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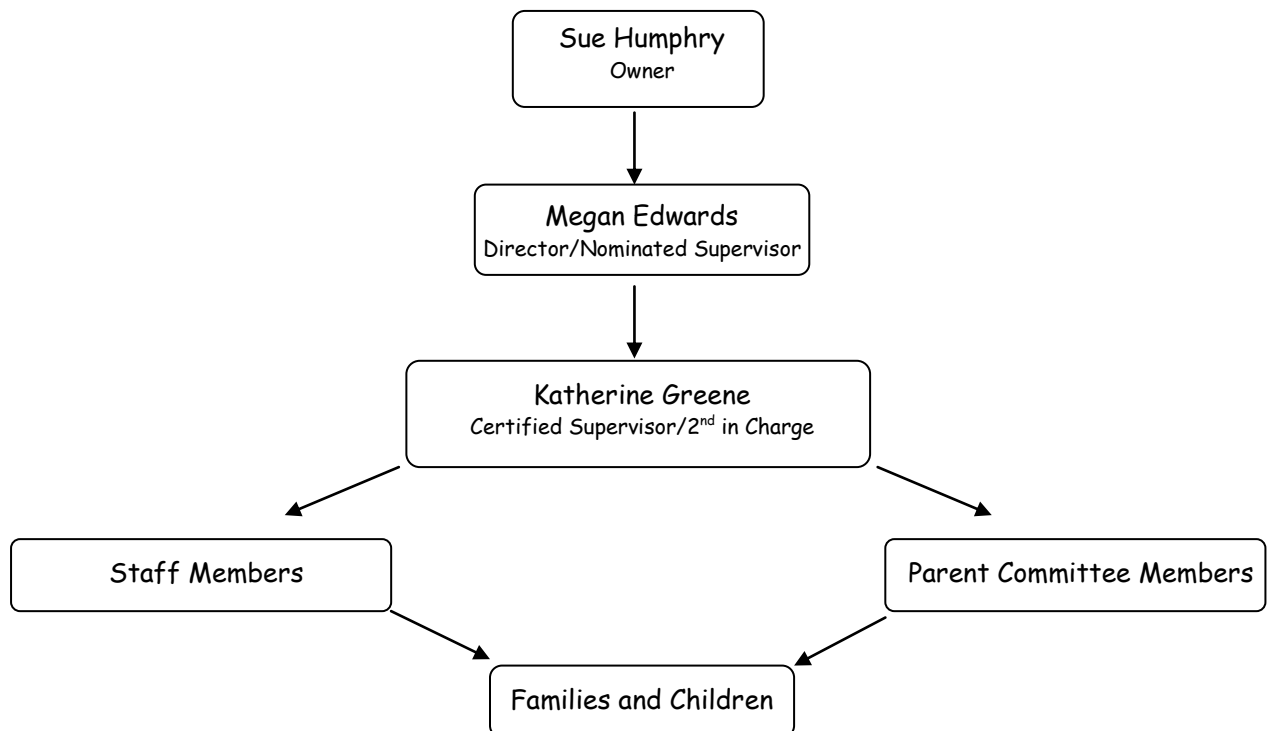
## Welcome

We would like to take this opportunity to welcome you to Heathcote Sunshine Kids and hope that your journey with us is an enjoyable experience. Heathcote Sunshine Kids is committed to high quality care and education and we encourage families to feel comfortable and secure in their new environment. This publication has been designed with families needs in mind and with the intention of answering questions about our centre and the service it provides. If you would like further information on the centre's organisation or on any matter you wish to discuss, please do not hesitate to contact us. We look forward to sharing your child's early years with you and your family.

## Operational Information

Heathcote Sunshine Kids is a purpose built Long Day Care Centre that was established in February 2003. In January 2007 the centre opened a 0-2 year old room and expanded to cater for 30, 3-6 year old children. The centre currently caters for 12, 0-2, 14, 2-3 and 30, 3-6 year old children and has a minimum of 8 qualified early childhood educators in attendance each day. We are open 50 weeks of the year, from 7:30am to 5:30pm, closing for 2 weeks over the Christmas and New Year period. The centre is registered with the National Childcare and Accreditation Council and is an accredited centre. The centre is also licensed by Community Services (formally DoCS), who regularly visit the centre to ensure that a high standard of care for your child is maintained. Our local Community Services office is situated at 3-5 Stapleton Avenue, Sutherland, phone: 8536 1111. Alternatively, we also have contact with Michelle Hyde our Community Services Officer, phone: 8303 6505.

