

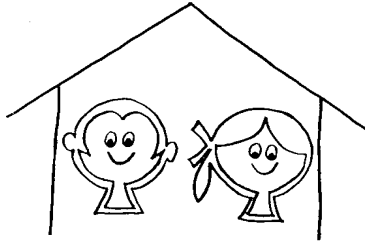
FAMILY HANDBOOK

Berrigan Children's Centre Association Incorporated

17-19 Stewart Street

BERRIGAN NSW 2712





Berrigan Children's Centre Association Incorporated

8 July 2021

Welcome to the Berrigan Children's Centre

Thank you for choosing the Berrigan Children's Centre for your child's care and early education. You and your child are about to embark on an exciting stage of your lives by being part of our early childhood community. We look forward to working together to provide the highest quality care for your children and welcoming you into our family.

This booklet is intended to provide you with a guide on how our Centre operates and all the information you require to provide your child with a smooth transition into childcare.

Included in this information pack is the following:

- Centre information including a quick guide on what to bring to the service.
- Relevant policies and procedures.
- Enrolment forms; and
- General information.

Please fill in the enclosed enrolment forms. You are required to fill out a separate enrolment form for each child attending care. Please return your forms in a timely manner so your application is promptly processed.

If you require any further information or need assistance in completing the enrolment forms, please do not hesitate to see me at the Centre or contact me on (03) 5885 2324.

Kind regards

Bianca Mohr

Director/Nominated Supervisor

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Centre Information

Centre Address: 17-19 Stewart Street
BERRIGAN NSW 2712

Postal Address: PO Box 11
BERRIGAN NSW 2712

Phone: (03) 5885 2324

Email: admin@bccca.org.au

Hours of operation: 8.00 am to 5.30 pm (Monday to Friday)

Director: Bianca Mohr

Office Manager: Sandra Coburn

CCSS Provider ID: 190011582S

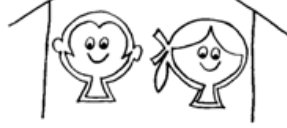
Banking Details

Account Name: BCCA Long Day Care

BSB: 083 577

Account Number: 46838 3887

The Berrigan Children's Centre Association Incorporated is licensed by the NSW Department of Education & Communities, Early Childhood Education and Care Directorate (ECECD). The telephone number for your closest ECECD office in Wagga Wagga is (02) 6937 3816.



Berrigan Children's Centre Philosophy

Nurturing and Inspiring Individuals through Inclusive Learning

At the Berrigan Children's Centre, we believe that every child is an individual who brings their own unique talents, capabilities, and aspirations. These qualities are inspired and guided to enable the individual child to flourish in their development. The Berrigan Children's Centre is committed to implementing the Early Years Learning Framework (EYLF) and My Time Our Place (MTOP) by supporting the children's growth through an inclusive learning environment.

The core values that are embodied throughout our curriculum are the 5 principles of:

- Respectful Relationships
- Partnerships with Families
- High Expectations and Equality
- Respect for Diversity
- Reflective Practice

Belonging, Being and Becoming are the fundamental ideals from which our curriculum is based on, allowing children to flourish within our service. Children have a natural sense of curiosity and by providing them with a respectful healthy and stimulating environment they will become inspired and thrive as they learn through play.

The National Quality Standards (NQS) are key elements of our beliefs ensuring that the best quality service is provided to all families. We value our small community, families, children, and staff, and understand that the relationships that are developed within these groups strengthen the delivery of interest-based activities.

Our staff works collaboratively sharing knowledge and expertise. We work with parents and caregivers and encourage families to become active participants in the development of the curriculum provided at the Berrigan Children's Centre. We are committed to staff engaging in ongoing education and professional development ensuring that the children have access to highly qualified and motivated educators.

We strive for diversity and ensure that we provide a harmonious environment that promotes respect, fairness and equality for the children, their families, and staff.

We also ensure that we are conscious of our carbon footprint and actively look for ways to reduce our effect on the environment.

We strive for excellence in all areas of the NQS.

