

WELCOME TO:

CIRCULAR HEAD CHILDREN'S SERVICES INC.

Circular Head Childcare Centre
1 Margaret Street, Smithton
Phone: 64522626
Email: director@chccc.com.au
Or admin@chccc.com.au



Scan the QR Code
to check out our
website!



Enquiries, Bookings and Cancellations
Ph. (03) 6452 2626 (Answering Machine After Hours)
Email: admin@chccc.com.au, or
Inbox our Facebook page

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WELCOME TO CIRCULAR HEAD CHILDREN'S SERVICES INC.

Dear Parents,

We would like to take this opportunity to welcome you and your family to the Circular Head Children's Services Inc.

Our Long Day Care Program is operated from 1 Margaret Street, Smithton.

This booklet has been compiled to provide information and assistance to parents and users of our service regarding the Centre and its operation.

We hope it answers most of your questions, however please do not hesitate to speak to any of our dedicated team of Educators with any additional queries or questions.

We look forward to caring for your children and working with your family to provide a stimulating and caring environment for your child.

OPEN DOORS POLICY

The Centre is open at all times for parents/family members to come in and participate in the program. All visitors are required to be signed in and must have a Working with Vulnerable Peoples card. Please come to the office upon arrival.

We encourage you to discuss any issues or concerns with staff.

We treat each child as an individual, with dignity and respect.

We are proud of the high standard of care we provide, so please be proud that your child attends Circular Head Children's Services Inc.

Educators are highly trained, experienced, and talented. We have an ongoing commitment to further learning for all Educators, allowing them to work positively in a changing industry and environment. Please let the Educators know you appreciate them.

Quality care comes from communication and support between parents/guardians and Educators.



ABOUT THE CENTRE

The Centre, which was purchased by the Commonwealth Government from the Catholic Church, (the old St Attracta's School) opened its doors in August of 1987, after being initiated by local parents, community representatives and Council representatives.

The Centre with its strong connection and involvement with the community and interested parents undertook extensive work with the Local Council, Apex and community volunteers to provide quality care within the community.

Initially the Centre was utilised more on a Family Day Centre model, which then moved into a Long Day Care model and was sponsored by the Council and later became an Incorporated Association in October of 1992, and as such operates as a not for profit organisation with all profit put into the ongoing development and maintenance of the Centre.

A major building renovation took place in 1996 to the approximate value of \$300,000 which refurbished and upgraded the external and internal environment which provided a bright, light, airy, and modern Centre.

Our Centre has a strong commitment to high quality care and education for children. We are committed to the ongoing evaluation and continual improvement of the children's services.

The Centre consists of three areas, which are named accordingly:

Sweet Pea Nursery 0 – 2yrs

Gumnut Room 2 – 3yrs

Busy Bee Room 3 – 7yrs

The Centre's three areas are organised to cater for the particular needs of the various age groups. These groupings are a **guide only**. Children are able to make the transition to each room at their own pace, closely monitored by both the parent and Educators.

Each room has access to the outside areas. All rooms are designed to provide a child-centred home like environment and have adjoining bathrooms.

Circular Head Children's Services Inc is licenced for fifty eight children aged from birth to seven years.

Throughout the day children of all ages frequently play together in order to maintain a "family" environment.

Children may attend on a full or part time basis and casual care is available where vacancies exist.

CENTRE HOURS

The Centre is open weekdays from 6:45am to 6:00pm. Being a “Long Day Care Centre” we operate on a sessional basis which is as follows:

Full Day session	D	6:45am – 6:00pm
Short Day session	SD	9:00am – 3:00pm
Morning session	AM	6:45am – 1:00pm
Afternoon session	PM	1:00pm – 6:00pm

Fees are charged on a sessional basis, for example, attendance between 9.00am and 12.00 noon is counted as one session.

If attendance overlaps more than one session, you will be charged for a full day.

The Centre is only closed on Public Holidays and in between Christmas and New Year.

We also offer Before and After School Hours Care programs (Kinder – grade 6) here at the Centre and After School Care Programs (Kinder – grade 6) from Smithton, Stanley, and Forest Primary Schools. Our Vacation Care program is run from the Anzac Park Playrooms and is available during public school holidays for children aged 5 – 12 years. Separate information is available for these services. Please ask at the office for this information.

Before School	BSC	6:45am – 8:05am
After School	ASC	2:45pm – 6:00pm
Vacation Care	D	8:00am – 6:00pm
	SD	9.00am – 3.00pm
	AM	8:00am – 1:00pm
	PM	1:00pm – 6:00pm

CHILDCARE SUBSIDY (CCS)

Childcare Subsidy is available to families utilising the Centre. Application must be made via your Centrelink app, Centrelink via your MyGov account or the Centrelink/ Family Assistance Office (13 61 50) prior to commencement. Childcare Subsidy (CCS) is provided for families to ensure that childcare is affordable for all families.

The amount a parent will pay for care is determined by their gross family income and level of activity. All information about families and their income is strictly confidential.

