



FAMILY HANDBOOK

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1. Centre Information

Service Locations

Parkdale Family and Children's Centre	Edithvale Family and Children's Centre	Carrum Family and Children's Centre
122 Warren Road, Parkdale 3195 Ph: 8586 0900 E: admin.parkdalefcc @kingston.vic.gov.au	122 Edithvale Road, Edithvale 3196 Ph: 8782 1200 E: admin.edithvalefcc @kingston.vic.gov.au	24A Graham Road, Carrum 3197 Ph: 9581 3000 E: admin.carrumfcc @kingston.vic.gov.au

Hours of Operation

- 7:00am-6:00pm Monday-Friday.
- The Family and Children's Centres are closed on all Victorian public holidays and for approximately two weeks over the Christmas/New Year Period.

Education and Care Programs

- The Family and Children's Centres provide care and education for children aged 0-6 years as per the table below.
- All nappies, food and sunscreen are included in the weekly fees for Multi-Age Education and Care and Kindergarten PLUS.
- Parents/guardians are responsible to provide food for children attending Sessional 3 and 4 Year Old Kindergarten. Nappies (where required) are provided by parents/guardians and sunscreen is provided by the service.

Program Type	Hours/Sessions	Age Grouping	Details
Multi-Age Education and Care	7:00am-6:00pm Full time or part time (1-5 days)	0-3.5 years; or 0-6 years; or 2.5-6 years	Play-based educational program with a focus on social interaction, skill development, individual and group-based experiences and self-regulation.
Program Type	Hours/Sessions	Age Grouping	Details
Sessional 3 Year Old Pre-Kindergarten	2 x short sessions 6 hours per week total	3-4 years Children must be 3 before 30 th April	Play-based educational program with a focus on social interaction skill development, group-based experiences and self-regulation.
Kindergarten PLUS	7:00am-6:00pm Minimum 2 days in the Kindergarten PLUS room 22 hours per week total Additional days in a Multi-Age Education and Care room	4-5 years Children must be 4 before 30 th April	Educational program with a focus on language, literacy, numeracy, social interaction and school readiness.
Sessional 4 Year Old Kindergarten	3 x short sessions 15 hours per week total	4-5 years Children must be 4 before 30 th April	Educational program with a focus on language, literacy, numeracy, social interaction and school readiness.

Quality and Regulation

- The Family and Children’s Centres are regulated by the Department of Education and Training (DET). They carry out the quality assessment and rating process and ensure that services meet the Education and Care National Law and Regulations. Each centres rating will be displayed in the foyer.
- As part of the assessment and quality rating process, the Family and Children’s Centres develop a Quality Improvement Plan (QIP). The QIP identifies the strengths and areas for improvement in each of the seven quality areas of the

National Quality Standard. Please speak to your Coordinator if you would like to view a copy of your centres current QIP.

Centre Policies

- The Family and Children’s Centres have developed a full suite of policies and procedures to meet legislative requirements and best practice recommendations. The policies have been separated into three sections:
 - Early Years Policies (Folder located in the centre foyer)
 - Early Years Policies Appendix (Folder located in the centre foyer)
- Please speak with your Coordinator if you would like copies or have questions about any of the policies.

Complaints and Grievances

1. Families are encouraged to speak with the centre Coordinator in the first instance (contact details as per Service Locations above).
2. If after discussion with the Coordinator the issue remains unresolved, contact the Team Leader Family and Children’s Centres on 0407 861 748.
3. If after discussion with the Team Leader the issue remains unresolved, contact the Manager Family, Youth and Children’s Services on 9581 4869.
4. If after discussion with the Manager the issue remains unresolved (and the complaint alleges the health, safety or wellbeing of children was or is being compromised or a breach of the Education and Care Services National Law), contact:

Department of Education and Training (DET) Quality Assessment and Regulation Division	165-169 Thomas Street Dandenong, Victoria 3175 Phone: 8765 5787
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2. Enrolment and Orientation

Enrolment Process

1. Centre Tour/Visit with the Coordinator:
 - Collect an Enrolment Pack.
 - Organise Orientation with Administration Staff.
 - Pay the Enrolment Fee Deposit
Part time \$100 Full time \$200
2. Return the completed forms, including immunisation statement and medical conditions requirements (where applicable)
3. Undertake two orientation sessions (as per the table below).
4. Child commences at the service.

