



PARENT INFORMATION HANDBOOK

Stirling Community Early Learning Centre



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ABOUT OUR CENTRE

Stirling Community Early Learning Centre is a Department of Education and Child Development licensed, nonprofit organisation.

The Centre provides regular, full time care for children between three months and six years.

We also provide a DECD approved kindergarten program for children in the year before they go to school. This program is run by qualified early childhood teachers Monday to Friday 8.30am – 4pm. Care is provided before and after the Kindy times.

The kindy program does not operate during the school holidays, but kindy children attend the Centre on their nominated days as usual and take part in a holiday program.

The kindergarten children enjoy their own separate, purpose built building and take part in a full curriculum which prepares them for school. All children in South Australia are entitled to 15 hours of kindergarten per week. Parents can access our kindergarten in place of their local DECD kindy if preferred, or a combination of days and hours in both is also an option. An information evening explaining the kindergarten program is held for parents at the end of term two.

- Emergency or casual care is available as space permits. Bookings for casual care places can be booked a week ahead subject to availability in each room.
- The Centre is licensed to care for up to 54 children at any one time.
- All children using the Centre are encouraged to use a minimum of two sessions per week. This helps children develop relationships with both staff and other children.
- The Centre is open between 7.30am and 6.30pm.
- The Centre is open throughout the year with the exception of public holidays and one week between Christmas and New Year.
- The Centre closes at 4pm on the last day prior to the Christmas closure. Advance notice of the closure dates will be given.
- You are required to notify the Centre before 9am if your child/ren are absent from the Centre for the day.
- A late fee of \$15 for every 15 minutes (or part thereof) after 6.30pm (or end of session) is chargeable to you if you are late to pick up your child/ren. This fee is automatically added to your accounts.

DAILY ROUTINE

7.30am

Centre Opens / greeting and settling time

Breakfast (as provided by parents) will be served until 8.00 am.

Depending on numbers, children may all be grouped in the Toddler Room until 8.30am.

8.30am

Rooms to separate. Learning program both inside and outside.

9.00am

Kindergarten program begins

From 9.30am Morning tea is provided.

11.30am

Babies lunch time

12.00 noon

Group time and lunch for Toddlers, Prekindy and Kindy children

12.30pm

Rest or sleep time (if required) or quiet experiences.

From 3.00pm Afternoon tea is served.

5.30pm

All rooms combine and a late snack is provided followed by quiet activities.

6.30pm

Centre closed

FEE INFORMATION

The Centre is a community, not for profit organisation. This means that all money received from Parent fees is used to pay staff wages, running costs and for facilities improvement. We do not receive any form of government funding.

- The Centre fees are issued weekly in arrears. You can organise to pay your fees via Electronic Funds Transfer into the account the Centre uses – see below.

Our account details are:

Bendigo Bank

Stirling Community Early Learning Centre

BSB: 633 000

Acct No: 151 096 088

We operate our enrolments through a program called SPIKE. They offer a direct debit option for your fees. A form is included in your pack, If you would like to use this service. You are required to pay your childcare fees weekly unless a special arrangement has been made with the Director.

- Fees are not charged during the Christmas closure.
- Fees are not charged if the Centre is closed due to a Catastrophic fire risk day.
- No fee is charged for Public Holidays.
- You are entitled to one calendar week per year at half fee for family holidays. A notification two weeks in advance is required for this to apply.
- Full fee applies for any other absence.
- Fee rates are outlined on the FEE STRUCTURE form included in your pack.

CENTRELINK

To be eligible and entitled to Child Care Subsidy (CCS) families must lodge a claim through Centrelink. Where families enrol a child prior to claiming CCS, you should promptly lodge a claim for CCS, as you will be required to pay full fees until the claim has been processed and finalised.

The easiest way to claim is online. To claim online you will need a MYGOV account linked to Centrelink. Please have all your supporting documents ready to answer questions online. (see link below to help you).

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim>

Please note that Centrelink will not pay any CCS if your child is not fully immunized. In this case you will need to pay the Centre full daily rate.

ENROLMENT FEE and BOND

The Centre charges a \$50 enrolment fee. This fee is payable within 48 hours of accepting a place at the Centre and before any transition visits take place. This fee is nonrefundable.

As soon as your child begins care a \$100 refundable enrolment fee is payable. This will be added to your account in the first week starts care. There is no charge for transition visits.

HAT LEVY

We will be supplying a hat for your child during their time at our Centre. Your child will receive their own hat, which will be labelled with their name by the Centre when they start care. Your child's hat will remain at the Centre where they will be laundered every Friday night, ready for Monday morning.

There will be a one-off fee of \$10 to cover the initial cost of the hat plus the ongoing laundering. This fee will be added to your account.

Your child's hat will move from room to room as your child progresses through the Centre from year to year.

You are very welcome to take their hat when they leave the Centre if you wish.

FUND RAISING LEVY

In lieu of ongoing fundraising events which tend to raise little revenue and require a lot of effort by a few. The Centre has introduced a \$25 per term per family levy which will be charged to your account. In the past this levy has helped to build the new kindy room and provide a large shade sail in the outdoor play area. As we have no funding and we are a not for profit Centre, the levy allows us to upgrade the Centre's buildings and amenities for the children.

OVERDUE ACCOUNTS

An account is overdue when the amount owing exceeds two weeks of the family's fees.

An account is outstanding when:

The amount paid in any four weeks is less than 50% of the total due; or No payment has been made for a period of six weeks; or

There is money left owing after the child has left the Centre.

- The following procedure will apply to all overdue/ outstanding accounts:

Step 1. A reminder sticker will be put on the account.

Step 2. The Finance Officer or Director will ring the account holder.

Step 3. If no response to Step 1&2, the Director will forward a letter requesting that contact be made within seven days or yep the account will be placed in the hands of a collection agency and the children's positions cancelled.