It is the parent’s responsibility to **contact Centrelink prior to enrolment** to ensure that all assistance for childcare is arranged. When applying for CCS please let them know that your child will be attending **approved** childcare.

FEES

Our service offers both permanent and casual bookings on a full time and part time basis, over a variety of sessions.

The fee payable is calculated in accordance with Childcare Subsidy entitlements determined by family income and level of activity. Childcare Subsidy is paid to the service, and you are charged the gap fee.

Session Times	Fee
D 6:45AM – 6PM	\$107.00
SD 9AM – 3PM	\$82.00
AM 6:45AM – 1PM	\$75.00
PM 1PM- 6PM	\$70.00
*WEEKLY	\$500.00

Session Times	Fee
BSC - Centre	\$22.00
ASC - Centre	\$28.00
ASC - Schools	\$34.00
KITES - D	\$78.00
KITES – Am or PM	\$62.00
KITES - SD	\$72.00

*The weekly fee is a discounted fee for those who require five full days (6:45am-6:00pm) of care.

Fees are payable for the whole session, whether or not your child is in attendance for one hour of that session or the whole session time. Fees are reviewed in June each year. Opening and closing times must be strictly adhered to.

Our services are closed on public holidays and over the Christmas and New Year period, we do not charge families for these closures.

5% Withholding by Centrelink

Some families are unable to estimate their income accurately ahead of time, so Centrelink withhold 5% of your CCS allocation. This means if you overestimate your family income and haven't receive enough CCS, the outstanding amount will be paid directly to you at tax time. This will include the 5% payment withheld over the year. If you underestimate your annual family income, you may have a debt which you'll need to pay back. The 5% amount withheld will be used to reduce the debt.

Payment/Collection of Fees

Statements are sent out via email fortnightly on a Friday, statements are always available to view/check at the office during the hours of 8:00am – 5:00pm. Fees can be paid by EFTPOS, Direct Debit (our account details can be found at the bottom of your statement). Statements are due within the fortnight of being sent out and are to be cleared before the next statement is sent out. If you wish to pay your statement monthly this can be arranged, please chat with our administration staff.

Cancellation Fees

Please cancel your child's booking they are unable to attend care. Cancellations outside of business hours (weekends and after 6pm on weekdays) can be made via Facebook messenger, email or our telephone answering service.

Cancellation fees apply as follows:

Cancellation on the day of booking will incur the full fee.

Cancellation if made prior to 4pm before the day of care will incur a 50% cancellation fee.
Normal fee will be charged if no cancellation is made.
Cancellation fees apply to both casual and permanent bookings.

Two weeks' notice is to be given to cancel a permanent booking. Full fees will be charged for all booked days if you fail to provide timely notice of withdrawal.

Late Fee:

If a child is not collected before our closing time, the following will apply:

A charge of \$5.00 per 5 minutes, per child will be debited to the family account after closing time for the first 10 minutes.

This Penalty Fee rate will increase to \$5.00 per minute, per child, after the first 10 minutes.

If children remain uncollected for more than 30 minutes after closing time and Educators have attempted to contact parents by phone, followed by the other emergency contact on the Enrolment Form, Educators are directed to:

Record details for Manager/Administration Officer; and

Contact the Department of Health & Human Services and Police.

NB: As a community-based centre the fees charged only reflect the operating cost of this service. All revenue is used to operate and maintain the Centre. We are a non-profit organisation.

PRIORITY OF ACCESS

When positions are currently available children are granted entry to the centre on a first come basis.

Where positions are limited, the centre maintains a waiting list.

Priority of admittance is regulated by The Australian Government Department of Education as follows:

First Priority: a child at risk of serious abuse or neglect

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

Third Priority: any other child.

Within these main categories priority should also be given to the following children:

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Single parent families
- Families from a non-English speaking background
- Socially isolated families

Requiring a child to vacate a place

Under the Priority of Access Guidelines, a childcare service may require a *Priority 3 child only* to vacate a place to make room for a higher priority child. The service can only do so if:

- The person liable for the payment of the childcare fees was notified when the child first entered care that the service followed this policy, and
- The service gives the person at least 14 days' notice of the requirement for the child to vacate the place.

NATIONAL QUALITY FRAMEWORK

On January 1st 2012, new governance was introduced for childcare centres which ensures compliance and safety for all children. New revised regulations were introduced in October 2017 and February 2018.

The National Quality Framework involves a new rating system for the quality of services and the information made available will help you to make more informed choices about your child's care and education. The new reforms will improve staff to child ratios, introduce staff qualification requirements and ensures high quality, accessible and affordable early childhood education and care for all Australian families. It also means that for the first time we will have a national system for childcare, all states and territories will follow the same rules and guidelines.

The new National Quality Framework takes over from the previous licencing and accreditation guidelines. Both of these government bodies have essentially merged and are now overseen by ACECQA the new national body ensuring early childhood education and care across Australia is high quality. For more information on the National Quality Framework and Standards please visit www.mychild.gov.au or www.acecqa.gov.au

Our Service is rated as Working Towards the National Standard

OUR POLICIES (updated annually)

Circular Head Children's Services have many policies and procedures which assist and guide the overall operation of the service. A copy of the policy document can be viewed or obtained at the office.

