



Early Learning Centre

Parent Handbook

Open 6.15 am to 6.15 pm

Monday to Friday

52 weeks per year

Centre Ph.:07 3869 4188

Moblie:0428 711 453

8 Craig Street

Brighton QLD 4017

admin@kidsoncraig.com.au

ADMINISTRATION

Kids on Craig Early Learning Centre is a 49 place centre. We provide high quality care for children from 6 weeks to 5 years. Our centre is licensed and must comply with the Child Care Act 2002 and the Education & Care Services National Regulations 2011. Please note copies of these are available at our centre at all times.

We have 4 rooms catering for different ages. We have a nursery, toddler, kindy, and kindergarten room. Current information about each of these groups including the number of children and staff in each room, staff names, position and qualifications are displayed on the door of each room. As specified by the Child Care Regulations there are minimum staffing levels for each group of children, and these are as follows:

0-15mths	2 staff to a max 8 children
15mths- 2yrs	2 staff to a max 8 children
2-3yrs	3 staff to a max 15 children
3 to 5yrs	2 staff to a max 16 children

Kids on Craig Early Learning Centre is authorised to offer Federal Child Care Benefit and the Child Care Rebate to qualifying families.

Kids on Craig Early Learning Centre is licensed under The Department of Education and Training (Office of Early Childhood Education and Care) and we have the responsibility to ensure all regulations are adhered to and it is our requirement of this service to comply with the Act and regulations at all times.

The Child Care Regulations clearly states our requirements as a licensed centre ensuring we follow the guidelines in regard to information such as activities and experiences offered to the children, the educator's ratios, educator's qualifications and building requirements.

Please be advised that as a parent you are able to ask for information about the experiences and activities provided by the service, the centre philosophy about learning and child development outcomes achieved and the centres log book with details of any contraventions issued by the Office of Early Childhood Education and Care.

The Department of Early Education and Care can be contacted on 13 7468.

Child Care Subsidy (CCS)

From the 2 July 2018, the new Child Care Subsidy (CCS) system will come into effect. This will replace the current Child Care Benefit (CCB) and Child Care Rebate (CCR) arrangement and makes it easier for families to access childcare. To help Australian families, the government is injecting another \$600 million a year to make childcare more affordable, accessible and flexible.

How the Child Care Subsidy (CCS) works?

Combined family income

Your family's combined income will calculate the CCS percentage you're entitled to. Remember, you will need to contact Centrelink when your combined income increases or decreases.

Family income

CCS %

\$66,958 - 85%

\$66,958 – \$171, 958 Subsidy reduces 1% for every \$3,000 over \$66,958

\$171,958 – \$251,248 50%

\$251,248 – \$341,248 Subsidy reduces 1% for every \$3,000 over \$251,248

\$341,248 – \$351,248 20%

\$351,248+ Nil

These tax brackets will be adjusted as per CPI every financial year.

Level of activity

CCS is linked to how much a family contributes to the Australian economy through activity. This activity level is calculated from the parent with the lowest number of hours of activity.

Hours of activity (per fortnight)

Maximum number of hours of subsidy (per fortnight)

Less than 8 hours 24 hours

8 hours to 16 hours 36 hours

16 hours to 48 hours 72 hours

More than 48 hours 100 hours

What counts as activity?

Under the new system, you will only be able to access the Child Care Subsidy if you are doing suitable activity and the amount of activity will then determine how many hours of Childcare Subsidy you are eligible for.

Activity counts as:

Paid work (including unpaid lunch breaks)

Commute time from childcare centre to work (excludes time travelling from home to childcare centre and vice versa)

Authorised leave (eg maternity leave, long service leave, annual leave etc)

Unpaid leave of up to 6 months

Unpaid work in a family business

Setting up a new business

Study

Updated September 2020

Training and study (include semester breaks)
Work experience/internships (whether paid or not)
Volunteering
Looking for work (eg internet research, contacting employers, preparing resumes/letters of application, preparing for and attending job interviews, travel time for interviews)

Concerned you will not have enough activity?

There may be some families that lose the level of childcare funding support they have become used to because of the activity test. **However, please note:**

Activity is based on the family's estimate over a thirteen-week period

For casual/contract/itinerant workers whose hours may vary from week to week, you should pick the week with the highest level of activity in the thirteen-week period and use that as your level of activity

You can go onto MyGov and change your activity level at any time

While you do not have to verify your activity, the Government has said that it will look to audit about 10% of families each year to seek some form of verification that the activity is valid.

