

Laugh and Learn Early Learning Centre

Family Handbook

WELCOME

Laugh and Learn Early Learning Centre would love to welcome your family to our centre. Laugh and learn is a purpose built facility with carefully chosen toys, games, activities that will stimulate your child's interest and facilitate learning through play and intentional teaching. We value the early years and believe that it is in these years that children make the very important foundations for their future learning.

At Laugh and Learn ELC we hope to become an extended family where your child will be valued, respected and nurtured. We welcome parents and relatives to participate in our program and value a close relationship between the centre and home

This handbook has been created for you and your family to provide information about the centre and to be used as a reference point while your child/ren are being cared for at Laugh and Learn Early Learning Centre

ADDRESS & CONTACT DETAILS

ADDRESS: 17 Milford RD Miranda 2228

PHONE NUMBER: 02 9525 5299

FAX NUMBER: 02 9525 5699

WEB PAGE: www.laughandlearn.net.com.au

EMAIL ADDRESS: info@laughandlearn.net.au

FACEBOOK: <http://www.facebook.com/LaughAndLearnEarlyLearningCentre?fref=ts>

HOURS OF OPERATION

Laugh and Learn Early Learning Centre is open Monday to Friday between the hours of **7:00am and 6.00pm only**. 51 - 52 weeks per year. We are closed on all public holidays and for approximately 1 week during the Christmas Break.

ROOMS /STAFF

Laugh and Learn Early Learning Centre has 3 rooms.
(0-2 years) – holds 12 children with Three staff members
(2-3 years) - holds 15 children with Three staff members
(4-5 years) - holds 15 children with two staff members

FEE

Daily Fee

Fees must be paid for every day your child is enrolled, including public holidays and when your child is sick or on holidays. A full daily fee is charged regardless of the number of hours your child

attends. Fees are to be paid fortnightly in advance. Fees must be paid by direct debit or credit card via the Ezidebit payment system.

If you wish to change the number of days your child attends the centre, we will of course do our best to accommodate you. However we cannot guarantee that we can meet your requirements. We require 2 weeks written notice for any changes to enrolments.

EARTH (0-2 years) –\$115.00

SKY (2-3 years) – \$105

OCEAN (3-5 years) - \$100

*Child Care Benefit (CCB) and Child Care Rebate (CCR) and or Jobs and Education & training (JET) may apply to reduce fees
For more information please see [this link](#)*

CCB

<http://www.humanservices.gov.au/customer/enablers/centrelink/child-care-benefit/claiming>

CCR

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-rebate>

JET

<http://www.humanservices.gov.au/customer/services/centrelink/jobs-education-and-training-child-care-fee-assistance>

Enrolment Fee

One off enrolment fee of **\$120** per child

Linen (that will be supplied and maintained at Laugh and Learn ELC)

Yearly access to parent portal (where you can access your child's portfolio, the centre program, online forms, and more)

A hat

1 Electronic access tag (entry to the centre) (additional tags can be purchased)

Administration costs

Waitlist fee

A waiting list fee of \$30 (including GST) is payable in order to secure your child's name on the waiting list and is non-refundable.

Bond

Once you have been notified of a place for your child, there is a deposit (bond) of two full weeks fees to be paid. This will be refunded in your child's last 2-week account.

Surveillance

All rooms and outdoor areas along with the front foyer along with the car park are monitored for safety and security reasons. The footage will only be accessible onsite by the director, management and if an issues arises those involved.

PHILOSOPHY

In regards to play

We strongly believe that children learn best through play and play based experiences.

We believe that Play, more than any other activity, fuels healthy development of young children. It is through play that much of children's early learning is achieved.

Play can take on many forms and occurs across many cultures and countries. The heart of play is pleasure. With pleasure comes the powerful drive to repeat such activities. With repetition comes mastery, which then brings a sense of accomplishment and confidence.

In regards to CHILDREN we believe that...

- * We respect children as individuals and program experiences and activities that cater for their strengths, interests, needs, abilities and development.
- * We also foster their self esteem and confidence through these activities and experiences.
- * We aim to make children feel safe, secure, respected and give them appropriate responsibility so that they feel like valued members of the school age care community.

In regards to FAMILIES we believe that...

- * We respect and cater for children and families from diverse cultural backgrounds. We understand that all children and families have their own beliefs, traditions and cultures and we endeavour to foster these and whenever possible implement them into the facility's program.
- * We respect the diversity of our families' backgrounds and accommodate the individual needs of each child.
- * We actively seek to develop relationships with families and we encourage their participation in the operation of the develop relationships with families and

In regards to ENVIRONMENT we believe that...

