



A:7ElmSt.Yungaburra.488P:0740952842.E:info@yungkidscape.comW:www.yungkidscape.com

# Parent Handbook



Welcome  
To  
**Kidscape**  
Yungaburra Childcare Centre

**Monday to Friday**  
**7.00am to 6.00pm.**  
15mths to 5 years

**7 Elm St., Yungaburra 4884**  
**40952842**

**This is a licensed Long Day Care Centre**

Child Care Rebate Child Care Benefit ABN 43 988 929 78

We are open 51 weeks of the year  
We close for one week during Christmas.

## INTRODUCTION

**Kidscape at Yungaburra** is a unique childcare centre that offers full time care for children between the ages of 15mths and 5years. It provides a safe and caring environment for your child in the heart of Yungaburra Village.

Being a limited vacancy centre means your child has the privilege and comfort of learning in a 21 place setting. We deliver a blended Montessori Program based on the Montessori Philosophy of 'Nurturing the Uniqueness' of each child. We believe that all children carry within themselves the person they will become, and that as teachers and parents we influence this becoming. At Kidscape we guide, observe and support this development.

We believe in order to develop physically, intellectually, socially and emotionally to their own potential, the child must have freedom. Freedom to achieve through order, self-discipline, and choice. Kidscape children gain a respect for the environment, its inhabitants and most importantly each other.

Kidscape, Yungaburra Childcare Centre is a parent directed, community supported and independently licensed centre directed by Bernadette Doig and staffed by qualified, experienced and mature staff. At Kidscape we look forward to meeting the individual needs and requirements of each child while discovering and supporting their individual characteristics guided by the Montessori Philosophy : *'Nurturing the uniqueness of each child' Marie Montessori.*

## OUR PHILOSOPHY

Our philosophy: To *nurture* the uniqueness of each child while respecting individual, cultural and family backgrounds. We do this through our positive interactions with children, families and each other. We show evidence of this through our educational Montessori Program and Prepared Environment.

*We believe that all children carry within themselves the person they will become and that we as teachers and parents influence this becoming.*

Our Montessori Philosophy, we believe that

- The potential for each individual's development should be respected and nurtured.
- Education is an aid to life and a preparation for it.
- A complete care and education program involves the integration of intellectual, emotional, spiritual, physical and social aspects of life.
- There should be diversity of social groupings.
- Learning occurs in a variety of ways and should be suited to each child's individual needs.
- Learning is largely active, often self-correcting, individually paced and unlimited in scope.
- The teacher's role is to guide, observe and support.
- The Montessori environment "reaches" the child through curiosity, stability and freedom to choose.
- Learning should be linked to home and to the outside world.
- Balancing freedom and discipline results in a larger capacity for self direction.

## GOALS

- To provide for families, children and staff an environment that supports a sense of belonging, confidence and trust to grow and become an integral part of the wider community.
- To acknowledge and celebrate the cultural diversity of our community through our program, activities and experiences, inclusive of all children and families.
- To provide for the inclusion of children with additional needs.
- To enhance a child's ability to develop confidence and self-esteem to work at their own pace and to try without fear of failure.
- To promote the development of life long social and emotional skills in dealing with feelings, getting along with others and being a friend.
- To develop curiosity, concentration and independence through play.
- To develop a sense of order through the 3 step Montessori work cycle- Choose. Play. Put Away.
- To learn through innate senses (touch, smell, hear, taste, see).
- To develop sensory motor skills in order to judge, discriminate and sort.
- To develop discipline, independence and persistence in learning.
- To access guidance and assistance from support organizations and professionals within our local community, for the betterment of the centre and its families.
- To work as a dedicated team for the overall happiness and well-being of our children, families and staff of the centre.
- To continue to support the NCAC by regularly reviewing our practices, policies and procedures. We will form strategies and implement processes to develop improvements.



# Parent Information

This handbook is a resource for you to refer to throughout the time your child is in care at Kidscape.

Please take the time to read this important information.

