

2019 Cribb Street Childcare Centre's Parent Hand book



Exceeding
National Quality Standard



Australian Children's
Education & Care
Quality Authority



Your security door pin number is: _____



Welcome to Cribb Street Childcare Centre.

Over the past few years the team has worked very hard to create a holistic home style education for your children to feel its home away from home.

Our Centre is continually growing in strengths and has been due to the support of families here at the Centre.

So each day your child attends please take the time to see what they have been exploring during their day.

We value our families input to assist your child's day and education.

ABOUT OUR CENTRE- HISTORY

Cribb Street Child Care Centre Inc. is a community based, non-profit organization, operated and owned by you, the parents of children attending the Centre. The Centre was established in 1976 to cater for the communities need for child care education by the Ipswich City council. Over the years the Centre has undergone many changes that have increased our ability to provide high quality care for children and their families.

In 2012 we became a registered Kindergarten with the Queensland Government. (Read further details later in the handbook)

We look forward to getting to know and care for your children and family.

MANAGEMENT

The Centre is Managed by a parent Committee consisting of a President, Vice President, Secretary, Treasurer, Grants Coordinator and General Committee Members. The Committee meets once a month with the Centre Manager to oversee Centre business. Parents are welcome to attend these meetings at any time. The Committee is elected at the Annual General Meeting held once a year in November. Parent contribution is considered vital in the effective management of the Centre. If you would like to forward information onto them there is a communication form in the parent forms pocket in the office.

2019 Committee

President - James Hutchins

Vice president - Melanie Bell

Secretary - Eva Lewis

Treasurer - Bretta Hughes

CENTRE MANAGER- Bern

My name is Bernadette, better known as Bern. I have worked in the field of early education, playgroups and Nanning since 1992. My belief in education is to create a welcoming, loving, belonging, holistic approach to educating. I have been at Cribb Street Childcare since September 2010. The previous Centre's where I have been Director, have been privately owned. Cribb Street Child Care Centre has re-ignited my love of Early education. Please do not hesitate to come and see me if you have any questions or concerns and I always love input. The best time to catch me is from 9 to 2pm, Monday to Friday, (I do have an RDO every second Wednesday) alternatively you can email me on cribbst@bigpond.net.au and I will respond as soon as possible.



HOURS OF OPERATION

We are open Monday to Friday, 6.30 AM to 6PM.

Kindergarten program hours are - Tuesday to Thursday 8.30am to 4pm and the Kindy program term dates are below: (The Kindy room still operates outside these dates)

Term 1 - 29th Jan to 5th April

Term 2 - 23rd April - 28th June

Term 3 - 15th July - 20th September

Term 4 - 8th Oct - 13th December

We are closed for two weeks over the Christmas period 21st Dec to 5th Jan 2020. (Families not charged)

We are also closed for Public Holidays and the Ipswich Show Holiday.

Curriculum - National Quality Framework

Our Centre implements a program that is guided by 'The Early Years Framework'
<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/approved-early-learning-frameworks>.

What the NQF means for your child?

Research shows quality education and care early in life leads to better health, education and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn.

That's why the National Quality Framework (NQF) was introduced - to give every child the best start to life and learning.

The NQF introduces legal requirements and a new quality standard to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care services.

Queensland Kindergarten Learning Guidelines-

This guides the learning in the Kindy room (ages 3-5).

Areas of learning is based on

Identity

Connectedness

Wellbeing

Active learning

Communicating

<https://www.qcaa.qld.edu.au/kindergarten/curriculum>

Assessment and Rating

All services are being assessed and rated to give families consistent information on their quality. This means wherever you live in Australia or if your family moves interstate, you can compare apples with apples when it comes to finding child care. On further information on assessment and ratings are published on the Starting Blocks [website](#).

National Quality Standard and quality ratings

Services are assessed and rated against seven quality areas of the National Quality Standard:



1. **Educational program and practice**-Your child is supported to participate in play and learning
2. **Children's health and safety**-Your child is protected from illness and hazards
3. **Physical environment**-Your child plays in a safe and well maintained environment
4. **Staffing arrangements**-There are enough qualified staff to give your child the attention they need
5. **Relationships with children**-Your child is made to feel supported and welcomed
6. **Collaborative partnerships with families and communities**-Local community involvement and respect and inclusion of all beliefs and values
7. **Governance and Leadership** -Your child is cared for in a positive environment

Services receive a rating for each of the quality areas and an overall rating based on these results. Services must display their ratings.

Ratings can help you choose a service for your child. It is important to look at the rating for each of the seven quality areas as well as the overall rating.

Centers are rated as the following:

Working towards;

Meeting;

Exceeding National Quality Standard.

Services that receive an overall rating of Exceeding may apply to be rated Excellent.

If a service is assessed and there are serious compliance issues, it is rated Significant Improvement Required. In this situation, the regulator uses penalties to make sure the service improves, or otherwise will stop the service from operating.