Families earning less than \$64,710 are exempt from activity tests for up to 24 hours care per fortnight

The new caps

The current cap of \$7,500 per child has been updated depending on your family's combined income.

Families earning less than \$186,958 = no cap

Families earning \$186,958 to \$351,248 = \$10,190 cap

Families earning over \$351,248 are not eligible for CCS

Note: the government will be holding back 5% of CCS paid to families until reconciliation at the end of every financial year. This balance will be paid back to families in their tax return if they are eligible.

To find out more about the Child Care Package please go to:

<https://www.education.gov.au/ChildCarePackage> or telephone Centrelink on 136150

Parents' responsibilities regarding the CCS

- Parents must apply for CCS prior to their child starting at the Centre through their MyGov account.
- Parents must notify the centre in writing of any changes to your payment choice.
- Parents must complete attendance records daily, by signing in and out via the Kiosk located in the stand in the parent area.
- Parents must complete attendance records after an absence or public holiday by confirming via Kiosk located in parent area. If the attendance record is not completed correctly, there is a strong risk of losing your CCS for those days, resulting in you being responsible for full fees.
- Parents must supply the centre with supporting documentation for approved absences; increased eligibility hours and special child care benefit when required.
- Parents are to notify Centrelink either before or as soon as possible afterwards if there is a change to family or income circumstances.
- Informing the centre when another child entitled to CCS is using registered care services.

Signing in and out and for absent days and public holidays is a legal requirement and will ensure your Child Care Subsidy is paid. Each child is allowed a maximum of 42 days of unapproved absence each financial year. If the number of unapproved absences exceeds 42 days, the CCS will

Updated September 2020

not cover any days beyond the 42 days of absences. This means families will have to pay full fees. Approved absent days include: Days absent due to illness with a medical certificate; Court order where court documents are produced; Local general emergencies where Centrelink is satisfied that the emergency existed and RDO's, attendance at preschool, public holidays, rotating shift work and pupil free days that are documented.

Changing days

When terminating or reducing days, two weeks written notice must be given. If written documentation is not received, you will continue to be charged for these days until the position is filled.

Priority of Access-

Priority of access is given to children in keeping with the guidelines of the Office of Early Childhood, Education and Care.

Priority of Access is as follows:

- **Priority 1:** Children at risk of serious abuse or neglect.
- **Priority 2:** A child of a single parent who satisfies, or parents who both satisfy the work/training/study/test under section 14 of the Family Assistance Act.
- **Priority 3:** Any other child.

As part of Legislation, where the service has no vacant places and is providing care for a child who is third priority, the service may give that person 14 days' notice of the requirement for the child to leave the centre, for the service to provide a place for a higher priority child.

FEES

Fees are only payable via, Ezi Debit. Ezi Debit allows families to have their fees deducted from a nominated bank account or credit card account.

This is an extremely easy way to make sure your fees are paid on time.

Fees are to be paid for all days the child is enrolled, regardless of attendance.

Make up days or swapping days are not offered to replace absences.

Public Holidays are to be paid for.

If a child remains at the centre after closing time, the following applies:

- A) A rate of \$25.00 per 15 minutes or part thereof will be charged.

The amount is to be paid within 7 days of receiving the account.

Outstanding Accounts

We have a proven debt management procedure. If your account falls in arrears, we will take steps to collect the amount outstanding. You may risk losing your child's position within our Centre and a possible bad credit rating if the amount remains outstanding.

All cost incurred during the recovery of outstanding fees will be charged to your account.

Updated September 2020

CHILDREN AND PARENTS

Settling In

Children can often become distressed when their parent leaves them in a new surrounding, like a new childcare centre. This separation anxiety will usually disappear when the child becomes familiar with their new surroundings. Your child's tears usually disappear as soon as you leave. Always say good-bye and reassure your child that you will be back soon.

To help with the separation anxiety, we suggest that you arrange for some time for you and your child to visit the centre together and spend some time becoming familiar with the surroundings.

Always feel free to ring the centre throughout the day to see how they are settling in.