## Parent Information Handbook

### CONTENTS

#### PAGE

- 1. Cover Page
- 2. Welcome
- 3. Introduction
- 4. Philosophy
- 5. Goals
- 6. Cover page
- 7. Contents List
- Information**
- 8. Fees & Conditions
- 9. Child Care Rebate
  
- 10. Sickness- Usage Days. Children's Daily Requirements
- 11. Arrivals/Departures Delivery /Collection Sign in /out Sheets
- 12. Saying Goodbye Going Home Babysitting
- 13. Clothing Footwear Sun Protection
- 14. Parent Participation Grievance Complaints Suggestions Home Birthdays
- 15. Newsletter /Information Child Placements Children's Records/Files Duty Roster Staffing Ratios
- 16. Positive Behaviour Guidance Child Protection Exclusion of Non-Immunised.
- 17. Health/Hygiene Nutrition Rest Times Food Handling Washing Hands
- 18. Children's Sickness Policy
- 19. Sudden illness or Injury. Administering Medication Labels Storage
- 20. Dental Policy Health and Safety Students, Volunteers and Regular Visitors
- 21. Excursions Anti Discrimination Non-Bias Inclusion
- Review of Documentation Policies and Procedures



## GENERAL INFORMATION

### FEES

**We offer a 'FULL DAY' rate of \$60.50.**

Childcare fees are paid for the days your child is booked into the centre, including public holidays and times when your child is absent due to illness, holidays or any other reason.

**Child Care Fees** are paid two weeks in **advance** of the first day your child will attend the centre and will remain two weeks in advance.

**Child Care Benefit:** is a percentage calculated by the Family Assistance Office and based on your combined gross weekly income. You will need to contact them to obtain this percentage. Your CCB amount will be deducted from your fee and the balance only, due to be paid at the centre.

**Notice of Holidays** must be given in writing 2 weeks in advance of taking holidays and fees must be paid before holidays commence.

**Deposit** of \$200.00 is payable on enrolment of your child at the centre. This is refundable on departure from the centre. Any unpaid fees will be deducted from this amount.

### Methods of Payment

- Cash
- Cheque
- Electronic(Internet) Transfer to Account

BSB: 034-160 Account No: 21-0571

Name: Bernadette Doig. Kidscape.

**Child Care Benefit** is a Commonwealth Government initiative that makes it easier and more affordable to obtain child care. A rebateable hourly fee is applied and each family receives an individual percentage based on the estimated annual income.

Once your child's placement has been confirmed by the Director, it is extremely important to link your child to the centre by contacting FAO (Family Assistance Office on 136150) and advise them of your start date and the centre's provider number available from Director. This must be done within 28 days of your child's first day of attendance, to be eligible for a reduced rate.

Once your child is linked to our centre, FAO will advise us of your CCB% which will be used to calculate your fees. Full fees will be payable until you have linked your child and FAO has advised us of your CCB. Adjustments will be credited to your account once we are notified.

**Allowable Absences** are days off from your normal booked child care days. FAO allows each child 30 Allowable Absences which may be taken as holidays, occasional day or sick days without a Doctor's Certificate. If you exceed the 30 'allowable Absences in any financial year you must pay full fees for any further day your child is absent (i.e. CCB percentage will not be applied to discount your fees). The total of absences used will be shown on our weekly statement. Please check regularly to ensure you don't go over 30 days.

**Approved Absences** are days off which will still attract your CCB%. The Government recognizes that young children are often sick and may contract childhood illnesses and diseases which prevent them from attending care for some time. Public Holidays are also classed as Approved Absences.

If you are a shift worker or have a rotational roster, you can supply the centre with a letter from your employer confirming that your working days vary. If your child is away from care and with you on your rostered day off, this day will be classed as a work-related day and is also an Approved Absence

### **Access to Child Care:**

The Commonwealth Government has set guidelines for priority of access, for users of Child Care Benefit. Those guidelines are:

Priority 1 – a child at risk of serious abuse or neglect:

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the New Tax System

Priority 3 – any other child.

**Extra Days** can be requested and arranged if a vacancy exists on that particular day. 24 hours notice of cancellation is required if you no longer need the extra day otherwise a charge will be made for the extra day/s requested, even if your child does not attend. Make up (swap days) are not permitted.