- * We provide friendly caring and exciting environment that allows children to explore their environment freely learn new things, refine knowledge and develop skills needed in every day life.
- * We aim to make children aware of sustainability and looking after the environment

In regards to COMMUNITY we believe that...

- * We aim to make connections with the community and we encourage their participation in the operation of the service.
- * Conduct excursions and have visitors to the centre to enhance the children's awareness and insight into the community

In regards to STAFF we believe that...

- * Staff Provide care and instruction that develops warm, positive, trusting and nurturing relationships with children and each other
- * Staff are respected and valued for their professional skills, knowledge and experience and supported in their ongoing learning and development through the professional development training.
- * Staff are provided with support, resources and opportunity for collaboration to deliver an inclusive & interesting program
- * Staff are able to engage in an open partnerships between individual staff and engage in teamwork to achieve the best outcomes for children families and the centre.
- * Staff will role model positive behaviour in regards to eating, behaviour management along with tolerance and acceptance towards diversity.

In regards to our PROGRAM we believe that...

- * Children learn best through play
- * We will provide experiences that relate to children's needs, interests and abilities.
- * We will provide experiences challenge children and at the same time allow them to succeed.
- * We will provide activities that are inclusive and respectful

In regards to health and safety we believe that...

- * We aim to be aware of hazards in the service and take steps to eliminate them
- * We aim to encourage children to eat healthily and provide a varied menu that supports eating healthily
- * We aim to encourage and support children to maintain and manage their own health and hygiene

POLICIES

Please feel free to ask staff to see the Centre's policies at any time. Copies of all policies are kept in the Directors office, and are accessible from our website www.laughandlearn.net.au

Policies under the National Quality Framework

- Acceptance and Refusal of authorisations
- Administration of first aid
- Code of conduct for staff
- Dealing with complaints
- Dealing with infectious disease
- Dealing with medical conditions
- Delivery and collection of children
- Determining the responsible person present
- Emergency and evacuation
- Enrolment and orientation

- Excursions
- Governance and management of the service
- Incident, injury, trauma and illness Regulations
- Interactions with children
- Nutrition, food and beverages, and dietary requirements
- Participation of volunteers and students
- Payment of fees
- Providing a Child-safe environment
- Sun protection
- Water safety

Other policies include

Absent and Missing Children
Administration of Medication
Anaphylactic Reaction Policy
Animals
Asthma
Blackout
Bodily Fluid Clean Up
Building Equipment Repairs and Maintenance
Cancelations
Child Management
Child Protection Policy
Communication

Cultural Relevance/Anti-Bias
Death of a child
Dental Hygiene
Diabetes
Disposal of Needles, Syringes and Condoms
Equity
Environment
Hazardous Materials
Heating Ventilation & Lighting
Hiv/AIDS/Hep B and C
Hygiene
Immunisation.

Indoor environment
Nut Free Zone
OH&S
Open Doors
Outdoor Environment
Pest Control
Policy Development and Review
Security
Service Access
Social Media policy
Staff
Storage
Videos and Films

NATIONAL QUALITY FRAMEWORK

The new National Quality Framework (NQF) introduces improved child to educator ratios, new qualification requirements for educators and a focus on learning outcomes. The NQF covers most long day care, preschool, outside school hours and family day care services across Australia. The Australian Children's Education and Care Quality Authority (ACECQA) oversees these changes nationally for the benefit of families. Working with state and territory governments, ACECQA aims to ensure the best possible start in life for children in approved services.

Assessment of services

Under the NQF, services are assessed against seven quality areas in the new **National Quality Standard (NQS)**. Different rating levels can be awarded for each quality area, as well as an overall rating. Most services are likely to be rated *Working Towards*, *Meeting*, or *Exceeding* the NQS. Services must meet every element in all 18 standards to receive a rating of *Meeting National Quality Standard*. Some services may take time to achieve the rating of *Meeting*. Individual quality areas or standards may be rated as *Exceeding* the NQS, however the overall service rating may be quite different. Education and care services performing well across a number of quality areas may receive an overall rating of *Working Towards*.

More information about the ratings is available on ACECQA's [website](#)

<http://acecqa.gov.au/>

EARLY YEARS LEARNING FRAMEWORK

The Early Years Learning Framework was developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop.