Arrival and Departure

Each child must be signed in and out of the centre each day they attend. This is a government regulation and is compulsory. Each child has their own sign in/sign out on the Ipad located in reception.

These records are used in case of emergencies e.g. fire, and for the calculation of the Government Child Care Benefit.

No child is to be signed in or out by a person under the age of 18 years of age.

If a child is away, ill or on holidays, the corresponding days must be signed on returning to the centre.

It is your responsibility to ensure that an Educator is aware of your child's arrival and departure. Please take your child to an Educator upon arrival and say goodbye to an Educator when picking your child up so we know that they have left.

Safety gates and doors have been fitted to the centre. Please ensure that you close gates and doors when arriving and departing. This is for the safety of all children.

Please notify the centre if the collection of your child will be later than anticipated. A late fee will apply if your child is picked up after 6.15pm. (Refer to fees and charges)

UNCOLLECTED CHILDREN

If children are not collected by the time the centre closes, and staff have not been contacted by the parents informing them that they will be late, the following procedures will be followed:

- *Contact parents,
- *Contact emergency numbers on enrolment form

After 30 minutes if it has not been possible to arrange the collection of the child, the Department of Communities procedures will be followed i.e. contact the Child Protection and Crisis Centre 24-hour service.

Court Orders

Any child, who comes under the jurisdiction of a court order, will need to have a current order attached to their enrolment form. The court order must be current and valid. All educators at the centre will be made aware of the court order.

Any persons not on the court order who come to pick up the child will be denied access. If you wish any other person to pick up the child, permission must be given each time.

Access

If a person comes to collect your child and that person is not known to the educators, then they will be asked for proof of identity e.g. drivers licence.

Please let the person coming to pick up your child know that they will need to bring the proof of identity with them. The person collecting your child must be over 18 years of age.

Labelling Belongings

Please clearly name everything your child brings to the centre. Remember to renew names during the year when they begin to wear off. As our centre is generously equipped with toys and equipment, it would be appreciated if children's own possessions (with the exception of security items) are not brought into the centre.

Special name labels are available from a variety of places such as www.thatsmine.com.au www.younameitlabels.com.au.

Toys from Home

We encourage parents and children to bring comforters to the centre with them to assist in settling your child. We believe by having these comforters it helps children feel safe and secure in their environment.

We do however discourage children bringing toys from home. Sometimes certain toys are very special to your child or you, as parents have spent a lot of money on certain toys. By bringing them to the centre we cannot ensure that they won't get lost or broken.

If your child wishes to bring a toy to show their friends, you could discuss with them that you bring it in and show the children and you take it when you leave. For other strategies talk your child's teacher or the Director.

Queensland Government Kindergarten Program

Kindy Counts!

Kids on Craig offers a kindergarten program which is delivered by Qualified Teacher for at least 15 hours a week, 40 weeks a year, for the year prior to Prep.

Going to Kindy will help your child learn early literacy and numeracy concepts and develop communication skills to help their reading and writing.

Curriculum

Through programming educators aim to meet all developmental areas (language, cognitive, social, emotional, creative and physical) of the individual child.

This is achieved by the educators documenting your child's interests and progress using different observations. From these observations' educators' conference and plan with the children experiences that will enhance, extend and challenge their development both as individuals and as a group.

When planning for their group, educators at Kids on Craig Early Learning Care use the Kids on Craig under 2's curriculum and the Kids on Craig over 2's curriculum.

These curricula have been developed through research and are based on the theories of Early Childhood researchers Vygotsky, Dewey, Gardner, the Emergent Curriculum, Project Approach, and the Schools of Reggio Emilia in Italy.

Our program is based on children's interests. Educators discuss and plan with the children, further experiences that enhance their learning. Information about the experiences your child will be participating in each day is displayed through a program on the internet called STORY PARK. All experiences planned and spontaneous are related back to our centre philosophy and Research Focus. The centre philosophy and Research Focus are displayed in the foyer area. Our Research Forces and centre philosophy are always evolving as we as a centre continue to learn and grow through Mid term and End of Term critical reflection meetings.

This is all documented in your child's individual journal, which you are invited to add too. This journal follows your child from room to room and documents the story of their time here at Kids on Craig.

This curriculum, along with examples of how our programs work is displayed in the centre foyer. For more information on our curriculum, programming and our journals please speak to your Lead Educator or the Centre Nominated Supervisor.

