



Family Handbook

2018

23 John Street, Fitzroy, VIC, 3065

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www.johnst.com.au

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WELCOME

The management and staff of John Street Community Early Childhood Co-operative (John Street CECC) extend a warm welcome to you and your child. We hope your time with us is happy and rewarding.

John Street CECC was established 1973 and commenced operation in 1976. It is a provider of high quality kindergarten and long day care for children from 4 months to 5 years of age.

This handbook is intended for new families joining the centre and we hope it answers most of your queries about John Street CECC. It is based on the centre's Philosophy and Policy Document, available on our website, in the office or from the Director. We appreciate that parents often have mixed feelings about putting their child in care and encourage you to see John Street CECC as an extension of family life. Don't hesitate to approach the staff on any issues concerning your child.

Details of our full policies can be found in the Policy Manual on the website or in the office. Please feel free to see Management Team, if you have any queries.

HISTORY

John Street CECC was formed in 1976 from the generous donations of E M Dauber. Formerly known as the Fitzroy Community Childcare Co-operative, a name change was initiated in 1997 in order to establish a firmer identity within the surrounding Fitzroy community.

In 1998, we merged with another well-known and well-established Fitzroy centre, Central Fitzroy Childcare Co-operative, in the interests of preserving community-based childcare.

OUR PHILOSOPHY

At John Street CECC, we promote children as active learners from birth and recognise that parents and families, with their strengths and complexities are a child's primary nurturers and teachers. We believe that family, cultural and community beliefs influence a child's resilience, and their social and moral development, so we nurture this development by providing an inclusive environment where programs are culturally sensitive and responsive to the needs of all children.

To add value to the lively culture of professional inquiry amongst educators at John Street, we actively seek collaboration with families and the community on issues relating to curriculum quality, equity and children's wellbeing to ensure we remain inclusive to all children and their families. We welcome families and the community in contributing to the development of the education and care service at John Street, including collaboration in reviewing this philosophy statement.

We promote each child's right to be an active member of the community in which they live, to have their individual and cultural identity recognised and respected, and to express their opinions and have their views considered in any decisions that may affect them. We encourage and support children to be themselves, and promote the inclusion and participation of all children through the curriculum decisions we make.

At John Street CECC there is a shared understanding of Albert Einstein's proposal, that imagination is more important than knowledge in our constantly changing world. We accept

this view with an emphasis on encouraging children's exploration of their environment, their efforts at creative problem solving and the generation of novel ideas rather than the retention of isolated facts. Our curriculum is informed by the context, setting and cultural diversity of the families and community.

We focus on the uniqueness of individuals, of their varied life experiences and of their many learning styles through the integration of child-directed play and learning, guided play and learning and adult-led learning. We see value in the flexibility and creativity of 'Emergent Curriculum' where the child's interests and passions set the foundations for learning outcomes that are relevant, interesting and functional for the child.

Relationships are the basis for the development of self-identity. Educators at John Street are committed to building individual relationships with each and every child, acknowledging that children are more receptive to learning when they feel safe and secure and in an environment, they can trust. Educators act intentionally to support positive self-esteem and respect that is essential for optimal learning and development, creating an environment where children are self-motivated and able to recognise their own agency, experiencing success in their many different ways.

INFORMATION AT A GLANCE

Contact Details

Telephone: 9419 6659

Email: admin@johnst.com.au

Website: www.johnst.com.au

Banking Details

Bank – Commonwealth Bank

BSB – 063 212

Account name – John St Community Early Childhood Co-operative

Account number– 1024 2996

As per our centre policy, fees are required to be paid two weeks in advance at all times.

Invoices are issued fortnightly, sent via email or posted in the family pocket at John Street centre.

Dates Centre Is Closed

John Street CECC is closed on all public holidays, an annual staff development day and for three weeks over the Christmas/New Year period. Fees are charged to families for all public holidays. No fees are charged to families on the staff development day (on a yet to be determined date) or pack-up and set-up days (at the beginning and end of each year).

2018 Christmas Closure dates: Last day of care is Thursday 20th December 2018 and the centre will reopen for care on Friday 11th January 2019.

Two weeks fees in advance are due prior to centre closure at the end of the year to ensure your child's placement for the New Year.

A TYPICAL DAY

John Street's hours of operation are between 7.30 a.m. and 6.00 p.m. We request that you collect your child by 5.55 p.m. to allow staff time to pack away equipment and lock up the centre.

