



Cloncurry Multifunctional Child Care Centre FAMILY HANDBOOK

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Cloncurry Multifunctional Child Care Centre
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Contents

Welcome to Curry Kids	3
The Philosophy of Curry Kids	3
Our Goals	3
Entry and Exit	4
Fees	4
What you need to bring for your Child	5
Holidays	5
Child Care Benefit	5
Child Care Rebate	6
Attendance or Absence	6
Arrivals	6
On departure of the Centre.....	7
Alternative Arrangements	7
Operation Times.....	7
Late Fees	7
Notification of Changes	8
Curry Kids Child Care Centre Multicultural Policy	8
Health Policy.....	8
Behaviour/Guidance Policy	9
Grievance Policy	10
Medication Policy	11
Biting Policy	11
Accident and Incident Policy	12
Anti-discrimination Policy	12
Child Abuse/Neglect Policy.....	12
Children’s Rights	12
The Program.....	13
Accreditation.....	14
Early Years Learning Framework.....	14
Staffing.....	15
Volunteer Staff and Students	15
Excursions.....	15
Fire Drill and Evacuation Procedures	16
Parental Involvement	16
Fundraising and Donations	16
Clothing.....	16
Sun Smart Policy.....	16
Meals.....	16
Special Diets	17
Dental Hygiene	17
Birthdays	17
Compliance History Log Book	17
Record Keeping	17
Toy’s and Items brought from Home.....	17
Outside Employment by Staff.....	18
The Licensing Body.....	18

Welcome to Curry Kids

Cloncurry Multifunctional Child Care Centre (Curry Kids) is licensed under Section 11 of the Child Care Act 2002. Our license capacity is for 58 children from birth to school age.

The Centre is owned and operated by Cloncurry Shire Council and as such are committed to working together towards community ownership, pride and a strong community voice. To give Curry Kids guidance and support in providing quality education and care for your child's pre-schooling years, from birth to school age.

We currently consist of four rooms with 4 different age groups. These ages are as follows:

- Toddlers 0 months to 2 years ratio 2 carers to 8 children
- Tweenies 2 years to 3 years ratio 2 carers to 12 children
- Preschool 3 years to 5 years ratio 2 carer to 24 children

Curry Kids look forward to a strong working partnership with you and your child.

The Philosophy of Curry Kids

We believe:

- Each child is a unique individual with his/her own pattern of development and different ways of learning.
- Every child has the potential for learning.
- Families are the child's first and primary educator and their partnerships with us educators are needed to build upon to promote success in life and learning.
- Children are naturally curious and they need opportunities / experiences to grow through exploration, problem-solving and to persevere in supported learning environments in all foundation learning areas.
- Children must be shown respect and appreciation when sharing their lives with us.
- Children need a balance between flexibility and routines to feel safe and secure.
- Children need to feel supported, accepted and loved, to enable them to take risks and challenges in learning.
- The Centre builds partnerships within the community and connects with both in a positive professional way to promote the best welfare and interests of the children.
- We are facilitators in children's play and we supply them with an abundance of opportunities to experience natural environments and a wide range of educational play resources.
- These environments promote positive learning experiences in spaces which offer the child the freedom to learn in a manner meaningful to them.

Our Goals

- To employ and value staff who genuinely care for young children and who will ensure all children's needs and interests are met and catered for.
- To provide flexible well balanced programs based on Learning through Play Theory.
- To promote an open door policy that provides parents an invitation to participate in activities and decision making in all aspects of the Centre.
- To hold bi- monthly parent advisory group meetings/ Newsletters.

- To actively publish and promote communication between parents and staff through monthly newsletters, children's Learning Journals, transition and farewell certificates, daily diary notes.
- Formal and informal discussions with parents and staff.
- To implement Child Care Regulation and Curry Kids policy/procedures. To work towards accreditation procedures and best practices. To constantly review and improve day to day operations.
- To implement all safety and security policies of the Centre.
- To further develop and promote staff professional development. To ensure equal opportunity.
- To further develop and promote respect for each other and team work in the Centre.
- To fundraise to meet resource goals and improvement to Centre.
- To maintain quality levels of resources.
- To support and advocate for young children and their families.
- To support a smooth transition of children from room to room. Also as they make transitions from the Prep to Centre, Kindergarten to Centre.
- To actively promote the Cloncurry Multifunctional Child Care Centre within the Cloncurry and wider community.