## Management Structure



## Mission Statement

Heathcote Sunshine Kids is striving to provide a warm, supportive and educational environment of the highest quality for young children and their families.

## Our Philosophy

Heathcote Sunshine Kids believes that:

Children and their families are the heart of our centre and are capable and resourceful contributors to our programme.

Each child is to be respected and valued as an individual to learn and develop to their fullest potential. We aim to provide a learning centre that is responsive to the unique nature of all children, families, staff and the community and acknowledge and honour the importance of diversity and difference.

The curriculum will be build upon children's own experiences, knowledge, skills, attitudes, needs, interests, views of the world and reflective practice. We believe in the power of children's interests as a tool for learning and the importance of providing experiences and provisions to scaffold their learning.

Each child has a rich individual learning style and learns through open-ended exploration and play. Our learning environment fosters children's ability to make choices and encourages them to explore, co-operate, experiment, create, ask questions, interact, investigate, discover and express themselves.

The process of development is internally driven and influenced by interactions and relationships with others. Children's learning is socially constructed and the power of peer mentoring is highly regarded. Our learning environments promote opportunities for children to collaboratively solve problems and advance their knowledge base. Children's development is viewed holistically and the developmental domains of social, emotional, cognitive, physical and language skills are integrally interwoven into the curriculum.

Parents and families are the most important people in children's lives and the most significant influence on their learning. The power of partnerships with families is essential to the development of shared goals for children. The formation of such partnerships fosters trust and creates a sense of shared responsibility and collaboration.

All staff play a vital role in shaping the future of children through the provision of high quality care. We will advocate to the community that we are a valuable resource by demonstrating exceptional conduct at all times. This conduct shall abide by the legislation and organisations that bind our profession.

Staff will excel when their individual talents and contributions are acknowledged and valued. We believe in the vital nature of lifelong learning and acknowledge the importance of experience, formal qualification and professional development. We believe that knowledge and understanding of child development and care giving practices is essential to enhance the curriculum and the uniqueness of each child.

The physical environment is regarded as a teacher in children's learning, the presentation and organisation communicates respect and messages of care towards children's learning. It is a valuable learning resource providing children with an appreciation of beauty and aesthetics through the provision of rich materials, resources and surroundings. We believe that the environment should promote a sense of wonder yet guarantee the health, safety and wellbeing of all children, families and staff.

## Quality Assurance

Heathcote Sunshine Kids participates in the Quality Improvement System every 2½ years, which is administered by the National Childcare and Accreditation Council. As part of this process the centre is committed to the continual improvement of centre's policies and procedures to assure families that their child receives the highest level of care and education. The centre received its initial accreditation status in December 2004 with this being reviewed every 2 ½ years. The centre's current Quality Profile is available at the centre for all families to peruse or the centre's accreditation status can be viewed at [www.ncac.gov.au](http://www.ncac.gov.au).

## Fees

Our current fee structure is \$83 a day for Moonbeams (0-2), \$72 a day for Rainbows (2-3) and \$69 a day for Starlight's (3-5). Child Care Benefit is available to eligible families. A non-refundable fee of \$50 per child is to be paid on enrolment. Fees must be paid for all the days that your child is booked into the centre, except over the 2 week shut down period. As with most childcare centres and preschools, public holidays and absences must be paid for and there are no make-up days.

Fees are to be paid two weeks in advance from your nominated account through Child Care Easy Pay, with fee's being processed on a fortnightly basis. You will be allocated a secure internet profile upon enrolment which gives you access to payments, your payment history and the ability to update your details. It is the responsibility of the account holder to ensure there are sufficient funds in the account as a dishonored fee of \$5 is charged through Child Care Easy Pay and an overdue account fee of \$10 is furthermore added to your account for each week the account remains in arrears. Parents who are more than two weeks in arrears will be issued with a statement, which must be paid immediately. Failure to pay this bill may result in your child's place being terminated and legal advice will be sought to recover any unpaid fees and all legal fees will also be added to your account.

A two week bond will also be payable upon acceptance of a position at Heathcote Sunshine Kids. The centre will retain this bond until you leave and have finalised all outstanding debts. Three weeks notice must be given when withdrawing your child, or three weeks full fees paid in lieu of notice. If your child is withdrawn 8 weeks prior to our shut down period, full fees will also be incurred. Please be aware that if your child is withdrawn for the centre or they are absent after giving notice full fees are payable as we cannot claim Child Care Benefit (CCB) and the Child Care Rebate (CCR).