Daily routines

7.30am	Centre opens. Activities set as per programs in each room. Children assist in setting up programs. Children and staff then gather in Octopus Garden room for family grouping time.
8.30am	Children move to own rooms. KINDERGARTEN PROGRAM BEGINS. Younger rooms participate in planned experiences.
9:30am	Morning tea offered
11.30am	Lunchtime begins across all age groups (to coincide with the amount of sleep/rest the children require).
2.00pm	Children participate in afternoon experiences as per program.
3:00pm	Afternoon tea offered
5.15pm	Family grouping re-commences
5.55pm	All families must be at the centre to collect their child
6.00pm	Centre closes

***** Please note: late fees apply if you are not at the centre by 5.55pm to collect your child and leave the centre by 6.00pm**

CENTRE MANAGEMENT

Co-operative structure

As a Co-operative under the Co-operatives Act 1996, John Street CECC is a parent-managed, not-for-profit organisation. In accordance with the Co-operative's rules, the Board of Management actively encourages all members to participate in all aspects of the management and daily activities of the Co-operative. Each parent becomes a shareholder/member and is eligible to vote at general meetings, stand for election to the board and take a role in the management of John Street.

Board of Management

There are seven parents on the Board of Management. The Board is elected at the Annual General Meeting for a term of two years on a rolling basis, (four are elected one year, three the next), or as the need arises. All parents are eligible to nominate for the Board. The current offices on the Board are:

- Chairperson
- Secretary
- Treasurer
- General Member x 4

The Board of Management is responsible for making financial and policy decisions for the members of the Co-operative. Members of the Board make themselves available as practicable for discussion on all issues. The Board meets every month and these meetings are open to John Street CECC staff and parents. If issues on the agenda are confidential, staff members and non-Board members may be asked to leave during the discussion. Under the rules of the Co-operative, non-Board members may not vote at Board meetings.

Staff

John Street currently has a complement of both full-time and part-time Early Childhood Educators. The trained Early Childhood Educators hold the equivalent of at least a two-year qualification as per the Education and Care Services National Regulations (some have three and four-year qualifications). Photos of all current staff members are on the notice board in the foyer. Every room has at least one room leader and the centre currently has two Educational Leaders.

John Street CECC Staff undertake professional development activities during the year. Most of these are held after hours. However, on one day per year the centre is closed for the purpose of staff professional development and no child care is available to families for this day.

We employ a contract cleaner who is responsible for the nightly cleaning of the centre. [Hearty Health](#) are contracted to provide meals for all children at John Street CECC each day and are able to provide for all dietary requirements and allergies. John Street CECC staff serve the meals.

Director

The Director is responsible for the management of the co-operative in accordance with the philosophy, objectives and policies of John Street CECC. The Director is in close liaison with all co-operative members and staff, and is available for consultation regarding any concerns with your child.

PARENT INVOLVEMENT

John Street CECC is a community-based not-for-profit childcare centre; therefore, it depends on active participation from the parents at all levels of operation. This enables the centre to keep costs affordable and to maintain a community ethos within the centre. Parents are instrumental in determining policies by which John Street CECC is run, as this ensures the needs of the current families are being met. We do not endeavour to profit from the service that we offer. Should there be a budget excess at the end of the year it is returned to the centre for upgrading of equipment and resources.

Parents are encouraged to see the Co-operative as an extension of their family life and should feel comfortable to approach the staff on all issues concerning their child. Parental involvement is supported in all aspects of the Co-operative's operations.

Programs cannot adequately meet children's needs unless they also recognise the importance of families. Parents are therefore encouraged to:

- communicate with staff at the beginning and end of each day
- exchange information with staff concerning their child
- notify staff of any changes in family situations that could affect their child
- use staff as a support for any routine care issues that they could be experiencing with their child
- provide comments and feedback on program evaluation sheets
- participate in family feedback meetings.

The provision of childcare at John Street CECC is centred on the notion of mutual respect between children, staff and parents. With regard to this parents have the right to:

- effective participation in service management and policy development
- a service that is flexible and responsive to the needs of the families
- service providers who hold relevant professional qualifications in Early Childhood Education
- service providers who are aware of and abide by the Australian Early Childhood Association (AECA) Code of Ethics and the National Quality Framework.

John Street CECC actively encourages families to be involved in all its activities. Parents are encouraged to assist with the programs offered by making times to visit John Street. During these times, parents are encouraged to share ideas with staff, read a story, play a musical instrument or simply spend time with their own and other children in the group.

John Street CECC families are from diverse cultural and religious backgrounds and parents are encouraged to share their experiences with John Street CECC staff so they can be included in John Street's programs.

All families are encouraged to use the centre website – www.johnst.com.au

A user name and password is sent to all enrolled families at the beginning of each year. This allows access to the secure section. Content such as newsletters, room reflections and parent forms can be found in this area. There are many useful links to assist with health, development and advice on parenting difficulties that are available in the public section. Important centre dates can also be found on the home page.

Subcommittees

Subcommittees have been established and all families choose which subcommittee they can best contribute to. A contribution of at least 6 hours per year per family is expected across the year and if this is not achieved, a levy will be applied.

The four subcommittees are:

- Maintenance and Sustainability
- Policy
- Fundraising and Social
- Grants

Each General Board member co-ordinates one of the four sub-committees and may attend subcommittee meetings as required.

Maintenance

Working bees are held four times each year as part of the Maintenance and Sustainability committee to help maintain a safe and attractive environment for the children at a reasonable cost. Working bees also provide a chance for:

- building supportive networks amongst parents
- making new friends
- speaking with other parents in a more relaxed setting
- sharing and participating in your child's environment

Childcare is not provided at working bees. Children are welcome to attend if there are two parents/guardians in attendance but must be supervised by their own parent/guardian.

Policy development

From time to time, all parents will be invited to participate in the development and review of John Street's policies and to assist the centre in our ongoing review process. This may take the form of surveys, attending review meetings or answering questionnaires.

Fundraising and Social

These committee participants will be responsible for the organisation and co-ordination of at least one major yearly fundraising event.

Grants

This will involve applications for grants via workplaces and through other relevant funding organisations and to consider any projects where grants may be applicable.

CHILDRENS DEVELOPMENT

How children learn

Young children learn through their play and this is the reason a range of activities are provided for the children to explore throughout the day.

Activities are devised based on the needs and interests of individual children as observed by the staff and from feedback given by parents. John Street CECC staff take into account the child's own learning style, cultural and family background. This is done on a rotating basis to ensure all children's needs are being met equally and consistently.

These individual goals form the basis of the program plan for the entire group of children.

The aim of the program is the development of your child as a thoughtful, creative, industrious, empathetic and resourceful individual. The staff aim to develop activities to challenge your child's thinking, skills and abilities. The staff focus on positive self-esteem as essential for optimal learning and development, ensuring your child feels comfortable, safe and secure at all times.

John Street CECC staff recognise that children will learn not only from activities intended to teach them, but from all experiences and routines. Relationships are developed where by children and staff value, trust, respect and listen to each other.

At John Street we value the many benefits of Sensory Play and provide opportunities, in all age groups, for the children to engage in various forms of Sensory Play throughout each and every day. Examples of these activities may include painting, pasting, mud play, water play, play dough, finger paint, sand etc.

Due to the creative and spontaneous nature of many of these activities, combined with the short attention span of children, we do not use smocks or protective clothing during these activities. We do, however, encourage families to send their children in comfortable play clothes to allow free exploration without the worry of getting dirty. Refer to our [Centre Policy – "Children's Clothing and Footwear"](#).

The children are supported to feel comfortable and at ease at John Street and to move freely between activities and to engage in any or all of the experiences on offer.

Wearing "good" clothes children can often inhibit the children's freedom at experiences.

In our experience we have also found that delaying a child at an activity to encourage the use of a smock changes the level of activity and engagement at the experience, particularly in the younger age groups. Many smocks are also uncomfortable and hindering to wear which can also effect the children's interactions.

The program plan for the group is displayed within the room for all to see. Check with room staff if you are unsure about the location of the program in your child's room.

If you have any queries about your child's development or are concerned about aspects of their behaviour, our staff are always happy to be of assistance. Any concerns or discussions you have will be kept confidential.

Program development

John Street CECC staff have regular scheduled planning sessions. During this time, children's play and development, current interests and other related issues are discussed. From this, individual and group programs are planned. John Street CECC offers additional planning time (above-award) to staff in recognition of this important and time-intensive part of their role.

Parents' ideas for activities to include within the children's programs are always welcome.

Perhaps your child has a special interest or there is a particular cultural event coming up that we could all share at John Street. Please talk to a staff member or jot your ideas on a Family Feedback Form (found on the Website) and forward it to your child's room or email it to the centre.

Our Rooms

John Street Community Early Childhood Co-operative provides care and educational experiences for children from 4 months to 5 years of age within the following programs.

- Farmyard Room – 4 months to 18 months
- Jungle Room – 18 months to 2 ½ years
- Octopuses Garden Room – 2 ½ years to 4 years
- TreeTops Kinder Room – 4-year-old funded Kindergarten program

The room allocation and the ages within the rooms is only an indication. Our two biggest rooms are allocated to the ages with the greatest demand and others allocated accordingly.

Children are moved through the centre when possible. If a vacancy occurs in a program the first to be considered for this space are the children attending the centre in the previous program who are of a similar/suitable age to move. Movement usually occurs in consultation with parents but there may be times when the centre's needs must be put first. If movement from another room is not possible, a replacement will be found from the centre waitlist. The age range within a given room may also vary according to Centre's requirements and needs.

We also offer additional programs during the school term for which a small additional fee is charged:

- Sue from Mangala Dance Studio runs three separate groups for the Jungle Room, OG Room and Kindergarten group on Tuesdays. These sessions provide a strong focus on body awareness and movement in relation to objects.
- "Singing with Emily" is offered to all age-groups on Fridays. Emily's sessions provide a strong focus on sound, voice and vocalisation.

The Kindergarten children regularly participate in "Community walks" whereby they leave the centre and explore and interact with the local parks and general community. These outings occur spontaneously and as the children do not cross any main roads (Johnston Street, Brunswick Street, Gertrude Street and Nicholson Street) they are able to be accompanied by room staff as per centre policy. There is no cost for these outings.

The Kinder room will also be using King Park (on Bell Street) for sporting activities on a regular basis.

THE EARLY YEARS LEARNING FRAMEWORK

John Street CECC follows the principles and practice of the Early Childhood Australia organisation, a leading early childhood advocate and publisher. This organisation acts in the interest of children from birth to 8 years of age. It is a knowledge broker, which links quality assured early childhood knowledge and information.

Being, Belonging and Becoming: The Early Years Learning Framework (EYLF) in Australia was endorsed by the Council of Australia Governments (COAG) in July 2009. It is the first early years learning framework to be nationally endorsed for use by educators in a range of early childhood settings. Educators follow the principles, practices and learning outcomes to guide children's learning and development and growth.

EYLF Principles

- Principle 1: Secure, respectful and reciprocal relationships
- Principle 2: Partnerships
- Principle 3: High expectations and equity
- Principle 4: Respect for diversity
- Principle 5: Ongoing learning and reflective practice

EYLF Practice

- Holistic approaches
- Responsiveness to children
- Learning through play
- Intentional teaching
- Learning environments
- Cultural competency
- Continuity of learning and transitions
- Assessment for learning

EYLF Learning Outcomes

- EYLF Outcome 1: Children have a strong sense of identity
- EYLF Outcome 2: Children are connected with and contribute to their world
- EYLF Outcome 3: Children have a strong sense of wellbeing
- EYLF Outcome 4: Children are confident and involved learners
- EYLF Outcome 5: Children are effective communicators

NATIONAL QUALITY FRAMEWORK

Overview

The National Quality Framework took effect on 1 January 2012, with key requirements being phased in over time. It applies to most long day care, family day care, preschool (or kindergarten) and outside school hours care services.

National Quality Framework

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services 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 (ACECQA).

Requirements such as qualification, educator-to-child ratios and other key staffing arrangements will be phased in between 2012 and 2020.

National Legislative Framework

The national legislative framework is established through an applied laws system and consists of:

- the Education and Care Services National Law
- the Education and Care Services National Regulations

It creates a jointly governed, uniform national approach to the regulation and quality assessment of education and care services and replaces existing separate licensing and quality assurance processes. For many services this integrated approach means less red tape. A Regulatory Authority in each state and territory will be primarily responsible for administering the National Quality Framework, including approving, monitoring and quality assessing services. It will be the first point of contact for services.

A new national body, the Australian Children's Education and Care Quality Authority (ACECQA), will oversee the National Quality Framework and ensure the consistent and effective implementation of the new system.

National Quality Standard

The National Quality Standard sets a new national benchmark for the quality of education and care services. The National Quality Standard is divided into seven Quality Areas:

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

The National Quality Standard aims to promote:

- the safety, health and wellbeing of children
- a focus on achieving outcomes for children through high-quality educational programs
- families' understanding of what distinguishes a quality service.

National quality rating and assessment process

Approved Services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care.

The National Quality Framework has replaced the National Childcare Accreditation Council. Please refer to the Assessment and Rating Process Information Sheet for further information.
<http://www.acecqa.gov.au/national-quality-framework/information-sheets-new>

John Street was assessed in April of 2014 and received an exceeding rating. Although there is no set time frame for re-assessment the Department estimates all centres with exceeding ratings will be re-visited within three years.