The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. It is a guide for early childhood educators who work with children from birth to five years.

They will use the Framework in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of *belonging*, *being* and *becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Play is learning

Play is very important for children. Through play babies and young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. This is why play is one of the foundations of the Early Years Learning Framework. By using this Framework educators will guide your child's play by carefully designing learning activities and stimulating indoor and outdoor learning environments.

Please see the web page below for more information

http://acecqa.gov.au/storage/DEEWR_EYLFFamiliesGuide.pdf

NATIONAL QUALITY STANDARDS

What is the National Quality Standard?

The National Quality Standard (NQS) sets a new benchmark for the quality of children's education and care services in Australia. The NQS covers most long day care, family daycare, preschool/kindergarten and outside school hours care services. Services are assessed and rated against seven quality areas, 18 standards and 58 elements that make up the NQS. You can find a link to a table of the standards and elements on the '**Families**' page on the ACECQA website. The standards place a greater emphasis on children's development and education as well as relationships with families, improved educator qualifications, and better service environments.

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.

For more information please visit the website below

<http://acecqa.gov.au/storage/Summary%20table.pdf>

PROGRAM, EDUCATION AND LEARNING

Play

We strongly believe that children learn best through play and play based experiences.

We believe that Play, more than any other activity, fuels healthy development of young children. It is through play that much of children's early learning is achieved.

Play can take on many forms and occurs across many cultures and countries. The heart of play is pleasure. With pleasure comes the powerful drive to repeat such activities. With repetition comes mastery, which then brings a sense of accomplishment and confidence.

We will provide a play rich environment with carefully chosen toys that promote play facilitate children's constant and learning.

Children's Portfolios

Educators will create online portfolios that will include your child's work samples, artwork, photos and learning stories. Parents will need a permission note to access the portal and will only have access to their own child's portfolio.

Program / Daily Diary

Your child's program will be displayed on the room computer and will be available for viewing at all times. Educators will record children's daily activities, learning projects etc in the daily diary which can be viewed in your child's room on the computer. Parents are encouraged to view the program when they have time.

Reflections

Staff will reflect on the program, children's interests and their evaluations regularly.

Program and Children's interests

Laugh and learn programs according to the children's interest needs, strengths and abilities. Laugh and learn will also plan around world events, the environment, staff strengths and educational topics.

Parent input

Children's families are very important to the program. We value parent input, their cultural and diverse backgrounds into the program and ask that you share any thoughts ideas and opinions with the centre.

SCHOOL READINESS

Children learn best through play based activities. Your child's school readiness will begin when they start at our centre and continue until they leave. Children will be provided with a print rich environment to enhance language and literacy skills along with maths skills. They will have the opportunities to have books read to them daily (Research has shown that the single most important thing that a parent can do to help their child acquire language, prepare their child for school, and instill a love of learning in their child, is to read to them).

Children will have access to their name cards throughout the day where they can become familiar with and learn to write their name.

Children will be provided with play based experiences to develop skills that are needed for their early schooling.

Through group times "intentional teaching will take place where children and educators will have stories, learn about numbers, shapes, colours and letters of the alphabet through play based activities. Children will also learn about subjects of interest to them and are part of their world and environment such as their community, animals, sustainability, the ocean etc.

CANCELATIONS

Laugh and Learn ELC requires two weeks notice in writing for the cancelation or change of your children's days.

ABSENT DAYS

Each child is eligible for CCB for the initial 42 days absence from care across all CCB approved child care services during each financial year. These absences can be taken for any reason and do not require supporting documentation, but they are only available on a day on which care

would otherwise have been provided if the child was not absent, and the family was charged for that care.

Public holidays will be counted as absence days for CCB if:

- The child would normally have attended the service or individual care on the day if it were not a public holiday **and** - Fees are charged in respect of the absent child for the day CCB is payable for public holidays at the usual rate.

All absence days must be reported on the online weekly Attendance Record Report provided to DEEWR. It is best practice to separately obtain a parent signature for each absence.

If an absence due to a public holiday falls at the end of the CCB week, for example, Friday, Attendance Record Reports may be submitted in the future, but not later than Sunday of the current week.

ADDITIONAL ABSENT DAYS

Once the initial 42 absence days have been used, CCB is payable for any additional absences where:

- the absence relates to a day on which care would otherwise have been provided if the child was not absent and
- the absence is one taken for an additional absence reason and
- your service obtains and keeps the required documentation and
- you meet the requirements for recording attendance and absences and
- child care fees are charged.

NAPPIES, WIPES & CREAM

All Nappies will be supplied along with wipes cream

INFANT FORMULA / BREAST MILK

You will be required to bring your own infant formula daily along with your preferred bottle sippy cup etc, clearly labelled.

If you are supplying breast milk please also bring it in clearly labelled preferred bottle.

LINNEN

All linen will be supplied and washed on site at the end of your child's week.

SIGN IN AND OUT SHEETS

It is extremely important for safety and legal reasons to sign your child in and out each day. It is also important for you to include the times of arrival and departure to assist us in ensuring that the correct educators/child ratios are maintained.

LATE COLLECTION

The Centre closes at 6pm. If you know that you may be late collecting your child please inform us as soon as possible. If the educators have to stay longer than their scheduled working hours to look after your child you will be charged a late-collection fee. Parents will receive a separate invoice for late fees. Late fees are as follows: \$2 per minute. This goes towards reimbursing educators for their time and any out-of-pocket expenses incurred. Please note that three occurrences of late collection of a child may result in the child's enrolment being reviewed. We advise you to make yourself aware of the details of this policy.

COLLECTION OF YOUR CHILDREN AUTHORISATION

When you complete our enrolment form you will need to fill out a section on people whom you authorise to collect your child. Educators must be informed of changes to normal collection routine in writing. If educators have not met the person collecting your child, they will be asked to present photo identification. Educators will not allow your child to be collected by someone you have not nominated. People under 16 years of age will not be allowed to collect a child from the centre. In an emergency if someone other than a person listed on your signed "Authority to Collect" document is to collect your child, you must inform us in writing.

COURT ORDERS, RESTRAINING ORDERS AND SEPARATION

We understand that family situations may change so we ask that you keep us updated to ensure we can cater for your child and families needs.

We ask that you provide a copy of any Court Orders and/or Restraining Orders to the Director on Enrolment or when approved by the court should the child/children already be enrolled. It is also the responsibility of parents to inform the Director of any family separation issues where Court Orders/Restraining Orders are not in place.

The details of any Court Orders shared with the Director and staff of the centre will remain confidential. The family situation can mean changes to who parents wish to collect their child/children. Without Court/ Restraining Orders we legally have to release children to either parent.

BIRTHDAY CELEBRATIONS

Your child's birthday is a very important part of our regular celebrations at the centre. If you would like to celebrate your child's birthday we ask that you do not provide a cake due the vast amount of allergies children may have. At request the centre can provide mini cupcakes to celebrate!

If there are any other special occasions you would like us to celebrate with your child please speak to your child's educator.

EXCURSIONS AND VISITORS

Excursions are organised as part of our program for the older children. When planning an excursion the children's abilities and interests are always taken into consideration. We will require special permission slips. Strict Educators/child ratios are always adhered to and safety standards maintained. The help of parents to accompany may also be requested and your support is always appreciated.

We will also endeavour to invite special visitors to the centre to further enhance the program and also cater for the children's interests.

Please note that there may be an additional cost for excursions and or visitors

FOOD & NUTRITION

The Centre provides breakfast, morning tea, lunch, afternoon tea and a late afternoon tea. Water and milk are provided at each meal- time and cold water is freely available at all times.

Food at the Centre is selected on the basis of providing children with a balanced diet, which is low-fat and nutritional. Parents are welcome to offer suggestions and recipes which are family favourites or special to their culture. Please note any special dietary requirements on the enrolment form and also inform the Child Care Centre Cook. Please note the we aim to be NUT FREE to minimise risks to children with severe nut allergies.

COMMUNICATION

Open communication between educators and families is essential for the effective care of the children. Times at the beginning and end of the day are ideal for the sharing of information. There are various ways the centre will communicate such as; notice boards, monthly newsletters, email updates.

Your child's room also has programming information displayed on the computer which is completed daily.

We have a parent information area set up within the centre, which has great information on a variety of topics. Please help yourself, and ask if there is information you would like us to make available to you. Educators welcome your comments and questions.

Each child's information is also available to parents online via a secure login portal. This gives parents access to their child's observations, learning outcomes, developmental information and program. Parents also have the opportunity to give direct feedback and see photos of their child's group experiences. Parents need to complete a permission slip which is included with the enrolment information in order to be able to access their child's information.

BEHAVIOUR MANAGEMENT

Children are at all times encouraged to act in a manner which promotes harmony, well-being and respect for themselves, others and the environment. Stern punishment and or smacking or is not permitted, nor is any other form of punishment which results in the humiliation or frightening of a child. Children are guided positively towards more acceptable behaviour by being given choices which are acceptable, thereby promoting self-discipline as a learning experience. The older children are encouraged to take ownership of their negative behaviour. This is done via asking a series of questions like; what happened? Who has been affected by what you have done and why?, How would you feel if the behaviour or action was done to you?, What can you do to make it better?. Children will work together with educators at the start of every year to develop expectations in place of "rules" so that all children feel valued in the process.

OUTDOOR ACTIVITIES AND BEING SUNSAFE

The Cancer Council states From April to September, outdoor activity can take place at any time during the day. Sun protection is required between 10am and 2pm (EST), except in June and July when the UV Index is mostly below 3. In saying so outdoor play will occur prior to 10am and after 2pm to minimise risk to children and staff.

From October to March, minimise outdoor activity between 11am and 3pm. Sun protection is required at all times when outside. In saying so, outdoor play will occur prior to 11am and after 3pm to minimise risk to children and staff.

REST TIMES

THE 0 TO 2 YEARS ROOM

Your infants individual sleep pattern used at home is adopted for the basis of establishing a sleep routine at the Centre. Upon enrolment, our staff will enquire regarding your child's sleep routine and discuss with you how your child's individual needs can be accommodated within the room's routine.

2-5 YEAR OLDS

A relaxation period each day will occur after lunch. According to regulations each child must be given the opportunity to rest. Some of the children use this time to sleep. Others will be given the opportunity to rest whilst listening to relaxing music, a story tape, read a book and or to play quietly in a peaceful and relaxing environment. If you do not wish for your child to sleep please let your room teachers know.

TOYS FROM HOME

We ask that your child does not bring personal toys from home. This is to prevent the disappointment from breakage or loss, and enables. Children and infants are permitted to bring along a favourite cuddly toy or blanket. This is especially encouraged in the settling in period for the child.

ADDITIONAL NEEDS

At Laugh and Learn ELC we aim to be inclusive of all children regardless of their abilities. If you have any concerns about your child's development please fill in the enrolment accordingly and express your concerns with the director. Laugh and learn may be able to refer you on to health professionals that may be able to assist your child. If your child has a diagnosis please provide details of the diagnosis. This will allow us to plan and cater better for your child. We may also be able to apply for funding to cater for an additional staff member to assist including your child as well as others into the environment.

FAMILY, EDUCATOR AND CHILDREN'S GOALS

FAMILY GOALS

- To feel welcome and valued in all aspects of the centre
- To communicate with staff using a variety of mediums
- To have opportunities to be involved in the centre
- To maintain communication with caregivers and exchange information regarding their child's health needs, interests and welfare
- To contribute to programs in the centre, whatever way possible
- To have their grievance dealt with effectively and professionally
- To be happy & satisfied with the service

EDUCATOR GOALS

- To meet the needs of individual children and the group as a whole through investing time to plan and implement challenging and stimulating programs.
- To remain approachable and respectful to other staff, children and families
- To achieve improvement through continual learning and development of skills, innovation and training.
- To regularly evaluate current practices and plan for improvement
- To ensure that each child has the opportunity to have a warm, natural, comfortable, nurturing, stimulating home like environment
- To implement programs that are developmentally appropriate which address the cognitive, social, emotional, aesthetic, and physical needs of the children
- To implement programs that are free from cultural or gender bias
- To implement programs that are flexible, based on individual choices and interests, considerate of different learning styles and which allow for repetition and practice skills.

- To accept the composition of varying family units and be aware of stresses confronting families without making moral judgments.
- To be aware of their importance as role models and ensure that their language, behaviour, attitudes and values are appropriate for the children in all interactions with children, parents and other staff.
- To hold regular staff meetings open discussions , and informal staff communications so that all sections of the staff interact freely and as a team
- To develop a sense of community within the centre and maintain an atmosphere in which all children, parents, and staff feel accepted and valued
- To air grievances through the appropriate channels and deal with them in a constructive manner.
- To maintain professionalism, teamwork and open communication

Children's Goals

- For children to feel, valued, respected and included
- For children to develop their confidence, curiosity and imagination
- for children to develop their independence and self-esteem
- For children to develop respect for themselves and others
- For children to display friendly and caring behaviour
- For children to develop to their full potential both emotionally and physically
- For children to develop self control along with an understanding and appreciation of the rights and feelings of other people

GRIEVANCES

Concerns/Grievances should first be discussed with the Room Leader in charge of your child's room. If necessary please follow the grievance procedure see grievance policy.

GOVERNMENT ASSISTANCE

Child Care Benefit and Tax Rebate

To register for childcare benefit you first need to contact the Family Assistance Office on 13 6150 and request

CRN's (Customer Reference Numbers) for yourself and your children if you don't already have this set up.

You then need to provide us with the CRN's and Dates of Birth for yourself and your children.

These details are then submitted to the DEEWR (Department of Education, Employment and Workplace Relations) with your attendance on a weekly basis.

The government will then provide any applicable CCB, and fees will be adjusted on your next Invoice / Statement.

CCB - CHILD CARE BENEFIT

Child Care Benefit (CCB) is a payment from the Australian Government that helps you with the cost of your child care.

CCB - Your CCB fee reduction payments will be made by the Government to once Laagh and learn submits your attendance information has been received and processed. This payment is based on the care used and your entitlement. You can choose either a weekly fee reduction or lump sum payment of CCB.

To be eligible for Child Care Benefit you need to meet all of the following:

- use approved or registered child care
- you are responsible for paying the child care fees for your child
- your child is immunised (or on an immunisation catch-up schedule) or is exempt from the immunisation requirements
- meet the residency requirements

Other factors can affect your eligibility, including:

- your child is starting school
- changes in income
- you are entering a salary-sacrifice arrangement with your employer (in which some or all of your child care fees are paid for you)
- one of your children is no longer using care
- you or your partner no longer meet the Work, Training, Study Test

Please see the web address below for more information on the CCR

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-benefit>

CCR - CHILD CARE REBATE

Covers 50 percent of out-of-pocket child-care expenses, up to a maximum amount per child per year, in addition to the Child Care Benefit.

CCR - Weekly/Fortnightly or Quarterly payments will be paid into your nominated account once we have sent the Family Assistance Office your childcare usage / attendance details. If you choose to claim CCB as a lump sum payment, you will not receive your CCR entitlement until the end of the year.

The rebate covers 50 per cent of your out-of-pocket expenses (up to a maximum amount per child per year), when you claim Child Care Benefit for approved child care. Out-of-pocket expenses are the total of your child care fees less the amount of any Child Care Benefit or of any Jobs, Education and Training Child Care Fee Assistance you receive. There are eligibility requirements for receiving the rebate.

To be eligible for Child Care Rebate, you need to be assessed as being eligible for Child Care Benefit for approved child care, even if you are assessed at a zero rate.

You do not need to lodge a claim for Child Care Rebate. You will automatically be assessed when you claim Child Care Benefit for approved child care. The rebate is then paid to you if you are eligible for Child Care Benefit for approved child care and you meet the Child Care Rebate 'work, training, study test' (or are exempt from it).

Please see the web address below for more information on the CCR

<http://www.humanservices.gov.au/customer/services/centrelink/child-care-rebate>

HEALTH CONSIDERATIONS

If your child has a contagious illness such as conjunctivitis, diarrhoea, vomiting, etc, for the health and safety of other children and the staff, he/she will not be able to attend the Centre.

All children will be sent home if their temperatures rise above 37.5 degrees Celsius, if they have vomited or had diarrhoea.

If your child has been vomiting or has had diarrhoea they should remain away from the Centre for 24hrs after all the symptoms are gone.

It is advisable that all children receive vaccinations as per the States Health Department's recommendations. This will help to ensure your child's well-being. We require proof of your child's immunisation record. If this has not been provided, they will be excluded from the Centre should there been outbreak of a disease that requires exclusion.

Please visit the website below for a list of infectious diseases and information about them including exclusion periods etc

