

Childcare Facility

PARENT HANDBOOK

CONTENTS

Welcome	3
Philosophy.....	3
Age of Children & Supervision	3
Enrolment Procedures	3
Bookings	4
Cancellations & Transfers	4
What to Bring	4
Sign In/Sign Out.....	4
Upon Arrival	4
Upon Departure	5
Daily Routine	5
Children’s Program.....	5
Other General Information	5
Nutrition & Snacks	6
Illness/Infectious Disease Procedure	6
Immunisation	6
Behaviour Management	7
Emergency Evacuation Procedures & Training.....	7
Feedback	7
Newsletters.....	7
Staff Employment	7

- Custody issues/arrangements

Please notify us of any changes to care arrangements, medical details or immunisation status. Your child/children's safety is of our highest concern.

Bookings

Bookings are essential and can be made up to 2 weeks in advance with **payment at the time of booking**, for childcare or occasional care. All bookings and payments are taken at reception.

Child Care Bookings: Session 1 9-10.30 Session 2 10.30-12.00 (parents remain on the premises)

Occasional Care Bookings: 9-12 (parents may leave the premises)

Regulations limit the number of children we can accommodate at any given time therefore it is essential that you arrive and depart according to the times that you have booked. Should you arrive late you will only be eligible to stay for the time in which you had originally booked, unless otherwise discussed with the childcare staff.

A late fee applies of \$1 per minute for any late collections.

Cancellations & Transfers

Cancellations

There is no refund or returned credit for any cancelled bookings. If notification to the centre is made prior to 8.00am of the day booked, please refer to the Transfer option below.

Transfers

Booking cancellations received by 8.00am of the day booked will be able to be transferred to an alternative day within the following 14 day period. Bookings can only be transferred once and they are forfeited if not used. Booking cancellations made after 8.00am of the day booked are forfeited.

What to Bring

- Nutritious snack (clearly labelled)
- Drink (clearly labelled)
- Change of clothes (including socks)
- Pram/stroller for children, where required
- Spare nappies
- Bottles
- Comfort items e.g. dummy etc

Sign In/Sign Out

It is necessary to sign your child/children in and out upon each visit. Children's Services Regulations state that you **MUST** complete ALL information requested for EACH child attending care for the day.

A person collecting your child other than yourself **MUST** be registered as an "authorised person" on your enrolment form and when necessary, identification must be provided before your child/children can be collected from the childcare facility by such a person. When the pick-up person is not registered formally in writing by the child/children's parents or legal guardian, the child/children **WILL NOT** be released from the centre's care under any circumstances.

Upon Arrival

1. Sign your child/children in, completing ALL details.
2. Place snacks/drinks where requested, making sure items are **CLEARLY LABELLED**.
3. Where required, place **CLEARLY LABELLED** bags in the space provided.
4. Inform staff of ANY specific requirements relating to the care of your child/children for the day. This may include feeding times, toileting needs, enrolment record updates, person's other than yourself collecting you child/children from care etc.

Please endeavour to adhere to the time of your booking since the number of children in the room at any one time is governed by strict regulations and affects the quality of care staff are able to provide.

Upon Departure

1. See staff for any relevant information relating to your child/children's care for the day.
2. Collect ALL your child/children's belongings.
3. Sign your child/children out along with the time of collection.

PLEASE NOTE

It is important that you enter and exit the childcare room with a staff member present at the door. Please keep arrivals and departures brief to enable child care staff to continue supporting and supervising other children in our care.

Daily Routine

In order to best meet the needs of each individual child and their family, a *flexible play* routine is adopted. We do encourage a snack time where children sit together as this provides them with a time to socialize with all ages. Aspects of the program shall vary from day to day according to the overall group needs, the constructiveness of play and the educational experiences and activities implemented. Our routine also incorporates healthy hygiene practices. Children wash hands on arrival, before / after snack and after toileting or a nappy change.

Children's Program

Educational programs are provided daily to incorporate individual, cultural and developmental needs. Programs are planned on a monthly basis by all staff, as they interact with the children and observe their interests and needs in each developmental area. The educational program implemented assists in fostering independence, responsibility, co-operation, problem solving, active play and creativity. Group experiences are also implemented within a range of activities provided each day.

The program is displayed at the childcare entrance.

Overall aims of the program are for the children to:

- Develop self confidence and independence.
- Learn to co-operate and interact positively with others.
- Use appropriate language as a means of communication.
- Use the activities as an avenue to further develop their physical, social, emotional, creative and cognitive skills.

Other General Information

- Please endeavour to ensure that your child/children arrive with a clean dry nappy.
- Should your child be in the process of toilet training, please inform staff of the toileting procedures you have adopted at home and provide a change of clothing (including socks).
- We advise that children's toys remain at home so as they do not get misplaced or broken.
- You *shall* be contacted if your child is unsettled and distressed and is not able to be comforted. We advise parents not to re-enter the childcare facility after leaving as this can be unsettling for many children. You are free to contact the childcare staff via reception staff or by phone at any time to check on your child's progress. Parents/guardians shall always be contacted in the case of an emergency or if the child/children are unwell or injured.
- Please take your time to talk to staff and make yourself aware of all policies and procedures relating to the Childcare Facility.

Nutrition & Snacks

Healthy eating habits are recommended. We discourage “junk” foods such as chips and other similar packaged snack foods, lollies, chocolate and soft drinks.

Please be aware that we are a **NUT FREE CENTRE** due to the high number of children attending with allergies. Therefore, we ask that nuts and nut products (including Nutella, Peanut Butter, muesli bars etc) NOT be brought into our centre.



It would also be appreciated if you can refrain from including egg in their snacks. E.g boiled eggs, egg sandwiches, frittata etc.

As we have a mixed age group in our centre please be considerate (especially of the babies/toddlers) in the type of food you bring in. Popcorn is not recommended.

Children’s snacks are to be in a *clearly labelled* container with a lid and be placed where nominated upon arrival, (a refrigerator is available if required) and collected at the end of your child’s stay.

We also have a microwave available to assist in heating milk.

Illness/Infectious Disease Procedure

To protect your child, other children and staff, please keep your child at home if they display any of the following symptoms:

- High temperature
- Diarrhoea or vomiting in the last 24 hours (exclusion until there has not been vomiting or diarrhoea for 24 hrs).
- Conjunctivitis
- Rashes
- Severe runny nose, cold or flu
- Contagious diseases

Please refer to the complete Exclusion Table displayed in the centre for more information.

Should staff discover your child is unwell during their stay, you or any other nominated emergency contact on the child’s enrolment form will be notified and asked to collect them.

IF YOUR CHILD IS DIAGNOSED WITH AN INFECTIOUS DISEASE, confirmation from a doctor will be required upon your child’s return to childcare to ensure they have completely recovered from their illness.

Under legislation, we are required to notify patrons when we have had an outbreak of an infectious disease. Please notify childcare staff if your child is diagnosed with an infectious illness.

Immunisation

Under the new 'No Jab, No Play' legislation which is in place from 1 January 2016, before enrolling a child, early childhood services will have to first obtain evidence that the child is:

- fully immunised for their age **OR**
- on a vaccination catch-up program **OR**
- unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation.

Children at primary school attending our service are exempt, though we encourage you to have their immunisations up to date, as it helps to limit the spread of infection.

If you do not have a **copy** of your child's Immunisation History Statement, they can be requested at any time by contacting Medicare:

- phone 1800 653 809
- email acir@medicareaustralia.gov.au
- visit the [Medicare website](#)
- visit your local Medicare office.

Behaviour Management

A diverse range of children attend our facility everyday, all of varied ages, cultures and at different stages of development. Behaviour is managed in a positive and consistent age/stage appropriate manner, specific to each individual child, by experienced and qualified staff. It is our intention that all children feel supported, respected, are given the space to explore and develop skills in a trusting, secure environment..

Emergency Evacuation Procedures & Training

In the event of an emergency evacuation of the centre, children will be evacuated to the designated evacuation area (either Greensborough Walk or Stubley Court).

In the interest of yours and your children's safety, **parents are not to return to the childcare facility during this time.**

This is also the case when "training" emergency evacuation procedures take place every 4 months. Your co-operation is greatly appreciated to ensure all staff are adequately trained in the case of a real emergency.

Feedback

By receiving your feedback we can ensure we are meeting your needs. So please let us know what you think of our facility and the service provided by utilising our feedback system. You are also welcome to discuss any concerns you may have with our Childcare Co-ordinator.

Newsletters

A newsletter is distributed to parents at the end of each school term via email. It is important you read the newsletter as this is how we communicate any important information you need to be aware of, any updates and what has been happening in childcare.

Staff Employment

The staffing requirements regarding the Childcare Facility are as follows:

- Hold a recognised Children's Services qualification.
- Hold a current Working with Children Check.
- Hold a current workplace Senior First Aid and CPR certificate or equivalent.
- Have completed and have a current certificate in Anaphylaxis Awareness and Asthma Management.
- Have completed a facility orientation and induction program which includes health and safety obligations, emergency evacuation procedures and customer service expectations.

If you wish to view any of our policies in full please feel free to ask one of our staff members for our Childcare Manual.

Thank you for taking the time to read our Parent Handbook. Please speak with the Childcare Co-ordinator if you require any further clarification.