

# Parent Handbook



**“Your Partners in Parenting”**

**Phone: 07 5596 3005**

**Address: 38 Armstrong Way, Highland Park**

**Email: [kindercottage@hotmail.com](mailto:kindercottage@hotmail.com)**

**Web: [www.kindercottage.com.au](http://www.kindercottage.com.au)**



## Kinder Cottage Centre Philosophy

*“Together may we give our children the roots to grow and the wings to fly”*

At Kinder Cottage Early Education Centre we work in partnership with our families and community to provide an environment where kids can be kids and learn through play, exploring the environment around them.

We view the partnerships with our families as vital and see parent and family participation as a crucial part of a successful learning environment. We believe in ongoing communication with families and in developing meaningful connections to enhance learning outcomes for children and to assist in consistency between home and our centre.

As Educators, part of our role is to support children in making appropriate choices and encourage them to express and explore their knowledge and thoughts.

The programme promotes play as the emphasis through a process of exploring, problem solving, social interaction, role play, communicating and most importantly, listening to children which enables them to enhance skills in areas such as their language, self-help, cognitive, social interaction and fine/gross motor skills.

Kinder Cottage embraces the Being, Belonging and Becoming Principles of the Early Years Learning Framework (EYLF) and the National Quality Framework (NQF). Our centre will continue to reflect, improve and evolve in relation to our Quality Improvement Plan, as needed based on feedback from the Educators, Families and Community. We believe in fostering sustainable practices within our centre, involving the children in this learning.

We recognise the importance of a safe environment and respect the rights of all children and will protect them from harm to the best of our ability.

Kinder Cottage acknowledges and respects the original custodians of this land, multiple cultures and celebrates the benefits of diversity and honour our differences. We believe in a positive and proactive approach to our environment and encourage educators and children to discover respect for the land, nature and animals. We value the varying customs and beliefs of families

**and will respect these. We will continue our journey towards a sustainable future for the wellbeing of all in the community.**

**We believe it is important to be open to continuous learning and sharing of knowledge and skills, so that as the adults within the learning community we are constantly developing. We will use continuous critical reflection to promote ongoing best practice, and through this will be modelling for children that we are all a community of lifelong learners.**

## **Welcome**

Management and Educators would like to welcome you to our family. We understand just how difficult it can be choosing the right place for your child/children, we trust that the time spent at our Centre will provide rewarding experiences for both your child and your family. We welcome you to visit our Centre at any time and encourage you to spend time talking with your child's educators.

We recognise and embrace the importance of family values in the early learning and development of children. We are committed to working with our families to form effective partnerships that benefit and support the individual needs and characteristics of every child in our care. By working together, we can provide your family with an environment that promotes a high level of quality care and education. We are devoted to providing a warm, safe and caring environment which will become an extension of your home.

## **Our Centre**

Kinder Cottage has been privately owned and operated for over 22years with Qualified Educators who will be on hand to answer any questions, which may arise.

Kinder Cottage is approved by the Office of Early Childhood Education and Care, Department of Education, Training and Development (Qld Government) to provide childcare for children from birth through to and including school age. Kinder Cottage is subject to regulations which include staff to child ratios, staff qualifications, health and safety measure, building and facilities and management of the Centre.

Centre Hours: 6:30am – 6:30pm Monday to Friday

Office Hours: 8:00am – 5:15pm Monday to Friday

Approved Provider: Catherine Moore

Director/Nominated Supervisor: Alicia Coyte

Licensed Number of Children: 67 children

## Our Rooms

Joyful Joey's: Birth to 2 years

Bouncing Bilby's: 15 months to 2.5 years

Playful Possums: 2.5 years to 3 years

Wonderful Wombats: 3 years to 4 years

Kind Kangaroos: 4 years to 5 years

Groovy Galahs: School age

## Multicultural and Equity

All families are welcome at our Centre without regard to race, sex, impairment, social origin, parental status, political belief or religion. The capacity to learn is not determined by gender, race or socio-economic status.