Please note that at any time you may wish to make enquiries regarding your fees. Queries or disputes this will be looked into immediately.

## INFORMATION

### SICKNESS

Please notify the centre when your child will be absent due to sickness. Failure to do so after 1 week may result in loss of your child's place and full fees will be charged for absent days, should you not return to the centre.

### CHANGE OF INFORMATION

Parents are required to advise the office of any new information such as telephone numbers, address, immunization records, custody arrangements, and profile information. This is extremely important so that we can contact you in case of emergency.

### USAGE DETAILS

Government regulations require you to sign your child in and out every day. The sign in/out forms are used as proof of attendance and are used for auditing purposes. Therefore it is very important that you sign each day including sick and holiday periods.

### CHILDREN'S DAILY REQUIREMENTS

1 School carry bag

1 hat

2 changes of clothes;

Disposable nappies and trainer pants for the day( if applicable)

Fitted Sheet Set in material sheet bag -available for purchase at centre

1 pair of shoes (if required)

Morning tea (fruit), lunch, afternoon tea, in separate containers/ bags. Fruit loose

Drink bottle- water only

Any special daily food requirements

Warm clothing for cooler days; kid's blanket n winter.

All articles must be clearly marked with your child's name. Thank you

## **ARRIVALS AND DEPARTURES**

The Centre operates Monday to Friday 7.00am to 6.00pm. The Centre is open 51 weeks of the year, and closes for Public Holidays. Please note that we close for a week over the Christmas period.

Parents are asked to collect their children no later than 10 minutes prior to closing time, so that staff can finish on schedule. The closing time may be extended for emergencies only. A late fee of \$20 will be charged for every 10 minutes (or part thereof) after closing time if no emergency call has been received. Emergency situations will be identified only by the Director or Acting Director. This money is payable directly to the Director /Staff Members remaining to supervise the child.

## **DELIVERY AND COLLECTION**

Children should be escorted to and from the centre by a parent or authorized person. The parent or authorized person must sign the child in and out on the roll sheet, every day. This includes sick days, holidays, occasional days off and rostered days off. If a child is being collected by someone other than a parent or authorized person, that person must show photo identification at the office. If this is the case, it is the parent's responsibility to advise the centre beforehand. If the parent or authorized person expects to be late collecting the child, the centre must be notified as soon as possible (always before closing time). A late fee applies for every child remaining after the centre's scheduled closing time

An authorised person must be over 18 years of age.

When the parent or authorized person is more than 20 minutes late, the Director must be informed. She will assess the situation and at her discretion, the Department of Family Services and Police may be contacted. In that case, the child will be escorted to the police station and every attempt will be made to find the parent or authorized person. By law the Department of Family Services must be informed within 18 hours of the child being placed in police custody if it is after hours.

## **SIGN IN/SIGN OUT SHEETS**

All children must be signed in and out of the centre each day by the parents or authorized person. It is a requirement of the Family Assistance Office that this proof of attendance is available on request. Your Child Care Benefit can be revoked for the days on which you do not list times of attendance and a parent's full name and signature. You must also sign for all absence days (such as holidays, sick days or occasional days off), on your child's return to the centre, It is also vitally important to have these records correct in case of fire/emergency evacuations etc.

## **SAYING GOODBYE**

This can be a tearful time for child and parent but try to give your child a smile on leaving, and always say good-bye. Please also let them know when you will return, If your child is upset, please be assured that our staff will give your child that extra special attention, and you are welcome to phone the office to check how he or she is going.

- A few tips to help with separation time: Leaving something of yours behind (for instance a scarf or hat) can be a comfort and reassure your child that you will return.
- In some instances; it is harder for a child to cope when the separation time is drawn out.
- It is extremely distressing for a child to repeat the separation so if you have forgotten something, please see the office staff rather than returning to the room.

If you have any concerns or questions please don't hesitate to talk to your child's Group Leader or Director.

## **GOING HOME**

Please take the time to ask your child's Group Leader and your child about the experiences of the day. Play is your child's occupation and requires great concentration. Remember, during the day your child may have created an artistic masterpiece; been a doctor, mother or father; run in the Olympics; had a short rest and started all over again.

Please ensure you collect all items of clothing, medication and artwork when leaving each day.

## **BABYSITING**

We neither encourage nor discourage parents from engaging centre staff for private babysitting services, Acceptance of any babysitting arrangement is entirely at the discretion of the individual staff member. These arrangements are considered private and personal, and do not impose or attract any obligations or responsibilities on the part of the centre.

## **REQUIREMENTS**

### **Clothing**

Children should wear clothing that will allow them to participate fully in the day's learning experiences. They will get messy sometimes so please do not send them in their best clothes. We recommend cool cotton clothes with collar and sleeves for hot weather, and long sleeves and pants for cooler weather. A jumper may even be needed for cooler times of day. Shoe string straps and singlet tops are not acceptable.

### **Footwear**

Children are encouraged to wear shoes in cooler weather. They may be removed for outdoor climbing, physical challenge, and music and movement activities.

### **Hats**

Our centre has a policy of "No Hat, No Play" at all times. Parents are asked to provide a hat for your child. Hats supplied from home must be either legionnaire-style or broad-brimmed.

By ensuring each child has his or her own hat, and that no hats are being shared, we also reduce the risk of head lice infection. Please refer to our Head Lice Policy for exclusion information should your child have head lice.

### **Sun Protection**

We practice the "Slip, Slop Slap" approach to outdoor experiences.

We will provide SPF 30+ broad spectrum water resistant sunscreen for children and staff. Sunscreen will be applied liberally before going outside. It should be reapplied every two hours or more often if it is likely to have been washed or wiped off.

Parents will be asked to sign the consent form in the Enrolment Package allowing staff to apply sunscreen to your child.

We recommend that children wear loose fitting clothing that protects as much of the skin as possible for outdoor activities. Most suitable are shirts that cover the shoulders, and have collars and sleeves, and longer-style skirts and shorts.

No tank tops, singlets or sundresses please.

We are aware of possible cultural differences in regards to sunscreen or sensitivity to certain chemicals. In that case, parents are requested to supply an alternative for their child. You will be aware of what suits your own child best, especially when skin is young and sensitive. Please refer to our full Sun Protection Policy in the Policy Handbook.

## **PARENT PARTICIPATION**

We encourage parents to participate in children's activities and experiences, as well as decision-making at the centre. You are welcome to visit your child or join in for part of their day. If you have any skills or talents that you would like to share with your child's group or the centre as a whole, we would be pleased to create a time for you to visit the centre.

We also encourage you to help evaluate the program of activities /experiences in which your child is participating. Your views on the program are greatly appreciated and will help staff to further plan for your child and the group. Feel free to call the centre to ask how your child is enjoying the day or to check if he or she is coping after an illness.

## **GRIEVANCE, COMPLAINTS, SUGGESTIONS**

The smooth daily operation of our centre relies on strong communication between parents, management and staff. This includes grievances and complaints which we believe should be addressed promptly, professionally and ethically. This will help both parties to resolve issues that may otherwise escalate or not be resolved.

Our highest point is the happiness of you and your child. If you have any concerns or suggestions, please speak to your child's Group Leader in the first instance. If you are not satisfied with this discussion, the Director is always available. Please also refer to our full Grievance/Complaints policy.

## **Treasures from home**

We discourage children from bringing toys from home, as they may become broken or lost (therefore distressing your child). However we do encourage children to bring science items for Show and Tell or a favourite book for story time. Rugs, dolls teddies may be needed to help your child feel secure at rest times. While every care is taken at the centre, it is a parent's responsibility to name and collect all items of clothing, food containers and medication.

## **Birthdays/Name Days**

We are delighted to share in your child's special days so you are welcome to send a cake or celebration food for your child to share with his or her friends. Please feel free also to share your family's special celebrations with us.

Please note that any foods supplied for celebrations must not contain nuts or nut products.

### **NEWSLETTER/INFORMATION**

We will keep you informed of the centre's special events or excursions. Newsletters will be sent home regularly and some events will be noted on the notice boards. Please take the time to read these, so you are aware of what is happening in the centre.