WE ARE PROUD TO SAY WE ARE RATED:

We are currently rated as Exceeding



Communication -

Is very important part of education and care at Cribb street childcare. Each day we require to know how your child has been since we last saw them this assists us in supporting the children's routines throughout the day being eating bottles, sleep, toileting and nappies and general behavior. And in turn this goes for the afternoons passing this information back to you for your afternoon/ night routines.

As Educators we are very busy playing and educating and we try to mainstream our methods of communication. We do understand that Communication is very important here at Cribb Street Childcare Centre between staff and parents & between staff members.

As our main means of communication we have a **CLOSED family's FACEBOOK page** that families and educators can share:

- What the children and staff have been up to on a daily basis
- Health alerts, emergency information and notifications
- Up and coming centre events and fundraising opportunities
- Recipes
- Support posts

Or If Families would like to share special events, holidays etc with others here of the Cribb Street Family feel free to post for Bern's approval

<https://www.facebook.com/groups/cribbstreetchildcare/> request to join.



We ask that once a day preferably after 6pm you check Cribb Street group of what's been happening or what may be happening in the coming day week, month or year. If you **save the group in shortcuts** it will only come up with our Centre's posts.

How do I add a group to my home screen?

To add a group to your home screen:

1. From the groups tab, press and hold on any group
2. Select **Add to Home Screen**

We encourage your involvement and feedback at all times. If you have concerns or grievances please see Bern or complete a Grievance form which you will find on the Facebook page in files.

XPLOR-

Is our Centre's software provider for documenting and recording children's learning and daily happenings and is our CCITS (Subsidy funding) software. You are asked to download the App and an email to create your password will be sent to you when enrolment data has been entered.

On days your child/ren are attending you will receive notifications photos and videos throughout your child's day (eating, nappy, and celebrations) You will also be able to sign your children in and out, look at accounts post medication incident reports etc. you can also message us and notify of absences.

On your child's first day you will be required to register to sign your child in / out.

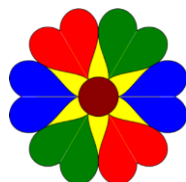
XPLORERS- Are family and friends that you invite to join to see and share your child's journey and be able to sign them in and out of the Centre. (Instructions on families Facebook page search Xplorers.

CENTRE PHILOSOPHY

As members of the Cribb Street Childcare Centre and wider community we aim to:

- Provide a warm, homely environment where the children feel safe, secure and loved.
- Create a stimulating and holistic learning space that enables each child to extend on their individual skills through nature and play based experiences.
- Embedding environmentally friendly actions and learning experiences into our everyday practices so that we are sustainable for the here, now and our future.
- Ensure that our shared and intentional teaching is guided by the Early Years Learning Framework for Australia, the Queensland Kindergarten Learning Guidelines, and the Permaculture Ethics and is based on the individual needs and interests of each child.
- Recognise and foster the connections of learning experiences between home, the centre and the community.
- Value our children, families, staff, committee and wider community and acknowledge their continuous input and support.

Reviewed Nov 2018





Educators-

The Centre staffing levels and qualification are in full accordance with the Education and Care Services National Regulation (2011). Staff work together as an educating team to provide a high quality Curriculum that is age and developmentally appropriate. We recognise the importance of qualified, experienced and caring staff as an attribute to high quality education and care for your child. We also encourage staff development through self-reflection and external support, training and further studies. Please take the time to get to know our Educators and feel free to peruse their room displays which contain their photos and positions in the Centre. This is located in the office upstairs.

All staff have their "Blue Cards" (suitability notice to work with children), Senior First Aid Certificates (updated every three years), CPR Certificates (updated every year), Anaphylaxis training and Fire Safety training (updated every year). All staff also possesses a Food Handling Certificate and Child protection and Mandatory reporting training updated every second year.

STAFF QUALIFICATIONS		
STAFF NAME	POSITION	QUALIFICATION
Bernadette (Bern)	Certified Supervisor	Diploma Qualified
Gill	Assistant Educator	Certificate III Qualified
Shannon	Lead Float Educator	Studying Diploma in Children's Services
Roxanne (Roxy)	Lead Float Educator	Diploma in Children's Services Qualified
Linda	Assistant Float Educator	Certificate III Qualified
Beverley	Assistant Educator Babies	Diploma in Children's Services Qualified
Julie	Lead Educator Babies	Diploma in Children's Services Qualified
Samantha (Sam)	HR and Admin	Diploma in Children's Services Qualified
Monique	Lead Educator Toddlers	Diploma in Children's Services Qualified
Serena	Lead Float Educator	Diploma in Children's Services Qualified
Abbey	Assistant Educator Toddlers	Cert III Qualified Studying Dip
Robyn	Cook/Lead Float Educator	Diploma in Children's Services Qualified
Mellie	Assistant Float Educator	Cert III Qualified
Kate	Assistant Float Educator	Diploma in Children's Services Qualified
Naomi	Educational Leader	Diploma in Children's Services Qualified
Courtney	Cook/Lead Float Educator	Diploma in Children's Services Qualified
Sherry	ECT Kindy Teacher	Bach of primary education Bridging to Early Education
Rhianna	Assistant Float Educator	Cert III Qual, Studying Diploma in Children's Services