OUR TEAM

Our team is highly professional, with a diverse range of qualifications and experience, ensuring a broad base from which to develop programs. Each Educator is committed to establishing relationships of trust and meaning with children and their families in order to provide the most responsive and appropriate program for every child. The needs of the children are constantly under review by the team to ensure programs and routines are appropriate, entertaining, challenging and motivating.

Educators attend training seminars, workshops, courses and professional development sessions to update and improve their knowledge in the Early Childhood field. Educators regularly update their first aid certificates and have Working with Vulnerable People cards.

You will find all our Educators have a genuine interest in children and their development and welcome the opportunity for regular discussions with you in relation to your child and their progress in care.

Relief Team Members

Your child's primary educators will be away from time to time. Absences may be due to recreational leave, sick leave or released time for planning and/or continuing education. During these times relief educators will care for your child. As continuity of care and familiarity is important for families and children, we endeavour to use the same educators in your child's room each time relief is needed.

OUR BOARD

Circular Head Children's Services Inc. are managed by a voluntary board. The Board is responsible for the service and acts on behalf of all members when making decisions in relation to how the service will operate. The main functions of the Board are:

Strategic planning
Legal accountability
Financial accountability
Advocacy

The service Manager is responsible to the Board for:

Day to day operations of the Centre
Providing accurate reports, raising concerns, and identifying areas for future action
Implementing policies and participating in their review and development
Acting as a conduit between families, staff, and the board members
Staffing
The Board meets monthly with the AGM held in October.

CUSTODY AND ACCESS

Please notify the Manager/Person in Charge if you are experiencing any problems associated with custody and access. A copy of current court orders may be requested if there is any likelihood of problems associated with collection of a child. Please notify the Manager/Person in Charge of any changes to court orders.

PRIVACY

We assure you that:

Your information will only be used by our childcare professionals in order to deliver your child's care to the highest standards.

Your information will not be disclosed to those not associated with the care of your child without your express consent.

You may ask to seek access to the information held about you and your child and we will provide access without undue delay.

We will take reasonable steps to ensure at all times that the details we keep about your family are accurate, complete, and up to date.

We will take reasonable steps to protect this information from misuse or loss and from unauthorised access or disclosure.

Our Educators are committed to respect these principles at all times.

IMMUNISATION

Please provide a copy of your child's immunisation details when enrolling your child. An immunisation history statement can be provided to you by requesting a copy from the doctor surgery, calling the Australian Childhood Immunisation Register on 1800 653 809 (free call), via Medicare on your MyGov account or in the app, or alternatively we can photocopy your blue clinic book.

Families claiming CCS may have their CCS cancelled if immunisations are not up to date.

MEDICATION

In the event of a child in care needing prescribed medication, parents must inform Educators and see that instructions for dosage and times etc, are clearly detailed on the Administration of Medication form.

All medication must be handed to the educator in your child's room upon arrival to care, **not left in your child's bag**

Medications will not be administered if:

They are out of date.

The incorrect name appears on the prescription.

The medication has no label.

The container contains more than one type of tablet.

The medication is an herbal or vitamin supplements.

It is an alternative medicine.

If there is any discrepancy between the dosage on the medication and amount stated by the parent, we will contact the parent to verify. *Only the prescribed amount will be administered.*

ALLERGIES AND MEDICAL CONDITIONS

Please be aware that all our services are **allergy aware** environments. We actively aim to minimise the incidence of nuts, however, do not have bans in place for any particular foods. We promote allergy education within our programs; strategies are developed with families for children, staff, and visitors to minimise the risk of exposure to allergens within each room/service. Peer education is a primary focus in our allergen policy and all staff are allergen trained. Our services will always ensure that we always have qualified first aid Educators in each room/service.

Please advise our Administration officers immediately in writing if your child has any allergies or medical conditions. It is very important that this information is kept up to date, please inform us immediately of any changes or additions to your child's medical condition or allergy. Depending on the severity of the allergy, an action plan signed by a doctor may be required. Asthma and anaphylaxis action plans are also to be provided by a doctor. Our team will work with you to develop risk minimisation plans to ensure your child's safety and well-being whilst in care.

BREASTFEEDING

Breastfeeding is supported within our centre, we have a comfortable space for you to pop in and feed or express and all staff have a welcoming attitude towards breastfeeding. We have relevant safe-handling practices in place for breastmilk labelling, storage and use. Please refer to our policies which are available from the office if you require further information.

ORIENTATION/SETTLING YOUR CHILD

Starting childcare can be an emotional experience for both you and your child; most children will experience some anxiety upon separation. Your child may take some time to settle into the new environment, particularly if they find it hard to separate from family or familiar caregivers. When both parents and staff work together to build trusting relationships the settling in process is smoother for all. It is important to also allow yourself and your child enough time to settle into the Centre securely.

