Clare Valley
Children’s Centre
for Early Childhood Development and Parenting
Information Book for Parents
2015 Edition

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Welcome

The Management Committee and staff welcome you to the Clare Valley Children’s Centre for Early Childhood Development and Parenting.

We value and care for all children within our integrated service. Through Child Care, Kindergarten, Play Group and Toy Library we provide a safe and caring learning environment. We are also pleased to have the Healthy Families Team and Learning Together @ Home on site, making any information, assessment and support for children or families readily accessible.

Our Management Committee, families and staff have worked together to establish core values for our centre. We aim for these values to guide us in the way we operate:

Our Values

Family *Team Work* Quality * Life-long Learning * Fun!

This pack contains all the information you will require to enrol your child at our Centre.

Kindy Families

Please read all the information provided in the pack and you will be able to discuss any matters at a meeting set by the director in the term before your child starts kindy. A letter will be sent to you with the set dates at the Pre-Kindy Enrolment Session. If your child has already commenced kindy elsewhere please make an appointment with the Director to assist you with your enrolment. Complete the enrolment form park. All forms need to be completed in full before your child commences at the Centre.

Child Care Families

Completing the enrolment pack is the first part of your enrolment at our centre. Please make an appointment with the Director or Assistant Director for a guided tour. As part of the tour we will provide you with information on:

- Signing your child in and out
- The Fee Policy
- Methods of communication

We will walk you around the centre and introduce you to staff members in the different areas and have a general chat about the layout and function of the centre. This is a great opportunity for you to ask questions about any aspect of how the centre is run. After the tour you can make an appointment to come back with your child for a free, 2-hour visit. This will give both you and your child a chance to see how the staff and other children interact within the room and how your child reacts in a centre-based setting.

During the visit, an educator will be available to sit and chat with you about your child’s care needs and routines. This information will be documented to ensure that when your child attends the centre, his or her day goes smoothly and that the routines are similar to how thing are done at home.

We understand that it may not always be possible to have this orientation time due to work and other commitments, but wherever possible we highly recommend it. By spending time at the Centre prior to care beginning, you and your child will both feel more comfortable in the room, and will be more familiar with the staff and routines and the transition from home care and settling into child care will be easier for both of you.
Checklist

Here is a handy checklist to help you complete enrolment:

□ Enrolment Form Pack completed in full and signed appropriately.
□ Proof of Immunisation by either presenting your child’s blue Child & Youth Health book for photocopying or an immunisation schedule obtained by ringing 1800653 809 or by visiting www.medicareaustralia.gov.au.
□ Proof of Age either Birth Certificate or Passport
□ If using Childcare ring Centrelink on 13 6150 to confirm that you have been assessed for Child Care Benefit (CCB) and to obtain the Customer Reference Numbers (CRNs.) You will get one CRN for the parent who will be claiming the CCB and a separate CRN for the child attending the centre.

We are very happy that you have chosen to use the range of services and facilities offered here at Clare Valley Children’s Centre for Early Childhood Development and Parenting and we look forward to a long and happy relationship with you and your child.

Our Purpose

To build an innovative children’s centre where integrated services offer high quality care and lifelong learning.

Our Philosophy

- Our prime focus is on excellence in all areas of care, education and development
- The Early Years Learning Framework is embedded in our nurturing, stimulating and educational environment
- Our practices reflect the importance of all children having opportunities to spend quality time in the natural environment
- Critical reflection amongst staff is constant to ensure quality and innovative programs and practices occur
- We focus on developing strong relationships and secure attachments through the use of Primary Care Giving
- We focus on wellbeing and strive to develop a positive centre culture
- We provide a fulfilling positive work environment for staff
- Families are our partners
- We recognise, respect and support the diverse backgrounds of the children and their families
- We believe in having strong links with the community and other service providers
- We recognise the importance of promoting sustainable practices across the centre
Services

- Child Care
- Kindergarten
- Learning Together Programme
- Playgroup
- Toy Library
- Family Health

Child Care

The Clare Valley Children’s Centre for Early Childhood Development and Parenting provides quality childcare at an affordable price to parents eligible to attend under the Commonwealth Government Priority of Access Guidelines. We care for babies and children from 4 months up to 6 years old in full-time, part-time or occasional care. Care for babies under 4 months will be considered on an individual basis by negotiation with the Director.

Childcare provides opportunities for children to develop stable, caring relationships with staff and other children. We focus on nurturing the physical, social, emotional, intellectual, cultural and creative development of the child in a safe, caring, happy and stimulating environment.

Session Times

Childcare is available between 7.00am and 6.00pm, Monday to Friday, for a minimum of 50 weeks a year. The Centre is closed on Public Holidays.

Full day: 7.00am – 6.00pm
Morning session: 7.00am – 12.30pm
Afternoon session: 12.30pm – 6.00pm
Short Day Session 9.00am – 3.00pm (Mon & Fri only)

The following sessions are available for children who go between Kindy and Childcare.

Before Kindy 7.00am – 9.00am
After Kindy (full day) Care: 3.00pm – 6.00pm

Fees for Childcare

Fee levels are set by the Management Committee, according to the Centre’s required income, in order to provide quality child care.

For current fee amounts please refer to the fee schedule included in the information pack or the Fee Agreement.

Contact Family Assistance Office to register for your Child Care Benefit and to obtain your Customer Reference Numbers. Phone number: 13 61 50

These fees are greatly reduced if you are eligible for Commonwealth Child Care Benefit & Child Care Tax Rebate. Centrelink has information about the Commonwealth Childcare Benefit & Child Care Tax Rebate. There is a gap between the rebate hourly fee and the hourly fees charged by the Centre.
Payment of Fees:

- All parents enrolling are required to sign a fee agreement and pay a bond. The bond is set at $300 per family.
- Fees are to be paid to the Clare Valley Children’s Centre one week in arrears and can be paid by EFTPOS, Credit Card *(in person or by phone, fee payable), BPAY, cheque or cash. If paying by cash please post correct money in the slot on the front counter.
- Weekly debit to credit card can also be arranged*(fee payable).
- A receipt will be provided for each payment.
- Details of an individual’s account are confidential and are stored appropriately. Individual families may access their account records at any time. Fee details are available in writing on request.

*for current fee payable refer to the Fee Agreement

Permanent Booking Conditions:

Parents are requested to advise the Centre of their child’s inability to attend as soon as this is known. (Bookings, Changes and cancellations in writing please) A permanent booking is a booking of at least a school term.

1. Changes to bookings:
   No fee is charged if at least one month’s notice is given.

2. Cancellation of Bookings
   50% of the fee will be charged if at least one full week’s notice of cancellation is given.

3. Cancellation of care:
   One month’s notice is required in writing when a child is to be withdrawn from care. Bond will be refunded upon finalisation of account.

4. Absence due to illness:
   Absences due to illness will be charged full fee (unless one weeks notice is given as per above). A sick certificate will need to be provided to satisfy the CCB allowable absences criteria.

5. Other absences:
   All other absences will be charged full fee. *(Please refer to Allowable Absence Days under Child Care Benefit in the Parent Handbook)

Casual Booking Conditions:

A casual booking is a booking of any less than a school term.

- Once accepted casual bookings will be treated as a permanent booking regarding absences (refer above).
- Bond will be refunded upon finalisation of account.

Overdue Accounts:

Parents/guardians with overdue fees are encouraged to discuss any difficulties they may have in meeting payments with the Director and negotiate suitable arrangements to pay. If this is not done, or other arrangements are not kept, the following procedures will apply:

1. Written communication requesting payment, a reminder of the fee agreement and requesting contact for payment arrangements as soon as possible.

2. Second notice advising payment is required within 7 days or bookings will be cancelled unless arrangements are made.

3. Third notice stating bookings have been cancelled until payment is made or payment terms agreed upon.

4. A debt collector may be engaged to recoup remaining fees.
If bookings are cancelled they will only be reinstated once payment in full has been made and arrangements are made for future accounts to be paid either via Centrepay, Credit Card direct debit, or regular weekly account payment in full.

Fees for Late Collection/Early Arrival of Children:

The late collection/early arrival fee is charged by the minute. (Refer to the Fee Agreement for the current fee).

To maintain licensing regulations, it is essential that booked times be adhered to. The following procedure will be followed if you are late picking up or leave your child early.

1st Occurrence  Green warning note in pocket
2nd Occurrence  Orange warning note in pocket
3rd Occurrence  Red note in pocket advising of the fee charged/per child.

This will be charged to your account.

Subsequent late pickups/early arrival will be charged each time.

Please allow enough time to greet your child, collect bags and speak to staff. We always appreciate if you call and let us know when you are unavoidably late.

Priority of access

Priority of access guidelines apply to all families attending the Centre, and are put into place when the Centre is full on a day or session. The Australian Governments’ Priority of Access Guidelines are as follows:

1. A child at risk of serious abuse or neglect
2. A child of a single parent who satisfies, or of parents who both satisfy, the work / training/ study test under Section 14 of the A New Tax System (Family Assistance) Act 1999.
3. Any other child

Within each category the following children are to be given priority:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents

Under the Priority of Access Guidelines the Centre may ask a child to leave in order for us to provide a place for a higher priority child.
What do I need to bring?

- Clearly named bag
- Sufficient nappies (disposable or cloth) to last the day, plus extra for emergencies
- Sufficient plastic pants and fasteners if cloth nappies used
- A complete change of clothes (all labelled)
- Bottles for formula filled with cooled, boiled water- one for each feed each day.
- Formula - provided in named containers with formula measured and separated for each bottle.
- Empty bottles for milk- one for each feed each day.
- Drink bottle/sipper cup
- Comforters as required
- Wide brimmed / legionnaire hat all year round (labelled)
- Coat in winter (labelled)

The Centre provides:

Morning tea, lunch and afternoon tea and late afternoon tea

- Bibs
- Face cloths
- Baby wipes
- Cups
- Utensils
- Drinking water
- Sunscreen

Water is the preferred drink and drinking water is always available. The children are offered regular drinks throughout the day. Each child needs to bring a water bottle from home, please put the bottle / trainer cup on the drinks tray or appropriate spot in your child’s room on arrival. Leftover drinks will be sent home at the end of the day.

Please note:

Due to the large amount of clothing and belongings, it is best to name all of your child’s items to make it more likely that you go home with everything you started with! Texta names are fine but if you wish, “Stuck on You” Labels are an annual fundraiser and order forms are always available in the foyer; we receive a percentage of your order as a fundraiser for the centre. You can also order online anytime during the year from www.younameitlabels.com. You will receive a 5% discount for ordering online and if you quote our special code - cvccsa0203 (all small letters, no spaces), the centre receives a rebate.

Primary Care Giving

At the Clare Valley Children’s Centre for Early Childhood Development and Parenting we recognise the importance of developing trust and confidence between the children and the staff. To do this we have set up a primary care giving system in each room across our service.
It is a system of care giving that is designed to ensure that each child is linked to one special person who assumes major responsibility for their care. This person also becomes the main contact person for communication between the child’s family and the childcare service. Matching a primary caregiver with a child and their parents enables genuine connections to develop. These connections form the basis for the development of trusting and secure attachments.

Recent research into brain development in the early years has influenced our decision to implement the Primary Care giving-style of group care for the children and families at Clare Valley Children’s Centre for Early Childhood Development and Parenting. This research has proven that individual’s social and emotional well-being is reliant upon the development of trusting and secure attachments in the early years. The Team Leader sets up the system and monitors its implementation. Each child’s disposition, pattern of attendance and age will be taken into consideration when connecting children with a Primary Care Giver.

The Primary Care Giver does not compete with the parents for the child’s affection but acknowledges them as the most important influence in the child’s life and supports them. The Primary Care Giver does not try to become a personal friend. The relationship is a partnership based on a professional relationship with common goals for the child.

Each day the primary caregiver makes the child feel special, maintaining the close relationship, responding to their child’s cues and recognising and acting on specific needs in an appropriate way. Each caregiver has a small group of children each day and attends to the children’s needs in a very personal way. Children’s routines and rituals are individualised.

Primary Caregivers will come to know details about the children in their primary caregiving groups including:

- Their daily schedule
- Developmental skills, abilities and special needs
- Individual personality traits, moods and interests
- Food sensitivities and preferences
- Nappy and toileting needs
- Sleeping needs
- Preferred play and learning experiences
- Guidance and socialisation patterns
- Specific cultural information

The Primary caregiver will make note of the child’s day on the communication sheet. They will also participate in planning and implementing an appropriate learning and developmental program for the child using the Early Years Learning Framework and report to parents regularly about children’s achievements.

The primary caregiver is responsible for ensuring children form secondary or supporting relationships with other staff in the centre. While the primary caregiver will remain a base for their child these supporting relationships will enable children to be cared for in a responsive manner when their Primary caregiver is not available. (For example, when the Primary Caregiver is at lunch, on leave or on varied shifts.)
Kindergarten

Kindergarten is primarily for children age between 3 and three quarters and 5 and three quarters depending on their date of birth.

Children are entitled to access four terms of preschool in the year before they start school as follows:

- If a child turns four years of age before 1 May, they may start preschool in Term 1 in that year
- If a child turns four years of age on or after 1 May, they are eligible to start preschool from the beginning of Term 1 in the following year.

In addition, Aboriginal children and children under the guardianship of the Minister for Education and Child Development may, subject to resource capability (to be assessed on a termly basis), start preschool after their third birthday. A child may attend up to 12 hours per week initially, increasing up to 15 hours per week at the beginning of the year that the child turns four years of age before 1 May. Aboriginal children and children under the guardianship of the Minister for Education and Child Development may have an extended period in preschool up to 6 years of age, when they are required to enrol in school.

