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Welcome

We would like to take this opportunity to welcome you to Camperdown Sunshine Kids and hope that your journey with us is an enjoyable experience. Camperdown 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

Camperdown Sunshine Kids is a purpose built Long Day Care Centre that was established in February 2007. The centre currently caters for 30, 0-2, 20, 2-3 and 24, 3-6 year old children and has a minimum of 12 qualified early childhood educators in attendance each day. We are open 50 weeks of the year, from 7:30am to 6:00pm, closing for 2 weeks over the Christmas and New Year period. The centre is registered with the National Childcare and Accreditation Council and is licensed by the Department of Community Services (DoCS), who regularly visits the centre to ensure that a high standard of care for your child is maintained. Our Children's Services Adviser is Nathalie Crane at Department of Community Service Strawberry Hills, phone 8303 6524.

Mission Statement

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

Our Philosophy

Camperdown Sunshine Kids believes that:

Each child must 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 should be built upon children's own experiences, knowledge, skills, attitudes, needs, interests, and views of the world. We believe in the power of children's interests as a tool for learning and the importance of providing opportunities and resources to extend upon these interests.

Each child learns in his or her own way through open-ended exploration and play. By allowing children choices and by encouraging them to explore, co-operate, experiment, create, ask questions, interact, investigate, discover and express themselves the child is seen as a capable and resourceful contributor to the programme.

The process of development is internally driven and influenced by interactions and relationships with others. 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.

We 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 is essential to enhance the curriculum and the uniqueness of each child.

The physical environment should be used as a learning resource and provide children with an appreciation of beauty and aesthetics through the provision of rich materials, resources and surroundings. We believe that the environment should guarantee the health, safety and wellbeing of all children, families and staff.

Quality Assurance

Camperdown 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 is currently registered with the National Childcare and Accreditation Council and will participate in the system after eighteen months of operation.

Fees

Our fees are \$75 per day for 0-2 year old children and \$65 per day for 2-6 year old children. A \$1 Equipment Levy and payment for visitors, excursions and other extra curricular activities are inclusive in our current fee structure. All families are eligible for at least the minimum Child Care Benefit. 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. Please ensure you sign for these absences to remain eligible for Child Care Benefit.

Fees are to be paid two weeks in advance in an envelope clearly labeled with your child's name, dates of care and amount being paid. You may pay weekly, fortnightly or monthly, with monthly payments to be paid in the first week of the month. All fee payments are to go into the fees tin. Cash, cheque or direct debit is accepted; however no change can be given. If a cheque is dishonored, associated charges will be placed onto your account. Notice of direct debit needs to be placed into the fees tin.

Our account details for direct debit are: Rhonda Susan Humphry Pty Ltd
BSB No: 012 262 Account No: 491 908 039

Parents who are more than two weeks in arrears with their fees will be issued with a statement, which must be paid immediately. Failure to pay this bill will lead to your child's place being terminated, and legal advice will be sought to recover the unpaid fees. Our legal fees will also be added to your account.

A two week bond will also be payable upon acceptance of a position at Camperdown Sunshine Kids. The centre will retain this bond until you leave and have finalised all outstanding debts.

Two weeks notice must be given when withdrawing your child, or two weeks fees paid in lieu of notice. If your child is withdrawn 6 weeks prior to our shut down period, fees will be incurred.

Child Care Benefit

Families must register with the Family Assistance Office (FAO) by completing a "Child Care Benefit Application Form". The centre will receive an assessment notice for each family. Administration will use this assessment to calculate each family's weekly fee. Full fees will apply until the centre receives a letter stating that you are eligible for Child Care Benefit. Parents are required to inform the FAO of any changes that may affect their assessment.

Our customer reference number (CRN) is currently unavailable at this time. Centre personnel will send you the appropriate form when this becomes available.

Each family is entitled to 30 days of absence per year while claiming Child Care Benefit. An absence may be defined as: a sick day, holiday or occasional absence. Once the 30 days allowable absence have been taken full fees will apply. If your child is absent due to illness and has a medical certificate, or if you have a letter from your employer for a RDO, these absences will not count towards the allowable absence total.

Centre Personnel

Our centre personnel are dedicated to providing you and your child with high quality care and education. Camperdown 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:

- Owner/Director who is responsible for the overall management of the centre.
- University qualified Teacher/Authorised Supervisor/Coordinator (Bachelor of Teaching Early Childhood).
- University qualified Teachers (Bachelor of Teaching Early Childhood).
- 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)).
- Child Care Assistants (with experience and differing levels of training).
- Trainees (who are studying Certificate III in Child Studies).
- Child Care Support Worker (Qualified Cook).
- Administrative Assistant.
- Cleaner.

Camperdown 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.

Camperdown 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.

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 written narrative and photographs at the end of each day.

Individual Journals will highlight your child's developmental progress and interests throughout their time at Camperdown 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 Camperdown 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.

Communication with Families

Communication takes on a variety of forms at Camperdown 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 sent home on a monthly basis. A communication pocket is allocated to each family, where notices, messages, accounts and receipts will be left for families to collect. In each of the classrooms information regarding children's individual sleeping and toileting habits will be displayed and photographs and narratives 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. 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, Kindy Disco 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.

For the first two weeks of the New Year parents will be asked to bring their child between the hours of 9:30am-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).
- Drink bottle: filled with water. Please ensure your child can recognise and manage their own drink bottle.
- Bottles with milk, formula or cooled boiled water, if needed.
- 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. Should you still feel concerned after speaking with centre personnel, the Director is always available for further discussions.

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 a multi-cultural perspective 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. 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
- Headache tablets
- Medications
- Poisons
- Safety pins, rubber bands, 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:

- Dresses and short skirts
- Overalls (unless the child can use independently)
- Toggles and/or strings around necks of jumpers
- Shoes that are too big
- Thongs or gumboots
- Sleeveless dresses and/or shirts

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.

Arrival and Departure

You are required to sign your child in and out each time they attend the centre. This is a legal requirement. Sign in sheets must also be signed for any absenteeism. 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 or absence, 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". 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 these legal circumstances change.

Late Fee

Camperdown Sunshine Kids is open between the hours of 7:30am and 6:00pm. 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.

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.

Illness and Communicable Disease

The health, safety and well being of children, families and centre personnel at the centre is a priority. Centre personnel reserve 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 a forehead 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

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. 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 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. Parents are responsible for advising the centre of any updated immunisations.

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 Department of Health.

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 Doctor's 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.

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.

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 Camperdown Park (Australia Street) either through the front OR back exit doors, depending on the location of the fire.
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-reference with sign in/out rolls.

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 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 placed in your communication pockets. 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. The centre will provide food and nutrition education that is consistent with national dietary guidelines for children, national infant feeding guidelines, state regulations and food safety principles that is appropriate for their age, cultural background, religion or medical needs. Families are to provide a drink bottled filled with water for children to access throughout the day. We encourage children to drink water rather than cordial or fruit juice as medical reports has suggested 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. Reduced-fat milk (not skim milk) will be encouraged at morning and afternoon tea times for children over two years of age and diluted fruit juice with water by at least half will be provided at lunch.

A written menu, in line with the Regulation, will be displayed for families and a variety of foods that satisfies current nutritional standards and children's appetites and interests will be provided. The centres menu will outline the food to be provided each day at the premises during each two week period and will be available for your perusal. 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.

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.

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, comforter, and bottle, 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. 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, including family members, 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.