care to ensure child does not become too cold. To prevent dehydration, encourage the child to drink small frequent amounts of cold water.
- Contact parent, guardian or emergency contact to collect the child as soon as possible.
- At the same time whilst talking to the parent, ask for specific consent regarding whether a dose of Panadol should be given. This is in addition to any general prior agreement made by the parent.
- Continue to offer the child small frequent drinks of cool water.
- Complete health form.

\*The Centre reserves the right to exclude any child/educator/staff who is regarded by Director/responsible Person to be a health risk to other children/ educators /staff and is obviously too unwell to be actively involved in centre activities (and needs 1:1 attention).

## **Illness**

The Centre follows Department of Public Health Guidelines and Exclusion Policy so that all the children are protected from infectious diseases and that the sick child has correct care to ensure a full, quick and satisfactory recovery. In the instance of some infectious diseases the Centre needs to notify the Department of Public Health.

Notify the Centre immediately if the doctor confirms an infectious illness/disease. When Educators /Staff observe symptoms of illness, they complete a health record and refer parent to seek medical advice etc. Please sign both copies of the Health Report and return one Blue copy to educator.

## **Symptoms**

Children should be referred to a doctor and remain at home when unwell. Educator will isolate the child from others as much as possible, while still maintaining adult supervision, but we cannot offer the individualised 1:1 care young children need.

- High temperatures, fever.
- Constant runny nose, severe cough.
- Unusually tired, pale, irritable, lethargic.
- Vomiting, very loose or unusual coloured bowel motions.
- Rashes or skin irritations, open discharging sores.
- Pink/red, swollen, discharging eyes.

If exclusion is necessary we inform the parent, give information about the illness/disease and let them know how long exclusion should be. Children are referred to a doctor for confirmation and the Department of Health notified if required.

Information is prepared and given to all parents (either individually or on our Notice Board at the entrance to the centre). Infectious Diseases Notification Form

If your child is sent home unwell they must not return until recovered/no longer infectious.

All educators/staff follow the same guidelines.

### **Prevention – Maintaining a Healthy Centre**

Hand washing - use soap and running water, washing all surface of hands - count to 10. Rinse and dry with paper towel.

Hand washing is to occur:

- When you arrive at the Centre.
- Before eating.
- After toileting and nappy change.
- After playing outside.
- After wiping nose/touching nose secretions.
- Before going home.

Washing and disinfecting toys, materials, benches, etc, regularly as needed/used.

The Centre's cleaners come after hours, daily to clean the Centre. All open and/or weeping sores must be covered or the child excluded. Vomit, etc, is to be absorbed and removed by using 'Vomit Clean Up'. Cleaning cloths are colour coded.

### **Dental Health**

Educators discuss dental health. Water is provided at lunch time to rinse mouths. Incursions ordered annually by qualified dental nurse.

### **Sun Safety**

50+ sunscreen is to be applied before going outside.

Broad brimmed or flapped hats are to be worn or children are to stay in dense shade. (Suitable hats are available for \$10.00 each with centre logo).

Stay out of sun between 11 am and 3 pm (daylight saving time).

Clothes are to be sleeved and cover major body parts.

### **Accidents**

All educators/staff have relevant First Aid Certificates including Asthma and Anaphylaxis. If an accident occurs the closest educator attends, comforts the child, finds out what has

happened. Generally an ice pack or cold compress is applied to reduce swelling and soreness. If skin is broken the area is washed with soapy water, dried and a dressing applied. Educators who render first aid then complete accident reports. Please sign both copies and return one to educator. Accidents are monitored to ensure that if they can be prevented, in event of serious accident a risk assessment is completed and Notice of Serious Accident sent to Central Licencing. Department of Education and Communities.

Major Accidents - First Aid treatment is carried out and the ambulance is called. The parent is called to meet the ambulance at the hospital - a staff member accompanies the child and meets parent at the hospital. Detailed Accident Reports are written up by all staff with a sketch of placements. The Director, Committee, Department of Education and Communities (within 24 hours) "Notice of serious accident at children's service" form is completed and sent to Community Services.

## **Emergencies**

These can include severe storms, bomb threats, hostage situations, fire and flood.

Children's then educators/staff safety is paramount. Do whatever is necessary to maintain safety and protect children and staff.

- Where possible notify the relevant authorities or the Police.
- Follow the Fire Evacuation Procedure (which is practiced 4 times per year).
- Raise the alarm and advise location.
- Attempt to contain and extinguish.
- Dial 000 and report fire - other educators/staff to move children through nearest exits.
- Collect sign in sheets from foyer - collect roll from room.
- Collect emergency bag and outdoor first aid kit - if possible close doors/windows.
- Unlock gates and report to Responsible Person.
- Children are to be assembled at the far fence (fronting Books Cres.). Sign on fence.
- Count and check off names on roll/sign in sheets.
- No-one is to re-enter premises.
- If necessary move to secondary evacuation point - park across the road.

## **Physical Safety**

The physical environment is checked regularly to ensure safety - maintenance checks are done and recorded in the maintenance book.

- Equipment is checked to ensure it is safe for the age of the child.
- Adequate supervision is maintained at all times.



- Children are encouraged to dress appropriately - (no thongs, gum boots or high heeled shoes), wearing sleeved dresses or shirts, jumpers if necessary and wearing hats etc. Educators model appropriate behaviours.
- Poisons and chemicals are kept locked away from children. An educator discusses the dangers of poisons with children.
- Safety is discussed with children - Safety House/Stranger Danger, Road Safety, Electrical Safety and Safe and Dangerous Play.

## **Personal Safety**

Access cannot be denied to the natural parents of the child **unless** the Centre has copies of Court Orders which specifically deny access to that child.

Unless identification is shown and the educators notified of who will be collecting the child, unknown persons are not permitted to collect the child and parents will be notified.

IF you **DO NOT** know the person at the door, allow educators to answer it. You may be admitting someone who should not be admitted.

## **Child Protection**

- The Centre abides by the Child Protection Act all educators are mandatory reporters and are required by law to notify the Child Protection Helpline if they should have any concerns regarding child protection, either by phone or online via Child Story.
- Educators and people working with the children have a current Working With Children Check (WWC).
- Two educators are on the premises at all times, and supervise each other.
- Children's health and development are monitored and recorded. Parents are given copies of the Health Record.
- The Centre provides information and support for parents through seminars and brochures.
- Educators are aware of identifiers for physical, emotional and sexual abuse as well as neglect; all information is documented and confidential.
- Educators can report and discuss incidents with the Director, but they may also report any suspicions of Significant Harm.
- Educators discuss body awareness, self awareness and protection - It's OK to Say No! Programs - with children.

## **Nutrition**

- 50% of the recommended daily requirements for children are planned for when preparing the menus.
- The diet is balanced and based on low salt, low sugar and low excess fat.
- Fruit and/or cereal are offered at each snack.
- 2 lean red meat meals are offered each week (for iron).

- Iron substitutes are offered with white meat meals also.
- 3 serves of dairy foods are offered daily.
- Children's special dietary needs are taken into account. Those children who have a **diagnosed** food allergy or medical condition will be catered for. (I.e. diabetic, celiac, anaphylaxis or religious belief). Documentation is required to enable educators/staff to appropriately cater for your child.
- Meals are varied in content and culture.
- Children are encouraged to try something at each meal. They are not forced to eat.
- Milk and water are offered as a drink - water is always available.
- Nutrition is part of the education program (milk is good for bones and teeth, etc.)
- Parents have access to the sleep/eat chart and menu to see what and if their child has eaten and how long they have slept, along with details uploaded daily on StoryPark

### **Incursions/Excursions**

We arrange throughout the year to have visitors attend the centre covering such things as; fitness, movement, dance, music, dental health, fire safety, police, farm animals, insects, reptiles etc. These incur no extra charge to families. We have commenced taking children on short walks around the local area to allow children to explore the neighborhood. Permission will be gained individually for each time we leave the service.

### **Program**

Our Program is based on the Early Years Learning Framework. All children are observed and programmed for as an individual as well as a group, we program for children based on their needs and interests as well as parent input. We encourage parental participation in our program development as well as its evaluation, whether it is a written or verbal comment. Parents are always able to volunteer their time during the day either just helping out or sharing with us a special skill they have to offer e.g. Music, dance, cooking and craft.

Our program is inclusive, we use specialist services specific to individual children's needs as well as accessing funding to provide additional staff, and further training for educators/staff.

We use an interactive internet based programming app called Storypark for all of our programming and communication needs. This app is available for families to use on their smartphone, PC or other device and see their child's progress and daily uploads.

### **Behaviour Management**

Educators will always guide children's behaviour in a positive way,

- Focusing on what they can do rather on what they can't.
- Ensuring expectations are appropriate to each child

- Modeling correct words and behaviours by interacting with children and educators in positive ways.
- Have clear and consistent limits
- Use of Stop, Think & Do and 1, 2, 3 Magic programs.
- Talking about emotions and how they feel and affect others.

The Management Committee, Educators and Staff aim to continue to provide the highest quality service possible and request that if you have any questions or concerns, that you direct them in writing to the Nominated Supervisor or Management Committee.