Upon enrolment you will be offered an orientation session followed by some settling in sessions. You are welcome to visit as many times as you like with your child and we then recommend short sessions to become familiar with the service and educators before starting your booking.

You can support your child to adjust or feel less anxious by:

Attending the orientation visit to the service

An orientation visit before your child starts will give you both a chance to explore their new environment. Your child can also begin to develop a relationship with the educators and meet other children at the service, with the security that you are close by. Familiarising your child with their educators and care setting will be a huge help to them.

You will have the opportunity to discuss your child's interests, routines, and rituals with the educators during the orientation and learn about the program and routine for the room.

Starting with shorter sessions

We offer 1, 2 and 3 hour settling in sessions for new enrolments. As mentioned above you are welcome to visit as many times as you like with your child and then start leaving them for short periods of time – we will follow your guidance with this, you know your child best. We encourage you to ring and check and your child at any time they are here without you.

Preparing them for spending time without you

Talk about childcare with your child and let them know that you are happy and confident that they will have a good time and will be cared for.

Ask your child if they would like to take their favourite toy or colour book to the service.

Inform the service about what comforts your child and discuss how you manage activities or times of the day they find unsettling. For example, does your child have a toy or blanket that helps them to settle? Writing your baby or toddler's routine in the front of the communication diary is very beneficial for the educators to refer to throughout the day.

Show empathy – in the morning if you see your child upset on your way to the service, talk to them and reassure them that they'll be okay. Ask them to share their feelings with you. Listen to them and tell them what they are feeling is normal and it's a big step for them as they are growing up.

Reconnecting with them at the end of the day

After you pick your child up from care give them your undivided attention. They might be

grumpy because they haven't seen you the whole day, so shower them with all the love you can and engage them in meaningful conversation about their day.

Some suggestions could be:

- Ask them about their favourite activities of the day.
- Talk to them about the friends they have made. Ask them to name a few children who you know your child is friendly with or spends time playing with.
- Talk to them about their favourite educator at childcare and what they like about them.
- Ask them if their educator read them any story, which one was it, and what they liked about it.
- Mention some items that your child would see or play with at the service, as this helps them recall situations. For instance, ask them what they and their friends made with the blocks.
- Ask them if they learned anything new.
- Use images or notes from the educators at the centre for conversation. For example, "Look at this lovely photo of you at the sandpit. What did sand feel like in your toes?"

Some children take longer than others to settle – be patient if you can and remember the Educators understand and are there to help.

Please feel free to contact Educators at any time during the day, regardless of whether your child was upset or not.

LEAVING YOUR CHILD FOR THE FIRST TIME

On the first day it is important to remind your child where everything is e.g., the toilets, and if possible stay for a while to allow your child to settle in.

Give your child sufficient time to say their goodbyes in the morning. Arrive at the service early so you have time to settle them into a favourite activity before you leave; when you are ready to leave let your child's preferred educator know that you are going now so they can support your child with the separation. It is best to say goodbye and leave promptly, this makes it easier for your child to settle down with their educator. Children who become very upset when they are left often settle very quickly and happily once the actual separation is over.

Don't let your emotions or anxieties affect your child. Try and hold back your tears when you drop them off; say 'goodbye' confidently and reassure them when you leave that you (or someone else) will be back later to collect them.

You are welcome to stay for a while upon collection, your child might like to show you some of the things he/she has been doing.

ARRIVAL AND DEPARTURE PROCEDURE

Signing in/out is a Government requirement and is also an important safety and security measure.

On arrival at the Centre, it is essential that you digitally sign your child in on the iPads provided at the front office. The iPad will automatically record the time you sign in.

The same process needs to be followed when departing the Centre; this ensures that only authorised people are collecting your child.

PLEASE NOTE: That only people you have nominated on your enrolment form will be able to collect your child from the Centre.

If you need to authorise someone else to collect your child on short notice, a phone call to the office can be made notifying of the person's name, relationship to the child and time they will be collecting. Identification (e.g., drivers licence) will be requested upon arrival if the person is not known to the Educators.

Any person collecting your child must be over 18 years of age.

When a child arrives at the Centre for after school care staff will sign your child in. The authorised person collecting the child must sign them out.

DAILY REQUIREMENTS – WHAT TO BRING

It is essential that ALL items (including bottles & caps and dummies) are clearly labelled with the child's name.

All children need to bring a clearly labelled bag with the following items:

BABIES UNDER TWO

Sufficient supply of nappies for the day. (They will be returned if not required).

Wet wipes.

Liners, spare plastic pants and safety pins with cloth nappies.

A change of clothing.

Required number of prepared bottles or enough formula/milk to make the appropriate amount up fresh. (A quiet and private area is available for breastfed babies if so required).

A long sleeved shirt and hat (during summer for protection from sun).

Wet weather gear: Coat, gumboots, and warm hat. (we provide wet weather pants and booties)

A nutritious packed morning tea, lunch and afternoon tea as required.