DEBT COLLECTION

Where a family has failed to comply with a request for payment as noted above, the outstanding debt will be placed in the hands of a debt collector.

The Governing Council reserves the right to implement legal proceedings in cases where the Collection Agency was not successful in recovering outstanding monies.

RIGHT TO REFUSE CARE

The Governing Council has the right to cancel a family's childcare places within Stirling Community Early Learning Centre Inc and this action will be taken when a family fails to comply with the Governing Council's request for payment of an outstanding account.

The family will be given two weeks' notice in writing that if their account is not paid in full their places will be cancelled and care refused. Families with outstanding accounts may be refused care for future children on the waiting list.

FINANCIAL HARDSHIP

Where a family is experiencing financial hardship, they should contact the Director to discuss the problem and ascertain whether any special arrangements or assistance might be available.

The executive of the Governing Council will be notified and reserves the right to make decisions regarding any special / appropriate arrangements.

RIGHT TO APPEAL

If a family believes that the decision of the Governing Council or Director has been unjust or unreasonable, they have the right to state their objections or appeal against the decision in writing within seven days of being notified of such a decision

SECURITY OF CHILDREN

This is a matter of great importance to the staff, as well as to you as the parent. If you sometimes arrange for another person to deliver or pick up your child, please make sure that the following procedures are clearly understood:

- Each child must be brought to the Centre and accepted by a staff member.
- At the end of the session, he/she will be released only to you or to another person stipulated by you. ID will be required by persons who do not collect your child on a regular basis.
- Staff must be notified when your child is leaving (even if a staff member is present, and you think that they have seen you leave with your child, please tell them personally.)
- Children must be signed in on arrival and signed out on departure.
- Please make sure as you enter and leave the Centre that the doors/ gates are securely closed.
- Please be aware that at times there is a lot of activity in the car park. Enter the park at the Pine St end and leave by the Milan Tce end. One-way traffic

NUTRITION

The Centre is committed to the provision of a well-balanced and nutritious diet for children under six years with an emphasis on introducing children to a wide variety of foods.

The policy is communicated to parents via the Centre website, newsletters and verbally. It is available for parents to read in the Centre's Policy Folder.

The Centre aims to provide at least 50% of the recommended dietary intake, and the foods provided will be consistent with the Dietary Guidelines for Children and Adolescents (based on a child in full time care).

The menu is on display in the entrance foyer. We have four-week cyclic menus which are seasonal and are reviewed every three months using *Nutrition Checklist for Planning Long Day Care Menus*

- The Centre supplies morning and afternoon tea, a main meal at lunch as well as a late snack. Times, meals are served are as follows for Toddlers, Prekindy and kindy children.

9.30am morning tea

12pm lunch

3pm afternoon tea

5pm Late snack.

Infants:

9am Morning Tea

11am Lunch

11.30am milk

3pm Afternoon Tea

5pm Late snack

While this is a general guide for mealtimes in the Infants room, baby's individual routines if different are upheld and can be discussed with the Team Leader.

The Centre supports breast feeding by welcoming mothers who wish to breast feed during the day. Expressed milk can also be brought to the Centre. Thawing/storing procedures for milk/breast milk are followed by all staff in the baby room.

Infants who have bottles and/or individual formulas will need to bring these to the Centre prepared and labelled daily.

When introducing solids to infants, staff, in consultation with parents, follow Australian guidelines in relation to what foods to offer and when.

The Centre will allow parents to bring breakfast in for their child by prior arrangement. If it is necessary on occasion, the meal provided must abide by the Centre's Nutrition Policy and must not contain nuts, this includes peanut butter, Nutella and muesli bars.

- The use of added sugar, salt, preservatives and colourings will be avoided whenever possible.
- Fluids served will fall within the *Guidelines for Fluids allowed for babies and 1-5-year old's at the Centre*. Water is always available to children .
- Extra serves of food are supplied at mealtimes, and when children are hungry.
- Food and nutrition will be used as a learning experience through the curriculum, and at times the children will take part in activities involving its preparation. Food will also be used to introduce children to other cultures.
- The amount children (under 4's) have eaten will be recorded. The baby information will be written up in individual communication books and the Toddlers will be recorded on the whiteboard. Parents of the Kindy group (4year old's) will verbally receive information about their child's food intake at the end of the day.
- Fundraising ventures that the Centre undertakes will not compromise the integrity of our Nutrition Policy. We will keep food-based fundraisers to a minimum.
- Information about other dietary considerations such as ages and stages of feeding, introduction of solids, nutrition for children and recipes are often included in the Newsletter or available for parents in the foyer.
- Staff will sit with the children and promote positive, relaxed and social eating environments.
- Mealtimes are a pleasant experience for all to enjoy with good eating habits encouraged.

SAFE EATING

The Centre uses the Preventing Choking on food – children under four years of age, developed by Department of Health, South Australia, 2011 as a guide to promote safe eating.

The Centre will not serve;

- Foods that can break off into hard pieces. Eg raw carrots, celery sticks.
- Grapes and cherry tomatoes unless cut into halves before being served.
- Nuts, popcorn, corn chips, whole small foods.

Procedure for safe eating:

- We sit with children and supervise them when eating.
- Ensure that children sit at the table when eating.
- We never force a child to eat, as this may cause them to choke.

Source: <http://health.sa.gov.au/pehs/srer-award/Preventing%20Choking%20Fact%20sheetpdf>

DENTAL CARE

- The Centre will promote the importance of dental care with children and parents.
- The Centre minimizes the use of sugar in foods and child rears encouraged to drink water after meals and throughout the day.
- Dental care for babies and children over two years of age are supported through our Nutrition Policy.
- Children drinking from a bottle will be supervised and the bottles will be removed once the child has finished drinking.

