

## Childcare Policy & Procedure Information Booklet 2011



## Childcare Service

Our aim is to provide families with access to a range of quality children's services which complement and enhance wherever possible, the care and expectations of all parents and reflect family and cultural needs.

### OBJECTIVES

- Learning through play. Much theory supports the view of play as an educational tool.
- An activity program that meets the individual developmental needs of the children. In particular for this age group Social and Emotional.
- Respect for people around them as well as the environment.
- A challenging, fun environment, which enhances children's existing skill and promotes new ones.

### YOUR PRIVACY

Your privacy is important to us. Any personal information collected from you is kept secure and confidential.



## **WELCOME..... To Longbeach PLACE Inc.**

### **OUR PHILOSOPHY**

LONGBEACH PLACE Occasional Care / Pre-Kinder Group centre is where children, families and staff are treated as equal and valued individuals. Children are encouraged to develop to their full potential within a safe, caring and supportive environment.

Our aim is to provide families with access to a range of quality services which complement and enhance wherever possible, the care and expectations of all parents.

We provide a program based on the developmental needs, interests and experiences of each child. We achieve this by using appropriate materials, a supportive environment and positive, friendly interactions. We base our practice on sound knowledge, research and theories, while at the same time recognising the limitations and uncertainties of these.

We work as a team to encourage each child to build on existing skills and extend them in all developmental domains.

### **ABOUT Longbeach PLACE Inc.**

We are run by a voluntary Committee of Management made up of community members. Our staff is experienced and have qualifications which meet Children's Services Victorian Regulations.

Under those regulations we are able to care for children for a period of up to 15 hours per week. A copy of the Children's Services Victoria Regulations 1998 and The Children's Services Act 1996 is on display at all times.

## **ARRANGEMENT FOR DELIVERY AND COLLECTION OF CHILDREN....**

Children must be delivered to and collected from Child Care Staff personally. A child cannot be picked up by any other person unless written authorisation has been given by the parent/guardian.

Parents are welcome at the centre at any time during a session however for security reasons please go to reception prior to entering the child care area.

## **ARRIVAL AND DISMISSAL PROCEDURE**

On arrival and departure it is necessary for each parent or guardian to record the time next to their child's name in the attendance book and your full signature is required.

## **WHEN DROPPING CHILDREN OFF**

We cannot accept children into the room before session time as staff need that time to set up the room and prepare activities.

For safety reasons, notification must be given if you have arranged for another person to collect your child.

Please take time to read the notice board and check for notices so as to keep informed of any upcoming events.

## **DELAYED PICK UP....**

If a child is not picked up within 15 minutes after a session and we have not been notified of your delay, staff will commence contacting Emergency numbers. If unsuccessful we will remain with the child for a period of one hour. If no-one has contacted the centre, or we are unable to contact anyone, then the police will be contacted and asked to take responsibility of the child. A notice to this effect is posted on the centre's entrance with relevant contact numbers.

A late fee of \$8.00 will be charged at the discretion of management

## **ATTENDANCE – Occasional Care (Casual only)**

In the event that your child cannot attend a session that has been booked, please contact us as soon as possible so that the place can be filled. We often have people on the waiting list. **If we are not notified a \$5 fee will be incurred.**

## **PROCEDURES FOR OCCASIONAL CARE BOOKINGS**

- ★ Childcare Staff to take bookings
  - Booking list will be on the desk as the parents sign in their children.
    - Noting whether it is a permanent - half of the term
    - Child/ren names and the required day/s
    - or
  - In the case of a casual booking this is valid for one day only
    - Cancellation fee of \$5 applies to Casual booking without notice.
- ★ Limited places available for under 3's for a permanent booking,

## **Cost**

- For a Casual booking cost is as follows:-

Tuesday/Friday	Permanent	Casual
1 child	\$30	\$35
2 children	\$40	\$45
3 children	\$45	\$50
Thursday		
1 child	\$18	\$21
2 children	\$25	\$28
3 children	\$28	\$31

## **How to pay**

Casual at the Reception Desk on the day prior to your child/ren attending care.

## **ENROLMENTS**

Please bring a photocopy of your **Child's Birth Certificate** and **Immunisation record** for our files. All Enrolment forms must be filled out before your child can attend the program. **NO** child will be accepted unless the form is **fully completed** with an attached copy of your child's records.

## **PROCEDURE FOR DEALING WITH ILLNESS / EMERGENCY CARE.**

Parents are asked not to bring their child to our centre if he/she is unwell. The notice board has a list of infectious diseases and their period of exclusion. Please ring and ask if you are not sure. It is your responsibility to inform Childcare Staff about your Child's Asthma plan.

Should your child become unwell whilst at the centre the parent/guardian will be notified and ask to take the child home. The child will be made comfortable and separated from the other children until the parent/guardian arrives.

Children and staff with an infectious disease will be excluded from the centre in accordance with the National Health and Medical Research Council Guidelines. As provided in the book "Staying Healthy in Child Care."

All illness at the centre must be recorded in the accident/illness record. Should an infectious disease become apparent, parents will be notified by way of a notice displayed on the notice board.

For guidelines of the recommended minimum periods of exclusion, please check the book "Staying Healthy in Childcare" located near attendance book.

Should an accident occur at the centre, an accident form must be completed and signed by the parent.

## ANAPHYLAXIS POLICY

### Allergy & Anaphylactic

Longbeach PLACE Inc. Occasional Childcare recognises the potentially serious consequences of children with allergies. These allergies may include a condition known as anaphylaxis.

Anaphylaxis is a severe, potentially life threatening allergic reaction brought about by exposure to certain foods and or other substances

Non-food items such as latex and bee stings can also bring about a life threatening reaction.

**Longbeach PLACE Inc. Occasional Childcare does not purport to be, nor can it be deemed to be free of food items and non- food items that may lead to a severe or anaphylactic reaction. The organisation will make every reasonable effort to reduce risk to children with severe allergies or anaphylaxis in accordance with the overall policy.**

We live in a world that is contaminated with potential allergens and anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his or her family, in case of a young anaphylactic child, the childcare community must also be aware. Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the co-operation and understanding of all members of the Occasional Childcare service, including staff, children and parents.

Longbeach PLACE Occasional Childcare requests that **NO PEANUT OR TREE NUT PRODUCTS ARE TO BE BROUGHT INTO THE CHILDCARE SERVICE AT ANYTIME.** As with other policies of the Longbeach PLACE Occasional Childcare, staff, parents and children are expected to comply.

As well as the above Longbeach PLACE Occasional Childcare requires the following parent/guardian co-operation

1. If any child has eaten peanut butter or a peanut butter/nut product at home for breakfast parents MUST wash their hands and faces with water and soap as well as BRUSH their teeth well before bringing them into Childcare.
2. Parents with anaphylactic children **MUST** complete an ***Individual Plan for Emergency Procedure*** for their child as well as sign the PARENT/GUARDIAN AUTHORIZATION FOR ADMINISTRATION OF ADRENALINE AUTO-INJECTOR. – (EpiPen)
3. Parents/Guardians are required to provide the completed authorization form and action plan to the Childcare Co-ordinator. Each individual ACTION PLAN for anaphylactic children will be displayed in childcare room for ALL staff to view.
4. Parents with anaphylactic children MUST provide a dedicated prescription EpiPen (within expiry date) for their child that is clearly labelled on the outside of an insulated container that remains in Childcare in designated location that is easily

accessible to adults (not locked away) inaccessible to children and away from direct sources of heat.

5. A letter (including this policy), will be sent home with each child in a session in which an anaphylactic Child has been identified. All parents/guardians will be required to sign the second page of the letter indicating they have read and understood the policy and will adhere to it.

The returned signed page will be filed with each child's enrolment information.

IF the letter is NOT signed and returned within ONE (1) week, the Parents/Guardian will be contacted by Longbeach PLACE Inc. Occasional Childcare staff.