Entry and Exit

Our policy is one of Non Discrimination. All children are accepted and enrolled regardless of sex, race, religion or disability. All parents are required to complete enrolment forms prior to commencement. Some information on these forms may require updating from time to time. It is your responsibility to make sure that this information is up to date to avoid any unnecessary anxiety for yourself and for the staff in the event of an emergency. Notice of exit must be given two weeks in advance in writing.

Fees

Your fees must always **be paid 2 weeks in advance**. If a parent wishes to withdraw their child from the Centre we do ask that the Director be notified in writing at least two weeks in advance.

- Babies Room: \$259 per 5 day week or \$56 per day
- Toddler, Tweenies & Preschool Room: \$249 per 5 day week or \$54 per day
- Before School Care: \$15 per session
- After School Care: \$35 per session
- Half Morning: \$35 All Rooms
- Afternoon Session: \$35 All rooms

What you need to bring for your Child

Below is a recommended list, this may change depending on your child's age or needs. Please discuss this with your child's Group Leader if you have any queries. It is very important for all property to be clearly marked.

- 2 meals a day - Lunch and Afternoon tea (Fruit Morning Tea is provided).
- A drink bottle
- At least one change of clothing.
- 5 sets of underwear if toilet training.
- At least 5 disposable nappies per child per day.
- Packet of baby wipes (for nappy change) face washers supplied by Centre.
- A hat (Child Care Regulations require a wide brimmed hat to be worn at all times while outside)
- Suitable shoes with grip to be worn on play equipment
- A sheet that is to be taken home each week to be laundered.
- A bag for your child's belongings

Holidays

Curry Kids will be closed for two weeks over Christmas. No fees will be charged for this period. All public holidays and sick days are charged at full rate. However, families are entitled to two weeks half price fees for annual holidays if the Centre has been notified in writing at least two weeks prior to the absence.

Child Care Benefit

Child Care Benefit (CCB) is a subsidy the Commonwealth Government provides to families to assist with the costs of child care. The level of fee reduction is based on the family's estimated adjusted taxable income for the year in which the care was received. Families using child care are able to choose to receive CCB through the reduction of fees or claiming as a lump sum through the Australian Taxation Office.

It is the parent's responsibility to contact the Family Assistance Office (Phone Toll Free: 1800 050 021) or visit the Centrelink office located on Ramsay Street prior to or within 28 days of their child/ran beginning care, and register your child as attending our Centre.

Cloncurry Multifunctional Child Care Centre CRN No: 407336420T

Children are allowed 42 days allowable absences per year. After these 42 days of absences, full fees will apply. Once the 42 absence days have been recorded you must supply supporting documentation if you still wish to receive your CCB. (It must be noted that these absent days are still to be paid for). Parents who fail to provide information requested by the Family Assistance Office may have their CCB rejected. This information must be provided within 14 days to receive CCB as a fee reduction. Families must notify the Family Assistance Office if there is a change in circumstances in family income.

Child Care Rebate

The Child Care Rebate is a payment from the Australian Government that helps working families with the cost of child care. This is a separate payment from Child Care Benefit. If you are using approved child care for work, training or study related reasons, the government will provide you with 50 per cent of your out-of-pocket child care costs, up to the annual cap. From 1 July 2010, the Child Care Rebate annual cap will be \$7,500 per child per year, subject to the passage of legislation. To get the Child Care Rebate you must have:

- used approved child care; and
- been eligible for Child Care Benefit (entitled at rate of zero or more)*; and
- (and your partner) passed the Child Care Benefit work, training, study test (for the purposes of the Child Care Rebate).