## Child Care Benefit

Families must register with the Family Assistance Office (FAO) by completing a "Child Care Benefit Application Form" or register online. The family will receive an assessment notice which will need to be given to the centre to calculate each family's weekly fee or alternatively your family and child's Customer Reference Number (CRN) will need to be supplied to the centre upon enrolment. Full fees will apply until the centre receives information forwarded to you stating that you are eligible for Child Care Benefit. Parents are required to inform the FAO of any changes that may affect their assessment. Please note that if you do not register with the Family Assistance Office (FAO) or you do not provide the centre with the correct information than you may not be entitled to receive Child Care Benefit (CCB) or the Child Care Rebate (CCR). Our Approval ID is for all Child Care Benefit related enquiries is C1-631-922.

Each child is entitled to 42 days of absence per financial year while claiming Child Care Benefit. An absence may be defined as: a public holiday, sick day, holiday, occasional absence or public holiday. Once the initial 42 days have been exhausted, additional absences may be claimed in certain circumstances. These absences must meet the additional absence criteria defined by the Department of Education, Employment and Workplace Relations. If any additional absences do not meet the criteria than full fees will apply.

## Centre Personnel

Our centre personnel are dedicated to providing you and your child with high quality care and education. Heathcote Sunshine Kids believes that high quality staff provides a high quality service. It is for that reason that there are trained educators in each of the centre's classrooms and the centre has a strong focus on professional development and ongoing training. Staff members are required to attend two training sessions per year to further develop their skills and knowledge.

The centre personnel consist of:

- University qualified Director/Authorised Supervisor (Bachelor of Education Early Childhood), who is also responsible for the overall management of the centre.
- Three University qualified Teachers (Bachelor of Teaching/Education Early Childhood).
- Four TAFE trained staff (Child Care Certificate/Certificate in Child Care Studies/Associate Diploma (in Social Science-Child Studies)/Diploma in Community Services (Children's Services).
- Three Certificate III in Children's Services.
- Three Trainees (who are studying Certificate III in Child Studies).
- Administrative/Clerical Assistant.

Heathcote Sunshine Kids have regular staff meetings, room meetings and separate programming times to ensure that staff are well informed and are providing a quality programme. A yearly staff development day is also organised to allow for an intensive review of the programme and to work on specific issues.

A pool of relief staff are employed by the centre to ensure that children receive continuity of care while regular staff are away from the centre. All relief staff have previous experience in working with young children and have been orientated with the service upon employment.

Students from various Colleges, Universities and local High Schools may visit the centre to gain practical experience as part of their training. Students may need to observe your child as a requirement of their studies. They, like staff, will retain confidentiality regarding their observations of the children and information gained throughout their visit. Permission is to be granted upon enrolment for student observation however staff will discuss student requirements with individual families prior to this taking place.

## Our Educational Programme

Each classroom has primary contact staff that bring their own individual skills and experiences to the classroom. The centre has a clear set of goals based on the centre's philosophy and established from a sound knowledge of early childhood educational theories and practices. Variations within the classrooms will occur due to the individual routines established for children as well as through the unique teaching styles of the room leader and primary contact staff.

Heathcote Sunshine Kids offers a developmentally appropriate play-based programme, which is based on the emergent curriculum philosophy. This philosophy describes the kind of curriculum that develops when exploring what is "socially relevant, intellectually engaging, and personally meaningful to children" (Jones and Nimmo, 1994). "Emergent curriculum arises naturally from adult-child interactions that allows for "teachable moments". It connects learning with experience and prior learning and includes the interests of children, teachers and parents, responding to their interests rather than focusing on a narrow, individual, or calendar driven topic. It is process rather than product driven" (The Gardner School, 2003-2004).

In summary, the emergent curriculum is typically implemented after an idea emerges from an individual or group of children. The curriculum is emergent because it evolves, diverging along new paths as choices and connections are made (Reynolds, 1992). Opportunities are offered in accordance to the decisions made between adults and children and a variety of experiences are provided to help children develop an understanding of their world.