Introduction

This booklet is designed to give you an overview of our service and assist in the preparation for both you and your child at this important time. We aim to provide the highest level of quality care for your child by employing trained professionals with a sound knowledge of early childhood development. Developmentally appropriate programs for infants, toddlers, preschool aged children, and school aged children attending after school care and vacation care programs, are incorporated into our learning environments.

The Berrigan Children's Centre offers permanent care, occasional care, after school care, before school care and vacation care positions. We have a commitment to providing high quality care to the children of Berrigan and district regions.

Policy and Procedures

All Service policies/procedures are available to parents which are located on our online platform OWNA. Positive feedback is most welcome too.

Hours of Operation

The centre is licensed to be open for 49 weeks of the year from:

8.00 am to 5.30 pm (Monday to Friday)

Late collection of children after these times will incur a late collection fee.

The centre is closed on New South Wales Public Holidays and for three (3) weeks over the Christmas/New Year period.

Enrolment Procedure

Upon expressing an interest in accessing the service, a tour of the premises will be provided. During this tour, the Nominated Supervisor will provide the family with information about the service including programming methods, meals, incursions, excursions, inclusion, fees, policies, procedures, our status as a Sun Smart service, regulations for our state and the licensing and assessment process, signing in and out procedure, the National Quality Framework, room routines, educator qualifications, introduction of educator in the room the child will be starting in and educator and parent communication. Families are also invited to ask any questions they may have.

Families are given a copy of the Family Handbook to read and are invited to ask questions.

Discussions are held between the Office Manager and families regarding availability of days, a start date and tailoring an orientation process to suit the needs of the family and child. Families are informed of the Priority of Access Policy, and have their position assessed as to how they place within this system. Any matters that are sensitive of nature, such as discussing a child's medical needs, Court Orders, parenting plans, or parenting orders, will

be discussed privately with the Nominated Supervisor at this time. We request that parents begin to fill out enrolment forms at that time and discuss their child with us so we can accommodate their needs in the service from the first day they start with us. Should a child use English as a second language, or speak another language at home, we request that families provide us with some key words in the languages the child speaks at this time so that educators can learn the words.

Families also need to contact the Department of Human Services (Centrelink) to have their eligibility for the Child Care Subsidy (CCS) assessed. If these details are available, we will complete the child's formal enrolment. Should a family still need to access this information, we will complete an informal enrolment until these details are finalised. The contact details for the Family Assistance Office are as follows:

- 136 150 Monday to Friday between the hours of 8.00 am to 8.00 pm; or

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

As per our Orientation for Children Policy, families will be invited to bring their child into the service at a time that suits them so the child and family can familiarise themselves with the environment.

Before the child begins their first day with us, the service must have all required documentation for the child. The child will not be accepted into the service without this being completed.

Those First Weeks

The introduction into long day care can be difficult for children and parents. Children's welfare and happiness are the priority for educators when welcoming new children to the Service and when assisting the family to settle into the Service environment. It is recognised that families' needs will vary greatly in the orientation process and individual needs will be addressed.

The following outlines some helpful hints for parents on settling their child into care: -

- Make sure you familiarise your child with the environment and the people in the environment (children and adults) by coming in for visits before commencing care.
- Ease your child into care with short stays to begin with.
- Provide a favourite toy, blanket, or comforter to support your child when they are separating from you or settling to sleep. This can help your child feel more secure.
- If your child is unsettled, short visits with you will help your child to gain trust with an unfamiliar environment. These visits can be made on a day when your child is not booked to attend.

- Your child will be reassured when they see positive interactions between Educators and parents or Educators and other children, and this will help them to establish trust in an unfamiliar setting.
- Try to talk at home about childcare. Mention the names of the Educators and other children. Talk about the things the child will be able to do at childcare that are fun and enjoyable.
- Talk to the Educators about your child, for example, what they like to do; successful ways of settling them to sleep; foods they like and dislike and so on. This helps Educators to get to know your child.
- When leaving your child, it is best to make sure you say goodbye and then leave. Hesitating and not going after you have said your goodbye only confuses them, especially if they are upset. Reassure your child that everything is alright, and you will return later. This can help them to settle.
- It sometimes helps to establish a routine when leaving. For example, giving your child a cuddle and then passing them an Educator, or sitting down with them to read a book or for a short play before leaving.
- At first some children protest strongly while others may take a day or two to realise that you are leaving them and begin to protest after several days. Children soon learn that you do return, and, in the meantime, they are well cared for.