ROLE OF GOVERNMENT

State Government

John Street CECC operates in accordance with the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act 2010. Copies of the Regulations and Act are available to read within the office. They are also available online at <http://www.education.vic.gov.au/>.

Please note: these documents must remain on the premises at all times. If you are interested in reading them, please make time to do so within the centre.

Staff/Child Ratios

Under the Children's Services Regulations, we are registered with the Department of Education, and Training. The current staff/child ratio is:

- one staff member to every 4 children under the age of 3 years
- one staff member for every 11 children over 3 years.

At least half of all educators need to hold a Diploma Qualification.

There must be an Early Childhood Teacher in attendance for at least 6 hours a day.

In the interest of providing the best possible care for children attending John Street CECC, the centre exceeds the above ratios throughout the centre and more than half of all educators are Diploma qualified.

Federal Government

The Federal Government assists parents to meet the cost of childcare with the Child Care Benefit Scheme and the Child Care Rebate:

- Child Care Benefit is means tested and may not be available to all families.
- The Child Care Rebate is available to all families and will cover 50% of your out-of-pocket expenses to a total of \$7500 per child, per financial year.
- Both of these need to be applied for at the Family Assistance Office – on 136 150 or online <http://www.humanservices.gov.au/customer/information/family-assistance-website>
- **Please note:** Changes to child care payments in 2018 have been announced. The changes are subject to the passage of legislation.
- From July 2018, a new Child Care Subsidy and Additional Child Care Subsidy will replace the following payments:
 - Child Care Benefit
 - Child Care Rebate, and
 - Jobs, Education and Training Child Care Fee Assistance

CONFIDENTIALITY

From time to time you may be asked to provide personal information to the centre (e.g. medical records for your child, information about your income or custody details). You can be assured that staff will treat this information with complete confidentiality.

We also ask that you, in turn, respect the rights of the other members of the centre.

Protecting your privacy

John Street CECC is committed to ensuring full compliance with the privacy principles under the Information Privacy and Data Protection Act 2014 and Health Records Act 2001 and seeks to responsibly manage any personal information or health information we may hold in carrying out Council functions and activities.

John Street CECC will collect some personal and health information from families to enable us to provide for the care and education of your child. This information will be used solely by this service to assist us with the day to day administration of John Street and to satisfy the service's legal obligations and duty of care. John Street's privacy policy and statement can be viewed on our website (www.johnst.com.au) or you may view and/or obtain a copy in the office.

Where a child has a food allergy or special dietary requirement, this information will be displayed in the kitchen and in any room your child may have access to food to enable us to provide for your child's care and safety needs.

You may access and amend your personal information if necessary at any time by contacting the Director.

COMPLAINTS PROCEDURE

If parents have any queries, concerns or issues regarding the care of the children or the management of John Street CECC they are asked to address these concerns to the Director.

If this is deemed inappropriate, given the nature of the concern, or the parent feels their issue was not adequately addressed, any further communication should be directed to a current Board Member – preferably the Chairperson.

If this does not produce an adequate response, further concerns may be taken to the local Children's Services Advisor with the Department of Human Services (145 Smith St, Fitzroy. Ph: 1300 360 408). If concerns that are raised with the Director or Board Member are not resolved adequately, either party may call for a mediation session. This will be conducted by an independent third party.

ENVIRONMENTAL COMMITMENT

John Street CECC is committed to protecting the environment in the conduct of its day-to-day operations. We actively try to minimise waste and avoid products that are harmful to the environment. Our centre is subject to internal environmental audits, in which opportunities to conserve resources are identified and practicable actions suggested. John Street CECC has water tanks, compost facilities, worm farms, chickens and grid connected solar electricity panels which all help with the reduction of our carbon footprint.

John Street CECC offers a free cloth nappy wash service to all families. Due to limited waste disposal facilities and in line with our environmental policy we are unable to dispose of all disposable nappies. All milk cartons, glass, aluminium and steel cans and paper are recycled. Food scraps provide foods for our worms and chickens as appropriate. Children's artwork is sent home.

We believe that it is important that children see staff and parents model good environmental practice. Parents are encouraged to support John Street CECC and at times may be asked to bring in materials such as plastic bags or scrap paper for reuse within the centre. We also welcome any suggestions that parents may have to help us further protect the environment.

ENROLMENT

Before your child can be left in the care of John Street CECC you must return their completed enrolment form including: immunisation details, health management plans, asthma, and or anaphylaxis management plans (if applicable) and custody arrangements. Parents must also have paid the two weeks' full fee in advance as indicated in their letter of offer.