**Children of parents/guardians who refuse to sign the letter will not be able to use the service.** (Appendix D)

6. On the Child's admission to Longbeach PLACE Occasional Childcare, the Childcare Co-ordinator and other relevant childcare staff will discuss the child's allergies and Action Plans with the Parent/Guardian. **In the case of an Anaphylactic child going into care, the relevant childcare staff will receive a demonstration of EpiPen administration by the parent.**

### **Symptoms of an Allergic Reaction.**

A person experiencing an allergic reaction may have any of the following symptoms:

- Trouble breathing, speaking or swallowing.
- A drop in blood pressure, rapid heart beat, loss of consciousness.
- Flushed face, hives or a rash, red and itchy skin.
- Swelling of the eyes, face, lips, throat and tongue.
- Anxiousness, distress, faintness, paleness, sense of doom, weakness.
- Cramps, diarrhoea, vomiting.

**NO PEANUT OR TREE NUT PRODUCTS [HAZELNUT SPREADS (NUTTALA)]  
ARE TO BE BROUGHT INTO THE CHILDCARE SERVICE AT ANYTIME.**

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## EMERGENCY SITUATION...

In the event of a child needing to be taken away from the centre by Ambulance, the person in charge will nominate an adult to accompany the child to the hospital. The parents or guardian will be notified immediately. Any cost incurred will be the responsibility of the parent or guardian.

## EMERGENCY EVACUATION PROCEDURE

Please read the Longbeach PLACE Inc. **FIRE POLICY**. This is displayed on the notice board near the entrance.

In the event of an emergency the person in charge of the child care area must ensure that all children are accounted for and the emergency procedure is adhered to.

This procedure must be practiced regularly to familiarise staff and children.

## SUNSMART Policy

Our **Sunsmart** policy has been developed to ensure that ALL children attending this centre are protected from the skin damage caused by harmful U.V.rays.

It is to be implemented throughout the year, 1st September through till April.



Children will be required to wear hats that protect their face, neck and ears whenever they are outside.



Clothing that covers as much skin as possible.



Children who **do not have their hats with them will be asked to play indoors**  
**No hat, no outdoor play.**

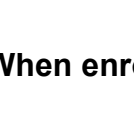


Enclosed TOE AND HEEL shoes **only** are to be worn.



**Parents must apply SPF 30+ to your child/children before they are brought to Childcare at Longbeach PLACE.**

By adhering to the above, your child will be able to enjoy the activities of the day, as it is **not the policy of the Childcare to administer sun screen protection.**



Outdoor activities will be minimized between 11.00am and 3.00pm on extreme hot weather days.

### When enrolling your child, parents will be:-

- a. Informed of the SunSmart Policy
- b. Asked to supply SPF 30+ (or higher), broad spectrum, water-resistant sunscreen for their child's use.
- c. Asked to provide a suitable hat for their child's use.

- d. Required to apply 4 hour sunscreen on their children prior to leaving their child at the centre.
- e. Encouraged to practice SunSmart behaviours themselves.

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## **PROGRAM.....**

Programs are designed to meet the individual needs and skills of the children in our care. They are reviewed monthly and displayed on the notice board. Children's developments are observed and anecdotal evidence is recorded to help design our program. Children learn through play and we therefore provide experiences that enable children to practice their existing skills and build new ones. We achieve this through experiences like

ART	PAINTING, COLLAGE, PLAY DOUGH, DRAWING, etc
GROSS/FINE MOTOR SKILLS	CLIMBING, JUMPING, BALL THROWING, PULL ALONG TOYS.
DRAMATIC PLAY	HOME CORNER, DRESS UPS, DOLLS, etc
SENSORY PLAY	PLAYDOUGH, SLIME, WATER PLAY, SAND PLAY, etc
COGNITIVE PLAY-	BUILDING BLOCKS, PUZZLES, GAMES.
SOCIAL SKILLS-	INTERACTIONS THROUGH ROUTINES OR PLAY, POSITIVE ROLE MODELLING, etc

Our programs will reflect the cultural differences of all families using this service. The service will celebrate special events with the children that reflect the cultural heritage and ethnic origins of children attending the services.

## **BEHAVIOUR GUIDANCE....**

We provide a secure, loving, stimulating environment and acknowledge children's feelings, accepting that children need to express their emotions appropriately. Children need to feel safe, protected and have their cultural, religious and racial diversity respected.

We encourage children to co-operate by role modelling appropriate behaviours. We will use voice intonations, facial expressions and explanations as methods of discipline. Positive behaviours will be encouraged by diverting children to more appropriate activities showing appreciation for appropriate behaviour and building on each child's strengths and achievements. If a child displays extreme behaviour then staff will work with the parent on a behaviour management plan.