Immunisation Requirements

- Families need to provide evidence that their child's immunisations are up to date. An Immunisation History Statement from the Australian Immunisation Register (AIR) is the only accepted documentation and is required to finalise enrolment. A copy of the green book or an Immunisation Status Certificate completed by a GP or local Council immunisation service are no longer accepted.
- To access your child's Immunisation History Statement:
 - Phone AIR on 1800 653 809;
 - Visit your local Medicare office;
 - Logon to your MyGov account (<https://my.gov.au>) or;
 - Download the Express Plus Medicare mobile app.

Orientation Program

Program Type	Orientation Sessions Offered	Parents/ Guardians to attend
Multi-Age Education and Care	2 x 1 hour sessions: 9:00am-10:00am, 10:00am-11:00am or 2:30pm-3:30pm	Yes
	1 x half day session (any six hour period) Charged at a half fee rate	No
Sessional 3 Year Old Kindergarten	Enrolment Interview- 2.5 hours (x 10 minutes with the teacher)	Yes
	2 x half sessions in the first week of Kindergarten	No
Sessional 4 Year Old Kindergarten	Enrolment Interview- 2.5 hours (x 10 minutes with the teacher)	Yes
	3 x half sessions in the first week of Kindergarten	No
Kindergarten PLUS	2 x 1 hour sessions (times arranged with Administration Staff)	Yes
	Enrolment Interview x 10 minutes	Yes

Additional Days

- Parents/guardians can request additional permanent days for their child via Administration by collecting an Internal Waitlist form. They will be placed on the Internal Waitlist if there are no vacancies in their requested room. When places become available they are offered to the Internal Waitlist before being offered to external families.

Buy/Sell Days (Mult-Age Childcare and Education and Kindergarten PLUS only)

- If you know in advance that your child is going to be away e.g. for a holiday, you may be able to 'sell' your day to another family. You won't be charged if:
 1. The day is bought by another family; and
 2. There are no vacancies in the centre that day.
- Please speak with Administration Staff for more details.

Important Kindergarten Dates

- Please take note of the following important dates for Sessional 3 Year Old Pre-Kindergarten, Sessional 4 Year Old Kindergarten and Kindergarten PLUS:

Applications Open	<ul style="list-style-type: none">• 1 May of the previous year• Applications must be in by the end of June of the previous year to be included in the First Round Offers
First Round Offers	<ul style="list-style-type: none">• From July of the previous year
Second/Third Round Offers	<ul style="list-style-type: none">• From August of the previous year

- Application forms can be found at: <https://bit.ly/2qAXBQw>.

Information Update

- It's important that the centre has the most up to date information for each family. Families are required to complete a new Early Years Enrolment Form each year during the re-enrolment process.
- Please notify Administration Staff throughout the year in any of the following circumstances:
 - Change of address or phone number for any parent/guardian
 - Immunisation update (the service will request regular updates via Educa).
 - Change in custody arrangements (as per 7 below).

3. Centre Fees

Enrolment Fee Deposit

- Families pay an Enrolment Fee Deposit to secure their place. The fee is \$100 for part time bookings (4 days or less) and sessional kindergarten and \$200 for full time bookings (5 days). The deposit is credited towards the first invoice.
- The Enrolment Fee Deposit is waived for families with a health care card and those eligible for Early Start Kindergarten and Additional Child Care Subsidy (Temporary Financial Hardship, Grandparents and Transition to Work).

Weekly/Term Fees

- Multi-Age Education and Care Fees are invoiced fortnightly and are due within 7 days.
- Families pay via direct debit unless otherwise arranged with the Coordinator.
- Sessional kindergarten fees are invoiced each term and are due within 7 days.
- A current Early Years Fee Schedule is displayed at each service. Fees are reviewed annually as part of the City of Kingston budget review process.

Public Holidays and Centre Closures

- The Family and Children’s Centres are closed on all Victorian public holidays.
- Fees are not charged for public holidays or during the scheduled closure during the Christmas/New Year period.

Child Care Subsidy

- From 2 July 2018, the Child Care Subsidy replaced Child Care Benefit (CCB) and the Child Care Rebate (CCR).