*There is no income test for the Child Care Rebate. If you are eligible for Child Care Benefit but your Child Care Benefit entitlement is zero due to income, you are still eligible for the Child Care Rebate.

Attendance or Absence

Once a child is enrolled, payment of fees must be continued during the child's illness, public holidays or for any other reason. Make-up days cannot be offered due to the high occupancy of the Centre. When a child is absent for any reason, this needs to be noted for regulations on the sign in and out sheets. These sheets must be signed with absent written beside them. In addition we do ask that you notify the Director, preferably before 8.00 am on the day your child will be absent. If a child is sick and goes to the doctor, please make sure that you get a doctor's certificate to cover your child's absence. When there is an absence of one week or more, please ensure that the Director has been notified, as the child's enrolment may be terminated and another child may be enrolled in their place.

Arrivals

Please escort your child into the Centre to help see that their belongings are placed in the designated area, and that your child's hands are washed. Avoid rushing. It is important to your child to start the day happy and relaxed. Please do not leave until a staff member has received your child. Be sure to say good-bye when you leave. Never sneak away!

Please sign your child in and out on the attendance sheet which is posted in the hallway near your child's room. Please include the time and your initials upon arrival and departure. The sign in/ out procedure is repeated each time the child arrives and departs from the Centre even if they were only there for a short period of time. Please ensure that anyone picking up a child is an authorised adult as detailed in the section "Alternative Arrangements".

Signing your child in and out is a licensing requirement of the Office of Early Childhood Education and Care. Please ensure that these records are filled in correctly and complete with all the required details. These are important in the event of an emergency evacuation of the premises. It is also important for you to initial any absences and to fill in the reason for the absence on the sign-in sheet.

On departure of the Centre

You are asked to take the following steps. However, please note your child may not be in his or her home room, they may be in the Preschool or Tweenies area.

- Come in and greet your child
- Collect any soiled clothes or sheets from designated area
- Collect child's bag and lunch box from their home room
- With your child say goodbye to the Group Leader or Assistant in charge of your child.
- Look in the communication book in your child's room for any messages and look at the daily evaluation of what your child did during the day.
- Sign your child out.

Alternative Arrangements

No child will be able to leave the Centre with a person other than the parent unless prior arrangements have been made with the Director. In particular we must be informed of the name of the person and the relationship they have with the child before they come to collect them. As an addition to this requirement, we do ask that identification is also provided. Any person collecting children from the Centre must be over the age of 18.

Operation Times

Our Centre provides a Long Day Care service. The hours of operation are from:

Monday to Friday 7.30 am - 6.00 pm (50 weeks of the year)

We aim to cater for parents' needs for 50 weeks of the year. We will be closed for all Public Holidays. Changes in Centre operational hours due to inclement weather or emergency situations will be announced on the on the front door if the Centre has been given adequate warning or a phone call will be given to the emergency contacts if the Centre is going to close un-expectedly. If other schools close in the area the Centre will also close if it experiences the same emergency.

Late Fees

Late pick-ups are disruptive for your child and our staff. In order to discourage late pick-ups, the following policy has been established.

All children must be collected by 5.50pm This allows for staff to perform cleaning duties and discuss with you about your child's day before their 6.00pm departure. As we do have set operational times, it is within the regulations that a **late fee will be incurred: \$20 for the first 10 minutes and \$1.50 per minute thereafter** will be charged to parents who fail to collect their child by the appropriate time. This fee will be added to your next bill/statement.

If there is any more than three late pickups within a calendar year, this may be grounds for dismissal from the service. Please call if you are going to be later than normal so we can alert our closing staff and your child. Staff will not close the Centre until all parents and children have left. Staff will try to contact you from 6.00pm until 6.30pm, if they have not been able to talk to you within this time frame the local Police will be called to collect your child/children.

Notification of Changes

It is imperative that our records are kept up to date. Please notify the Director or Group Leader in writing of any changes e.g. address, changes of employment, custodial arrangements etc.