We believe that the programs for all children should:

- Provide a balance of activities that include indoor and outdoor, quiet and active, individual, small group and large group and also child initiated and teacher-initiated activities.
- Have flexibility in regard to the children's needs, interests and any other situations that may arise during the day.
- Reflect cultural diversity.
- Consider gender equity.
- Have the environment set up so it allows for active participation and self selection.
- Use routine times as a part of learning.
- Use evaluation as a part of planning.

PARENT PARTICIPATION

Parents and guardians are always welcome visitors at the centre. At Kids on Craig we have an open-door policy, which means you are welcome at the centre at any time. You are most welcome to spend time in your child's room with them, just let the centre Educator's know.

We do recommend you visit the centre a few times with your child before starting them (refer to settling in). Please share all relevant information about your child with staff, as this enables them to provide high quality care to your child.

We appreciate that your time is precious, but we encourage you to become involved in any way that suits you best.

There are many different ways you can become involved:

- Spending time in the centre with your child
- Adding to your child's journal
- Adding ideas to the program
- Reviewing policies
- Input into the centre philosophy
- Sharing your skills
- Helping with excursions
- Read information sent home from the centre

- Help us work towards our Quality Areas 1-7 using our QIP book which is displayed in the foyer

Parent Responsibilities

Upon enrolling at Kids on Craig it is the parent's responsibility to:

- Notify the Nominated Supervisor if there is any change in the information about your child.
- Read the parent handbook and be aware of the policies followed at Kids on Craig
- Bring your child spare clothes.
- Comply with relevant health, hygiene and safety policies at Kids on Craig.
- Fill in all enrolment forms and return these to the Director before your child starts.
- Update emergency contacts
- Update the Nominated Supervisor on your child's immunisation.

Recycled Products for Children's Activities

Recycled materials from home are great for children to use in their activities. We would love a donation of materials such as old greeting cards, old wrapping paper, milk and yoghurt containers, boxes, cardboard cylinders etc. This is another form of parent participation. Our recycled station is located on your way through the centre.

BEHAVIOUR MANAGEMENT

We believe that children need to have set limits and guidelines for the protection of themselves and others. Being consistent with these limits is important to maximise the benefits of the program.

By setting appropriate and consistent guidelines we provide a secure environment in which children feel safe to explore and learn. These expectations are consistently made clear to the children.

When setting limits for children & Educator's:

- *Take into account the child's developmental level
- *Support the child's self-esteem
- *Speak in a positive manner
- *Give simple explanations
- *Offer choices
- *Are consistent, and
- *Encourage children to express their feelings appropriately.

We at Kids on Craig believe in working with children on their behaviour and helping them to empower themselves so they develop self-control and can work through problems with others.

Parents will be consulted if there are any behavioural concerns. We will work in partnership with the families to make sure we are consistent with guidance.

SLEEP/REST PERIOD

It is important for children to have a rest/sleep during their day. Although all children will not sleep, all children are encouraged to rest on their beds for a period.

For children who do not sleep, quiet experiences are offered during the rest period.

During the rest period (between 12.00pm-2.00pm) Educator's caring for children in the Toddler age group, will be replaced by another Educator for the duration of their break (1 hour).

Educator's caring for children in the age group above 2 years are not required to be replaced. The Educators in these rooms will alternatively take a lunch break, ensuring that one Educator is always in the room .

As Kids on Craig Early Learning Centre endeavors to ensure the safety of all children at all times, an emergency evacuation plan is in place to ensure the safe and efficient evacuation of all children from the centre at any time.

BIRTHDAYS

We encourage parents to let their children share their special day with their friends. Most children like to bring a cake, which is shared at morning teatime. When the time comes, please feel free to discuss any ideas you have with our staff.

INSURANCE

Kids on Craig Early Learning Centre are covered by Guild Insurance. If you would like any information about our policy cover please see the Nominated Supervisor

LICENSING

Kids on Craig Early Learning Centres are licensed in accordance with state government legislation. The relevant legislation is Education and Care Services National Regulations. To be licensed, our service must comply with this legislation including requirements about activities, experiences and programs; numbers of educators members and children; and educators qualifications. This legislation is available at the centre for your perusal and our current Provider Approval and Service Approval is displayed in the Parent Area.