In 2009 the Council of Australian Government's (COAG) introduced the Early Years Learning Framework. The Early Years Learning Framework describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

The Framework conveys the highest expectations for children's learning and communicates these expectations through the following five Learning Outcomes:

- Outcome 1: Children have a strong sense of identity
- Outcome 2: Children are connected with and contribute to their world
- Outcome 3: Children have a strong sense of wellbeing
- Outcome 4: Children are confident and involved learners
- Outcome 5: Children are effective communicators

Learning centres are set up in the classrooms so that small groups and individual children can explore constantly varying materials. Teachers find creative ways to incorporate the interests being explored and choose activities that are interesting, inviting, age and developmentally appropriate, open-ended and process orientated. If a particular area is popular, teachers may choose to repeat it often until the intense interest passes. The children have the freedom to modify or add materials to suit their own interest and needs which contributes to the successful development of children's self-esteem.

To know how to plan and proceed with the children's interests, the teachers will listen to and observe the children closely whilst at play. Teachers will ask questions; discover the children's ideas, hypotheses, and theories; and provide occasions for discovery and learning. The teachers will work together to record these discussions and observations and communicate these through a learning journal and photographs at the end of each day.

Individual Journals will highlight your child's progress and interests throughout their time at Heathcote Sunshine Kids. Photographs, work samples and written observations will be collated and used to elaborate on each child's uniqueness whilst giving you helpful feedback about your child's development and progress. Your child's Individual Journal will hold many fond memories and be yours to keep at the end of your child's journey at Heathcote Sunshine Kids.

Group experiences are an essential element to the curriculum and based upon the children's emerging development and interests. It can involve either whole or small group experiences with a focus on language development, music and movement or varied learning experiences. Group experiences are valued within the curriculum as these assist young children to respond to the needs of others in a group situation.

## Transition to School

"Starting school is a time of excitement, trepidation, happiness or sadness for all involved. Children and parents may all be excited by the transition but, at the same time, may admit to feeling apprehensive. For many children and parents the excitement of going to school is tinged with a sense of not knowing exactly what it will be like." (Dockett & Perry, 1999, p.1). The changes that children and parents encounter as they go to school can be enormous. This transition is one of the first children and parents will make and the way it is managed sets the stage not only for success at school, but future responses to life. It is, therefore, our role to help children and parents through this transition and provide support in a variety of ways. For further information on the centres transition to school program please contact centre personnel.

## Transitioning between Rooms

The majority of positions are offered for the commencement of the new calendar year however limited positions become available throughout the year. There are many considerations taken when transitioning a child into another room. Firstly, a position needs to become available on the days that your child attends the centre. We also take into consideration your child's individual strengths and needs. This is particularly relevant to the later half of the year as the age and developmental gap between the children can be significant. Management keeps a record of children who have turned either 2 or 3 throughout the calendar year and offer these positions to existing children, where available. It is important to note that the centre is licensed for a maximum number of children within each room and that your child's position is based on the position your child holds at the centre and not their chronological age.

## Communication with Families

Communication takes on a variety of forms at Heathcote Sunshine Kids. It is essential that families read all notices and signs when entering the centre to check for up-coming events of interest, special requests and other pertinent information. A newsletter with information about the programme, centre happenings and articles/information relating to children/families is distributed via email on a monthly basis. A communication pocket is allocated to each family, where notices, messages and receipts will be left for families to collect however the majority of information will be forwarded to families via their nominated email account/s. Hardcopies of all correspondence will be made available on the sign/in out desk and at parent's request. In each of the classrooms information regarding children's individual sleeping and toileting habits will be displayed and photographs and learning journals to inform families on their child's day.

## Parent-Staff Partnerships

Staff and families share the common goal of positive outcomes for children. Partnerships between staff and families are characterised by active communication and consultation that is fostered by staff and management. Each partnership is unique and will be dependent upon the specific needs, interests and communication styles of the participants. The centres "Open Door" policy encourages family members to visit the centre at any time to become involved in the centres community and daily life.

Centre personnel will foster partnerships with families by:

- inviting families to spend time at the centre with their child.
- encouraging families to help out with excursions & special events.
- asking them to assist with odd jobs, such as repairing books or repairing equipment.
- asking families to share their culture, talents, skills and experiences within the centre.
- discussing issues with staff regarding their child, ideas for the centre and programming.
- providing feedback on policies and procedures.

- being a member of the parent committee, which meets periodically throughout the year. The parent committee helps make decisions on policies and accreditation issues.
- attending social events and meetings planned for families e.g. End of Year Concert, Family Fun Day and Grandparents Day.