Source: SA Dental. www.sadental.sa.gov.au/portals

SPECIAL DIETS AND ALLERGIES

- Dietary restrictions and/or allergies must be notified on the enrolment form, or to the Director if requirements arise through the year.
- Parents will be asked to complete specific forms regarding their child's allergy or requirements. Individual health care plans must be signed by a medical practitioner.
- Specific dietary information will then be circulated amongst all staff and displayed in the kitchen and within the child's room.
- Children requiring medication to manage their allergy are allocated a red pouch designed to hold the medication as well as the child's action plan.
- You are encouraged to liaise with the Cook and room staff about special dietary needs. The Centre has a procedure for dealing with medical emergencies. This particularly applies when a child has a serious allergy such as anaphylaxis or is asthmatic.
- The Centre is allergy aware and makes every effort to ensure that no food contains nuts or nut products.

FOOD HANDLING AND STORAGE

- The Centre will ensure that the Cook (who is responsible for food handling operations), has skills, and knowledge in food safety and food hygiene matters recognised by the appropriate authority.
- All permanent and contract staff have in house training about safe food handling and storage using *Bug Busters* within six weeks of employment.
- Up to date information is made readily available to staff and parents regarding food handling.

Source: Australia New Zealand Food Authority Food Act (ANZFA)

CLOTHING

- Please ensure that your child/ren are dressed in clothing that you do not mind becoming dirty or stained. The Centre has a strong emphasis on outdoor and messy play; for example, the mud pit is openly available to children throughout the year and there are often muddy puddles children wish to explore after a downpour. Children need to feel safe to explore and interact with the environment without worrying about getting clothing dirty, so please send children in 'play' clothes. St Vincent De Paul and other charity stores stock second hand trackpants, windcheaters, shorts and t-shirts in good condition for low cost. These are perfect for the type of play offered at the Centre.
- All children must be dressed in appropriate and comfortable clothes, suitable for play activities and sleep, and suitable for the applicable weather conditions. This includes spare clothes.
- Children must wear clothes that won't restrict movement, get tangled or cause tripping during play.
- Clothing must be sun safe, covering shoulders. Please refer to our Sun Safe Policy.
- Layers allow children and staff to remove or add clothing during the day, depending on the weather.
- Children are developing independence, so clothing should be manageable. Pants that are easy to pull up and down, T-shirts and jumpers that are easy to pull on and off.
- Safe, comfortable footwear is important. Thongs, heels, platform shoes do not allow for freedom of movement.
- items must be clearly labelled with the child's name.
- The Centre accepts no responsibility for the loss or damage of children's clothing or associated items.

ITEMS FROM HOME

- If your child has a 'special' or 'security' possession, this may be brought to the Centre, clearly labelled.
- Unless special circumstances exist, we discourage children's personal toys coming into the Centre, as they can so easily get damaged or lost.
- We love to have children share special events, moments, celebrations
- with us and welcome these as part of our program.

HEALTH AND SAFETY: GENERAL

- Children are not left unattended either in the inside or outside areas.
- Risk Assessments are undertaken by staff for all excursions and measures put in place to minimise any potential risk. This includes increasing the number of adults supervising.
- The Centre will not be responsible or liable for any medical fees or other costs which may arise through medical treatment sought while the child is at the Centre, or as a result of being at the Centre.
- A staff member trained in senior first aid will be rostered on at every shift across the week.
- This Centre is a totally smoke free environment.
- Please ensure that the Centre has been advised of any allergies your child may have to food, insect stings, plants and medications by recording on your child's enrolment form and health sheet. Action Plans from Doctors are required for asthma and allergy treatment. You must supply the Centre with the adrenalin auto injector and Action plan for anaphylaxis for your child if they have been diagnosed at risk. All plans

HEALTH AND SAFETY: ANAPHYLAXIS MANAGEMENT

We follow the four steps recommended by the Australasian Society of Clinical Immunology and Allergy (ASCI) to prevent food anaphylactic reactions at the Centre. they are:

Obtaining medical information about children at risk. Each child at risk is required to have an Action Plan for Anaphylaxis/ serious allergy detailing signs and symptoms and first aid treatment required. This must be signed by your GP. It must be updated each year. The Action Plan will be displayed inside a red bag with the child's photo on it, so it is visible to all staff.

All Certified Supervisors, as well as Assistants have approved Anaphylaxis training. All staff have Senior First Aid Certificates, renewed every three years.

Implementation of practical strategies to avoid exposure to known triggers.

Age appropriate education of children with severe food allergies. All children at risk of anaphylaxis will be taught about their condition through discussion, books and the implementation of procedures at mealtimes. All children at the Centre will be educated about allergies in general through discussion and stories.

Individual Risk Minimization plans for children with food allergies are carried out on enrolment.

Our anaphylaxis management plan includes:

- Enrollment forms (updated annually)
- Modified diet care plan for individual children
- Action Plan for Anaphylaxis for children at risk
- Cleaning procedure.
- Meal procedure

Source: *Anaphylaxis Australia*

HEALTH AND SAFETY: INFECTIONS AND DISEASES

The risk of infection is high in a Child Care Centre but can be greatly reduced by appropriate use of preventative measures. Thorough hand washing, keeping children home when they are unwell and informing the Centre of any infectious diseases will all help minimise the risk.

Parents/Carers must contact the Centre as soon as an unwell child is diagnosed with an illness that is contagious. Please be aware of the speed with which illnesses may spread and abide by the exclusion periods as outlined below.

A Record of Illness form will be completed by staff and a copy given to the parent detailing the child's symptoms.

For the sake of staff and other children, please do not bring a sick child to the Centre. The Centre has neither adequate staff, nor the facilities to look after sick children. We are unable to provide the one on one care a sick child needs, and do not have areas available to isolate children if a contagious illness is suspected.

Exclusion from childcare, preschool, school and work

The spread of certain infectious diseases can be reduced by excluding a person, known to be infectious, from contact with others who are at risk of catching the infection.