PARENT INVOLVEMENT AND RESPONSIBILITIES

As Parents we encourage you to ask for information about:

- The activities and experiences provided by the Centre
- Centre policies
- Our philosophy about learning outcomes
- Family surveys (quality practices)
- The goals regarding knowledge and skills of their children.
- To Communication between staff and parents this information may be as simple as how they slept how they have eaten and most of the important events that the family is celebrating or what you did on the weekend. Children LOVE to share what they have been doing with their family. Please feel free to discuss your child's progress with their Lead educator and pass on any particular interests, songs, events, cultural experiences, suggestions or any general concerns.
- We welcome families Communicating and inputting on the Centre's Family Closed Facebook page and through Xplor

FEES AND PAYMENT PROCEDURE- as at July 2018

Enrolment fee is \$70 (on Payment you will receive a Smelly bag (<http://www.limetreekids.com.au/product-smelly-bag>))

Fees per day are:

Centre daily fee \$90 and

Weekly fee \$435

And for the Pre prep age has a reduced fee rate of \$70 for hours 8:30 to 4pm

Childcare management system (CCITS)

CCITS is who manages your Government Childcare Subsidy entitlement payments.

On a weekly bases (Friday nights) you're weekly booking data is submitted and processed accordingly. The Centre is then forwarded the CCS payment and the balance is the families' gap payment. If families notify Centrelink of a change in income please notify Bern to arrange a change in your Ezidebit payment.

Hours of entitlement- is calculated on a fortnightly bases. (Families fees will be charged at a higher rate if they use more than their entitled hours required.

Payment of Gap fees-

Cribb Street Child Care Centre has only one method of payment. It is through Ezidebit DEBIT system which debits money out of your nominated bank account on Fridays of your selected cycle of payment (weekly/ Fortnightly) The centre does not have EFTPOS facilities and does not handle cash except on occasional fundraising. (Most fundraising is charged to family accounts.)

UPON COMMENCEMENT AT THE CENTRE, YOU WILL BE CHARGED A BOND WHICH WILL BE REFUNDED AT THE END OF CARE.

There will be a \$20 dishonour fee for any fee payments rejected due to insufficient money in the account.



Dishonouring Ezidebit and overdue Fee-

A fee of \$20 will be charged by the centre each time your fees are dishonoured. Ezidebit will charge \$14.80 to the parent upon declined insufficient funds in Bank Account.

This is in addition to your Bank dishonour fees. Your Bank may also charge you a dishonour fee on your bank account.

Overdue Fees

Any family who is two or more weeks late with their fees will receive a **Friendly Fee Reminder**. Families can make appointments to speak with the Manager regarding payments if there is a need to do so. Continually not paying fees will result in your child/ren's place/s in the Service being terminated and a debt collector engaged to recover fees owing.

LATE PICK UP FEE OF CHILDREN FROM CENTRE

A late fee of \$10.00 for the first 5 minutes or part thereof and \$2.00 for each additional minute or part thereof will be levied if a child is not collected from the Centre by 6.00pm. Child Care Benefit is not available for late fees. **The Centre closes at 6.00pm sharp.** This is a departure time, not arrival time. Late fees apply from 6.00pm.

BOOKED DAYS

On enrolment you are asked to agree to a Child Written Agreement. When bookings are changed on a PERMANENT basis you will be required to agree to the changes through your browser then XPLORE webpage.

Additional days may be added if available but you are unable to reduce previously booked days on a week to week basis. Days can be permanently reduced if given two (2) weeks' notice. Days can be swapped for other days in the **same week** if space is available for your child. On absences (except the Centre closures over the Christmas break fees will be charged, unless a replacement booking is made.

Enrolment Bond

The Centre will charge a bond on enrolment per family of \$250 will be refunded within a fortnight of last child's day of attendance.

CWS (Child written agreement)

When you have set your APP (Xplor) we require you to confirm your enrolment (CWA) here at Cribb Street.

- To do this login to Xplor through your browser (not the phone APP) web.myxplor.com
- Go to menu bar to the left and you will see CCS Agreements click on it Read it all and if you agree press confirm/agree. If you don't agree please ring Bern straight away to discuss.

From agreeing to the CWA you will then be required to log into your MyGov account and complete your activity test. This is the final step of the enrolment.

PAYMENT AGREEMENT

Approving your Ezidebit arrangement

Also while you are in Xplor Browser you can also complete the direct debit request (Ezidebit) you will require your bank details for this.

Any questions please don't hesitate to call or email me. Bern



Approving your enrolment through MyGov

Final step of your child's enrolment (MyGov)

Sign in and access your MyGov account.

On the **Child Care Subsidy Enrolments** page you can view your child's enrolment details.

Under **Enrolment status** you can see if you have confirmed the details or not.