## Why you and your family will love Kinder Cottage

- Passionate about play based learning via the Early Years Learning Framework to provide meaningful experiences where children can thrive.
- Safe, happy and enriching environment that fosters the development of creative and confident learners.
- Nutritionally balanced, delicious meals served daily
- Our nurturing staff are highly trained, professional and offer a broad range of experience.
- Kindergarten Program run by an enthusiastic Bachelor Trained Educator.
- Fully air conditioned
- We cater for the whole family providing Before School, After School and Vacation Care for the older Children.
- Monthly newsletters and great communication with families.
- Transition statements are given to children attending Prep the following year to support a smooth transition to school.

## Enrolment Details

It is important that all details are kept up to date at all times. If your details change during your enrolment, please collect a change of details form to update your information. Parents are requested to fill out new enrolment forms at the commencement of each calendar year.

It is essential that we have up-to-date information in case of an emergency. It is important that you notify the office staff of any changes to enrolment information including: *Address, Health, Telephone/mobile numbers, Contact details, Family changes, and Emergency contact information details.*

## Meals Provided

We supply morning tea, lunch and afternoon tea to the children. Lunch is provided by Little Tummy Tuckers.

Little Tummy Tucker is part of a revolution in childhood nutrition. We know that what we serve your child today will frame their future eating habits.

Little tummy tucker menus have been designed by practicing dietitian and adult and infant nutritionist Kate Di Prima, meaning they have been designed with the perfect mix of carbohydrates, proteins, dairy, fruits and veggies. Using the highest quality and freshest ingredients to ensure that every morning tea, lunch, and afternoon tea is not only nutritious but absolutely delicious.

[illegible][illegible]

### Shows/Incursions and special visitors

We have a number of special shows and visitors that come to our Centre each year. Please check our calendar of events or the monthly newsletter to see our planned shows and visits. There is no extra charge for these shows or special visits, unless otherwise stated.

## Japanese

Kinder Cottage incorporates a Japanese program into our centre curriculum. Each lesson includes signing, music, story-telling, games and art to meet the needs of all learning styles and ensure lessons are varied and interesting. The flow on effect from learning a language impacts on virtually every area of life.

- Improved academic performance across the board,
- Improved communication skills including in the mother tongue,
- Increased confidence and social skills,
- Broader world view and cultural understanding.

Miss Yoko delivers a Japanese learning program to our Possum, Wombat and Kangaroo groups every Friday and the educators and Miss Yoko continue with the program throughout the week. The Japanese program is included in our fees.

## Excursions

The centre at times takes children on escorted journeys. All parents will be given notice of planned excursions and will need to sign a consent form.

Educator ratios on excursions will comply with regulations, and be sufficient to ensure the safety of children during the excursion. No child will leave the Centre without written permission from a Parent/Guardian. If a parent chooses not to allow their child to attend an excursion, we will provide appropriate care at the Centre on that day.

## Policies

We have developed a number of policies that govern the operation of the centre and have been developed in accordance with the relevant standards with what is thought to be best practice in Early Childhood. A full set of policies are available in the kitchen hallway for families to read or access at any time.

Centre policies undergo regular reviews and we ask for your feedback to ensure policies are relevant and up to date. All policies up for review are displayed in the office foyer.

## Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws and ensure strict confidentiality is maintained at all times. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time, or request a copy of information in the file.

## Orientation

The transition to childcare for the first time or starting at a new childcare centre can sometimes be very emotional for the child and their families. Our Educators will support you and your child to adjust to their new environment without becoming emotionally distressed.

For some children it may be appropriate for parents to visit several times before their child's official orientation day to facilitate a positive separation. You will be required to stay on Centre premises during the visit.

