



# Gatton Child Care Centre

LOCKYER VALLEY REGIONAL COUNCIL  
LAKE APEX DRIVE,  
GATTON

---

## PARENT HANDBOOK

---

PO BOX 82  
GATTON, QLD 4343

Telephone: 5462 2946  
Email: [childcare@lvrc.qld.gov.au](mailto:childcare@lvrc.qld.gov.au)

*Quality care in a learning environment*

RATED  
**EXCEEDING**  
NATIONAL QUALITY STANDARD





Bredekamp and Copple note the prior-to-school years are "recognised as a vitally important period of human development in its own right, not as a time to grow before 'real learning' begins in school".

The developments that occur in the early childhood years are remarkable for their speed, comprehensiveness and complexity.

Sue Bredekamp and Carol Copple (eds) *Developmentally Appropriate Practice in Early Childhood Programs* (National Association for the Education of Young Children, 1997).



RATED

**EXCEEDING**

NATIONAL QUALITY STANDARD





## CONTENT

Welcome To Gatton Child Care Centre .....	5
About Our Centre .....	5
Service Approval .....	5
National Quality Framework And Quality Improvement Plan .....	6
Educators .....	6
Qualifications And Professional Development .....	6
Staffing Ratios .....	6
Responsible Person .....	6
Statement of Philosophy .....	8
Statement of Intent .....	9
Hours Of Operation .....	10
Allowable Absences .....	10
Fees .....	10
Fee For Late Pick Up .....	11
Non-Payment Of Fees .....	11
Enrolments .....	12
Waiting Lists .....	12
Acceptance Of Placement .....	12
Changes Of Information .....	12
Termination Of Care .....	12
Children Who Leave The Centre And Then Return .....	13
Confidentially .....	13
Complaints .....	13
Parent Queries And Interviews .....	13
Students And Volunteers .....	13
Requirements For The Day .....	13
Nursery And Toddlers Requirements .....	15
Junior Kindy And Kindergarten Requirements .....	15
Attendance .....	15
Signing In / Out .....	16
Settling In .....	16
Religious And Cultural Considerations .....	17
Equal Opportunities – Equity For Children With Different Abilities .....	18
The Program .....	18
The Rose Way Framework .....	19
Daily Program .....	19
Approved Kindergarten Program .....	20
Sleep/Rest Time .....	20
Mealtimes And Healthy Eating .....	21
Hats And Sunscreen .....	22
Clothes .....	22
Communication .....	23
Xplor .....	23
Interactions With Children (Behaviour Guidance Policy) .....	24
Biting .....	24
Swearing .....	24



Aggression .....	24
Health And Hygiene.....	25
Emergency And Safety.....	25
Immunisation.....	25
Medications.....	26
Sick Children .....	27
Time Out .....	29
Child Protection.....	30
Excursions.....	30
Car Park Policy .....	31
Birthdays.....	31
Home Toys.....	31
Lost Property .....	31
Parental Participation.....	32
General Rules.....	33
Centre Policies And Procedures .....	33
Helpful Telephone Numbers .....	34
Other Information That May Be Useful.....	34

**References:**

- Education and Care Services National Law (Queensland) Act 2011*
- Education and Care Services National Regulations*
- Staying Healthy in Childcare 5th Edition
- National Quality Framework
- Get Up and Grow

Review Date: 7 July 2024



## WELCOME TO GATTON CHILD CARE CENTRE

We are excited to have the opportunity to work with your family and want you to feel happy and comfortable about coming to our Centre. Please feel free to talk to the Director and Educators on any matters concerning your child and the Centre, as sharing information about activities at both home and the Centre enable a better understanding of your child's development and needs.

Early childhood education plays an important part in developing children's emotional, social and physical wellbeing, and we strive to have high quality programs for your child.

Your child is very important to us. Children are our greatest resource.

## ABOUT OUR CENTRE

The Gatton Child Care Centre is a non-profit community-based long day care centre. The Centre was built by the Federal and State Governments in 1989 and is owned and operated by Lockyer Valley Regional Council. Lockyer Valley Regional Council is proud to be able to provide this service to the community and surrounding areas. We provide full-time and occasional care (subject to availability) and are licensed for 59 children, from birth to primary school age.

**We are governed by the *Education and Care Services National Regulations and Law (Queensland) Act 2011* and the National Quality Framework. The Office of Early Childhood and Education approves this Centre according to the Regulations and Law. Copies of the National Law & Regulations and National Quality Framework are available in the foyer, or you may contact:**

**Early Childhood Education and Care,  
Toowoomba Regional Office**  
Toowoomba.ecec@qed.qld.gov.au  
Telephone: 07 4616 3791  
**Information Service 1800 637 711**

Any questions, queries or concerns may be discussed with the Director. If you receive an unsatisfactory response you may write to Council's Chief Executive Officer at [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au) or telephone 1300 005 872.

## SERVICE APPROVAL

Gatton Child Care Centre is licensed under the National Law and National Regulations and must comply with the Law and Regulations with requirements about activities, experiences and programs, number of Educators and children, and Educators' qualifications.



## NATIONAL QUALITY FRAMEWORK AND QUALITY IMPROVEMENT PLAN

The *National Quality Standard* sets a national benchmark for the quality of education and care services. It will also give services and families a better understanding of a quality service. This will enable families to make informed decisions about the services providing education and care to their child. The *National Quality Standard* is a key aspect of the National Quality Framework. It brings together the seven key quality areas that are important to outcomes for children. Our Centre uses a *Quality Improvement Plan* to discuss areas that need development to ensure your child is provided with the best educational and care outcomes. Please ask for a copy of this plan at any time to peruse and make comment. Your input is always welcome and encouraged. For more information about the National Quality Framework please go to website [www.acecqa.gov.au](http://www.acecqa.gov.au)

***Details of the Centre's compliance history are available on request.***

## EDUCATORS

### QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

The minimum qualification for Educators working with your children is also set by the National Regulations. Early Childhood Educators must hold Diploma of Children's Services (or equivalent) or hold a Certificate III in Children's Services (or equivalent) and be studying towards a Diploma in Children's Services. Assistant Educators must hold or be studying towards a Certificate III in Children's Services (or equivalent). All our Educators are either qualified or in the process of gaining their qualifications. Most of our Educators have had many years' experience in the Early Childhood field.