TODDLERS - TWO YEARS

Sufficient supply of nappies for the day. (They will be returned if not required).

Wet wipes.

Liners, spare plastic pants and safety pins with cloth nappies.

Several sets of spare clothes if your child is being toilet trained.

Long-sleeved shirt and hat (during summer for protection from sun).

Wet weather gear: Coat, gumboots, and warm hat (we provide wet weather pants)

A nutritious packed morning tea, lunch and afternoon tea as required.

CHILDREN 3 YEARS AND OVER

Sufficient supply of nappies for the day (if not toilet trained). (They will be returned if not required).

Wet wipes.

Spare full change of clothes (sometimes older children spill drinks, get wet during play, and need spare clothes.)

Long-sleeved shirt and hat (during summer for protection from the sun).

Wet weather gear: Coat, gumboots, and warm hat (we provide wet weather pants)

A nutritious packed morning tea, lunch and afternoon tea as required.

Please remember to check your child's bag daily for soiled clothing and to ensure clean clothes are supplied for the next day.

MEALS

Children will need to bring along their own named, packed lunch and drink bottle.

Preparing and packing a healthy lunch box can be a difficult task, but the foods we send to childcare with our kids can contribute to up to 1/3 of their daily intake of nutrients.

When packing a lunchbox for your child, you should feel confident that you're providing them with a nutritious supply of a variety of foods that will get them through the day with the energy they need to function.

For a healthy lunch box pick and mix something from each food group.

Breakfast

If your child has not eaten breakfast, you are welcome to bring along cereal or bread to toast.

Morning and Afternoon Tea

Children can bring along fruit, a sandwich, cheese, biscuits, toast or homemade slices, muffins and so on. Water is available throughout the day as required by the children.

Lunch

A nutritious packed lunch is encouraged to provide a well-balanced diet. We have kitchen facilities for reheating and cooking hot lunches such as left-overs, toasted sandwiches etc.

Important Points to Remember:

Lunch boxes should provide a variety of foods, in an adequate quantity for the mealtimes within the session your child is attending. Children often eat more in care than they may at home, so we recommend "over packing".

As a move well eat well supported service, we discourage families sending along 'sometimes' foods to care.

Milk bottles for the younger children will be heated accordingly. Please send them with teat covers to ensure hygienic heating and storage.

All products must be current of date. If the expiry date has been reached, the product will be removed by educators and returned to parents.

Certain foods are known to have an increased risk of choking in young children and therefore we request you **do not provide popcorn, nuts, raw carrot and celery sticks for children under three years of age.**

If packing grapes in your child's lunch box, please ensure they are cut length ways to avoid choking.

Children's lunch boxes are to be placed in the refrigerator to ensure food is stored at the correct temperature.

Food for Special Occasions

Children's birthdays are celebrated at the Centre. We encourage you to send along cupcakes for us to light the candles and sing the Happy Birthday song to them. It would be appreciated if a list of ingredients could be provided, in line with our allergy protocols.

EMERGENCY / ACCIDENT PROCEDURES

In the event that a child requires urgent hospital treatment, the Manager may arrange for the child to be taken by ambulance to the hospital.

If this occurs, the Manager will make all reasonable efforts to contact the parent/carer as soon as possible. An Educator will accompany the child in the ambulance if the parent/carer or emergency contact persons are unavailable. The Educators will remain at the hospital until such time as a parent/carer/emergency contact person has arrived.

In the case of a minor accident occurring and your child receiving First Aid at the service, our Educators will ask you to sign a completed Incident, Injury, and Illness Record, which will contain all relevant details. If the accident is significant (but doesn't require an ambulance) we will contact, you via telephone to discuss treatment options.

Educators practise emergency evacuation and invacuation procedures with children on a regular basis in order to ensure familiarity with the procedures.

ILLNESS

In the interest of your child, staff and other children attending our services, alternative care **must** be arranged for sick children. Parents must abide by the decision of our Educators as to the fitness of a child to attend the program on a given day. You may be asked to collect your child if he/she becomes ill during the day. If you cannot be reached the person nominated as emergency contact on your enrolment form will be contacted.

Please see table below for our exclusion periods.

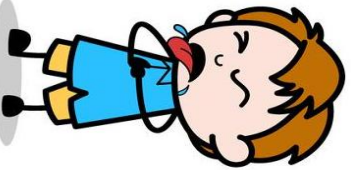




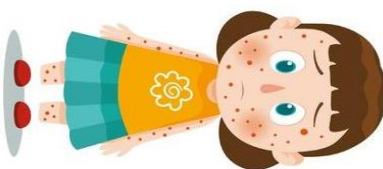

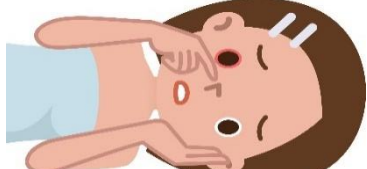

Condition	Exclusion of Case	Exclusion of Contacts
Chickenpox (Varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from the eyes has stopped unless a doctor has diagnosed non-infectious Conjunctivitis.	Not excluded.
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice (Pediculosis)	Exclude until treatment has commenced and no live head lice are present in the hair.	Not excluded.
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded.