For any that say **Unconfirmed**, you must confirm or dispute the details. Select **Review** next to the enrolment status to do this. This will take you to a new page. Check the information on this page carefully.

If your child's enrolment details are correct, select **Yes**. If they are wrong, select **No**.

Once you've done this, select **Next**. If you select **No** you'll need to speak to your child care service. They will need to submit the correct details. Once they do this you'll need to start this process again start.

Please make a note of the **Receipt ID** for your records, then select **Return to Home**.

From the homepage you can check that your child's enrolment details have been confirmed.

To do this select **MENU**, followed by **Child Care Subsidy** then **Enrolments**.

This will take you to a page that shows your child's enrolment details have been confirmed.

From your homepage, you can complete other transactions or select the **myGov** icon to return to MyGov

Child Care Subsidy Enrolments

Enrolment summary

This page shows a summary of recent enrolments for your children at child care services. You need to action the unconfirmed enrolments.

Child	Child care service name	Child care service type	Enrolment received date	Enrolment status	Action
THOMAS CITIZEN	Child Care Centre	Centre-based Day Care	26/06/2018	Unconfirmed	Review
JANIE CITIZEN	Child Care Centre	Centre-based Day Care	26/06/2018	Confirmed	Review

This page shows child care services details where your child is currently enrolled which you need to confirm.

Child care name: Child care centre
Address: 1 Smith Street

Child care type: Centre-based Day Care

Enrolment Start Date: 04/06/2018
Enrolment End Date: 06/06/2018

Status: Unconfirmed

Regular sessions

Week 1

Session Day	Time	Fees
Tuesday	07:00 - 09:00	\$35.00 per session

Casual sessions

Casual care fee: \$35.00 for BEFORE HOURS

Are these enrolment details correct?
 Yes No

Buttons: Back, Cancel, Next

Status: Unconfirmed

Regular sessions

Week 1

Session Day	Time	Fees
Tuesday	07:00 - 09:00	\$35.00 per session

Casual sessions

Casual care fee: \$35.00 for BEFORE HOURS

You have indicated that the enrolment details are correct.

Declaration

I declare that:

- The information I have given is correct.
- Giving false or misleading information is a serious offence.
- I must contact the Department of Human Services of any changes to this information as soon as possible.
- I have read and accept the privacy statement.

I accept this declaration

Buttons: Back, Cancel, Submit

ARRIVAL AND DEPARTURE

Your child needs to be **signed in and out** of care on their booked days. This can be done through the Xplor App on your phones (as long as your location and Bluetooth is on) Family and friends (XPLOREERS) we be required to sign out at front office on the Ipad. **ONLY** persons over 18 years of age can sign a child out of Centre. If you are going to be absent on a day (sick or general leave) you **notify us by 10.00am**.



ABSENCES- Holidays, illnesses etc



Please advise your child is going to be away by messaging Xplor APP. On absences (except the Centre closures over the Christmas break fees will be charged, unless a replacement booking is made. (Another child uses the booking)

If the family has not contacted the Centre for a week either in person or by phone, the Centre will advise the family that it is giving notice to terminate the care for their child/ children.

Last day ABSENCES- If your last day of attendance is an absence you will be charged **FULL FEES**

FUNDRAISING

We are a community based centre and therefore we raise funds for educational and play-based resources for both children and staff to access. Fundraising money also assists in maintaining our centre to regulated standards. Some of the fundraisers are High tea, Movie events, raffles, calendars made by the children and toy catalogues. Please see the yearly events calendar for further details. On occasions payments for excursions and fundraising may be made via Ezidebit and paypal machine.

INCLUSION POLICY

Cribb Street Child Care Centre Inc. promotes its non-discriminatory policy which recognises individuality of each child and family and observes a policy of acceptance regardless of race, creed, gender, class, disability and culture.

INSURANCE

We are covered by insurance under the Education and care services National Regulation (2011) and Education and care services national Act (2010)

LICENSING

We are licensed under the Education and Care Services National Regulation (2011) and Education and Care Services National Act (2010). This licensing and compliance affects and regulates the activities, experiences and programs we offer as well as the staff to child numbers ratio and what qualifications staff members need to hold.

PRIORITIES FOR FILLING VACANT PLACES

The Priority of Access Guidelines must be used by approved services to allocate available child care places where there are more families requiring care than places available.

When filling vacant places, a service must fill them according to the following priorities:

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

Priority 2: a child of a single parent who satisfies, or of both parents who both satisfy the work, training, study test.

Priority 3: any other child.

Within these main Priority categories, priority should also be given to children in:

- Aboriginal and Torres Strait families.
- Families which include a disabled person.
- Families on lower incomes.
- Families from culturally and linguistically diverse backgrounds.
- Socially isolated families.
- Single parent families.

We are licensed for forty-three (43) children between the ages of six (6) weeks and Pre prep.