### **Child Placements**

If your child is in care for a; social day and if the centre is full, Under the Commonwealth Government 'Priority of Access' care, you may be asked to change your days or vacate your position for a working parent, a child with special needs, or if a child has a sibling with special needs, but only if your child is in care for a; social day (for example, you are not working or studying). However, please be assured that all efforts will be made to accommodate your requirements. Two weeks notice will be given if you are required to make changes.

### **Children's records and files**

All children in the centre have their own file containing records of observations, checklists and any other relevant information. These files are kept up-to-date and parents may view their child's file any time. Please ask your child's Group Leader to go through the file with you. All files are kept securely in the office to ensure privacy and protection.

### **STAFF**

#### **STAFFING RATIOS**

Our staff to child ratio is 1 to 7 in a mixed age group of 21 children. During different times the number of children in attendance at the centre may vary. But we will always maintain a 1 to 7 ration i.e. 2 staff over 7 and 3 staff 15 – 21. Details on staff/child ratios as well as the names and qualifications of staff members will be displayed at the centre for your information.

#### **DUTY ROSTER**

It is our policy to keep the Staff Roster as stable and consistent as possible, however there may be changes to accommodate fluctuation in the number of children requiring care in the morning and afternoon, and the hours worked by individual staff.

We have noticed that children prefer to be greeted by the same staff. Consistency in this routine has proved very important to young children and parents.

Our shifts are 6.30am – 12.30pm and 12.00 to 6.00pm, for Group Leaders and assistants and 8.30am to 5.30pm for Director.

## **POSITIVE BEHAVIOUR GUIDANCE**

A positive approach to behaviour guidance involves understanding why a child behaves in a certain way. It also involves support and encouragement of acceptable forms of behavior. Through the use of strategies/techniques we build a child's confidence and self-esteem, and provide each child with the guidance and opportunities to manage their behaviour.

It is therefore important for staff to respond to children's interests and emotions such as pleasure, empathy and pride. Staff will comfort children when they are distressed, unhappy or tearful, and will guide each child to identify and deal with feelings such as anger, frustration and jealousy.

## **Child Protection**

Child protection is one of our highest priorities and we have comprehensive policies on child protection. These policies include such areas as: Reporting of Child Abuse/Neglect; Delivery & Collection of Children; Failure to Collect Children; Lock Down; Suitability Card for Employees; Students/Volunteers. All policies are regularly reviewed by staff, parents, and members of the local community. Please refer to these Policies in the Policies Handbook.

## **Exclusion of Non-Immunised Children**

While we encourage immunization, we respect the rights of parents to decide whether or not to immunize their children. It is, however centre policy to exclude non-immunised children when a particular disease is present or suspected in the centre. You will be asked to remove your child and exclude them from the centre until the risk of the disease has passed. Children whose immunization details are not current at the time of a disease outbreak will be treated as non-immunised, until management sees proof of the last required immunization. Please refer to our Immunisation Policy in the Policy Handbook.

## **HEALTH AND HYGIENE**

It is centre policy that all adults observe our health and hygiene practices. On acceptance of enrolment, please be aware you must comply with the Health and Hygiene Policies as per the handbook. It is also centre policy to discuss, educate and encourage good hygiene practices among all children who attend the centre.

### **Nutrition at the Centre**

As part of our ongoing policy on nutrition, we encourage children to have fruit for morning tea and a healthy afternoon tea with a drink of water. Lunch can be sandwiches, salad or leftovers from the night before (which can be reheated at the centre, with a drink of water or milk. All food should be in separate paper or zip-lock bags, clearly marked with your child's name. Please place the bags in the baskets in the refrigerator which are labeled for Morning Tea, Lunch and Afternoon Tea.

We do not allow lollies, chocolates, chips, soft drink or cordial at the centre. Also to ensure the protection of children with allergies to nuts and nut products, the following are not allowed at the centre: peanuts, peanut butter products, food made with peanut oil (such as Nutella) etc. We also ask families to take extra care when supplying food to be shared at functions.