<http://www0.health.nsw.gov.au/factsheets/infectious/childhoodillness.html>

List of infectious diseases

<p>Chicken Pox</p> <p>Time from exposure to illness 10 to 21 days, usually 14 to 16 days.</p> <p>Symptoms: Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.</p> <p>Do I need to keep my child home? Yes, for 5 days from the onset of the rash and the blisters have dried.</p> <p>How can I help prevent spread? Immunise your child at 18 months of age. Immunisation is recommended for children at 12 years if they are not immune.</p>	<p>Conjunctivitis</p> <p>Time from exposure to illness 1-3 days.</p> <p>Symptoms: The eye feels scratchy, is red and may water. Lids may stick together on waking.</p> <p>Do I need to keep my child home? Yes, while there is discharge from the eye.</p> <p>How can I help prevent spread? Careful hand washing; avoid sharing towels. Antibiotics may be needed.</p>	<p>Gastroenteritis</p> <p>Time from exposure to illness Depends on the cause: several hours to several days.</p> <p>Symptoms: A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.</p> <p>Do I need to keep my child home? Yes, at least for 24 hours after diarrhoea stops.</p> <p>How can I prevent spread? Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.</p>
<p>German Measles (Rubella)</p> <p>Time from exposure to illness 14 to 21 days.</p> <p>Symptoms: Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.</p> <p>Do I need to keep my child home? Yes, for at least 4 days after the rash appears.</p> <p>How can I help prevent spread? Immunisation (MMR) at 12 months and 4 years of age.</p>	<p>Glandular Fever</p> <p>Time from exposure to illness 4 to 6 weeks.</p> <p>Symptoms: Fever, headache, sore throat, tiredness, swollen nodes.</p> <p>Do I need to keep my child home? No, unless sick.</p> <p>How can I help prevent spread? Careful hand washing, avoid sharing drinks, food and utensils, and kissing.</p>	<p>Head Lice</p> <p>Time from infestation to eggs hatching Usually 7 to 10 days.</p> <p>Symptoms: Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.</p> <p>Do I need to keep my child home? No, as long as head lice management is ongoing.</p> <p>How can I prevent spread? Family, friends and classroom contacts should be examined and treated if infested. Clothing and bedding should be washed in hot water</p>
<p>Hepatitis A</p> <p>Time from exposure to illness About 4 weeks (can range from 2 to 7 weeks).</p> <p>Symptoms: Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.</p> <p>Do I need to keep my child home? Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.</p> <p>How can I help prevent spread? Careful hand washing; those that have had close contact with an infected child may need to have an injection of immunoglobulin; immunisation is recommended for some people</p>	<p>Impetigo (school sores)</p> <p>Time from exposure to illness 1 to 3 days.</p> <p>Symptoms: Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.</p> <p>Do I need to keep my child home? Yes, until antibiotic treatment starts. Sores should be covered with watertight dressings.</p> <p>How can I prevent spread? Careful hand washing.</p>	<p>Influenza</p> <p>Time from exposure to illness 1 to 3 days.</p> <p>Symptoms: Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.</p> <p>Do I need to keep my child home? Yes, until they look and feel better.</p> <p>How can I prevent spread? Careful hand washing, especially after coughing, sneezing or wiping your nose. Immunisation, is recommended for children with chronic illnesses</p>
<p>Measles</p> <p>Time from exposure About 10 to 12 days until first symptoms, and 14 days until the rash develops.</p> <p>Symptoms: Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and</p>	<p>Meningococcal Disease</p> <p>Time from exposure to illness Usually 3 to 4 days (can range from 2 to 10 days).</p> <p>Symptoms: Sudden onset of fever and a combination</p>	<p>Molluscum Contagiosum</p> <p>Time from exposure to illness 7 days to 6 months.</p> <p>Symptoms: Multiple small lumps (2-5mm) on the skin that are smooth, firm and round, with</p>