Curry Kids Child Care Centre Multicultural Policy

Our program is committed to Multicultural Education. We share a commitment to Human Rights, Dignity of the individual and Social Justice. We strive to create a program that reflects the lives of our children, families, staff and their community, by recognising the impact culture plays on families. We will make every effort to provide culturally responsive child care by affirming human differences and the right of people to make choices about their own lifestyles. We seek to recognise, appreciate and respect the uniqueness of each child.

Health Policy

Our 'Dealing with Sick Children Policy' follows guidelines set by *Staying Healthy in Child Care 4th edition*. In the interest of your child and staff we will not accept children who have a contagious condition.

To achieve this goal, we need the help of our parents to ensure that children displaying signs of the following symptoms do not attend the Centre for 24 hours after the event occurs:

- High temperature (38°C or above)
- Diarrhea
- Vomiting
- Or symptoms of a contagious infection

In the event of a child becoming ill or a staff member/care provider forming a reasonable suspicion that a child has an infectious illness or is unfit for group care, the parent/guardian or emergency contact must immediately be informed to collect the child as soon as possible.

It is always at the discretion of the person-in-charge/care provider to re-admit a child to an early childhood service after sickness (including where the child has a medical certificate stating that the child is fit to be re-admitted). However, in deciding whether to re-admit a child to any early education / childcare service after sickness, the person-in-charge/care provider must not discriminate against the child. In this regard we refer to the *Grievance Policy*.

Careers will ensure that soap and water is their first procedure when cleaning hands. Zero bac hand sanitizer is available for inside and outside and will be used by careers for those times when they are busy and cannot leave the area to go to the bathroom. Gloves will be used at all times including the handling of food and the cleaning of children.

Head lice:

If your child has head lice parents will be informed by phone. Please make arrangement to have the child's head treated for the condition. Children will only be excluded if untreated.

Behaviour/Guidance Policy

At times, children become frustrated due to things not going right (e.g. the puzzle does not fit, the block structure will not stand up). This frustration can present itself in aggressive or destructive behaviour.

Our staff will assist children to develop social and emotional skills, which will enable them to get their needs met and resolve conflicts without the use of the above destructive or aggressive behaviour.

Staff through observing your child will guide their behaviour by using the following strategies:

- Teaching Dr M. Carter philosophy “use of gentle hands”
- Prevention - by using observations educators may identify where a problem may arise and guide the children to a satisfactory resolution before the inappropriate behaviour occurs.
- Positive Redirection - remove the child from the activity/situation and redirect to another activity/situation which would have a more positive outcome.
- Modeling - educators will role model appropriate behaviour at all times.
- Limit setting - setting limits that help the children develop the concept of self-control and responsibility.
- Problem solving/Conflict Resolution - teaching the children to find solutions to perceived problems through discussion with peers and carers.
- Time out will be used as a last resort and for a short period (1 minute per year of age) as young children’s development do not fully understand this concept within this age group; Children will be placed in a quiet, safe, reflective place e.g. on a soft cushion, near puzzle table, in book corner.
- Parents may be requested by the Director to participate in a behaviour guidance inclusion support plan.

The safety of the staff and other children must be ensured. Inappropriate behaviors which will not be allowed in the group environment include:

- Hurting someone intentionally
- Foul language
- Rude gestures
- Habitual disruptive behaviors

When an educator observes that a child requires an increased amount of staff guidance and time, this will be documented and, if necessary, the parents will be contacted. The staff is committed to trying positive techniques, observing the behaviors and recording it, and meeting with the offending child’s parents and/or guardian to work collaboratively toward encouraging positive behavior.

Remedial Actions

First offense of a major misbehavior as deemed by the educator the staff will follow the principles for guiding behavior as given in our guiding children’s behavior policy. However broken skin is always documented on our standard incident form.

Second offense the child's educator will provide a written record of the inappropriate behavior and the parent/guardian will be asked to initial and date the written record as an acknowledgement. The parent/guardian and the educator should identify a specific mechanism for collaboratively addressing the inappropriate behavior.

Third offense the parents will be called for a formal meeting with the educators and director to negotiate a co-operative plan of action to resolve the misbehavior.