## Orientation

A smooth transition from the home to a more formalised learning environment is essential for both children and their families. If children feel nurtured, safe and happy within their new environment, families will feel more confident that their children are being well cared for. An orientation process that children and their families can follow is essential for this smooth transition to occur.

We encourage you to bring your child in for an orientation session prior to commencing at the centre. This enables your child to become familiar with their new surroundings and carers. An information night will be held for new families and centre personnel will be available to answer any questions. If your child is commencing throughout the calendar year than an individualised orientation and interview with the Director will need to be arranged. We encourage families to visit the centre after their orientation session to further assist in their child's transition. Please contact the centre in the morning to inform them of your expected arrival time and to ensure suitability.

For the first two weeks of the New Year parents will be asked to bring their child between the hours of 10:00am-3:00pm, if possible. This will allow children to attach to a primary caregiver and will provide them with the reassurance that their parents are coming back, as seeing other children leave can be quite distressing.

Centre personnel understand that it is difficult for parents to leave their child for the first time, and encourage parents to call throughout the day to check on their child's progress. Please allow time so your child does not feel rushed on arrival and departure and they can show you things and places that interest them. Here are some suggestions to assist you:

- Say "Goodbye".
- Don't prolong the farewell.
- Say, "I'm going now. I'll be back this afternoon".
- Give your child a kiss and a hug before you leave.
- Always let the centre personnel know that you are leaving. This will signal the staff to give a little extra support to your child should they need it.

## Daily Requirements

- Bag: that your child can manage independently and be placed easily into the lockers (no suitcase bags).
- Lunch: include a sandwich, fruit, muesli bar etc in a lunch box that they can manage independently.
- Morning tea/afternoon tea: a healthy snack in a separate container or paper bag clearly labeled.
- Drink bottle: filled with water. Please ensure your child can recognise and manage their own drink bottle.
- Spare change of clothes: please send a full set of clothes in case of toileting, water or painting accidents. If your child has just commenced toilet training it may be beneficial to pack more than one set of clothes.
- A cuddly toy/comforter: for rest time, if needed.
- Disposable nappies: if your child is not toilet trained or needs one for rest procedures (at least 5).
- Jumper: even if it is hot as the weather can change quickly.

*Note: If your child is in the 0-2 year old room the daily requirements will reflect your child's individual routine needs. Staff will discuss these requirements with you.*

## Parent Concerns

We recognise that at times individual parents may have grievances that need to be resolved in the interest of good relationships and quality care for children. These grievances can only be resolved if a line of communication is established and negotiations conducted in a reasonable manner. We encourage parents to bring their concerns to the attention of the centre personnel immediately so they can be dealt with promptly. We aim to address any concerns with the emphasis on resolving issues in a professional manner.

## Celebrations

We encourage families to let their child share special celebrations with us at the centre. Mother's day, Father's day, Christmas, Easter and Birthdays are all celebrated. The centre also aims to provide inclusive practices by delivering a curriculum that is accepting of the cultures in our wider community. If for cultural or other reasons you do not wish for your child to participate in any of these celebrations please indicate this upon enrolment and speak to centre personnel.

Please feel free to send a cake on your child's birthday, as this is a very special event that can be shared with the other children. The centre requests that individual cakes, such as cup cakes, donuts or a previously cut slab cake are sent for birthday celebrations. Families are more than welcome to come and join in the festivities with their child and centre personnel would be more than happy to take photographs of this celebration to place into their journals. If your child is unable to consume cake please send an alternative for staff to provide.

## Personal Toys

It would be appreciated if children did not bring toys or valuables from home unless they are required for a special event, rest time procedures or for "Show and Tell". Toys from home can become lost or broken and it saves a lot of heartache if these items are left at home. It furthermore encourages children to continually be in an area which is not constantly supervised by staff and these toys may provide a risk to the younger children in our environment. Other items that should not be brought into the centre due to the health, safety and well being of all children attending the centre are:

- Cigarettes
- Cigarette lighters
- Creams - suncreams, nappy creams etc
- Headache tablets
- Medications
- Poisons
- Safety pins, rubber bands, small hair clips etc
- Mobile phones
- Cosmetics
- Plastic nappy/shopping bags
- Any other item that could potentially cause harm to a child