Tips to ensure a smooth transition into our centre:

1. Ease in gradually- Take some time to settle your child/children in slowly, it will help to assuage any anxieties.
2. Bring comfort objects- The familiarity of items from home can help a child feel more settled in a new environment.
3. Establish a good morning routine- Allow plenty of time to get ready and spend time with your little one before drop off. The routine provides security for your child and will make the transition easier. "Try to look relaxed, even if you don't feel it as this stage".
4. Help your child/children get settled- Spend a few minutes helping your child to become comfortable. If they are unsettled, take time to reassure them. "stay and clam them a little, then let them know you will be back later and hand your child to the main educator to say goodbye if needed".



5. Always say goodbye- Even if your child is playing well and seems content, don't be tempted to leave without saying goodbye. "We need the child to trust what is going on and trust you. It may avoid some anxiety and crying in the short term, but it makes it worse in the longer term.
6. Watch your body language- Children are very good at picking up on non-verbal cues, so try to project an air of positivity and confidence.
7. Be patient- Accept that the transition to the centre may take some time. Some children adapt quickly and easily, whilst others take a little longer. How well they settle can also depend on how many days they're attending, their age and whether they are going through separation anxiety.

## **Parent Involvement**

We operate an open door policy, where parents and families are welcome into the centre at any time. We encourage parents to actively participate in the care of their children by becoming involved in and spending time at our Centre. Please speak with one of our Educators or our Nominated Supervisor for more information.

## **Parent and Visitor Conduct**

It is expected that families using our Centre and associated visitors demonstrate patience and courtesy at all times. Our staff and management endeavour to provide the children with positive behaviour role models. We will not tolerate inappropriate language or behaviour at the Centre at any time.

## **Parent/Teacher Communication**

Information regarding your child's day will be documented and available for you each afternoon. All observations, learning stories and room journals are logged electronically and can be accessed via the internet through a secure website, [www.qkeylm.com.au](http://www.qkeylm.com.au). Parents are able to view the room's program including curriculum areas, routines and planned experiences.

Twice a year parent educator interviews are formally conducted. Interviews allow your child's Educators an opportunity to discuss your child's developmental milestones. It is also an opportunity for you, as the Parent / Guardian to discuss

any concerns you may have. Although our Educators are always there to assist and discuss any concerns as they arise, this is an invaluable opportunity to speak freely without interruption. Please see the calendar of events for the dates.

### **Centre Newsletters**

Each month our Centre provides families with a Centre newsletter. Our newsletter gives information relating to the Centre, policies as well as news and updates to ensure that all families are kept up to date with Centre activities. There will be food recipes and art/craft ideas for you to try with your child at home.

### **Parent/Staff Interactions**

The relationship between parents and educators should be based on mutual respect and courtesy. Educators are expected to be aware of the work pressures that parents may face and to respect the integrity of the relationship between parents and their children. As well, Parents are asked to respect the integrity of the relationship between the educators and the children.

If you have any grievances or concerns please discuss them with the Director or with the Lead Educator in your child's room. We would like to encourage a positive and healthy environment between educators and parents through good communication.

Should you have any message about your child, ensure an educator is told and the message can be recorded in the message book in the front office. No problem is too trivial.

We also provide communication books in each room for families in which the educators write general messages and comments about the children and their day. We encourage parents to make comments and initial the pages once read.

### **Students and Volunteers**

We welcome the opportunity to share our knowledge with students and volunteers and seize the opportunity to learn new skills from them too! All students and volunteers are required to undergo suitability screening. All students and volunteers are supervised by our senior Educators and will not be left alone to care for children under any circumstances.

## **Our Educators (Staff)**

Kinder Cottage Educators hold a current blue safety card and are all qualified or are currently undergoing training leading to childcare qualifications. All Educators have a current First Aid Certificates, Asthma and Anaphylaxis training, as well as being up to date with C.P.R, Fire Training and child protection.

## **Educator Philosophies**

Our Educators take time to develop not only our Centre Philosophy but also their own personal Philosophies and these are available to families in each room. Our Educators consider a variety of perspectives regarding children's learning, development and practices within early childhood education.

## **Early Learning Years Framework**

At Kinder Cottage we have embraced the learning outcomes of the Early Years Learning Framework into our every day practices. These learning Outcomes are interwoven throughout our centre goals.