Care should be taken to ensure you provide a nutritious, well-balanced diet for your child while attending the centre. If you need suggestions for healthy foods, please speak to our Group Leader or Director. Staff will monitor the nutritional value of your child's daily food intake and will discuss any concerns with you. Books are available on the subject, and nutritional updates and information booklets are on display at the centre.

We encourage diversity by cooking and sharing a variety of cultural foods but we would be grateful to parents who can guide us in this area. Please advise us if your child has any specific cultural, religious or health requirements. Refer to our full Nutrition Policy in the Policies Handbook.

### **Rest Times**

A full morning program and playing with friends can wear out even the most tireless child so all children in the centre have a rest period each day to re-group and prepare for the afternoon. For older children, this may simply be a quiet activity or a quiet time with a book on their sleep beds. In this hot climate children will perspire and suffer from prickly heat, so please ensure your child has a towel and a sheet at all times. These items should be placed in a named sheet bag which can be ordered from your centre.

### Children's Sickness Policy

We need to protect the health and wellbeing of all children attending the centre therefore the Director reserves the right to exclude or refuse attendance to any child considered not to be well enough to attend, or whose illness may affect the health of other children. In cases where a child becomes ill after the parent has left, and the Director feels the child is suffering from an infectious disease or is not well enough to be in childcare, the parent will be notified and asked to collect their child. We ask that you notify the centre if your child contracts a contagious illness/disease. The centre can then notify other parents to be aware of symptoms and arrange immunisation (if available) for their children.

Children suffering from any of the following conditions are not considered well enough to attend.

- A high and sustained temperature or a very high sudden temperature.
- When vomiting occurs twice or if it is violent or prolonged.
- When diarrhea occurs twice over a short period (particularly in babies).
- When a child has been ill and feels cold, clammy, drowsy and unusually limp.
- When a child has a very runny nose for 3 or 4 days which is accompanied by a temperature or cough.
- If a child's nose or ears are discharging mucus which is yellow or green, and the child shows signs of being unwell (may indicate infection).
- When a child has regular gripping pains in the stomach or the pain is in a localized position in the stomach.
- If a child feels sick and dizzy and complains of a headache, especially after a fall or a hit to the head.
- When a child has an excessive /continuing cough.
- If a child's breathing becomes laboured and it is noticed his ribs are being drawn sharply inwards with each breath.
- When a child is suffering from a contagious childhood illness e.g. Chicken Pox/Measles etc.
- If a child has a large open sore, boils or cuts which are difficult to cover.
- If a child recently broke a limb.
- When a child has impetigo (school sores)
- When a child has a cut or injury requiring several stitches and the injury is on an active part of the body.
- If a child is suffering from conjunctivitis. Children should not return to care until 24 hours after treatment has started and the eyes are no longer discharging pus.
- If the child has head lice or lice eggs. Treatment must commence before children return to the centre

### Sudden Illness or Injury

If a child has an accident or becomes ill while attending the Centre, it is Centre policy that:

- The child is kept under adult supervision until he or she recovers. The child's parents (or an authorised person) will be notified of the incident and asked to take charge of the ill/injured child.
- If a child requires immediate medical attention, all reasonable steps will be taken to secure that attention and to notify a parent (or an authorised person) of the accident /illness.
- If no-one can be contacted, the Director has the right to arrange for either medical attention or to call an ambulance for hospitalization if required.
- All accidents/incidents will be noted on an Accident Form, given to parents for their information and a signature. This indicates you were made aware of the situation. All major or significant incidents will be reported to parents by phone.

### Administering Medication

If you require the staff to administer medication to your child, the following procedures must be observed.

Medication Request Book (located in each room) before medication will be given, you must enter the date, your child's name, name of medication and dosage, required time of dosage and your signature. You should also note the time of the last dosage. After completing the medication book, please also confirm with senior staff member, that your child requires medication during the day

**Labels:** All medication whether prescribed, over-the-counter chemist or homeopathic products must have a chemist label on the original container. This label must contain the name of the medication, the child's name and the required dosage and times.

**Administering of Medication:** All medications will be checked and witnessed by two staff members, one of whom must be a Group Leader. Both staff members will sign the Medication request, signifying that the correct dosage has been checked and given. No medication will be administered without parental consent.