Other Information About our Service's Enrolment

We will try and accommodate families so that children from the same family can attend our service. This will be carried out in line with our obligations under the Priority of Access Policy.

We encourage all families to consider immunising their children. Please see our Immunisation Policy for further information.

In accordance with the National Law and Regulations, our educators will support each child to manage their own behaviour, respond appropriately to the behaviour of other children and communicate effectively to resolve conflicts. We will also work with each child's family to support any children with diagnosed behaviour and social difficulties. However, a child's enrolment at our service may be terminated if the Nominated Supervisor decides the child's behaviour threatens the safety, health, or wellbeing of any other child at the service.

Information and Authorisations to be kept in the Enrolment Record

Our Record Keeping and Retention Policy outlines the information and authorisations that we will include in all child enrolment records.

Priority of Access

Children who are enrolled at the service or whose families are seeking a place at the service will be given Priority of Access in accordance with the guidelines that have been established by the Department of Family and Community Services and Indigenous Affairs.

Below are the Priority of Access levels which the service must follow when filling vacancies.

1. A child at risk of serious abuse or neglect.
2. A child of a single parent/guardian who satisfies, or of parents/guardians who both satisfy the work/training/study test under Section 14 of the *Family Assistance Legislation Amendment (Child Care) Act 2010*.
3. Any other child.

Within these three categories priority is also given to the following children:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a disabled person.
- Children in families on low income.
- Children in families from culturally and linguistically diverse backgrounds.
- Children in socially isolated families.
- Children of single parents/guardian.

Upon enrolment families will be notified of their priority and advised that if the service has no vacancies and their child's position is a priority 3 under the Priority of Access Guidelines, it may be required that their child leave or reduce their days to make a place for a higher priority child.

Arrival and Departure

Parents, or an authorised responsible person, (if underage at the discretion of the Nominated Supervisor), are to bring their child/children into the centre and contact a member of staff before leaving the service. Children are not to be dropped off at the gate. All children must be signed in and signed out each day. If an unauthorised person is to collect the child parents are required to sign an authority for another person to collect the child. Staff may ask for photo identification. If a child is to be collected by a person other than those listed on the Emergency

Contact/Authority to collect form, staff must be informed, and details must be documented in the Childs enrolment and on the QK sign in.

For security purposes we ask that the door code and each contact persons QK code not be given to anyone else, staff will let other members in the door.

Additional Needs

The Berrigan Children’s Centre welcomes children with additional needs. It is important to discuss with the centre any additional needs your child may have, to ensure the best and most developmentally appropriate individual program can be tailored to support any additional assistance required. The Berrigan Children’s Centre works closely with the Berrigan Shire Council’s Early Intervention Officer when needed and any additional support such as speech therapy or occupational therapy is available to ensure the inclusion of all children.

In accordance with the Early Years Learning Framework (EYLF) inclusion involves considering all children’s social, cultural, and linguistic diversity (including learning styles, abilities, disabilities, gender, family circumstances and geographic location) in curriculum-decision making processes. The intent is to ensure that all children’s experiences are recognised and valued, and that all children have equitable access to resources and participation, and opportunities to demonstrate their learning and to value difference.

Fees

Long Day Care

The fees for the education and care of your child/children are reviewed annually and may increase. In the event of any increase in fees, you will be notified of the reason why there is an increase and the date the increase will commence.

Infant Room	Toddler Room	Preschool Room
0 – 2 age group	2 – 3 age group	3 – 5 age group
\$88.00 per day	\$88.00 per day	\$88.00 per day
\$415.00 per week	\$415.00 per week	3 days or more, \$5.00 per day discount

After School Care

- 27.00 per session

Before school care

- \$15.00 per session

Vacation Care

\$88.00 per day held in NSW school holiday times for school enrolled children.

