



**Parent  
Handbook  
2021**

## **Welcome to Little Ted's!**

*"Where children love to learn"*

The management team, nominated supervisor and teachers at Little Ted's would like to extend a warm welcome to you and your family. Thank you for choosing us to share the joys and memories of your child's early years. We view Little Ted's as a community, where children feel safe and secure to grow, learn and discover. As a family within our community we welcome you and encourage you and your family to take an active part in our centre and your child's time here. Our parent handbook will provide you with an overview of our centre and our centre's philosophy and goals. It will also provide you with information on areas of interest which we believe will help in the development of a high-quality centre. We look forward to meeting with you, and should you have any queries, please come in and see us at any time and we will always endeavour to be of assistance.

**Here at Little Ted's Child Care Centre Oxley, we strive to provide a safe and secure setting for all children, that has the warmth and feel of a 'home away from home'. Our vision of the children and families at Little Ted's is that of an extended family and we advocate for a holistic approach to child development that encourages children to embrace individuality, be the master of their own destiny and achieve their highest potential.**

### **Little Ted's Childcare Centre Oxley – Centre Philosophy**

The team at Little Ted's Child Care would like to show respect and acknowledge the Yugara People of this land, of elders past and present, on which this Centre was built.

At Little Ted's we draw on the Early Years Learning Framework of Belonging, Being and Becoming through the emergent curriculum in order to scaffold the development of all children in our care. In our centre children feel safe and a part of an extended family where the development of a 'whole' child is paramount, and they are encouraged to achieve their highest potential.

The staff recognises that each child is an individual with interests and abilities that are fostered through working alongside peers and staff. They are respected, valued and embraced for their individual qualities. Each child is competent and able to teach and learn from others. We encourage children to have pride in their work through the self-select program, where children are encouraged to make choices through play that are appropriate to their age and developmental stage. This allows each child to develop at their own pace, with appropriate stimulation and challenges. This is achieved through children leading their own investigation, extending upon their interests and prior knowledge.

The Centre cares for the environment and supports children to be environmentally responsible. This is embedded in our practices, routines and rituals. We believe by modelling respect and educating children about the environment they will become environmentally aware and care for our world.

We acknowledge the children's rights to be active in deciding how to 'be' in their present lives and that children are capable learners from birth. We allow children unhurried time to 'be' and to enjoy being in their world. We strive to acknowledge differences and diversity; we plan with children and respond to each child's competencies and uniqueness.

The families in our community comprise of different cultures and structures which are important to our centre and program. Staff members endeavour to provide supportive networks where we can learn from and support each other. Each family's customs and beliefs are respected and help to enrich our 'centre family.' It is our belief that we are one of the many important stakeholders in the lives of the children in our care and that our

role in their development is significant and profound. Because of this our door is always open and we value and foster open lines of communication.

The centre is calming, inviting and hygienic where each individual contributes to the harmonious atmosphere, a place where children have the opportunity to learn in familiar surroundings. As compassionate and caring childcare professionals the team at Little Ted's are committed to providing a safe and secure setting that has the feel and warmth of a 'home away from home.'

Our Centre Goals reflect this Philosophy.

### **Little Ted's Childcare Centre Oxley- Broad Centre Goals.**

To provide a safe, secure, flexible and nurturing environment to all children, where ideas are valued, expectations are clear, and choices and decisions are encouraged. Children are viewed as competent; there high level of trust between teachers and children and a positive self-worth is enhanced.

1. Children are viewed as individuals and individual qualities are valued and enhanced.
2. Each child's natural curiosity about themselves, their family, community and the world around them is further developed and enhanced through an interest based curriculum.
3. The curriculum supports and enhances the development of the 'whole child'. When early childhood teachers take a holistic approach, they pay attention to children's physical, personal, social, emotional and spiritual wellbeing as well as cognitive aspects of learning.
4. To ensure that all children no matter what age have opportunities to make decisions involving themselves and opportunities they wish to engage in.
5. To provide 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.
6. To provide an environment where the family's knowledge of the child is highly valued and respected. Where open and honest communication is essential.
7. To work together as a community, respecting and valuing what each family and community member brings to the centre.
8. To encourage self-expression through different mediums.
9. To develop at their own pace and have time to reflect and revisit their own learning.
10. To promote self-worth and acceptance of others.
11. Teachers and children are role models for each other.
12. Teachers follow children's lead & scaffold children's learning through planned and spontaneous experiences.
13. Independence is encouraged and supported.
14. Children's interests and investigations are viewed as valuable and extremely important for the centre programs.