CHILDREN'S REQUIREMENTS CHECKLIST

On commencement at Cribb Street Child Care Centre Inc. you are required to bring along the following in a named bag

Babies Room:

- Stainless steel drink bottle that is compatible to dishwasher heat. (ages 1 to 5yrs of age) these are to be named and left at the Centre.
- Suitable amount of spare clothing appropriate for the weather conditions,
- Bottles and formula if required and Breast milk transported in an ice bricked cooler bag and handed to an educator for storing. Bottles are to be left at the Centre in accordance with **Food, Nutrition and Beverage Policy**)
- Adequate amount of nappies (cloth nappies must be supplied with nappy liners and a sealable container to store them in once wet/soiled)
- Dummies (One to leave at centre) or security cuddlies if required.
- Family photo x 2 (can be emailed to Centre)
- Vest jumper (autumn Winter and spring)
- Gumboots (for those who are confidently walking)
- A named Cot size **well fitted** and flat sheet stored in a **Named** pillow case
- Smelly bag **Named**



Toddler Room:

- Stainless steel drink bottle that is compatible to dishwasher heat. (ages 1 to 5yrs of age) these are to be named and left at the Centre.
- Suitable amount of spare clothing appropriate for the weather conditions
- Adequate amount of nappies if required otherwise pull-ups / undies (cloth nappies must be supplied with nappy liners and a sealable container to store them in once wet/soiled)
- A **named** Fitted and flat Cot size sheet set in a draw-string bag or pillow case and security cuddlies if required.
- Family photo x 2 (can be emailed to Centre)
- Vest jumper (autumn Winter and spring)
- Gumboots (for those who are confidently walking)
- Smelly wet bag **Named**

Kindy Room:

- Stainless steel drink bottle that is compatible to dishwasher heat. (Ages 1 to 5yrs of age) these are to be named and left at the Centre.
- Suitable amount of spare clothing appropriate for the weather conditions
- A named Fitted and flat Cot size sheet set in a draw-string bag or pillow case
- Family photo x 2 (can be emailed to Centre)
- Vest jumper (autumn Winter and spring)
- Gumboots (for those who are confidently walking)
- Smelly wet bag **Named**

PLEASE ensure that all above items are labeled with the child's name.



IMMUNISATION-

Immunisation is a reliable way to prevent some infections. Immunisation works by giving a person a vaccine—often a dead or modified version of the germ—against a particular disease. This makes the person's immune system respond in a similar way to how it would respond if they actually had the disease, but with less severe symptoms. If the person comes in contact with that germ in the future, their immune system can rapidly respond and prevent the person becoming ill.

Immunisation also protects other people who are not immunised, such as children who are too young to be immunised, or people whose immune systems did not respond to the vaccine. This is because the more people who are immunised against a disease, the lower the chance that a person will ever come into contact with someone who has the disease. The chance of an infection spreading in a community therefore decreases if a large proportion of people are immunised, because the immune people will not become infected and can protect the vulnerable people; this is known as 'herd immunity'.

Your children's CURRENT Immunisation record is needed to be kept up to date. If the child has not been medically vaccinated ('not medically vaccinated' includes children who may have been naturopathically or homeopathically vaccinated), the child will be excluded from care during outbreaks of some infectious diseases (such as measles and pertussis), even if their child is well.



(Full fees to be paid)

It is a good idea to check Immunise Australia Program website (immunise.health.gov.au) and QLD.gov.au/immunisation. There is an app for reminders for your child's immunisation <http://vaccinate.initiatives.qld.gov.au/vaccidate/>

We require a copy of your children's UPDATED schedule each time they are immunised.

You can get a current copy of your child's Immunisation through myGov (Medicare) website and email to the Centre.





Routine childhood vaccination plus

Additional vaccines for Aboriginal and Torres Strait Islander people
Additional vaccines for medically at risk children*

Birth

Hepatitis B, Tuberculosis

Premature infants born <28 weeks gestation:

Pneumococcal

Premature infants born <32 weeks gestation or <2000g birthweight:

Hepatitis B

2 months and 4 months

Diphtheria-tetanus-pertussis-hepatitis B-poliomyelitis-Haemophilus influenzae type b (DTPa-hebB-IPV-Hib) (given as 1 injection), Pneumococcal and Rotavirus

6 months

Diphtheria-tetanus-pertussis-hepatitis B-poliomyelitis-Haemophilus influenzae type b (DTPa-hebB-IPV-Hib) (given as 1 injection), Rotavirus and Pneumococcal

From 6 months to <5 years

Influenza

12 months

Measles, mumps, rubella (given as 1 injection), Meningococcal ACWY, Pneumococcal, Hepatitis A

18 months

Measles, mumps, rubella, varicella (given as 1 injection), Diphtheria, tetanus, pertussis (DTPa) (given as 1 injection), Haemophilus influenzae type b, Hepatitis A

4 years

Diphtheria-tetanus-pertussis-poliomyelitis (DTPa-IPV), Pneumococcal

ILLNESS AND INFECTIOUS DISEASES

The centre will act to prevent illness and infection for all by implementing policies and procedures relating to illness, disease, health and hygiene. Cribb Street Child Care Centre Inc. highly recommends that your child be immunized.