Child Care Subsidy	Information and Links
<ul style="list-style-type: none"> • Single, means-tested payment • Paid directly to the service • Helps families with the cost of child care 	Child Care Subsidy Estimator: http://bit.ly/2yRc2IE
	To apply: <ol style="list-style-type: none"> 1. Register with myGov: https://bit.ly/1fLV9rG 2. Link Centelink to your myGov account 3. Complete the Child Care Subsidy Assessment using your Centrelink online account
	More information and eligibility: https://bit.ly/2y3u1rG

Additional Child Care Subsidy

- The Additional Child Care Subsidy is available for eligible families in the following circumstances:
 - Temporary Financial Hardship (13 weeks of temporary fee assistance);
 - Child Wellbeing (children at risk of serious abuse or neglect);
 - Grandparents (for grandparents on income support who are the child’s main carer); and
 - Transition to Work (families transitioning from income support to work).
- Visit <https://bit.ly/2ESRlb5> for more information, including eligibility requirements. Please contact Centrelink if you think you may be eligible for the Additional Child Care Subsidy on 131 272.

Early Start Kindergarten (Sessional 3 Year Old Kindergarten)

- Early Start Kindergarten funding allows eligible children* to access free or low cost three year old sessional pre-kindergarten. Please speak with your Coordinator for more information.

*Eligibility includes children identified as being Aboriginal and/or Torres Strait Islander and those known to Child Protection.

Kindergarten Fee Subsidy (Sessional 4 Year Old Kindergarten)

- The Kindergarten Fee Subsidy enables eligible children* to access free or low cost four year old kindergarten. Please speak with your Coordinator for more information.

*Eligibility includes children identified as being Aboriginal and/or Torres Strait Islander, children of multiple birth (triplets or more), and families who hold a health care card or eligible visa.

Late Collection Fee

- It's important to note that the service closes at 6:00pm. Families should arrive by 5:50pm to ensure there is enough time to collect their child/speak with Educators.
- Kindergarten children must also be picked up at the time the session concludes.
- A Late Collection Fee (displayed on the Fee Schedule) will be charged in 15 minute blocks if a child is collected late.
- Families sign a Late Fee form and the fee is added to the next invoice.

Non-Attendance

- If you child is going to be absent, please let the service know via phone or email
- Fees are charged for all absences for illness, holidays etc. unless as per the Buy/Sell Days procedure.

Cancelling Care

- If you wish to cancel part or all of your child's care and education, 4 weeks-notice is required. Please advise the centre in writing via email.
- Sessional 3 and 4 year old kindergarten families may be given a pro-rata refund for term fees paid if the position can be filled from a waiting list (minus the Enrolment Fee Deposit). No refund is offered if the position cannot be filled.

4. What to Bring

- Families are encouraged to bring the following items for their child:
 1. Labelled bag.
 2. At least one full set of spare clothes labelled with the child's name. Educators will ensure that children are wearing clothes appropriate for the temperature, sleeping etc.

3. A spare pair of shoes and socks (where applicable). Please note, thongs are difficult for children to climb in, closed in shoes or sandals are preferred.
4. A labelled legionnaire, broad-brimmed or bucket style hat. Centre hats can be purchased for a small fee. Please see Administration Staff.
5. A labelled coat and beanie (in winter).
6. Gumboots (in winter).
7. Child's comforter(s) e.g. dummy, blanket, toy etc. Please note dummy chains cannot be used and toys/blankets are not placed in cots with children under 7 months of age as per Safe Sleeping requirements.
8. Labelled drink bottle filled with water (please take this home daily to wash).
9. Bottles labelled with breast milk or pre-measured water and formula in pre-measured containers (where applicable).

Toys from Home

- Families are discouraged from bringing toys from home to the centre. The service accepts no responsibility for the loss or damage of any toys from home.
- Children are encouraged to bring in items of interest relating to topics being discussed as part of the educational program e.g. books, posters, photos etc.

Lost Property

- Each centre has a designated lost property area. Please check regularly for any items you may be missing. Unclaimed items are donated to charity at the end of each term.

5. Arrival and Departure

Signing In and Out

- Please sign your child in and out using your personal pin number on the administration iPad located outside your child's room.
- This pin number is for adults only- children are not permitted to use the administration iPads. If another authorised nominee is dropping off/collecting your child for the first time please see administration.
- If you forget your pin number, Educators can sign your child in or out using their pin number. Please speak to administration to organise resetting your password.

Communication

- Always notify an Educator that your child has arrived or is departing.
- Notify Educators of anything that may impact on your child's day e.g. lack of sleep the night before, changes at home etc.
- Discuss your child's day with Educators at the end of the day. If more than a few minutes is required, please book in a time with the Educator.