EXCURSIONS AND VISITING ARTISTS

Should the centre decide to take the children on an excursion, you will be informed regarding the trip at least three weeks prior. Written permission (Excursion Form) and excursion fees (if applicable) must be returned from parents prior to departure, no child will be taken on an excursion without prior consent and knowledge.

Children must wear appropriate footwear and sun protection.

NON DISCRIMINATORY ACCESS

This centre regards children with special needs, children of all races, religions and culture, with equality, respect and consideration.

CULTURAL DIVERSITY

We look at Kids on Craig as a community that we are all a part of as well as the wider community; therefore we recognise all cultures and aim to accept all people. We value your culture and beliefs and that of the staff.

We endeavour to include all of our communities' cultures into our programs and curriculum.

Please discuss with the Director upon enrolment any cultural or religious practices or celebrations you wish to share.

RIGHTS OF THE CHILD

We at Kids on Craig believe firmly in the United Nations Declaration on the Rights of the Child. We believe all children have the right to be treated with dignity and respect.

We therefore endeavour never to humiliate or degrade a child but support them and guide them in making healthy and safe choices for themselves.

NOTIFICATION OF ABUSE

Under the Child Protection Act 1999, if at any time a staff member suspects any type of child abuse or neglect they have the duty to inform the Director who is then required to discuss the matter with the appropriate authorities within the Department of Communities.

Educators

The educators at Kids on Craig Early Learning Centres are the most important aspect of providing quality care for children. Without professional, enthusiastic and committed educators that are happy in their employment, the quality care, observation and programming, that is so important to child development, is compromised. We pride ourselves in attracting highly professional educators to care for your children.

At Kids on Craig Early Learning, educators are very carefully selected. The criteria used are:-

- Educational Qualifications
- Experience in Child Care
- Commitment to providing quality developmental programs
- Caring Attitude
- Confidence and enthusiasm

The Nominated Supervisor and educators work as a team: the structure being as follows -

Nominated Supervisor - The Nominated Supervisor is responsible for the day-to-day operation of the Centre in accordance with the stated philosophy and goals. The Nominated Supervisor will oversee all aspects of the administration including the programming and the care, safety, and wellbeing of all children. The Nominated Supervisor acts as a liaison between educators and the parent body and aims to foster and promote a sense of community.

Lead Educators - In each room there is a Lead Educator. The Lead educator is responsible for the well being of the children in their care and for providing a developmentally appropriate program based on the children's needs and interests.

Educator - Each room also has an Educator. The Educator supports the Lead Educators in every aspect of the program and are also responsible for the well being of the children in their care.

All educators employed are encouraged to hold a current First Aid Certificate and Resuscitation Certificate.

Casual Educators may be employed to fill temporary vacancies due to leave, sickness or other similar events. If an educator is absent there will be a notice up in your child's room informing you of this and who will be in the room taking that educators place.

The Child Care Act 2002 has a requirement that all educators and volunteers working with children hold a current *Suitability Card*. This card is issued by the Commission for Children and Young People after the person applying for the card has had a criminal history check and has no criminal record. Suitability Cards must stay current at all times and are renewable every two years.

We believe in keeping educators up to date with current trends in the Early Childhood field and we therefore encourage all educators to engage in professional development.

This development may be reading current research or attending courses, seminars, workshops and conferences. We believe this will only enhance the high quality care your child receives.

STUDENT AND VOLUNTEERS

At certain times of the year students, volunteers and community members will be involved in the centre's activities.

At no time will students or volunteers be given responsibility for the supervision of children at the centre.

All volunteers are required to show proof of identity, two (2) referees who may be contacted by the Director as well as having a current Suitability Card. Acceptance of students and volunteers is at the discretion of the Director.

ACECQA

The Australian Children's Education & Care Quality Authority is an independent statutory authority. They provide national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia.

ACECQA guides and implements the National Quality Framework for Early Childhood Education and Care at the national level. ACECQA monitor and promote the consistent application of the Education and Care Services National Law across all States and Territories. They also oversee how the National Quality Standards are applied across the country and ensure services are meeting the requirements.

ACECQA guide and support the work of the State and Territory regulatory authorities as they introduce the Framework in jurisdiction.

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services. This is achieved through...

- a national legislative framework
- a National Quality Standard
- a national quality rating and assessment process
- a new national body called the Australian Children's Education and Care Quality Authority.

Updated September 2020

Every centre will go through an assessment under the National Quality Framework. The assessment will cover 7 quality areas including...

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and management

During assessment the assessor will evaluate each area and based on their findings will give the centre a rating. These include...

- Significant improvement required.
- Working towards National Quality Standard.
- Meets National Quality Standard.
- Exceeds National Quality Standard.
- Excellent

COMMUNICATION

Centre newsletters will be sent out periodically to all families.

The newsletters will contain relevant centre information such as upcoming events, songs, recipes, current issues in early childhood and other information that may be of interest to you.

In the reception area and the children's rooms you will find a parent notice board, which will also give you relevant centre information. We encourage you to read the notice board regularly.

Each day you will receive information about your child's day. This information may be given to you in the form of charts about sleep and eating behaviours, notes home to parents, noticeboards or information about the daily program.

Communication on the programs being run in your child's room will be written in your child's journal which you can assess at any time.

Also around your child's room will be photos and panel documentation of the happenings and discoveries going on in your child's room.

Other information on your child's day will be shared with you by your child's teacher. If you have any concerns or would like to talk with one of your child's teachers, please feel free to make an appointment to see them.

At the beginning and end of the day teachers can't always have in-depth discussions with parents about their child's progress due to the fact they are still responsible for the other children they are supervising.

Family Photo

We have in all rooms a Family Wall. This is a strong and valuable tool in our environment for your child to connect to, feel that they and their family are valued and that their family is as much a part of the Service, even if they are not always there. If you would like to bring in a photo, or a couple of photos that represent your family, we would love to add it to our wall.

SAFETY

Smoking

Kids on Craig Early Learning Centre is a smoke free zone. Due to the health risk of passive smoking, it is not allowed at any time on the premises.

Emergency and Evacuation Procedures

Kids on Craig Early Learning Centre has comprehensive emergency evacuation plans, which are followed in the case of fire, bomb threat and other such emergencies. All educators have been trained in these evacuation plans ensuring that a quick, safe exit from the building is achieved.

Evacuation plans are prominently displayed in each of the rooms, in the playgrounds and staff rooms. It is recommended that all parents should familiarise themselves with the plan just in case there is a fire while you are on the premises.

Evacuation drills are practiced by all educators and children. Fire drills will be practiced at random times.

This highlights why it is so important your child is signed in and out every day so we can ensure your child's safety in the event of an evacuation.

All persons on the premises during an evacuation must participate in the evacuation and must follow the direction given by our Centre staff.

Centre Maintenance

The centre maintenance is covered by management. The centre is cleaned regularly; soft fall and sandpits are topped up annually as well as the centre being sprayed regularly.

First aid kits throughout the centre are stocked regularly as well as extinguishers being checked.

All breakages are reported to the Director and removed from reach of the children. If you have any concerns please come and see the Director.

Accidents and Injuries

All educators at Kids on Craig Early Learning Centre are encouraged to hold a current First Aid Certificate. This is updated every three (3) years and resuscitation is renewed annually.

At times, accidents will happen, which are often related to the child's developmental level. With this knowledge, educators are aware of the precautions that need to be taken, ensuring your child's safety.

In the event of an accident:

- *A educator experienced in First Aid will take charge of the treatment
- *An ambulance will be called if required
- *Parents/guardians will be called to inform them of the situation
- *If the child is taken away for treatment, a copy of the child's enrolment form will be taken
- *An Accident/Injury report is to be filled out with the appropriate details and signed by the parents

Updated September 2020

*All accidents that require medical attention must be reported to the Department of Communities.

Children's Safety

- Never leave children unattended in cars while collecting children from the Service.
- Cars parks are dangerous places for children. Always hold children's hands when arriving and leaving the Service.
- Never leave a door or gate open.
- Never leave your children unattended in a room.

- Children are not permitted into the kitchen and laundry areas.

Workplace Health and Safety

We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work health and Safety, please contact the Nominated Supervisor immediately.

Sun Care

Protecting children from the sun is an important factor we take seriously when caring for your child. Educators structure their outside play times to avoid children being in the sun at peak times. All staff and children have 30+ sunscreen applied and must be wearing a hat before going outside to play. Educators also include Sun Smart education as part of the program and have Sun Smart information readily available for parents.

On arrival at the centre when signing your child in, please apply sun screen to your child before taking them outside, there is also a sun screen register so that educators can check who has had sun screen applied and who hasn't.

A bottle of sunscreen is available for you to apply sunscreen, please ask the educators if you need to do this upon arrival educators will reapply sunscreen throughout the day as needed.

Children under the age of twelve (12) months must not be exposed to direct sunlight. Please ensure that the sunscreen you apply is suitable for children less than twelve (12) months of age.

Please provide the educators with personal sunscreen if your child has allergies or reactions to the centre sunscreen.



The Sun smart Centre's Program is an award program offered by Queensland Cancer Fund. It recognises the important work being done by licensed Centre based services with regards to sun safety. To become a Sun Smart Centre, set criteria in sun safety must be met.

Kids on Craig ELC has developed and implements a comprehensive and active Sun Smart Policy which has gained us Sun Smart Centre Accreditation with the Queensland Cancer Fund.

HEALTH

Our aim at Kids on Craig Early Learning is to ensure that all children have a healthy and safe environment in which to be cared for. To minimise the spread of infectious diseases, children suffering from certain diseases are excluded from attending childcare.

Included in this handbook are QLD Department of Health Guidelines on Infectious Diseases which are to be adhered to.

Parents will be informed immediately of any infectious disease in the centre. This will be usually in the form of signs on room notice boards and foyer notice boards.

You will be given information such as symptoms of the condition, exclusion time from the centre and the need for a medical clearance. Likewise, we would appreciate that parents inform the centre of any infectious condition that has been discovered in the family.

We have a duty of care to your child to have them stay home when they are sick and a duty of care to the other children and staff at the centre to protect them from illness where we can.

Colds

If children have a cold and are well enough to participate in the day's activities they may attend the centre.

In the case of having symptoms such as persistent cough, wheezing, a thick green discharge from the nose, fever and lethargy they will need to be excluded for 24 hours or until they are well enough to participate in daily activities.

Conjunctivitis

If a child has discharge from an eye, they will be excluded from the centre until medical treatment has commenced and the discharge has stopped.

Vomiting

If a child has suffered from vomiting, they must be kept at home for 24 hours from the last vomiting attack.

Diarrhoea

If a child has suffered from diarrhoea, they must be kept at home for 24 hours from the last attack. They must have a normal motion before returning to the centre.

You may be requested to supply the centre with a clearance letter from a medical practitioner verifying that the child is healthy to return to the centre.

Parents are also encouraged to supply the centre with a medical certificate for absences related to illness. This will ensure that the days absent are not included in the total number of absences for the Child Care Benefit.

MEDICATION

Kids on Craig Early Learning follows the following procedures in regard to the administering of medication.

- No medication will be administered unless prescribed by a medical practitioner. If the medication is an over-the-counter medication, it must be accompanied by a letter or chemist label stating the child's name, the dose required and the period for which this dose will be required.

- Parents must ensure a Medication Form is completed and signed. Short Term and Long Term Medication Forms are available depending on the type of medication prescribed. Medication forms are in the Medication Folder or book in each room on top of the lockers.
- One staff member will sign on administering the medication and a second staff member will sign as the witness.
- **Staff will not administer unlabelled medication.**
- Medication must be stored out of reach of children. Please ensure that all medication is handed to a staff member or place the medication in the refrigerator in the kitchens. These areas are locked and are not accessible to children
- In the case where a child has a medical condition that requires long term medication on an irregular basis an Emergency Medical Authority form will need to be signed.
- Parents will also need to sign Permission to Administer Panadol/teething gel, giving staff permission to give **ONE (1)** dose of Panadol if a child's temperature is 38 C and above or **ONE (1)** dose of teething gel if they have suspected teething pain.
- Parents will be notified before Panadol/teething gel is administered.
- All asthma medication will be administered as per the "Asthma Policy". Parents need to provide the centre with an asthma plan that has been developed in consultation with the child's doctor.

IMMUNISATION

Immunisation is compulsory and Kids on Craig follows a NO JAB – No PLAY policy introduced by the Australian Government in 2016. This policy requires all parents enrolling in childcare to provide documented evidence of the child's immunisation status. Immunisation details will be required at the time of enrolment and need to be regularly updated. In the event of an outbreak of a vaccine preventable disease at the centre, children not up to date with immunisation will be required to remain away from the centre for the duration of the disease. For more detailed information you can visit the Immunise Australia website at <http://immunise.health.gov.au> or call on 1800 671 811.