To assist in preventing the spread of illnesses we ask that both you and your children's hands are washed or the use of the hand sanitizer's are used on arrival and leaving of the centre.

A child with or suspected of having an infectious disease or contagious illness will not be permitted to attend the centre. If a child develops signs or symptoms of an infectious disease or contagious illness while in attendance at the centre the parent or emergency contact will be notified to collect the child immediately to be collected and a clearance will be required to return to the centre. Centre staff will advise the recommended action according to the reference book "Staying Healthy in Child Care - 5th Edition (2012)". Children will not be re-admitted to the centre until the infectious disease or contagious illness no longer persists and a certificate of clearance from a doctor will be required.

Parents will be notified by Centre CLOSED Facebook and KIDSXAP of notified illnesses and notice on admin office noticeboard. Notification is notified when it is a highlighted case otherwise when we have 3 reported cases with in a 48hour period.

Cribb street Exclusion list is referenced from: Staying Healthy Preventing infectious diseases in early childhood education and care services (updated June 2013) 5th Edition

XXXX - Requires a doctors clearance letter PRIOR to returning to Centre



*- Requires reporting to QLD Department of health

Cribb Street Childcare Exclusion period for Illness and infections

Condition	Exclusion case
Campylobacter infection	Exclude until there has not been a loose bowel motion for 48 hours
Candidiasis (thrush)	Not excluded
Cytomegalovirus (CMV) infection	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped
Cryptosporidium	Cryptosporidium Exclude until there has not been a loose bowel motion for 48 hours
Diarrhoea and vomiting	(No organism identified) Exclude until there has not been a loose bowel motion for 48 hours
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment
Giardiasis	Exclude until there has not been a loose bowel motion for 48 hours
Glandular fever (mononucleosis, Epstein Barr virus [EBV] infection)	Not excluded Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days *
Head lice (pediculosis)	The centre will not treat children for head lice the children will be excluded till treatment has started.
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice *
Hepatitis B	Not excluded
Hepatitis C	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible
Human immunodeficiency virus (HIV)	Not excluded. If the person is severely immune compromised, they will be vulnerable to other people's illnesses
Hydatid disease	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing
Influenza and influenza-like illnesses	Exclude until person is FULLY well
Listeriosis	Not excluded
Measles	Exclude for 4 days after the onset of the rash *
Meningitis (viral)	Exclude until person is well
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed *
Molluscum contagiosum	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing *
Pneumococcal disease	Exclude until person is well
Roseola	Not excluded
Ross River virus	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 48 hours
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash
Salmonellosis	Exclude until there has not been a loose bowel motion for 48 hours
Scabies	Exclude until the day after starting appropriate treatment
Shigellosis	Exclude until there has not been a loose bowel motion for 48 hours
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well
Toxoplasmosis	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority *
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children *
Viral gastroenteritis	Viral gastroenteritis (viral diarrhoea) Exclude until there has not been a loose bowel motion for 48 hours
Worms	Exclude if loose bowel motions are occurring. Exclusion of 48 hours from treatment



commencement



CONFIDENTIAL RECORDS

In order for us to keep accurate records, we need immediate notification of any changes to details such as; address, phone, parental custody, change in persons authorised collection and immunisation records. Immunisation records need to be brought into the centre for the Supervisor to update after each immunisation session period. **THIS IS EACH FAMILIES RESPONSIBILITY TO KEEP THEIR RECORDS UP TO DATE.**

CHILD CARE PROGRAM

There are three groups and licenced to have 43 children a day within the centre with groupings of children based on age, developmental levels and regulation requirements.

Babies	0-2 years	1 staff to 4 children
Toddlers	2 - 3 years	1 staff to 5 children
Transition group	20mth to 5	1 Staff to 3 children
Kindy/Pre-Prep 3-5 Years	1 staff to 11 children	

Each group has a qualified Leading Educator and an Educator as per Education and Care Services National Regulation (2011) and Education and Care Services National Act (2010).

Through Xplor (which you can down load from app store) you can see your child's day and what they explored with photos, stories and messages. On registering at the centre will create a password unique to you. Educators will add a photo. The Educators plan experiences and routines to ensure that the needs of the individual children and the group are met. The day is based on the developmental domains of social/emotional, language, cognitive, gross motor and fine motor while encouraging a positive self-esteem and self-help skills. The daily events for each group are displayed in each room for your perusal. Learning stories are recorded for each individual child to record their achievements. These are added to their portfolios, which are located in each room. Parents are encouraged to have input into the days activities. This is done through emails, written communication, phone and verbally and facebook. The educators will then incorporate this information into the events over the week. We also ask that you give feedback on what we plan and explore. On enrolment you will be asked to link also to the centers **CLOSED FAMILIES FACEBOOK PAGE** where each day each of the rooms will post what they got up to and more photos. This is how we communicate with families on up and coming events, celebrations, notifications and health alerts. We ask that you take 5 to 10 minutes a day to read and see what we have been up to.