Pupil free days

\$88.00 - Primary school children will be charged at the full day rate when attending care on pupil free days.

Casual fees

A casual fee rate will apply to bookings for childcare, after school care and vacation care under the following circumstances:

- Enrolments with casual booking request, i.e., a child is enrolled with no set days
- For additional bookings outside a child's normal booking arrangement, if the booking is made with less than 24 hours notification
- Casual bookings will be marked absent and will still be charged to accounts if the booking is cancelled with less than 24 hours' notice

Casual fee rates

- Non-school age - \$93.00 per day
- After-School Care - \$32.00 per session

Administration Fee

- \$50.00 – A non-refundable fee charged to parent accounts for each new enrolment.

Centre membership fees

- \$10.00 Annual Membership to the Berrigan Children's Centre Association. (non-enrolled family/community member)
- \$2.00 annual membership

Late collection fee

- \$15.00 per fifteen (15) minutes or part thereof will be charged to your account if your child/children are collected after 5.30 pm.

Note: The above Long Day Care, After School Care and Vacation Care fees may be reduced if your family qualifies for the Child Care Subsidy (CCS). To confirm your eligibility for the CCS and submit a claim, please refer to

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/claiming>

Payment of Fees

The following outlines how fees can be paid.

Upon enrolment, families must pay a security deposit of one week's full fees.

- Fees must be paid one (1) week in advance.
- Fees can be paid weekly, fortnightly, or monthly in advance by Debit success.
- Fees are payable in advance for every day that your child is enrolled at the service. This includes pupil free days, sick days and family holidays but excludes periods when the service is closed.

Child Care Subsidy (CCS)

The CCS helps reduce the cost of approved childcare. The CCS is paid directly to the Berrigan Children's Centre (approved provider) to reduce the fees you must pay.

You may be eligible for CCS if you or your partner:

- care for your child at least 2 nights per fortnight, or have 14% care
- are liable for fees for care provided at Berrigan Children's Centre
- meet the residency requirements
- meet immunisation requirements
- be 13 or under and not attending secondary school, unless an exemption applies

To be eligible for CCS, you or your partner must:

- Have Australian citizenship
- Hold a permanent visa
- Hold a Special Category visa, or
- Hold a certain temporary visa type

To find out their eligibility, families must contact the Department of Human Services on:

- 136 150 Monday to Friday between the hours of 8.00 am to 8.00 pm; or
- <https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/claiming> or
- Use the Express plus Families mobile app
<https://www.humanservices.gov.au/individuals/subjects/express-plus-mobile-apps>

Payment of fees will be noted on each family's weekly statement. This statement includes the child/children's full name/s, dates of care, date of payment, amount, etc.

Should you wish to end your child's place at the service, or should management make the decision to terminate your child's place, two (2) weeks written notice is required from the ending/terminating party. Failure to provide two (2) weeks' notice and non-attendance in these weeks, will result in a charge of 2 weeks full fees being billed to you. (Cessation of care)

Overdue Fees

Any family who is one or more weeks late with their fees will receive a **Friendly Fee Reminder** with your statement. Families can make appointments to speak with the Approved Provider or Nominated Supervisor regarding payments if there is a need to do so. Continually not paying fees will put your child/children's place/s at the service in jeopardy.

Legal action will be taken to recover overdue monies.

Dishonoured Cheques/Debit dishonours

If this happens, we regret to inform you a charge of **\$30.00 (cheque)**. Debitsuccess currently charge up to \$14.95 for unsuccessful direct debit payments.

Statements

Each family will receive a statement that includes your child's attendance, the total fee, CCS, and the total amount required to be paid by you. These statements are printed off each Monday morning and are placed in your family pocket or emailed.

If you notice a discrepancy in your statement, please see the Office Manager or the Director to discuss the matter. Be mindful that the program operated by the Centre is linked with Centrelink. Any changes made to your income via Centrelink may affect your Child Care Subsidy.

Allowable Absences

The Child Care Subsidy is paid for each child for up to 42 absences per financial year from the service. These absence days can be taken for any reason, with no evidence required.

The Child Care Subsidy is also paid for additional absences, beyond the 42 days, for certain reasons. There is no limit on these days but supporting documentation will be required. If your child/children are unwell, a doctor's certificate will be sufficient to explain the absence. In all other circumstances exceeding the allowable 42 days it will be necessary for you to complete a Statutory Declaration explaining the absence.

If your child/children are absent from the service for more than 42 days and no explanation is provided (i.e., doctor's certificate or Statutory Declaration) full fees will be charged to your account.

If your child is booked in on a New South Wales Public Holiday your account will be charged, and your booking will be marked as an 'Allowable Absence'.

Cancellations

Two (2) weeks' written notice must be provided to the Director or Office Manager if your child/children are to be withdrawn from the service.

Cessation of Care: this is the notice period that you give for your child to finish. Your child is eligible to still attend all booked days within this time frame and CCS is claimable. If your child does not attend in this notice period, CCS is NOT claimable on your account and the full amount of fees per day are payable.

Staffing

All staff employed at the service hold the necessary qualifications as determined by the National Quality Framework. Each staff member holds a current first aid certificate and have obtained a Working with Children Check (WWCC).

Education, Curriculum and Learning

We will be following the Early Years Learning Framework (or other Approved Framework) as per our Education, Curriculum and Learning Policy.

All Educators at our Service are trained and experienced in areas of early education and care. Due to our high standard and commitment of our Educators, we can provide developmental and educational curricula for each group of children.

We will use the relationships children have with their families and communities to build the curriculum, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities, and interests are the foundation of our programs.

Early Years Learning Framework Learning (EYLF)
Learning Outcomes:

Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience, and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy, and respect

Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing

- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination, and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching, and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies, and natural and processed materials

Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

If your child's Educator feels there is an area of concern, they will inform you and advise where help may be sought, e.g., speech therapist. It is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents.

Portfolios

Observations of all children enrolled in our service will be documented and kept for future reference and reflection, using portfolios and OWNA. OWNA is an online app enabling the educators to keep you up to date and informed of your child/children's everyday learning activities and experiences. An invitation for parents to become involved in OWNA will be sent through to families email address upon enrolment.

Parents will be provided with a hard copy of their child/children's portfolio at the end of their enrolment at Berrigan Children's Centre.

Transition to School

To assist children, transition to formal schooling, the service will support children by liaising with local primary schools. Children with additional needs will also be assisted by specialist support services. We will develop plans to assist your child/children's transition to formal schooling.

As children near the commencement of formal schooling, they will be encouraged to further develop and increase their levels of independence. At lunch time, children will be selecting their lunch from their lunch boxes. Educators will encourage the children to select the healthiest options first.

Sleep and Rest/Relaxation

We encourage children attending full day sessions to be given a sleep and rest/relaxation period in the afternoons after lunch. Sheets are stored on the premises. Children that do not require a sleep will participate in a period of rest and relaxation/yoga routines. Following the relaxation and sleep time, the children will engage in quiet activities.

Health

Our service aims to promote and protect the health, safety and wellbeing of all children, educators and families using procedures and policies to maintain high standards of hygiene and provide safe food to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate WHS standards. A holistic and consistent approach to health, hygiene and safe food across the service will help to effectively meet this aim.

Copies of the exclusion guidelines are available at the Centre. If a child is suspected of having any infectious disease or illness, the parent/guardian will be contacted and asked to collect their child from the Centre. If necessary, the Director may ask for a doctor's certificate upon the child's return. A notification of an Infectious Disease within the service is placed on the internal entrance door of the foyer.

Head Lice

Facts about Head Lice

Head lice have been around for thousands of years. Anyone can get head lice and given the chance, head lice move from head-to-head without discrimination. Head lice are small wingless blood sucking insects. Their colour varies from whitish brown to reddish brown. Head lice only survive on humans. If isolated from the head they die very quickly, usually within 24 hours. People get head lice from direct hair to hair contact with another person who has head lice. This can happen when people play, cuddle, or work closely together. Head lice do not have wings or jumping legs so they cannot fly or jump from head-to-head.