<p>spreads down the body and lasts 4 to 7 days.</p> <p>Do I need to keep my child home? Yes, for at least 4 days after the rash appears.</p> <p>How can I prevent spread? Immunisation (MMR) at 12 months and 4 years. Childcare/school attendees who are not immune may be excluded for 14 days after onset in the last case at the facility</p>	<p>of headache, neck, stiffness, nausea, vomiting, drowsiness or rash.</p> <p>Do I need to keep my child home? Seek medical attention immediately.</p> <p>How can I help prevent spread? Individuals who have had close contact with the infected child should see their doctors urgently if symptoms develop, and may need to have a special antibiotic. Immunisation with Meningococcal C vaccine at 12 months of age.</p>	<p>dimples in the middle. Lumps in children are mostly on the face, trunk, and upper arms and legs. Symptoms can last 6 months to 2 years without treatment.</p> <p>Do I need to keep my child at home? No.</p> <p>How can I help prevent spread? Avoid contact sports when a child has uncovered lumps</p>
<p>Mumps</p> <p>Time from exposure to illness Usually 16 to 18 days (can range from 12 to 25 days).</p> <p>Symptoms: Fever, swollen and tender glands around the jaw.</p> <p>Do I need to keep my child home? Yes, for 9 days after onset of swelling.</p> <p>How can I prevent spread? Immunisation (MMR) at 12 months and 4 years of age.</p>	<p>Ringworm</p> <p>Time from exposure to till illness Varies (may be several days).</p> <p>Symptoms: Small scaly patch on the skin surrounded by a pink ring.</p> <p>Do I need to keep my child home? Yes, until the day after fungal treatment has begun.</p> <p>How can I help prevent spread? Careful hand washing.</p>	<p>Scabies</p> <p>Time from exposure to illness New infections: 2 to 6 weeks; reinfection: 1 to 4 days.</p> <p>Symptoms: Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.</p> <p>Do I need to keep my child home? Yes, until the day after the treatment has begun.</p> <p>How can I prevent spread? Individuals who have had close contact with the infected child should be examined for infestation and be treated if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.</p>
<p>Scarlet Fever</p> <p>Time from exposure to illness 1 to 3 days.</p> <p>Symptoms: Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.</p> <p>Do I need to keep my child home? Yes, until at least 24 hours of treatment has begun and the child is feeling better.</p> <p>How can I prevent spread? Careful hand washing. Sick contacts should see their doctor.</p>	<p>Slapped Cheek</p> <p>Time from exposure to illness 1 to 2 weeks.</p> <p>Symptoms: Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women if they have not been previously infected.</p> <p>Do I need to keep my child home? No as it is most infectious before the rash appears.</p> <p>How can I prevent spread? Careful hand washing; avoid sharing drinks.</p>	<p>Whooping Cough</p> <p>Time from exposure to illness Usually 9 to 10 days (can range from 6 to 20 days).</p> <p>Symptoms: Starts with a running nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.</p> <p>Do I need to keep my child home? Yes, until the first 5 days of a special antibiotic have been taken.</p> <p>How can I help prevent spread? Immunisation at 2, 4, 6 months and 4 years of age. A particular antibiotic can be given for the patient and those that have been in close contact. The infected child should be excluded from childcare and school until 5 days after treatment begins. Unimmunised childcare attendees may be excluded from childcare unless they take the antibiotics.</p>

Every effort will be made to contact the legal guardians or emergency contacts should your child become ill during the day. For this reason it is essential that you inform us of any changes regarding your address, telephone numbers, and/or emergency care arrangements. If deemed necessary the director will call an ambulance in case of an emergency and the cost will be met by the parents/guardians.

IMMUNISATION

Your child's original immunisation record must be sighted and photocopied by staff at the time of enrolment. Information about immunisation, infectious diseases and details of exclusion times is available from the office.

MEDICATION

Educators are not permitted to give medication or treatments to children without written authorisation from the parents/guardians. A medication form must be filled out prior to any medication being administered. These forms are available from the office, can be downloaded from our website, available via email and via the portal.

All medications must be in their original packaging. Please do not premeasure medicines as Educators need to complete documentation accurately. All prescription medicines should be labeled with your child's name and the amount and frequency of the medication to be given. Authority cannot be given for medications that have been prescribed for an adult or another child.

Non – prescribed or 'over the counter' medicines need have pharmaceutical label attached. The pharmacist at your chemist can do this for you. Educators will only administer these medicines for the recommended time stated on the label before a doctors certificate must be produced to continue. Non prescribed medicines need to be sealed when brought in to the Centre.

We suggest that when you bring a sealed non prescription medicine in to the Centre that you leave it at the Centre for future use. This will prevent you having to provide a new sealed medication each time you arrive at the Centre. Staff will inform you of the approaching expiry date of the medication. If there is any doubt about a medication or treatment, the Director reserves the right not to administer it. **Medications are not to be left in a Childs bag at any time.**

DAILY REQUIREMENTS

Children do get messy as they participate in activities. It is recommended that comfortable, easy to wash play clothes are worn.

All items brought into the Centre should be clearly named and be recognisable by the child.

Parents are asked to check their child's belongings each afternoon. Lost and unnamed articles will be placed in a "Lost Property Box" in the front foyer. Please check this frequently.

Please provide *each day*:

- * 2 changes (or more) of clothing including underwear
- * A drink bottle that can easily be refilled
- * Clearly labelled Infant formula along with your choice of bottle
- * a hat

PRIORITY OF ACCESS

Regulations Governing Vacant positions for children

- 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 under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
- Third Priority: any other child.

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

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$41 026 for 2012-2013, or who or whose partner are on income support
- children in families from a non-English speaking background
- children in socially isolated families
- children of single parents.

NOTES:

