



Garfield Childcare, Preschool & OOSH

# Family Handbook

2020

Updated 14/01/2020

**Contact information:**

**Approved Provider/Owner:** Sri Sivakolundu Srianandarajah

**Nominated Supervisor/Director:** Christine Rowe

**Assistant Director/2IC:** Mala (Mathimala Srikandakumar)

**Assistant Director/2IC:** Bec (Rebecca Swift)

**Address:** 61-65 Garfield St, Wentworthville NSW, 2145

Website: [www.garfieldchildcare.com.au](http://www.garfieldchildcare.com.au)

**Email:** [garfieldchildcare@bigpond.com](mailto:garfieldchildcare@bigpond.com)

**Phone numbers:**

Childcare & Main Office (Building 1)

(02) 9631 4400

Preschool & OOSH (Building 2)

(02) 9636 2244

Mobile phone

0423 052 500

## Introduction

Garfield Childcare, Preschool & OOSH is a privately-owned childcare centre in Wentworthville NSW. We offer a high standard of preschool education and operate between 7am and 6pm, Monday to Friday, to cater to the needs of working families who prefer the option of a preschool environment for their child's early education and care. Garfield caters to children aged from 6 weeks to 6 years old and offers an OOSH and Vacation care program for children aged 5 to 12 years old.

Our centre comprises of five rooms, each specifically designed and resourced to suit the needs of different age groups. There is a particular focus in the 3 to 6 years rooms on life skills development and school transition programs. Garfield employs four full-time University-trained Early Childhood Teachers (ECT's) who guide our curriculum and mentor fellow Educators.

Garfield Childcare centre is licensed by the Department of Education and Care and is a registered member of the Australian Children's Education and Care Quality Authority (ACECQA)."

Our centre comprises of five rooms, with each room specifically designed and resourced to suit the needs of each age group. There is a particular focus in the 3 to 6 years rooms on life skills development and school transition programs. Garfield employs four full-time University-trained Early Childhood Teachers (ECT's) who guide our curriculum and mentor fellow Educators.

- Our Starfish room accommodates children aged 6 weeks to 2 years old.
- Our Turtles room accommodates children aged 2 to 3 years old.
- We have two long day Preschool rooms. Our Dolphins room (building one) and Wombats room (building two, downstairs) accommodates children aged 3 to 6 years old.
- Our Pre-k Koalas room (building one, upstairs) accommodates children aged 3 to 6 years old between the hours of 9am to 3pm. Our Pre-k room operates during school terms and closes for NSW school holidays.
- We can accommodate children aged 5 to 12 years old in our OOSH (Outside Of School Hours) program, which operates between 7am to 9am and 3pm to 6pm. We offer a Vacation care program during NSW school holiday periods for children in our OOSH and Pre-k rooms. This is booked by families as required.

Garfield Childcare centre is licensed by the Department of Education and Care and is a registered member of the Australian Children's Education and Care Quality Authority (ACECQA).

## **Our Philosophy**

Garfield Childcare Service is committed to providing a quality service which fosters an approach of mutual respect and collaborative relationships between educators, children, families, communities and management.

We believe that all children have the right to be supported, nurtured and to experience the moment of embracing childhood.

We have a strong focus on inclusive practices and therefore reflect on our pedagogies to ensure that all children's needs, interests, knowledge, cultures and skills are embraced and supported. We aim to achieve a sense of wonder, feeling and belonging to, and love of the land so that our children, families and educators develop an appreciation and respect for what we acknowledge as Indigenous grounds.

We empower children to develop a sense of agency by providing a care environment that nurtures choice, expression of voice, and encouragement to actively participate in the curriculum.

We believe children are capable learners and inspire us to further develop our curriculum by embedding meaning and purpose. Our play experiences aim to spark excitement, spontaneity, involvement, intentional teaching and a strong focus on children's interests. We recognise the importance of child and family connections and endeavour to embed this in engagements. We promote family involvement and opportunities for sharing feedback as this builds strong foundations in our practices.

Our diverse team of educators support one another through ongoing learning and critical reflection in aim to strengthen the core of our focus, this being the children.

## **Centre Policies**

Garfield Childcare, Preschool & OOSH has developed, and reviews on a regular basis, a comprehensive set of policies and procedures, by which our centre operates. Policies and Procedures have been developed using information and guidelines from a wide range of sources. These sources where applicable are documented at the bottom of the relevant policies. A copy of our Policy manual is available for your perusal in the main foyer.

Our policies cover all aspects of centre operation from programming to health and safety, nutrition, communication, OH&S and so on and are reflective not only of Regulatory requirements and Australian Children's Education and Care Authority, but also of the experience gained through providing childcare at an optimum level.

These policies are available for your perusal in the main foyer, and we recommend that you take the time to read through these policies and procedures at your convenience to become more familiar with our centre as partners in your child's care and education. We appreciate any feedback families may like to offer with regards to our policies and procedures and are always keen to reflect on and evaluate our practise in an effort to provide a level of care and education that exceeds your expectations.

## Educational Curriculum

Educators aim to create positive learning environments and guide experiences for each child in conjunction with their family. Educators will observe children and facilitate their learning to provide each child with an individualised portfolio by documenting their learning throughout the year. Children and their families will be encouraged to participate in the ongoing process to promote engaged learning.

Our service is committed to the Early Years Learning Framework (EYLF).

Observations of all children enrolled in our service will be documented and kept for future reference and reflection, through use of electronic portfolios. Portfolios will be added to regularly and reflected upon by educators to ensure programming for each child remains relevant to their interests and developmental stage.

When your child is enrolled with us, a profile will be created for them on StoryPark and a link will be sent to your nominated email address for you to create a login. You will be able to view your child's portfolio from home or on your mobile device.

Educators will upload a 'day book' for each room, which will include photos and a summary of the day for families to view.

The management team at Garfield will send notifications and announcements via StoryPark also, and families are encouraged to login and contribute to conversations with educators.

### The Early Years Learning Framework

- Each child's learning will be based on their interests and strengths and guided by our educators.
- Educators must work in collaboration with families to provide relevant learning experiences for each child, based on their interests and family experiences.
- Every child will be equally valued and their achievements and learning celebrated.
- Educators will observe and record the strengths and learning of each child.
- Educators will work closely with children and families to generate ideas for the curriculum.
- Learning Outcomes will be linked to the curriculum during and after each child's learning has occurred. The curriculum must not be pre-programmed to match specific Learning Outcomes.
- The curriculum will be based on the children's interests, educators extending children's interests, spontaneous experiences and family input.
- Where appropriate, the service will liaise with external agencies and support persons to best educate and care for children with additional needs.
- Where appropriate, the curriculum (play and learning experiences) will build and develop each child's Learning Stories, Portfolio and Observations of each child's strengths and achievements.
- The curriculum will be evaluated and reflected upon each week by educators.

Learning and Play

- Children are encouraged to express themselves creatively through a wide variety of indoor and outdoor activities.
- Children's fine and gross motor skills are strengthened and developed through a wide variety of both indoor and outdoor activities including manipulative play, block play, sensory play, dramatic play, drawing and other physical activities such as running and skipping.
- Mathematics and science concepts along with exploration of natural aspects of our environment are encouraged through block play, building, cooking, water play, sensory play, collecting natural materials such as leaves and rocks and gardening.
- Language development is encouraged through educators modelling language, show and tell, story time, games, poems and dramatic play experiences.
- Social/emotional and independence skills are strengthened through activities such as role-play, dramatic play, group games and self-help tasks.
- Music and movement activities encourage physical, social and creative areas of a child's development.
- Road safety, hygiene, dental care and nutrition will all be built into the weekly program.

These activities will be supervised and guided by educators to find out how each child responds as an individual and also as part of a group. Educators will work in conjunction with families to provide learning experiences that are relevant to each child and tailored to their specific needs. A child's home language, culture and religious practices will be accepted and included in the program.

From this, educators will assess the child's needs and plan ways to meet these needs. We evaluate this program every week in order to make sure we stay on target and help each child to reach their full potential. The weekly program will be displayed in the room it takes place in. We welcome any suggestions and are happy to answer questions from family members at any time.

#### EYLF Learning Outcomes

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

## **Educators**

Our educators at Garfield Childcare, Preschool & OOSH are a dedicated enthusiastic team of early childhood professionals who together have the knowledge, training and experience to provide your child with the highest quality in education and care.

Garfield Childcare, Preschool & OOSH is owned by Sri (Sivakolundu Sriandarajah), who has owned the centre for over 12 years and is the Approved Provider. The centre is managed by Nominated Supervisor/Director, Christine Rowe who holds a Diploma's in Children's Education & Care. We have two Assistant Directors who are also qualified with a Diploma in Children's Education & Care. Their names are Mala Srikandakumar and Bec Swift.

All of our educators have had Working with Children Checks approved and have been employed on the basis of their individual merits and experience in the field of Early Childhood Education.

## **Starting Your Child**

Each child settles into any new environment in their own special way. Our aim at Garfield Childcare, Preschool & OOSH is to help make the settling in process as comfortable and smooth as possible for each child and their parents.

Before your child starts at Garfield Childcare, Preschool & OOSH you can assist your child in the transition by:

- Driving past when you can to show your child where the centre is and talk about the great new friends they will make, the fun activities they will do and so on.
- Encouraging other family members, Aunts, Uncles, Nannas etc to talk positively about the centre with your child.
- Let your child be involved in choosing his or her own bag for preschool, and involve them in the labelling process for bags, clothing etc
- Realising that all children settle into new environments differently and that what your child is experiencing if they are unsettled is a valid source of anxiety and distress. Try and have realistic expectations in terms of the settling in period, which will make it easier for you as well if your child does become distressed.

## **Orientation**

We believe orientation is an important process where educators are able to get important information about the new child's needs and those of the family. This process helps to make the transition from home to care as smooth as possible with the aim to maintain continuity between home and the service, which helps the child adjust to the new setting.

The Nominated Supervisor or Assistant Director will arrange for the new child to attend the service (together with parents/s) to visit and meet the educators and familiarise with the environment. The child may participate in the activities if they desire to. A number of young children prefer to just watch, rather than do. Positive interactions at this time (between parents, educators and the child) are important for the children to build positive attitudes

to the service environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation.

At this time, the daily routine and curriculum can be discussed, as well as any special requirements for the child that may need to be accommodated. Educators will also discuss how best to tailor the child's settling-in period. It is advisable for families to gradually build up to a full day of care, beginning with around 1 to 3 hours, depending on the behaviours observed during orientation.

Parents/guardians are not to leave the centre premises during orientation visits. If you wish to see how your child copes without you being in the room, you are welcome to sit in the foyer or watch from a distance.

### **Daily Routines**

Routines are flexible and are based around the interests of the children, their needs, the weather and centre events.

#### **Example Routine:**

7.00am – Centre Opens

7.15-8.00 – Breakfast, if required,

8.00 – Nappy change, if required

7.00-8.30 – Family Grouping – free play activities indoors

8.30 – 10.20 – Outside Play – programmed outdoor activities

9.00-9.30 – Morning Tea

10.20 – 11.15 – Inside play – programmed activities

10.30 – Nappy change, if required

11-11.30 – Lunch is served, times vary across rooms

11.30 12.15 – Sleep/ Rest time, varies upon age groups

1.30-2.00 – Nappy change, if required

2.00 – Wake up

2.00-2.45 – Afternoon Tea, varied times for age groups

3.30 – 4.45 – Outdoor play

4.00-4.30 – Nappy change, if required

4.45 – 5.00 – Pack Away

5.00 – Late afternoon Snack

5.00-6.00- Inside play, family grouping

6pm centre closes

## Arrival at the Centre

All children need to be signed in and out at the beginning and the end of each day by a responsible adult over the age of 18 years. This is not only a Government requirement, but also very important for the safety of children attending the centre. The person collecting your child each day must be listed on your child's enrolment form. Photo identification will be asked for if educators are not familiar with the person who is collecting your child so please notify any person on your collection list that this may occur.

### **Electronic attendances:**

You are required to lodge attendances electronically every day. It is important for us to have a record of your child's attendance for safety reasons as well as for submitting to Centrelink for the CCS (Child Care Subsidy, more information on page 12 of this Handbook). For this, we have an iPad in the foyer of each building. You are required to sign your child in when they arrive and out when they leave every day. To do this, enter your phone number, followed by your PIN. The first time you sign in, your PIN is set to '0000'. You will be prompted to change your PIN to a unique number that you will remember. Follow the prompts on the screen to sign in/out. You will be logged out automatically.

Each child will have their own locker allocated where you can place their belongings. A Communication Diary will be available in each room if there are any messages you would like to write down for educators such as who is collecting your child if it is not going to be you, any special needs your child may have for the day, etc.

**If your child needs medication throughout the day, please complete a Medication Form and pass the medication along with the forms to one of our room leaders as per our Medication Policy.**

**At no time is any form of medication to be left in a child's bag, as this could pose a danger to your own child as well as other children in the centre if taken accidentally.**

Children will be playing outdoors in the mornings and afternoons, weather permitting. Please apply sunscreen to your child prior to bringing them outdoors in the morning. Sunscreen is available in each room.

It is normal that some children find it difficult to separate from their parents in the early days of care. Be assured that our staff will support and comfort your child if they need it on your departure. Please try and remain positive and make a clear handover to a staff member, giving your child a kiss and a hug and reassuring them you will be back to collect them in the afternoon. Generally, children settle very quickly once their parents have left, and educators will assist in comforting and settling your child using a number of techniques which may include engaging them in an activity or a story, offering time to sit and observe their new environment, encouraging a friendship with a peer within the room, or allowing them time to snuggle with a special toy or comforter if your child has one.

If your child is upset when you leave, please feel free to phone throughout the day to check on them. We understand that it can also be distressing for a parent leaving a child and

sympathise with this, but rest assured that we will always contact you if we feel your child is too overwhelmed by the day, or is becoming more distressed, to discuss what the next steps in this transition period may be for your child. The educators in your child's room be available to chat with you and to provide feedback on how your child is coping.

### What We Provide

All meals and snacks are provided by the centre and it is unnecessary for you to supply your child with any food.

Garfield Childcare, Preschool & OOSH provides freshly made nutritious lunches as well as morning and afternoon tea. Breakfast will be served before 8am if required and a late afternoon snack is provided to children around 5pm.

Water is provided at mealtimes. Milk is offered at morning and afternoon tea. Children will have access to cool drinking water throughout the day.

The weekly menu is displayed in the front foyer. Each room will have a routine chart where you can check how much your child has eaten for the day.

**Please remember Garfield Childcare, Preschool & OOSH is a NUT & EGG FREE environment. Please assist us by not allowing any nut or egg products into the centre at any time, including for birthday/celebrations, as it could cause an anaphylactic reaction in some children.**

### What You Should Bring

Garfield Childcare, Preschool & OOSH aims to make life as simple as possible for the families attending the service. For this reason, we will supply most of the items to support your child's needs during his or her time at the centre. Families attending are only required to provide the following, with the child's name clearly labelled on every item;

#### Starfish Room 0 to 2 years

- Formula tin (not in an unmarked container, for safety reasons. Educators can make up the required amount of formula at each feed) or expressed breast milk (where required) and clean empty bottles
- Set of spare clothing, including long pants, shorts, socks, underwear (if required), long sleeve shirt, short sleeve shirt, jacket, etc.
- Hat, with a wide brim according to our Sun Hat Policy (required year-round)
- A comforter (soft toy or similar, only if required)
- A set of cot sized sheets, including an elastic bottom sheet and a flat top sheet, placed inside a bag or pillowcase.
- A water bottle

### Turtles Room 2 to 3 years

- Set of spare clothing, including long pants, shorts, socks, underwear, long sleeve shirt, short sleeve shirt, jacket, etc.
- Hat, with a wide brim according to our Sun Hat Policy (required year-round)
- A comforter (soft toy or similar, only if required)
- A set of cot sized sheets, including an elastic bottom sheet and a flat top sheet, placed inside a bag or pillowcase.
- A water bottle

### Dolphins & Wombats Room 3 to 6 years

- Set of spare clothing, including long pants, shorts, socks, underwear, long sleeve shirt, short sleeve shirt, jacket, etc.
- Hat, with a wide brim according to our Sun Hat Policy (required year-round)
- A set of cot sized sheets, including an elastic bottom sheet and a flat top sheet, placed inside a bag or pillowcase.
- A water bottle

### Pre-k Koalas room 3 to 6 years

- Set of spare clothing, including long pants, shorts, socks, underwear, long sleeve shirt, short sleeve shirt, jacket, etc.
- Hat, with a wide brim according to our Sun Hat Policy (required year-round)
- A water bottle

### OOSH & Vacation Care

- Set of spare clothing, including long pants, shorts, socks, underwear, long sleeve shirt, short sleeve shirt, jacket, etc.
- Hat, with a wide brim according to our Sun Hat Policy (required year-round)
- A water bottle

Whilst we recognise the need for some children to have a security item from home, we discourage the children bringing in general toys. These will generally create conflict between the children or get lost or broken. We take no responsibility for lost or broken toys items brought from home.

## **Waiting Lists and Enrolment**

The waiting list at the centre is kept in order of the date of application and is updated on a regular basis. To ensure the system of allocating vacant places is fair, the Australian Government has "Priority of Access Guidelines". These are used when there is a waiting list for a childcare service or when a number of parents are applying for a limited number of vacant places. The guidelines are:

Priority 1 – A child at risk of serious abuse or neglect.

Priority 2 – A child of single parents who satisfies, or of two parents who both satisfy the work/training/study test under section 14 of the Family Assistance Act.

Priority 3 – Any other child.

Within each category, the following children are to be given priority:

- Children in Aboriginal and Torres Strait Islanders families.
- Children in families which include a disabled person.
- Children in families with a non-English speaking background.
- Children in socially isolated families.
- Children of single parents.

Under these guidelines, we may require a Priority 3 child to vacate a place for a higher priority child. If this is required, we will give you 14 days' notice however we will attempt to accommodate all families as best we can. When a vacancy arises at the centre, working families will be given priority for that vacancy.

## **Fees & Charges**

Our current fee schedule can be issued upon request via email or in person at our main office, 63 Garfield street, Wentworthville.

Fees must be maintained at two weeks' advance at all times.

At Garfield Childcare, Preschool & OOSH fees are charged on a daily basis and include charges for Public Holidays. Since the fee level calculation is based on averages, fees must be paid even if the child is away sick, on holidays, or if your child is excluded due to non-immunisation.

OOSH care pick-up and drop-off of children is available to children attending OLMC (Our Lady of Mount Carmel) and WPS (Wentworthville Public School) only. Children attending other schools are welcome to enrol, but transportation to and from Garfield is to be arranged by parents/guardians.

Whilst we will try to help whenever possible, we cannot carry debts. If fees become more than two weeks in arrears without prior arrangement, then enrolment may be terminated. Please remember that our licensed care hours are 7:00am to 6:00pm precisely (or as above for children in OOSH, Pre-k and Vacation care). If your child is left at the centre after 6:00pm a late pick up fee of \$10 for the first minute and \$1 for every minute thereafter will be

charged and is payable on collection of your child by cash or EFTPOS. Should you wish to discuss your child's day with staff, please ensure that you arrive at least 10 minutes prior to the close of the Centre.

On enrolment, families will be required to pay a **bond** which will be 2 weeks of the normal fees payable. This bond may be carried over onto your child's fees when 2 weeks' notice is given for withdrawal from the centre or it will be reimbursed where required. Your child should attend the centre for at least 6 weeks before your bond will be returned. **Your position at the centre will not be secured until a bond has been received.** The bond is payable via EFTPOS in the main office or via direct credit to the details provided below.

Fees are payable via **Direct Debit** through your bank account. Please note that we do not accept cash for children's fees and that there is a 1.5% surcharge for credit cards.

Account statements are emailed weekly.

### **Banking Details for Direct Deposits:**

Please add your child's name as reference

Garfield Childcare

BSB: 062 268

Account Number: 102 455 11

### **Child Care Subsidy (CCS)**

Child Care Subsidy is available to all eligible families who attend Garfield Childcare. This is administered through the Child Care Management System (CCMS). CCS is a type of assistance offered by the Federal Government to assist families with the costs of childcare through the Family Assistance Office (FAO)(Centrelink). CCS can be claimed as a reduction in the weekly fee that you pay to the centre.

You will need to make an application for the CCS prior to starting with Garfield. This can be done in person at a Family Assistance Office, over the phone on the below number, or online at [www.humanservices.gov.au](http://www.humanservices.gov.au)

On your child's enrolment form, you are required to provide your FAO reference number (CRN) and date of birth along with the reference number (CRN) and date of birth for your child. The attendance of your child is sent to the FAO electronically on a weekly basis.

Family percentages and hourly entitlements are provided to us electronically and we cannot manually change any of these details.

For further information regarding your CCS please contact the **Family Assistance Office on 136 150.**

## **Allowable Absences**

Under CCMS, there will be provision for 42 absence days for each child per financial year which can be used for any reason and without any proof required. Additional absence days above the initial 42 days will be approved for permitted circumstances. There will be no limit on the number of these additional absences that may be claimed if they are taken for specific reasons and supporting documentation, where required, is provided. Absences longer than 8 weeks will cause your enrolment with CCMS to cease and full fees will be payable. **Your child must attend Garfield on their first and last booked day to be eligible for CCS.** For further information regarding this, please contact the FAO on the above number.

## **Public Holidays**

The centre will be closed on all public holidays and fees are still payable if it is your child's regular day of attendance. The centre will close at 3:00pm on Christmas Eve and New Years' Eve each year.

## **Transitions**

Garfield separates children into different rooms according to their age. We are restricted by Regulations as to the number of children we can have in each room. Garfield aims to arrange for room transitions when a vacancy occurs or at the beginning of a new year when school-aged children exit. The opportunity to transition between rooms at Garfield is based on factors other than age. When the child becomes of the age to attend school, the service will work with the parents and the school to prepare the child for school entry. In attempt to minimise any distress that the transition may cause;

- Think about the transition ahead of time. Ensure you communicate with the child's new teachers beforehand to ensure they are aware of information about the child, their strengths and weaknesses, likes and dislikes.
- Plan to have the child and family visit the new group more than once if possible.
- Talk about change, starting from a week or two before the transition

### **Transition to school**

When a child first attends school, there is a great change for that child and for their family.

- Garfield will always talk about starting school in a positive manner that will reinforce a healthy attitude toward the transition.
- Where possible, information on local schools will be made available to parents.
- Please feel welcome to speak with your child's educator if you have any questions or concerns about your child starting school.

## **Birth Certificates & Immunisation Schedule**

It is a requirement that a birth certificate and your child's immunisation schedule are provided for photocopying in the main office or emailed to [garfieldchildcare@bigpond.com](mailto:garfieldchildcare@bigpond.com) when enrolling a child.

Parents who wish to enrol their child are required to provide evidence of their child's immunisation record. This information allows children at risk of catching a vaccine preventable disease to be identified if there is a case of that disease at the service.

Acceptable immunisation records are –

- An immunisation record is a written record of the immunisations that your child has received and the date that they received them.
- An Immunisation History Statement provided by the Australian Childhood Immunisation Register (ACIR) is a valid immunisation record.

The Australian Childhood Immunisation Register (ACIR) maintains immunisation records for children up until their seventh birthday. You can obtain an ACIR Immunisation History Statement for your child by calling 1800 653 809.

Helpful information regarding Immunisation can be found at:

**The Australian Government Department of Health and Aging Immunise Australia Program –** 1800 671 811 or [www.immunise.health.gov.au/](http://www.immunise.health.gov.au/)

### **NSW Health**

- **Local NSW Public Health Unit Contact Details -**

<http://www.health.nsw.gov.au/PublicHealth/Infectious/phus.asp>

### **Catering for Children with Overseas Immunisation Records**

Overseas immunisation schedules often differ from the schedule recommended in Australia and a child may require extra vaccinations to be up to date with the Australian schedule. Parents are responsible for having their child's overseas immunisation record transcribed onto the Australian Childhood Immunisation Register (ACIR), if your child is less than seven years of age.

A medical practitioner, registered nurse, registered midwife, enrolled nurse, or a person authorised by the state/territory Health Officer may transcribe overseas immunisation records.

### **Exclusion Periods**

- Whilst the service actively encourages each child, educator and family member using the service to be immunised, we recognise that immunisation is not compulsory.
- If a child's immunisation record is not provided upon enrolment and if it is not updated by the parents, or if the child has not been immunised against certain diseases, then the child will be recorded as being not fully immunised by the service.
- If there is a case of a vaccine preventable disease at the service, your child may be excluded from school or childcare for a period of time or until the evidence of

immunisation in an approved record is provided. Fees are still payable to keep your child's enrolment secure.

- If you cannot provide an immunisation record for your child, you may provide a statutory declaration stating either that your child has been immunised or that you don't know if your child has been immunised for each disease on the schedule.
- To be fully immunised your child needs to have received all vaccines recommended for their age as part of the National Immunisation Program (NIP).
- Homeopathic immunisation is not recognised.
- If a child is not fully immunised and has been in contact with someone with a vaccine preventable disease outside of the service, they may need to be excluded from the service for a period of time.
- It is the responsibility of families to inform the service that their child has come into contact with someone with a vaccine preventable or infectious disease.
- Occupational recommendations apply for the immunisation of educators at the service. As there are no mandatory requirements under the law for educators to be immunised, educators who are not immunised will be excluded from the service until the Nominated Supervisor or Owner provides instructions for the educator to return to education and care duties at the service.

### **Immunisation Related Payments for Parents - Child Care Subsidy**

The Subsidy applies to children who are fully immunised or have an approved exemption from immunisation. This initiative ensures families are reminded of the importance of immunising their children at each of the milestones. For families to receive benefits without their child being fully immunised your healthcare provider needs to certify that:

- your child has a medical reason not to have a particular vaccination; or
- your child has had a disease and has a natural immunity; or
- a particular vaccine is unavailable.
- Information on how a child's immunisation status affects payments made to a family, and more information on exemptions is available on the following website - <http://www.medicareaustralia.gov.au/public/services/acir/family-assist.jsp#N10059>
- Parents are responsible for payment of fees while their child is excluded under all circumstances.

A copy of the **current Immunisation Schedule** is available to view in the main foyer at Garfield or at <https://www.health.nsw.gov.au/immunisation/Publications/nsw-immunisation-schedule.pdf>

## Medications

**If your child requires medication throughout the day, a parent/guardian must complete a Medication Form and give the medication along with the forms to one of our educators as per our Medication Policy.**

**At no time is any medication to be left in a child's bag, as this could pose a danger to your own child as well as other children in the centre if taken accidentally.**

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

- Original container. Medication will only be administered from the original container.
- Original label that is clearly readable.
- Child's name clearly on the label.
- Any instructions attached to the medication or related to the use of the medication.
- Any written instructions provided by the child's registered medical practitioner.

If a child has been diagnosed by a registered medical practitioner to have a medical condition such as **Asthma, Anaphylaxis, Diabetes or any other medical condition for which medication (such as an EpiPen or inhaler) is required, parents/guardians are required to bring the medication to Garfield each day the child is enrolled.** Parents/guardians are responsible to ensure that the medication is in date.

If your child has any known allergies or medical conditions that educators at Garfield should be aware of, this will be requested on your child's enrolment form. At any time during your child's enrolment if you need to make updates to this information, you may do so by speaking with the Nominated Supervisor or your child's educator, who will request amendments to the enrolment form in writing. There may be other forms required, depending on the allergy or medical condition. The forms provided via the links below are our most commonly required. Please speak with the Nominated Supervisor or your child's educator if you need assistance in completing any forms.

Anaphylaxis Action Plan (EpiPen) (link:

[https://allergy.org.au/images/stories/anaphylaxis/2020/ASCIA\\_Action\\_Plan\\_Anaphylaxis\\_EpiPen\\_Red\\_2020.pdf](https://allergy.org.au/images/stories/anaphylaxis/2020/ASCIA_Action_Plan_Anaphylaxis_EpiPen_Red_2020.pdf)

Allergic Reactions Action Plan (No EpiPen) (Link:

[https://allergy.org.au/images/stories/anaphylaxis/2020/ASCIA\\_Action\\_Plan\\_Allergic\\_Reactions\\_Green\\_2020.pdf](https://allergy.org.au/images/stories/anaphylaxis/2020/ASCIA_Action_Plan_Allergic_Reactions_Green_2020.pdf)

Asthma Management Plan (Link: [https://asthma.org.au/wp-content/uploads/About\\_Asthma/Schools/AACPED2018-Care-Plan-for-Schools-A4\\_2019.pdf](https://asthma.org.au/wp-content/uploads/About_Asthma/Schools/AACPED2018-Care-Plan-for-Schools-A4_2019.pdf))

Epilepsy and Seizures Management Plan (Link: <https://epilepsyfoundation.org.au/wp-content/uploads/2019/09/EMP-Seizure-x-1-unrestricted.pdf>)

### **Emergency Administration of Medication**

- In the event of an emergency situation any staff trained in First Aid can administer the required medication, for example an EpiPen or Asthma medication.
- In the event of an emergency, the service must follow the Incident, Injury, Trauma and Illness Policy and complete the Incident, Injury, Trauma and Illness Record.
- In the event of an emergency and where the administration of medication must occur, the service must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent of a child cannot be contacted, the service must attempt to receive verbal authorisation from an emergency contact of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If none of the child's nominated contacts can be reasonably reached, the service must contact a registered medical practitioner or an emergency service on 000.

The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

### **Lost Property**

Please label all of your child's belongings including their bags and clothing clearly. All labelled items which are found can be returned swiftly or will be placed in a basket in your child's room. Please let educators know as soon as you think you may have lost something, and this will make it a lot easier to identify and locate the item.

A lost property basket will be located in the foyer for all unlabelled items. If after a reasonable period of time items have not been claimed, they will either be used at the centre for spares or will be donated to a local charity.

All children will be encouraged to be responsible for their belongings, and to store their belongings in either their locker or their bag.

### **Grievances**

Families are encouraged at all times to speak to Nominated Supervisor or Assistant Directors about any issues as they arise so that they can be addressed as soon as possible, and in turn may prevent them becoming a major concern.

We appreciate feedback whether it is in a positive or negative light and would prefer families come forward to raise concerns if they feel that the centre could be better meeting

their needs. All comments will be considered and handled appropriately as determined by the Nominated Supervisor and Assistant Directors.

If you have a serious concern about any aspect of the centre it is encouraged that you contact the Approved Provider (Sri Srianandarajah, mobile phone: 0423 244 242) to discuss these concerns. A meeting can be set up as soon as it is mutually possible for all parties involved where these issues can be discussed in depth.

If you have followed these steps and still feel that your grievance has not been acted upon, you may contact the NSW Early Childhood Education and Care Directorate who will discuss the issue with you and also may contact the centre to find out any further background information and to ensure that the required standards of quality care are being met.

### **Emergency Procedures**

Emergency procedures are in place within the centre, and children will be able to practise these procedures on an ongoing basis through regular drills, with an aim at raising awareness amongst children of how to react in the event of an emergency. The centre is equipped with smoke detectors in all rooms, hallways and the kitchen.

### **Child Protection**

Children have the right to be free from harm, and to play, learn and be cared for in a safe and secure environment. Our educators are committed to the protection and physical, emotional and intellectual wellbeing of your child and are committed to complying with Mandatory Reporting regulations.

Our educators and families visiting the centre are required to be aware of all gates and doors as they enter and exit the premises, and to be conscious of children's safety when using the car park and driveway entries and exits.

### **Excursions**

Periodically, we may conduct excursions with some groups of children at Garfield. Prior to these events, there is a detailed planning procedure and risk assessment conducted to ensure the health, safety and wellbeing of children. We also provide our families with this information to help them decide whether or not to allow their child to participate in the event.

### **Family Rights and Responsibilities**

Educators at Garfield ensure practices in the centre respect families' rights and responsibilities. Equally, our families have a responsibility to conduct themselves in a lawful, safe and responsible manner, respect the rights of others, and use appropriate language. Poor behaviour towards any other person is unacceptable, including: all forms of bullying, harassment, abuse, discrimination, actions that put another person at risk of harm, or

threats of any kind. Garfield's Code of Conduct is available to view upon request or in hard-copy in our Policies & Procedures folder.

### **Collection of Children**

Only parents/guardians and authorised nominees are permitted to collect your child from Garfield, and we encourage all families to ensure these contact details and arrangements are kept up-to-date. So we can ensure the safety of your child at all times, photo identification will be requested from any authorised nominee who is unknown to our educators. If your child has not been collected from the centre by closing time and we are unable to contact you, we will contact the authorised nominees listed on your child's enrolment form. In extreme circumstances where we are unable to contact one of your authorised nominees by closing time, we will contact the necessary authorities for the safe collection of your child. This is why it is important that your contact details and those of your authorised nominees are kept up-to-date at all times.

### **Students and Volunteers**

Periodically, Garfield may allow students who are working towards childrens services qualifications to complete their work placement at Garfield. During work experience students gain practical experience through interactions with our educators and children. In keeping with our commitment to ensure the health, safety and wellbeing of children in our centres, students at Garfield are required to hold relevant working with children clearances and insurance from their college or training institution. All Students participating in work placement at Garfield will provide an introduction letter including their name, photograph and other relevant study information for families to view in our main foyer.