Learning Outcome 1: Children have a strong sense of identity

Learning Outcome 2: Children are connected and contribute to their world

Learning Outcome 3: Children have a strong sense of wellbeing

Learning Outcome 4: Children are confident and involved learners

Learning Outcome 5: Children are effective communicators.

## **Programs and Routines**

Lead educators are responsible for the program in each room. All activities and experiences provided by the educators are relevant and important to the child's physical, emotional, social and intellectual ability. Our programs reflect planned experiences from observations of children and child initiated experiences. Our programs are flexible and adaptable to meet the individual and group interests, talents and abilities and are in line with the National Early Learning Years Framework.

Children have the opportunity for both indoor and outdoor play as part of each room's routine. Routines allow time for individual, small and large group play. Children's language and literacy skills are further developed during this time with social interactions that involves children in storytelling, drama, poems and games.

Music also plays a large part in these sessions as children are able to experiment with dancing, singing and exercising their bodies.

We ensure your child is an active learner by creating an environment that is challenging and stimulating where children can explore and experiment through play.

## Rest Time

Rest time is an important part of the day as it gives the children the opportunity to catch up after a busy morning of activities and games. It is also vital for children's general growth & physical development.

Kinder Cottage sleeping routines are guided by the SIDS and Kids program. This is an important part of our procedures to ensure a safe as possible sleeping environment for all children.

Children who do not sleep will be offered quiet table activities.

## National Quality Framework

The aim of the National quality framework is to raise quality and drive through continuous improvement in education and care services.

The objective of the National Quality Framework is to ensure the safety, health and wellbeing of children and to improve the educational and developmental outcomes for children attending education and care services. For more information on the NQF process log on to [www.acecqa.gov.au](http://www.acecqa.gov.au).

## Queensland Registered Kindergarten Program

Our Kindergarten program is based on the Queensland kindergarten learning guideline and is in line with the National Early Years Framework which supports children's learning in a variety of ways.

The target age group for kindergarten pre-prep program are children who turn four years old by 30 June in the year they will attend Prep and attend a minimum for 2 days a week.



## Priority of Access

We operate under the Federal Government Child Care Benefit Scheme (CCB) and comply with their Priority of Access Guidelines.

The Centre will give priority to siblings already enrolled at the Centre, where the family priority is level one. This will assist the family unit with continuity and consistency of care.

### **First Priority**

A child at risk of serious abuse or neglect

### **Second Priority**

A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test

### **Third Priority**

Any other child

Within these main priority categories, priority should also be given to children in: Aboriginal or Torres Strait Islander families, families which include a disabled person, families on lower incomes, families from culturally and linguistically diverse backgrounds, socially isolated families and single parent families.

## Child Care Benefit

Child Care Benefit (CCB) is a payment from the Australian Government that helps you with the cost of your child care.

**Who can get CCB?** You can get CCB if you are a parent, relationship parent, foster parent or grandparent with a child in your care who is attending a child care service which is approved to receive CCB on your behalf.

**What eligibility requirements do I have to meet to get CCB?** To get CCB, you need to meet these requirements: 1. Residency You or your partner must be an Australian citizen, a permanent resident living in Australia or be exempted from the Government's residency requirements. 2. Immunisation Children under seven must meet the Government's immunisation requirements or have an exemption. 3. Responsibility for child care payments. To get CCB you must be the one responsible for your child care costs. If your employer contributes to your child care through salary sacrificing or packaging, you may not be eligible to receive CCB.

Similarly, if another agency or individual pays your child care on your behalf you should test your eligibility with the Department of Human Services.

**How much CCB can I get?** Your income level and care type determine how much CCB you can receive. If your income is too high, you will not receive any CCB for approved care, but you may still be eligible to receive the Child Care Rebate (CCR). The amount of CCB you get depends on:

- Your income and your partner's (if you have one) income
- the type of care you use (CCB approved or registered)
- the amount of care you use
- the reason you are using care
- the number of children you have in care.