The following are recommended minimum periods of exclusion from school, preschool and childcare centres for cases of, and contact with, infectious diseases, based on guidelines issued by the [National Health and Medical Research Council \(opens in a new window\)](#) in December 2005 and the 10th edition of the *Australian Immunisation Handbook, 2013 (opens in a new window)*.

Disease or condition	Exclusion of case	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until no diarrhoea for 48 hours.	Not excluded
<i>Campylobacter</i> infection	Exclude until no diarrhoea for 48 hours.	Not excluded

Candidiasis	See thrush	
Chickenpox	Exclude until all blisters have dried (usually 5 days)	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Cytomegalovirus infection (CMV)	Exclusion is not necessary.	Not excluded
Cold sores (herpes simplex type 1, fever blisters)	Young children and others unable to comply with good hygiene practices should be excluded while lesion is weeping. Lesions should be covered by a dressing where possible.	Not excluded
Common cold	Exclusion is not necessary, but a person with a cold should stay home until he or she feels well.	Not excluded
Conjunctivitis	Exclude until discharge from eyes has stopped (unless a doctor has diagnosed non-infectious conjunctivitis).	Not excluded
<i>Cryptosporidium</i> infection	Exclude until no diarrhoea for 48 hours.	Not excluded
Diarrhoea (no organism identified)	Exclude until no diarrhoea for 24 hours.	Not excluded
Diphtheria	Exclude until medical certificate of recovery from SA Health's Communicable Disease Control Branch is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the second, at least the next 48 hours later.	Exclude contacts living in same house until cleared by SA Health's Communicable Disease Control Branch
Food poisoning	Exclude until well – no vomiting or diarrhoea for 24 hours.	Not excluded
Giardia infection	Exclude until no diarrhoea for 48 hours.	Not excluded
Glandular fever (infectious mononucleosis, EBV or Epstein-Barr virus infection)	Exclusion is not necessary.	Not excluded
Hand, foot and mouth disease	Exclude until all blisters are dry.	Not excluded
<i>Haemophilus influenzae</i> type b (Hib) infection	Exclude until person has received appropriate antibiotic treatment for at least 4 days.	Not excluded
Head lice (pediculosis)	Exclude until appropriate treatment has commenced.	Not excluded

Hepatitis A	Exclude until medical certificate of recovery is received, and until at least 7 days after onset of jaundice or illness.	Not excluded
Hepatitis B	Exclusion is not necessary.	Not excluded
Hepatitis C	Exclusion is not necessary.	Not excluded
Hepatitis D	Exclusion is not necessary.	Not excluded
Hepatitis E	Exclude for 2 weeks after illness onset, or if jaundice (yellow eyes or skin) occurs, for 7 days after the onset of jaundice.	Not excluded
Herpes simplex infection, type 1	See cold sores	
Human immunodeficiency virus (HIV) infection	Exclusion is not necessary. If the person is severely immune suppressed he or she will be vulnerable to other people's infections.	Not excluded
Hydatid disease	Exclusion is not necessary.	Not excluded
Impetigo	See school sores.	
Influenza and influenza-like illnesses	Exclude until well	Not excluded
Legionnaires' disease	Exclusion is not necessary.	Not excluded
Leprosy	Exclude until clearance has been given by an infectious diseases physician, dermatologist or SA Health Communicable Disease Control Branch doctor.	Not excluded
Measles	Exclude until 4 days after the onset of the rash.	Immunised and immune contacts are not excluded. Non-immunised contacts are excluded from childcare until 14 days after rash onset in the last case in the facility, unless given vaccine (within 72 hours of first exposure) or Normal Human Immunoglobulin (within 144 hours of first exposure). All immune suppressed children should be excluded until 14 days after rash onset in the last case in the facility.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.	Not excluded
Meningitis (viral)	Exclude until well.	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment completed and until well.	Not excluded
Molluscum contagiosum	Exclusion is not necessary.	Not excluded
Methicillin resistant <i>Staphylococcus</i>	Exclusion is not necessary unless infected skin lesions on exposed surfaces cannot be	Not excluded

<i>aureus</i> (MRSA) skin infection	completely covered with a dressing.	
Mumps	Exclude for 5 days after onset of swelling.	Not excluded
Norovirus	Exclude until no vomiting or diarrhoea for 48 hours.	Not excluded
Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is not necessary.	Not excluded, but people who are anaemic, immune suppressed, or pregnant should be informed of possible risk of getting infection.
Pertussis	See whooping cough.	Not excluded
Respiratory syncytial virus (RSV) infection	Exclusion is not necessary.	Not excluded
Ringworm/tinea	Exclude until the day after appropriate treatment has commenced.	Not excluded
Ross River virus	Exclusion is not necessary.	Not excluded
Rotavirus infection	Exclude until no vomiting or diarrhoea for 48 hours.	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash.	Not excluded
<i>Salmonella</i> infection	Exclude until no diarrhoea for 48 hours.	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded
Scarlet fever	See streptococcal sore throat.	
School sores (impetigo)	Exclude until appropriate treatment has commenced. Any sores on exposed surfaces should be completely covered with a dressing.	Not excluded
<i>Shigella</i> infection	Exclude until no diarrhoea for 24 hours.	Not excluded
Shingles	Exclude until blisters have dried up unless rash can be covered with a dry dressing or clothing so others are not exposed.	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received appropriate antibiotic treatment for at least 24 hours and feels well.	Not excluded
Thrush (candidiasis)	Exclusion is not necessary.	Not excluded
Toxoplasmosis	Exclusion is not necessary.	Not excluded
Tuberculosis	Exclude until medical certificate is produced from SA Tuberculosis Service of SA Health.	Not excluded
Typhoid, paratyphoid	Exclude until clearance has been given by a	Not excluded unless considered necessary by

	doctor or SA Health's Communicable Disease Control Branch.	SA Health's Communicable Disease Control Branch.
Varicella-zoster	See chickenpox or shingles	
Viral gastroenteritis (viral diarrhoea)	Exclude until no diarrhoea for 48 hours.	Not excluded
Warts (common, flat and plantar)	Exclusion is not necessary.	Not excluded
Whooping cough	Exclude from childcare, school or workplace and similar settings until 5 days after starting antibiotic treatment, or for 21 days from the start of any cough.	For exclusion of contacts in a childcare setting, seek advice from SA Health's Communicable Disease Control Branch. Usually, childcare contacts (in the same childcare group or room) and household contacts of the case who are under 6 months of age and have received less than 3 doses of pertussis containing vaccine should be excluded from childcare for 14 days from the first exposure to the infectious case, unless he or she has completed 5 days of recommended antibiotic treatment, after which he or she may return to childcare.
Worms	If diarrhoea present, exclude until no diarrhoea for 24 hours.	Not excluded
Yersinia infection	Exclude until no diarrhoea for 48 hours	Not excluded

- A doctor's clearance may be required by the Centre before your child returns to the Centre for care in the case of all contagious diseases.
- The Director/ Assistant Director will inform the Communicable Diseases Control Branch if any child or staff member presents with the illnesses / diseases outlined by SA Health.

HEALTH AND SAFETY: MEDICATION

- Parents must give any prescription medicine their child may need to have administered during the day directly to a staff member. Medicines must not be left in a child's bag.
- Please transport medicines in a clear Ziplock bag, clearly labelled with your child's name and inform us as to whether the medication requires refrigerating.
- Prescription medicines must have been described by a GP or other authorized medical authority.
- Prescription bottles must display on a clear label, the child's name, dosage to be given, the frequency it must be given and the expiry date.
- Parents must complete a Medical Authority form to authorise staff to give their child medication.

HEALTH AND SAFETY: ADMINISTERING MEDICATION

- A Medication log will be completed by staff when each dose of medication is given to a child.
- A second staff member will check the dosage and witness the administering of medication to a child.
- Parents must sign the medication log when collecting their child.
- Children will be monitored after the administration of medication. If they have an adverse reaction to the medication, parents will be contacted and the action plan for allergic reactions will be followed.

HEALTH AND SAFETY: CHILD IMMUNISATION

- The Centre recommends that all children attending the Centre be immunised according to the current schedule and guidelines recommended by the National Health and Medical Research Council. The aim is to provide a safe, healthy environment by ensuring as far as possible, that all children enrolled at the Centre are immunised at the appropriate age.
- Centrelink will not provide Child Care benefit for children attending childcare services who have not been immunised. Please contact Centrelink for further information.
- In the event of any outbreaks of an infectious disease in the Centre, children who are not immunised for any reason, may, on the advice of the Public Health Unit, be immediately excluded from the Centre. Full fees will be charged for the period of the exclusion, unless determined otherwise by the Governing Council.

*Source: National Health & Medical Research Council & Communicable Disease Control Branch
Staying Healthy in Child Care 5th Edition*

HEALTH AND SAFETY: SAFE SLEEPING

- Using *Sids & Kids* safe sleeping guidelines:
- Babies will be put to sleep on their backs unless the Centre has an instruction in writing from a medical practitioner to say otherwise.
- To reduce the risk of infants head being covered during sleep, parents are asked to supply a sleeping bag for their baby, suitable for the weather. Bottom sheets will be fitted.
- Sleeping positions will be checked regularly by staff.
- If children use a comforter to sleep, staff will remove it from the cot, once the child is asleep.
- Excluding the statement above, quilts, pillows and bumpers will not be used in cots with infants under 12 months of age.
- All cots used meet the Australian standards and firm, well-fitting mattresses are used.
- The building is a smoke free environment.
- Information is available to staff and parents about SIDS.

Source: SIDS and KIDS

HEALTH AND SAFETY: ACCIDENTS AND AMBULANCE

- Every effort is made to prevent accidents. However, if a child does have an accident, staff will follow the procedures in the Centre's emergency procedure. If your child has a minor accident at the Centre (eg a scraped knee), the staff are trained in Senior First Aid and can deal with the problem.
- Injury and Accident forms are in the child's room, recording the date, time, nature of the wound and what treatment was administered. Parents will be asked to sign an accident form when arriving to collect their child.
- Every effort will be made to notify you if medical attention is required. (That is why we it is of utmost importance that we have accurate and up to date daytime contact telephone numbers.)
- The Centre has ambulance cover for emergency ambulance travel for children attending the Centre. Should an ambulance be required, every effort will be made to contact you. The destination of the ambulance may not be the Centre's local hospital.

HEALTH AND SAFETY: CHILD PROTECTION AND MANDATORY NOTIFICATION

- All children have the right to be safe and cared for. Keeping them safe is everyone's responsibility. Educators and families share a common goal to provide positive outcomes for children. We need to communicate openly and honestly, sharing information and concerns. Each family's needs are unique and the way we work together is dependent upon the specific needs, interests and communication styles of parents and educators.
- The relationship between the child's family and the educators is crucial to a child's wellbeing, health and development. Children benefit most when this is a trusting and mutually supportive partnership.
- All staff are Mandated Notifiers and are therefore legally obligated to report any disclosures and/ or suspected abuse. They have all undertaken training in this role and have regular updates.
- Kindergarten teachers undertake formal training in teaching protective behaviours to the kindy children as part of their program.
- If a child has specific protection needs, the educators will, while meeting their duties as mandated Notifiers, work with families to develop strategies that meet the needs of the child. They will work in conjunction with other agencies when necessary to ensure that the child's needs are met.
- All staff will work within the Stirling Community Early Learning Centre Code of *Conduct* and Early Childhood Australia's Code of *Ethics*

- All staff, students and volunteers at the Centre must supply a current national criminal history record check stating that they are a fit and proper person.
- All visitors to the Centre must sign in on arrival and out on departure.
- Students and volunteers will not be left alone with children.
- Educators will role model appropriate protective behaviors and practice.
- The Centre will maintain a risk management plan which will be updated annually which contains information on children's general safety.