Fourth offense the child will be removed from the class for the rest of that specific day. The parents will be called to pick up the child. In some instances, participation in counseling will be recommended.

Dismissal

In General, we do not expel children from the Centre as this does not allow us to adequately deal with the behaviour we are trying to change. However, if after all the above steps have been followed by the child, parent, staff and Centre director, and the child's behaviour cannot be resolved, the child may be dismissed from the program.

Any parents or guardians who are disruptive to the program, does not comply with the policies of the Cloncurry Multifunctional Childcare Centre, or whose behaviour is intimidating to children, parent/s of other children or the staff of the Centre will be asked to leave the program.

Grievance Policy

Open, respectful communication and the valuing of each parties contribution is crucial in building Partnerships between families, community members, staff and Council management to facilitate the provision of high quality education and care for children. Open respectful communication also forms the basis for working effectively together through both good and challenging times.

All complaints are to be handled fairly and promptly and preferably at the lowest appropriate level. It is crucial that the issue be raised and that initially it only be raised with a person who can address the concern and not with others who cannot change the situation. All parties are to recognise that the outcome will depend upon collaboration and discussion and a genuine attempt by all parties to resolve the issues in dispute. The Centre will aim to:

- Ensure all attempts are made to have grievances resolved as quickly as possible.
- Ensure all attempts are made to inform all parties of the progress of the complaint.
- Confidentiality maintained at all times.
- All complaints will be treated as a serious matter and all parties to the complaint should do so without fear of retribution

Verbal abuse, swearing, threats and intimidation are unacceptable behaviour which will not be tolerated within Cloncurry Multifunctional Child Care Center. To do so, breaches an individual's obligations under the Workplace Health & Safety 'advisory Standard – Prevention of Workplace Harassment'. Where appropriate, 'a cooling down period' may be initiated by either party. However, a 'cooling down period' cannot exceed 24 hours. The making of repeated frivolous complaints is inappropriate.

Medication Policy

If a child requires medication it must be:

- Prescribed by a doctor
- Accompanied by a doctor's certificate or, medication with the appropriate labeling administered by a chemist.
- Clearly marked with the child's name, the medication name, the dosage and the doctor's name who prescribed the medication.
- Recorded into the medication register, giving details concerning the dosage needed, times to be given and the signature of the parent. This medication register is found in the child's room, please see the room's Group Leader for clarification. Please Note: The medication register needs to be filled in on every day that the child requires the medication to be administered.
- Medication must be given to the person in charge or placed in the refrigerator **it is not to be left in the child's bag as children have access to their belongings and this poses a safety risk.**
- The person in charge must be notified of all medication to be administered.

In the event of a child becoming ill at the Centre, we will make every effort to contact parent/s or the appointed emergency contact/s nominated on the Enrolment Form. Therefore this requires a contact number where you can be reached all day when your child attends.

It is expected that you will collect your child as soon as possible, as staff do not have the facilities to take adequate care of a sick child for a large length of time.

In the event that we are unable to contact the parents, the Centre will have the authority to act in their absence. Parents/guardians must sign the Emergency or Accident Agreement form regarding this matter. Child Care Regulations 2003, state that: *'If the child requires immediate medical aid, all reasonable steps are taken to secure that attention and to notify the parent or other responsible person of the accident or illness.'* and *'A parent or other responsible person is notified of any medication administered to the child and any other matter concerning the child's health that comes to the notice of the Director or Licensee while at the Centre.'*

Biting Policy

One natural stage in development that all parents dread is that of biting. In the home situation during this stage, there are limited recipients, whereas at the Centre there may be many. Biting is generally born from frustration due to being unable to communicate effectively e.g. a block will not fit where it is supposed to, etc. This stage is prominent in the 15 - 36 month age groups.

When an incident occurs

- The biter will be removed to a quiet area and told "Don't Bite It Hurts"
- Care and attention will be given to the bitten child and first aid will be applied
- Incident report must be filled out
- Children's names will be kept confidential regarding all biting incidences. Parents of the children involved will be informed.

Accident and Incident Policy

Each classroom has an accident sheet located on a clip board. This sheet is completed each and every time a child is injured in any way, whether it is minor or major.

This information is recorded as follows:

- Time and date
- Full name of child
- Nature and circumstances of the accident
- Particulars of the treatment
- Name and signature of the supervising staff
- Signature of the Director
- Signature of parent or guardian

It must be noted that the above records are confidential and will not be accessible to any persons other than the child's parent/guardian.

Anti-discrimination Policy

Our Centre acknowledges the diversity of Australia's differing cultures and abilities. We accept all families regardless of race, religion, ethnicity, culture, disability or family composition. The dignity and rights of all families will be respected and individual needs met.

Child Abuse/Neglect Policy

If staff of the Centre suspects child abuse/neglect, the Department of Child Safety **must** be notified. Our policy procedure is outlined below:

- The carers in your child's room will monitor and document the situation and immediately inform the Director of their concerns.
- The Director will contact the Department of Child Safety and pass on to them all relevant documentation.
- The Department of Child Safety will follow through with their procedures.

Children's Rights

UN Declaration on the Rights of the Child:

- The right to affection, love and understanding.
- The right to adequate nutrition and medical care.
- The right to free education and full opportunity for play and recreation.
- The right to protection from all forms of neglect, cruelty and exploitation.
- The right to name and nationality.
- The right to special care, if disabled.
- The right to be among the first to receive relief in times of disaster.
- The right to learn to be a useful member of society and to develop individual abilities.
- The right to be brought up in a spirit of peace and universal brotherhood.
- The right to enjoy these entitlements, regardless of race, colour, sex, religion, national or social origin.

The Program

All programs at **Curry Kids** reflect the philosophy of each group and the Centre to provide high quality care and education for your child. Programs are **flexible** to cater for child development, abilities, skills and interest. Group Leaders will be provided non-contact time each week to program, evaluate and review observation for their room. Staff seeks to:

- Form trusting genuine relationships, connecting with both children and their parent/s or guardian/s.
- Help children handle change effectively.
- Facilitate children's imaginative play.
- Allow children periods of uninterrupted play which will offer a variety and balance of developmentally appropriate activities and materials.
- Use positive guidance techniques e.g. Dr M. Carter 's 'gentle hands'
- Meet children's individual needs and respond positively to their unique patterns of behaviour.
- Create environments which are safe yet challenging.
- Provide opportunities for children to move safely around the Centre with staff giving them a variety of spaces to experience throughout the day.

The Framework is viewed not only as a series of activities for children but rather as a full range of learning experiences provided for both children and their families at the Centre.

These weekly programs will be displayed in each room. They will incorporate all areas of learning, indoor/outdoor play, art/craft, language, the world around us and musical and dramatic experiences. They will also allow time for meals and rest periods.

There will be a daily evaluation displayed in each room to inform parents/guardians of daily happenings. There is also a communication book where staff will note anything of importance and where you, the parent/guardian, can note anything of importance that you wish to advise staff. It is important for parents to check these books regularly so that you are aware of the experiences that your child is receiving. Staff regularly observe each child and record their progress on profile sheets.

If you have any concerns or questions about your child's progress please see your child's Group Leader to arrange an interview. You are the parent/guardian and know your child better than anyone. If you can offer advice to facilitate their learning it will be greatly appreciated and worked upon.

Staff is currently working towards the new national Framework which will commence in January 2012. The framework consists of 5 Major Learning outcomes (these are listed below) but within these 5 major Learning outcomes there are many development stages that the children can relate to:

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

Accreditation

The Quality Improvement and Accreditation System (QIAS) aims to monitor the provision of the high quality care in long day care centers throughout Queensland.

There are five steps to this process

- Registration
- Self-study
- Validation review
- Recommendation by moderators
- Decision by the National Childcare Accreditation Council (NCAC)

Staff at the Centre aims to work towards meeting high standards and principals set out by the NCAC. Families are encouraged to participate in this process. As you may be aware, the current CCQA systems will end on 31 December 2011 and will be replaced by the new National Quality Framework from 1 January 2012.