### Storage

No medication is to be stored inside your child's bag, in the food fridge or anywhere in your child's room. All medication is to be stored in the specially marked medication boxes in the Medication fridge, located in the centre. Any medication which needs to remain at room temperature can be placed in the allocated box on top of the fridge. Specialized medication for individual children, such as Epipens etc. for emergency situations, will be kept in individual boxes with that child's name and details on the box. These procedures will take place every time your child is to have medication administered. No medication will be given if a parent has not followed the above procedures correctly. Please refer to Policies Handbook for our full Medication Policy.

## **Dental Policy**

The centre believes Dental Care and Oral Hygiene must be established at a very early age. It is the centre's intention to provide both learning environments and up-to-date information for children and parents. We understand the importance of good nutrition in the development of healthy teeth and will aim to educate children and assist parents in choosing healthy foods and drinks that will help reduce the risk of tooth decay.

Our Policy is to promote child health, create a healthy environment for children and to help combat tooth decay in young children. Our Dental Policy aims to educate children about the importance of good practices in dental care which will last a lifetime, and to ensure children have the chance to learn about the foods that help to protect their teeth. We also encourage children to drink water/milk which cleanse and protect teeth, instead of cordials/juices/soft drinks which cause decay. We will communicate with parents about their child's food intake (with dental care as the focus; to provide parents with literature on dental care; where possible to arrange dental visits from professionals; and to review the Dental Care Policy with parents, staff and the general community. Please refer to Policies Handbook for the full Dental policy

## **Health and Safety**

It is a practice of this centre to ensure the buildings, furniture, fittings, equipment, cooking and eating utensils are maintained so they are safe, clean and hygienic, in good repair and in proper working order. Checklists are monitored regularly to ensure equipment, and premises are properly maintained.

We have a comprehensive list of policies that cover many areas of Health and Safety. These include Hand Washing; Food Safety Plan; Infectious Diseases; Children's Sickness; Food preparation; Policy on Cyclones/Tropical Storms; EmergencyEvacuation/Lock Down; Handling Body Fluids; Work Place Health and Safety. These policies can be found in the 'Centre Handbook' available at the centre.

## **Students, Volunteers and Regular Visitors**

During the year we welcome students from the TAFE College, local High Schools and private colleges who are participating in vocational placements and work experience. These students work under close supervision of the Group Leader and Assistant. This is a valuable time in their training and they will benefit from their time with us. Volunteers from the community are welcome, however, for the safety of children and staff, all volunteers must be 17 years of age, hold a Blue Card, and have two current reference letters prior to commencement. Regular extra curriculum teachers and regular maintenance persons are also required to have Suitability Card.

## **EXCURSIONS**

If the children are to leave the centre on an organized excursion, permission forms will be sent out and must be signed by a parent before a child can participate. This form will detail the location, the time and date, the cost (if any), traveling arrangements and the name of staff in charge or participating in the excursion. Assisting parents will also be listed. Any excursions will be pre-arranged and notice will be given to parents prior to the set date.

## **Anti Discrimination Non-Bias Inclusion**

We do not discriminate against any child or their families for any reason. We welcome children from all ethnic and religious backgrounds and encourage parents to share their cultural experiences with us. We welcome children with varying abilities/disabilities, and are happy to work with parents, health professionals and occupational therapists to assist the child in any way we can.

We understand the importance of providing an environment of inclusion for all children attending the centre and ask that parents keep us informed of any requirements of their child. We also practice a non-bias approach to the program we offer – both sexes are treated equally and offered the same opportunities, experiences and activities. Stereotyping sexes, roles and responsibilities is discouraged and staff endeavour to discuss and critically evaluate any bias situations which may arise.

## **Review of Documentation, Policies and Procedures**

If at any time you wish to review any of our documentation, raise concerns, make suggestions or offer ideas, please feel welcome to do so. Your contribution to all aspects of centre practices is appreciated.

We thank you for choosing 'Kidscape' Yungaburra Childcare Centre and we wish your stay with us, to be an enjoyable and rewarding one.

Bernadette Doig  
Director