Our Educators are encouraged to participate in workshops, conferences and in-service training, all of which lead to further Educators' development and professionalism.

## STAFFING RATIOS

Educator staffing levels are set by National Regulations. We operate with two Educators allocated to each group of children and extra Educators to cover lunch breaks and any other non-contact time.

Room	Age range	Ratio
Nursery	Birth to 24 months	1:4
Toddler	15 months to 24 months	1:4
	24 months to 3 years	1:5
Junior Kindy	2 years to 3 years	1:5
	3 years to 4 years	1:11
Kindergarten	3 years to 6 years	1:11

## RESPONSIBLE PERSON

The responsible person in charge of the service at any one time is displayed in the foyer. When the Director is present in the Centre, the Director is the responsible person.



# Statement of Philosophy

At the Gatton Child Care Centre, we believe in creating a nurturing environment where each child is respected and valued for who they are. We take pleasure in the relationships we develop with our children and their families (Uri Bronfenbrenner). We aim to promote an environment that is welcoming and promotes a sense of belonging for all our children, families, educators, and the community. We take pride in providing the highest quality of care for our children through our educational programs, our professional educators, and our supportive management team.

Our philosophy is centred around the principles of kind and curious learning. We believe kindness is essential to a child's growth and development. We teach children to be kind to themselves, to others, and to the environment. We encourage children to express their emotions in a healthy way, and to practice empathy and compassion towards others. We believe when children learn to be kind, they are better equipped to build positive relationships and contribute to the world around them.

In addition to kindness, we believe curiosity is a key element in a child's learning and growth. We create an environment that encourages children to ask questions, explore, and discover. We believe every child has the innate desire and ability to learn, and we strive to foster this curiosity through hands-on experiences, and play-based learning.

At the Gatton Child Care Centre, we prioritise each child's unique needs and interests. We value Australia's Aboriginal and Torres Strait Islander cultures as well as our many other cultures throughout our centre and community. We recognise every child is different, and we strive to create an inclusive environment where each child feels safe, valued, and supported. We believe that by fostering kindness, curiosity, and a connection to nature, we can help each child reach their full potential.





# Statement of Intent

## IN RELATION TO CHILDREN

### We believe:

- Children are curious, successful, capable and competent resourceful learners who are active contributors to their learning.
- Children need to be valued as unique individuals within the context of families and communities.
- Children's play is powerful and a major influence on their learning.

### Therefore, we will:

- Act in the best interest of all children.
- Implement a child-centered program that creates a safe, joyful, inclusive environment where children can play and learn and be with friends.
- Give choices, support learning and individuality as well as promoting confidence and positive self-image and the ability to express themselves.
- Listen to children's voices and acknowledge their needs.
- Build a sense of belonging where children have a voice and can contribute to their learning through spontaneous and intentional practices.
- Be an advocate for you children's rights to an early childhood education through play.



## IN RELATION TO FAMILIES

### We believe:

- Families form the basis of a child's sense of self.
- Each family is unique and has their own story.
- Families contribute to children's learning.

### Therefore, we will:

- Respect the rights and opinions of families and support the role of families.
- Encourage open communication to promote respectful relationships and partnerships with families to gain knowledge and build connections allowing families to develop a strong sense of belonging.
- Listen to and learn from families an engage families in shared decision making about children's learning both inside and outside our setting.
- Respect cultural differences.







## IN RELATION TO EDUCATORS

### We believe:

- Early Childhood Educators must have the qualities and attitudes to connect with children, families and the community while demonstrating empathy, respect, warmth and a love of learning.

### Therefore, we will:

- Engage Educators who are committed to providing quality care and education for our children.
- Have high expectations for Educator's professionalism.
- Acknowledge and support the diverse strengths and experiences of Educators to build a shared professional knowledge and skill base.
- Provide opportunities for shared decision making and feedback.
- Continue to offer opportunities to build professional knowledge through ongoing learning and reflective practice by way of formal and informal professional development.



## IN RELATION TO COMMUNITY

### We believe:

- We have a responsibility for the natural environment and understanding sustainability.
- It is important to establish relationships with community organisations and local schools.
- In valuing Aboriginal and Torres Strait Islander Cultures.
- In acknowledging Australia's Aboriginal and Torres Strait Island peoples are the First People of our Nation and understanding indigenous connection to culture, community and land.

### Therefore, we will:

- Encourage responsibility for caring for our wider community through sustainable educational programs.
- Engage with schools and local organisations through networking and conversation.
- Value Australia's Aboriginal and Torres Strait Islanders cultures.
- Acknowledge the original custodians of this land and embed Indigenous perspectives in our daily conversations and daily programs.
- Actively seek information about community perspectives.
- Participate in community events.





REFERENCE: ECA CODE OF ETHICS

## HOURS OF OPERATION

Our Centre is open from 6am to 6pm, Monday to Friday. The Centre is closed on Public Holidays (fees are charged for these days) and for two weeks over the Christmas/New Year period. (No fees apply for the two week Christmas/New Year period).

Office Hours are 7am to 3.30pm, Monday to Friday.

## ALLOWABLE ABSENCES

The Federal Government's Child Care Subsidy is paid for up to 42 allowable absences for each child per financial year, including public holidays.

## FEES

Fees are charged on a daily or weekly basis and current fees are displayed in our Foyer. For information about other fees please ask at the Office. We do not charge a bond or enrolment fee but do ask **fees are paid weekly, fortnightly or monthly** according to our Centre policy. Nonpayment of fees may jeopardise your child's place at our Centre.

Fees are payable for 50 weeks a year including public holidays. Fees are not payable over the two-week Christmas/New Year closure.

Fees are payable for all days a child is booked into the Centre, including days the child is absent due to illness or any other reason.

A holiday absence discount may apply subject to two weeks' notice being given of a child's planned absence. This discount can apply for a maximum of four weeks a year. No other discounts apply to childcare fees.