HYGIENE

We strive to maintain a high level of hygiene and we encourage parents and children to uphold these standards. We implement many policies and procedures to ensure that standards are kept high.

You will find notices with procedures for centre hygiene displayed throughout the centre as well as detailed information in our policy manual.

Oral Hygiene

Children will be encouraged to drink "swishy" water after lunch to discourage plaque.

Staff will regularly talk to the children about the importance of regularly brushing their teeth and eating healthy foods that are good for their teeth.

Once a year we also try to have a dental nurse come and talk to the children about the importance of dental hygiene.

NAPPY SERVICE

Nappy change procedures are in place at the centre to prevent cross infection with children and educators. These procedures involve hand washing procedures, gloves, and cleaning the nappy change area after every use. When parents change nappies it is important that they also follow these procedures. The procedures are on display in every nappy changing area.

Toilet training is an important time for toddlers and it is important that they are supported and encouraged when learning.

We at Kids on Craig believe in working with parents to decide when your child is ready for toilet training and the best strategies to use with them. We have lots of information on toilet training and believe this should be a positive experience for your child.

FOOD AND NUTRITION

Nutritious morning tea, lunch, afternoon tea along with milk and water are provided for your children. If you have any questions regarding the centre menu please speak to your Nominated Supervisor.

If your child has food allergies please provide detailed information to the Nominated Supervisor before commencement at Kids on Craig Early Learning Centre.

We also display in the kitchen information on nutritious snacks for children and from time to time we will attach recipes to newsletters to give parents ideas.

We are a NUT & EGG FREE CENTRE!

Family Skills, Interests and Talents

We welcome and encourage the involvement of all parents/families at our Service. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities and knowledge. There are many ways for your family to be involved. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

Your Occupation or Hobby

You are the most important person in their world. We welcome all parents to the Service to talk about their occupation or hobby (eg music, craft, cooking). Everything parents do interest children and these talks are the best educational resources you can provide for the Service.

We use information that has come from discussions about occupations and hobbies in our program and the ideas explored which can turn into interest projects providing valuable learning.

DEALING WITH CONCERNS

If you have any concerns regarding the care of your child, please approach your child's Group Leader and discuss the matter with them.

If you feel that your concerns are not being met, please do not hesitate to discuss this with the Director.

In the event that you are still not satisfied with the outcome please contact:

Kerry Briggs
admin@kidsoncraig.com.au

Updated September 2020

The Department of Early Education and Care is the licensing body for childcare and have a statutory responsibility to make sure that the regulations are adhered to.

If you have any concerns about the quality of care your child is receiving, please contact your local Department of Early Education and Care Service Centre on 1800 637 711 or Early Childhood Education and Care, Nundah Office 07 3634 0532.

All grievances will be taken seriously, and our best effort will always be forthcoming.

CENTRE POLICIES AND PROCEDURES

For more information on our Policies and Procedures please refer to our Policy Folder located at reception and read the policies located in the rooms.

CENTRE GOALS

The children at Kids on Craig experience an environment where:

Secure, respectful and reciprocal relationships are developed by

- Building trust, building confidence, respecting ourselves, others and their feelings.
- Supporting children in being able to learn about responsibilities, interacting positively, valuing collaboration and teamwork as we as developing independence.

Partnerships are developed by

- Valuing each other and the roles we play in each other's lives, sharing our insights and perspectives-children/staff/families and community
- Communicating freely and respectfully with each other, listening and sharing decision making.

Equity and expectations are developed by

- Challenging inequities, promoting and teaching about equality and inclusion. Working in partnerships to achieve equal opportunities for all.
- The promotion of learning in all developmental areas and extending on knowledge and challenging oneself and others.

Respect for Diversity is developed by

- Reflecting, honoring and valuing all practices and lifestyle choices of families through the program
- Supporting children in learning, discovering and developing who they are to be and become
- Providing an open door policy in which families feel free to actively participate in their children's lives at the centre, thus enabling us to provide high quality care so we can work together as a community, respecting and valuing what each family and community member brings to the centre.