Supervision and Safety

- Please supervise all of the children in your care, including school children. School children must stay with you at all times and are not permitted to wait in the foyer or other areas of the centre while you drop off/pick up your other child(ren).
- To protect the safety of all children, please don't allow school children to open the doors of the children's rooms.
- The door codes and green exit buttons are for adult use only. Please don't allow children to enter the code or press the green exit buttons.

Authorised Nominees

- Families must nominate at least two other family members or friends (authorised nominees) who can collect their child/be contacted in an emergency/make other decisions about the child (as specified in the Enrolment Form). It is important that these authorised nominees can collect the child when required e.g. a family member who lives interstate is not appropriate. Please see Administration Staff if you would like to add or remove authorised nominees.

Custody and Access

- Please advise the centre if there are any custody or access arrangements in place for your child.
- The centre can only attempt to stop a parent/guardian from collecting a child if there is a current court order in place. If the parent/guardian becomes violent or aggressive, or the safety of the staff other children is threatened, the child will be released and the service will contact the police (and yourself) immediately.

Drugs and Alcohol

- If a parent/guardian arrives to collect a child in a drug or significantly alcohol affected state, the centre will attempt to dissuade the parent/guardian from collecting the child and try to determine if another family member or friend can assist with collection/care of the child. If the parent/guardian insists on taking the child, the service will phone the police and make a report to Child Protection.

Handwashing

- To minimise the spread of infection and to protect children with allergies and anaphylaxis, all children are encouraged to wash their hands on arrival and departure.

Sunscreen

- During September- April please apply sunscreen to your child upon arrival at the service. Each centre has dedicated sunscreen stations for all parents/guardians, children and visitors. Please complete the Sunscreen Register located on the sign in table to notify Educators.

6. Child Safety

Child Protection

- The City of Kingston have developed a suite of child protection policies in line with the new compulsory Child Safe Standards. The City of Kingston has zero tolerance for child abuse and adheres to strict reporting protocols for all allegations of child abuse.

Child Safe Environment

- The centres endeavour to provide a safe environment for children. Educators complete daily indoor and outdoor checks to remove or reduce hazards and monitor indoor and outdoor spaces throughout the day. Please let someone at the centre know if you notice anything unsafe.

Educator-to-Child Ratios and Supervision

- The centre adheres to the following Educator-to-child ratios:
 1. 1:4 for children under 3 years of age; and
 2. 1:11 for children over 3 years of age.
- The ratios are maintain at all times, including during sleep and rest time.
- Educators maintain high levels of supervision at all times. Please assist with this by booking in a time to see Educators if you need more than a few minutes of their time, as their attention needs to be with the children.

Safe Sleeping

- Where possible, the centre will maintain children's sleep routine from home. Sleeping practices from home can only be implemented at centre if they meet Safe Sleeping practices e.g. the centre cannot put very young children on their stomach to sleep. You will discuss your child's sleep/rest practices during orientation.

Parking and Road Safety

- Please utilise the dedicated car parking spaces and walkways provided (where available). Please be mindful of other cars and pedestrians, especially during busy drop off and pick up times.
- Please ensure that all of the children in your care are with you at drop off and pick up times. In Victoria it is an offence for a person responsible for a child to leave the child unattended for any longer than is reasonable, including leaving a child unattended in a car (windows up or down).

Emergency Management

- Each centre has an individual Emergency Management Plan (EMP) with includes guidance for different types of emergencies, including evacuations. The EMP is stored in a red folder in the foyer of each centre.
- The Family and Children's Centres practice a whole centre evacuation every term. Please note, to prepare for a real emergency, the evacuation may take place

during sleep/rest time. We understand this may interrupt children's sleep patterns occasionally, however we believe it is vital that Educators and children are prepared should we need to evacuate during the middle of the day.

- Please be aware that all children, staff and families present at the time of the drill are required by law to participate.

7. Relationships with Children

Interactions with Children

- Educators develop positive and trusting relationships with children. They will get to know each child (what they like to do, how they settle, who they like to play with, how they react in different situations etc.) by spending meaningful time with each child individually and in a group and by gaining insight from families. Educators use positive language, remain calm and gentle, respect children's choices and role model appropriate behaviour.
- Educators comfort children who are upset or having difficulty separating from families. Educators work with families to create a drop off routine that meets the needs of each child e.g. completing a favourite activity, reading a story etc.