They can only crawl. Many head lice do not cause an itch, so you must look carefully to find them. Head lice are found on hair itself and move to the scalp to feed. They have six legs which end in a claw and they rarely fall from the head. Louse eggs (also called nits) are laid within 1.5 cm of the scalp and are firmly attached to the hair. They resemble dandruff but cannot be brushed off.

Children that are continually scratching their head will be checked and if any live lice are seen, we will contact families for the child to be collected and taken home for treatment. Children are to be treated appropriately and eggs and lice removed before returning to the Centre.

Munch and Move

Early childhood is the ideal time for children to develop and practice healthy eating and physical activity habits; this includes learning a range of fundamental movement skills that will help children take part in and enjoy physical activity throughout their lives. At the Berrigan Children's Centre, we follow the NSW Government's *Munch and Move* program.

Children spend a substantial amount of time in early childhood settings which provide the ideal opportunity to increase awareness in appropriate physical activity and healthy eating habits.

Establishing sound eating and activity habits from an early age gives children the best chance of leading a healthy life and maintaining a healthy weight.

What to Bring

All clothing and belongings must be clearly labelled with the child's name. Ensure your child's belongings are contained in a bag. If applicable, bring your child's favourite bedtime toy or dummy.

Clothing

Children should be clothed in an appropriate manner which will allow them to explore and play freely and not restrict them using equipment while at play. Clothing should also allow easy access for toileting i.e., elasticised trousers, track pants – rather than buttons, zips, belts etc.

Children's clothing should accommodate weather conditions, i.e., be loose and cool, sleeved shirts in summer to prevent overheating and sunburn, warm clothing for cold weather – including outdoor play. At all times educators will monitor children to ensure they are appropriately dressed for all weather, play experiences, rest, and sleep routines. Include two (2) complete sets of clothes to suit the weather. Provide a warm jacket or coat during winter.

Comfortable and non-restrictive clothing is important at sleep time to promote your child's comfort at this time of the day.

Children will be encouraged by educators to use aprons for messy play and art experiences to protect their clothing. For this reason, it is important to not send the children in their best clothes.

In the event of toilet training, it will be necessary for you to provide extra underwear if your child has an accident.

Footwear

Children should have appropriate footwear that enables them to play comfortably and not cause safety concerns, i.e., thongs, clogs or backless shoes have a trip factor and do not allow children to use equipment safely.

Lunch and Afternoon Tea

Please pack a nutritious lunch and afternoon tea for your child. As we follow the Munch and Move program, there is a focus throughout the service on healthy eating. Families are also encouraged to provide food using the Australian Dietary Guidelines (2013). For further information go to the following web address:

- <http://www.nhmrc.gov.au/guidelines/publications/n55>
- www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move

Chips, cakes, fizzy drinks, lollies, nuts, any chocolate covered foods and biscuits are discouraged. Help your child be part of a health trend by sending fresh vegetables, fresh fruit, dried fruit, yogurt, cheese sticks, salads, and sandwiches.

Hot meals & desserts are available for children on request at an extra cost that is charged to accounts weekly.

Meals are prepared, cooked, and delivered frozen to the centre from Amaroo Aged Care kitchen.

Morning tea is provided. This consists of vegetables, fruit, grains, milk and may also include toast and pancakes.

Apart from milk, water is the only other refreshment that is provided to the children. Refrain from providing juice and cordial as this compromises the Munch and Move program.

Additional Items Required by Infants and Toddlers

- An additional complete set of clothes.
- Feeding bottles, teats and formula, if necessary.
- Dummies (if needed).
- Training pants (if needed).

- Disposable nappies (approximately 1 per hour in care)

Items Supplied by the Centre

The following items are supplied at the Centre:

- Milk (dairy) for morning tea. If your child is lactose intolerant or drinks another variety of milk, you will need to supply this.
- Painting smocks.
- Tissues.
- Baby wipes.
- 30+ Broad spectrum sunscreen.
- Sun hat (Additional cost to parents)
- Bed linen.
- Plastic bags for soiled clothes
- Drink bottles

Birthdays

If you wish to celebrate your child's birthday at the Centre, please feel free to provide a birthday cake to share with the other children. We encourage that nutrition be considered and discourage chocolate/lolly covered choices for birthday cakes.

Immunisation

Parents of all newly enrolled children are requested to provide evidence of their child/children's immunisation status. Updated immunisation records must be provided to the Centre to ensure records are current. This request complies with the Department of Health's objective of full immunisation for all children. Children unprotected by immunisation will be excluded from the Centre for the period of the outbreak of infectious diseases, to comply with Department of Health regulations. If you have an objection to immunisation complete the relevant Form and provide to the Centre.

From 1 January 2018, parents must provide a copy of one or more of the following documents to enrol in a childcare centre:

- An AIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations or
- An AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) or
- An AIR Immunisation Medical Exemption Form which has been certified by a GP. No other form of documentation is acceptable (i.e., the Interim Vaccination Objection Form or Blue Book). The documents must be stored by the director in a secure location for 3 years unless a child transfers to another childcare centre.
- Immunisation History Statement. The Australian Childhood Immunisation Register records your child's immunisation history and provides an immunisation history statement to you. This statement must be presented to the service upon enrolment

of your child/children. For information on how to receive the most current statement contact the following:

- Immunisation Register on 1800 653 809; or
- <http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>

Medication

No medication can be administered to a child unless written authorisation is given. If your child requires medication while at the Centre, please complete an Administration of Authorised Medication Record. A separate form must be completed for each medication if more than one is required.

Medication may only be administered by the service with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parents to make decisions about the administration of medication.

In the instance that the child's registered medical practitioner prescribes a medication, the service must ensure the medication is administered appropriately.

Medication must be provided by the child's parents including the following:

- Original container as medication will only be administered from this.
- Original label that is clearly readable.
- Child's name clearly on the label.
- Any instructions attached to or related to the use of the medication.
- Any verbal or written instructions provided by the child's registered medical practitioner.
- No over the counter medication will be administered unless prescribed by the child's medical practitioner and has a chemist label stating the dose.

Any person delivering a child to the service must not leave medications in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.

Safety and Emergency Procedures

All staff and educators can effectively respond to and manage accidents, illness and emergencies which occur at the service to ensure the safety and wellbeing of children, educators, and visitors.

The Nominated Supervisor of the service will ensure that a parent of a child is notified as soon as practicably possible of the injury, illness, or trauma. An Incident, Injury, Trauma, and Illness Record will be completed without delay.

If the service needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

Evacuation drills will be performed with the children every three (3) months.

Equipment will be checked regularly for faults and withdrawn from use if necessary.

Sun Safety

The Berrigan Children's Centre follows the Sun Smart program. In accordance with this, children should be appropriately protected from the sun during outdoor play. A hat is available for purchase on enrolment for your child at the Centre. During the summer months, it would be appreciated if your child has sunscreen applied prior to their arrival at the service.

- Sunscreen will be applied before outdoor activity.
- During the warmer months, children are required to wear hats when outside.
- Outdoor activities are placed in shaded areas whenever possible.
- During extreme temperatures, outdoor activities will take place before 11.00 am (10.00 am daylight saving) and after 2.00 pm (3.00 pm daylight saving).
- The Centre will incorporate sun and skin protection awareness activities in the curriculum.
- Educators will wear hats and sunscreen.
- Educators will inform the parents of the Sun Safety Policy.
- Parents/carers are requested to provide:
 - Shirts and tops with collars and sleeves (singlets are not sun safe);
 - Appropriate footwear (no thongs); and
 - If your child has sensitive skin, please provide SPF **30+**, broad spectrum, water resistant sunscreen for their use

Excursions, Vacation Care and After School Care

Excursions are held throughout the year. Parents will be notified of the details and given a permission slip to sign. Excursions are not compulsory and parent help is always welcomed.

Regular weekly outings/Incursions

- Amaroo KITE program – visiting the elderly and experiencing activities together.
- Library Visit every Thursday for Storytime and Craft with Alana
- Visiting the Fire station, Ambulance and Police and community business.
- Visiting the local Primary School

- Visiting other Centres for Days out and events
- Aboriginal Elder visits
- Gigalees Circus show
- Safe animal and farm show
- Book writers visit to read their books
- African drummers
- Pizza days with the schools and community
- Mother's Day afternoon tea and Father's Day breakfast
- Grandparent's afternoon tea

Vacation care is held during the NSW School holidays for school aged children 5-12yrs. Programs are advertised 1 month prior to the school holidays with intended excursion, incursions, and activities. Excursion and incursions are all CCS claimable.

After School Care is held Monday-Friday, 3:00pm-5:30pm during the NSW school terms. A member of staff collects the children from the Berrigan Public School and are transported back to the Centre by bus, with a cost of \$1.10 per child/per trip.

Afternoon tea is provided.

Curriculum activities relating to the My Time Our Place Framework are provided and include things such as cooking, art and craft, homework, free play, and excursions.

Before School Care is held Monday-Friday 8am-9am during the NSW school terms. A member of staff and the children take the bus from the Centre to the Berrigan Public School, with a cost of \$1.10 per children/per trip.

Morning Tea

At morning teatime, the Centre provides a "Healthy Plate" for morning tea. This is a plate that consists of a variety of vegetables and fruits as well as some dairy and grains. Children are encouraged to select from the plate vegetables and fruits that they like as well as encouraged to try new tastes. This is an extension on our Munch and Move Program that encourages healthy eating and an active lifestyle.

Fundraising

The Children's Centre holds activities throughout the year to raise money that is directly spent on the children through the purchases of items such as new books, equipment, and toys. Fundraising activities involve catering and Father's and Mother's Day raffles.

Fundraising levy

A fundraising levy was implemented by the committee in May 2018. This levy is to replace the street stalls and other minor fundraisers held throughout the year. Major fundraising activities will take place as decided by the committee.

A fundraising levy of \$25 per NSW school term will be charged to parent accounts. This levy will be waived if parents participate in the list of scheduled activities issued by the committee throughout the year.

Parent Participation

Educators welcome and encourage parental input into the operation of the Centre. As the educational program is based on the Early Years Learning Framework, it is imperative that input be provided by families to ensure your children obtain the best education possible.

Parents are encouraged to participate in the operation of our Centre through a variety of ways. These include and are not limited to:

1. Attending the Annual General Meeting (AGM) in October.
2. Attending the Management Committee meetings held on the 3rd Monday of each month at 7.15 pm at the Berrigan Children's Centre.
3. Assisting in fundraising activities and excursions.
4. Visiting the Centre and sharing skills and knowledge with the children. These activities may include cooking, reading, music and arts and crafts.

Management Committee Meetings

Management committee meetings are conducted on the 3rd Monday of each month. Your attendance at these meetings is regarded as very important. This enables you to have input into the operation of the Centre.

Custody Disputes

Parents/guardians, regardless of their marital status, have joint and equal legal responsibilities for their children unless there is a Court Order determining otherwise. Service staff members and educators need to be knowledgeable of which parent/guardian has specific legal rights and responsibilities. Thus, the service will need to access any relevant Court Orders issued. Staff at the Berrigan Children's Centre are not legally able to allow children to leave the service without the permission of the custodial parent/guardian. In the case where guardianship and custody are legally defined, the service's policy will be followed as stated on the enrolment form. When situations change, a copy of the Custody Order must be provided to the service. Where confrontation situations arise over custody the child will be kept at the service, the custodial parent must be contacted without undue delay and if necessary, the Police and/or relevant government departments.

In the case of custody disputes, staff cannot refuse access to a child unless the Director has sighted documentation of guardianship and/or access arrangements.

Grievances, Complaints and Feedback

If for any reason you are not happy with our level of education and care or our environment we want to know immediately. You can discuss this with Educators or write a formal letter. When any matter is raised the Service will be following our Grievance Procedure.

Further Information

We hope you find this booklet informative. If you require any further information do not hesitate to speak with the Director or a member of the Management Committee.

If you have any confidential information or issues that you wish to bring to the attention of Director, or the Committee please put these in writing marked to the attention of the “President” and place in the Fee Payment box.