Please feel free to ask our teachers for further information about our Centre's Philosophy and Broad Centre Goals.

## Little Ted's Childcare Centre Oxley – Centre Goals - 2020

Throughout 2020 it is our goal to take a shared responsibility for developing;

- **Our outdoor environment –**  
Ensure outdoor environment is exciting.  
Continue to encourage a sustainable culture.
- **Our parent and community involvement –**  
Encourage parents and the community to contribute to our curriculum.  
Maintain and strengthen our liaisons with our local community and schools in our area.
- **Our outdoor program –**  
Allow children to be involved in risky play.  
Ensure each child is protected from the sun.
- **The Little Ted's team –**  
Continue to follow our Centre culture and maintain our passion, commitment, inspiration and professionalism and support of each other.

**And most importantly this year we are going to celebrate success, have fun and share all of the chocolates, lollies and love.**

## ADMINISTRATION

### Child Care Subsidy (CCS)

Little Ted's Child Care Centre is approved to provide Child Care Subsidy (CCS) to eligible families. To apply for CCS you will need to contact Centrelink and provide them with your combined gross income and the amount of activity you and your partner do per fortnight. Remember, you will need to contact Centrelink when your combined income increases or decreases to ensure you receive the correct amount of CCS.

### **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

Training and study (includes 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)

**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 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 AND CHARGES**

On confirmation of your position at Little Ted's Child Care Centre a \$75 booking fee is required to secure your enrolment. This is a non-refundable one-off fee. Fees can be paid by Debit Success. Debit Success allows families to have their fees deducted from a nominated bank account or credit card account. This is a very easy way to make sure your fees are paid on time. Centrepay allows families to have their fees deducted from their Centrelink payments. Fees are to be paid for all days the child is enrolled, regardless of attendance. Public Holidays are to be paid for and make up days or swapping days are not offered to replace absences. All fees need to be paid up to date always. If fees are not paid up to date, children may lose their place to a child on the waiting list. Please refer to Fee Schedule enclosed. If a child remains at the centre after closing time, a rate of \$25 per 15 minutes (per child) or part thereof will be charged. The amount is to be paid within 7 days of receiving the account.

## **CHILDREN AND PARENTS**

### **Settling In-**

Children can become distressed when their parent leaves them in new surroundings, like a new child care centre. This separation anxiety will usually disappear when the child becomes familiar with their new friends and surroundings. Your child's tears usually disappear as soon as you leave, but if you are concerned, please feel free to ring the centre throughout the day. To help with separation anxiety, we suggest that you arrange a visit to the centre, prior to your child commencing care. This will allow you and your child to meet the teachers, interact with the other child and get to know the environment prior to your child's first official day. For parents who can be flexible with work and other commitments, leaving children for only a few hours or half a day may facilitate a smooth transition. Always saying good-bye and reassuring your child that you will be back soon, will also assist them with settling into the centre.

### **Arrival and Departure-**

All children must be signed in and out of the centre every day they attend. This is compulsory government regulation and hours of attendance are sent to Centrelink. You will be asked to sign and out using the kiosk in the parent area. 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 confirmed on the kiosk when returning to the centre. It is your responsibility to ensure that a teacher is aware of your child's arrival and departure. Please take your child to a teacher upon arrival and say goodbye to a teacher when picking your child up so we know that they have left. Safety gates and doors have been fitted to ensure the safety of all children. Please ensure that you close gates and doors when arriving and departing. 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 6.30pm.

### **Uncollected Children-**

If children are not collected by the time the centre closes, and teachers have not been contacted by the parents informing them that they will be late, the following procedures will be followed. A teacher will attempt to contact a guardian. Failing this, a teacher will attempt to contact emergency numbers on the child's enrolment form. After 30 minutes if it has not been possible to arrange the collection of the child, the Office of Early Childhood, Education and Care 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 teachers 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 teachers, then they will be asked for proof of identity e.g. driver's license. Please inform teachers if someone else is picking up your child. 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, and authorised, by you in writing.

### **Parent Responsibilities-**

Upon enrolling at Little Ted's, it is the parent's responsibility to:

- Notify the Director if there is any change in the information about your child.
- Read the parent handbook and be aware of the policies followed at Little Ted's.
- Bring your child a nutritious lunch, bottles, spare clothes, nappies and a piece of fruit for the fruit bowl.
- Comply with relevant health, hygiene and safety policies at Little Ted's.
- Fill in all enrolment forms and return these to the centre, a week prior to your child starting.
- Update emergency contacts, custody orders and relevant changes in the child's health (allergies etc)
- Update the centre on your child's immunisation.
- Abide by the parent code of conduct.

### **Labelling Belongings-**

Please clearly name everything your child brings to the centre and to renew names during the year when they wear off. As our centre is generously equipped with toys and equipment, it would be appreciated if children's own possessions (except for security items) are not brought into the centre. Special name labels are available from a variety of places, including <https://www.hippoblue.com.au/labels/name-labels/daycare-labels>, <https://www.brightstarkids.com.au/preschool-labels>

### **Toys from home-**

Comforters may be brought to the centre, as they help children feel safe and secure. We do however discourage children bringing toys from home. Toys can be sentimental and expensive, and we cannot ensure that they won't get lost or broken. If your child wishes to bring a toy to show their friends, please take it home with you when you leave in the morning.

## **PROGRAMMING**

Little Ted's strives to implement an emergent curriculum that is guided by the Early Years Learning Framework. Little Ted's has also received funding to run the government approved Kindergarten Program. This program is run by qualified Early Childhood Teachers and is guided by the Kindergarten Learning Guidelines. The program strives to prepare children for their first year of school. Through programming, teachers aim to support and enhance the development of the 'whole child'. When early childhood teachers take a holistic approach, they pay attention to children's physical, personal, social, emotional and spiritual wellbeing as well as cognitive aspects of learning. This is achieved by the teacher documenting your child's interests and progress using different observations and learning stories. From these observations teachers' conference and plan with the children to implement experiences that will enhance, extend and challenge their development both as individuals and as a group. This curriculum has been developed through research and is based on the theories of Early Childhood researchers Vygotsky, Dewey, Gardner, the Emergent Curriculum, Project Approach, Childspace Institute in New Zealand and the Schools of Reggio Emilia in Italy. To provide more opportunities for learning, we run an indoor/outdoor program, and provide a stimulating learning environment. Our program is based on children's interests and is planned with them to further enhance experiences. This is all documented in your child's individual electronic journal, which you are invited to add to. This electronic learning journal follows your child from room to room and documents the story of their time here at Little Ted's. For more information on our curriculum and electronic journals please talk to your child's teacher. Each family member is entitled to access their child's electronic journal via their smart phone. You will be provided with the information to do this on enrolment.

We also believe that our programs should:

- Provide a balance of activities that include indoor and outdoor, quiet and active, individual, small group and large group and child initiated and intentional teaching activities.
- Have flexibility regarding the children's needs, interests and any other situations that may arise during the day.
- Be inclusive to all children regardless of age, ability, race, religion and gender.
- Have the environment set up so it allows for active participation and self-selection.
- Use routine times as a part of learning.
- Use evaluation and reflection as a part of planning and learning.

## **PARENT PARTICIPATION**

Little Ted's has an open-door policy, which means carers, parents and guardians are welcome to visit the centre at any time. If you can visit on a regular basis, please speak with centre teachers to arrange a suitable time. To encourage new children to settle in quickly, please visit the centre a few times with your child before your child's first day. To enable our team to continue providing high quality care for your child, please share all relevant information about your child with us. We appreciate that your time is precious, but we encourage you to become involved in any way that suits you best.

There are many ways you can become involved, including:

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

## **Recycled Products for children's activities-**

Recycled materials from home are great for children to use in their activities. We love all donations of materials, old greeting cards, wrapping paper, milk/yoghurt containers, boxes, cardboard paper, cylinders, toys etc.

## **BEHAVIOUR MANAGEMENT**

Children need to have set limits and guidelines for the protection of themselves and others. By setting appropriate and consistent guidelines we provide a secure environment in which children feel safe to explore and learn. These expectations are regularly made clear to the children. When setting limits for children, teachers consider the child's developmental level, supporting the child's self-esteem, speaking in a positive manner, giving simple explanations, offering choices, consistency and encouraging children to express their feelings appropriately. So, children develop self-control, we encourage them to take responsibility for their actions and assist them to work through problems. We work in partnership with families to make sure we are consistent with guidance and will consult you if there are any behavioural concerns.

## **SLEEP/REST PERIOD**

All children are encouraged to have a rest or sleep during the day. As not all children will sleep, after a period of quiet time they will be offered some quiet activities.

## **BIRTHDAYS**

Children are encouraged to share their birthday with their friends. Many children like to bring a cake or cupcakes to the centre to be shared with their class group during the day. Please discuss any ideas you have with our teachers, prior to your child's birthday as certain ingredients may need to be substituted for children with allergies. Please ensure a list of ingredients is provided if the cake is homemade or not in the original packing.

## **INSURANCE**

Little Ted's Child Care Centres are covered by Guild Insurance. If you would like any information about our policy cover, please see centre management.

## **National Quality Framework (NQF)**

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.

Every centre will go through an assessment and rating 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. Governance and Leadership

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 (Little Ted's exceeded all NQS in August 2018).
- Excellent.

If you require further information regarding this, please feel free to approach the Nominated Supervisor.

## LICENSING

Little Ted's Child Care 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 teacher's members and children; and teachers, 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.

## CLASS GROUPINGS

To cater for all children, Little Ted's Oxley has 3 Rooms. As this may change from time to time, notices stating current information about groups and teachers are also displayed in each room.

Room	Age of children	Teacher to child ratio	Team Members		
			Position	Child Services Qualification	Name
Toddlers	15 – 30 months	1:4	Lead Educator	Diploma in Children's Services	Kate T
			Educator	Diploma in Education and Care	Priyanka D
			Educator	Cert 111 in Children's Services.	Maggie C
Junior Kindy	2 – 3.5 years	1:5	Lead Educator	Diploma in Children's Services.	Mellissa B
			Lead Educator	Bachelor of Education (Early Childhood)	Stephanie C
			Educator	Diploma in Education and Care	Mitika K
Kindy	3 years – 6 years	1:11	Early Childhood Teacher	Bachelor of Early Childhood	Kate D
			Lead Educator	Diploma in Educator and Care	Helen Dickson
			Support Educator	Certificate 111 in Children's Services	Gail Mercer
Director				Bachelor of Education Early Childhood	Julie Price
Assistant Director				Diploma in Education and Care	Haylee Wall
Float Educators				Cert 111 in Children's Services	Amandeep M Georgie G
Educational Leader				Diploma in Education and Care	Kate T

## **EXCURSIONS AND VISITING ARTISTS**

Should the centre decide to take the children on an excursion, information will be sent home. Written permission (Excursion Form) must be returned from parents prior to departure as no child will be taken on an excursion without prior consent and knowledge. Children must wear appropriate footwear and sun protection.

Little Ted's hosts educational shows for the children and information about these shows will be emailed to families prior to the show. Little Ted's covers the cost of visiting artists. For more information on excursions, adult to child ratios and visiting artists please refer to the Centre's yearly calendar of events.

## **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 view Little Ted's as a little community that is in a wider community; therefore, we recognise all cultures and aim to accept all people. We value your culture and beliefs and that of the teachers. We endeavour to include all our centre's participants' cultures into our programs and curriculum. When completing your enrolment forms please include all cultural or religious practices and celebrations you wish to share.

## **RIGHTS OF THE CHILD**

Little Ted's 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. Therefore, we endeavour to never humiliate or degrade a child, but instead support them and guide them in making healthy and safe choices for themselves.

### **Child Protection**

Under the Child Protection Act 1999 (updated December 2017), if at any time a teacher suspects any type of child abuse or neglect they must report it to the centre's management who are then by law required to report the matter to the appropriate authorities. All teachers at Little Ted's have been trained in child protection. If your child has an injury from home you will be asked to fill in an "Injury on Intake Form" when you drop your child off at the centre.

## **EMERGENCY CARE**

There may be times throughout the year that we may need to provide Emergency Care. Emergency care allows the service to exceed its maximum licensed capacity for a period if emergency care is being provided to a sibling group. Emergency care is defined in the Act as being child care provided to a child by a licensed service in response to a need that has arisen from an emergency or other circumstance unforeseen: or in response to circumstances beyond the licensee's control. Emergency care can't be provided to the same children on two consecutive days. If Little Ted's is providing emergency care, a sign in the relevant room will inform parents.

## **TEAM MEMBERS**

The team at Little Ted's are vitally important in providing quality care for children. Without professional, enthusiastic and committed teachers 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 teachers of good character to care for your children. At Little Ted's Child Care, the team are very carefully selected. The criteria used include; educational qualifications, experience in child care, commitment to providing quality developmental programs, caring attitude and confidence and enthusiasm.

The directors and teachers work as a team. The directors are responsible for the day-to-day operation of the centre in accordance with the stated philosophy and goals. They oversee all aspects of the administration including the programming and the care and the safety and wellbeing of all children. They act as a liaison between teachers and the parent body, and aim to foster and promote a sense of community. In each room there is either an Early Childhood Teacher or a Lead Teacher. This person is responsible for the wellbeing of the children in their care and for providing a developmentally appropriate program based on individual children's needs and interests. Other Teachers support the Lead Teachers in every aspect of the program.

All teachers employed hold a current blue card and first aid certificate.

Casual teachers may be employed to fill temporary vacancies caused by leave, sickness or other similar events. All casual teachers have appropriate qualifications and valid blue cards. If a teacher is away there will be a notice up in your child's room informing you of this and who will be in the room replacing that team member.

## **STUDENTS 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 and have a current suitability card and (in the case of students) accompanying documentation. Acceptance of students and volunteers is at the discretion of the directors.

## **COMMUNICATION**

Parent notice boards are in the centre's parent area and in each room. We encourage you to read the notice board's regularly, as relevant information is displayed on them. Communication on the programs being run in your child's room will be written in your child's electronic journal which you can ask to view at any time. Also around your child's room will be photos and panel documentation of activities being undertaken by your child's group. Each day you will receive information about your child's day. This information may be given to you in the form of charts about sleeping and eating behaviours, notes home to parents, noticeboards or information about the daily program. 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. 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 our team members, please feel free to make an appointment to see them.

## **DEALING WITH CONCERNS**

If you have any concerns regarding the care of your child, please approach your child's Lead Teacher 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 centre director Julie Price on [oxley@littleteds.com.au](mailto:oxley@littleteds.com.au). If you are still not satisfied with the outcome, please contact: Jodie Knight, General Manager of Little Ted's Child Care by email on [jodie.knight@littleteds.com.au](mailto:jodie.knight@littleteds.com.au). All grievances will be taken seriously, and our best effort will always be forthcoming.

## **SAFETY**

### **Smoking**

Little Ted's Child Care Centre is a smoke free zone. Due to the health risk of passive smoking, it is not allowed at any time within 5 meters of the premises. Please note: At no time is smoking permitted in the car park or outside the Centre.

## **Emergency and evacuation procedures**

Little Ted's Child Care has comprehensive emergency evacuation plans, which are followed in the case of fire, bomb threat and other such emergencies. All teachers 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 office 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 at random times by all teachers and children. For more information on our Emergency and Evacuation Policies, please read our policy manual located at reception. Emergency alarms and extinguishers are professionally checked regularly.

## **Centre Maintenance**

The centre maintenance is covered by management. The centre is cleaned regularly; soft fall and sandpits are topped up annually and the centre is periodically sprayed for pests. First aid kits throughout the centre are checked and restocked regularly. 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**

At times, accidents occur which are often directly related to the child's developmental level. With this knowledge, teachers attempt to limit potential hazards and provide a safe environment for child's safety. In the event of an accident or incident; a teacher experienced in first aid will take charge of the treatment. In the case of a serious incident, emergency services will be contacted immediately. Parents/guardians will be called to inform them of the situation and if the child is taken away for treatment, a copy of the child's enrolment form will also be taken. An accident/ injury report will be filled out with the appropriate details and signed by the parents. All accidents that require medical attention must be reported to the Office for Early Childhood, Education and Care. For more information on our Accident and Emergency Policies please read our policy manual located at reception.

## **Sun Care**

As we are a SunSmart centre we understand that protecting children from the sun is an important factor that the team at Little Teds take seriously when caring for your child. Teachers structure outside play times to avoid children being in the sun at peak times. The daily UV is monitored, and outside play time is manipulated around this. All teachers and children have 30+ sunscreen applied and must be wearing a hat before going outside to play. Teachers 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 teachers can check who has had sun screen applied and who hasn't. A bottle of sunscreen is available for you to access in the outside play areas. Teachers will reapply sunscreen throughout the day as needed. Children under the age of twelve months must not be exposed to direct sunlight. Please ensure that the sunscreen you apply is suitable for children less than twelve months of age. If your child has allergies or a reaction to the centre sunscreen, please provide an alternative. For more information on our Sun Care Policy please read our policy manual located in reception.

## **HEALTH**

Our aim at Little Ted's Child Care 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 child care. Please refer to the 'Staying Healthy in Childcare' publication located in the centre's reception area. 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 teacher at the

centre to protect them from illness where we can. Please note if your child has vomiting or diarrhoea they will be unable to attend the Centre for a minimum of 24 hours. The same rule applies to staff and assists in preventing and controlling the spread of infection.

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**

Little Ted's Child Care follows procedures regarding 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. Please see a teacher if you require a medication form.
- When administering medication, one teacher will sign on administering the medication and a second teacher's member will sign as the witness.
- Teachers will not administer unlabelled medication.
- Medication must be stored out of reach of children. Please ensure that all medication is handed to a teacher. If medication needs to be refrigerated, it will be placed in the medication box located in the refrigerator of your child's room.
- 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 to authorise permission to administer Panadol or teething gel. Teachers are only allowed to administer ONE (1) dose of Panadol if a child's temperature is 38°C or 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.
- If a child has life threatening allergies and requires an Epi Pen, the parents will need to provide an action plan that has been developed in consultation with the child's doctor as well as an Epi Pen that will stay at the centre.

## **Immunisation**

Immunisation is compulsory and Little Ted's follows a NO JAB – No PLAY policy introduced by the Australian Government in 2016. This policy requires all parents enrolling in child care 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 high quality. You will find notices with procedures for centre hygiene displayed throughout the centre as well as detailed information in our policy manual. For your convenience, sanitizing foam is in the parent area. Please ensure your family sanitizes their hands upon entering and

departing our centre. For more information on our Hygiene Policies please read our policy manual located in the parent area.

### **Oral Health and Healthy Eating.**

The centre provides seasonal fruit for the children to share in our 'Breezy Café.' Parents are also welcoming to bring in a piece of fruit to share. Children will be encouraged to eat fruit and water to drink. This initiative is introduced to promote oral health and making healthy choices. Teachers will regularly talk to the children about the importance of regularly brushing their teeth and eating healthy foods. We also will strive to provide educational shows that promote oral health and healthy eating.

### **Nappy service**

Parents are required to provide nappies. Nappy change procedures are in place at the centre to prevent cross infection with children and teachers. 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 the nappy changing area. Toilet training is an important time for young children and it is important that they are supported and encouraged when learning this massive milestone. We work 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**

Parents are required to provide a nutritious and healthy lunch for their child, however it needs to be free of nuts. These snacks could include sandwiches, fruit, sultanas, cheese, boiled eggs, baked beans etc. Pamphlets on nutritious snacks for children's lunches are in the parent area and from time to time we will attach recipes to newsletters to give parents ideas.

### **Lunchbox Ideas**

**A sandwich, small pita wraps or small bread roll with fillings such as:**

- mashed egg with lettuce
- shredded chicken with cheese and lettuce
- tuna, corn and lettuce
- turkey breast with cucumber and lettuce
- chicken, chutney and alfalfa sprouts
- cold roast meat, chutney, lettuce and tomato
- vegemite and cheese
- cream cheese and grated carrot
- avocado, tomato and lettuce
- mashed banana
- A few crackers or rice cakes with cheese
- A small, cold slice of frittata
- A homemade savoury muffin – zucchini or corn and cheese
- One or two slices of homemade pita pizza

**Try not to include sweet fillings in sandwiches, for example: jam, honey, sprinkles or chocolate.**