



# Parent Handbook 2021

# Macquarie Long Day & Early Learning Centre

## Licensing Details

**Approved Provider**

Maureen O'Connor

**Approved Provider Number**

PR-00003857

**Nominated Supervisor**

Melissa Morrison

**Service Approval Number**

SE-00008297

**Educational Leader**

Melissa Morrison

**Regulatory Authority for NSW**

NSW Early Childhood Education and Care Directorate

Department of Education and Communities

Website: [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

Email: [ececd@det.nsw.gov.au](mailto:ececd@det.nsw.gov.au)

Locked Bag 5107

Parramatta NSW 2124

Ph: 1800 619 113

Fax: 8633 1810



# Parent Handbook 2021

# Macquarie Long Day & Early Learning Centre

## Introduction

This Parent Handbook contains useful information about the Centre and an overview of the philosophy, policies and guidelines which guide our daily practices. Please keep this Handbook as a ready reference during your child's stay with us. All of Macquarie Long Day & Early Learning Centre's Policies and Procedures are available in the foyer for parents to read at any time. The Early Childhood Education and Care National Law and Regulations are also available in the foyer.

Macquarie Long Day and Early Learning Centre is located at Building B – 11 Talavera Rd, North Ryde, 2113 and is owned and operated by Danvic Pty Ltd. We have a maximum of 60 children per day ranging from 6 weeks to 5 years. Our centre operates to the highest possible standards of care.

Every parent needs to know his or her child is happy and healthy. Today's economic realities demand that many parents place their children in childcare. Parents can be assured that at our Long Day & Early Learning Centre provides the highest possible standard of care and supervision for the children from the infants to five years of age is provided. Bringing out the best in early childhood development is a challenge, which our staff accepts and meets with great commitment and pride.

## Hours of Operation

Monday – Friday  
7:30am – 5:30pm

We are closed on all NSW Public Holidays and for 2 weeks over Christmas / New Year

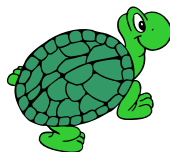


## Rooms and Groups

The centre is licensed for 60 children per day split up in the following groups:



Ducklings (0-2yrs)  
16 children per day  
4 Educators



Turtles (2-3yrs)  
15 children per day  
3 Educators



Crocodiles (3-5yrs)  
29 children per day  
3 Educators

Above ages are a guide as grouping depends on the needs of the individual child.



# Macquarie Long Day & Early Learning Centre

## Meet our Educators!

### Management

#### **Melissa – Centre Manager**

Bachelor of Education

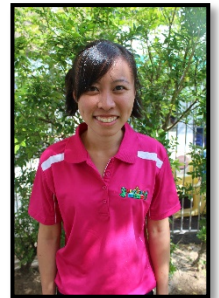
First Aid and Asthma & Anaphylaxis Training

### Ducklings Room

#### **Miss Melissa – Room Leader**

Diploma in Early Childhood Education & Care

First Aid and Asthma & Anaphylaxis Training



#### **Shahnaz - Educator**

Certificate III in Early Childhood Education & Care

First Aid and Asthma & Anaphylaxis Training



#### **Tina – Educator**

Certificate III in Early Childhood Education & Care

First Aid and Asthma & Anaphylaxis Training



### Crocodiles Room

#### **Kate – Room Leader**

Bachelor of Education

First Aid and Asthma & Anaphylaxis Training



#### **Aline – Educator**

Certificate III in Early Childhood Education & Care

First Aid training and Asthma & Anaphylaxis Training



#### **Jade - Educator**

Certificate III in Early Childhood Education & Care

Studying Diploma in Early Childhood Education & Care

First Aid and Asthma & Anaphylaxis Training



# Macquarie Long Day & Early Learning Centre

## Centre Philosophy

*As a trusted part of our local community, MELC aims to set high standards for quality early childhood education and care. When children commence their early learning journey with us, they are welcomed into the MELC family where they can feel safe and secure in a fun, educational and stimulating environment.*

*Here at MELC, we value the uniqueness of each child and family and ensure that the needs of each individual child are met throughout the day. With a child centred approach and a strong emphasis on play, children come into an environment where they can develop their independence, resilience and sense of agency through a focus on social and emotional development.*

*MELC recognises, values and supports families in the important role they have in their children's lives. Establishing partnerships based on mutual trust enables us to learn from them as well as work together to make decisions to ensure their children thrive. Through strong partnerships and open communication, we value all interactions and allow families to express their ideas and opinions at any time.*

*We believe that our team of passionate, diverse and qualified educators are our most precious resource, each bringing fundamental qualities and skills to our service. Our dedicated team work together to support and encourage one another in providing and optimising learning opportunities for children. We acknowledge the importance of teamwork and educators extending their knowledge and skills through professional development. Valuing and acknowledging the important role of our educators is the fundamental core of our service that enables us to provide high quality education and care to our children.*



# Macquarie Long Day & Early Learning Centre

## Our Program

### Play based learning

Here at the centre we run a play-based and interest-based program. Play is the way in which children naturally learn. They learn most effectively when they are relaxed and having fun. Children's learning becomes meaningful when they are free to learn at their own rate and in their own way. A play-based program does not mean that the children just do what they like all day. In a play-based program there will be times when the children come together as a group, listen when others are talking, follow the rules of group living and begin to take responsibility for their actions and their environment.

Parents are a great source of specific information about their child's interests and abilities and are encouraged to share this with their child's educators. Parents are kept informed about the program and their child's progress through various methods discussed in this email.

### KindyHub

KindyHub is an online programming system making it simple and easy for the educators to do their programming. Other features of KindyHub include an optional Parent Portal as well as a SmartPhone app. This option is available to you in addition to receiving the email update each day. You should already have received an email invitation for you to download the app and register for the parent portal. The app is available on both Apple and Android. If you don't recall receiving this, please contact the Centre Manager.

Some great features of the KindyHub app!

**Photos** – View all of your child's photos here. You can easily download and save them to your phone.

**Communication** – Tell us that your child is sick, running late or going on holidays with the touch of a button!

**Events** – Our centre events will be uploaded into the KindyHub calendar. Simply click 'Add to calendar' to add the events to your phone calendar so that you don't forget!

**Family Story** – This feature allows you to share things with us directly from your phone with the ability to upload photos and videos. This is a great way to communicate your weekend adventures with us, plus anything else you would like to share!

### Daily Email

Daily photos and videos are uploaded every day for each individual room and child. You will receive the daily email on each day that your child attends the centre. This email will contain photos and videos from the day along with your child's eating and sleeping information. Some photos will be captioned allowing us to make things more personal and individualised and bring more meaning to the photo.

### Individual Learning

Within the first 6 weeks of your child starting with us, your child will get an individualised learning goal. Educators will then plan experiences (which you can see on our program) and document your child's individual progress towards their goal. Either once the goal has been achieved or after 3 months, whichever comes sooner, you will receive a summary of your child's learning and progress



# Macquarie Long Day & Early Learning Centre

towards their goal. This allows us to really follow your child's progress and individual learning journey throughout their time with us and then share this information with you.

## Daily Program

Every room has their detailed program displayed in the parent area in your child's room. We encourage you to view this at the end of each day when you collect your child to see what activities and experiences your child has been up to. Here you will also be able to see what individual experiences have been planned for your child. A photo of the program will be taken each day and uploaded to KindyHub which you will receive with your daily email.

## Family Input

Here at MELC we value family input and understand how important it is for us to incorporate aspects of family life into our programs here at the centre. We strongly encourage you to have conversations with your child's teacher on a regular basis to give feedback on the current program, share any ideas you may have and communicate your child's current interests and needs. You will receive an email each Monday morning encouraging you to tell us about what you and your family have done over the weekend so we can try and incorporate aspects of this into the centre. You can also communicate this information by talking to your child's teacher.

## Handling Data



As part of providing safe and high quality childcare, Macquarie Long Day & Early Learning Centre is required by legislation to collect personal, sometimes sensitive information about families and children. All information is protected in accordance with the National Privacy Principles contained in the *Privacy Act 1988* and the National Regulations.

Personal details collected from families are stored in locked filing cabinets and on a password protected computer. Access to this information is then only made available to those directly related to the care of your child on a need-to-know basis.

Macquarie Long Day & Early Learning Centre may be required by law to give pertinent information about you to government organisations and agencies, and to certain community service organisations where they might be able to assist you. Wherever possible, we will seek to ask you first.

## Payment structure and administration

### Fees

1. A bond payment equivalent of 2 weeks fees is paid on enrolment to the centre. This amount may be used at the end of your care to cover any outstanding amount and any difference will be refunded. Once the bond payment is made, if you choose to no longer enrol your child this bond will be forfeited unless 4 weeks written notice has been given
2. A \$100 non-refundable enrolment fee is also payable upon enrolment.



# Macquarie Long Day & Early Learning Centre

## 3. Daily Fees:

0-2 years \$158.00 – per child per day

2-3 years \$152.00 – per child per day

3-5 years \$142.00 – per child per day

There are no half day or hourly bookings

4. Fees are charged via direct debit. The date that the fees are debited is flexible and we can set up your debit for weekly, fortnightly or monthly payments.

## ***Child Care Subsidy (CCS)***

The Centre meets all of the regulatory requirements for CCS.

Parents seeking CCS need to lodge an application with the Centrelink through their MyGov account.

For more information about the Childcare Subsidy, you can go to

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

## Enrolment

Macquarie Long Day & Early Learning Centre is committed to non-discriminatory access.

Casual days are available on request. These can only be provided if you are requiring additional days and if a position is available at the centre. Days cannot be swapped.

## ***Before commencement***

The Centre Director meets with all parents and children before commencement at the Centre and gives them a tour of the facilities. This gives the parent(s) opportunity to view the Centre, meet the educators, and receive the necessary enrolment information. The Centre's program and any special needs of the child (such as specific dietary requirements, allergies, asthma plans) are also discussed during this meeting.

Enrolment forms are to be completed, and parents must provide children's immunisation records, birth certificate, and any court orders affecting the child so that they can be photocopied at this time. The Bond, and enrolment fee must be paid before your child commences at Centre.

The decision whether a child with any additional needs can be enrolled in the Centre is made after consultation with the:

- Director / Owner
- Child's Parents
- Child's Doctor/Paediatrician
- Children's Service Adviser (if necessary)
- Other relevant professional and medical personnel.

## ***Withdrawal and changes to number of days***

We require a full four weeks' notice in writing (not verbal) if you intend to withdraw your child from the Centre or to decrease the number of days required. The four weeks' notice starts from the close of business of the day you inform the Centre in writing.



# Macquarie Long Day & Early Learning Centre

## Absent Days and Public Holidays

The centre will be closed on the following public holidays, and full fees are charged for those days (CCS adjusted where applicable):

- Australia Day
- Good Friday
- Easter Monday
- Anzac day
- Queens Birthday
- Labour Day

Full fees are still charged if your child is absent due to illness or if your child is on holidays (CCS adjusted if applicable).

The centre closes down for 2 weeks over the Christmas/New Year Period. Fees are not charged during this time. Closure dates will be confirmed each year.

## Arrival and Departure

### *Arrival*

To ensure your child's safety, we require that you (or another authorised adult over 18 years of age) accompany your child into the Centre. **Sign your child in upon arrival with time noted.** Inform educators if:

- You are going to be away from your place of work or home for the day, and leave a direct contact telephone number for a medical emergency
- Someone different is collecting your child (if this person is not on your child's enrolment form, we will need this in writing)
- Your child is unwell or has been sick
- Your child requires medication throughout the day
- Your child has been given medication at home within the past 24 hours
- Your child is teething
- You are aware of anything that might have happened/or is planned that we should know about to ensure we meet your child's needs.

Before you leave, inform an educator of your child's arrival.

### *Departure*

To ensure your child's safety, we require that you (or another authorised adult over 18 years of age) collect your child from the Centre. **Sign your child out on departure with time noted.** Before you leave, inform an educator of your child's departure.

**Note:** It is a legislative requirement that your child is signed in and out of the Centre.

### *Persons authorised to collect children*

At the time of enrolment, parents must provide the Centre with the names and contact details, including telephone numbers, of any persons authorised to collect their children. Parents must notify the Centre of any changes to this authorisation. If someone other than



# Macquarie Long Day & Early Learning Centre

the authorised person (as indicated on the child's file) is to collect your child, the Centre must be notified in writing. Children will be released to authorised persons only. Photo ID must be shown before a child will be permitted to leave the Centre with a person unknown to staff. All authorised persons collecting children must be eighteen (18) years or older.

Parents who have court orders must provide the Centre with a copy for our records. If no legal documentation on who may pick up the child exists, the child will be released to either parent until the Centre is advised otherwise in writing. (Refer to the 'Access and Custody Policy' in the Centre's Policies and Procedures Folders.)

## ***Arrival and departure of a child with a member of staff***

Macquarie Long Day & Early Learning Centre does not allow staff members to pick up or drop off children to and from the centre.

## ***Late collection***

The Centre closes at 6.00pm each night. To enable this to occur, parents should arrive at least 15 minutes before that time to collect the child, sign-out, gather any personal belongings, and perhaps have a brief chat with educators.



A late fee of \$30 for the first 15 minutes or part thereof and \$1 per minute per after that applies for children collected after 6.00pm (by the Centre clock).

Parents will be given a Late Fee Form to sign upon arrival at the Centre. Payment of any late fee is due the following week.

Emergencies do occur and the Centre understands this. In such an event, parents may be delayed and are asked to advise the Centre well before closing time.

If your child is still at the Centre at 6.00pm and we have not heard from you, we will take the following steps (in order):

1. Attempt to contact you at home, work or school
2. Call the people listed on your child's Enrolment Form as 'Emergency Contacts' and authorised to collect your child
3. Call the Police Department to advise them of the situation and consult on what action to take
4. Inform the Department of Education and Communities

## **What to bring**

Your child requires the following items each day:

- A backpack or bag
- 2-3 changes of seasonally appropriate clothing
- Comforter (dummy/blanket/teddy bear) if required
- Shoes or sneakers – not thongs
- Cot-size sheets for children for cot or bed.
- Infant formula (if applicable)
- A water bottle



Every item is to be clearly labelled with the child's name.



# Macquarie Long Day & Early Learning Centre

The centre provides:

- Food and drink (all dietary requirements catered for)
  - Morning Tea
  - Lunch
  - Afternoon Tea
  - Late snack
- Hats
- Sunscreen
- Nappies
- Wipes
- Painting Aprons
- Bibs

## Toys from home

Toys and items of value should be left at home. While many children would like to bring their own toys to the Centre, sharing these with other children can be a difficult concept for a child to grasp, and can cause distress. It is also difficult for staff to monitor personal toys and to ensure they will be sent home at night.

Of course, security items (e.g. dummy, rug, sleep teddy) are exceptions. However, these items are to be clearly labelled with the child's name.

## Birthdays

Birthdays are an important part of a child's life and also an important part of belonging in our centre. Parents are welcome to bring a cake to the Centre so their child may celebrate with their friends. All cakes brought into the centre must be completely nut-free and also accompanied with either the recipe or ingredients list so that we can ensure which children can have it.



Please let us know if you are going to join us for the celebration. If you are unable, we are happy to take photographs for you.

## Toilet Training



Centre staff will not begin toilet training your child until parents and educators agree that the child is developmentally and emotionally ready. This will ensure a consistent approach. Please speak to your child's teacher when you think your child is ready to begin the toilet training process. The process for toilet training will differ from child to child so please discuss with your child's teacher the best process to follow.

# Macquarie Long Day & Early Learning Centre

## Food and nutrition

The Centre provides morning tea, lunch, afternoon tea, and late afternoon tea for all children. The meals are freshly cooked, healthy and nutritionally balanced, and seasonally and culturally appropriate.

Water is offered regularly and on request throughout the day. The weekly menu is displayed. Information about the children's food and drink intake is recorded each day for you to view.

Please discuss any specific instructions or requests regarding your child's dietary requirements, particularly allergies, with the Centre Director upon enrolment so that this need can be accommodated. Macquarie Long Day & Early Learning Centre is a 'nut free' environment.

Meal times are pleasant occasions. Educators sit with small groups of children during meals, talk with them and encourage conversation between children.

Children are encouraged to taste or try different food, but never forced to eat. Toddlers and pre-schoolers are encouraged to serve and feed themselves. Chairs, tables and eating utensils are suitable for the developmental levels of the children.



Infants are held while being bottle fed in a warm and affectionate manner. Babies are introduced to food in consultation with parent.

## Sleep and rest



All children are encouraged to rest during the day but are not compelled to sleep. The length of time children rest is dependent upon their needs, and these vary from child to child.

Quiet activities are available for those children who do not sleep. Your child's sleeping and eating habits will be recorded each day.

## Immunisations

Part of the enrolment process here at the centre requires families to give us their child's immunisation records. These records also need to be updated throughout your time at the centre so that we can ensure that we always have the most updated records in our database. You must provide us with an immunisation history statement from DHS. Unfortunately we are not able to accept the Blue Book. The Australian Childhood Immunisation Register records a child's immunisation history and provides an immunisation history statement to you.



# Macquarie Long Day & Early Learning Centre

You do not need to do anything to add your child on the Immunisation Register. Children who are under seven years of age and enrolled in Medicare are automatically included on it. Even if your child isn't enrolled, they will be added to the Immunisation Register once their immunisation details are received from your doctor or immunisation provider. New Immunisation Laws (for all children newly enrolled in 2014) now require us to exclude children from the centre that are not up to date with their immunisations or who have not provided us with their immunisation history statement.

**You can get a copy of your child's *immunisation history statement* at any time by using the links below:**

- Using your Medicare online account through [MyGov](#)
    - Using the [Medicare Express Plus App](#)
  - Calling the AIR General Enquiries Line on 1800 653 809
- [Click here to read more about the immunisation register](#)

If an outbreak of a vaccine-preventable disease occurs in the Centre, the Centre will seek advice from the local Public Health Unit, concerning the possible exclusion of any children who are not immunised. The decision to exclude a child from the Centre is made by the Centre Director or the local Public Health Unit. Normal childcare fees apply during the child's absence from the Centre.

All families, staff and visitors to the Centre will be informed in writing that an outbreak of the particular infectious disease has occurred. The Centre Director has the right to send a sick child or staff member home if they are believed to be unwell and possibly contagious.

## Infectious Diseases

Young children have immature immune systems and the nature of their play makes them more susceptible to the risk of cross-infection, especially in their first year of group care.

In addition to staff and children maintaining healthy and hygienic practices, the Centre excludes children and staff according to the National Health and Medical Research Council Guidelines outlined in the table below.

Children and staff who have contracted an infectious disease may only return to the Centre on presentation of a medical clearance certificate, which confirms that they are no longer contagious and are well enough to return to the Centre. However, the Centre Director has the ultimate responsibility for deciding if a child is well enough to return to the Centre. If a difference of opinion exists between the parents/doctor and the Centre Director, she/he will contact the Authorised Public Health Unit for advice.

The Centre is required by legislation to inform their local Public Health Unit whenever:

- Either staff or children contract a vaccine-preventable disease
- An outbreak, that is two or more cases of other infectious diseases, occurs in a centre
- Either staff or children contract a notifiable disease.



# Macquarie Long Day & Early Learning Centre

The local Public Health Unit guides and assists the Centre to manage any such outbreaks (e.g. immediately treat staff and children with medication or vaccination in the case of meningococcal), and provides the Centre and families with accurate information.

The Centre is also required, by the Education and Care National Law and Regulations, to inform all families:

- That an instance(s) of the disease has been identified in the Centre
- Of the symptoms of the condition
- Of the exclusion time from the Centre for any infectious persons
- If a medical clearance is required before returning to the Centre
- In a way that maintains the confidentiality of individual persons or families.

To minimise the risk of spreading the disease, parents are asked to inform the Centre immediately if their child or a member of their immediate family has contracted an infectious disease.



## Recommended minimum exclusion periods

ADAPTED FROM STAYING HEALTHY | 5TH EDITION | 2013

Condition	Exclusion of case	Exclusion of contacts*
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours <sup>2</sup>	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours <sup>2</sup>	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours <sup>2</sup>	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Gardiasis	Exclude until there has not been a loose bowel motion for 24 hours <sup>2</sup>	Not excluded
Glandular fever (mononucleosis, Epstein-Barr virus (EBV) infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded. Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded. If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydradisease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunized and immune contacts are not excluded. For non-immunized contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is longer)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated and incompletely vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Rose River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours <sup>2</sup>	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>2</sup>	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>2</sup>	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunized children, and less in immunized children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours <sup>2</sup>	Not excluded
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred	Not excluded

\* The definition of 'contacts' will vary according to the disease—refer to the specific fact sheet for more information.

<sup>2</sup> If the case is otherwise, possible exclusion for 48 hours until course is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours.

Adapted from SA Health Communicable Disease Control Branch <http://www.sa.gov.au/pdfs/communicable-diseases-communicable.htm>. Note that exclusion advice is consistent with Series of National Guidelines (SaNS) where available.

Staying Healthy: Preventing infectious diseases in early childhood education and care services | 5th Edition | Printed June 2013 | NHMRC Ref. CH556



Australian Government  
National Health and Medical Research Council

NHMRC  
WORKING TO BUILD A HEALTHY AUSTRALIA

## Management of unwell children

If a child becomes sick whilst at the centre, an educator holding a first-aid certificate is to assess the child's condition by taking the child's temperature informing the Director/Nominated Supervisor or Certified Supervisor on duty of the child's condition and then contact the parent/guardian or emergency contact for the child to be collected. If a child is unwell at home, parents are asked not to bring the child to the centre. The centre will follow and implement the recommendations from *Staying Healthy: Preventing infectious diseases in early childhood education and care services*.

### Assessing an infectious illness

Educators at the centre are not health care professionals and are unable to diagnose an illness – this is the responsibility of medical practitioners. To ensure that symptoms are not infectious and minimise the spread of an infection, medical advice should always be sought.

The centre will ensure that staff are aware of symptoms which may indicate a possible infection or serious medical illness or condition.

Signs and Symptoms indicating an illness may include but are not limited to:

- Is lethargic
- Unusual behaviour (child is cranky or less active than usual, cries more than usual, seems uncomfortable)
- Loss of appetite
- High temperature (38 degrees and above)
- Loose bowels
- Vomiting
- Discharge from the eye or ear
- Skin that displays rashes, blisters, spots, crusty or weepy sores
- Difficulty breathing
- Sore Throat or difficulty swallowing
- Headache or stiff neck
- Is unable to participate in the activities or routine with the centre
- Sleeps at unusual times
- Is in need of constant one on one care
- severe pain anywhere (including toothache)
- Grey or very pale faeces
- Unusually dark or tea-coloured urine
- Frequent scratching to the scalp or skin
- Shows other obvious signs of ill-health
- Coughing

When educators identify symptoms that may indicate the illness is potentially infectious they will administer first aid where required and parents will be notified and instructed to collect the child immediately. Depending on the nature of the illness, the child will only be able to return to the centre following presentation of medical certificate stating that the child is well enough to attend. Educators will also take into account recommended exclusion periods.

The Director/Nominated Supervisor reserves the right to overwrite a Doctor's letter allowing the child back into care if the child's condition does not fulfil the criteria for return to care.

# Macquarie Long Day & Early Learning Centre

Advice regarding exclusion will be sought from the local Public Health Unit if necessary. A child or adult will be considered sick, must be collected from the centre and not return for 24 hours from last sign/symptom if he/she:

- Has a fever on or over 38 degrees (*refer to high temperature details below*)
- Vomits
- Has diarrhoea (twice in 1 day)

A child or adult will be considered sick, must be collected from the centre and requires a medical certificate pronouncing the child 'fit for care' to return to the centre if he/she:

- Has an infectious disease
- Has ear or eye discharge
- An undiagnosed rash
- Severe, persistent or prolonged cough. This includes a child who is coughing for more than one week without seeing a Doctor or a child goes red or blue in the face, has difficulty catching their breath, vomiting from coughing or makes a high pitched croupy or whopping sound after coughing
- Has symptoms consistent with an infectious disease reported in the centre
- A child will not be admitted to the centre if he/she:
- Does not present a medical certificate when required
- Has not been excluded for 24 hours when required
- Is in need of Panadol (or other similar pain relief) in the morning before care except in the case of pain relief from teething.

When other symptoms are present the Nominated Supervisor/Director in conjunction with the Room Leader will assess the child to determine if exclusion is necessary.

## High Temperature

High temperature is one of the most common reasons why children visit a medical practitioner and is generally considered to be a mechanism that the body is experiencing and fighting an infection. A temperature will be considered high if it is on or above 38°C.

Consideration will be made for children who have recently been immunised.

Educators will follow procedures to reduce the temperature as well as focusing attention on the way the child looks, behaves, the level of alertness and whether there are any other symptoms present.

## Common Colds

Common colds are very common in children occurring 6-8 times per year on average. Children may show symptoms but do not display symptoms of an infectious illness that requires exclusion. In these cases, an assessment will be made by the Director/Nominated Supervisor in conjunction with the room leader to determine if the child is well enough to continue at the centre or requires parental care based on their symptoms and general wellness. Symptoms could include:

- Runny or blocked nose
- Sneezing
- Coughing
- Watery Eyes
- Headache
- Mild sore throat



# Macquarie Long Day & Early Learning Centre

- Slight fever
- Nasal discharge may start clear and can become thicker and turn yellow or green over a day or so

Medical history and other signs and symptoms present will be taken into consideration when making the assessment. The Director/Nominated Supervisor will have the final say regarding whether a child is able to attend the centre. We want to support all family's need for childcare, however the parent must realise that a child who is unwell will need one-on-one attention. This places additional pressure on staff ratios and the needs of other children.

## Accidents and Injuries



Educators at Macquarie Long Day & Early Learning Centre take every effort to minimise the chance/likelihood of any accident happening at the Centre. They supervise children closely at all times and do so knowing the times and situations where accidents are more likely to occur. They hold current First-aid and CPR certificates and are attentive and quick to respond to any signs of injuries.

If children have an accident at the Centre, staff will:

- Follow the DRABCD Action Plan
- Complete the Accident Report Form
- Ensure the parent/emergency contact signs the Accident/Injury/Injury Illness Report Form.

Parents are required to sign the Accident/Injury Report Form when they collect their child from the Centre.

If a parent/family notifies the Centre of any accident, injury or illness once the child has left the service and no record of the incident was noticed whilst the child was in attendance, a detailed record must be taken by the staff member receiving the information and this information must be placed in the child's personal confidential file.

## Administering Medication

Whenever possible, medication is to be administered at home. Careful consideration is then to be given to whether or not the child is well enough to attend the Centre. If the child attends the Centre after being given medication at home, the Centre must be informed of its purpose and possible side effects. Only prescribed medications or medications accompanied by an Emergency Action Plan or an authority letter from the child's doctor will be administered by educators. No over the counter medications will be administered by educators without an accompanying letter from the doctor. Exceptions to this are:

- Nappy Rash Cream - The parent can bring in their own nappy rash cream if they prefer which will be clearly labelled with that child's name and used ONLY for that child.
- Bonjela Teething Gel

# Macquarie Long Day & Early Learning Centre

- Topical remedies for bites/stings (eg. mosquito bites) to be provided by the parent.
- Creams for non-contagious skin conditions such as eczema. The parent will be required to complete the *long-term medication form* upon enrolment and update as necessary.
- Asthma Reliever Puffer to relieve a cough or cold-like symptoms or similar for children that have not been diagnosed with Asthma. If the child has been diagnosed with Asthma, they must have an Asthma Action Plan. Refer to medical conditions policy for more information on children with Asthma.

An Administration of Medication Form must be completed for any medication administered at the centre unless accompanied by an Action Plan. Once the form is fully complete and signed by the parent, you must give to the Centre Director to sign and file.

All medication required to be refrigerated will be stored on the medication shelf of the babies/toddlers kitchen fridge. This area is inaccessible to children. All medication not required to be refrigerated is kept on the medication shelf in the Crocodiles Room, and in the medication box on the babies/toddlers kitchen bench.

Educators are able to administer an age appropriate dose of Children's Panadol to children that are teething or have a high temperature caused by teething. The child does not need to be sent home in this instance as long as they show NO other symptoms of being unwell. Educators will NOT administer Pandol in this situation unless verbal or written content from the parents has been given.

## Smoking

The Centre is a non-smoking area. This includes all indoor and outdoor play areas and anywhere that is within sight or smell of the children.

## Sun Protection

Macquarie Long day & Early Learning Centre follows Sun Smart guidelines.

As the weather gets warmer, it can be tempting to dress your child in a tank top or singlet top or dress during Summer. Please remember that all children need to be in a t-shirt or top with capped sleeves to ensure that their shoulders are protected adequately from the sun. If you do dress your child in clothing that does not cover their shoulders, educators will change the child into an appropriate shirt from their bag or a spare shirt from the centre.



It is the responsibility of the parents to apply sun cream to your child each morning. This can be either at home before you come, or once you arrive at the centre. Each room has a bottle of sun cream next to their sign in/out sheet for you to use. Staff will apply sun cream again in the afternoon before going outside.

If you would to provide your own brand of sun cream for us to use for your child (ie. due to sensitive skin etc.), this is not a problem so please bring it in.



# Macquarie Long Day & Early Learning Centre

## Safety Procedures

The Centre has an emergency and evacuation plan for dealing with a range of possible incidents and threats, including fire. These procedures are displayed in each room. Fire extinguishers are installed throughout the Centre, and are maintained. Educators are trained in their use.

Safety drills involving educators and children are practiced randomly at least four times per year. They are called without warning at different times of the day and on different days of the week.

Evaluations are conducted after every drill. If the evaluation reveals any problem with the drill, appropriate changes are made. Fire Safety Officers inspect the premises annually and oversee a fire drill.

## Bottles

Parents who supply bottles for their children should ensure the bottles are clearly labelled with the child's name. Please use nametags or a permanent non-toxic marker.

Place all bottles in the body of the refrigerator, not in the door. (The temperature of shelves in the door panels is not as cold as that in the body of the refrigerator.)



All bottles are kept at the centre and washed and sterilized by staff.

## Child Protection

The Children and Young Persons (Care and Protection Act) 1998 requires educators to report concerns that they may have about the safety, welfare or wellbeing of any child attending the Centre to Family And Community Services (FACS).

## Visitors

Visitors, other than parents or guardians of children enrolled at the Centre, need to buzz the office to gain access to the building. Visitors will be asked to provide appropriate ID and to sign the Visitors' Book on arrival and departure. Visitors will be accompanied by a staff member at all times while in the Centre.

## Parent / Centre Communication

All important information and newsletters will be posted up around the centre and also emailed out to all families, but feel free to approach educators with any concerns at any time.



# Macquarie Long Day & Early Learning Centre

Most of the communication at the centre is done via e-mail or through verbal conversations.

All complaints should be directed to the Director in writing at  
[director@macquarieelc.com.au](mailto:director@macquarieelc.com.au).

Please inform the centre if:

- Your child is sick or going on holidays
- Custody/access arrangements have changed
- Your child's immunisation has been updated
- Your telephone number/address has changed
- Your work telephone number/workplace has changed
- The name of child's doctor, telephone number and address has changed
- Name of persons authorised to collect your child, and their telephone numbers have changed
- Any other information pertinent to education and care of your child.

## Babysitting

Engaging staff of the centre for private babysitting is strongly discouraged in the interest of ensuring that all children are treated in the same manner while at the centre and in order for the staff member to remain professional. If you do ask a staff member to babysit for your child, they are reminded of their obligation towards confidentiality at all times and must remain professional. This will be completely separate from the centre and we encourage you to not speak with staff regarding babysitting while at the centre.

We also ask that you do not invite staff to children's birthday parties or family events.

