

# FAMILY HANDBOOK



Early Years Care  
FAMILY DAY CARE



PROUD MEMBERS



RATED

**EXCEEDING**  
NATIONAL QUALITY STANDARD



## Acknowledgement of Country

We acknowledge the ancestors of this country and pay respect to their descendants as custodians of this land.  
With the greatest of respect, we acknowledge our Elders, past, present and emerging.

# WELCOME TO EARLY YEARS CARE

Early Years Care has been operating for 14 years and has grown to become the largest Family Day Care Service in the Illawarra region and growing throughout NSW. Our Educators provide high quality care in a home environment. We have qualified Educators caring for children in Newcastle, Wollongong, Goulburn, Sydney, Southern Highlands and the North and South Coasts of NSW. We have strong community connections and value our role in Early Childhood Education. We have a strong arts focus and like to stretch the boundaries of early education and think outside the box. We have a commitment to reconciliation and learning more about our land and its people. The image of the child is paramount and guides our daily practise, thoughts and care curriculum.

## OUR PHILOSOPHY

At Early Years Care we believe:

- Children are active and valuable citizens of our world and deserve to learn through life experiences and the community to give them a voice with rights and responsibilities.
- Educators are an important and integral part of a child's early childhood life experiences and can make a difference each and every day. Our educators are highly valued and experienced professionals.
- It is important to continue learning and conversing about reconciliation to encourage understanding about our community and our traditional land owners.
- Providing a safe, inspiring, inclusive and loving environment whereby children can simply be themselves without fear or judgement, learn at their own pace and build confidence and resilience is the best way to thrive.
- Children should be given opportunities to develop culture, friendships and form a relationship with their environment and the land we live on – it takes a village to raise a child.
- Families are a child's first teacher and it is vital that we establish and build resilient partnerships in care.
- Children should have opportunities to experience the arts, science, language and maths in unique and holistic forms that set them on a pathway of confident learning for life.
- Children learn and thrive best through strong attachments and relationships.
- Play based learning enriches children's imagination, experiences and their learning journey.
- Celebrating our land, our history and our future creates strong relationships and wellbeing within our community.



## WHAT IS FAMILY DAY CARE?

Family Day Care provides quality Early Childhood care within a home environment. We have registered educators throughout NSW that are able to provide families with flexible childcare arrangements, including:

- Full-time care
- Part-time care
- Before and After School care
- Occasional Care
- Emergency care

Educators are recruited carefully and registered with Early Years Care to care for a maximum of 4 children between 0-5 years or 7 children under the age of 12 years.

Child placements with educators are organised and supported by the Early Years Care Family Day Care Management Team.

## OUR SUPPORT OFFICE

The structure of Early Years Care includes the Approved Provider, Educator Support Officers, Educational Leader, an Administration Manager, Administration Assistants, Wellbeing Officer and Resident Artist.

We are responsible for:

- Ensuring a child safe environment
- Enrolling children.
- Processing your childcare subsidy payments.
- Recruiting and monitoring educators, providing them with training, support and resources.
- Providing art, adventure play and nature play sessions
- Monitoring the placement of your child in the educator's home.
- Ensuring that childcare standards are maintained and improved.
- Providing training to educators, including sessions on programming, visual arts, social justice, music and child protection.
- Providing professional resources to educators through information or our library.
- Ensuring complete regulatory compliance
- Providing regular parent/educator newsletters.
- **Transition to School Program.** Our service will prepare children for a number of transitions they will face in their childhood. We believe developing resilience to dealing with change assists all children to function as contributing

members of society. Research in relation to transition to school highlights the importance of children developing skills in areas of social and emotional development. Our curriculum places emphasis on life skills to assist your child to have a successful transition from early childhood to school as a confident active citizen.

## EARLY YEARS LEARNING FRAMEWORK

The Early Years Learning Framework (EYLF) describes the principles, practices, and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. It is part of the Australian Government's National Quality Framework for early childhood education and care.

The framework has a strong emphasis on play-based learning, and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. Through implementing the EYLF in their programming and planning, Early Years Care educators are helping children to develop:

- a strong sense of identity.
- connections with their world.
- a strong sense of wellbeing.
- confidence and involvement in their learning
- effective communication skills.

## PLANNING FOR LEARNING

Play based learning is an important start to life. Babies and young children use play to explore the world around them and to learn to understand it. Through play, they also develop communication, social, emotional and physical skills that are essential to their development.

Most families probably already use play-based learning at home. For example, playing with building blocks helps a child to build their spatial awareness, plus develop maths and fine motor skills.

We believe that PLAY is one of the most important aspects of Early Childhood Care and Education. We want children to be inspired and love learning.

At Early Years Care, children enjoy an environment that offers a variety of materials within a flexible daily routine to ensure that every part of their day is not just fun, but acts as a 'teachable moment in time'.

Given the chance to love learning, children also embrace literacy and numeracy – so

vital to reaching their full potential. Children are curious and guide their own learning.

Neuroscience shows that early experiences impact upon brain development more than genetics. In other words, nurture wins over nature. Young brain development is dependent on a positive environment – good nutrition, health, and nourishing and stimulating relationships.

Within our service:

- All children are knowing, competent and able learners
- The program happens within a warm, nurturing and stimulating environment that is home and family based
- Children are given the opportunities for decision making and for further independence and responsibility
- Hands-on activities further encourage problem solving and scientific skills
- Children are encouraged to appreciate nature and to explore it with respect
- Attractive learning areas are designed to encourage a variety of self learning prompts including: writing, creative arts, dramatic play, reading, blocks/ construction, problem solving, loose parts, computers/technology.

- Children are active participants in their learning and aid their educator in planning where their ideas will take them.
- Creative arts are promoted as a foundation for learning and are respected.

## FAMILY RESPONSIBILITIES

In any relationship of mutual respect and trust there are responsibilities for all parties. For your educator to provide the very best for your child they will often require families to meet these responsibilities by providing further information, paying fees on time and generally acting in accordance with the Early Years Care policies and procedures.

## RESPONSIBILITIES PRIOR TO ENROLMENT

Notify your educator if your child has a severe medical condition or allergy and provide a current independent specialist medical report that comprehensively outlines your child's medical condition, the recommended treatment able to be provided by the educator and any other matters the specialist deems relevant. The staff and educator will work with your family in partnership to care for your child.



## RESPONSIBILITIES DURING ENROLMENT

- Inform your educator of any changes to your details such as your address, emergency contacts, parenting agreements, contact details or phone number. These need to be forwarded to the office as well.
- Educators seek to know each child and build knowledge and understanding of their particular needs. For this reason please notify the educator of any change regarding information about your child or any significant changes in the child's life that may have an impact on their wellbeing.
- Read all information relating to the service in order to become familiar with policy information, and seek further information if required.
- Comply with relevant health and hygiene policies and our code of conduct.
- Complete and sign all enrolment forms and placement agreements.
- Sign the child in and out each day via Harmony Web and sign off at the end of each week.
- Update immunisation records for your child as per the immunisation schedule and service policy.

## SUPPORTING CHILDREN

Early Years Care provides environments and experiences that support children and implements practices which ensure that your child is happy, healthy and most of all, safe.

Whether this is helping them settle when

they arrive in the morning, supporting them to remember to put their hat on when going outside, or knowing what to do if they have an allergic reaction, educators are committed to your child's safety. Please don't hesitate to tell your educator about anything that will make your child's day happy and safer.

You can also contact us at [hello@earlyyearscares.com.au](mailto:hello@earlyyearscares.com.au). No issue is too small to mention when it comes to your child.

Our director can be contacted at [marie@earlyyearscares.com.au](mailto:marie@earlyyearscares.com.au)

## IMPORTANCE OF PARENT PARTNERSHIPS

You, as parents and family first, are the primary nurturers, educators and role models for your child. You can foster educational continuity from the home to child care by being actively connected to your child's learning. Research consistently shows that parental involvement maximises the effectiveness of early childhood education and care programs.

At Early Years Care you:

- are welcomed and treated respectfully
- are a participant in your child's learning
- are included in the process of documenting children's learning
- are encouraged to contribute new and interesting ideas and possibilities
- are a learner with and alongside your child as are our educators

## WHEN YOUR CHILD STARTS CARE

Communication between you and your educator is one of the most important aspects of a successful care partnership. As your child develops and their needs change, it is most important to regularly discuss these changes. Talk to your educator about the experiences that your child enjoys. Ask the educator what they might provide and where the children play. It is important that you and your educator make regular times to discuss your child's day, needs, interests and routines. You can add ideas to the curriculum plan and share ideas together. Your life, culture and diversity add depth to our learning.

## ROUTINES

Discuss with the educator your child's rituals and preferences. Ask the educator what they do during the day. Some educators are regularly committed to outside activities (eg. playgroup sessions, school drop off and pick-ups, library storytelling sessions). Discuss with the educator what range of experiences they participate in throughout the year. You are required to give permission for your child leaving the premises every time they go out.

## OUR EDUCATORS

We have very strict criteria for licensing and registering our educators. Initial and ongoing Early Childhood training is provided by us and applicants are thoroughly screened by management.

We understand human nature and sometimes relationships don't work. Sometimes Family Day Care isn't the best choice for you or your child. Please talk to us and we can help. Sometimes children are better suited to another educator. All of our educators are individual and unique. Each has different strengths and environments. All of our educators have current first-aid certificates, child protection clearances and early childhood qualifications. Every educator is special and brings a wealth of diverse experience to Early Years Care.

Educators are selected on the basis of their ability to meet the standards set down in the Early Years Learning Framework, the National Regulations and our own Philosophy. The approval process consists of a series of interviews and includes a home safety audit of their premises. Educators must apply for registration annually and are self-employed. They are required to demonstrate early childhood education and care knowledge and skills. Educators are visited monthly by our qualified and experienced Education Support Officers. They are also expected to liaise with our Wellbeing Officer and Educational Leader.





Educators are also required to:

- Comply with National Early Education and Care regulations and Law.
- Refer to the Early Years Learning Framework when curriculum planning
- Provide a flexible environment that is conducive to the optimum education and care of children.
- Provide a range of appropriate experiences that allow children to learn about the world in which they live and teach with intentionality.
- Closely supervise children at all times so their physical safety is ensured.
- Provide specific information to families about their child's day through communication books, reflections and conversations.
- Maintain current first aid, CPR, Asthma, Child Protection and Anaphylaxis certificates.
- Maintain current public liability insurance.
- Demonstrate a commitment to ongoing professional development and compliance.
- Be receptive to regular spontaneous visits by Early Years Care staff as part of the process of monitoring care and compliance.
- Comply with the National Quality Standards at a high level.
- Complete at least a Certificate III in Early Childhood qualifications.

## SUN PROTECTION

Educators will always protect children from the damaging effects of the sun during their care. We are Sun Smart accredited and abide by NSW recommendations.

Educators will:

- Try to ensure all children wear an appropriate wide brimmed hat, not less than 50mm (2"), or a legionnaire's cap, which will be worn at all times during outdoor play.
- Ensure all children are covered with a broad spectrum water-resistant sunscreen lotion, rating not less than 30+
- Use intentional teaching to teach children about sun protection and encourage them to be independent in sun safe behaviour.
- Encourage appropriate clothing.

Please see our Sun Smart Policy for further information about clothing suitable for childcare.

## EXCURSIONS

Excursions are pre-planned experiences where the children participate in activities that are not part of their usual routine at care. Excursions support children to investigate the role of others, encounter the interests of the community and wider social world (e.g. museums, festivals, celebrations) and develop an understanding of the

communities in which they live. Early Years Care requires that all educators receive parent permission by completing our Excursion Consent Form. This form must be completed prior to the excursion and copies given to the Service and the parent. If parents do not give permission for their child to attend the excursion, they may choose to call the office to find an alternate educator for that day or keep their child at home with them. Educators must carry up-to-date contact details of all children participating in the excursion, as well as a first aid kit in case of an accident. All routine excursions are on the displayed weekly planner at the educators premises.

## BOOK AND REFERENCE LIBRARY

A reference library of books is available to support educators to develop their knowledge in education. Loans are organised through the office or our support officers. Books and resources are exchanged regularly.

Occasionally, we conduct fundraising activities for parents to be involved in and the monies raised from these activities are used for toy and resource purchases, childrens projects or towards our annual art projects.

## TELEVISION AND TECHNOLOGY

Within our early childhood education and care services we offer a variety of experiences with technology that may include computers, projectors, lights, cameras, television and videos.

The use of technology within our programs aims to develop an understanding that television and technology can be used as an information source, for relaxation and entertainment, and as an educational tool. As with all other elements of our program, technology is planned for and used as a resource within the curriculum as an extension of play or a way of gathering information. For this reason any television programs will first be viewed by the educator, have an educational base or context, and be integrated into the children's current curriculum interests and ideas.

When children are using technology, educators are always present with the children to support them through questioning and extending interests and ideas.

Educators are asked to adhere to the below guidelines:

- Television, computer and video games are limited to 1/2 hour per day maximum.
- Television is not to remain on in the background

- Children's viewing must be supervised by the educator
- Content must be age and developmentally appropriate for the children viewing it
- No child in care should have access to any program rated beyond 'PG'
- Alternative activities must be provided for those children who do not wish to watch television
- Children should watch from a distance of approximately 2 metres
- Internet use (for school children) must be constantly supervised

## CONFIDENTIALITY AND FREEDOM OF INFORMATION

All information regarding families and their children is kept in a confidential manner within the service, according to Privacy Legislation.

Permission will be sought from families for the sharing of information regarding the child's care needs if necessary. As a Government service, Family Day Care is obligated under the Freedom of Information Act to allow clients access to their personal records, upon request.

Our Privacy Policy contains more information at [earlyyearscares.com.au](http://earlyyearscares.com.au)

## POSITIVE BEHAVIOUR GUIDANCE

Just like most skills, behaviour is about learning and developing in social situations. Our specially designed early childhood programs and resources enable our educators to guide and promote your child's social and emotional wellbeing. Our educators will build a relationship with your child and family to create a safe, supportive environment for learning. Our educators will engage your child in experiences which model positive language and social behaviour. We will offer them the opportunity to develop a positive self-image, and understanding of others. If educators feel your child requires further support in building their social and emotional skills, they will work with them and include your family in the process. We would rather work on developing pro social skills than 'managing' behaviours.

## COMMUNITY

Just as children must be seen as individuals in the context of their families, our services do not operate in isolation from their local communities. We see ourselves as an integral part of the local infrastructure for families. Educators provide a crucial role in linking families with external community services and local businesses and can often introduce families to people and organisations. We



believe it takes a village or a community to raise a child.

Through their active participation in the community, our staff, educators and children often become aware of community needs that are not being met locally and together actively seek projects and opportunities that could be used to strengthen community capacity.

Families will be informed and kept up-to-date of community projects that Early Years Care is currently involved in.

Early Years Care currently supports the work of local groups and businesses:

- Project Artspace
- Need A Feed
- Barrack Heights Community Garden
- RSPCA
- KidsFest Shellharbour
- The Thirroul Seaside and Arts Festival
- Wollongong City Gallery
- Shellharbour Communities for Children
- University of Wollongong Early Start Discovery Space
- Wollongong Council
- Shellharbour Council
- Paint the Town READ
- Wollongong Homeless Hub
- Kind Art ed
- Kids Market Sutherland
- Randwick Childrens Hospital

We welcome other partnerships in line with our beliefs and philosophy.

## THE EARLY YEARS CARE ATELIER

Our founder has a passion for art and the Reggio Emilia philosophy of education. After being trained in Italy, Marie decided to set up an atelier (art studio) that Educators and children can utilise for projects or creative experiences that are process not outcome oriented.

The space is currently situated at Barrack Heights. Educators and children can access the space and there are training sessions based on creativity and Reggio Emilia pedagogy held throughout the year. Parents are welcome to attend sessions and explore their own imagination to start their creative journey. We also live stream art sessions for children and educators and now have a resident artist who has completed creative arts at the University of Wollongong.

**DOWNLOAD OUR TRANSITION TO SCHOOL BOOKLET**



## THE TREEHOUSE

Another creative endeavour at Early Years Care is our treehouse situated at Barrack Heights. Storytelling sessions are held for children as well as theme days and picnics.

This is a chance for children to explore language and literature through imaginative experiences, guided by our educational leader. This is online or in person. We have various storytellers working with the children.

## NATIONAL QUALITY FRAMEWORK

Early Years Care complies with the Australian Government's National Quality Framework (NQF) which consists of the legislative framework of the Education and Care Services National Law and National Regulations, the National Quality Standard and a rigorous assessment and rating system. Our educational program and curriculum are based on the Early Years Learning Framework (EYLF) and My Time, Our Place Framework for School Aged Care in Australia (MTOPI). We regularly self-assess our practices against the National Quality Standard and strive for continuous improvement through our Quality Improvement Plan (QIP). The QIP assists our Family Day Care Service identify quality aspects of care we are already providing and assists in developing future goals for further improvement. Families are welcome to provide feedback and suggestions for improvement. You can post anonymous feedback to:  
1/52 Sunset Ave,  
Barrack Heights NSW 2528

## REGULATORY AUTHORITY

Early Years Care is regulated by the Department of Early Education and Care who are the state licensing department in NSW. To contact our Regulatory Authority, please refer to the contact details below:

### NEW SOUTH WALES

#### Early Childhood Education Directorate

NSW Department of Education  
1800 619 113  
Locked Bag 5107  
PARRAMATTA NSW 2124  
[www.education.nsw.gov.au](http://www.education.nsw.gov.au)  
[ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

## MEDICAL CONDITIONS – ALLERGIES, ASTHMA, DIABETES OR EPILEPSY

It is vital that we are aware of any medical condition including diabetes, epilepsy, allergies, eczema, asthma, risks of anaphylaxis of your child including any

potential triggers. Families are required to indicate any allergy, asthma or medical condition on the enrolment form.

Early years Care requires a Medical Management Plan or ASCI Asthma/ Anaphylaxis Action Plan to be completed by your General Practitioner to assist in managing your child's needs. This needs to be provided prior to your child's commencement with their educator. In consultation with our office and your child's educator, you will be asked to develop a Risk Minimisation Plan. Any prescribed medication that your child may require must be provided each day with a signed permission form.

To ensure the safety and wellbeing of your child, please update your child's Medical Management Plan/ Action Plan every 12 months or whenever a change in their medication or treatment occurs.

## FEES

We understand that at times finances may be stretched however we have a contract with the Government to abide by Family Assistance Law to ensure that we continue to receive child care subsidy funding for families.

Therefore if your fees become in arrears and the gap fee is not paid after two weeks, as per our policies and procedures your child care enrolment will be terminated and you will no longer have child care available with your educator.

If you are experiencing financial hardship, please speak to our administration office. Additional Child Care Subsidy (ACCS) may be available to support your family. We may be able to organise a payment plan with your educator before your fees go into arrears.

In accordance with Family Assistance Law, educators cannot charge for, or record a session of care where provision of care is not available. Educators are not able to charge a different rate for the same type of care provision. Therefore, if your child's educator is unable to provide care due to illness or leave, they are unable to charge for that particular session of care.

Educators will issue receipts for all fees paid directly. Families are provided with access to Harmony to access account information. Each family will be provided with individual log in details. Families are reminded not to share passwords or log in details. Families will be provided with a





## ATTENDANCE – ARRIVAL AND DEPARTURE

Each day, you must sign your child in upon arrival and sign out upon departure and note the date and times. We are required by legislation to maintain our attendance record at all times. This record may be used in the event of an emergency situation at the residence or venue.

Our educators have a duty of care to your child and will only allow your child to be released into the care of a parent, guardian or an authorised nominee as listed on your child's enrolment record. If your child needs to be collected by another person for some reason, an authority to collect form must be provided in writing to the educator. Photo identification will be requested of the adult collecting your child from care to confirm their identity.

Please remember that this is for the safety and wellbeing of your child.

## ABSENCES

Families are requested to notify the educator as soon as possible if your child will be absent for any day or session you have booked.

Child Care Subsidy will be paid for any absence from an approved child care service your child attends for up to 42 days per child per financial year. Full fees are payable for absences after the 42 days. Additional absences beyond 42 days may be approved for specific reasons with supporting documentation. Please talk to your educator about additional absences.

You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your **Centrelink online account**. You can also do this using the **Express plus Families mobile app**.

Public holidays will be counted as an absence if your child would normally have attended on that weekday, and fees have been charged for that day for your child. If your child has not attended care for 14 continuous weeks, your child's enrolment will be cancelled, and Centrelink will stop paying your CCS subsidy.

## WITHDRAWAL FROM CARE/ REDUCING ENROLMENT DAYS

We require 4 weeks written notice to withdraw and/or reduce enrolment days for your child/ren from any permanent booking. Children are not able to attract CCS for any days after the last day your child physically attends our service. You may be able to negotiate less written notice with your educator if someone is available

statement on a fortnightly basis. Families are encouraged to check statements and invoices for any changes to CCS entitlements.

Your educator will give you information about how to pay your fees electronically.

## CHILD CARE SUBSIDY (CCS)

Child Care Subsidy from the Government offers assistance to families to help with the cost of child care aged 0-13 years. There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

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

Families who wish to receive Child Care Subsidy as reduced fees must apply through the **myGov** website. This includes completing the Child Care Subsidy activity test. Child Care Subsidy is paid directly to our Family Day Care Service to be passed on to families as a fee reduction. Families will contribute to their childcare fees and pay the difference between the fee charged by the Family Day Care educator and the subsidy amount received. This is called the

'gap fee'. This must be paid electronically regularly.

On enrolment we will need the Customer Reference Number (CRN) of the person linked with the child, along with the child's CRN so we can confirm the attendance and ensure that you are receiving the appropriate subsidy. If a child is due to start enrolment on a set date and does not attend, CCS will not be paid until the child physically attends. Also if the child does not attend care on their last booked day, CCS may not be paid for any period after the child's last physical attendance at the service. Childcare Subsidy is not payable for absences on the first or last day of enrolment.

## COMPLYING WRITTEN AGREEMENT (CWA)

A Complying Written Agreement (CWA) is an agreement between Early Years Care and a parent or guardian to provide childcare in exchange for fees. The CWA includes information about your child's enrolment including your child's full name and date of birth, the date the arrangement is effective from, session details and details of the fees to be charged. Before Child Care Subsidy can be paid, you must approve the enrolment information within the CWA via the **MyGov website**.



to take your child's position. Please speak with your educator.

## BREASTFEEDING

Mothers who are breastfeeding are welcome to attend their Family Day Care service during the day to feed their infant. Educators will provide a private, clean and quiet area for mothers to breastfeed their infant or express breastmilk. Please feel free to discuss this with your educator.

Families that are breastfeeding should speak to their educator and be aware of our policies on storing and serving breast milk. Families that are formula feeding should also consult the educator to be aware on how the formula is to be prepared and stored. Regular communication is encouraged to ensure your infant's needs are met as they grow.

## HEALTH AND HYGIENE

### COVID-19

We ensure all educators implement effective and systematic risk management systems to identify any possible risk of hazards to our learning environments and practices. Strategies are outlined in our COVIDSafe Plan. We strictly adhere to current Public Health Orders and recommendations to reduce the risk of transmission of the virus. We ask that families are vigilant and not send their child to care if they have even the mildest of symptoms of COVID-19 or influenza.

All educators diligently practice and model personal hygiene measures such as hand washing, cough and sneeze etiquette and disposal of tissues. We request that all children and visitors to our Family Day Care residences wash their hands or use the alcohol-based hand sanitiser upon arrival and adhere to our current guidelines

Educators teach and model correct hand washing techniques to children and regularly clean and disinfect high touch objects to reduce the spread of infection.

### WHEN SHOULD I NOT SEND MY CHILD TO THE SERVICE?

Please monitor your child's health and do not bring your child to care if they are suffering from any illness or infectious disease. It is difficult to isolate sick children in care.

To minimise the spread of infections and diseases and maintain a healthy environment for children and educators we implement recommendations developed by the National Health and Medical Research Council (NHMRC) – *Staying Healthy in Childcare*. Our policies and procedures for *Sick Children* and the *Control of Infectious Diseases* are available for families to view.

## WHAT FOOD TO PACK YOUR CHILD FOR A BUSY DAY

### RECOMMENDED DAILY INTAKES

It is expected that your child's lunch box supports them to consume 50% of the RDI at our Service.

### LUNCH BOX EXAMPLE

For lunchbox examples, please see the **Get Up and Grow** brochure in your enrolment pack or ask your educator for ideas.

Please do not send chips, lollies/chocolates, highly processed foods, chocolate custards or desserts, pizzas, sausage rolls, pies, flavoured milk, roll ups or other high

These items will remain in your child's lunch box for home time. A healthy lunch box environment is a group effort by all families and educators.

### RECOMMENDED AVERAGE NUMBER OF STANDARD SERVES PER DAY IN ACCORDANCE WITH NUTRITION AUSTRALIA.

TODDLERS	Vegetables & legumes	Fruit	Grains (cereal)	Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans	Milk, yoghurt, cheese & alternatives	Allowance for additional serves from any food group*
CHILDREN 1-2 YEARS	2-3	0.5	4	1	1-1.5	0
CHILDREN 2-3 YEARS	2.5	1	4	1	1.5	0-1

CHILDREN	Vegetables & legumes	Fruit	Grains (cereal)	Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans	Milk, yoghurt, cheese & alternatives	Allowance for additional serves from any food group*
GIRLS 4-8 YEARS	4.5	1.5	4	1.5	1.5	0-1
GIRLS 9-11 YEARS	5	2	4	2.5	3	0-3
BOYS 4-8 YEARS	4.5	1.5	4	1.5	2	0-2.5
BOYS 9-11 YEARS	5	2	5	2.5	2.5	0-3

Reference: Nutrition Australia [nutritionaustralia.org/fact-sheets/adgs-recommended-daily-intakes](https://nutritionaustralia.org/fact-sheets/adgs-recommended-daily-intakes)

If your child becomes ill whilst at care, your child's educator will contact you or an authorised nominee to collect them. If your child is unable to be collected, the educator will contact the child's emergency contact for collection. When your child is collected, you will be provided with an *Injury, Incident, Trauma and Illness Record* completed by the educator which includes information about your child's illness, their symptoms, general behaviour and any action taken. You will be requested to sign and acknowledge the details in this record before you leave.

Your child should not attend if they have had paracetamol within 24 hours for a temperature. Children who are on antibiotics are to be kept away from the service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease. If your child has been vomiting or had diarrhoea, they will be excluded for 48 hours. For certain illnesses, a medical clearance certificate may be required before your child returns.

## INFECTIOUS DISEASES

Please read the following information regarding minimum exclusion period for children from an early childhood education and care service. Please inform your child's educator if your child has any of the following so that we can notify the Public Health Unit and other families of any infectious disease/illness. (Confidentiality is always maintained).

### RECOMMENDED EXCLUSION PERIODS

## Staying Healthy: Preventing Infectious diseases in early childhood education and care services

Scan the qr code to access.



## IMMUNISATION

The Public Health Act 2010 requires all families to provide an Immunisation History Statement from the Australian Immunisation Register (AIR) for their child prior to enrolment in an early childhood education and care service. The immunisation history statement must show that each enrolled child is up to date with immunisations for their age. The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Immunisation Register (AIR).

In the case of an outbreak of any vaccine preventable disease, management will contact families as soon as possible. We ask that families immediately inform Early Years Care if someone in their family is diagnosed with an infectious disease to

help minimise the risk to other children, families and educators. We are legally required to notify the Public Health Unit of any cases of vaccine preventable diseases occurring at our Service.

## MEDICATION

If your child requires medication, you must complete an Administration of Medication Record to give your consent for the educator to administer prescribed medication to your child. Medication must be given directly to the educator for appropriate safe storage.

Educators can only administer medication that is:

- prescribed by a registered medical practitioner (with instructions attached to the medication or in written form from the medical practitioner)
- in its original packaging and have the original label clearly showing your child's name
- before the expiry/use by date.

Upon collection of your child at the end of the day, you or an authorised person will be requested to sign the **Administration of Medication Form**.

## INCIDENTS, INJURY OR TRAUMA

We aim to minimise the risk of accidents and injury as much as possible however, through play, exploration and adventure, children sometimes have accidents. All Family Day Care educators and educator

### RECOMMENDED EXCLUSION PERIODS

CONDITION	EXCLUSION
<b>Hand, foot and mouth disease</b>	Until all blisters have dried
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness
<b>Herpes- Cold sores</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible
<b>Influenzas and flu-like illnesses</b>	Exclude until well
<b>Measles</b>	Exclude for at least 4 days after onset of rash
<b>Meningitis (Bacterial)</b>	Exclude until well
<b>Meningococcal Infection</b>	Exclude until adequate carrier eradication therapy has been completed
<b>Mumps</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)
<b>Pertussis (Whooping Cough)</b>	Exclude the child for 5 days after starting antibiotic treatment
<b>Rubella (German measles)</b>	Exclude until fully recovered or for at least 4 days after the onset of rash
<b>Salmonella</b>	Exclude until diarrhoea ceases
<b>Streptococcal Infection (including scarlet fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well
<b>Worms (intestinal)</b>	Exclude if diarrhoea present

assistants hold current First Aid, emergency asthma, anaphylaxis management and CPR qualifications. Our educators have had training in the importance of supervision and safety.

In the event of a minor injury, first aid will be provided as required. An *Incident, Injury, Trauma and Illness Record* will be completed and when you collect your child, you will be notified about the injury and asked to acknowledge and sign the record. If your child injures their head, even if it is a small bump, you will be contacted to advise you of the injury. The educator will continue to monitor your child closely and advise if you should come and collect them.

If an injury or incident is serious and we believe urgent medical attention is required, the educator will contact you immediately. If a parent or guardian cannot be contacted, the educator will attempt to contact an authorised nominee for consent. Where you or your authorised nominee cannot be contacted, the educator may call an ambulance. Please note that Ambulance cover is the responsibility of each family as noted in your enrolment form.

An *Incident, Injury, Trauma and Illness Record* will be completed, and a parent will be required to acknowledge and sign this record. A copy of any documentation from the hospital or treating doctor will also be requested. Early years care will also be required to notify the Regulatory Authority in the event of any serious incident or injury. In these circumstances, you may be contacted by our Approved Provider and the Regulatory Authority to follow up the incident and actions taken by our Service.

## EMERGENCY AND EVACUATION PROCEDURES

Educators conduct risk assessments regularly and develop emergency management plans for a range of possible hazards for each individual residence. Throughout the year educators follow policies and procedures to carry out emergency and evacuation drills. These may occur at any given time throughout the day and week to ensure all children know what to do in case of an emergency. Emergency and evacuation drills are carried out in a well-organised and orderly manner and will simulate a range of possible emergency situations such as fire (bush fire), lock down or flood. Under regulations, we are required to practice emergency and evacuation drills every three months.

Educators are trained to use fire extinguishers located in their residence. An emergency evacuation plan procedure is displayed in the play room and exit locations are clearly indicated.



## CHILD PROTECTION

Safe, protective and healthy environments are fundamental to every child, giving them the opportunity to learn and grow to their full potential. Early Years Care commitment to the care and protection of children emphasises the importance of early intervention, prevention and advocacy. Early years care educators advocate for and protect children's safety and wellbeing in a variety of ways including monitoring and reporting suspected cases of child abuse. All Educators are trained in child protection law and theory and are required to report all children at risk to the relevant authorities. Our educational approach ensures that children's rights are respected and considered at all times. We are a child safe organisation under the duty of care guidelines of the NSW Child Safe Standards Scheme and embed this culture throughout our practise each and every day. Children are taught protective behaviours that will lead them into lifelong learning and self care.

## DIVERSITY AND INCLUSION

Our educators are committed to respecting all cultures and backgrounds within their family day care environments . We view all children as capable learners and aim to help each child to reach their own unique potential. Educators work hard to build deep trusting relationships with you and

your family . We want you to feel safe and supported. Sharing important information about your child is an important part of this and should be a positive experience. We work in partnership with other agencies should your child have external learning needs or require specialist assistance when transitioning to our service. This is all bound by confidentiality. We take pride in providing a commitment to the best possible support for your child through our reflective and inclusive practise.

## ECO SMART

Early Years Care is committed to raising eco-warriors and we intentionally teach environmental practises that will lead children into a life of more sustainable and healthier living . Educators will follow our Eco smart audit tool to identify and reflect on their current practise and will share ideas with children. We want children to connect with their land and cherish it for the future.

## POLICIES AND PROCEDURES

At Early Years Care we are governed by the National Regulations and Law. We also have our own policies and procedures which guide our compliance to align with the regulations. Policies can be accessed at your educators premises or you can email [marie@earlyyears-care.com.au](mailto:marie@earlyyears-care.com.au) for a copy.

## FOR MORE INFORMATION

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