All families are entitled to be assessed for assistance with payment of their Child Care Fees with the Federal Government Child Care Subsidy scheme through Centrelink. Once Centrelink advises us of your Child Care Subsidy entitlement, we can calculate your fees.

Fees can be paid by DIRECT DEBIT (DebitSuccess), online banking or EFTPOS. You must sign the payment register to indicate the amount paid. Account statements are weekly and can be accessed through the Xplor app. Please notify the Centre Director if a printout statement is required.



## FEE FOR LATE PICK UP

We request your co-operation in dropping off and collecting your children within our operating hours. If at any time you have an emergency and are going to be late, please contact the Centre as soon as possible so we can reassure your child.

If a parent or guardian arrives after **the Centre closes at 6pm, a LATE FEE will be charged**. We understand that from time to time there may be some reason to make you late and this will be taken into consideration.

### **THE LATE FEE COLLECTION WILL BE CHARGED AT \$25 PER 15 MINUTES OR PART THEREOF AFTER 6PM.**

This fee is not subject to Child Care Subsidy as care is provided outside our licensing times and this fee will be separate from normal booking fees.

## NON-PAYMENT OF FEES

If you experience difficulty in paying your child's/children's fees, please contact the Director regarding your concerns as soon as possible.

If fees are continually late the following procedures will be taken:

1. Parents will be contacted to discuss entering into an arrangement for payment.
2. If a payment arrangement is not adhered to, a formal letter will be sent giving you notice to bring the account in order.
3. If payment is still not forthcoming, the matter will be handed to the Approved Provider (Lockyer Valley Regional Council) and your child will lose their place at our Centre.
4. If a family leaves the Centre with outstanding fees, the matter will be referred to a Debt Collector.



## ENROLMENTS

Access is based on our nondiscriminatory policy, but due to the high demand for child care **priority of access guidelines** set by the State Government Department of Human Services and Health are followed. These guidelines stipulate when following vacant places, a service must fill them according to the following priorities:

1. **A child at risk of serious abuse or neglect;**
2. **A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the Family Assistant Act;**
3. **Any other child.**

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

- Aboriginal and Torres Strait Islander families;
- Families which include a disabled person;
- Families on lower incomes;
- Families with non-English speaking backgrounds;
- Socially isolated families; and
- Single parent families.

Priority will also be given for those wanting full time care.

## WAITING LISTS

Parents are invited to complete a waiting list form if there are no places available at the time of request. Parents will be contacted as soon as a position becomes available. If you no longer require care or your contact details have changed, please contact the Centre as soon as possible.

## ACCEPTANCE OF PLACEMENT

An informal interview will be conducted with each family prior to admission and parents will be required to complete the necessary enrolment forms.

Parents will be required to contact Centrelink to register their child and obtain their Child Care Subsidy before their child's admission to the Centre or full fees will be charged. Confirmation of booking once completed by the Centre is to be confirmed by a Parent or Guardian on their MyGov app.

## CHANGES OF INFORMATION

Families are asked to notify the Centre as soon as possible of any changes concerning your child's enrolment. This may include contact details, change of address, details of people who are authorised to collection children from the Centre, emergency contacts, and children's health and needs.

## TERMINATION OF CARE

If families decide to terminate their child's enrolment or reduce their booked days, two weeks' notice is required. Please inform the Centre Director as soon as possible once you have decided to terminate your child's enrolment. All fees must be fully paid before withdrawal of your child.



## CHILDREN WHO LEAVE THE CENTRE AND THEN RETURN

If a child's file has been archived, the parent must fill out another enrolment form. The Director will check if the Child Care Subsidy is still current. Attendance days will be negotiated depending on space in the relevant room. Families will not be allowed to re-enroll their child/children if they have an outstanding account with our Centre.

## CONFIDENTIALLY

The only persons permitted to view your child's developmental records will be you (the parent or guardian), the Approved provider, Gatton Child Care Centre Early Childhood Educators, and representatives from the Office of Early Childhood and Education. No information will be given to others without written permission from the parent or legal guardian.

It is also the policy of our Centre not to disclose the name of any child involved in injury to other children at the Centre. This is to safeguard every family's privacy.

## COMPLAINTS

All complaints are to be forwarded to the Director. If you are not satisfied with the how your complaint has been addressed, you may contact the Lockyer Valley Regional Council on 1300 005 872.

The Office for Early Childhood Education and Care is the licensing body for childcare services and monitors the quality of care. If you are concerned about the quality of care and approaches to the Centre and Council are not effective, you can call the **Office of Early Childhood and Education** on 1800 637 711.

## PARENT QUERIES AND INTERVIEWS

Information is available to parents on request. If we don't have any information on hand, we will certainly endeavour to locate answers to your questions. We hope you can take advantage of this service and let us know if there is anything you would like to read or know about.

Occasionally you may wish to discuss your child's progress with their Educator. We ask that you arrange a mutually convenient time beforehand, so a relief person can step in until the Educator is free to return.

## STUDENTS AND VOLUNTEERS

Our Centre accepts students from various tertiary colleges and universities to provide them with valuable practical experience in early childhood. This is a requirement of their course. We also have high school students at the Centre for work experience and volunteers helping in various ways.

All students and volunteers are always under an Educator's supervision.

## REQUIREMENTS FOR THE DAY

We recommend children wear comfortable, easy to wash clothing so they can play easily in all areas offered in the program. Please do not dress children in good clothing as this restricts their involvement in messy experiences such as painting, sand play, sensory play and mud play.





## NURSERY AND TODDLER REQUIREMENTS

- Spare clothes relevant to current weather conditions
- Cot size bedsheet
- Trainer pants for Toddlers
- Two Pieces of fruit, vegetables, cheese or plain biscuits for shared morning and afternoon tea
- Baby Food (as required)
- Bottles of milk or tin of formula and empty bottles
- Drink bottle/cup

Parents are to provide the required number of bottles and tin formula needed by their child for the day. Any made up bottles are to be brought to the Centre in a cooled container and signed into the refrigerator on the bottle register. All bottles are to be clearly named and taken home at the end of the day.

## JUNIOR KINDY AND KINDERGARTEN REQUIREMENTS

- Spare clothes relevant to current weather conditions
- Cot size bedsheet
- Trainer pants for toilet training (if required)
- Two pieces of fruit, vegetables, cheese or plain biscuits for shared morning and afternoon tea.
- Drink bottle

## ATTENDANCE

Children are to attend our Centre on their specified days only. Any changes to these must be discussed with the Director before arrival.

**Children can only be collected by persons who have written authorisation as per their enrolment form.**

Any changes to this must be notified to the Centre as soon as possible.



## SIGNING IN / OUT

To receive Child Care Subsidy, it is the parent's responsibility to sign their child/children in and out each day they attend the Centre.

On arrival at the Centre, please:

- Sign in each child using the Kiosk iPad on the front counter.
- Put child's belongings in lockers.
- Take each child to the playroom or playground and transfer their care to one of the Educators on duty.
- Notify Educators of any changes in collection arrangements for your child.
- Complete a medication form if necessary and hand medication to an Educator to be locked in a safe place out of children's reach.
- Say goodbye to your child and let Educators know you are leaving.
- Please ensure you write any messages or family news in your child's portfolios and leave these on the desk in your child's room.

At departure time, please:

- Come in and greet your children.
- Talk to child's caregiver about your child's day.
- Let Educators know that you are leaving and taking your child.
- Collect all belongings from their locker.
- Sign out each child using the Kiosk iPad on the front counter.
- Don't forget to check Xplor for any observations noted for the day.

## SETTLING IN

The 'settling in experience' is as individual as your child. Families are encouraged to stay if they choose. Your child may have periods of distress, even after being in the Centre for some time - this is normal. Sometimes it may be better to leave your child and return early to spend time at the Centre with them. It all depends on YOUR child. Settling in can be difficult for the child and the parent and it is important for you to feel comfortable in the knowledge that we are sensitive to your child's individual needs. These are some tips to help you both prepare for this new experience.

### **Prepare your child for this new experience**

- Before starting childcare, talk to your child about where they will be going, what they will be doing, who they will meet, and why they will be going to childcare.
- Answer all their questions openly and honestly and reassure them that they will be okay.
- You could also read some books about new experiences to prepare your child.
- Drive or walk past the centre to show your child where they will be going to childcare.
- Take your child to visit the service on a few occasions before you need to leave your child for the first time.





### **First Day**

- If you can, try and increase the time your child spends in childcare during the first few weeks. Start with short visits and increase the time to include a lunch and a sleep/rest.
- Try not to rush in the mornings. Spend time signing in, putting belongings away and settling your child into an activity.
- Once your child is involved in the activity, this is a chance for a hug, kiss goodbye and to leave.
- Always say goodbye to your child and reassure them they will be picked up. For example: "I'll be back to pick you up after afternoon tea". Come back when you say you will.
- If your child is upset when you leave, telephone the service when you get to work. If you are worried or concerned during the day, call the service.
- Educators will also call if your child continues to be upset throughout the day.
- When picking up your child, talk to the Educators about how your child has gone on their first day. Talk to your child about their first day. Talk about who they have met and what they have enjoyed doing. Get your child to show you what they have been doing.

### **Next Few Days**

- Keep going with goodbye routine. When you leave say goodbye and reassure your child by telling them when you will be back to pick them up.
- Talk with your child and Educators to find out what they are enjoying doing at the service. You can then involve your child with this experience when you arrive.
- Your child may settle easier on some days. This can depend on what's been happening in their life. For example: late night, visitors.
- Talk to the Educators about important events in your child's life such as how well they sleep the night before or what they did on the weekend.
- Always talk to your child about what they have been doing during the day.

### **In the Next Few Weeks**

- Once your child has settled, you could spend some time with your child at the service.
- Be kind to yourself, take one day at a time.
- You may like to join the parent committee and get involved in the service.
- Talk to the Educators and ask for help or advice if you are concerned about something.
- Meet other parents/guardians to share ideas and support.

## **RELIGIOUS AND CULTURAL CONSIDERATIONS**

Our policy is to work together with families, therefore if there are any religious or cultural considerations that relate to your family, we would like to know about them. Educators will seek information from families with regards to child rearing practices and values of different cultures to help maintain continuity and to develop a sensitivity towards these values. In this way we can follow the patterns you have set for your child or children.



## **EQUAL OPPORTUNITIES – EQUITY FOR CHILDREN WITH DIFFERENT ABILITIES**

Gatton Child Care Centre is committed to inclusive education. All children will be treated with the same degree of care and respect regardless of their background, welfare, gender or developmental abilities. Educators will encourage positive attitudes in all children to different backgrounds and abilities of others and incorporate experiences into the program that show differences are valued. All learning experiences provided will be accessible to all children. Educators will provide equal opportunities for children to develop to their full potential.

All childcare services are encouraged to implement practices which are inclusive of children with disabilities. Some services have additional resources to support the inclusion of a child who has a disability. It is important to be clear about the needs of your child, so Educators can identify your child's interests and abilities and provide appropriate support to facilitate your child's full inclusion. The Supplementary Services Program (SUPS) helps childcare services to build skills and resources to ensure the successful inclusion of children with special needs. The Inclusion Support Scheme (ISS) helps childcare services care for individual children with ongoing high support needs, particularly children with disabilities. For more information about these support services, contact the Australian Government Department of Social Services on 1300 653 227.

## **THE PROGRAM**

The program has a multicultural perspective, respecting each family's culture and language, looking at similarities as well as differences and valuing diversity. This should encompass all cultures and not only the ones represented at the Centre.

Our Centre aims to provide an inclusive and friendly atmosphere within a caring and stimulating environment. Parents or Guardians can ask for information at any time about the activities and experiences offered by our Centre, and our philosophy about learning and child development outcomes and how we intend to achieve these outcomes. Our Educators strive to build a trusting and secure environment for both children and families. The program must always reflect the Centre's Philosophy.

Critical reflection is an important process in programming. It determines whether the program is meeting the stated goals and objectives. It should be comprehensive, clearly identifying both strengths and weakness of the program, evaluating individuals', groups, and Educators' performance, and cover all areas of the program. The results of this reflection are used to plan both immediate and longer-term objectives for children and the group.



## THE ROSE WAY FRAMEWORK

The Rose Way uses a strengths-based approach to education, leveraging from learning environments that inspire young children to explore and learn through their play. It is underpinned by the belief that children are competent, skilled young citizens and thus will provide a child-centred approach to learning that values, appreciates and celebrates each child's uniqueness. As the children engage in stimulating environments they are encouraged to investigate and explore, to seek and solve, to wonder and be challenged, all of which are essential components in building a strong identity. Wellbeing and the building of children's strong identities underpin children's learning. Wellbeing is built through secure, meaningful relationships and effective support for children's interactions. The Rose Way believes that when children are treated with respect and given opportunities to be involved in decision making about their daily experiences and learning activities, they are then confident in demonstrating their true competencies. The Rose Way understands the importance of children developing a sense of belonging to different communities, being present in the current moment and enjoying being a child as they become more confident in learning. Through play, children develop their own theories of the world, which is valued as a critical learning tool. The Rose Way sees educators as the researchers of children's play; thus, documenting with professionalism, respect and importance becomes the framework for quality. The view of children as capable and competent learners supports each child to develop to their fullest potential

## DAILY PROGRAM

6am – 9.30 am

At the beginning of the day the children meet inside, have breakfast as required, and participate in indoor experiences. Breakfast is to be brought in by parents daily or a supply can be left at the Centre in a sealed plastic container marked with the child's name. Between 7am and 8.30, we will start separating to individual rooms, weather permitting the older children move out into the playground.

9.30 am

All children have moved to their own rooms, where they will follow their own programs for the day.

3pm – 6pm

Nursery and toddler children stay in their own rooms until coming later in the afternoon. Junior Kindy and Kindergarten join in the large playground.



## APPROVED KINDERGARTEN PROGRAM

Gatton Child Care Centre operates an Approved Kindergarten for 40 weeks per year, in line with school terms. The program is partially funded by the Queensland Government and is conducted in accordance with the Queensland Kindergarten Learning Guidelines.

The kindergarten program runs daily between 9.30am and 2.30pm, giving each child access to a daily five-hour program.



The kindergarten program does not operate during school holidays. This time is offered as long day care or vacation care. There may be a slight variation in the program offered.

All children in Queensland should have access to a Kindergarten program for at least 15 hours per week and by providing a five-day program, families can choose the days they would like their child to attend.

Any kindergarten aged child (i.e., the year before they attend school) who attends the Kindergarten Approved Program for **three or more days** a week will receive reduced fees, and an additional **CCS entitlement base on your Centrelink percentage and hours**. Outside of these times normal Long Day Care fees will apply. A copy of the current health care card must be held at the Centre to receive this subsidy and we ask that you provide a copy of this as soon as possible.

All children attending the kindergarten program must also have a copy of their **birth certificate** on file at the Centre.

## SLEEP/REST TIME

A sleep/rest time is an essential part of our program. Children have a very busy time at Child Care and a rest after lunch helps them to relax and unwind and “recharge their batteries” for the afternoon experiences.

Rest time varies from room to room and depends on the individual child. Rest time is a pleasant time for stories, a quiet chat and a cuddle. Quiet music and quiet surroundings help the child relax and sometimes nod off to sleep. Those children who do not wish to sleep will rest on their beds with a quiet activity for a short time. These children are encouraged to respect the needs and rights of the child who wishes to sleep.

Under NO CIRCUMSTANCES will a child be forced or disciplined if they do not wish to go to sleep.



## MEALTIMES AND HEALTHY EATING

Mealtimes should be a pleasant and relaxed part of your child's day. Educators are encouraged to sit with the children to share this time, encourage conversation and supervise children's eating requirements.

Children will be encouraged to make choices and self-help as far as they are able.

The Centre will supply fresh mixed sandwiches or a hot meal for each child's lunch while at the Centre. If there are any special food requirements, please talk to the Director or Educators about these as soon as possible.

Please place your fruit in the basket/container in your child's room. This fruit will be shared for morning and afternoon tea.

Drinking water is accessible to all children throughout the day and children are offered a plain milk drink each day at lunch time. Some foods that may be a choking hazard will be not allowed, e.g., popcorn.

Children are not allowed to chew gum in the Centre. **We also ask that nut products of any description, e.g., peanut paste, NOT be brought into the Centre.** We also ask that packaged food be limited as many of these may contain traces of nuts and we are reducing rubbish and our impact on the environment. If possible, please bring any extra foods in containers which can be washed and re-used.

Under no circumstances will new foods be introduced to infants at the Centre. Parents will trial new foods at home for a certain time and inform Educators of how this is progressing. Once no food allergies or reactions have been observed, these foods may be offered at the Centre.

Children and adolescents need nutritious foods to grow and develop normally.

- Growth should be checked regularly for young children.
- Physical activity is important for children.
- Children should enjoy a wide range of nutritious foods.





**Children should be encouraged to:**

- eat plenty of vegetables, legumes, and fruits.
- eat plenty of cereals (including breads, rice, pasta, and noodles), preferably wholegrain.
- include lean meat, fish, poultry and/or alternatives.
- include milks, yoghurts, cheeses and/or alternatives. Reduced-fat milks are not suitable for children under two years because of their high energy needs, but reduced-fat varieties should be encouraged for older children; and
- choose water as a drink.

Care should be taken to:

- limit saturated fat and moderate total fat intake. Low-fat diets are not suitable for infants.
- choose foods low in salt; and
- consume only moderate amounts of sugars and foods containing added sugars.

Care for your child's food; prepare and store it safely.

A copy of the Centre's Nutrition Policy is available at the office on request.

## **HATS AND SUNSCREEN**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will get some form of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

The Educators at Gatton Child Care Centre feel it is extremely important to protect our children's skin from the harsh sun. Therefore, children are supplied with a shady hat for outdoor play. Our policy is NO HAT, NO OUTDOOR PLAY. This hat will remain at the Centre with your child's name written on it, so each child is able to wear their own hat and not share them. PLEASE DO NOT TAKE THIS HAT HOME AT THE END OF EACH DAY but leave it here for your child to use next time they come. Educators will launder the hats as required and store them in a safe and hygienic manner. If a child's hat is lost a spare will be issued until their hat is found or replaced.

All children will have 50+ sunscreen applied twice daily: on arrival and before afternoon play.

## **CLOTHES**

Children's clothes at childcare often collect paint, sand, mud, clay and sometimes get wet! They need to be tough and easily laundered.

During winter or the cooler months, it is a good idea to have a T-shirt under winter woollies as children can become hot and need to remove jumpers.

During summer, ensure your child is wearing appropriate clothing to prevent sunburn. T-shirts are an excellent choice for this season as shoulders are covered. Lots of spare clothes are needed, as water play is an everyday activity (if situations allow). Footwear should be worn to and from childcare. Children are encouraged to remove shoes and socks when playing outdoors. If you have a specific objection to this, please let Educators know and it will be observed. In most cases, bare feet make for healthy feet and safe play.



## COMMUNICATION

Events in family life, such as a major illness, visits from grandparents or other relatives, accidents or death of family, friends or a pet, can be a major concern or excitement for children and will affect their behaviour. It is important for us to be aware if there has been an event which may affect your child.

Information about what's happening in the Centre is available in many ways, some of which are listed here.

- Xplor
- Office Notice Board
- Room Notice Boards
- Newsletters
- Talking directly to Educators

## XPLOR

Each child attending the Centre will have an online Xplor portfolio giving a story of their experiences while at our Centre. Xplor is an easy-to-use private online service that helps teachers, parents and families work together to record, share and extend children's learning.

You can capture a child's development by posting photos, videos, stories, moments, notes and responses. Creating Xplor account is quick, easy and free for parents and families.

Xplor is 'child-centric' which means any account must be connected to a child's profile. An Educator will invite and create an Xplor child profile for the child's parent.

### **Why Xplor?**

#### *Supporting parents*

- Be part of your child's day no matter where you are.
- Extend your child's interests and learning.
- Record your child's stories and keep them forever.
- Share and collaborate with wider family in a safe, private environment.
- Perfect for all family situations, including working couples, separated parents and overseas relatives.
- Free to access.

#### *Enabling children*

- Enhanced learning opportunities.
- Feedback and reinforcement from family.
- Stimulates language and ideas.
- Revisit stories to reinforce and extend learning.
- Build an online record that grows with each child.



## **INTERACTIONS WITH CHILDREN (BEHAVIOUR GUIDANCE POLICY)**

Our behaviour guidance (Interactions with Children) policy is centered on the importance of respect and dignity for each child. We also acknowledge and accept children's feelings and encourage these feelings to be expressed.

Strategies establishing acceptable behavior include:

- understanding the reason behind a behaviour
- fulfilling the child's need that has triggered the behaviour
- developing connections with children
- offering children appropriate choices and encouraging decision making
- setting realistic expectation which are age/stage appropriate.

Children will not be discouraged or chastised for expressing their feelings or individuality.

### **BITING**

Biting is not uncommon with young children. Children who bite usually do so because they are frustrated or angry or do not have the appropriate language skills. They often act impulsively and quickly.

When biting occurs, it is distressful to parents, children and Educators. If your child is bitten you may feel angry, or if your child is the biter, you may feel uncomfortable.

Educators also find biting very distressing and feel remorse for not being able to prevent this from happening. Be assured however, that they will be actively searching for ways to eliminate this problem from occurring, whilst maintaining the self-esteem of all parties involved.

### **SWEARING**

Children often swear because it creates a big response and makes them feel powerful. The secret is to remove the power by ignoring this behaviour as much as possible.

Swearing often occurs when children hear this language outside the Centre from older children and adults and other influences in our society.

Don't be alarmed if your child tries it out at the Centre. The Educators will deal with it in an acceptable manner and keep you informed of their progress. Working in partnership with you we can encourage your child to use more appropriate language.

### **AGGRESSION**

A certain amount of aggression is normal for young children. Many cannot control their strong feelings and often act out of impulse. It is our role as adults to guide our children through positive role modeling; teaching children how to manage their own behaviours in a more acceptable manner and to look for more appropriate ways to let out those feelings.





## HEALTH AND HYGIENE

Gatton Child Care Centre complies with all Government Child Care Regulations and Laws, Health Regulations and by-laws in relation to hygiene, health and safety issues. We cannot guarantee your child will remain in perfect health and never have an accident while at our Centre, however every possible precaution is taken to maintain the wellbeing of your child.

To decrease the risk of cross infection, Educators wear disposable gloves when changing nappies and soiled clothing, administering first aid and meal preparation. Washing hands is a large aspect of any childcare situation and children and Educators are required to wash hands frequently. We ask you wash your child's hands on arrival to and departure from the Centre each day to reduce the flow of germs to and from our Centre.

Cleaners clean our Centre daily, including tables, chairs, highchairs, beds, cots, nappy change areas and kitchen areas. Educators on a daily or weekly basis clean the children's toys and play equipment.

Maintenance and building checks are done daily to maintain a safe and hygienic environment. The Centre is sprayed by a pest controller every twelve months or as necessary.

## EMERGENCY AND SAFETY

In the case of an illness or accident, Educators will determine its severity and contact parents to collect their child accordingly. An Incident Report will be completed for parents to peruse and sign on collection of their child.

If an accident or illness occurs that requires further attention, and the parent cannot be contacted an ambulance will be called.

Evacuation drills are practiced quarterly, and evacuation plans are displayed in Centre. If you are in the building when the alarm sounds, you are requested to treat this seriously and participate in the evacuation procedure.

## IMMUNISATION

All children will need to keep up to date with immunisation and this information made available to the Director to update the child's records. If immunisation records are not up to date these children will be treated as unimmunised.

The Child Care Subsidy is only available to children who have been immunised or the appropriate exemption has been obtained from your doctor. Should an outbreak of any infectious illness occur within our Centre children who are not immunised will be excluded for the period of the outbreak.

To receive these benefits without being fully immunised, your immunisation provider needs to certify that:

- your child has a medical reason not to have a particular vaccination;
- your child has had a disease and has a natural immunity; or
- a particular vaccine is unavailable.



You can also make a formal conscientious objection if you have personal, philosophical, religious or medical beliefs that your child should not be immunised. You will need to ask your immunisation provider to sign a Conscientious Objection form.

The Centre strongly encourages all parents to immunise their children. Information about immunisation is available in the foyer or from your local doctor. For further information about immunisation, contact the Immunisation Info line on 1800 671 811.

## MEDICATIONS

The Centre makes it clear that medication should only be given to children while on the premises where it is deemed vital for the maintenance of the functional level of the child's body.

Educators of Gatton Child Care Centre are unable to administer any medication without a written and signed **Daily Medication Record** from the parent.

Any medication to be administered while at the Centre **MUST HAVE AN ADHESIVE CHEMIST LABEL ON THE BOTTLE STATING THE CHILD'S NAME, EXPIRY DATE AND CORRECT DOSAGE**. An Educator will administer all medications with another Educator present to witness. No medication will be administered without a written and signed Medication Record and the appropriate label.

**DO NOT LEAVE MEDICATION IN THE CHILD'S BAG.** All medications must be handed directly to an Educator with the Medication form completed and signed. These forms are available in each room or from the office. All medications will be kept in a locked cupboard, and unused medication must be collected at the end of each day by the parent.

The Medication form must be signed at the end of the day by the parent to acknowledge that the medication has been given.

Those children who are asthmatics and use a ventilator will need a covering letter from their doctor to remain in force for a certain period (maximum six months). If further treatment is needed or recommended, a new sheet must be completed. At the end of the six months another covering letter will be required.

Injections will not be administered by Educators at our Centre unless a covering letter from a physician is held to state the child may suffer from anaphylaxis. In this case an Epi-pen must be always held at the Centre that the child is present.



## **SICK CHILDREN**

We like to keep our children as healthy as possible. Therefore, children showing symptoms of heavy colds or other infectious illnesses need to be protected at home until the child is over the illness. Educators have the right to send home any child whom they consider is not well enough to attend.

It is the parent's responsibility to inform the Centre of any infectious or contagious disease their children may have contracted so we can inform other families in our Centre. A copy of exclusion periods is contained in this handbook.

In cases of minor ailments, parents are asked to use their own judgment as to whether a child is fit to attend. We follow the exclusions table published in the "Staying healthy in Child Care".

# Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the *Public Health Act 2005*!

Condition	Person with the infection	Those in contact with the infected person <sup>2</sup>
Chickenpox (varicella)	<b>EXCLUDE</b> until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
Conjunctivitis	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
COVID-19 <sup>4</sup>	<b>EXCLUDE</b> for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Cytomegalovirus (CMV)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
<b>Diarrhoea<sup>3</sup> and/or Vomiting including:</b> <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium</li> <li>• giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• viral gastroenteritis</li> </ul> <b>but excluding:</b> <ul style="list-style-type: none"> <li>• norovirus</li> <li>• shigellosis</li> <li>• toxin-producing forms of E.coli (STEC)</li> </ul> <i>See specific information below</i>	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until 24 hours after the last loose bowel motion and the person is well. <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	<b>NOT EXCLUDED</b>
Enterovirus 71 (EV71 neurological disease)	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	<b>NOT EXCLUDED</b>
Fungal infections of the skin and nails (ringworm/tinea)	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
Glandular fever (mononucleosis, Epstein-Barr virus)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
German measles (rubella) <sup>4</sup>	<b>EXCLUDE</b> for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i>
<i>Haemophilus influenzae</i> type b (Hib)	<b>EXCLUDE</b> until the person has completed a course of appropriate antibiotic treatment. <sup>5</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease (EV71)	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
Hepatitis A <sup>4</sup>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

1. Observing the exclusion period meets the intent of the *Public Health Act 2005* for a person to be non-infectious.

2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.


3. Diarrhoea definition is: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.

4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.

5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.





Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	<b>NOT EXCLUDED</b> Cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> Cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
Measles <sup>†</sup>	<b>EXCLUDE</b> for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> Vaccinated or immune contacts <b>NOT EXCLUDED</b> . <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
Meningococcal infection <sup>‡</sup>	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Norovirus	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours.	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUSION MAY APPLY</b> If blisters can be covered with a waterproof dressing, until they have dried <b>NOT EXCLUDED</b> . <b>EXCLUDE</b> if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
Tuberculosis (TB) <sup>§</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
Typhoid <sup>¶</sup> and paratyphoid fever	<b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis) <sup>¶</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms 	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.

**For further information or advice about diseases or conditions not listed here:**

- Contact your nearest public health unit at: [www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>

**Time Out**



Use this QR Code to access a digital copy of this poster or visit [www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)



## CHILD PROTECTION

The Centre has policies and procedures to ensure the safety of all the children while attending the Centre. Areas covered in these policies include:

Arrival and Departure Policy – to ensure only authorised persons are collect children from the Centre and procedures to follow in the case of any disturbance.

Supervision Policy – Children must be supervised at all times.

Child and Youth Risk Management Strategy – Procedures to follow if any form of child abuse is suspected. Also ensures security screening for Child Care Workers – All Educators, volunteers, students must have a Positive Notice blue card for Child Related Employment as set by *Child Protection Act 1999* and *Commission for Children and Young People Act 2000*.

Family Violence/Domestic Violence Policy – To ensure all children are protected in all avenues of their lives.

Children in Family Proceedings Policy – Keeping the Centre informed of any changes of custody arrangements.

Excursion Policy – To maintain children’s safety while on excursions away from the Centre.

Parking Lot Policy – To ensure the safety of our children, families, Educators and community at all times in and around the Centre.

These policies are available for perusal in the Parent Information Folder in the foyer or parents can receive their own copy on request to the Director.

## EXCURSIONS

The Centre will have a variety of shows, presentations and excursions in and out of the Centre throughout the year. Excursions are very beneficial in adding to the overall learning and growth of the children’s whole development.

It is a regulatory requirement that for any excursion out of the Centre grounds a permission slip is completed and signed by the parent before the child can attend. A Risk Assessment is completed for each excursion.

There is sometimes an extra charge involved with excursions and we appreciate parent involvement to assist with supervision. Children not attending excursions will be fully supervised at the Centre.



## CAR PARK POLICY

*For the safety of all children and adults who use our service, Gatton Child Care Centre has implemented a parking lot policy. Due to high volume of traffic in the parking area our children are at risk of injury. During all drop off and pickups, all cars MUST:*

- Park in designated parking spaces; and
- Have engines **TURNED OFF** (The carbon monoxide fumes enter the building and may cause breathing problems for the children and Educators. Cars have been known to “jump” out of gear and move. A child may enter a running car.)

**Children must always be transported in approved car restraints.  
Very young children are not to be left unattended in a car.**

Failure to adhere to the policy will result in the following:

- The driver will be given a verbal reminder to follow the policy.
- Continued abuse of this policy may result in loss of services at this Child Care Centre.
- In the event of a child/children not being transported in proper restraints, an Educator will telephone the police to report the incident.

## BIRTHDAYS

Birthdays are special times for children and the Centre enjoys sharing the occasion as well. We invite you to bring along a cake to help celebrate their special day but please be mindful of peanut allergies.

## HOME TOYS

While we do not wish to dampen your child’s enthusiasm, we would appreciate it if toys brought from home were limited to those received on a special occasion (e.g., birthday). Treasures can be lost and broken. ***Please leave them at home as we take no responsibility for loss.***

Your child is encouraged, however, to bring any type of interesting specimen or object to enrich the science program, e.g. rocks, shells, flowers, insects, animals. Tame and friendly pets are welcome guests on pre-arranged days. Plants, shrubs or trees potted for inside or outside are gratefully received.

## LOST PROPERTY

Parents are asked to check their child’s belongings each afternoon. Lost articles will be placed on lockers in each room. If your child’s items are named, we have a better opportunity to return them to their rightful owner.



## PARENTAL PARTICIPATION

Parent and families involvement is very welcome at our Centre. Parents are invited to come and join us at any time. We recognise that most parents who place their children in childcare are working parents and therefore their time is limited. Some simple and practical ways to enhance our program would be to:

- Bring items from home – photos, pictures, posters, a book, something for the science/nature table, dress up clothes
- Sharing hobbies or interests, e.g., cooking, music, storytelling, pottery, puppet making, etc.
- Collecting scrap materials for use in collage and artwork
- Having lunch at the Centre with your child
- Helping with excursions
- Reading notice boards and newsletters
- Sharing your child's birthday cake at the Centre
- Attending parent gatherings
- Talking with Educators and other parents
- Offering suggestions which may improve the function of our Centre
- Organising a visit from a pet
- Providing items from other countries and cultures for children to look at
- Providing musical instruments (with a musician if possible).





## GENERAL RULES

To help Educators keep the Centre a safe place for your child, we ask families to abide by certain safety regulations as follows:

1. Please ensure **all doors are closed/locked** behind you.
2. Parents or other visitors are **NOT permitted to smoke in the Centre grounds** including the Centre car park.
3. Children will not be allowed to go home with a parent/guardian in contravention of a **custody/court order** held at the centre.
4. The Educators are obliged to contact police if any adult/ guardian/ parent is **intoxicated as a result of alcohol or drugs** when they arrive to collect their child.
5. Any parent/guardian/adult showing **aggressive behaviour** towards others in our Centre will be asked to leave.
6. **Children are encouraged to wear shoes to and from the Centre** to protect their feet from any dangerous items outside the premises.
7. Children **must not be left unattended** outside the Centre, especially in a vehicle.
8. The Centre must be **notified as soon as possible of any change of address or telephone numbers** (work or home), including emergency contacts.
9. **Medications are not to be kept in children's bags.** There is a special lock-up cupboard for storing medications. Please hand all medications to Educators.
10. Always make sure your child's **Educators know when you bring your child and when you take them home.**

## CENTRE POLICIES AND PROCEDURES

We ask all parents are aware of and follow all Centre policies. These policies are reviewed and updated on a regular basis. Our current policies are available for borrowing at any time from the office. Please take the time to read these and make comments. These policies protect your child, and we value any ideas and input you may have. When a new policy is formulated or an old one updated it will be available for parents and Educators to read and comment on before it is put into practice. On these occasions, please take the time to read them.



## HELPFUL TELEPHONE NUMBERS

Child Care Information Service (07) 3224 4225 or Freecall 1800 637 711  
8.30am to 5pm, Monday to Friday

Police, Ambulance, Fire	000
Gatton Police	4631 6999
Gatton Ambulance	3436 7100
Gatton Fire & Rescue	5468 3300
Gatton Hospital	5468 4188
Toowoomba Hospital	4616 6000
Electricity Outages	13 6262
Breastfeeding Helpline	1800 686 268
Parentline	1300 301 300
Child Safety After Hours Service Centre	1800 177 135
Lifeline	13 11 14
DV Connect Men's Line	1800 600 636
Women's Health Support Service	1800 017 676
Child Health Line	13HEALTH (13 43 25 84)
Reading Writing Hotline	1300 655 506
Centrelink	13 6150
Centrelink Multilingual	13 1202
Translating & Interpreting Service	13 1450
Community Upcoming Events	<a href="http://www.lockyervalley.qld.gov.au">www.lockyervalley.qld.gov.au</a>

## OTHER INFORMATION THAT MAY BE USEFUL

Starting Blocks is a free statewide information service provided by **AUSTRALIAN CHILDREN'S EDUCATION & CARE QUALITY AUTHORITY (ACECQA)**. The service has a number of publications that may be useful. These include:

- Guide for Choosing Quality Child Care
- Understanding Child Care

A number of Information Sheets are also available. These publications can be found on the service's website at <https://www.startingblocks.gov.au/>

For more information you may wish to contact your nearest office of the Department of Education and Training or visit their website [earlychildhood.qld.gov.au/early-years](http://earlychildhood.qld.gov.au/early-years)



# **Thank you for choosing Gatton Child Care Centre for your child.**

We look forward to a long and happy relationship.

Remember, our Centre is a place for you and your child. We welcome your interest, participation and suggestions.