## Clothing

Children should be able to attend the centre and carry out the day's activities in comfort and safety. The clothes and shoes that the children wear need to provide for this comfort and safety. We understand that family's cultural backgrounds will influence what the children wear, and these choices will be respected. However, we may need to apply reasonable judgment in certain circumstances. It is the health and safety of

all children that will guide staff in their suggestions and actions in relation to clothing. The following items are not to be worn as they are dangerous and limit your child's participation in the centres activities:

- Long dresses and short skirts
- Overalls (unless the child can use independently)
- Toggles and/or long draw strings around necks of jumpers
- Shoes that are too big, give little protection or have raised heels
- Thongs or gumboots
- Sleeveless dresses and/or shirts
- Necklaces, ribbons, capes and scarves

Please ensure that everything that comes into the centre is clearly labeled with your child's name. Labeling all items including socks, shoes and underwear assist centre personnel to locate the owner. Please check the lost property box regularly for any missing items. The centre takes no responsibility for lost items.

### **Arrival and Departure**

You are required to sign your child in and out each time they attend the centre. This is a legal requirement. Failure to do so is putting the centres license in jeopardy as well as your Child Care Benefit. Full fees will be charged for any unsigned attendance, as Child Care Benefit cannot be applied for these days.

We will only allow parents or persons stated in writing on the enrolment form or "Consent to Release Form" to collect your child from the centre. Please escort your child to centre personnel upon arrival. Under no circumstances are children to be left in an area not being supervised by centre personnel. Always acknowledge your arrival and departure by encouraging your child to say hello and goodbye. If you are unable to collect your child from the centre, you will need to ring, or notify the centre by completing a "Consent to Release Form". This form is located in the foyer. Please ensure that your contacts are aware that photo identification will be required.

### **Custody Arrangements**

If you have a legal agreement outlining custody or restraining arrangements, please provide the centre with a copy for our records. Parents are kindly requested to notify the Centre Director immediately if any legal circumstances change.

### **Late Fee**

Heathcote Sunshine Kids is open between the hours of 7:30am and 5:30pm. A late fee of \$10 for 10 minutes or part thereof will be charged to any family who has not collected their child from the centre by closing time. Your child's position may be in jeopardy should this occur more than 3 times in a year. We also ask that families respect centre personnel's roles and responsibilities in the morning and not arrive prior to 7:30am.

### **Behaviour Guidance**

Taking a positive approach to behaviour guidance means trying to understand why a child behaves in certain ways. It also means encouraging acceptable forms of behaviour by using strategies that build children's confidence and self-esteem, and providing children with support, guidance and opportunities to manage their own behaviour. Centre personnel try to recognise why a child behaves in a certain way, and encourage more acceptable forms of behaviour through a positive approach. If centre personnel are having difficulty managing your child's behaviour they may seek a meeting with you to discuss a behaviour management plan. It is expected that families work in collaboration with centre personnel with any area of concern and follow-up on referrals should this be requested.

## Illness and Communicable Disease

The health, safety and well being of children, families and centre personnel at the centre is a priority. Centre personnel reserves the right to send home or refuse attendance to any child that is considered unwell. If your child is unwell or showing signs of an infectious or contagious disease, we will contact you immediately and you will be required to collect them from the centre. If you are unable to be contacted centre personnel will contact those people nominated on the "Authority to Collect/Emergency Contact" form. Please respect this policy and do not send your child if they are unwell.

If your child seems unwell or has a high temperature staff will:

- decide if the child requires exclusion from other children.
- take the child's temperature using an axillary thermometer.
- lay the child down, remove excess clothing, encourage the child to drink small and frequent amounts of cool water.
- check the child's enrolment form to see if Panadol can be administered, and whether the child has a history of febrile convulsions due to high temperature.
- contact the parents or emergency contacts to notify them of the child's condition.
- request that they collect the child from the centre.
- ask whether they wish for Panadol to be administered if the child's temperature goes over 38°C (The parent must have previously signed the permission declaration form).
- ask the parent to repeat this instruction to another centre personnel.
- record the child's illness on an "Unwell Child Checklist" which parents will be required to sign upon arrival.

There are circumstances where a child is too ill to attend the centre and needs to stay home for treatment and recovery. It is the policy of this centre not to admit any child who has a communicable disease. Exclusion periods are recommended by the National Health and Medical Research Council and based on the time a child is infectious to others. The following illnesses require exclusion:

- |                  |                              |                  |                             |
|------------------|------------------------------|------------------|-----------------------------|
| • Conjunctivitis | • Hand, foot & mouth disease | • Measles        | • Rubella                   |
| • Chicken Pox    | • High temperature (37.5+)   | • Mumps          | • Throat & chest infections |
| • Diarrhea       | • Infectious hepatitis       | • Mucus coughing | • Whooping cough            |
| • Diphtheria     | • Impetigo                   | • Ring worm      | • Vomiting                  |

Please notify the centre if your child has been exposed to or has a communicable disease or illness. A doctor's clearance is required prior to re-admittance to the centre for any communicable disease or illness or the required exclusion period has passed. Any diarrhea, vomiting, or high temperature must be clear for at least 24 hours before returning to the centre. A child who is receiving medical treatment, such as anti-biotics, must also remain at home for 24 hours after the initial dosage.

## Immunisation

The centre is required to maintain up-to-date immunisation records for all children attending the centre. Parents are requested to supply proof of immunisation upon enrolment and are responsible for advising the centre of any updated immunisations. The Australian Immunisation Register must have a record that your child has been immunised to retain eligibility for Child Care Benefit.

If a parent chooses not to have their child immunised or the child is homeopathically immunised, then the child will be excluded during an outbreak of a disease that is prevented by immunisation for the length of time that is recommended by the NSW Department of Health. A "Contentious Objection Form" will need to be supplied to the centre in these circumstances.

## Administration of Medication

If your child requires medication while at the centre, you must complete the "Medication Form" on a daily basis, even if the medication is required for more than one day. If the medication is prescriptive, please ensure that it is in its original named container clearly marked with the medical practitioners instructions. Any medication must be handed directly to centre personnel so that it can be stored in an area inaccessible to children. Centre personnel will confirm medications administered to children and the form will be signed to indicate that the medication has been administered. Homeopathic, naturopathic, over-the-counter or non-prescribed medications will only be administered if a medication form is complete. Written instructions and dosage from a health professional prescribing or dispensing the medication is also required along with associated effects and risks.

The centre will facilitate effective care and health management of children with chronic health conditions. If your child has asthma, diabetes, allergies or other health conditions, a specific health management plan must be completed in consultation with your child's medical practitioner.

It is often difficult to diagnose young children with asthma, as many children have asthma like symptoms of a cough and wheeze. Some children may have their first asthma whilst in care and have not previously been diagnosed. As a result, any child who has difficulty breathing or has a first attack of asthma in care will be administered reliever medication. No harm is likely to result from giving a reliever puffer to a child without asthma.

## Sun Safety

Australia has the highest incidence of skin cancer in the world and sun exposure during childhood significantly increases the risk of developing skin cancer and melanoma. As a result, the centre aims to develop in children positive attitudes towards protecting themselves from the sun, and ensure the children are protected from the harmful effects of UV rays.

Upon enrolment each parent will be requested to purchase a legionnaire style hat for use in outdoor activities. Permission will also need to be granted for centre personnel to apply Cancer Council 30+ sunscreen to children. Parents are to apply this in the morning and centre personnel will apply 20 minutes prior to going outside during the day. Children will be required to wear sleeves and collars when playing outside and the centre will arrange outdoor play activities in shaded areas wherever possible.

## Emergency Procedure

An emergency evacuation plan is displayed in each classroom. Every 3 months, the centre conducts an emergency evacuation scenario. The aim of this scenario is to ensure that in the event of a real emergency, the children can be evacuated quickly and safely or the scenario implemented safely. In the event of an emergency centre personnel will:

1. Direct the children to the closest and safest exit, taking the fire bag near the classroom doorway.
2. Take the children to the High School field (34 Wilson Parade) either through the front OR back gate, depending on the location of the fire or alternatively along side the adjacent shop (The Avenue)
3. Use books, drinks, etc in the fire bag to settle the children on the grass and reassure them as rolls are marked and are cross-referenced with sign in/out rolls.

In the event that the nominated assembly areas are not appropriate or if the evacuation is for an extended period of time, children will be relocated to an alternative location. Families will be advised of this location through written communication on the front entrance to the centre and the supervisor in charge will also be present to inform families upon arrival.

## Accidents and Injuries

Even in the safest environment accidents and injuries do occur. Any accident that may occur at the centre will be recorded on an "Incident and Accident Record". If your child has sustained an injury throughout the day you will be required to sign the record, indicating that you have been made aware of the incident. A copy of this report will be given to you for your own records, if requested. If necessary you will be contacted to collect your child. If you cannot be contacted and your child requires medical attention, we will take the necessary steps required. Any medical expenses incurred will be the parent's responsibility.

## Visitors and Excursions

The centre believes that visitors and excursions are an essential part of the programme as they provide the opportunity to expand a child's experience, explore different environments and learn new activities. You will be informed in advance of any planned visitors or excursions. Parents are required to give permission for their child to participate in any activity. Notes regarding such activities will be forwarded via email to family's nominated account/s. Visitors or excursions will be organised on different days of the week to ensure all children are able to enjoy the change in the programme and a fair distribution of the costs amongst the centre.

## Nutrition and Food Safety

The centre believes that healthy eating habits need to be instilled in children from a young age and we wish to encourage this in children while they are in our care. Parents will be requested not to send "junk" food for children to consume eg: no chips, chocolates, lollies, sweet biscuits, cakes, chocolate-coated items or sweet sugary drinks. We encourage children to drink water rather than cordial or fruit juices as medical reports suggest that these can suppress appetite, cause tooth decay, weight gain and irritability. The centre will provide safe drinking water for children at all times, and ensure they have adequate fluid intake during their time in care. Children will be able to eat when they are hungry, however eating, as a group at lunchtime will be encouraged. Staff will sit with the children to encourage conversation and model appropriate table manners.

All children's food should be labelled with their name, including a label, which states morning tea, lunch and afternoon tea. All children's food is to be stored in a sealed container to prevent the likelihood of food being contaminated. Children's food is to be unpacked in the morning into the designated baskets according to meal type and child's group. Lunch items that require refrigeration are to be placed into the fridge upon arrival, according to child's group. All lunch items that contain meat, dairy products, seafood, processed fruit and vegetables, cooked rice and pasta, cut fruit and vegetables and foods containing eggs are to be stored in the fridge to prevent an adverse affect. Parents are requested not to send items for afternoon tea that require refrigeration.

Food allergies in children are common and can be due to peanuts, other tree nuts (brazil, cashew, hazelnuts, almonds), fish, shellfish, eggs, wheat, milk, milk products, soy, seeds and some fruits. Food allergies are more common in children under 5 years of age than older children because young children may grow out of food allergies. Children who have had previous anaphylactic events should be identified upon enrolment. Parents will be asked to complete an "Action Plan for Anaphylaxis" in consultation with their child's practitioner. This form and any required training will be carried out prior to the child commencing care.

Heathcote Sunshine Kids is a "Nut Free" environment. Nut products such as peanut butter, nutella, chocolate, muesli bars as well as tree nuts are not to be consumed by any child or adult within the centre... We understand that for some families this may create packing your child's lunch somewhat challenging, but ask for your understanding in this matter. Items that contain 'traces of nuts' are allowable.

## Rest Time Procedures

Provisions are made for all children to rest each day, however no child is forced to sleep. We believe that rest time allows children to rejuvenate and prepare themselves for the rest of the day. All families are to purchase individual sheet sets for children aged between 12 months and three years from the centre upon enrolment, and supply their own blanket, and comforter, if necessary. If your child is above the age of three years and still requires a day sleep a set of sheets will also need to be purchased.

Families will be consulted about their child's individual needs for rest and sleep in order to maximise continuity between routines at home and at the centre however it is expected that children in the younger classrooms have a sleep or rest for no less than one hour in duration. Cots and beds will be arranged to allow easy access and exit of any child and to reduce the risk of cross infection between children. When children wake or resters have had sufficient time to relax children move to quiet activities. Children's rest or sleep patterns will be displayed for parents to note the amount of time their child has slept.

## Confidentiality

It is important and a requirement of the Children's Services Regulation 2004 to maintain confidentiality of any personal or health related information of children's centre staff and their families, children enrolled in the centre, and children's family. These guidelines apply to anyone employed or visiting the centre, including family members. As a result, all information is kept in a secure manner to prevent accidental or purposeful access by persons not involved in childcare activities or in the administration of the centre. Parents will be requested to sign and abide by the centres confidentiality policy upon enrolment and if behaviour by a family member contravenes this policy their child's position may be in jeopardy.

Visitors to the centre cannot take video recordings and photographs. If you or a family member is visiting the centre please be mindful of this policy. Staff are more than happy to take photographs on your behalf and place into your child's Individual Journal.