Behaviour Guidance

- Educators support each child's behaviour by:
 - Talking about what children can do;
 - Setting clear and reasonable limits;
 - Role modelling positive language and interactions;
 - Helping children to label their feelings; and
 - Assisting children to understand how their behaviour affects others.
- Educators will work with families to develop a Behaviour Support Plan for children exhibiting challenging behaviour. The Behaviour Support Plan will support the child by determining the reason for the behaviour and providing clear strategies to prevent and respond to the behaviour. Where possible, consistent strategies are used at home and at the centre.

8. Educational Program

- Educators provide stimulating, challenging and interesting experiences, engage in conversations and intentionally teach children a range of skills. Educators set individual and group goals for the children each term and work with the children and other Educators to meet those goals.

Learning Outcomes

- The educational program contributes to the following outcomes for each child:
 1. Children have a strong sense of identity.
 2. Children are connected with and contribute to their world.
 3. Children have a strong sense of wellbeing.

4. Children are confident and involved learners.
5. Children are effective communicators.

Educa

- The Family and Children's Centres use Educa to document children's learning. Families can view their child's profile, read newsletters and communicate with their child's Educators through Educa. The centre will invite families to use Educa as part of the enrolment process.

Indoor/Outdoor

- The Family and Children's Centres operate an indoor/outdoor program, allowing children to explore the indoor and outdoor areas as one space. This allows for better engagement from the children as they play in their area of choice and participate in experiences that interest them.

Excursions

- The centre may plan a range of excursions to compliment the educational program and extend children's learning. There are three types of excursions:
 1. One off excursion e.g. to the Traffic School.
 2. Local area excursion e.g. a regular walking excursion in the local community such as a park.
 3. Incursion. A session run by an outside agency/organisation e.g. music performance.
- Families are encouraged to attend excursions (where appropriate), however are not left with sole supervision of any children, including their own child.

Environmental Sustainability

- The centre promotes the use of recycled and natural materials. Educators promote environmental awareness and role model the principles of reducing, reusing and recycling. Children have opportunities to be involved in caring for the natural environment e.g. gardening, the care of pets etc. The centres minimises the use of toxic products and chooses 'green' products where available.

Technology

- Technology may be used to enhance the educational program e.g. to research an idea or topic with the children. Each room has a teaching and learning iPad that is available for this purpose. Carefully selected applications (apps) may be used where approved by the Educational Leader. Screen time is limited and is intended for children over two years of age, however due to the multi-age setting younger children may have some exposure.

9. Inclusion and Equity

- The centre provides a welcoming inclusive environment for all families and endeavours to ensure that all children, families, Educators, Staff and visitors are treated equitably. The centre has zero tolerance for discrimination.

- The centre acknowledges and values diversity, and promotes the empowerment, safety and participation of Aboriginal and Torres Strait Islander children and children with a disability.
- Where required, the centre will seek support for children with additional needs e.g. assistance with teaching strategies, or funding for additional resources and/or Educators through inclusion support programs.
- The centre provides additional support for families experiencing vulnerability including linking them with support services and funding where appropriate.

10. Partnerships with Families and Communities

Partnerships with Families

- The centre works in partnership with families to best meet the needs of their child. This is achieved through open communication, shared decision making and showing sensitivity to individual family needs, values and culture. Where appropriate, the service will work in collaboration with families to seek additional support/assistance for children.
- Families are welcome to attend the centre anytime their child is in attendance (except where there are court orders in place, or where it would conflict with any duty of the City of Kingston or the service) and are encouraged to attend excursions with their child (where appropriate, as per 10 above).

Privacy and Confidentiality

- The centre protects the privacy and maintains confidentiality of all children, families, Educators and Staff. Information is used for the purpose it was collected and is securely disposed of when no longer required. Information is shared between the centre and third parties as required for children's care and education, the law and with parent/guardian permission.
- The centre communicates with families via Educa. This maintains privacy as there is no personal information visible e.g. names and email addresses.

Volunteers and Students

- The centre supports the early childhood industry by providing limited placements for students to undertake work placement to gain practical experience. Students are never left with sole supervision of a child or group of children, and are closely monitored by Educators. Where applicable, the centre will seek permission from parents/guardians for students to observe their child as part of their studies.
- Parents/guardians are encouraged to assist the centre during excursions (where appropriate.)