Proof of age requirements

At the time of enrolling in preschool, parents/guardians are required to provide proof of their child’s birth age. The following documents will be accepted:

- passport
- birth certificate
- official Centrelink documentation stating the child’s name and birth date

Children in their eligible year are entitled to up to 15 hours per week of kindergarten which is offered in up to 5 full days per fortnight. (Monday, Wednesday and alternate Fridays, Tuesday, Thursday and alternate Fridays)

The Kindergarten encourages a rich and relevant play based curriculum to support the development of the whole child. Children are actively engaged in hands on experiences and activities that are relevant to their lives and builds upon their previous knowledge and interests. The focus is on fostering a positive self-esteem, interpersonal skills such as communication, cooperation, sharing and making friends. Children are encouraged to explore new concepts, skills and problems.

Session Times

Monday to Friday 9.00am to 3.00pm

(Kindy may finish early on the final day of term to coincide with school and bus times this will be advised)

Fees for Kindergarten

Fees are to be paid to Clare Valley Children’s Centre by a time determined by the Director each term, or arrangements can be made to pay by instalments. Fees are determined by the number of sessions per week a child is enrolled. You can pay by EFTPOS, Credit Card (a $1-00 fee applies) in person or by phone, cheque or cash. Please post correct money in the slot on the front counter. Fees are reviewed annually.

Kindergarten is subsidised by the Department for Education and Children's Development. Funds are also raised through fundraising events and the collection of fees. Fees contribute to equipment and consumable items such as art supplies.
### What do I need to bring?

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Named bag</td>
</tr>
<tr>
<td>□ Wide Brimmed / legionnaire hat all year round</td>
</tr>
<tr>
<td>□ Coat in winter</td>
</tr>
<tr>
<td>□ Set of spare clothes (labelled)</td>
</tr>
<tr>
<td>□ Fresh fruit (not raw carrot or celery) and other healthy snacks, dried fruit, cheese...</td>
</tr>
<tr>
<td>□ Lunch if attending all day unless you opt for the centre’s meals</td>
</tr>
<tr>
<td>□ Drink bottle</td>
</tr>
</tbody>
</table>

Please label all bags, clothes, shoes and any other property clearly. “Stuck on You” Labels are an annual fundraiser but order forms are always available in the foyer; we receive a percentage of your order as a fundraiser for the centre.

You can also order online anytime during the year from www.younameitlabels.com. You will receive a 5% discount for ordering online and if you quote our special code - cvccsa0203all small letters, no spaces – when asked to name your fundraiser on the payment pages; we receive a rebate for the Kindy during the year.

Kindergarten children have the choice at the start of each term to nominate for a centre cooked lunch if they are going to attend all day. Please refer to the fee agreement for current lunch charges. These children still need to bring their own fruit snacks.

### Family Day Care

Family Day Care provides quality care for children up to 12 years of age in the homes of Family Day Carers. A Family Day Care service provides care through a network of approved Family Day Carers who are organised and supported by a professional coordinating team.

Family Day Care provides a safe, secure and stimulating home environment for your children, with care provided for small groups of children in the carer’s home.

Family Day Care provides hours for your children that are flexible and suit your needs. Types of care provided may include:

- Full time care
- Part time care
- Casual care
- Care for shift workers
- Before and after school care
- Vacation care
- Overnight and weekend care

In Family Day Care, your children will learn through play and exploration while interacting with small groups of children. They will participate in activities that have been planned to suit each child’s individual needs, such as storytelling, singing, games, visiting the park or library, playgroup, Kindergym, cooking, pretend play and many other activities.

Family Day Care also has a Respite Program, which enables children with additional needs to be cared for in a home environment by a trained Care provider who is supported by the Department for Education and Children’s Development staff. Depending on the needs of each child, care may take place in a child’s home if necessary. Care may take place on a regular or casual basis for a few hours a weekend or longer if required. For the Respite Program, children with additional needs should be eligible for the Disability Allowance.

This is managed through the Elizabeth Office. Please contact them on 8207 9100.
Play Group

Playgroup is an informal session where parents, carers, babies and young children up to school age can come together in a relaxed environment and socialise. Both adults and children can gain from a regular Playgroup session – it is a time to talk, make friends and share experiences. Free play is the essence of the playgroup session. Different activities are set out to allow children to choose, experience and learn at their own pace with you present to lend a helping hand.

Our Playgroup is an affiliated member of the Playgroup Association of South Australia Inc. As such, all families attending must become members of the association. There are many benefits to being a member, including insurance cover, member discounts, newspapers and newsletters, professional support and events.

Play Group has relocated to the Clare Primary School in the OSHC building. Just bring a hat, a drink and a piece of fruit to share. Any enquiries please call Kimberley Blacksell on 0458 226 214

Play Group Times

Friday 9.00am to 11.00am (not in school holidays)

Playgroup Fees

There is an annual membership payable to the Playgroup Association of SA. Half-year & term memberships are also available if you join during the year. Please enquire at the front desk for these fees.

A nominal daily fee is payable on attendance.

What do I need to bring?

- Water bottle
- A fruit snack to share
- Hats for adults and children to wear outside all year

Toy Library

Toy Library offers a borrowing service of toys and equipment suitable for young Children aged 0-6 years old. Parents and children can choose from a wide range of quality educational equipment at a minimal cost. Choose from:

- Puzzles
- Books
- Baby toys
- Games
- Construction sets
- Toys for dramatic play
- Water play toys
- Cassettes
- Costumes
- Threading sets
- Musical instruments
- Large wooden toys
- Outdoor equipment
- Vehicles

Children have fun while learning new skills!
Four items / child, or six items / family with two or more children can be borrowed for a loan period of 2 weeks. This time period can be negotiated with Toy Library staff if distance and opening times are obstacles.

**Opening Hours**

- **Tuesday** 8.30am-11.30am
- **Wednesday** 10.00am –12.00pm

Out of hours access is available. Please speak to Toy Library Staff or the centre’s reception staff if unable to access the service during open hours.

Toy Library staff will help children who are attending Kindy or Childcare to choose their own toys. They will collect your child and take them into the Toy Library to choose toys. This is a very easy way to access this wonderful service. Ring Vicky Kelly on 8842 3052 for more information.

**Toy Library Fees**

(Please ask upon application)

The fees are used to purchase new equipment and to maintain existing equipment. In special circumstances fees may be negotiated. Please speak to the Toy Library staff.

Toy Library is DECD funded and community managed by Clare Kindergym Inc. to cover basic running costs.

**Learning Together @ Home**

*Learning Together @ Home* is associated with the Learning Together program which is a program for families with children aged birth to four years which has a focus on early learning. At Learning Together, families work with early childhood teachers in child and family friendly settings such as preschools and Children’s Centres to support their child’s learning.

Learning Together @ Home is primarily a home visiting program that supports families to develop skills to help their children’s learning and development through play. Children are active learners from the moment they are born. This learning happens in their families. Parents and other family members play an important role in helping children learn.

Learning Together @ Home field workers will arrange suitable times to visit you at your home if required. Together you will set goals for your child’s learning and the fieldworker will support you and your child to play and learn together.

Fieldworkers will also bring toys, books and equipment for you and your child to use. They can offer information that may assist you and your child, and can help you connect with other services.

For more information you can contact the Lower Mid North (Clare) program on 8632 2633 or Kaye on 0408 290 807.

**Other Services**

**Access to Support Services**

Access to Support Services, predominantly the Healthy Kids Team who have facilities on site, are available through the Centre.
The Healthy Families Team (formerly Growing Healthy Kids) is a FREE SERVICE comprised of a group of health professionals who work with parents and caregivers to develop children’s skills and confidence. They work with children and their families between 0-6 years of age.

The Healthy Families team is based in Clare and travels across the region. The region covers north to Hallett, Spalding & Redhill, south to Two Wells, Dublin & Hamley Bridge, east to Burra, Saddleworth & Riverton and west to Snowtown, Lochiel & Port Wakefield.

The team consists of a Speech Pathologist, Dietician, Occupational Therapist, Physiotherapist, Podiatrist, Children and Families Social worker, and an Allied Health Assistant.

For more information about the Healthy Families Team, please contact Yorke & Lower North Health on 8842 6500. If you have any concerns, you can refer your own child to the team by calling Healthlink on 1800 003 307

**“Learning Through Play” Play Group**

For children with special needs who are under 4 years old is organised on demand.

**Dental Service**

The Dental Service works with the Pre-school and Child Care families to promote the best possible dental care for young children.

The South Australian Dental Service provides a range of dental services for children at clinics throughout Adelaide and all major country regional centres. Care is provided by dental teams comprising of Dentists, Dental Therapists and Dental Assistants.

All children from birth up to 18 years of age are eligible for care with the School Dental Service. Fees may apply. For more information about enrolments, fees and treatments contact the local Clare School Clinic on 8842 2288. Enrolment forms are no longer available at the Centre.

**Child and Youth Health (CYH)**

CYH conducts regular developmental screenings at the Centre for 4 year old children. CYH also use the Centre for consultations with parents and children, toddler programs and parenting programs.

For a list of other services around the Lower North Area please see the back of this pack.
Enrolling your child

We encourage all families wishing to enrol their child to visit the Centre. A staff member will show you around and explain all functions, routines and policies. You will have the opportunity to ask any questions and you are invited to spend time with your child in the Centre and meet the staff before your child starts Child Care or Kindy. Please phone or email to make an appointment.

Transitions and Settling In

Home to Centre

It will help your child and the staff if you share your child’s special routines, comforters, food preferences etc. when enrolling. It is appreciated if this information is given to the staff on the forms in your pack. For your child’s safety it is important to inform the staff at enrolment about any allergies, asthma or medical conditions and the appropriate management strategies. Serious medical conditions require a health care plan.

It is often an emotional strain for children and parents to adjust to a new environment and even if things appear to be going well, your child may feel uncertain for the first few days or weeks at the Centre and may be very tired. It may help your child to settle in if you can stay for a while although we understand this may not always be possible. We encourage you to phone the centre during the day to check on your child if you would like to.

Room to Room

Transition visits occur to help children settle as confidently as possible as they move into each new room. Visits include time to learn new routines and to meet staff members and new friends. Staff meet to pass on relevant information ensuring all are aware of each child’s individual needs and to foster continuous learning.

Centre to School

Kindergarten staff, collaborate with each school to ensure the transition process to school is a happy and successful time.

Each feeder school has a different program and this information is usually sent out in term 3. The first part of the program is the school staff visiting our site, during this time conversations between educators occur, sharing information about your child. Next the children visit the school with initially the support of kindy staff. The visits start short, building up to a whole day. Parents are responsible for delivering children to and from their school. If a transition day falls on your child’s kindy day they are welcome to return to our centre after the visit.
Arrivals and Departure

On arrival please bring your child to their primary care giver or another staff member in your child’s section so that we can greet you. Please say “Goodbye” to your child even if this is difficult for you. It is important that your child knows you are leaving and that you will return.

We are here to assist you should you need help at separation time.

Please:

- Help your child to place their belongings in their locker
- Leave a change of clothes in their bag and label all belongings
- Make sure that all doors and gates are closed securely when entering or leaving.

On leaving we ask you to:

- Help your child collect their day’s work and their belongings
- Take your child to farewell a staff member

For Childcare:

PLEASE SIGN THE ATTENDANCE SHEET at the time of arrival and again on departure. This is a requirement of the Department of Education, Employment and Workplace Relations and State Laws. Failure to sign in and out may see the Centre sanctioned which can result in the withdrawal of Child Care Benefit.

For Kindy:

PLEASE SIGN THE ATTENDANCE SHEET as you drop off your children. It is necessary for staffing and emergency situations that all children attending are accounted for.

If you are going to be late collecting your child PLEASE TELEPHONE THE CENTRE. A late collection fee applies in the Child Care Section. For more information please see the fee agreement. It is really important to keep to your booked times as this is what we base our staffing on, and children tend to become upset when they are picked up late.

If children are not collected from kindy when the session is finished and staff are unable to contact parents or emergency contacts they will be booked into child care (if there is room) and parents will be charged accordingly.
Securities and Collection of Children

The safety of children in our Centre is of paramount importance to parents and staff. Only parents and authorised people nominated by the parents may collect your child unless you have advised the staff beforehand, preferably in writing. If staff are unclear about an unfamiliar person collecting a child, identification such as a driver’s licence may be requested.

CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE OR ANYONE UNDER THE AGE OF 18 YEARS.

If at any time a Family Court order is made in relation to your child, the Director must be advised immediately and be provided with a copy of any such order.

No information will be given to persons over the telephone if our staff cannot establish their identity.

Please take special care of your child’s safety coming to and from the Centre, especially in the car park.

PLEASE NOTE: A 10KM/PH SPEED LIMIT APPLIES.

Communication

The notice board in the Entry Foyer is used for general information and a regular newsletter is distributed to all families using the Centre. Other information is placed in the children’s individual “pockets” in the Entrance Foyer. Please check your child’s pocket at the end of every day.

Please make an appointment if you have any queries or concerns about your child or the Centre. If you have a concern in relation to your experiences at the centre, opportunities exist for you to have your concerns addressed by the Director or the Management Committee.

In the first instance you are encouraged to address your concerns to the person involved. If your concern is not resolved you are welcome to discuss it with the Director, who will notify the Management Committee if appropriate. You are also able to write to the Management Committee and the grievance procedure is listed below.

If you feel that the Management Committee does not resolve your concerns, you have the right to take the matter to the relevant government department. (The Department for Education and Children’s Development for Kindergarten. The Department of Human Services and Health Children’s Services Program for Childcare.)

We also like to hear about things that we do well!! Positive comments boost the morale of our staff and in turn the atmosphere in the centre.

We treat all information regarding children and their families with the utmost confidentiality. Personal information of staff and families is not given out to anyone without prior consent. (See Confidentiality Policy).
**Grievance Resolution Procedure**

Good relationships within the centre and community generate a positive environment for all and give children a greater chance of success as learners.

The following procedure is to be followed if you have an unresolved concern regarding the Centre, its activities or the behaviour of people involved. The Grievance Officer is a neutral party and can be contacted if you feel you cannot raise the issue with the relevant person directly. The Grievance Officer can be contacted for support or guidance in raising the concern and seeking a satisfactory resolution.

Our current Grievance Officer is **Andrea Keane contact: 0488609611.** Any discussions with Andrea will be held in strictest confidence and handled appropriately.

<table>
<thead>
<tr>
<th>Children with a grievance will... with adult support</th>
<th>Families with a grievance will...</th>
<th>Staff with a grievance will...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ask the person to stop the behaviour that is not liked by putting their hand out and saying in a strong voice “STOP! I do not like it when you...”</td>
<td>1. Arrange a mutually agreeable time to speak to the relevant staff member about the grievance. If feeling uncomfortable/unsafe addressing the staff member, the alternative is to contact the Director or seek support of the Grievance Officer.</td>
<td>1. Arrange a mutually agreeable time to speak to the person concerned. Discuss and agree on a reasonable time frame for the issue to be addressed. If feeling uncomfortable/unsafe addressing the staff member, the alternative is to contact the Director or seek the support of the Grievance Officer.</td>
</tr>
<tr>
<td>2. If the behaviour continues ask for adult support.</td>
<td>2. If the grievance is not resolved, make an appointment to see the Director or put your issue in writing addressed to the Director. Discuss and agree on a reasonable time frame for the issue to be addressed. The Director will acknowledge the complaint obtain necessary information from all parties involved and seek a satisfactory resolution in the agreed time frame.</td>
<td>2. If the grievance is not resolved, make a time to see the Director. Discuss and agree on a reasonable time frame for the issue to be addressed. The Director will acknowledge the complaint obtain necessary information from all parties involved and seek a satisfactory resolution in the agreed time frame.</td>
</tr>
<tr>
<td>3. The adult will help by talking to the person who is persisting the behaviour and assist in communicating the grievance.</td>
<td>3. If the grievance is not addressed satisfactorily and in a reasonable time frame arrange to speak with or put your issue in writing to the Management Chairperson.</td>
<td>3. If the grievance is not addressed satisfactorily and in the agreed time frame put your issue in writing to the Director and Management Chairperson.</td>
</tr>
<tr>
<td>4. If the behaviour is ongoing, advise a staff member. Bullying and harassment by children will be addressed by a staff member in line with the Centre’s policy Guiding Children’s Behaviour and referred to the Director. Alternative strategies to assist the child with the grievance may also involve parents and staff.</td>
<td>4. If the grievance is still unresolved, the matter may be escalated by contacting the DECD Regional office and speak to the Regional Director ph: 8632 0610.</td>
<td>4. If the issue is not resolved within a reasonable time arrange a time to speak to the regional Director by calling the DECD Regional Office ph: 8632 0600</td>
</tr>
</tbody>
</table>

Po BOX 716, CLARE SA 5453
dl.6665.info@schools.sa.edu.au
Nutrition

We believe that good nutrition is vital for the wellbeing of children and they will be offered food according to their individual needs and timetable. We encourage nutritious, safe eating habits for all children attending the Centre.

The centre cook will provide childcare children all food including morning and afternoon snacks and lunch. We are Start Right Eat Right accredited until November 2014. The centre seeks to maintain the high standard set by these guidelines. We are transitioning from the S.R.E.R recommendations to the ‘Australian Dietary Guidelines: Eat For Health’ to ensure that the National Quality standards are met. All food supplied is nutritionally balanced, appropriate to the age of the children, and of sufficient quantity to meet the child’s needs. Parents are invited to discuss with the staff what their child has eaten/drunk throughout the day, including information such as likes and dislikes.

Kindergarten children have the choice when they start kindy to nominate for a centre cooked lunch. There is a fee for this per day and only includes lunch. These children still need to bring their own snacks. This can be changed either way at the beginning of each term only.

The Centre is a “Nut Aware” environment in consideration of the number of varying severity in the broad community. No products containing nuts are to be brought into the centre.

For kindergarten you need:

- A healthy, nutritious lunch in a named container that does not need heating as there is no access to the kitchen
- Snacks such as fruit, vegetables or cheese
- A piece of fruit, or two if staying all day
- Clearly named drink bottles

Due to the high risk of choking do not send nuts, raw carrot, raw celery, popcorn or corn chips. Do not send nuts & products containing nuts including Peanut Paste/Butter and Nutella. This includes children 0-6 years. It is a rule that children sit to eat.

Water is the preferred drink and drinking water is always available. The children are offered or reminded to have regular drinks throughout the day.

Parents are asked to avoid sending foods that are highly processed and high in sugar, salt or fat, such as chocolates, lollies, sweet biscuits, chips, chocolate coated fruit bars, roll ups, and soft drinks.

Please send food with minimal packaging – to assist staff in food preparation and support our environmental education program.

Food considered dangerous will not be served to the child, but will be sent home again. In such a situation, staff will have an informal discussion with the parents concerned, and explain why the food was considered unsuitable.

The Director needs to be notified in writing of any special dietary restrictions, requests and/or allergies at the time of enrolment or as relevant. Children with allergies will be photographed and information displayed for staff. (See Health Policy- allergies)
Super Snack Suggestions

Snacks are an important part of daily food intake, especially for children. They need to be nutritious, tasty, quick and easy to prepare.

- Slice of fruit loaf / bun
- Fruit bread, made into jaffles with ricotta cheese, dried fruit
- Pikelets, add mashed bananas to the mixture for a change
- Fruit / date / pumpkin or plain scones
- Sandwiches, cut into strips or shapes
- Small pita bread, spread with cream cheese, grated carrot, sprouts and roll up
- Small handful of rice crackers
- Wholemeal crackers with cheese
- Rice cakes with a thin scrape of reduced fat cream cheese and vegemite
- Breakfast cereals served dry, fruitybix, mini wheats, WeetBix, Wheat Bites To Go
- WeetBix spread with vegemite, butter etc
- Handful of home made pita chips (pita bread cut into triangles, sprinkle with a little parmesan cheese and bake 180C for 15 mins until crisp)
- Rice cakes spread with ricotta or cream cheese and vegemite and fruit spreads
- Crispbreads with vegemite, promite, fruit spreads
- English muffin with margarine and cheese, or vegemite
- Plain biscuits (Wheatmeal, arrowroot)
- Small can baked beans or spaghetti
- Tub of yoghurt or Fruche
- Cheese stick or triangle and sultanas
- Piece of fresh fruit or fruit salad in a small container or canned fruit snack pack
- Small handful of dried fruit (can serve in an ice cream cone)
- Homemade fruit muffins (aim for recipes with less than ¼ cup oil)
- Small container or assorted salads (eg. tabouli, pasta, rice)

Here are some ideas of balanced lunch boxes, which include foods from all groups.

- Sandwich, roll or flat bread with favourite filling
- Ice cream cone filled with dried fruit, 2-3 fruit biscuits or 2 slices of fruit loaf
- Tub of yoghurt, custard or frozen yoghurt tube
- 1-2 pieces of fresh fruit - kiwi fruit, pear, rockmelon, watermelon, mandarin
- Corn or rice thins or cruskits with vegemite, cream cheese or cheese spread

- 2-3 savoury pikelets or vegetable/pizza muffin
- Fruitybix bar or container of fruitybix / Nutrigrain or Apple & cinnamon muffin
- 1-2 cheese sticks or pieces, grated cheese or flavoured milk
- 1-2 pieces fresh fruit – apricot, nectarine, banana, grapes, orange
- Savoury rice crackers or multigrain Saladas with vegemite

For more ideas and recipes look in the parent library in the foyer
Curriculum –
What will my child do at the centre?

The ‘curriculum’ includes everything that happens during the day - all of the experiences, routines and interactions. Our curriculum uses the National Early Years Learning Framework (EYLF), which is a framework specifically for children aged 0-5 that focuses not only on academic competencies but places the most importance on the development of your child as a whole, prioritising social and emotional wellbeing and relationships. Working with this framework helps all children become successful learners, creative and confident individuals and sets the foundations for them to become active and informed citizens. Through the fundamental principles of ‘Belonging, Being and Becoming’, staff will program for your child using 5 Learning Outcomes.

- Children have a strong sense of identity
- Children have a strong sense of wellbeing
- Children are connected with and contribute to their world
- Children are confident and involved learners
- Children are effective communicators

Staff in both Kindy and child care are using this Framework to regularly plan, implement and evaluate room and individual programs to meet the needs of and extend your children. We believe, and the Framework supports, that children learn and develop skills best through play and staff will continually support and challenge children through interactions of the highest quality.

Children grow and learn best in a safe and caring environment. Staff use the daily routines, planned experiences and child initiated play as learning opportunities. Routines include times for group play, individual play, eating, sleeping, toileting, and cleaning up. The staff in your child’s room meet regularly to discuss and plan for each individual child and for the group as a whole. Developmental records are regularly updated for each child and we welcome the opportunity to share these with the child’s parents/caregivers. Each child’s Primary Carer will develop with your child a Learning Folder, in which special art work, learning stories, photos and other learning will be kept. These can be taken home or viewed by parents at any time.

As your child progresses through each room they will receive their learning folder to keep.

It is important for parents of children of all ages to be involved in and contribute to their learning. It is extremely valuable if you are able to provide us with information about your child, share your knowledge and expertise and get involved in the life of the centre. The more input you have and the more that your child sees you being involved the better the outcomes for your child.

The National ChildCare Accreditation Council Quality Improvement and Accreditation System (QIAS) processes ensure a culture of continuous improvement.
Excursions

Excursions and neighbourhood walks are an important way to extend children’s experiences. They provide variety, fun and interesting opportunities for learning and are planned as part of the developmental program.

There are prescribed guidelines for excursions to ensure excellent supervision for your children.

You will be asked to sign a general consent form for us to take your child on spontaneous local walks as part of the Centre’s program. If you do not want your child to participate in these trips you must indicate this on the enrolment form.

You will be given details of any other excursions and your written consent must be given for each excursion.

Children’s Behaviour

We believe that children need guidance and assistance in a caring way to help them learn to become responsible for their own behaviour and realise the consequences of their actions.

Children are encouraged to “use their words” to convey their needs and feelings. We teach children to use words like ‘stop it I don’t like it’ if someone hurts them in some way and then to seek adult help if that doesn’t work.

Each child will be supported by appropriate and positive guidance with clear, consistent and realistic limits.

Please see staff for more information or read our Guiding Children’s Behaviour policy.

Emergency and Accident Procedures

Our Centre has a detailed Policy, which sets out procedures in the event of an accident or emergency.

In the event of any emergency evacuation you will hear 3 continuous siren blasts. Please follow staff to the Emergency Assembly Area in the multipurpose yard. If this is unsafe we will go to the high school oval.

For an invacuation there will be 1 siren blast.

Emergency procedures are displayed in prominent places throughout the Centre.

Emergency drills are practised at least once a term so that children and staff are familiar with the procedure. Children will be kept together in a designated, protected area in the multipurpose yard. This is our Emergency Assembly Area.

It is important that telephone numbers of parents and emergency contacts are kept up to date. The enrolment form will be reviewed on an annual basis to assist us in maintaining accurate records.

If you are visiting the centre for an extended period please sign in at the front desk.
Bushfire Information

Bushfire season can be an anxious time for children and families. The Clare Valley Children’s Centre for Early Childhood Development and Parenting has an emergency plan to keep everybody as safe as possible in the event of a bushfire. By being prepared, planning, and taking action now to be Bushfire Ready, you will help greatly improve the outcome if a bushfire threat does occur.

The CVCC site has a moderate bushfire risk rating. It is outside of the CFS identified Clare Bushfire Safer Precinct. The Centre has the capacity to care for over 100 children between 3 months and 6 years of age. There are also staff, parents, visitors and other services on site. Given this, uncertainty, and rapidly changing conditions in a bushfire, there may not be sufficient time nor may it be safe or practical to evacuate the Centre. With consideration of the risks and more probable circumstances, the Site has been prepared to reduce the impact of ember attack and an approaching fire front. Within the Main Building, a nominated area has been prepared as the Bushfire Ready Refuge, where all persons on Site will shelter if the Site is under threat of a bushfire.

The Fire Danger Rating for a given day for the District, is based on weather and other factors that contribute to the likelihood of fire starting and how difficult it is to control.

We ask parents to:

Read all bushfire information provided, Consider what you and your family plan to do on a catastrophic fire rated day, Talk to your children about what will happen if a bushfire occurs when they are at the Centre and make sure your emergency contact details are up-to-date.

Being prepared

We consult with the CVCC community, CFS and DECS to develop the Centre’s Bushfire Action Plan. The Bushfire Action Plan is structured around the level of risk and a considered response. The Stages of the Bushfire Action Plan are triggered by:

- the Fire Danger Rating for the day,
- any Bushfire Alert Messages for the nominated district, or
- fire in sight.

<table>
<thead>
<tr>
<th>Fire Danger Season</th>
<th>Preparedness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fire Ban Day</td>
<td>Stage 1 Be Aware</td>
</tr>
<tr>
<td>Increased Bushfire Risk</td>
<td>Stage 2 Be Alert</td>
</tr>
<tr>
<td>Bushfire Watch &amp; Act Message</td>
<td>Stage 3 Be All Together</td>
</tr>
<tr>
<td>Bushfire Emergency Warning</td>
<td>Stage 4 Seek Refuge</td>
</tr>
<tr>
<td>Fire Impacting on the Site</td>
<td>Stage 5 Be Active, Fire Front Approaching</td>
</tr>
<tr>
<td>Emergency All Clear</td>
<td>Stage 6 Be Resilient, Respectful, Reflective</td>
</tr>
</tbody>
</table>

The Bushfire Alert Messages are broadcast on ABC Local Radio AM 639 and are available on the CFS website.

Active Response

When the Bushfire Action Plan is activated four staff members, appropriately trained, are nominated to form the Emergency Response Team to perform specific roles and provide leadership. It is not expected that staff place themselves in danger and actively fight a fire.
Preparing for the fire season includes reducing fuel loads, trimming vegetation, completing bushfire safety audits, checking water systems, training staff, practising drills and updating the Bushfire Action Plan.

Total Fire Ban Day response includes nominating the emergency response team from staff, checking that the Site and Refuge are prepared, advising staff of the bushfire risk, and actively monitoring for bushfire alert messages.

Increased Bushfire Risk response includes plugging downpipes, filling gutters and bins with water and hosing down the surrounds outside.

Bushfire Watch & Act Message indicates that there is a fire front approaching in the area. All persons on Site move to the Kindy room and are ready to seek refuge.

Bushfire Emergency Message indicates that the area is in immediate danger from fire. All persons to move into the Bushfire Ready Refuge until the emergency is declared over. When our Centre is open and a bushfire is approaching, the safety of children in our care is our highest priority.

Catastrophic Fire Danger Rated Days

Catastrophic days are declared when conditions mean that a fire will be uncontrollable, unpredictable fast moving and virtually impossible to control.

A catastrophic rating is issued at 4pm for the following day. DECD bus services will not operate on CATASTROPIC DAYS or through areas under threat of a bushfire.

All high risk schools and preschools in the declared Fire Ban District will be closed.

CVCC is a moderate risk site and the Centre WILL remain open on Catastrophic Days. Playgroup will not be run.

Parents and staff are asked to seriously consider for themselves the risk in travelling to and attending the Centre on Catastrophic Rated Days

For more information please read the Bushfire brochure located in the Foyer or contact the centre.
Health & Safety

If children are unwell they should not attend Kindergarten or Child Care. Not only will the child be unable to participate happily, it is unfair to the other children and adults to be exposed unnecessarily to viral and bacterial infections. Your child is safer and can be best looked after at home.

If a child is sick and unable to attend parents are asked to telephone the Centre and inform them about their child’s illness. The Centre does not have facilities to look after sick children; if your child becomes unwell we will call you or your emergency contact. Please arrange to have your child collected as soon as possible if you are notified that they are sick. You will be provided with an Illness Notification Form when your child is collected to provide you with information of your child’s symptoms etc. Please ensure your emergency contact details are up to date.

Where a child has an infectious disease such as chickenpox, German measles or whooping cough, the Department of Human Services, Communicable Disease Control section can advise of the minimum exclusion time from Kindergarten, Childcare, and Playgroup. Telephone 82267177. A current copy is at the end of this section, or you can visit www.health.sa.gov.au/pehs/youve-got-what.htm

If a child has a temperature of 38.0 ºC or higher, staff will inform the family or emergency contact and request that the child be collected as soon as possible. If the condition of the child deteriorates before arrival of the parent or emergency contact, at the discretion of the senior staff member, an ambulance will be called. Circumstances will be made to further contact the parent or emergency contact.

**Circumstances where medical assistance via an ambulance will be sought include:**
- spiking temperature reaching 40 ºC,
- prolonged asthma attack according to asthma foundation guidelines,
- fit or convulsion according to senior first aid guidelines,
- fall with potential broken bones, or major bleeding,
- uncontrolled bleeding,
- period of unconsciousness,
- chest pain,
- prolonged breathing difficulty.

We realise from time to time that it will be necessary to give your child medication. Any prescription or over the counter medication (including Panadol and cough syrup) requires the following:
- to be contained in its original packaging
- to be within the expiry date
- a dispensing label with the child as the prescribed person and the dosage amounts and requirements

Please be aware we will not administer Panadol without a prescription. You will need to fill in a Medication Permission Form and get a qualified staff members’ signature at time of drop off.

Medicine will only be administered by a qualified staff member and will be checked by a second staff member prior to administration. If there are any other products you would like staff to use for your child there is a Product Advice Form that you will need to fill in. This is for over the counter products such as nappy creams or specific sunscreen. These products can be used by all staff.

Minor accidents are recorded on a report sheet, which parents must sign. You will be notified of any minor accidents by way of a “Please See Staff” on the attendance sheet (child care) or a note in your pocket (kindy).

Parents are encouraged to keep their child’s immunisation up to date. A record of the child’s current immunisation status will be kept at the Centre. **No Government rebate is provided for children who are not immunised.** Children who are not immunised will be excluded from the Centre during outbreaks of some
infectious diseases in accordance with the National Health and Medical Research Council Exclusion Guidelines, even if a child is well. These guidelines are as follows:

### Infections and Disease

<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation Period</th>
<th>Period of Exclusion from Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox (Varicella)</td>
<td>14-21 days</td>
<td>Excluded until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td></td>
<td>It can be contagious. The Centre reserves the right to ask that a child can be removed immediately after 2 consecutive diarrhoea motions. Exclude for 24 hours after return of normal bowel motion.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td></td>
<td>Excluded until all blisters have dried.</td>
</tr>
<tr>
<td>Head Lice</td>
<td></td>
<td>Excluded until effective treatment has been given and hair is free of nits.</td>
</tr>
<tr>
<td>High Temperature</td>
<td></td>
<td>The Centre will not accept children with a high temperature – it is usually an indication that something is wrong. A child may convulse when the temperature is above 39ºC.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td></td>
<td>Excluded until sores are healed, unless they can be kept covered with a watertight dressing or until a Medical Certificate of recovery is produced.</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>14-60 days</td>
<td>Excluded until Medical Certificate is produced.</td>
</tr>
<tr>
<td>Measles</td>
<td>10-14 days</td>
<td>Excluded at least 4 days from appearance of rash.</td>
</tr>
<tr>
<td>Meningococcus</td>
<td></td>
<td>Excluded until Medical Certificate of recovery is produced.</td>
</tr>
<tr>
<td>Mumps</td>
<td>14-21 days</td>
<td>Excluded at least 9 days from the appearance of rash or until swelling goes down (whichever is sooner)</td>
</tr>
<tr>
<td>Rotavirus infection</td>
<td></td>
<td>Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td></td>
<td>Excluded until fully recovered or for at least 4 days from the onset of the rash.</td>
</tr>
<tr>
<td>Scabies</td>
<td></td>
<td>Excluded until Medical Certificate of recovery produced.</td>
</tr>
<tr>
<td>Vomiting</td>
<td></td>
<td>The Centre reserves the right to exclude a child that has vomited once. Vomiting can lead to the spread of infection and dehydration. Children can return if vomit-free for 24 hours.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td></td>
<td>Excluded 4 weeks, or until Medical Certificate of recovery produced.</td>
</tr>
</tbody>
</table>

If any child in the Centre contracts such a disease specific details are displayed on the notice board in the foyer, see staff for further information.

The Centre uses recommended guidelines from Staying Healthy In Childcare.
Sun Smart

As part of our Sun Smart Policy, children, staff and parents are required to wear a suitable hat (e.g. wide brim or legionnaire) and sun screen whilst outside throughout the year. If the Predicted UV Alert for the day is below 3, children will not be required to wear sunscreen or to wear their hats, however we ask that hats are provided year round - just in case! We also ask that your child wear clothing that protects their shoulders.

We supply sunscreen, but you may provide your own if preferred. Please give it to staff in its original container labelled with your child’s name and inform administration staff so that the appropriate paperwork can be provided.

We encourage play in shady areas, especially between the hours of 11.00am and 3.00pm. When the UV level is above 3, children who forget their hats will only play inside or use a spare hat.

Staffing

The Centre’s most valuable resource is the staff team who have a range of qualifications and experience in working with young children. They love and respect children, and our warm and caring environment enables them to identify and respond to individual children’s developmental and learning needs.

There is a staff photo board in the main foyer to help you identify our dedicated team.

The required child: staff ratio will always be maintained.

In South Australia, the educator to child ratios for centre-based services are as follows

Under 2s

<table>
<thead>
<tr>
<th>Licensing requires</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 educator to 4 children</td>
<td></td>
</tr>
</tbody>
</table>

We provide (where possible)

| 1 educator to 3.5 children (capping the room at 14) |

Over 2s Child Care

<table>
<thead>
<tr>
<th>Licensing requires</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 educator to 8 children for the first 8 children and 1 educator to 10 children there after</td>
<td></td>
</tr>
</tbody>
</table>
We provide (where possible)

1 educator to 8 children (capping the room at 26)

Over 4’s Child Care and Kindergarten

Licensing requires

1 educator to 10 children

We provide (where possible)

1 educator to 10 children (capping at 50 40 kindy students and 10 childcare) Childcare numbers may increase throughout the year with the introduction of Single intake.

From 1 January 2014 at least 50 per cent of the educators who are required to meet the educator to child ratios for the service must have or be actively working towards at least an approved diploma level education and care qualification.

All other educators are required to meet the educator to child ratios must have or be actively working towards at least an approved certificate III level education and care qualification.

Ongoing professional development for staff is actively encouraged. The set roster allows continuity for children with their primary care giver and core relief staff are employed whenever possible to provide continuity and stability for children, staff and families. We often staff at a higher rate than the requirement, as we know that providing more staff increases opportunities for quality care.
Centre Management

We have an enthusiastic Management Committee, who are committed to supporting staff in delivering programmes that reflect the needs of the community. They fundraise to provide resources and are involved in the development of Centre policies and financial management.

The Management Committee is made up of parents of the centre who act as representatives for the executive, services and sub-committees that all combine to constitute the Clare Valley Children’s Centre for Early Childhood Development and Parenting. They make decisions that impact on the running of the centre.

Executive:
- Director/s
- Chairperson
- Secretary
- Finance
- Vice-Chairperson

Service representatives from:
- Kindergarten
- Child Care
- Play Group
- Toy Library
- Healthy Kids Team
- Learning Together Program

Sub-Committees:
- Finance
- Policy
- Promotions
- Outdoor
- OHS&W
- Parent Voice
- Market
- Public Officer
- Grievance Officer

No experience is necessary to join the Management Committee, just interest, enthusiasm and commitment. The Director or any member of the current committee will be happy to give you more information. Current Committee information is available on the noticeboard. The Annual General Meeting is usually in March and this is when new committee members can get on board. It is also a great night to meet other parents and to find out what the centre has achieved during the year. The Management Committee meets monthly. Anyone is welcome to attend. Look for the display in the foyer which shows who is on each committee and their role. Latest minutes and agendas are available.
Mandatory Reporting

Our Centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to the Director or any other staff member about any concerns you may have, as the needs and care of young children are paramount.

The staff and Management Committee members at the Centre are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.

Centre Policies

The Centre policies are reviewed on a regular basis and are available in the Entry Foyer and each room for parents and visitors to read. Please familiarise yourself with them and discuss any concerns with staff.

They include:

Centre Policies

1.1 Access to the Centre
1.2 Centre Fee’s
1.3 Accepting Referred Children
1.4 Children’s Programs
1.5 Bushfire Management

Site Specific Policies

2.1 Nutrition and Food Safety
2.2 Sun Smart
2.3 Hot Weather
2.4 Guiding Children’s Behavior
2.5 Grievance Procedure/Parent Complaints

DECD Policies


The policies have been categorised into 6 topic areas:

1. Human Resources
2. Finance, Assets and Record Management
3. ICT, Communications & Strategy
4. Child Safety & Wellbeing
5. Schooling
6. Early Childhood & Preschool
## Services for children in the Lower North

### Child and Family Health Service (CaFHS)
Services offered include; Universal contact visit, Health checks, Clinic visits, Family Home Visiting, Day service for babies up to 12 months of age, Torrens house and Parenting groups.

179 Main North Road  
CLARE SA 5453  
1300 733 606  
Mon-Fri 9am – 4.30pm

### Parent Help Line
1300 364 100  
To view a variety of topics related to health and development of children please visit [www.cyh.com](http://www.cyh.com)

### Australian Breastfeeding Association (ABA)
Breast feeding advice and information, resources, counselling, groups and pump hire.  
Group Leader Fiona 8848 4347  
7 Day Counselling Service 1800 686 268  
[www.breastfeeding.asn.au](http://www.breastfeeding.asn.au)

### Lower North Health Community Health (LNH)
Via Webb Street (behind hospital)  
Services offered include; Speech Pathologist, Dietician, Physiotherapist, Podiatrist, Children and Adolescent Social Worker, and many more.  
For more information phone Health Link on 1800 003 307

### Child and Adolescent Mental Health Service (CAMHS)
CAMHS visit both Balaklava Hospital and Clare’s Lower North Health fortnightly. CAMHS help young children and their families cope with life and promote positive mental health.  
For Appointments phone 1800 819 089

### Family Advocacy Inc
Provides support by helping parents or carers of those with disabilities to make the best decisions for their family. Also advocating with parents to gain better services.  
31 Old North Road  
CLARE SA 5453  
Phone 8842 1684
**Disability SA**
Assists with services for eligible children with a physical or intellectually disability and provides support for their families and carers
Office 1, 17 Lennon Street
CLARE SA 5453
Phone 8842 3744

**South Australian Dental Service**
Provides a range of dental services for children at clinics throughout Adelaide and all major country regional centres. Dental Care is provided by dental teams comprising of Dentists, Dental Therapists and Dental Assistances.
www.sadental.sa.gov.au
Powel Place
CLARE SA 5453
Phone 8842 2288

**Public Libraries**
Operating in many Lower North towns. Free services may include lending books and resources for every age group, DVD’s, internet access, parenting resources, pre school story time and school holiday activities.
For more information contact the Clare Library 8842 3817

**Out of School Hours Care (OSHC)**
Available for all families in the Clare Valley.
Before School Care, After School Care, Vacation Care and Pupil Free Days.
Clare Primary School
137 Main North Road
CLARE SA 5453
Phone 8842 1430

**Valleys Lifestyle Centre**
Offers a huge range of activities including; Kindergym, Swimming, Gymnastics, birthday parties and a crèche.
180 Main North Road
CLARE SA 5453
Phone 8842 3999