Measles	Exclude for 4 days after the onset of the rash.	- Immunised and immune contacts are not excluded. For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and /or vaccination for people who were in the same room.
Vomiting	Exclude until there has not been no vomiting for 24 hours.	Not excluded.
Whooping cough (pertussis)	Exclude until 5 days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
If the cause is unknown, possible exclusion for 48 hours until the cause is identified.		

All exclusion periods are available through “5th Edition Staying Healthy (Preventing Infectious Diseases in early childhood education and care services)”

Note: The NHMRC recommends that children who are physically unwell should be excluded from attending school, pre-school, and childcare centres

Please keep me home if....

<p>I am vomiting</p>	<p>I have diarrhoea</p>	<p>I have a fever</p>	<p>I have a sore</p>	<p>I have a runny</p>	<p>I have a rash</p>	<p>I have a headache</p>	<p>I have an eye</p>	<p>I'm just not feeling</p>
								
<p>Your child has vomited in the past 24 hours</p>	<p>Your child has more than 2 watery stools in the past 48 hours</p>	<p>Your child has a temperature higher than 37.5</p>	<p>Your child says they have a sore throat, Your child has a</p>	<p>Your child's nose needs wiping more than 3 times in an hour</p>	<p>There is a rash present on the body</p>	<p>Your child has headache</p>	<p>There is a discharge coming from your child's eye</p>	<p>Your child seems unwell, is tired, pale, has a lack of appetite, is unusually unhappy</p>
<h2>I can return to care when:</h2>								
<p>I am feeling well, eating normally, and have not vomited for at least 24 hours</p>	<p>I am feeling well, eating normally, and have not had an abnormal stool for at least 24 hours</p>	<p>I have been fever free for 24 hours without the help of pain/cough medication</p>	<p>I am symptom free without the help of medication</p>	<p>My nose doesn't require wiping more than a couple of times a day</p>	<p>I have been cleared by a doctor/pharmacist</p>	<p>I have been treated, lice are dead and eggs have been removed</p>	<p>I have started treatment and there is no longer any discharge</p>	<p>I am feeling my normal self</p>

EXTRA THINGS YOU NEED TO KNOW

- Please remember it is not necessary to dress your child in their best clothes. We provide many “messy” activities, and although protective smocks are always provided, children participate more freely if dressed in casual clothes.
- Please ensure that your child’s belongings are clearly named. Every care is taken, but no liability can be accepted for lost or damaged clothing and toys.
- Comfortable, non-restricting clothes allow greater freedom of movement from climbing, jumping and so on.
- Thongs and open end shoes are strongly discouraged. Thongs and open end shoes can be dangerous when climbing and using bikes.
- Outdoor play is a large part of our daily program all year round, so please consider weather conditions when packing your child/children’s bag and dressing your child/ children for childcare.

Protection from the sun:

When the UV rating is 3 or above (roughly Sept-April) children are required to wear hats and sunscreen while they are outdoors. Appropriate hats are those with a broadbrim and/or neck protection; we have a small supply for sale in the office for \$15. We supply Woolworths branded SPF 50+ broad spectrum sunscreen, if your child has a known allergy to this brand, we request that you provide an alternative in your child’s bag.

Please advise the Educators if your child has their own sunscreen in their bag.

Behaviour Guidance:

We encourage children to engage in cooperative and pro-social behaviour. We give children the opportunity to self-regulate their behaviours during play to develop their confidence and self-esteem. Educators follow a *Behaviour Guidance Policy* that extends across the whole Service giving consistency of expectation in all rooms. We use a positive approach to guiding children’s behaviour to help them develop a respect for others, for property and respect for self. If you require further information on this policy, please ask educators and refer to our Policy manual.

Independence Skills

Older children are encouraged to take responsibility for their belongings. We will endeavour to remind children to put belongings, clothes, etc in their bag - as spending time looking for lost items takes precious time away from the rest of the children in the program. Therefore, naming items of clothing, lunch boxes, drink flasks etc assists educators immensely.

Toys and items from Home:

If your child needs the security of a special soft toy, we encourage you to bring it each day. Please label it clearly with your child’s name so that we can easily return it if it becomes misplaced or left behind. Older children enjoy bringing things from home. We welcome such things as ‘nature finds’, photographs, and books. Expensive or fragile toys are best left at home where they are less likely to be damaged or cause conflict. The Centre does not take responsibility for any lost or damaged/broken toys/items from home.

War toys are not permitted (guns and knives)

Rest Time:

Educators understand that babies have individual sleep patterns and needs and will respect your baby's established routine. Educators spend time settling each infant so that going to sleep is a positive experience. Toddlers have a rest time after lunch or as required. We provide individual beds, cots and mattresses, clean linen, and blankets for each child.