11. Medical Conditions

Enrolment Requirements

- The following must be provided for all children with a medical condition (e.g. allergy, Anaphylaxis, Asthma etc.):

1. A Medical Management Plan completed by a medical or nurse practitioner (within the previous 12 months).
 2. Risk Minimisation and Communication Plan (completed in consultation with your Coordinator during orientation).
 3. Child's medication (this can remain at the centre, or it must be bought in each day).
 4. Dietary Requirements Form (for allergies, Anaphylaxis, Diabetes and Asthma triggered by food).
- Please note, children cannot attend the centre without the completed paperwork (above) and their medication.

Ongoing Requirements

- Annual Medical Management Plan update, including a new photo (regardless of the timeframe listed on the plan).
- Risk Minimisation and Communication Plan to be reviewed with Educators quarterly and updated annually.
- New Medication (before expiry). Educators will send out reminders one month before the medication is due to expire. Please note, children cannot attend the centre without their medication at any time.

Food Restrictions

- To minimise the risk to children with allergies and Anaphylaxis, families are discouraged from bringing nuts or nut products into the centre.
- There may be other food restrictions in the centre or in certain rooms where appropriate e.g. eggs. If there are nuts or nut products (or other restricted foods) found in a child's bag, they will be discarded (if open) or stored in the Coordinator's office until pick up.

12. Food and Nutrition

Hearty Health- Multi-Age Education and Care and Kindergarten PLUS

- Hearty Health are contracted to provide morning tea, lunch and afternoon tea for the Multi-Age Education and Care and Kindergarten PLUS rooms. The food provided by Hearty Health meets 50% of children's recommended daily nutrition requirements.
- Hearty Health provide a seasonal four weekly rotating menu with an emphasis on fresh food. All food is prepared by Hearty Health qualified chefs the day before and delivered to the centres after hours.
- The centres provide breakfast (cereal and toast) and late snack (e.g. crackers) for the children.

Infants

- Hearty Health cater for infants by providing pureed vegetables, grains and meat. The centre orders purees based on the foods they have tried at home. Infants will move from the puree up to a more solid menu slowly, in collaboration with families.
- Bottles labelled with breast milk or pre-measured water and formula in pre-measured containers are provided by families. Bottles will be rinsed and sent home for cleaning/sanitising.
- Infants are offered cooled, boiled water between 6 and 8 months of age. Tap water is offered from 8 months.

Sessional Kindergarten

- Families are encouraged to bring the following items for their child:
 1. Labelled lunch box that they can open themselves.
 2. Healthy snack for morning tea and lunch. Please remember the food restrictions- nuts and nut products and other products which you will be notified of accordingly.
 3. Cutlery (where required).
- Families are encouraged to use reusable containers and minimise disposable packaging. To limit waste, food wrappers will be sent home. Food scraps will be composted or used in the worm farm.

Allergies/Anaphylaxis/Dietary Requirements/Intolerances

- Hearty Health are able to cater for all allergies, Anaphylaxis, dietary requirements (e.g. vegetarian) and intolerances with their seasonal four weekly rotating Allergy/Intolerance Menu. The menu will be a variation of the main menu, to meet the needs of different allergies, Anaphylaxis dietary requirements and intolerances.
- Hearty Health prepare allergy/intolerance meals separately to the main menu and do not use any nuts or nut products, eggs or egg products or pork or pork products in their kitchens. Hearty Health use only Halal certified meat.
- Where there is a change to a child's allergy, Anaphylaxis, dietary requirement or intolerance, families need to update the centre. The service cannot serve the child any new foods until an updated Dietary Requirements Form is provided.
- Families from the Multi-Age Education and Care and Kindergarten PLUS rooms are not permitted to bring food from home, unless as part of their child's medical condition. Sessional kindergarten families adhere to the food restrictions (nuts and nut products and other foods where appropriate) when packing their child's lunchboxes. Educators and staff are not permitted to bring nuts or nut products into the centre at any time.

Children's Birthdays

- The centre does not serve cakes or other foods high in sugar to celebrate children's birthdays. Families are not permitted to bring in any food from home for their child's birthday.
- Children's birthdays are celebrated by singing happy birthday at group time and/or through a creative experience, such as making a birthday badge or card.

Cooking Experiences

- Children may engage in cooking experiences as part of the educational program. Families will be notified via Educa. Authorisation is required for all children with allergies, Anaphylaxis and dietary requirements.
- Only food from the centre can be used in cooking experiences. All food from cooking experiences is consumed on the day, at the centre. Leftover food is discarded and must not be taken home.

13. Illness and Injury

- Children who are unwell and unable to participate in the program need to stay at home to rest and recuperate and must remain at home for **24 hours after their last symptom** (unless families provide a medical clearance).
- If children become unwell whilst at the service, Educators will complete an Illness Report which states the earliest time the child can return to the centre and may include a request for a medical clearance for the child to return.
- Educators will contact families if their child is injured in the following circumstances: all face and head injuries (even if deemed minor), pierced skin, substantial bruising and all major injuries/incidents. Any other injury/incident will be discussed during pick up. Parents/guardians are requested to sign an accident form to meet legislative requirements.
- Children who see a GP or go to the hospital (for injuries such as a broken limb or head injury etc. and illness related to a medical condition such as Anaphylaxis) need to stay at home for 24 hours following the injury or illness (unless families provide a medical clearance).

Minimum Exclusion Periods for Infectious Diseases

- The centre adheres to the Minimum Exclusion Periods for Infectious Diseases (please see Appendix) for all children, Educators and staff. Children must remain at home for the required timeframe.
- To minimise the spread of infection, children with a suspected infectious disease need to be collected from the centre within two hours.
- Unimmunised children may be excluded during an outbreak of a vaccine preventable disease.

14. Medication

Administering Medication

- Educators can only administer medication to children with written authorisation from parents/guardians. The centre can only administer medication that the child has already been given at home.
- All medication must be in the original container, labelled with the child's name, expiry date and instructions for the dosage.
- Non-prescription medication can only be given for 48 hours (including time at home) before a doctor's authorisation is required.
- Educators will complete a medication form and parents/guardians sign to acknowledge the medication has been given. Two Educators check the dosage to ensure the correct amount is given to children.

Panadol and Nurofen

- Panadol/Nurofen is not kept at the centre and can only be given when provided by families with a doctor's authorisation.

15. Sun Protection

Sunscreen

- The centre provides SPF 30+ sunscreen for children. Families can provide their own sunscreen to be kept at the centre if their child is sensitive to the centre sunscreen.
- Families are encouraged to apply sunscreen to their child on arrival (between September and April) as per 7 above.

Sun Protection

- When the UV level reaches 3 or above (generally between September-April), the centre uses the following Sun Protection Measures:
 1. Seek shade: children are encouraged to play in shaded areas.
 2. Wear protective clothing. Families are encouraged to dress their child in light clothing that covers as much of their body as possible. Singlets/shoe string dresses are discouraged.
 3. Wear a hat: families provide a hat for their child. The centre has hats for sale for a small fee. Please see Administration Staff for more details.
 4. Apply sunscreen: sunscreen is applied by families at drop off, by the centre in the morning and afternoon (approximately 10:00am and 2:00pm) and after water play or at other appropriate times e.g. before an excursion.
 5. Wear Sunglasses: children are encouraged to wear sunglasses when outside (where applicable).

16. Toileting

- The centre acknowledges that children are ready for toilet training at different ages and stages of development. When a child is ready, Educators will, in partnership with families support the child to begin toilet training at the centre.
- Families can bring in a named potty for their child if that is their preference.
- Families are requested to bring at least three changes of clothes each day while their child is toilet training. Educators will place all wet and soiled clothes in a sealed bag into the child's bag.

17. Appendix

Appendix 1 MINIMUM EXCLUSION PERIODS FOR INFECTIOUS DISEASE

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed noninfectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Department of Health Communicable Diseases
Fungal infections of the skin or nails (e.g. ringworm, tinea, scabies)	Exclude until the day after starting appropriate treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Glandular fever (mononucleosis, Epstein Barr virus [EBV] infection)	Not excluded	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Head lice (pediculosis)	Exclude until the day after appropriate treatment has commenced	Not excluded

Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Not excluded	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid disease	Not excluded	Not excluded
Impetigo (School sores)	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
Condition	Exclusion of Cases	Exclusion of Contacts
Leprosy	Exclude until approval to return has been given by the Department of Health Communicable Diseases	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Pneumococcal disease	Exclude until well	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Medical certificate of recovery required to return to the service	Not excluded

Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Department of Health Communicable Diseases
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Department of Health Communicable Diseases	Not excluded unless considered necessary by the Department of Health Communicable Diseases
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Department of Health Communicable Diseases	Not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded