



Belford Oaks community children's centre
Parent information booklet

Welcome to the Belford Oaks community children's centre (BOCCC)

This handbook has been prepared by the educators and parents of Belford oaks as a comprehensive guide for new families to the centre. We ask that you take the time to read through this handbook, so that you can fully understand the management and operation of the centre.

At Belford oaks we strive to create a welcoming atmosphere and provide ongoing support to all families.

We are committed to assisting all families from a variety of cultural backgrounds; If you should need any help understanding this handbook please don't hesitate to contact the director and they will make arrangements.

BELFORD OAKS STATEMENT OF PHILOSOPHY

Statement of Philosophy

Acknowledgement of Country

"We acknowledge the Traditional owners of the land on which we live and learn. We pay our respects to them for their care of the land over countless generations. We hope they will walk with us on our journey as we share friendship together."

Nadia Wheatley & Ken Searle

"Going Bush"

Our Place

Belford Oaks is a 35-place community based children's service, which was established in 1988. We are situated amongst oak trees, which is fundamental to our name and central to the local community.

We have a government funded Kindergarten program built into a long day care setting, catering for children aged from 6 months to 5 years of age.

Our service community is made up of a professional staff team of qualified early childhood educators many from various multicultural backgrounds.

Our Beliefs

The Educators at Belford Oaks believe children develop best in a safe, nurturing, healthy, respectful, caring and inclusive environment. We assist children in developing into responsible, confident, creative and active citizens of their world.

We are inspired by the Reggio Emilia approach to children's learning and through this approach we understand that children use many different ways to express their thoughts and creativity. The Educators at Belford Oaks recognize the environment as the third teacher and place great emphasis on exploring the natural environment; this is evident in the educational setting we create for the children especially the outdoor play spaces. We understand it is our role as Educators to observe and listen to the children, learn about their interests, provide them with the opportunities to explore these interests further and create beautiful and thoughtful play spaces.

Our Educators believe children learn best through hands on play, in an inquiry- based model of learning. Therefore, we provide a stimulating learning environment; one that promotes happiness and a desire to learn. We believe children are independent and are autonomous in their decision-making. We believe

they are expressive communicators and collaborative learners. We believe children are creative, capable and inquisitive, and have therefore created an open-ended learning environment that builds on these personal qualities.

The educators at Belford Oaks strongly believe in not over stimulating children; instead we offer inspiring open-ended play experiences and learning opportunities not controlled by pre-set limitations but with endless opportunities for learning, growth, discovery and development. The educators and the environment at Belford oaks respect the children as strong, capable and resilient by providing them with authentic materials and tools; including natural materials and loose parts. The Materials are carefully selected by educators for their potential to enhance learning and discovery.

We believe the outdoor environment has more to offer than just physical benefits, extending on a child's cognitive, social and emotional development. We therefore provide in indoor/outdoor program to nurture these developmental outcomes and to assist in nurturing a child's creative intelligence, language, literacy and numeracy development through multi-sensory play experiences.

We believe home and family are the child's primary educators and we foster collaborative partnerships for a holistic approach to learning and a high-quality meeting of needs.

The Early Years Learning Framework (EYLF), Victorian Early Years Learning and Development Framework (VEYLDF), the National Quality Standards (NQS) and a number of theoretical perspectives and contemporary research influence our programs.

Our Commitments

We embrace each child's unique set of values, experiences and ideas. Furthermore, we recognize children develop holistically and have different styles of learning.

The Educators at Belford Oaks partake in ongoing professional development as well as in house mentoring to enhance their skills and knowledge consistent with change in the early childhood field.

We are committed to helping children understand the importance of looking after their natural world and promote sustainable practices through encouraging a responsibility for their classroom, the outdoor spaces, and in turn, the world in which they live.

We acknowledge the diverse backgrounds of children and believe in instilling the powerful message of acceptance, regardless of gender, race, ability, social or family structure. Our early learning environment is reflective of this.

We understand and respect the unique place Indigenous Australian and Torres Strait Islander cultures hold in Australia and we are committed to creating and fostering a strong connection with these cultures.

OVERVIEW

Opening in 1988 we are a non for profit, community-based centre situated amongst the beautiful oak trees, which is where we get our name from. We are a 35 place centre and have 3 rooms within the centre; the 6mth-2years room which cater to 10 children a day, the 2-3years room which also caters to 10 children a day and the kindergarten/3-5years room which caters to 15 children per day. The city of Boroondara owns the building and the land it is situated on, which they lease to the Kew full day care centre Inc. The operation of the service is the responsibility of the families who attend Belford Oaks (committee of management).

HOURS OF OPERATION

The centre's hours of operation are from 7:30am to 6:00pm.

Parents must collect their child by 6:00pm; any parents who collect their children after 6:00pm will be charged a "late fee". The late fees are \$1 a minute for the first 10 minutes and they increase to \$5 a minute for every minute thereafter. It is understandable that parents may be unavoidably late at times and where possible parents will need to contact the centre before 6:00pm and inform the educators that they will be late to collect their child from the centre.

CENTRE CLOSURES

Belford Oaks will be closed for all public holidays recognised by the Victorian government. Fees will be charged for these days, with the exception of those public holidays which fall in the Christmas and New Year's period.

During the Christmas and New Year's period the centre is closed from 2 and a half to 3 weeks. The committee of management make the final decision on these dates and parents will be given plenty of notice. The Christmas break includes pack up day and set up day for the educators.

Fees are not charged for the Christmas and New Year's break.

As we have a commitment to further education and development for our educators there will be 2 additional days throughout the year (one usually at the beginning of the year and the 2nd in the second half of the year) where the centre will be closed to hold professional development sessions for educators. Parents will be informed of these dates with plenty of prior notice and fees are not charged for these closures.

PAYMENT OF FEES

Fees are payable for everyday of your child's enrolment at Belford oaks including absent/sick days, family holidays etc.

* all fees are required to be paid in full 2 weeks in advance.

* if paying via direct debit please make sure the payment is marked "BOCCC fees with the child's name"

*if you choose to pay directly into our bank account a receipt is required for cross referencing and to ensure that you have included your child's name in the details.

Bank account details: Account name: Kew Full Day Care Centre Inc. Bank: National Australia Bank (NAB) BSB: 083543 Account number: 047680453
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A bond of 2 weeks fees is charged at the beginning of your child's attendance at the service. This amount will be refunded when the child ceases to require care from Belford Oaks and 2 weeks' notice have been given prior to the cessation of care.

PLEASE NOTE 4 weeks' notice must be given during the months of December and January (4 weeks of operational time, not including centre closures over the Christmas period, refer to policy manual situated in the foyer).

Full fees will be charged in a child's absence. Please Note if 10 working days' notice is given regarding the child's absence and the centre is able to fill the space on those days then fees will not be charged. Full fees will be charged if we are unable to "sell" the days to another family.

Outstanding fees

A child's place cannot be maintained if fees are outstanding for more than 1 month. Fees are reviewed annually by the director and the management committee and are subject to change. Parents will receive their invoices on a weekly basis via email.

Childcare Subsidy (CCS)

The Child Care Subsidy is the main way the Government assists families with their child care fees.

The Child Care Subsidy that commenced on 2 July 2018:

- replaced the Child Care Benefit (CCB) and Child Care Rebate (CCR) with a single, means-tested subsidy
 - is generally paid directly to child care providers to be passed on to families
 - is simpler than the previous multi-payment system
 - is better targeted and provides more assistance to low and middle-income families.

Child Care Subsidy Eligibility

Some basic requirements must be satisfied for an individual to be eligible to receive Child Care Subsidy for a child. These include:

- the age of the child (must be aged 13 or under and not attending secondary school, except in certain circumstances where an individual may be eligible for a child who does not meet this criteria, such as children with a disability or medical condition in certain circumstances)
 - the child meeting immunisation requirements
- the individual, or their partner, meeting the residency requirements listed in the legislation.

In addition, to be eligible for Child Care Subsidy the individual must be liable to pay for care provided, the care must be delivered in Australia by an approved child care provider, and not be part of a compulsory education program.

Child Care Subsidy entitlement

There are three factors that determine a family's level of Child Care Subsidy. These are:

- Combined annual family income
 - Activity test – the activity level of both parents
- Service type – type of child care service and whether the child attends school

The Child Care Subsidy is generally paid directly to service providers to be passed on to families as a fee reduction. Families make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount.

There is also targeted additional fee assistance for vulnerable families through the Child Care Safety Net.

PRIORITY OF ACCESS

Access to a place within a childcare centre is subject to the Commonwealth guidelines and guidelines adopted by the centre.

Commonwealth guidelines are primarily referred to when a service has a long waiting list and a

number of families are competing for limited places.

Priority of access guidelines:

1st priority – a child at risk of serious abuse or neglect.

2nd priority – a child of a single parent, or both parents who satisfy the work/study/training test under section 14 of the Family Assistance Act.

3rd priority – any other child.

Within each priority mentioned above, the following children are to be given priority

- Children of Indigenous Australian or Torres Strait Islander families
- Children in families which include a person with a disability
- Children in families which include an individual whose taxable income percentage (under clause 7 of schedule 20 to the Family Assistance Act) is 100%.
- Children in families with non-English speaking backgrounds.
- Children in socially isolated families
- Children of single parents.

The centres guidelines allocate priority for vacancies to parents who live or work within the city of Boroondara, who are existing users or who are on the waiting list. Within these guidelines we will also offer priority to families who use us for their child's funded kindergarten program in the year before school.

In addition the centre considers priority where

- a child has a parent who has a continuing disability or incapacity.
- a parent is at home with more than 1 child under school age.

The amount of care offered is according to individual needs. Care can range from 1 day a week to full time (5days).

COMMUNICATION

Management maintains communication at the centre through the use of family pigeon holes. Each family will have a pigeon hole located in the foyer just outside the office. We ask that you regularly empty your pigeon hole as there may be important information relating to your child e.g. permission forms for excursions. All of your invoices and receipts as well as our regular newsletters, centre events calendar, information, policies and centre updates will be sent to you via email.

QUESTIONS & COMPLAINTS

All queries and grievances should be relayed to the director (or second in charge in the director's absence) who will follow the matter up within the centre or refer you to the management committee if they are unable to answer your questions or resolve any grievances.

COMPLAINTS DIRECTED TO THE MANAGEMENT COMMITTEE

In the case of a complaint/grievance or clients are unhappy with a decision made by the director you will have the opportunity to write a letter addressed to the secretary prior to the next upcoming committee meeting or alternatively attend a meeting. A complete list of meeting dates and times is located in the foyer of the building on the information board. If you wish to attend a committee meeting for this reason please inform the director so that the items for discussion can be included in the agenda.

PARENT INVOLVEMENT

Belford Oaks is a community based centre; this means that the centre is managed by a committee of management made up of parents whose children attend the centre.

The management committee is responsible for the overall running of the centre. Meetings are held on the last Wednesday of every month after the educators meeting. These meetings are to discuss future plans, current issues and make decisions which concern the running of the centre. An annual general meeting is held in October of every year, during which the committee report back to parents on the previous year and a new management committee is elected. The committee works in collaboration with the families, the director and educators to ensure the children get the best possible care and education.

Our centre is funded through the collection of fees; fundraising provides some additional support. The centre actively seeks involvement in commonwealth and state funding initiatives where ever possible. To keep outgoing costs to a minimum we rely on the Belford Oaks community to assist in the management and maintenance of the centre. Becoming a part of the management committee, taking part in working bees or helping on sub committee's (e.g. Fundraising) are essential in achieving this.

When starting at the centre you will be asked to nominate how and/or when you will be able to assist the centre. These forms have detailed information as to what is expected from the families in regards to commitments.

"Community based" means we aim to provide the best care for your children at minimal costs to families. However, to continue to maintain our fees at a reasonable level we need and depend on your involvement and support.

INTRODUCING YOUR CHILD TO OUR CENTRE (ORIENTATION)

For most children childcare may be their first experience away from mum or dad. Most children will experience some level of anxiety leaving their parents for the first few times. It is very important that the parents and educators work closely together to build a collaborative relationship which is necessary to the child's adjustment into care. If your child has previous experience in a childcare setting they will still need time to adjust to their new educators.

As a part of the orientation process at Belford Oaks we require that you contact the director and/or the educators within the room to organise a time to visit. Opportunities for orientation will assist your child in the settling process, enabling your child and yourself to become familiar with the surroundings, the environment and the educators.

With the aim of creating a smooth transition into care the following guidelines have been developed. The orientation process is customised to each child and family and their needs.

- * Visit the centre as many times as possible before your child's first day without you at the centre.

- * The best times to visit are between 9:30-11am and 2:30-4pm.

- * Until your child is officially enrolled you must not leave the premises.

- * It is recommended that you stay with your child and spend some time with them in the new environment. We recommend that you stay with your child for the first 2 or 3 visits to the room. This shows your child that you are comfortable within the environment which makes them more comfortable too.

- * In the initial settling process it is recommended that your child only stay for short periods of time.

These periods of time can be slowly increased as your child's becomes more familiar with the environment. If you are unable to collect your child during these shorter hours, we recommend that you arrange for another family member or friend to collect them.

- * Always say goodbye to your child! We recognise this may be difficult for you but once you have decided it's time to say goodbye, do just that.

- * To assist at separation times try to appear confident and positive. Children have innate intuition and can sense hesitation or uneasiness. Your positivity and confidence will help contribute to a

smoother settling process.

*The settling in process may take longer if you linger and/or re-enter the room once you have said your goodbyes. Our educators are experienced in settling children into new environments, trying to always accommodate individual child's and family's needs.

*Bring a comforter of some description with you e.g. a soft toy, dummy or something that has your scent on it.

* There are many strategies that educators can put into place to assist your child in settling in. Don't give up, almost all children settle into care and really enjoy the experience.

* We encourage all parents to phone during the day to see how your child is going. We would much prefer you to call rather than worry.

ASSESSMENT AND RATING

In order to maintain our exceeding quality standards status at Belford Oaks and build on this we are continually collaborating with families and educators to reflect on, evaluate and make any necessary changes to our policies and procedures. As a parent your involvement is essential; being a community based centre we rely on family's involvement and participation in the running of the service. Please become involved as we are sure you will find the process interesting and rewarding.

PROGRAMING AND PLANNING

The educators plan and program for their respective rooms through the use of observations, information from families and through conversations and interactions with the children. We are inspired by the Reggio Emilia approach to children's learning and we understand through this approach, that children use many different ways to express their thoughts and creativity. The Educators at Belford Oaks recognise the environment as the third teacher and therefore create beautiful and thoughtful play spaces. We understand it is our role as Educators to observe and listen to children, find out their interests and provide them with opportunities to explore these interests further. Each child's current knowledge, ideas, culture, abilities and interests are the foundation of the program. The program including routine is organised in ways that maximise opportunities for each child's learning. The educators implement spontaneous and planned experiences within the environment and observe the children as they explore and learn. Every child has a portfolio, in which educators put a variety of pieces; learning stories, observations, artwork etc. The portfolios are available to parents to take home for the evening and look through at any time. Parents are also more than welcome to approach the educators and talk to them about their child. If you have any concerns about your child's health, wellbeing or development do not hesitate to talk to us.

REST AND RELAXATION

6mnth – 2years

When it comes to sleep time in this age group the educators follow the same routine the parents are implementing at home. The educators collaborate with parents and communicate their needs for sleep and do their best to accommodate them. Educators also judge the children's need for sleep on a daily basis using their body language as cues. There are 5 cots in the room which the younger children sleep in. The older children sleep on mattresses. The children are given their sleep items and comforted if need be.

2-3years

The children in this room sleep from about 12-2pm but are able to sleep as little or as much as they need (unless otherwise requested by parents). Most of the children within this age group are still sleeping during the day; for those who are not they are provided with a quiet area to rest and relax. Relaxing music is played to encourage the children to sleep and educators sit with the children if

necessary. Once the children have rested they can play quietly within the room or have the choice to go outside.

3-5 years kinder

A rest period is provided from about 12:00-12:30pm, during which the children have a cushion each and they lie on the rug listening to stories or music on the iPad. After they have rested they then join the Kinder teacher on the mat to read a chapter book.

All educators will consult with parents in regards to the children's individual sleep/rest needs. It is vital that parents keeps educators up to date with sleep restrictions and/or changes throughout the year so they can carry through the home routine to Belford Oaks.

INCURSIONS AND EXCURSIONS

Throughout the year we take part in various activities, some incursions and some excursions. These visits may include but are not limited to mobile animal farms, puppet shows, the zoo, a music production etc. Some of these activities are offered at an additional cost (which will be billed to your account) and parents will be required to sign a permission form prior to the experience to allow their children to take part.

TOYS FROM HOME

The centre does not take any responsibility for your children's toys brought from home. We suggest that these toys are not brought in; but if they are it is yours and your child's responsibility to make sure they go home at the end of the day.

MEAL TIMES

THERE IS TO BE NO OUTSIDE FOOD BROUGHT INTO THE CENTRE!

The children are offered 3 meals a day; a progressive morning tea from between 9am and 10am, Lunch consisting of 2 courses and a progressive afternoon tea from between 2pm and 3pm.

Lunch in the baby's room begins at 11am and concludes around 11:30am.

Lunch in the toddler room begins at 11:30am and concludes around 12.

Lunch in the kinder room begins at 11:30am and concludes around 12.

Meal times within the room are pleasant social occasions, the tables are set with bowls/plates and cutlery and the children are given the opportunity to select where they would like to sit. Educators join the children at the tables and role model appropriate behaviour. When finished the children are encouraged to get up from the table, put their scraps into the appropriate bins and put their empty bowl/plate and cutlery on the bench. The children are encouraged to try some of everything in front of them and are encouraged to serve their food themselves. Any dietary requirements and/or allergies are catered for by the cook and alternatives are prepared. If there are any foods that your child cannot tolerate please pass this information on to the educators and the cook to ensure your child's needs are catered to.

The centre has a policy of providing healthy and nutritious meals for the children.

* Children are offered foods from every food group.

* The menu reflects an emphasis on low sugar intake and low salt intake (no salt added).

* Seasonal fresh fruit and vegetables are offered daily.

* Fresh foods are always offered.

* Children are offered milk with morning tea and afternoon tea and the children's water bottles are easily accessible by the children at all times.

*Foods containing any type of nut e.g. nut based oils will not be used or brought into the centre in any capacity.

A menu is on display at all times in the foyer and in each room where you can see what meals will be served for the week.

Infant formula

Formula is to be brought from home, either prepared or separate and the educators will warm it. If your child is on cow's milk we provide this, you will just need to bring the bottle.

NO OTHER FOOD IS TO BE BROUGHT FROM HOME!

ALLERGIES

Parents are asked to state on their child's enrolment forms if they have any allergies or intolerances. You will then need to provide the centre with an allergy management plan prepared in consultation with your doctor detailing all relevant information; how to manage an allergic reaction (you will need to provide an epi pen or medication) and what signs and symptoms to look for. A copy of the management plan will be displayed in the room your child attends, in the kitchen and in the staff room to ensure all educators know how to manage any possible reaction.

BEHAVIOUR GUIDANCE

Belford Oaks aims to promote and encourage positive behaviours; our environment enhances respect, self-worth and a strong sense of belonging. The educators encourage the children's independence, sense of agency and ownership of their behaviours. The behaviour management policy can be found in the policy folder located in the foyer.

EQUITY

We endeavour to treat all adults and children equitably and with respect, regardless of their background, culture, ethnicity, language, beliefs, gender, age, socio-economic status, level of ability, additional needs, family structure or lifestyle. We promote inclusive practices and ensure successful participation of all children.

The inclusion and equity policy can be found in the policy folder, kept in the foyer.

CHILD SAFE ENVIRONMENT POLICY

Belford Oaks has a detailed Child Safe Environment Policy (available in the policy folder) which includes the definition of child abuse, who is mandated to report child abuse, the steps to follow when making a report and the signs and symptoms to look for.

There are processes in place for Belford Oaks staff to support families who have protection issues.

Anyone in a position of authority (director, second in charge, kindergarten teacher, educational leader) within a childcare centre has a legal obligation to report any suspected child abuse. Staff will make a notification to Child Protection Victoria if they have reasonable belief that a child is in need of protection because the child has suffered, or is likely to suffer significant harm as a result of any kind of abuse. Child abuse can include physical abuse, sexual abuse, emotional abuse, neglect, family violence, human trafficking and sexual exploitation.

CLOTHING AND FOOTWEAR

It is important that children are dressed in comfortable and practical clothing, which enables them to move freely through the environment, without restrictions. Children must be wearing sleeves at all times (singlets are not appropriate). Clothing must be clearly labelled, and the centre will not take responsibility for any lost clothing. Smocks are provided and are worn during art activities and messy play. In your child's bag there must be at least 2 clean changes of clothes each day. Children should wear footwear that allows them to participate in all experiences and activities safely and

comfortably; therefore we ask that children wear safe footwear – no loose fitting or strap on shoes.
Sandals with buckles are acceptable.

No thongs are to be worn at any time when at the centre.

Gumboots can be brought to the centre for outdoor play in the digging patch etc but they are not appropriate for everyday where.

NAPPIES AND TOILETING

You are required to supply nappies for your child when at the centre. Please bring at least 4 a day. If your child is toileting please supply several complete changes of clothing including shoes and a nappy if your child requires one for sleep/rest time.

SUN SAFETY

Belford Oaks is a member of the Cancer council Victoria's sun smart early childhood program. When the UV index is above 3 the children are required to wear appropriate hats and sunscreen when in the outdoor environment. They will be provided with a spare hat if there is not one in their bag.

Please provide a clearly labelled wide brimmed hat that offers maximum protection from the sun (we have Belford Oaks hats available for purchase from the office). The hat must protect their face, neck and ears; caps are not appropriate.

The centre provides at least 30 plus sunscreen which will be applied either by the children themselves or by an educator 20 minutes before playing outside in the morning and afternoon when the UV index reaches above 3. If your child has sensitive skin you will need to provide your own sensitive sunscreen. There are many shaded areas provided within the environment for the children to explore on those hot days. Educators will model appropriate sun smart behaviour (wearing a hat and sunscreen) to encourage children to do the same.

SICK OR INJURED CHILDREN

If a child becomes sick or injured while at Belford Oaks the parent or guardian will be notified immediately. They will be asked to collect their child or make arrangements for a family member to collect their child within the hour. If the parents cannot be contacted the emergency contact on the enrolment papers will then be contacted.

In the case of an incident where injury has occurred or an emergency resulting in the need for immediate medical attention the director or senior staff member will use their discretion as to whether to contact:

*an ambulance and then the parent

*the parent and advise them of the best procedure.

If the parent or the emergency contact cannot be contacted the staff will not delay in organising proper medical attention. Educators will call emergency services (000) if deemed appropriate.

EDUCATORS WILL NOT TRANSPORT CHILDREN THEMSELVES

Depending on the severity of the injury or illness, every effort will be made to get into contact with parent/guardian before the emergency treatment is sought. If unreachable the enrolment forms enables the director to act in the child's best interests.

In the event of an accident/injury staff will follow the following procedures

*Comfort the child and administer first aid.

*Ensure that all other children are supervised adequately.

*Ring emergency services if necessary

*Contact the parent/guardian or the emergency contact.

* Pass on all relevant information to the department of human services (accidents that require

medical attention only).

- *Record all relevant details of the injury/illness on an Incident, injury, trauma and illness form. Parents will be required to sign this form when they collect their child.

ILLNESS AND EXCLUSION

When in childcare there is very little that can be done to avoid minor illnesses such as cold and flu. We do our bit by keeping the rooms clean and sanitised and this is why we strongly urge you to keep your children home if they are unwell, to minimise the spread of infection.

It is important when considering childcare that you recognise your children will go through periods of illness, especially when new to this kind of environment. There will need to be someone (parents, grandparents, friends etc) close by to collect your child if they fall ill when at the centre. Parents have the most important role in minimising the spread of infection by making the decision to keep their child home. We understand that due to work commitments it may be difficult to keep your child home but we are unable to care for sick children and it is not fair to spread the germs to the other children and the educators.

With your understanding and help combined with our hygiene practices and procedures we can work together to create a relatively germ free environment.

The department of human services has a list of infectious diseases for which infected children must be excluded from the centre.

It is Belford Oaks' policy to minimise the spread of infection by adopting the following practices a child should not attend the centre if they have:

- * A temperature (of 38 or above)- Children are to be kept away from the centre for a minimum of 24 hours after the temperature has subsided.
- *Diarrhoea – a child with watery stools should not return to the centre until they have been free of the diarrhoea for a minimum of 24 hours.
- *Vomiting – a child vomiting should not return to the centre until the vomiting has ceased for at least 24 hours.
- *Conjunctivitis – an infection of the eyes characterised by redness, watery eyes and yellow discharge which becomes crusty. This requires medical treatment and cannot return until the discharge has cleared completely.
- *Impetigo (school sores) – a contagious infection characterised by crusted sores which usually appear first on the face and may spread to other parts of the body. This condition requires medical treatment and the child must stay home until the sores have healed or treatment has been undertaken for at least 24 hours and the sores are covered.
- *Head lice – a child must be excluded until their hair has been treated; other members of the family will also need to be checked.
- *Hand foot and mouth disease – a viral infection characterised by a rash and/or blisters mainly on the tongue, gums, mouth, hands, feet and buttocks. This is highly contagious; children must be excluded from the centre until they have fully recovered from the infection.
- *Chicken pox – children cannot attend the centre until fully recovered or blisters have formed scabs.
- *Glandular fever – exclusion is not necessary.
- *Hepatitis B – exclusions not necessary
- *Hepatitis C - exclusions not necessary
- *HIV – exclusion is not necessary
- *Measles – exclude for a minimum of 4 days from the appearance of the rash.
- *Meningitis – Exclude until recovered.
- *Mumps – Exclude for at least 9 days after onset of symptoms.
- *Ringworm – Exclude until the day after treatment has commenced.

- *Rubella – exclude until fully recovered or at least 4 days after the onset of the rash.
- * Streptococcal – exclude until the person has received antibiotic treatment for at least 24 hours.
- *Whooping cough – Exclude for 5 days after beginning antibiotic treatment.

Important notes

These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to the centre until they are fully recovered. The only exception to the rule is that children with certain skin conditions may return once appropriate treatment has commenced. In case of doubt or for guidance about conditions not mentioned on this list, advice should be sought from the centre or alternatively your doctor.

Belford Oaks will keep all families informed of any infectious diseases within the centre at any time.

The centre will display information on the front door in regard to the infectious disease and recommended exclusion periods.

IMMUNISATION

Belford Oaks CCC follows the 'No Jab, No Play' legislation. All children are required to be immunised in order to attend the centre. Childhood immunisations must be kept up to date and a copy of your child's immunisation history is to be given to the centre for their records.

MEDICATION

A medication authorisation form must be completed by the parent in order for educators to administer medication to the children. The medication must be prescribed for the child and have the correct dosage and expiry date on the packaging.

Only the prescription or the manufacturer's dosage will be administered; if parents wish for a larger amount to be administered they must provide us with written authority from their doctor. After completing the medication form the medication must be handed to an educator. Please do not leave medication in your child's bag or locker.

It is the responsibility of the parents to collect the medication at the end of the day.

Medication forms

The centre will make sure medication forms are maintained, containing details of:

Parents authorisation

Child's name

Name of medication

Date, time of the last administered dosage

Date, time and dosage to be administered

How the medication is to be administered

Dosage administered by staff

Date and time administered by staff

Name and signature of person who administered the medication

name and signature of the person who witnessed the administering.

All forms will then be kept in each room's medication and accident forms folder.

ASTHMA

If your child suffers from asthma you will need to provide the centre with an asthma plan and inform the staff if your child is on preventative medication or if they require medication during an attack. If your child develops the symptoms of asthma while at the centre it may become necessary to administer medication; usually in the form of an inhaler/puffer. You are required to provide the centre with a labelled puffer and medication to be kept at the centre at all times. If an attack occurs a parent/guardian will be notified and informed that treatment is being administered as per the asthma management plan. If the child continues to struggle to breathe medical advice will be sought. Depending on the severity of the attack parents will be contacted to come and collect their

child.

Parents must ensure that the centre always has an up to date copy of your child's asthma plan.

ANAPHYLAXIS

Anaphylaxis is a severe life threatening allergic reaction. The most common causes in children are eggs, peanuts, and dairy or bee stings; the slightest contact with an allergen may result in the loss of life. There are specific treatments to manage the condition including the Epi-pen. Educators are trained and partake in regular refresher courses on how to administer an Epi-pen in an emergency situation. An Epi-pen must be kept with the child at the centre at all times along with an allergy management plan/anaphylaxis action plan which have been completed in consultation with your doctor. It is the parent's responsibility to make sure the centre has an up to date copy of the management and action plans.

Any child who requires the use of an Epi-pen will not be allowed to attend the centre without an Epi-pen in their bag or in the room!

DENTAL HYGIENE

We promote good dental hygiene at Belford Oaks through a low sugar menu, the availability of drinking water at all times and through educational conversations with the children and the educators.

As it is impossible for us to supervise your children brushing their teeth, the dental health foundation recommends that it is essential for parent's to supervise the cleaning of young children's teeth twice a day until the age of 10.

A copy of the centre's dental policy is located in the policy folder in the foyer.

SECURITY

The gate leading to the front door is a self-closing gate and the front door is always locked and only accessible by a keypad with a code. Once enrolled all parents will be given the code to the keypad allowing them to let themselves into the centre during hours. For security reasons this number will be changed every 6 months or so. We ask that you do not give out this number to people who only pick your child up on the odd occasion, one of our staff will be more than happy to let them in if they ring the doorbell. By no means is this number to be given to siblings to enter into the keypad. The fewer people who know the number the safer it is.

CHANGE OF ADDRESS AND/OR CONTACT DETAILS

It is a parent's responsibility to ensure the centre has their current contact details at all times. If your details change we must be made aware immediately. It is also the parent's responsibility to inform the centre of any changes to details of emergency contacts and "nominated people" to collect your child. This can be done by completing a "change of details" form available from the office.

Please note, it is extremely important that you update your details as soon as possible as educators may need to contact you in an emergency.

FIRE AND EMERGENCY EVACUATION PROCEDURES

The centre holds and participates in fire/emergency evacuations drills four times a year. All educators and children are expected to participate in these drills. The emergency evacuation plan is displayed in every room including the kitchen, bathrooms, laundry, staff room and office. Please see displays in each room.

Each educator has a role to play in an emergency situation and by practicing the procedure regularly we will be experienced in the case of a real emergency situation (another reason why it is vital to keep your records up to date).

PROFESSIONAL DEVELOPMENT

The educators at Belford oaks participate in 2 full days within the centre of professional development each year as well as afterhours training and outside the centre training.

Below is a list of training Belford Oaks is committed to providing for their staff:

First aid – staff are trained every 3 years in general first aid, this training is generally conducted by St Johns Victoria.

CPR – this training is updated yearly.

Anaphylaxis – all staff have been trained in the use of an Epi-pen and will be updated every three years with in centre refreshers every year.

Food safety – staff are trained in basic hygiene practices, which allows any of us to step into the kitchen and cook.

Individual training - individual training is provided for educators following their appraisals in order to reach set goals. Training can take place at any time throughout the year and is done through a registered training company such as Gowrie or Early Learning Association Australia. After attending these training sessions educators are required to share with the other what they have learnt.

Group training – there are 2 days each year where all of the educators complete a training session as a team.

PHOTOGRAPHS

Permission from parents must be gained in order for the educators to take photographs of your children. This permission will be requested on your enrolment papers. The photographs are generally for use within the centre for daily reflections, learning stories and the newsletter.

PARKING

Belford Oaks has a car park at the front of the building which is available to parents (only) at drop off and pick up times. One car park is reserved for the director, but all other car parks are available for use.

EMERGENCY PHONE NUMBERS

EMERGENCY CONTACTS	PHONE NUMBERS
Police	000
Fire	000
Ambulance	000
Poisons information	13 11 26
Child protection crisis line	13 12 78
Maternal child & health (after hours)	13 22 29
Department of education & Early childhood development – Eastern metropolitan region	(03) 9265 2400
Royal children's hospital	(03) 9345 5522
Box Hill hospital	(03) 9895 3333
Austin hospital	(03) 9496 5000
Dental hospital	(03) 9341 0222