**What is the work, training, study test?** This test determines how many hours of CCB you can get. For CCB approved care all families can get up to 24 hours of CCB per child per week. To get up to 50 hours you and your partner need to be working, training or studying for at least 15 hours per week (or 30 hours per fortnight) or have an exemption from this test.

*To access your details or check your eligibility for child care payments, please contact the Department of Human Services by:*

- visiting the Human Services families website
- logging on to your Centrelink online account through myGov and selecting 'Child Care' and then 'View Child Care Details and Payments'. If you do not have a myGov account, you can create one by visiting my.gov.au and then linking it to your Centrelink online account
- using the Express Plus Centrelink mobile app and selecting 'Child Care'. Express Plus Centrelink is available for Apple devices with iOS7+ on the App Store and Android devices with version 4.0 and above on Google Play
- visiting a service centre
- calling 136 150, or Teletypewriter (TTY) service on 1800 810 586 if you are deaf or have a hearing or speech impairment. You need a TTY phone to use this service 131 202 if you need information in a language other than English.

## Childcare Rebate

The Child Care Rebate (CCR) is a payment from the Australian Government that helps working families with the cost of child care.

**Who can get the CCR?** To receive the CCR you must:

- have used Child Care Benefit (CCB) approved child care
- have been eligible for CCB (entitled at a rate of zero or more)\*
- meet the work, training, study test (for the purposes of the rebate).

\* Note: To receive CCR you must claim CCB. There is no income test for the CCR. If you are eligible for CCB but your CCB entitlement is zero due to income, you may still be eligible for CCR.

**What is the work, training, study test?** To get the CCR, both you and your partner (if you have one) must have had work, training or study-related commitments at some time during a week or have an exemption. No minimum number of hours is required.

**How much CCR can I get?** If you meet the eligibility criteria you can get 50 per cent of your out-of pocket child care expenses up to the annual limit. The CCR annual limit is \$7,500 per child per year. Out of-pocket expenses mean the amount you pay for child care after your CCB and Jobs, Education and Training Child Care Fee Assistance (JETCCFA) amounts are taken out.

**How do I receive my CCR?** There are four ways to receive your CCR: 1. Direct to your CCB approved child care service paid fortnightly 2. Direct to your bank account paid fortnightly 3. Quarterly payment to your bank account 4. Annual payment to your bank account. The payment option you choose for CCR will be applied for the entire financial year. A new payment option cannot be applied until the start of the next financial year, unless exceptional circumstances apply.

## Jobs, Education and Training Child Care Fee Assistance

Jobs, Education and Training Child Care Fee Assistance (JETCCFA) provides parents receiving an income support payment an opportunity to improve their skills and job prospects by providing additional child care assistance, over and above their Child Care Benefit (CCB) and Child Care Rebate (CCR) entitlements.

**Can I get JETCCFA?** Yes, if you: • receive an income support payment • have an approved Job Plan • receive CCB at the maximum rate • use CCB approved child care while you undertake an approved work, study or training activity.

## Immunisation

What are the new immunisation requirements? From 1 January 2016: • Parents who do not fully immunise their children (up to 19 years of age) will cease to be eligible for Child Care Benefit, Child Care Rebate and the Family Tax Benefit Part A end of year supplement (family assistance payments). • Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements. • Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements.

**All families will need to supply an immunisation statement from 1 January 2016. The red book can no longer be photocopied.**

In the unlikely event of an outbreak of a vaccine preventable disease, all children who are not immunised to the disease will be excluded from the centre for the necessary period.

## Fees

Fees are payable weekly. Fees include nutritious meals at morning tea, lunch and afternoon tea. There is a \$25 enrolment fee, which is to be paid when enrolment forms are handed in.

A Direct Debit form is included in your enrolment pack to complete. Each week's fees will be deducted or processed from your nominated bank account or credit card through the Direct Debit system. If fees are not kept up to date it could jeopardise your child's booking and their position may be suspended or cancelled.

Your child's booking at the Centre are permanent. Therefore fees are payable for all days including absences (sickness or holidays) and public holidays. This ensures that a booking is always reserved for your child. Parents are reminded that fees are due weekly. Should you wish to pay your fees fortnightly or monthly then this will need to be paid in advance. Two weeks' written notice is required if your child leaves our Centre. All accounts must be finalised by this time as any outstanding accounts will be forwarded to a debt collection agency.

Late fees apply to all children who remain at the Centre after closing time. Parents/guardians will be charged \$15 per 15 minute block per child.

## Absences and Holidays

Parents are requested to phone the Centre if their child is unable to attend for the day. Please note, notification is urgently required in the instance of an infectious or contagious disease.

Families receiving Child Care Benefit are allocated 42 absent days (allowable absences) per child per financial year (including Public Holidays). When the 42 absent days have been used, CCB will not be paid for any further absences unless they are for the following:

- Illness with a medical certificate
- Non-immunisation
- Parent with a rostered day off and a Statutory Declaration signed by a JP



- Parent with a rotating shift and a Statutory Declaration signed by a JP
- Periods of local emergency
- Court ordered shared custody

Every family is eligible to receive holidays at a discounted rate. This entitlement is providing that written notice (please see your director for a holiday form) is received two weeks prior to holidays being taken and that your account is paid up to date.

### **Signing Children In and Out**

Your child must be signed in and out of our Centre every day they attend (must be over 18 years old). This is a legal requirement and must be followed. The sign in and out records are used for emergencies and for the calculation of CCB (Child Care Benefit).

If a child is away for a booked day, either absent because they are unwell or on holidays, they must be signed for by the Parent or Guardian. Failure to sign for any booked days or absences will result in the removal of CCB (Child Care Benefit) for that day and you will be charged full fees.

### **Dropping Off and Collecting Children**

Children are to be delivered to and collected by a responsible adult. Parents are asked to ensure that an Educator knows when your child has arrived and is informed of their departure. Parents must sign their child in and out of the centre using the sign-in sheets provided by the Centre.

Our Educators will not release any child into the care of someone not known by Educators. If Educators do not know the person who has arrived to collect the child, then that person must provide photo ID as proof they are the person authorised to collect the child from both the enrolment form and or other written confirmation of collection.

### **Minor Accidents and Child's Illness**

Our Educators organise indoor and outdoor environments daily to ensure it allows for maximum supervision and promotes safety. In the case of an incident involving your child at our Centre, Educators will administer first aid immediately.

If an injury requires further medical attention the Parent/Guardian will be contacted to arrange a plan of action. If our Centre is unable to contact a Parent/Guardian or another person from the emergency contact list on the enrolment form, we will arrange a plan of action. The Nominated Supervisor or Acting Supervisor in charge will act on behalf of the Parent/Guardian to seek the appropriate medical assistance. We will ensure that an Educator the child knows accompanies them at all times until the Parent/Guardian arrives. Documentation of all incidents will be made on the Incident Report and the Parent/Guardian will be asked to sign this on collection of their child.

If a child feels unwell throughout the day, the parents listed on the authorised emergency contacts will be contacted by the centre director.

A child who is unwell cannot participate fully in their day! We encourage parents to keep children who are unwell at home, as it is more comfortable for your child as well as ensuring that there is little opportunity for other children to become unwell too.

If your child does become unwell whilst in our care, we will follow the steps below:

- We will contact the Parent/Guardian and you will be required to collect your child within 30 minutes or arrange an emergency contact person to do this for you.
- If we are unable to make contact, our Centre Director will use their discretion in deciding to seek medical attention
- We will complete an Illness Report (this will be taken if medical attention is needed)
- We will request a medical clearance letter, which is to be returned prior to your child returning to our Centre

## Medication

All medication needs to be given to the child's Educator and NEVER LEFT IN THE CHILD'S BAG. You will need to fill in our medication form, located in each room to give permission for your child to be given the medication. Medication will ONLY be given if we have written permission, all medication needs to be clearly NAMED with the correct dosage that is to be given. All medication will be stored in a locked container in the refrigerator in the kitchen.