## WHAT YOU NEED TO BRING

- A carry bag clearly labelled with your child's name and **all items clearly identified belonging to your child.**
- **A nutritious morning and afternoon snack, a refillable drink bottle, as well as lunch clearly marked and placed in designated bags for easy identification for staff to distribute at the appropriate time. Please ensure that your child is NOT disappointed and goes without.**
- Morning or afternoon tea is required for Pre-Kinder sessions.
- Spare clothes (shorts / underwear / jumper) clearly labelled with your Child's name.
- A sun hat – Legionnaire hat or broad brim hat.
- Sunblock will need to be applied by the parent prior to the session.
- A jacket in cold weather.
- ***Nappies and wipes a must.***

## CLOTHES

As we will be using materials such as paint, clay, finger paints, sand, etc. please make sure your child is wearing sensible, washable play clothes. Even though the children wear smocks, they still manage to get paint on their clothes. Some of the paints will stain their clothes! Remember to bring spare clothes, in case your child gets wet.

**If your child wears nappies, please include extra nappies and packet of nappy wipes.**

Clothing needs to be labelled for easy identification.

## SPECIAL EVENTS

On occasions we may change the session times to cater for special events. You will receive plenty of notice when this will occur. We may also have groups visit us. An extra charge may be necessary. Again you will receive plenty of notice.

## PARKING

Observe all parking signs as a council officer, conducts regular parking checks.

## PAYMENTS Membership

Annual Fee of \$20.00 per family applies.

This fee covers amenities for Childcare such as cleaning, heating and cooling, toilet and paper hand towels, nappy bins and other necessary Childcare amenities and is separate from Childcare fees which covers Childcare staff salaries.

Payment by Credit Card:

ALL payments to be at the start of the session at the Reception desk.

Should anyone be facing financial difficulties, please make arrangements at Reception to speak with the Manager.

## TERM DATES 2011

Term 1:	8 February – 8 April 2011 (9 week)
Term 2:	27 April – 1 July 2011 (10 week)
Term 3:	18 July – 23 September 2011 (10 week)
Term 4:	10 October – 22 December 2011 (10 week)

*No sessions on public holidays.*

## OCCASIONAL CARE “TAKE A BREAK”

We provide quality care, learning and development opportunities for pre school children in a happy and safe environment.

### Session Times

Tuesday:	5 hour session	9.30 am – 2.30 pm
Thursday	3 hour session	9:30 am – 12:30 pm
Friday:	5 hour session	9.30 am – 2.30 pm

### Fees

	<b>3 hour session</b>	<b>5 hour session</b>
First child	\$18	\$30
Second child	\$25	\$45
Third child	\$28	\$50

Casual bookings incur an extra charge. (refer page 3 &4)

Note: costs listed for more than one child relate to children from the same family.

Refer to pg 4 ‘Procedure for Occasional Care’ for costs for Casual rates.

A booking fee of \$50 is required to secure your child’s placement and the balance prior to commencement of the Term.

*Should anyone be facing financial difficulties, please make arrangements at Reception to speak with the Manager.*

## PRE-KINDER GROUP – 3 year old

This program is a step up from Playgroup. This session encourages you child to socialise with children the same age and to adjust to taking part in activities in a structured program.

**4 hour session Wednesday 9:30am to 1:30pm  
commencing 9<sup>th</sup> February 2011 (cost \$216 for 9 week term)**

**Fee: \$240 per Term (10 week term)**

Payment for this group to be made in full prior to commencement of Term

## **COMPLAINTS**

If you have any complaints please address this to and mark CONFIDENTIAL to:

Childcare Co-ordinator or the Manager  
Longbeach PLACE Inc.  
P.O. Box 159  
CHELSEA 3196

Or alternatively you may wish to contact the Committee of Management at the same address.

If all other avenues have been exhausted then you may contact the Children's Services Department division of Human Services Cheltenham.

## **QUALIFICATIONS**

The policy of Longbeach PLACE Inc, Childcare centre is to employ qualified staff members as per the Children's Services Regulations.

Childcare Centre Co-ordinator

**Kelly Cairnduff**