Early Years Learning Framework

The Early Years Learning Framework is part of the Council of Australian Government's (COAG) reform agenda for early childhood education and care and is a key component of the Australian Government's National Quality Framework for early childhood education and care. It underpins universal access to early childhood education and will be incorporated in the National Quality Standard in order to ensure delivery of nationally consistent and quality early childhood education across sectors and jurisdictions.

The Early Years Learning Framework describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

The new National Quality Standard will help services to provide the best possible level of early childhood education and care by being clear about the factors that best support a child's development. It will also give services and families' confidence in understanding what distinguishes high quality or excellent services.

The new National Quality Standard is divided into seven areas that contribute to the quality of early childhood education and care. These areas have been identified by research and are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements (including the number of staff looking after children)
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Under each of these areas more detail is provided about what a service can do to provide the highest quality early childhood education and care for a child.

Staffing

Our staff will consist of:

- A non-contact Director
- Toddlers: Group Leader and Assistant
- Tweenies: Group Leader and Assistant.
- Preschool: Group Leader and Assistant (funding may be given for a third carer for children who have been assessed to have additional needs)
- Float: Covering breaks, lunches and study and program release to ensure that the required number of staff members will be present in all rooms at all times.

At Curry Kids staff:

- Hold a current blue card according to Child Care Act 2002
- Current First Aid certificate
- Show enthusiasm and their rapport with children
- Have relevant experience or ability to learn
- Hold relevant qualifications or have a commitment to study

Staff is committed to the developmental progress of each child at all times. If you have any problems concerning your child please do not hesitate to notify your Group Leader or the Director of the Centre. They will be only too pleased to discuss any problems that may arise.

Staff is dedicated to creating a warm and friendly atmosphere at the Centre and aim to make your child's day happy and secure. Also we offer an active learning environment where children can develop physically, emotionally, intellectually and socially.

All staff are encouraged to attend professional development training, meetings or workshops, so that we cannot only extend our knowledge but be informed of new developments within early childhood education.

Volunteer Staff and Students

At some stages throughout the year volunteer students will be working at the Centre to further their education. All staff will be interviewed by our Director before commencing. These students and volunteer workers are not included in our staff/child ratios which we are licensed for. Therefore, they will be observing and joining in with free play routines. They will not be left alone for supervision or be involved in the program needs of the Centre.

Excursions

Parents will be notified when these outings and special days will be planned. Notices will be sent home for your approval and permission forms will need to be signed. When these excursions take place, staff will accompany the children on a compulsory staff/child ratio basis set by the Child Care Regulations 2003. Parents are also invited to attend but must provide their own transport unless pre-arranged and approved by the Director.

Fire Drill and Evacuation Procedures

We will be carrying out fire drill practices regularly. All staff and children will be involved in these drills. If you are on the premises at the time of a drill, please follow the fire drill procedures displayed in your child's room. The Centre has all the required safety equipment and may have a fire fighter attend a drill.

Parental Involvement

We have an open door policy and parents are always welcome, and are invited, to spend time at the Centre. Communications with parents/guardians is of high importance at the Centre and if any problems or changes of circumstances occur please contact the Director or Group Leader in charge of your child's room. A bi-monthly Newsletter will also provide information of upcoming events and important information.

Fundraising and Donations

Throughout the year the Cloncurry Multifunctional Child Care Centre participate in in-house fundraising in which parents are encouraged to participate. All money raised from these fundraising events goes towards resources for the children. All support is welcome and it does not alter or influence your child's placement in the Centre. Donation of money is not accepted however you can donate resources either new or used, any old toys or clothes are welcome here at the Centre but must be given to the director for inspection first.

Clothing

Parents/guardians are asked to dress their children in suitable clothes to enable uninhibited play for all types of weather. Young children enjoy playing with paint, clay, sand and water which can be quite messy at times. Staff will take care to see that aprons are worn by the children where appropriate if weather permits. However, they cannot guarantee clothes will remain unsoiled at all times.