All Medication (including over the counter medication) will only be given in accordance with the pharmacist's label on the container. If there is no pharmacist's label then we are unable to dispense the medication. Please be advised that this is a government regulation that we must adhere to.

## Management of Asthma/Anaphylaxis

Before your child starts at the centre it's important to let the Centre Director know if your child has any allergies or medical conditions or any other special needs.

Anaphylaxis is a severe and sudden allergic reaction to certain foods or to insect bites. You must let the Centre Director know if your child is allergic to any foods or is at risk of anaphylaxis

No child enrolled at the service with an allergy or medical condition will be able to attend the service without a medical conditions management plan or Action plan as well as appropriate medication prescribed by their Medical Practitioner. In particular, no child who has been prescribed an adrenaline auto-injection device, insulin injection device or asthma inhaler is permitted to attend the service or its programs without the device and Action Plan completed by a Medical Practitioner.

Families are required to provide information about their child's health care needs, allergies, medical condition and medication on the Enrolment Form and complete a Medical conditions Management Plan. Parents are responsible for updating the service about any changes to the Action Plan or management of the allergy or medical condition

## Emergency Evacuation

Emergency evacuation drills are held on a regular basis at our Centre to ensure a thorough understanding of emergency procedures and to demonstrate how safety procedures may be applied in an emergency situation. It is important that Educators use teaching opportunities and discuss emergencies and evacuations with the children in both a formal and informal manner.

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

## Health and Hygiene

Kinder Cottage Educators encourage children to develop personal hygiene through washing hands after play, toileting, nose blowing and before eating. Children are encouraged to cover their mouth when coughing or sneezing.

Educators use gloves for nappy changing, wiping noses, food handling and also for cleaning, to assist in the prevention of infectious diseases.

To minimise the risk of infection in our Centre we follow the 'Staying Healthy in Childcare' 5<sup>th</sup> Edition guidelines for exclusion periods. Please find an exclusion table attached for your reference. If a child in care has a suspected infectious condition the parents will be contacted and asked to collect the child as soon as possible. Parents are encouraged to seek medical advice and inform our Centre of the outcome.

Children with a suspected or confirmed infectious condition must produce a medical certificate before the child can return to our Centre. The Centre will post signs and email families to inform you of confirmed infectious outbreaks including fact sheets relating to the illness. 'Staying Healthy in Child Care' provides essential information to early childhood services. A Nominated Supervisor has the right to ask for a second opinion if they feel the child has not fully recovered from a suspected or confirmed infectious condition.

The minimum exclusion periods are as follows as per the Staying Healthy in Child Care 5<sup>th</sup> Edition:

**Table 1.1 Recommended minimum exclusion periods**

Condition	Exclusion of case	Exclusion of contacts*
<i>Campylobacter</i> infection	Exclude until there has not been a loose bowel motion for 24 hours <sup>a</sup>	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
<i>Cryptosporidium</i>	Exclude until there has not been a loose bowel motion for 24 hours <sup>a</sup>	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours <sup>a</sup>	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours <sup>a</sup>	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded

<b>Condition</b>	<b>Exclusion of case</b>	<b>Exclusion of contacts*</b>
Hydatid disease	Not excluded	Not excluded
Impetigo	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 person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
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 until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	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 <sup>b</sup>	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded

Condition	Exclusion of case	Exclusion of contacts*
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours <sup>a</sup>	Not excluded
Worms	Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred	Not excluded

## Dental Hygiene

Good oral health is vital to general wellbeing and early childhood, dental hygiene is a key factor in the development of healthy adult teeth. Our Centre plays a vital role in promoting good dental hygiene behaviour in children to reduce the risk of dental decay and to facilitate the prevention and management of dental trauma in children.

In regards to Dental Hygiene and Care:

- The service will arrange for dental health professionals to attend the service to discuss good dental health practices and guidelines with educators, children and family members.
- The service will actively encourage good dental health practices including eating and drinking habits, tooth brushing and going to the dentist and/or dental health professionals.

## Sun Safety

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will get some form of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are concerned to protect them from the harmful effects of the sun. It is for these reasons that we require children to wear either a broad brimmed hat or a legionnaire-style hat, and if a child does not have a hat then we will ensure that they play only in shaded areas while in the outside playground. We will ensure that wherever practicable, outdoor activities take place before 10 am and after 2pm. (AEST)

We ask that parents apply sunscreen before arrival at Kinder Cottage so that children are able to immediately begin playing outside upon arrival, and educators will then reapply during the day. Apart from providing your child with an appropriate hat we also ask that you provide adequate protection from UVR.

The Queensland Cancer Fund recommends clothing with the following features:

- \*dark coloured
- \*closely woven fabric
- \*natural fibre
- \*collars and sleeves.

The educators at Kinder Cottage are encouraged to act as positive role models for children in all aspects of Sun Smart behaviour by:

- \*wearing appropriate hats and clothing for all outdoor activities
- \*using SPF 15 or higher sunscreen, and
- \*seeking shade where possible

Our organisation recognises that winter sun also contributes to skin damage.

The implementation of this policy will therefore be conducted throughout the year.

We are aware sun damage can never be repaired, prevention is the best cure. For more information log on to: [www.cancer.org.au](http://www.cancer.org.au) or Cancer Council Helpline 13 11 20.

## Behaviour Management

Kinder Cottage promotes positive reinforcement by setting definite guidelines.

All children are encouraged to learn to guide their own behaviour by being shown affection and trust. Positive behaviour is praised and encouraged.



We understand that all children have their off days or moments when they behave inappropriately. The following are the techniques that may be used by educators at Kinder Cottage when children display inappropriate behaviour: - talking with the child, distraction or redirecting activity.

Unfortunately, however, sometimes children misbehave to an extent that further action must be taken. The following steps are those which are taken: - observations, time in, discussion with parents, reduction in attendance and if necessary exclusion from the centre is used as a final resort. (Should you require further information on this policy please see any of the staff in the office)

## **Biting**

Biting is not uncommon in younger children. Children who usually bite do so because they are frustrated, angry or exploring. They often act impulsively and quickly, being too young and immature to think of other choices or consequences. They usually bite because their language skills are not good enough to say what they want. The Educators will endeavour to maintain a safe environment for all children and do their best to ensure they are working to reduce the biting within the room.

## **Toys from Home**

We have lots of wonderful, fun and educational toys for the children to enjoy at our Centre. We encourage children to leave their own toys at home. Home toys are special to children and if they are lost or broken, children can become very upset.

## **Birthdays**

Birthdays are a special time for children and most of them like to celebrate by bringing in a cake or ice-cream/ice blocks to share with the class. If you wish to celebrate by bringing in a cake, ice creams or ice blocks, they must be store bought and contain no nuts.

## **Lost Property**

Please name all belongings that come to the centre to prevent them from going to the lost property box. If your child loses an item at Kinder Cottage, please talk with the educators so that we may search for the item and also check lost property.

## Art and Craft Material

For children's imagination and creativity, certain materials are useful. We can use the following items: Old birthday cards, paper, lids, cardboard, wool, wrapping paper, paddle-pop sticks, buttons, material scraps, cardboard boxes, egg cartons and lace.

## Conclusion

We hope you and your child enjoy your time at our Centre and hope this information has helped you to understand what our centre is all about.

Please remember that this is your centre. Your support is vital! Please let us know if there is anything contained in this book that you have concerns with or if you feel there are any areas that require additional information.

## Handbook Sourcing and Retrieval:

This Parent Handbook has been written in conjunction with Educators, families and management feedback. Sources:

- Education and Care Services National Regulation
- Education and Care Services National Law Act 2010
- QLD childcare Act 2010
- Staying Healthy in childcare 5<sup>th</sup> Edition
- National Quality Framework (NQF)
- Policies and Procedures
- Philosophy
- Child Care Desktop