BEHAVIOUR MANAGEMENT

The Centre aims to implement positive behavior management strategies that will demonstrate respect for children, enhance self-esteem and assist children to build positive relationships while attending our service. Positive guidance strategies used are age appropriate and developmentally appropriate. Leading Educators will work with you to provide the best guidance strategies for you and your child.

Behavior will be discussed with parents at all times. This will assist us in working out triggers and if it is behavior at home. We understand every child is different and unique, so one behavior plan will be different to another child's.

EXCURSIONS AND SPECIAL EVENTS

We provide a variety of experiences for all children through different representatives of the community such as police, ambulance, firefighters, multicultural and disability spokespersons, animal handlers and other performers. We will also occasionally plan excursions off the Centre premise for the older children. This will be done with parent permission. On occasions payments for excursions and fundraising may be made via EziDebit



PARENT LIBRARY

The Centre has a parent library for you to access information, which is located in the library at the back of Toddler room. It contains brochures, books etc. on various topics which you can borrow. If there is any information you need, please speak to the Manager or Educators about any information you require as we can seek it out for you.

MEDICATION PROCEDURE FOR PARENTS

Parents are required to accurately complete a medication notification through KIDSXAP. The medication must be handed to a staff member, **NOT TO BE LEFT** in the child's bag. If the medication requires refrigeration then it will be located in the baby prep area fridge. Otherwise medication will be located in each room's medicine cabinet. Between the hours of 6am - 8am and 4pm - 6.00pm, medication will be located in the toddler room medicine cabinet. Medication is to have a chemist label with child's name on it, dosage, and time frame of the medication. If the medication is to be given 3 times a day we can only administer it 8 hours from when the last dose was given. **IT IS A PARENTS RESPONSIBILITY TO REMEMBER TO PICK UP THEIR CHILD'S MEDICATION IN THE AFTERNOON.** Children are required to stay at home when they are sick to help limit the spread of infection in the Centre.

EVACUATION

The Centre practices evacuations quarterly, if in an event of you being in attendance we ask that you to follow directions of the educators and are required to participate for the duration.

SECURITY CAMERA's and Door pin codes

Please remember to keep all doors and gates shut for the safety of children. The centre is fitted inside and out with cameras this is for the purpose of keeping children and staff safe at all times. And Management has access to the footage. The centre is also fitted with a pin code entry, which is selected by you on commencement. We ask that at no time do we open the door due to court orders. If you arrive early you must wait outside with your child until our doors open at 6:30am. The centre closes at 6pm.

On Enrolment you will be asked to give a four digit pin number which will give you access to the centre through the front door and Kindy Thomas Street Entrance. On exiting through the office door you will be required to push the round green button and then the door handle down to exit.

If at any stage you forget your pin number please please push the INTERCOM button and an educator will let you in and you will be notified of the pin By Manager by text message.

WE ASK THAT YOU DO NOT LET ANY OTHER PERSON INTO THE CENTRE AS WE HAVE CHILDREN THAT MAY HAVE COURT ORDERS AND MAY NOT BE ABLE TO ENTRE CENTRE. Any further questions please see Bern.

MEALS

The Centre provides nutritionally appropriate meals/foods as well as providing milk and water in an environment of cultural awareness and food diversity through menus that have been developed with minimal Sugar preservatives on a whole food philosophy. The weekly menu is displayed for parent perusal in the foyer office. These menus are rotated over 4 week.

Copy of menu is located in families closed Facebook in files





REST, RELAX AND SLEEP TIMES

We try and accommodate to all Childrens rest and sleep needs, as rest / sleep is still important for the children's Mental and health development. If the child is wanting to sleep during the day we offer them a safe and calm quiet environment to lay down on their beds. Children require a well fitted Cot size sheet to place on their mattress /Bed for these times. Babies require a sleep bag

As most children sleep 1 sleep a day and tends to be after their lunch time. Children are encouraged to atleast rest on their beds for min 20minutes, then they can get up and do quiet activities. This is vital for children's development to rest and learn to self-regulate their bodies. At times children that don't normally sleep at home sleep do at the Centre. Kindy age children have a choice to sleep or not and are not encouraged to sleep past 2 pm unless parent requests. Babies sleep time varies according to the individual baby's routine.

CLOTHING / SHEETS

We respect families / children's clothing preferences and actively ensure that children are adequately dressed for temperatures and weather conditions (no thin strapped shirts, singlets etc.). It is often difficult to keep young children's clothing free from mess and we ask that parents dress their children with this in mind.

Clothes that you don't mind your child getting paint or dirt on, which also do not inhibit a child's play and learning opportunities are best.