FEES

Invoices are issued on a fortnightly basis, with a week to pay. We request accounts are kept up-to-date and two weeks in advance at all times. Some families like to set up regular automatic payments to ensure they don't forget!

Charges for additional programs will be added to your invoice at the beginning of every term and are to be paid promptly.

If your child's immunisations are not kept up to date, your child care benefit and rebate will be cancelled. You will need to get this reinstated, by contacting Centrelink.

ORIENTATION

John Street CECC will provide options for orientation to the education and care service for families which includes a Feedback interview, to be organised after approximately four weeks to ensure new families are connecting with John Street CECC and are satisfied with the education and care of their children.

When children first attend John Street CECC the needs of both families and children will be respected. Parents/guardians will be encouraged to remain with their child when delivering or collecting them for as long a period as the parent/guardian and/or educators feel may be necessary to ensure the child's wellbeing. The parent/guardian will be encouraged to telephone John Street CECC during the day for reassurance that their child has settled in.

Educators will make a special point of discussing the child's day with the family member when they come to collect the child.

Children who are distressed at separating from their family will be held and comforted by their educator, and closely observed and offered reassurance until they are settled

John Street CECC will always consider the feelings and time constraints that families may have in regard to participating in orientation processes and aim to make the experience a positive and welcoming introduction to the service.

WHAT TO BRING

When commencing care, the requirements will differ according to your child's age, toileting ability and individual program requirements.

We ask all children to bring their own bag, clearly named or with a distinctive key tag to assist identification, it is to be placed in their locker upon arrival at the centre.

All children should bring 3 complete changes of clothing, appropriate for use in all activities and weather appropriate. (We do not recommend long dresses, capes or other flowing items that can pose a danger when climbing. We also request no "singlet tops" in line with our SunSmart policy.) All clothing should be clearly named as clothing can and does get mixed up.

If your child is beginning toilet training we ask for another few changes of clothing and to ensure outfits are child-friendly for toileting e.g.: no overalls, pants with buttons or zips etc

If your child is in nappies and you use our cloth nappy service, you need to provide 2 of your own nappies to go home with (1 for home and another for back-up). If you are using disposables for the entire time you need to provide enough for a full day. You are more than welcome to buy a pack to leave at the centre and staff will let you know when it needs replacing – one less thing to worry about in the morning rush.

If your child requires a bottle/s of formula they will need to be brought to the centre ready - made, clearly labelled and stored in the fridge. If only cows or soy milk is used, an empty, named bottle can be left in the room.

Any comfort toys, teddies, blankets, sleeping bags, dummies or anything else that will assist with comforting and settling is also recommended, just to help the day go that little bit easier.

ILLNESS

Responsibility – Families and John Street CECC

- Any child with a fever (higher than normal temperature) should be kept at home (or will be sent home) and is required to stay at home fever free for at least 24 hours
- A child who has been prescribed antibiotics for an acute illness should be kept at home for at least 24 hours from commencement of treatment
- A child who is vomiting is kept at home for 24 hours after the cessation of vomiting
- A child who is experiencing diarrhoea is kept at home for at least 24 hours after the cessation of diarrhoea
- Medical permission included in the Enrolment Form is signed before care commences. This allows staff to seek medical, hospital or ambulance assistance for the child and the family will pay for all costs connected with this treatment
- The accident/illness report is signed after staff inform the parent of the specific incident to ratify the parent has been notified.

Children in child care are at a greater risk of catching coughs and colds and other childhood illnesses because of increased exposure to infections in the group care setting. John Street CECC will therefore provide information to families about infection control requirements, including hygiene and management of illness.

All permanent John Street staff have had Whooping Cough booster immunisations and are offered flu vaccinations annually.

Illness Protocol

John Street CECC staff will ask families to take their child home if it is determined that he/she is unwell. A staff member will telephone the parents and discuss their concerns.

- The parent may opt to collect the child early
- The parent will be asked to collect the child if, in the staff's judgement, the child is too ill to continue the day at John Street, or may be suffering an infectious illness
- In the event that no parent can be contacted, the emergency contact person as listed on the child's enrolment form will be contacted
- Staff members concerned will document details of signs and symptoms, observations and record of contact or attempted contact with the parents, in the Accident/Illness Form kept in each room
- When the parent arrives to collect the child, the parents must read and sign the Accident/Illness Form
- In the event that no contact can be made with either a parent or emergency contact person, it shall be the discretion of the Director to seek medical attention. In this case the listed doctor of the child shall be called in the first instance. However, if the child's own doctor is unable to attend, the Director shall have the direction to seek the attention of another doctor
- Educators will contact the parent/guardian of a child whom they suspect is displaying likely signs of an illness on the Exclusion Table (refer Appendix I) and ask that the child be removed from John Street CECC and a diagnosis be made by a Medical Practitioner, prior to the child returning to the centre

- The parents of the child shall be responsible for medical costs incurred. It shall be a condition of enrolment that parents sign the authority for the Director to seek medical attention for their child on their behalf.

Accident/Illness Record

In the instance of an accident or illness occurring whilst a child is attending John Street CECC a record is kept in the Accident/Illness Book that is kept in each room. The following details will be recorded by staff:

- date
- time of accident
- child's full name
- description of how the accident occurred and the injuries received
- treatment administered to the child by the staff
- signature of staff member who witnessed accident
- signature of second staff member
- signature of child's parent/guardian after being informed of the accident

The first aid kit for the children is mounted on the wall opposite the John Street CECC office internal windows.

You will be told if your child has had an accident and the details surrounding it and you must sign the book confirming your awareness of the incident. We are required to inform the Children's Services Advisor within 48 hours of any accident requiring medical attention.

You may also request a copy of the accident/illness report for your own records.

MEDICATION

John Street CECC promotes all aspects of children's health ensuring that their individual health requirements are met where possible.

Educators at John Street CECC are not medically trained and therefore cannot diagnose appropriate treatment. Whenever possible, medication should be administered by parents or guardians at home. However, this will not always be feasible and to ensure children's safety and welfare, the giving of medication at the centre will be strictly monitored.

- Parents/guardians should consider whether their child who requires medication is well enough to be at the service, and to keep the child at home if unwell.
- If children are receiving medication at home but not at the service, the parent/guardian should advise the educator of the nature of the medication and its purpose and any possible side effects it may have for the child.
- Only prescribed medications or medications accompanied by an '**Emergency Action Plan**', a '**Special Health Needs Support Plan**' or an explanatory letter from the child's doctor will be administered by educators for any period longer than one day. Educators must be fully trained to all requirements contained within Action and Support Plans.
- All prescribed medications must have the original pharmacist's dispensing label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.

- Medication must be given directly to the educator and the appropriate paperwork/ authorisation filled out and signed.
- **Under no circumstances is medication to be left in a child's bag.**

For a list of treatment educators can perform, and the procedures for the administration of non-prescribed and Over the Counter (OTC) medications, ointments or creams, please refer to our policies under **Section 3. Health & Safety** on the John Street CECC website.

EMERGENCY PROCEDURES

John Street CECC emergency procedures are on display in each room. Please take time to read them.

Fire extinguishers and emergency evacuation whistles are suitably placed within each room.

There is an emergency evacuation cot in the 0 -2's room to transport children that are not yet walking. Emergency phone numbers are placed next to the phones in all rooms. Access and exit areas are kept clear for emergency evacuations.

It is important that all children are signed in and out so that in an emergency we are able to check that all children are accounted for.

We practice regular fire drills which involve all children, staff and other visitors in the building at the time. We try to vary the time and day of each drill so that we can practice in different situations. If you attend the centre and our “practice sign” is on display on the front door, please do not enter the premises until advised to do so.

SUNSMART

John Street CECC operates under the following SunSmart policy:

- John Street will require children to wear hats that protect their face, neck and ears whenever they are outside, i.e. legionnaire or broad brimmed hats (see General Information in this policy for description of these)
- Children who do not have their hats with them will be asked to play in an area protected from the sun
- Children will be encouraged to use available areas of shade for outdoor play activity
- Babies under 12 months will be kept out of direct sun whenever UV levels reach 3 and above
- When outside, children are required to wear loose fitting clothing that covers as much skin as possible (e.g. no singlet tops)
- The John Street CECC Board of Management will ensure that there is sufficient shelter, shade cloth and/or trees providing shaded for outdoor play areas
- Excursions and all other outdoor activities will be scheduled before 11am and after 3pm daylight saving time (10am to 2pm other times) whenever possible. The availability of shade will be considered when planning an excursion
- Staff will act as role models by:
 - Wearing appropriate hats and clothing outdoors
 - Using SPF 30+ sunscreen for sun protection
 - Seeking shade whenever possible

- SPF 30+, broad spectrum, water resistant sunscreen will be provided for staff and children's use as necessary, when required
- With written consent from the family, children with naturally very dark skin ([skin type 5 or 6](#)) are not required to wear sunscreen
- Learning about skin and ways to protect skin from the sun will be incorporated into programmed activities
- The SunSmart Policy will be reinforced in a positive way through parent newsletters, notice boards and meetings
- Staff and parents will be provided with educational material on sun protection
- Learning about skin and how to protect skin from the sun and Vitamin D will be incorporated into the planned experiences for children at John Street
- Parents are required to apply sunscreen to their child prior to or upon arrival to the centre in the mornings. Staff will check to ensure this has occurred.
- From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff
- The use of wrap-around sunglasses that meet Australian Standard 1067 ([Sunglasses - Category 2, 3 or 4](#)) is encouraged.

ABSENCES

If your child is going to be absent, either sick or on holidays, please call or email the Centre to advise the staff as other families may benefit from extra care for that day. Fees will still be charged on days the child would normally attend.

EXTRA DAYS

If you need an extra day of care, feel free to ask at the office for availability. The charge for extra days will be added to your fees after they have occurred.

BIRTHDAYS

- If parents wish for their children to celebrate their birthday with a cake while at John Street, they are strongly advised to purchase a cake through our food company for \$20 (egg free, dairy free and nut free). Cakes can be ordered through the Kitchen, office (or child's educators), and must be arranged at least two days prior to the occasion.
- Home-made cakes will not be accepted, as John Street CECC cannot guarantee food safety standards or children's individual and special dietary requirement will be met.
- Parents are requested to check with room staff for any existing allergies within the room.
- Store bought foods are allowed as long as a complete list of ingredients are included with the food, and that the food has not been unwrapped/opened in any way. This enables educators to check all ingredients against any existing allergies.

CLOTH AND DISPOSABLE NAPPIES

A nappy wash service is used by John Street CECC and it supplies cloth nappies.

As per our environmental commitment, families are encouraged to use this service; if a parent prefers that their child remain in disposable nappies throughout the day, they must provide an adequate supply to last the day. Disposable nappies are regarded as hazardous waste, which we endeavour to keep at a minimum.

Where the use of disposable nappies is preferred by families:

- Used wet nappies will be sealed in a plastic bag and placed in the child's bag for disposal by parents at home
- Used soiled disposable nappies will be disposed of at John Street CECC as it is a health risk to leave these nappies within the children's bags throughout the day.

APPENDIX I

Schedule 7 — Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner

Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- A. specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- B. specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note: VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.

Condition	Exclusion of Cases	Exclusion of Contacts
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

The Public Health and Wellbeing Regulations 2009 are available from the [Victorian Legislation and Parliamentary Documents website](#) maintained by the Department of Premier and Cabinet.



APPENDIX II

Useful Contacts for Families

Department of Education and Early Childhood Development Website for Parents (DEECD)

<http://www.education.vic.gov.au/parents/default.htm>

Australian Children's Education & Care Quality Authority

www.acecqa.gov.au

Early Childhood Australia

<http://www.earlychildhoodaustralia.org.au/>

Family Assistance Office

Phone: 136150

Website: www.familyassist.gov.au

Counselling and Parenting Support

Drummond Street Relationship Centre
195 Drummond Street, Carlton, VIC 3035
Phone: 03 9663 6733
Email: enquiries@dsrc.org.au

Raising Children Network Website

Parenting information for children 0-8 years
www.raisingchildren.net.au

Positive Parenting Website

Provides resources and information to parents
www.positiveparenting.com

Royal Children's Hospital Safety Centre

Child health and safety resource centre
http://www.rch.org.au/safetycentre/index.cfm?doc_id=1730
Phone: 03 9345 6429

Nurse on Call –

24 hour Victorian Government Health Advice and Information
Phone: 1300 60 60 24

City of Yarra Maternal and Child Health Centres

<p>Fitzroy Connie Benn Centre (Fitzroy Maternal and Child Health Centre) 160 Brunswick Street Fitzroy 3065 Phone: 03 9426 1516</p>	<p>Abbotsford/Collingwood Maternal and Child Health Centre Gahans Reserve, Park Street, Abbotsford Phone: 9415 7921</p>
<p>Clifton Hill Maternal and Child Health Centre Darling Gardens, Hoddle Street, Clifton Hill Phone: 9486 8957</p>	<p>North Fitzroy Maternal and Child Health Centre Edinburgh Gardens, Alfred Crescent, North Fitzroy Phone: 9481 8857</p>

Full details and other local centres can be found on the City of Yarra website:
www.yarracity.vic.gov.au