Source: Department for Families and Communities
<http://www.dfc.sa.gov.au/pub/default.aspx?tabid=249>

HEALTH AND SAFETY: STORAGE OF CHEMICALS

- Good cleaning and maintenance of the environment ensure that illness and injuries are minimised. Environmental responsibility also encompasses the cleaning and maintenance of the Centre in ways that are sustainable and environmentally friendly.
- The Centre is cleaned daily by a contractor, who also undertakes a twice-yearly thorough cleaning process. The contractor uses environmentally friendly, nontoxic products.
- In addition, staff are required to clean their rooms and bathrooms during the day. A procedure is in place for this to occur and includes a cleaning schedule, separate cloths for different areas and daily cleaning of toys. Only warm, soapy water is used for cleaning during the day, except for nappy change areas and bathrooms which are sanitized using an environmentally safe, nontoxic product.
- All detergents and cleaning products are stored out of reach of children, in a locked cupboard. MSDS information is kept on all products kept in the Centre.

ANTI BIAS POLICY

We believe that every child has the right to develop physically, mentally, morally, spiritually and socially regardless of race, color, gender, language, ability, religion, national or social origin, property or other status. We believe that all children and their families should feel welcomed, respected and valued. We believe that children and staff should embrace diversity and begin to challenge stereotypes and bias in their world.

- Therefore we:
- Value our children, families and staff.
- Ensure our equipment reflects the diversity of our community.
- Encourage children and staff to challenge stereotypes.
- Provide food from different cultures.

- • Enjoy songs, games and music from different cultures.
- Incorporate language and practices from families' home culture. Promote the development of empathy. Provide professional development for staff.
- Work in partnerships with families.
- Celebrate diversity in the Centre.

Source: Declaration of the Rights of the Child

SUNSAFE POLICY

- The Stirling Community Early Learning Centre Inc is accredited by the Cancer Council as a sun safe Centre. As such, our policy is developed according to their guidelines. The purpose of this policy is to ensure that all children attending our Centre are protected from skin damage caused by the harmful ultra light rays of the sun.
- The Centre provides shaded areas for children to play. Children will be encouraged to use these areas particularly from October to April.
- Broad brimmed, bucket hats are provided by the Centre on enrolment. Hats are worn by all children and staff whenever they are outside during the period October to April and when the UV index level is higher than 3 outside these months. During the winter months, children can wear beanies.
- Outside group times will be held in the shaded areas.
- During the summer months, parents are asked to apply sunscreen to their children before they arrive at the Centre. Staff will reapply 30+ sunscreen 20 minutes before children go outside in the afternoon.
- Sun safety will be incorporated in the children's learning program as part of the curriculum.
- Infants' skin is thinner than adults' skin. It is extremely sensitive and can burn easily. Babies under 12 months will be kept out of the direct sun as much as possible and well protected by clothing, hats and shade. If a baby is well protected, then sunscreen can be used sparingly on very small amounts of their exposed skin.
- As recommended by the Cancer Council, when the UV Index is below 4, and children are outside for relatively short periods, sun block will not be applied.

BEHAVIOUR GUIDANCE

We understand that behaviour is a form of communication and that children are learning about relationships. Therefore, when managing behaviour, we will respect each child as an individual. Self-esteem and feelings of self-worth are fostered when children feel safe in an environment, with adults who interact positively and in a predictable way.

We will:

- Ensure that we respond to children's cues for emotional support and safety.
- Offer a safe and secure environment which offers learning opportunities appropriate to each child's developmental needs and interests.
- Provide small group sizes and staffing that ensures appropriate supervision and engagement with children.
- Provide training for staff in attachment theory and child development.
- Support the development of problem solving, negotiation and self-help skills by working alongside children during play.
- Resource play so that confrontation is minimised.
- Provide clear, positive language when discussing expectations and redirecting behaviour.
- Focus on developing skills in self-regulation and acknowledge each child's effort to resolve issues.
- Our Behaviour Guidance policy is based on the belief that:
 - Children should develop a respect for themselves, each other and the environment.
 - Everyone has a right to feel safe and secure.
 - Staff and parents should work together to guide children's behaviour.
 - Children need support to manage their emotions. Therefore, as adults, we need to be available to help them do this.
 - Relationships between staff, families and children need to be based on mutual respect.

Our aim is to:

- Guide and support children in resolving conflict peacefully.
- Guide children in understanding and expressing emotions appropriate.
- Ensure that children feel safe to explore the learning environment.
- Develop a positive self-concept in all children.
- Guide behaviour in a positive way, never rejecting the child and never using physical punishment.
-

CHALLENGING BEHAVIOURS

- From time to time children may develop a pattern of behaviour which interferes with their ability to fully participate in the program or that places themselves or others at risk.
- Early intervention in dealing with this behaviour is paramount. It is important to identify potential triggers for the behaviour.
- A plan will be developed by the team of Educators in the room, in collaboration with the family.
- A referral to other early childhood professional/s may be necessary for additional support.

Source: The Circle of Security, Dr Robyn Dalby. (Early Childhood Australia) Children are People, Too, Louise Porter. (Small Poppies SA, third edition)

EXCURSIONS AND EVENTS

- Excursions are an integral part of our program, especially for those children who part of our Kindy program. Some of the excursions our kindy children have taken part in include: The Museum, Bike Safety Centre, Art Gallery, ASO, theatre performances. They also have regular trips to the Stirling Library, Beach Kindy and Bush kindy.
- Outings and excursions provide children with another dimension to their learning, as well as connecting them to the wider community.
- When children are taken on excursions, a signed parent consent is required. Verbal consent is not enough.
- Authorisation for your child to participate in short, local walks under educator supervision is included on the enrolment form.
- Educators undertake a risk assessment for each excursion and measures are put in place to ensure the safety of children. (eg the allocation of additional adults to the group)
- All children also take part in events throughout the year. Events that we have organised have included; Wheels Day, Grand friends Day, Water Day, Mud Day, National Recycling Day, to name but a few. We have also invited SAPOL, CFS, Bugs and Slugs, Animal Capers, and Marra Dreaming Group in talk to the children. The Centre always takes part in the annual Stirling Christmas Pageant.
- While most excursions and all events are funded by the Centre at no additional cost to parents, occasionally, we may ask for a small amount to help cover the costs of a special event or outing.
- All children also have access to specialist art and music throughout the year.

CURRICULUM AND LEARNING

Curriculum includes all aspects of the children's time at the Centre. Routines and transitions are also an opportunity for learning.

Our environment is set up as the 'third teacher', so that children can learn by engaging with aspects, such as the garden that exist within the environment.

The curriculum at Stirling Community Early Learning Centre is developed from *The Early Years Learning Framework (EYLF)*.

The goals of our program, as outlined in the EYLF are:

- *Children have a strong sense of identity.*
- *Children are connected with and contribute to their world. Children have a strong sense of wellbeing.*
- *Children are confident and involved learners.*
- *Children are effective communicators.*
- Learning experiences are developed from children's interests, observations and assessment of children's developmental needs and input from families. Educators regularly evaluate the program to ensure balance across all areas and to ensure that it is inclusive of the needs of all the children in the group.
- Learning experiences are set up both inside and outside. We believe that children should be connected to the natural world and therefore use natural materials as often as possible.
- Educators keep developmental records on each child who attends the Centre. These records can take the form of learning stories, assessment against the *High Scope* learning levels and observations of children at play. Records are kept in individual portfolios. Parents are very welcome to view their child's portfolio at any time, and we send them home for parents to provide feedback at various times through the year. Portfolios are confidential. Only Educators and parents have access to them.
- Children who attend the Kindy program will be part of a program developed and implemented by a university qualified Early Childhood Teacher. The Kindy program will operate from 8.30am to 4pm each day, with before and after Kindy care provided. The program does not run during school holidays; however, the Centre remains open and a holiday activities program operates for this time.
- The Curriculum and Program of Experiences is displayed on the wall of each room. Parents are welcome to read the program and to contribute suggestions, ideas and resources.
- The program is play based and includes time for free play, small group experiences and large group times such as music and story time.

INFORMATION TECHNOLOGY

- Each room has an iPad. These are used to support children's learning.
- Only G rated videos and programs which reinforce an aspect of children's learning will be used. They will be viewed by educators first to ensure that they don't reinforce stereotypes about gender, race etc.
- They will be used in a purposeful and intentional way as a tool to assist in meeting and extending the developmental objectives of children; to provide an opportunity for quiet time; to provide opportunity for dancing and singing to favourite music and for fun.
- An Educator will be directly involved with children when they are using IT.

TRANSITIONING INTO A NEW ROOM

Transitions occur throughout the year at Stirling Community ELC. Once a child nears the age where they may transition across to the next room, staff will assess their physical, emotional, social and cognitive readiness to be able to participate and engage fully in that room's program.

- If it is deemed that a child is ready to transition, and the days required by the family for care are available, the child's parents / guardian/s will be consulted for their opinion.
- If it is decided the child will transition, a detailed process is then undertaken by staff to ensure the transition is smooth and the child is comfortable in the room they will be going into.
- Parents will be informed through written and verbal communication throughout the process.

WATER PLAY

Children love to play in water. Water play can help children to learn and explore new skills; promote sensory development and scientific and mathematical concepts including volume and space. To ensure the safety of this valued experience, the following procedures will be followed:

- When the water troughs are in use, they will be directly supervised, regardless of the volume of the water. If for any reason the activity cannot be supervised, the water will be tipped out immediately.
- Water play will be used to introduce children to the concept of water conservation.
- At the end of each water play activity the trough will be emptied out immediately. It will be emptied onto a garden area.

COMMUNICATION

Good communication and relationships between educators and parents has been shown to make a positive difference for children and their learning. We aim to form partnerships with you, sharing information and providing mutual support.

- Please try to speak with an Educator on arrival and when you pick your child up. Information that helps us understand your child and better cater for their needs is always helpful. We try to make the Centre feel like a 'home away from home' and so knowing about the expectations and routines you have at home is important. This particularly relates to sleep and eating. It is also helpful for us to know if there are any major changes occurring at home, either long or short term as this can affect how your child separates from you when you leave in the morning and how they participate in the program throughout the day. If preferred, you can see the Director to discuss your circumstances, otherwise your Team Leader is available for you to speak to. Confidentiality is always maintained.
- We record information about your child's day. The Infant room keep a communication book which you are encouraged to read when collecting your child. In the other rooms, information about eating and sleeping is recorded on a board. Experiences the children have taken part in are also recorded in children's individual portfolios as part of their learning journey.
- A Centre Newsletter is sent out once a month. It contains information about Centre activities, any changes being made to Centre policies or procedures and information about current thinking in early childhood. It's important that you read the newsletter, or you may miss something vital (eg a change in opening times or an early closure).

- We welcome parents, grandparents, and other people that are important in your child's life into the Centre and appreciate many kinds of involvement including participating directly with the children's activities, reading the newsletter, attending a meeting or a working bee, attending a social event or meeting with your child's educator. All are legitimate, valued and worthwhile forms of involvement.
- You are very welcome at any time to drop in or give us a call if you have any questions or concerns about your child's time in the Centre.

THE GOVERNING COUNCIL

Stirling Community Early Learning Centre is a community based, not for profit Centre. This involves a community management model where a group of parents is elected each year at the Annual General Meeting to oversee the management of the Centre.

- A list of current parents on the Governing Council is published in the newsletter following the AGM. It is also displayed on the board outside the Director's office in the foyer. Any parent can contact a member of the Governing Council to discuss any ideas, suggestions or concerns they may have.
- Meetings are held at the Centre once a month on an evening. They are usually an hour to two hours long depending on the length and complexity of the Agenda. Meeting dates are also displayed on the board in the foyer outside the Director's office.
- All parents can attend a Governing Council meeting if interested. By actively participating on the Governing Council you can have a big say in helping determine the kind of environment provided for the children at the Centre and the ongoing success of the Centre.

PARENT GRIEVANCE

We always aim to maintain positive relationships with families. Communication is paramount to successful relationships between families and Centre staff and therefore any feedback will be considered, and practices reviewed.

We encourage you to discuss room/child related issues with your child's educator in the first instance. Other management issues should be discussed with the Director or Assistant Director.

If issues cannot be resolved at this level, you should follow these steps:

1. You should first raise the matter in writing with either the Director or an executive member of the Governing Council. In the event of the matter being raised with a member of the Executive, the Director must be informed of the grievance within two working days. If lodged with the Director, the Executive must be informed within two working days.
2. The Executive of the Governing Council will meet to interview the parent who has lodged the grievance within ten working days from receipt of the grievance.
3. Should interviews with other persons/parties be necessary, they will be arranged as soon as reasonably practical.
4. The Executive Committee will consult with the Governing Council about this matter. The Governing Council will come to a resolution, recommending any necessary action based on the information provided by the Executive.
5. The parent and all other parties to the process shall be advised in writing of the Governing Council decision within one week of the decision being made.
6. The parent may have a support person present at any stage of the process.
7. At any stage of the process, the parent has the right to withdraw their grievance.
8. The confidentiality of all parties to the process will be maintained within the structure of the grievance procedure.
9. If the parent is not satisfied with the decision, they have the right to appeal by addressing the whole of the Governing Council.

RISK MANAGEMENT

The Stirling Community Early Learning Centre is dedicated to establishing an organisational philosophy that ensures that risk management is an integral part of the Governing Council objectives, plans and considerations. This is to protect itself, its employees, families and others who use and work in the service.

To ensure that this occurs, the Nominated Supervisor will:

- Ensure that a safety audit is completed of the entire building monthly.
- Ensure that staff undertake a safety audit daily before children go outside.
- Ensure that risk management is on the staff meeting agenda.
- Ensure an annual risk management review is conducted with staff to identify risks and evaluate practice.
- Ensure that risk assessments are carried out prior to conducting excursions, undertaking renovations, purchasing new equipment, managing children's allergies.

STAFFING

The Governing Council believes in the importance of staff in the operations of the Centre and in the lives of the children. As a result, policies and procedures are put in place to support staff and maintain continuity within the Centre.

- Professional Development of staff is a high priority and staff are also encouraged and supported to upgrade their qualifications. The Centre has a highly qualified and experienced core group of staff including Early Childhood Teachers and Diploma qualified Educators. All Educators are required to have Certificate III in Education and Care as a minimum qualification.
- The relationships that exist between children and Educators are supported by ratios that are greater than those prescribed by the National Quality Framework. In addition, we believe that attachment is supported when there is continuity of staff and as such, staff are rostered to the same room reach day.
- Staff are required to participate in annual staff appraisals relevant to their qualification and experience.

CONFIDENTIALITY

Stirling Community Early Learning Centre aims to protect the privacy of personal and sensitive information collected by our service and recognizes the need for confidentiality in providing a quality children's service.

We comply with the *Commonwealth Privacy Act 1988*, by following the standards of National Privacy Principles to regulate the way we manage personal and sensitive information.

The Centre requires certain personal/sensitive information to be collected for the specific purpose of administration, care and education of your child. These basic details are collected directly from parents such as names, addresses, phone contacts, child's name, date of birth, medical details, health, routines, likes and dislikes, all of which make up a personal profile.

In addition, we are required to hold information regarding your child's Child Care Benefit entitlements.

All this information is vital in assisting us to provide the best possible care and education for your child and for processing payments. Some of the information we collect is to satisfy our legal obligations under the relevant government legislation.

On occasions, information such as a child's personal achievements and children's photos are published within the Centre and in the Centre newsletter. We ask parents in your enrolment form for permission to have your child's photograph published in our emailed record of the day's activities and in the newsletter.

When you provide us with information of others, such as phone numbers of emergency contacts, we encourage you to tell them that you are disclosing this information to the Centre and why.

We assure you that:

- Government identifiers such as the Medicare number / CRN Number will only be used for the purpose for which it was issued.
- This information will only be used by our childcare professionals in order to deliver care and education to your child.
- You may ask to access the information held about you and your child and we will provide access without undue delay.
- This access might be the inspection of your child's records or the provision of copies of information.
- Reasonable steps will be taken to ensure that the details we keep about your family are accurate, complete and up to date.
- We will seek to protect this information from loss or misuse and from unauthorised access or disclosure.

If a student has a valid training requirement that involves the gathering of certain information regarding your child or your family, the student must have written consent from you.

We will follow up all comments, feedback or grievances within 14 days and resolve them to maintain our high standards of service provision.

All information that is no longer required, will be filed as per Regulations, or shredded in a professional facility that offers this service and maintains proper disposal procedures.

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IN CONCLUSION

It is Stirling Community Early Learning Centre's wish that you and your family to feel comfortable and at home in our Centre. If you have any questions, please drop in, email or give us a call. You are also invited to make an appointment with Director at any time. This is your Centre and your feedback is important to us.

We hope that you and your child enjoy your time with us and that the information provided in this handbook will assist you with your time at the Centre.