Please supply at least five pairs of underwear for children who are being toilet trained and one spare set of clothing for every child. Please ensure that the clothes supplied are appropriate for the season and all items of clothing and shoes are clearly named to avoid being placed into a lost property box or taken home by another child by mistake.

Sun Smart Policy

Sun damage is cumulative. Small amounts of over exposure combine to add to sun damage. Care needs to be taken to avoid exposure to the delicate skin of babies, toddlers and young children. Curry Kids will adhere to the Cancer Council recommendations to protect the children in their care. Sunscreen will be applied to all children 20 minutes prior to going outside.

Meals

Curry Kids encourages healthy eating within the Centre through the following practices:

- All **Soft Drink, lollies and chocolate are banned** and will be returned to you at the end of each day.

- Fruit will be provided at Morning Tea by the Centre. Lunch and Afternoon tea is to be provided by parents/guardians.
- Curry Kids encourages parents to provide healthy meals at all times to promote 'Healthy Kids Program'.
- Carers will send a note home to inform parents/guardians if they intend to provide a cooking experience with their group.
- Bottled water will be supplied by the Centre and served at room temperature.

Special Diets

If for a medical reason your child requires a restricted diet, please inform the Director or your child's Group Leader, as well as noting it on the enrolment form. Careful attention will be taken in regards to your requirements. A poster with a photo of child, details of condition, and medical actions may be displayed in Centre to help ensure all staff is aware.

Dental Hygiene

Children will be encouraged to rinse and swish their mouths with water after each meal.

Birthdays

Your child's birthday is a special event in his/her life, so we welcome you to bring in a birthday cake to the Centre so that all their friends can join in the celebration. You and your family are quite welcome to join in on the fun. If your religion or cultural beliefs do not permit participation please have advise your Group Leader.

Compliance History Log Book

The Centre is required to keep, maintain and make available to all parents and staff a compliance history log book. The log book will contain information about any formal notices (other than Building notices) issued to our service under the Act and Child Care Regulation 2003. This is an amendment to the Act that was approved to take effect on the 1st of July 2010. To view this log book please approach the Director at any stage.

Record Keeping

The below Records must be kept by the Centre for the following years

- Incident Reports (until the Child is 21 years of age)
- Incident Reports for death (6 years after death)
- Enrolments and other personal details (3 years after cancellation of child)
- Medication documentation (3 years after cancellation of child)

Toy's and Items brought from Home

Toys and items brought from home have a tendency to cause problems. We recognise, however that children spend a great deal of time here, and that they sometimes enjoy sharing items brought from home. If your child wants to bring in a toy from home, please adhere to the following procedures.

- Do not send in any items of great sentimental or monetary value. We cannot be responsible for breakage or loss.

- Although we do our best to supervise the use of toys, sometimes things do happen!
- Some rooms have specific days; please check with your room’s carers to be sure of the room policy.
- Children are encouraged to bring in a variety of items other than toys, particular books, CD’s and photograph.
- Toy guns or weapons are not allowed. Please be sure to label all toys.

Outside Employment by Staff

We ask that you keep your relationship with staff on a professional basis. Cloncurry Multifunctional Child Care Centre staff are employed by Cloncurry Shire Council and will need to follow the policies as set by Council regarding other employment.

However, if you ask staff to work as a babysitter while they are employed, please know that this is entirely separate arrangement than your child’s enrolment. Our liability or workers compensation insurance does not cover staff off premises. In addition, our background research and on the job observations do not cover any work done outside the Centre. Also, on the job demands are high and potential for conflict of interest exists.

The Licensing Body

The Licensing Body for Cloncurry Multifunctional Child Care Centre is Cloncurry Shire Council, Chief Executive Officer, Phone: (07) 4742 4100.

<i>Draft</i>	<i>Adopted date</i>	<i>Review Date</i>
<i>B</i>	<i>19th of September 2011</i>	<i>16th of September 2013</i>