Red nose Safe Sleep Guidelines



Children of all ages

- Children should sleep and rest with their face uncovered.
- A quiet place should be designated for rest and sleep, away from interactive groups. If designated for rest, the space should allow for a calm play experience.
- Children's sleep and rest environments should be free from cigarette or tobacco smoke.
- Sleep and rest environments and equipment should be safe and free from hazards.
- Supervision planning and the placement of educators across a service should ensure educators are able to adequately supervise sleeping and resting children.
- Educators should closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin. Service providers should consider the risk for each individual child, and tailor Sleep and Rest Policies and Procedures (including the frequency of checks/inspections of children) to reflect the levels of risk identified for children at the service. Factors to be considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.

Babies and toddlers

- Babies should be placed on their back to sleep when first being settled. Once a baby has been observed to repeatedly roll from back to front and back again on their own, they can be left to find their own preferred sleep or rest position (this is usually around 5–6 months of age). Babies aged younger than 5–6 months, and who have not been observed to repeatedly roll from back to front and back again on their own, should be re-positioned onto their back when they roll onto their front or side.
- If a medical condition exists that prevents a baby from being placed on their back, the alternative practice should be confirmed in writing with the service, by the child's medical practitioner.
- Babies over four months of age can generally turn over in a cot. When a baby is placed to sleep, educators should check that any bedding is tucked in secure and is not loose. Babies of this age may be placed in a safe baby sleeping bag (i.e., with fitted neck and arm holes, but no hood). At no time should a baby's face or head be covered (i.e., with linen). To prevent a baby from wriggling down under bed linen, they should be positioned with their feet at the bottom of the cot.
- If a baby is wrapped when sleeping, consider the baby's stage of development. Leave their arms free once the startle reflex disappears at around three months of age and discontinue the use of a wrap when the baby can roll from back to tummy to back again (usually four to six months of age). Use only lightweight wraps such as cotton or muslin. Visit the Red Nose website to download an information statement – [Wrapping Babies](#) – and the guidelines – [Safe Wrapping](#) – for more information.
- If being used, a dummy should be offered for all sleep periods for children under one.
- For older children, the use of dummies should be informed by parental choices.
- Babies or young children should not be moved out of a cot into a bed too early; they should also not be kept in a cot for too long. When a young child is observed attempting to climb out of a cot, and looking like they might

Toilet Training:

It is a real milestone in your child's development when they learn to use the toilet. When they are ready for this important step, they begin to recognise the feeling that they need to use the toilet - and they can 'hold on' until they are in the appropriate place. Developing this skill in a supportive and positive environment promotes positive self-esteem and is an important aspect of the development of your child's self-help skills. It is important for your child to have similar experiences and routines at home and in care; please share your toilet training strategies with educators and let them know what signs your child uses at home to tell you that they need to use the toilet.

Lost and Found:

Unnamed children's clothing and items from home are placed into lost property in the foyer. As these items accumulate rapidly, we regularly donate these items to charity. Please let your child's Educators know if you are unable to find any lost items.

Transition to the next group:

Children will move to the next age group when they are physically and emotionally ready, and a vacancy is available. If at any stage throughout the year it is considered that a change of rooms would benefit your child a transition process will be discussed with you.

Mandatory Reporting.

It is an obligation of Circular Head Children Services Inc to support all families and regular visitors to our services and as required by law we are all mandated reporters.

Reports will be directed to Strong Families Safe Kids Referral Line 1800 000 123.

PARENTS RESPONSIBILITIES & INVOLVEMENT

- At Circular Head Children's Services, we encourage family involvement.
- Parents are welcome to visit and or call the Centre at any time during the day.
- Parents are encouraged to become involved in the children's program. If you have any special skills, talents, interesting or unusual objects, etc, please feel free to mention this to the Educators, Children enjoy seeing and listening to different people.
- It is important to notify the office if your child is to be absent from the Centre for any reason, particularly if they have an infectious disease.
- The office must also be notified if there are any changes to the information required on the enrolment form especially change of address and / or phone number, people authorised to collect your child etc.
- Any information about upcoming events, notices and articles will be communicated via our newsletter, Facebook page, emails or on the desk in the office.

Being a member of our board is a really positive way that you can be involved. Please talk to our manager about what is involved and about how to join the board.

PROGRAMMING

Along with building a trusting relationship with your child Early Childhood Educators plan educational programs on a weekly basis.

The program is planned around the information the staff obtain from developmental checklists, observations and information from parents and guardians. Educators set individual objectives for each child who they are focusing on for that particular week. Group goals are also set for the room with clear objectives on how to achieve this goal.

Example:

Goal: For children to develop independence skills

Activity: Lunch time routine

Strategy: Within the lunchtime routine children will be encouraged to pack up their own lunch boxes and educators will give positive reinforcement to the child during and while achieving the task.

Educators regularly evaluate all programs and goals. Each room clearly displays the program in a prominent place, (Please speak to educators if you are unable to locate the program). We encourage parents to participate within the program in any small way, perhaps you can play the guitar or have gardening knowledge or a recipe to share?

We love hearing your feedback and ideas – please approach staff at any time if you something to share, or you'd like to discuss issues/concerns about your child.

Circular Head Childcare Centre uses the Early Years Learning Framework for children. Our programming focuses on the best outcomes for children.

An Educational leader is employed at our services to support and guide everyone's journey.

PORTFOLIOS

Our service uses email to send photos and observations of your child's learning and development directly to you. Each child also has a paper based portfolio which has examples of artworks, photos and learning stories throughout the year. Portfolios are accessible to children and families at any time (please ask your educator where your child's is located) and will be sent home at the end of the year.



PARENT FEEDBACK

We hope this booklet has been a benefit to you on your start here at Circular Head Childcare Centre. To assist us in ensuring that the introduction families have to childcare is a positive one we are seeking your feedback about your experience. Please return the section below with any comments/feedback you wish to provide.

SERVICE STATEMENT OF PHILOSOPHY AND VALUES



Our Philosophy



At Circular Head – in an environment which boasts the freshest and finest of natural resources, we value the opportunity to share the responsibility for the care and education of our community's most valuable resource – our children.

We recognise the importance of fostering strong links between Centre staff, children and their families, local schools and broader community so that "in partnership", we may enhance the quality and continuity of our children's early learning and develop our understanding and acknowledgement of the traditional first Australians.

We recognise that early childhood as a unique and valuable stage of life, and with 'high expectations', we strive to enhance each child's strengths, competence and self-esteem.

Therefore we aim to provide a high quality learning environment where:

- Children and adults learn to accept and value the uniqueness of our local culture, along with diversity amongst the people in our community. Inspired by a shared dedication to fairness and equity, as inclusive practitioners, we embrace the opportunity to learn from each other.
- Responsive caring relationships evolve to provide the foundations for a strong sense of identity which will give the children confidence to investigate, inquire, gather information, problem solve and to take the risks to become successful learners and to reach their full potential.
- Children have the opportunity to explore and enjoy the natural environment and are encouraged to play a part in sustaining it.
- Centre staff and management update and improve their expertise and practices in the Early Childhood profession through ongoing reflection and a commitment to lifelong learning. We will always strive to advocate on behalf of the children and their families within our community.





Circular Head Children's Services Inc

"There can be no keener revelation of a society's soul than the way it treats its children." (Mandela, 1995)



Circular Head Child Care Centre
Smithton Pre-Kinder
Smithton After School Care
Forest After School Care
Stanley After School Care
Kites Vacation Care

Our Purpose

Circular Head Children's Services Inc; exists to provide the highest standard of care in a safe, nurturing environment where the children of our community enjoy a healthy, happy place to grow and learn.

As a team, through our values we work together to build trusted services to the families of our children and provide excellent service that supports and contributes positively to families in our community.

We strive to ensure our services are fun, developmental environments where each child, family and staff member feels a sense of value and belonging.

Our Core Values

Community

Our care for the children of our community is at the centre of all that we do. We strive to create warm, welcoming environments where children and staff feel heard and valued, where all are inspired to learn and grow and contribute positively to the wellbeing of our community.

Quality of Service

Our focus is on delivering high standards of care through quality service by building strong relationships and a culture where children, families and staff feel welcome, safe and valued.

Teamwork

We value each other and are committed to our purpose. We work co-operatively and inclusively as a team, demonstrating respect and support to each other through open and honest communication. We think about each other in a caring way to promote the culture we want to have in our workplace.

Growth

We value and understand the importance of the learning and development of our staff in relation to the provision of an inspiring environment with quality services for our children. We support and encourage growth in our staff, we strive to identify and recommend relevant and useful learning and development opportunities to enhance their skills and knowledge.



QR Codes

Scan the following QR Codes to gather further information on a variety of different topics for your child/ren.



ECA Code of Ethics,
The ECA Code of Ethics is a set of statements about appropriate and expected behaviour of Early Childhood professionals.



Give your child's teeth a healthy start,
A flyer from the Tasmanian Health Services on how to look after your child/ren teeth from a young age.



Keeping children on the move,
A flyer from the Australian Government on keeping children on the move.



Poisoning first aid and prevention,
A flyer from the Queensland Government regarding poisons and first aid.



Safe Sleep,
A flyer from Red Nose regarding safe sleeping.



10 myths about sun protection,
A flyer from cancer council about 10 myths about sun protection.



Launching into learning,
A flyer from the Education Department on launching into learning in Tasmanian Government schools.



Child development book,
A reference to the different stages of your child's development.



Dietary guidelines for children 1-2 years,
A guideline for the daily dietary requirements for children 1-2 years



Dietary guidelines for children 2-8 years,
A guideline for the daily dietary requirements for children 2-8 years



Think before you drink,
A flyer from the department of health and human services about drinks.



Healthy Lunchbox,
A flyer to give you some ideas on what to pack in your child's lunchbox for care.



Move Well Eat Well,
A flyer from the department of health about the Move Well Eat Well program.