Children are required to bring their sheets on the first day of attendance of the week that they attend care and take them home to be washed on the last day of the week the child attends care unless soiled. We ask that they are clearly named and that they are NOT BULKY, as we have a limited space for storage. (E.g. **One well fitted cot sheet**, and a sleep bag (for babies' room) one flat cot sheet & 1 small cot size blanket in a NAMED PILLOW CASE or ENVIRO BAG)

If you fail to provide sheets/linen for your child you will be charged \$5 **per day** when centre sheets/linen are used and need to be laundered.

SUN PROTECTION POLICY

We encourage sun safe practices at our centre so children are to wear garments with sleeves (no thin strapped shirts, singlets etc.) as well as having sunscreen applied each time that they go outside to play. The centre supplies a hat for each of the children. Hats are to be worn whenever outside - NO HAT NO PLAY. Outside play is held when the UV rating is 5 and below (<http://www.bom.gov.au/qld/uv/ipswich.shtml>).

PHOTOGRAPHS

Photographs are taken for programming purposes each week and displayed around the centre for the perusal of families to see what their children are experiencing. Photos are displayed at various events / appear in community newspapers / flyers / emails / website to positively promote the centre. Each time this occurs additional written permission will be obtained from parents through permission forms.

BIRTHDAYS

As a part of the program your child's room will cook patty cakes with the group on or around the date of your child's birthday (please see your lead Educator for the day planned for baking of the cake) Parents are very welcome to come and join in cooking and or stay while the cake etc. is eaten at afternoon tea.

TOYS

Please **do not** bring any toys from home as they can be expensive and special items. They may get lost or broken and can cause disruption amongst the children. The centre has adequate indoor and outdoor resources to play with. A cuddly toy at rest time or a book / photos to share at group time are most welcome.



CENTRE CLOSURE

We are closed for two weeks over the Christmas period. Parents will be advised of dates of centre closure. We are also closed for Public Holidays and Ipswich Show Holiday.

STUDENTS AND VOLUNTEERS

From time to time students from University, TAFE, high school and volunteers attend the centre. These people will carry out activities under the supervision of the Leading Educator and Educator. They will not be left alone with the children at any time. We are pleased to be able to participate in their training and education of future child care industry workers.

SMOKING

Smoking is prohibited on centre grounds.

- No smoking within 4 metres of building entrances.
- No smoking within 10 metres of playground equipment.
- \$150 fine applies - Queensland Government, Tobacco and other smoking products Act.

PARENT CONCERNS

We welcome comments and suggestions from families. Please feel free to speak to Bern the Director if you have any questions or concerns as we aim to work positively together with families the committee can be contacted on cribbstcommittee@gmail.com, If you than feel that your concerns have not been dealt with adequately, you can contact the Office for Early Childhood Education and Care. Contact details are below.

OFFICE FOR EARLY CHILDHOOD EDUCATION AND CARE

The Office of Early Childhood Education and Care oversee the implementation of regulations and care provided within Child Care Centers. Our local office is based in Ipswich or writing to:

Office for Early Childhood Education and Care Contact; 34366204

COMPLIANCE HISTORY LOG BOOK

From 1st July 2010, we are required to keep, maintain and make available a compliance history log book (log book). This log book will contain information about any formal notices (other than building notice) that have been issued to us under the Education and care services national regulation (2011)

This is to provide access to information about the quality of child care services at a local level. Any family or prospective family has the right to inspect our log book at any given time. Please see the Supervisor for access.

More information

The [Starting Blocks](#) website offers helpful tips for parents on early childhood development and what to look for to ensure your child gets a quality care and learning experience.



SUPPORT WEBSITES OF INTEREST

Nature Play Queensland- <http://www.natureplayqld.org.au>

Leonie Shanahan - <http://edibleschoolgardens.com.au>

Claire Bickle- <http://edibleschoolgardens.com.au>

Marc Armitage- <http://www.marc-armitage.eu>

Nutrition Australia: <http://www.nutritionaustralia.org/>

My Child: www.mychild.gov.au/

Family Assistance Office - www.familyassist.gov.au

Early Childhood Australia - www.earlychildhoodaustralia.org.au

Kids safe- <http://www.kidsafeqld.com.au/>

ACECQA- <http://www.acecqa.gov.au> National Quality standards, Reg's and Act

Queensland Health - www.health.qld.gov.au

SIDS and Kids - www.sidsandkids.org

Abused Child Trust - www.abusedchildtrust.com.au

Department of Child Safety - www.childsafety.qld.gov.au

Department of Education, Training and Employment: <http://deta.qld.gov.au/>

Permaculture <http://permacultureprinciples.com/>

Queensland Immunization schedule- <https://www.health.qld.gov.au/publications/clinical-practice/guidelines-procedures/immunisation-schedule.pdf>

Staying Health in Childcare- www.nhmrc.gov.au

Roman Spur- spurtopia.blogspot.com

Kids help line- 131114 www.lifeline.org.au

Kids Matter- <https://www.kidsmatter.edu.au/early-childhood>

Starting Blocks- <http://www.startingblocks.gov.au/other-resources/>

Child protection Act- <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf>