



Uniting Education

**We warmly welcome you to our family
at
Aspley Early Childhood Education Centre
(September 2021)**

Contact Details:

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Aspley Early Childhood Education Centre is an approved Services operated by Uniting Education Early Learning for the Uniting Church in Australia, Queensland Synod, under the umbrella of the Approved Provider, the Uniting Church in Australia, Property Trust QLD (Q.). The Nominated Supervisor manages the day-to-day operation of Aspley Early Childhood Education Centre and reports to the Area Manager, Uniting Education Early Learning.

Welcome!

The Uniting Church Queensland Synod is pleased to welcome you to Uniting Education Early Learning. The Uniting Church in Queensland has been serving families through childcare services, run by congregations and other church organisations such as Wesley Mission Queensland and UnitingCare since the opening of our first service, the Toowong Kindergarten and Child Care Centre, in 1964. From September 2021, all early learning services operated by the Uniting Church Queensland are consolidated within the Uniting Education Early Learning (UEEL) portfolio. UEEL embodies the Christian principles of love, forgiveness, respecting and serving others. We utilise a play-based learning programme and are committed to the values of equity, inclusiveness and care for the environment.

Our Mission:

United Education Early Learning oversees Aspley Early Childhood Education Centre, which offers Playtime, Long Day Child Care Services, School-Aged Care and a Family Ministry to support our community.

Aspley Early Childhood Education Centre engages in these services to express God's love and concern for children and their parents or guardians. To that end, the service will strive to ensure that all children will receive high-quality care in an environment that is safe, caring, stimulating and nurturing of individual differences as they learn and grow physically, spiritually, intellectually, creatively, socially and emotionally. We aspire to raise the Christian Faith within the young families in our wider community by commencing a dedicated and resourced Youth & Families Ministry and Chaplain.

Philosophy:

- We believe that each child is a unique individual and, through the provision of high-quality care and programs, has the right to explore and learn through play in a secure, safe, loving and stable environment according to their interests
- We believe that the activities should ensure that all children have opportunities that enable them to develop their capabilities and at the same time build on their needs.
- We believe that parents are the first and most influential teachers of the child, and therefore, we welcome parent participation in our programs
- We believe that every child and family has the right to be treated without discrimination because of gender, ethnic origin, religion or ability.
- We believe that God created our world as a beautiful and exciting place, and we will encourage children to grow in their awareness and respect of it.
- We believe that all children should have the opportunity to learn about God according to the Christian faith.
- We believe that children should be allowed to become aware of other faiths and cultures and especially that of the Aboriginal and Torres Strait Islander culture and Australia's multicultural heritage.
- We believe that all children should be given time for rest and that high-quality meals

should be provided at all times.

- We believe that, in cooperation with the Aspley Uniting Church and community groups, we should provide services to parents/guardians that will educate, encourage and equip them in the care of their families. We will provide training and additional pastoral support to those families who seek it.
- We believe that we should encourage parents/guardians and the wider community to participate in the services support, management, and activities.
- We believe that it is essential for staff to work within the Centre's philosophy and ensure high-quality care and education.
- We believe that we must encourage the continuing professional development of staff so that their practices are maintained at the highest quality.
- We believe that clearly defined procedures will ensure that grievances are heard in privacy and are resolved systematically and swiftly.
- We believe in a safe working environment that is free of harassment and bullying and which does not pose any threat to the health or well-being of clients or staff.
- We believe that confidentiality will be maintained to protect clients and staff.
- We will establish and maintain childcare services that provide high-quality childcare for the community following the appropriate regulatory bodies.
- We will provide a Ministry which is available to children and parents/guardians, and staff.

Centre Goals:

We, the staff of Aspley Early Childhood Education Centre, aim to:

- Offer a Christian environment that is safe, secure, clean, happy and healthy for all children and their families without discrimination of ability, socio-economic, religious or cultural background.
- Have child-initiated activities that are stimulating, engaging, and appropriate for each child to ensure their continued developmental growth.
- Be responsible and provide children with opportunities to develop an understanding of themselves and others, develop positive self-esteem, and practise independence and self-discipline whilst being guided positively by staff.
- Regularly reflect on our programs, routines and practices to respond to the changing needs of children, staff and families.
- Support families in their day to day living experiences and offer them a place where they feel welcome and where they can share with others in a safe environment.
- Maintain a happy working environment.
- Maintain a professional commitment to our growth and development.

Centre Information:

Operating Hours:

Aspley Early Childhood Education Centre is open 51 weeks a year except for Public Holidays and the week between Christmas and New Year, Monday to Friday: 7 am to 6-30pm.

Legislative Guidelines:

Aspley Early Childhood Education Centre is licensed under the Education and Care Services National Law and the Education and Care Services Regulation 2013.

This includes:

- the requirements about activities, experiences and programs

- the number of staff members and children
- staff qualifications
- Management and Staff at Aspley Early Childhood Education Centre invite you as a parent or guardian to ask for information on the following at any time.
- A general description of the activities and experiences given by the service
- The service's philosophy about learning and child development outcomes and how it is intended the outcomes will be achieved
- The goals about knowledge and skills to be developed through the activities and experiences

Following changes to the Child Care Act 2002, AECEC will keep a compliance history logbook on the premises, which will enable parents to access open and transparent information about non-compliance within the centre. This information can also be found online at [http://education.qld.gov.au/early childhood](http://education.qld.gov.au/early%20childhood)

Programs:

At Aspley Early Childhood Education Centre, each group participates in learning programs specific to their developmental level. Notices stating information about groups and staffing are displayed at the centre.

Individualised and group programs are planned for your child, based on their interests and needs, in accordance with the Early Years Learning Framework. Regular observations will be taken of your child. Along with photos and artwork, they will be placed in a portfolio and given to you at the end of each year as a record of your child's learning journey.

Joey Program (6 weeks - 2years):

We believe that the parent is the child's first and most important caregiver and teacher. Our infant program supports that philosophy, and it is designed to provide each child with a feeling of warmth, confidence and security. Staff members provide a safe and psychologically nurturing environment, emphasising cognitively stimulating activities that support each child. By creating a flexible environment, nurturing interactions and lots of encouragement, we believe that your child will be involved in essential experiences to their growth and development.

Possum Program (15 months - 3 years):

Social interactions, language and communication, problem-solving and exploring, developing a positive self-image and building relationships are all focused on in the Toddler Program. Activities also emphasise building both gross and fine motor skills through music and movement and self-help skills.

Koala Program (15mths - 3years):

The Koala program is a busy room full of fun and learning through a wide range of individual and group experiences. Children in this room are at an age where they are discovering themselves and how they fit into the environment around them. Activities are child-initiated, fun, challenging, and engaging to enable your child to practice what they have

already learnt. Staff provide a safe, secure, and friendly environment in which they can discover new skills.

Junior Kindy Program (3 - 4 years):

Children are becoming more able to function independently concerning eating, dressing and toileting but with the continued support of staff. Children are showing greater skills and social development, and so these changes are reflected in our program. Children begin their play day in an early childhood program that provides continued focus on their independent self-help adventures. Children are engaged daily in developmentally appropriate activities focusing on expanding language development and promoting social participation in group settings. This program stresses language experiences, social interactions, creative art experiences, music and movement, dramatic play, sensory discovery, large and fine motor skills development, and more.

Kindergarten (3 - 5 years):

This government approved kindergarten program stresses the Early Years Curriculum Guidelines components encompassing the areas of thinking, communicating, sense of self and others, social living and learning, health and physical development, understanding environments, and cultural awareness. Through interest areas, children will be involved in more meaningful, individualised experiences that encourage self-motivation and choice. The children will be engaged in hands-on experiences that promote an enthusiastic and receptive attitude towards school in this room.

Enrolment Procedure:

Enrolment at Aspley Early Childhood Education Centre is usually organised by visiting or by telephoning the centre. Your child's name will be placed on a waiting list, or a position may be offered. Upon offering a position, or before if you are interested, an interview will be arranged for you with the Director. During this interview, you will be shown around our Centre and will be introduced to Educators working in the rooms. In this way, we hope that you will gain an understanding of our Centre community and how we aim to make your child's time, as well as your own, as educational and pleasurable as possible. During this interview process, we encourage you to take the opportunity to ask as many questions as you would like and discuss any concerns that you may have. If you haven't already received it, you will be given an enrolment package, and we encourage you to read this carefully, fill out the paperwork as required by Early Childhood Education and Care and bring it back to us as soon as possible. If there are no positions available at the time of your enquiry, your child will be placed on a waiting list, and you will be notified as soon as we can place your child. Once a position has been offered to you, a non-refundable booking fee of \$25.00 to cover administrative costs must be submitted with your enrolment form to secure your registration.

Priority of Access:

Parents need to be aware that due to the high demand for child care, the Australian Children's Education and Care Authority has set the following priority guidelines

First Priority	A child at risk of serious abuse or neglect.
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Second Priority	A child of a single parent or of parents who both meet the work/training/study test under Section 14 of the Family Assistance Act.
Third Priority	Any other child.

Priorities within each category of priority:

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

- children in Aboriginal and Torres Strait Islander families;
- children in families which include a person with a disability;
- children in families which include an individual whose taxable income percentage under Clause 7 of Schedule 2 to the Family Assistance Act is 100%;
- children in families with a non-English speaking background;
- children in socially isolated families; and
- children of single parents.

Child Care Subsidy (CCS)

This is a payment made to families to assist with childcare costs, and this centre is under the new system called the Child Care Subsidy System (CCSS).

The Child Care Subsidy System is a national child care system that will bring all approved child care services online. This child care service will use their CCSS registered software to record child enrolment and attendance information. To receive child care benefits, you must register with the Family Assistance Office, and you can claim your benefit as either a fee reduction or a lump sum at the end of the financial year. It is your responsibility to notify FAO and Aspley Early Childhood Education Centre when:

1. Your child has come to Aspley Early Childhood Education Centre from another Centre.
2. Your child starts school
3. If you have other children attending other centres and their attendance might affect your percentage.

Failure to keep this centre and the FAO informed about your child Care situation can result in overpayments.

For more information on this, contact Centrelink on 136150 or www.centrelink.gov.au.

Fee Structure:

At Aspley Early Childhood Education Centre, we endeavour to make childcare and kindergarten education affordable to all and attempt to keep fee increases to a minimum whilst providing the facilities and care you expect for your child.

Present fee structure is as follows (effective 1st July 2017)

Joey	\$99
Possum	\$98
Koala	\$98
Junior Kindy	\$96
Kindergarten	\$96

New session hours are now available. Please check the enrolment agreement for details.

A discount of \$2 per day applies to children who attend five days per week for the entire 7 am-6.30 pm session.

What do these fees include?

- Educational programs suited to the needs of each child
- Healthy Nutritious Meals
- Drinks: Water - Milk (Full Cream)
- Sunscreen (SPF 30+ broad-spectrum)
- Tissues
- Bed Linen
- Disposable Nappies/wipes

How do I pay these fees?

Fees are due and payable two weeks in advance, and payment is by direct debit from a bank account or credit card. We have partnered with Debit Success to provide you with this service. Please see the attached forms and conditions for further details.

Statement of Accounts:

Accounts showing your bookings are issued every second Monday and are sent to you via email.

Overdue Childcare Fees:

If your fees go into arrears, it may jeopardize your child's place at the Centre. If they are in arrears for more than a month and there has been no attempt to rectify your debt, your outstanding debt may be placed in the hands of a Debt Collection Agency. As with all fees, Aspley Early Childhood Education Centre encourages you to discuss any hardship with the Director or the Admin Officer, who may be able to set in place a payment plan to catch up the outstanding fees.

Late Pickup Fee:

As you can appreciate, all of our staff members have families and commitments too. Pick up time is no later than 6.30 pm.

You will be billed \$1 per minute for every minute that you arrive after that time.

This charge is added to your account automatically via our software provider.

Aspley Early Childhood Education Centre asks that you phone the centre and advise us if you are late for any reason.

Absent Days:

Each child is entitled to forty two (42) absent days per financial year (July – June) under the Child Care Subsidy System, which may be used for any reason and without proof of circumstances. Once the first 42 absence days have been exhausted, additional absences may be claimed only in permitted cases and if the service holds evidence of occurrences.

Permitted circumstances include:

- Illness with a Doctor's certificate

- RDO (with an employer's letter)
- Absences due to court orders
- Outbreak of an infectious disease against which the child is not immunised

Holidays:

If you are going on holiday and want your child's place held for their return, these days are still payable while included in the 42 days nominated above.

You may claim four child care weeks of holidays a year, at half the total daily fee, if you inform the Centre, in writing, of your holiday intentions at least two weeks in advance. A childcare week is the number of days your child is booked into the Centre during a standard week. If your child attends 3 days per week, you are entitled to 12 holiday days (4 child care weeks) in the financial year.

Public Holidays:

If your child attends on a day set down for a public holiday during the year, fees must be paid at the usual rate, and there will be no makeup days.

Cancellation of Enrolment:

Should you choose to cancel your Child's enrolment at Aspley Early Childhood Education Centre, a minimum of **two weeks' notice** must be given in writing to the Centre. You are required to pay these two weeks whether or not your child attends the centre. If your child does not attend the last day of their enrolment, CCS will not be paid, and therefore, you will need to pay total fees from the day of previous attendance to the day enrolment ceases.

Arrival and Attendance:

It is preferable that the child is at our Centre by 9:30 am to benefit from the whole program as planned for that day.

Please ensure that you sign in via the computerized system in the foyer as required by Early Childhood Education and Care. If you fail to sign your child in or out, extra fees may apply. This record is used if an evacuation situation arises, so your child must be recorded as being present. Upon return from an absent day, you are required to "confirm" that your child was absent before signing in for the current day. Upon signing your child in, please escort them to the staff in attendance. Never drop your child off at the door, and please ensure that they have washed their hands before entering and exiting the centre, as this will minimize cross infections. If children are playing outside when their child arrives, please ensure that your child has their hat and sunscreen on.

Collection Time:

Only authorised persons can collect your child. Authorised people are those whose details are listed on our computerised system. Even if you believe that staff members know that your child has gone, they cannot be expected to recollect if an emergency arises. Staff members need to be advised that you are there to collect your child, as they are responsible for releasing your child into your custody at the end of the day. If you are unable to pick up your child for any reason, and you have not advised staff in the morning about who will be

picking your child up, you must ring or email a signed letter stating who will pick up your child and at what time. Suppose this is not an authorised person noted on your child's enrolment form or listed on our computerized system? In that case, we will ask them to provide their driver's license or appropriate alternative identification, and this will be noted for our records.

Please realize that this procedure is only in place to ensure the safety and security of your child.

Custody Orders:

A copy of any court orders relating to access to your child must be given to the Centre for our file. If any access is lawfully prohibited to your child, then the Director must be notified.

Meals:

Aspley Early Childhood Education Centre will provide all your child's meals whilst they are at the centre. The menu for these meals has been prepared specifically for Aspley Early Childhood Education Centre after extensive research on dietary guidelines and will therefore be nutritionally sound. Please inform staff if your child has any special dietary requirements. The weekly menu will be displayed in the Centre's foyer. Aspley Early Childhood Education Centre is a peanut and peanut product-free zone to recognise possible allergic reactions.

It is recognised that the younger children in our care will not always consume the same food as the older children. Provision will be made for this, but we ask that you bring that with you to the centre if your child is on milk other than full cream (breast, formula, soy, lactose-free).

We also recognize that some children have special food requirements due to allergies, intolerances or choices, and we may need you to supply some ingredients to help us cater for their individual needs.

We also believe that children and adults should thank those who have prepared their meal and to our Lord, who has provided us with great things to eat. Before the main meals each day, a short prayer of thanks (grace) will be offered.

What is needed each day your child attends the Centre:

- Carry bag for belongings.
- Broad-brimmed hat or child's style legionnaire's hat. Centre hats are available on enrolment or can be purchased.
- At least two sets of spare clothing, including undergarments. (more if toilet training)
- Empty bottles for cow's milk or bottles of formula/breast milk if required.
- A named water bottle.
- Comfort toy (if needed).

If your child requires any particular items, not in our standard supply, please include them. E.g. a particular sunscreen that they must use.
Please name everything that your child brings to the centre.

Policies and Procedures:

(For more details, please see the policy folder at the centre)

Parent Involvement:

We have an open-door policy at Aspley Early Childhood Education Centre. Therefore, Parents/Guardians are welcome in the Centre at any time and are encouraged to contact us during the day if they have any concerns regarding their child's physical or emotional well-being. We see ourselves in partnership with parents in child-rearing and seek to support parents in their role as the primary caregivers. We believe that to understand your child and help them develop to his/her fullest potential, and we need to know the child's background and be familiar with their home situation. We encourage you to spend time in the Centre – join with your child is participating in the program, share your skills, i.e. cooking, reading, craft, or come into our special parents retreat and relax with a cup of coffee.

Our staff members are always willing to spend time with you whenever they can, and our Director and/or our Family Support Officer would love to share your concerns or simply your time with you. Information about your child, the Centre, their activities etc., is displayed at the centre daily, enabling you to share in the daily activities and fun your child is having at Aspley Early Childhood Education Centre. Parents are encouraged to read their Child's portfolio regularly and to add their written or photographic contribution, which enables busy Parents to share a partnership with Staff in the care of their child.

Students and Volunteers:

Students and volunteers are welcome at Aspley Early Childhood Education Centre. Whilst some students are required to do some programming and supervision of the rooms, they will always be under strict supervision from the Group Leader or Director. We will encourage volunteers to come and join us in the activities of the centre as we believe that everyone has something different that they can add to the program to enhance the development of the children. All students and volunteers are required, by law, to hold a current Working with Children Blue Card.

Injuries, Incidents, Accidents:

The health and safety of your child is a priority whilst at our Centre. Children are always within sight or hearing of our staff, and this careful supervision will always minimize the risk of incidents or accidents. Should an incident or accident happen, staff will act immediately by applying appropriate first aid. It is the policy of Aspley Early Childhood Education Centre that all staff members maintain current senior first aid, asthma management and anaphylactic certificates. If emergency medical treatment is required and consent is given on the Child's Enrolment Agreement, but we cannot contact the Parent/Guardian or emergency contact person, the Centre Director or your child's Group Leader will attend on their behalf. The incidents/injuries report will be filled in, and parents need to sign this at collection time to be aware of what might have occurred during the day. Any medical costs incurred will be at the parent's expense. The centre may need to contact an ambulance to transport your child for medical attention in an emergency.

Immunisation

In line with the Government decision not to provide benefits to unimmunised children, management has decided that unvaccinated children will no longer attend this centre. Please provide us with your child's latest immunisation report from the Medicare website or a signed declaration from your health provider. You will also need to provide us with evidence of ongoing vaccinations as they are given.

Health and infectious Diseases Policy:

Aspley Early Childhood Education Centre abides by the guidelines set out by the National Health and Medical Research Centre. Still, parents need to be aware that children during their first year of participation, whether in Childcare, Playtime, or school, are susceptible to illness. This is because the child's immune system needs to mature to build immunity to illness. Likewise, a child's immune system may be low after being ill, and parents may need to monitor this to ensure they don't keep 'picking up everything'. Sometimes, children and adults need to be away from the centre for the safety of others. This is called exclusion. The exclusion period is the minimum period to be away from the centre. However, a child or staff member may need to stay home longer than the exclusion period to recover from an illness.

Excluding sick children and adults is an important way of preventing the introduction of infection into the centre. In general, if a child is so ill that they:

- Sleep at unusual times
- Has a fever of greater than 37.5°C (oral) or armpit 37°C
- Is constantly crying as a result of discomfort due to illness
- Is reacting badly to medications
- Needs constant one to one care

Then the parent will be contacted and asked to take their child home.

Implementation

Temperatures:

Often the first sign of illness is a raised temperature.

If a child seems unwell and has a temperature of between 37.5 and 38 degrees (oral temperature) or above, a parent will be notified. If the temperature does not reduce and the child is unwell and/or not coping, the parent will be asked to collect the child. While waiting for the child to be collected:

- child's clothing will be removed to cool the child
- extra fluids will be offered in small amounts, frequently

Paracetamol:

If Panadol (Paracetamol) is to be administered, the centre will attempt to contact parents before administering it. Suppose they cannot be reached and parents have already given written permission on the enrolment form? In that case, the centre may then administer one dose of paracetamol under the procedure detailed in the Administering of Medication Policy. A medication slip will be completed, and parents are requested to sign it when they collect their child. Aspirin should never be given to children.

Vomiting:

A child who vomits and is feeling unwell will be excluded from the centre for 24 hours after

their last episode of vomiting. Children should not be brought back to the centre if they have been vomiting overnight.

Diarrhoea:

If a child has two or more episodes of diarrhoea, the Group Leader in the room is to be notified. They will then inform the Director and contact the parents, requesting them to collect their child. The staff members are aware that there may be other reasons for a change in a child’s usual bowel motion. Consider the following: teething, change in diet and medication (such as antibiotics), so please inform the staff if your child has any of these conditions when leaving your child at the centre.

Medical Procedures:

If following a visit to your family Medical practitioner, your child is required to undergo medical procedures, such as taking a urine sample or stool sample, etc. We request you keep your child at home to complete these. The staff at this child care centre cannot perform these tasks as we are not trained and do not have the resources necessary to comply with strict requirements when taking these samples.

Guidelines for Exclusion for Infectious Diseases:

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Candidiasis	See “Thrush”	
Chickenpox	Exclude 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.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their protection. Otherwise not excluded.
CMV (Cytomegalovirus infection)	Exclusion is not necessary	Not excluded
Cryptosporidium infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diarrhoea No organism identified	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until a medical certificate of recovery is received following at	Exclude contacts that live in the same house until cleared to return by

Condition	Exclusion of cases	Exclusion of contacts
	least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	an appropriate health authority.
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
German Measles	See "Rubella"	Not excluded
Glandular fever (Mononucleosis, EBV infection)	Exclusion is NOT necessary.	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded
Head lice (Pediculosis)	Exclusion is NOT necessary if effective treatment is commenced prior to the next day at child care (ie the child doesn't need to be sent home immediately if head lice are detected)	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice	Not excluded
Hepatitis B	Exclusion is not necessary.	Not excluded
Hepatitis C	Exclusion is not necessary.	Not excluded
Herpes Simplex (cold sores, fever blisters)	Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices,	Not excluded

Condition	Exclusion of cases	Exclusion of contacts
	they should be excluded until the sores are dry. A dressing, where possible, should cover sores.	
Human immunodeficiency virus infection (HIV AIDS virus)	Exclusion is not necessary. If the person is severely immunocompromised, they will be vulnerable to other people's illnesses.	Not excluded
Hydatid disease	Exclusion is not necessary	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin must be covered with a watertight dressing.	Not excluded
Influenza and influenza-like illnesses	Exclude until well.	Not excluded
Legionnaires' disease	Exclusion is not necessary	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded
Measles	Exclude for at least four days after onset of rash.	Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded until 14 days after the first day of appearance of rash in the last case unless unimmunised within 72 hours of the first contact during the infectious period with the first case.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication	Not excluded

Condition	Exclusion of cases	Exclusion of contacts
	therapy has been completed.	
Molluscum contagiosum	Exclusion is not necessary.	Not excluded
Mumps	Exclude for nine days or until the swelling goes down (whichever is sooner).	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Parvovirus (erythema infectious fifth disease, slapped cheek syndrome)	See "whooping cough."	Not excluded
Pertussis		Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded
Respiratory Syncytial virus	Exclusion not necessary	Not excluded
Ringworm/ tinea	Exclude until the day after appropriate antifungal treatment has commenced.	Not excluded
Roseola Ross River Virus Rotavirus infection	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded
Salmonella infection	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced	Not excluded
Scarlet Fever	See "Streptococcal sore throat."	Not excluded

Condition	Exclusion of cases	Exclusion of contacts
School Sores	See "Impetigo"	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded
Thrush (candidiasis)	Exclusion is not necessary	Not excluded
Toxoplasmosis	Exclusion is not necessary	Not excluded
Tuberculosis	Exclude until a medical certificate produced from an appropriate health authority	Not excluded
Typhoid Paratyphoid	Exclude until a medical certificate produced from an appropriate health authority	They are not excluded unless considered necessary by public health authorities.
Varicella	See "Chickenpox"	
Viral gastroenteritis (viral diarrhoea)	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Warts	Exclusion is not necessary	Not excluded
Whooping cough (Pertussis)	Exclude until five days after starting an appropriate antibiotic treatment or for 21 days from the onset of the coughing.	Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the centre until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.
Worms	Exclude if loose bowel motions are present.	Not excluded.

**Obtained from Staying Healthy in Childcare 4th edition
Current as at November 2012 from the National Health Medical**

Condition	Exclusion of cases	Exclusion of contacts
Research Council.		

Peanut Butter:

Peanuts can be very hazardous to children with allergies and, in some cases, can be life-threatening. If we have any children from time to time with such allergies, please refrain from bringing any peanut butter or associated products into the Centre.

Medication:

All medications will be stored in a locked container at room temperature or the fridge. When medications need to be given to a child, the Group Leader will check the instructions provided on the medication record that the Parent/Guardian has filled in, using the doctor's instructions or pharmacist's label. The Group Leader will then sign the medication record.

Medication must NEVER be left in a child's bag, lunch box or premixed in infant's bottles.

All medication that needs to be administered to a child whilst at the service (including off the shelf medications such as paracetamol or cough mixtures) must have a genuine pharmacist's label attached to the bottle or be accompanied by a current Doctor's letter. The letter must clearly state the child's name, dosage instructions, use by date etc. Please note that the medication will not be given to the child if any details are filled inappropriately. Siblings will also need their labels on medicines. Suppose you are aware that your child has an ongoing medical condition? e.g., asthma, allergy, diabetes etc, that requires medication or medical assistance without prior advice. In that case, a health management plan must be completed in conjunction with a medical practitioner and given to the Director. Your help in accessing training or information to assist staff in the care of your child should they experience a health "episode" whilst at the centre will be required. The Parent/Guardian must fill out a medication record before the medication being administered and handed to the Group Leader, who will check that all details on the medication record are accurately filled out. The Group Leader will then place the medication in a locked container in the fridge or a childproof receptacle at room temperature.

Hygiene:

High standards of health and hygiene are of crucial importance at Aspley Early Childhood Education Centre. We are conscientious in maintaining strict hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands to avoid the risk of using the same towel. The Centre is cleaned and disinfected daily, and any toys, chairs, or equipment that the children use are disinfected regularly. The staff must wash their hands frequently and use antibacterial gel when they cannot immediately access soap and water.

Infants sleep in separate beds with clean sheets, used only by them. Sheets get washed between each different child's use and at the end of each week. In the Nursery room, we have washable mattresses and beginning at toddler age; washable nap mats are used. Mattresses and mats are cleaned with hospital-grade disinfectant. Children use separate cups, plates, bowls and eating utensils, and tables are cleaned thoroughly before and after each use.

The toilets and hand basins at the Centre are cleaned at least twice a day; nappy change mats are cleaned and disinfected after every use. Staff are required to use disposable gloves at each nappy change and wash their hands with soap and water or antibacterial gel after

every nappy change to prevent the risk of cross-infection to children.

Dental Hygiene:

We follow the 'Swish and Swallow' method of dental hygiene after food consumption, which means that the children are encouraged to drink clean water after all meals to rinse their mouths out. We also promote dental hygiene by incorporating discussions into our program, with posters and visits from those in the Dental profession to teach the children about correct brushing of teeth. Foods offered in the Centre will be conducive to good dental hygiene.

Toilet Training:

When you feel your child is ready for toilet training, we ask that you begin this teaching at home during a weekend or holiday. We will follow through and encourage your child whilst in our care. We believe strongly that parents and staff need to work together to develop a plan to achieve the process in the most positive way possible. Toilet training will be relaxed as sometimes if children feel pressured, the process takes a lot longer and is much more traumatic than usual.

There is no set time that a child is ready to be toilet trained, but usually, around two years of age, the child's body is developmentally prepared, and the child will show signs of being aware of their need to go to the toilet.

When a child is ready, be consistent in your approach as children get confused if they are in training pants one day and then nappies the next. Please keep in mind that the activity level of the service can distract your child from responding to the urge more so than at your home. We ask parents to supply several different changes of clothes (six is a good average) whilst going through the training process. We also ask that the child be dressed in 'user-friendly' clothing as much as possible. The best items are shorts and pants with elastic waists or dresses. Avoid tight clothing, pants with snaps and zippers and overalls. These items are difficult for little ones to remove in a hurry.

Head Lice:

If a staff member suspects a child has head lice, the Director will be notified, and the parents will be contacted immediately. It is not required that the child be removed from the service until pick up time, but if the child remains at the service, they will be restricted from activities involving close contact with other children. Children must have successful treatment of the head lice before they can attend the centre the next day. All relevant items at the Centre, including bedding, cushions, dress-up clothes and similar articles, will be treated. If the child remains infected after treatment, they will be restricted from attending the Centre until the infestation has passed.

Rest Time:

Rest time is required within our program by State Childcare regulations, and we see it as a necessity after busy morning activities. It helps to restore energy and mental alertness. All children are encouraged to nap/rest or play/read quietly during this period and must do so for at least half an hour to allow the children who need to sleep to do so without distraction. After a suitable period, those children not sleeping will be given quiet activities

to do. Cushions, mats, and linen are always available for children should they need to sleep or rest outside of our designated rest time which is 12 noon to 2 pm every day. Parents should nominate their child's sleep patterns in their enrolment forms.

Our sleep, rest, relaxation and clothing policy is based on recommendations from SIDS & KIDS. To reduce the risk of sudden unexpected deaths:

- Sleep baby on the back from birth
- Sleep baby with head and face uncovered
- Keep baby smoke free before birth and after
- Provide a safe sleeping environment night and day
- Sleep baby in their safe sleeping place in the same room as an adult caregiver for the first six to twelve months
- Breastfeed baby

Behaviour Management:

We have a policy of positive behaviour management. While we recognize that children have varying levels of self-control and understanding of themselves and others, staff will assist them in understanding the complex issues of social interaction. They will be encouraged to respect the rights and property of others in a firm but supportive manner. Children will have boundaries set, and consequences explained to them, and these will be adhered to again in a firm but supportive way. Emphasis is placed on the undesirable behaviour, not the child. Children will be encouraged to be assertive regarding their rights and will be reminded to use their 'words' not their 'bodies' to get their message across to others. Children will be offered choices and allowed to choose from several appropriate options. Redirection is only used as a tool to defuse tense situations before reconciliation is initiated. We believe that guidance needs to **help the child know what to do** instead of what not to do.

Our behaviour management policy is based around Circles of Security. This type of behaviour management is based on relationships, which we strive to develop with the children in our centre.

Biting:

A child biting their peers is unfortunately not unexpected during some stages of child development. Parents need to be aware that although all staff will do their best to reduce the incidence of biting, this may not always be successful depending on the child's bites and what has initiated this incident. Be assured that staff deal with all biting incidents appropriately by giving First Aid, speaking to the children about what has occurred and informing the parents of both children of the incident and the circumstances surrounding the incident. Please be aware that we cannot respectively reveal to families the identity of the bitten child nor the child who bit.

Outdoor play and SunSmart:

As part of the Aspley Early Childhood Education Centre philosophy, we encourage children to breathe fresh air and engage in regular physical activities. We, therefore, will provide a vast range of quiet or vigorous activities that children can choose to participate in depending on the child's interests and abilities. We are proud to say that we still have

natural grass for the children to play on and water systems that allow us to use water in learning and play situations while still teaching conservation of this natural resource.

All children will be required to wear a Legionnaires style cap or a wide-brimmed hat covering the face, neck and ears and sunscreen applied when playing outside. We supply an SPF30+ Broad Spectrum sunscreen that we use to all exposed areas of skin on the children twenty minutes before going out. We endeavour to provide sufficient shade through natural trees and artificial shade and encourage the children to play under these areas. We prefer children to wear shirts with collars and sleeves and clothing material preferably of a closely woven fabric and manufactured of natural fibres. If children don't have hats and appropriate clothing, we enforce a 'shaded play only' policy.

Grievances:

Our mission is to walk alongside people in need, offering care and compassion and promoting choice, independence and community well-being. In this spirit, we are committed to working with you to resolve any issues.

If your concern is with an individual staff member, please speak with them first. Staff are here to support you and your child and will be open to discussing any feedback or concerns that you have. You may feel more comfortable speaking with the Director of the service, who will make a time to discuss your feedback or concerns.

If you are still not satisfied with the response you can speak to the service's Area Manager, who can be contacted through the Director. Alternatively, you can call Yolanda Borucki, who is the Manager- Early Learning Operations, on 0455886358. Yolanda can also be reached by letter at 60 Bayliss Street Auchenflower QLD 4066 OR Email: Early.Learning@ucaqld.com.au

An external agent such as the Queensland government's Department of Education, Early Childhood Education and Care can be reached on these details:

PO Box 15033

CITY EAST QLD 4002

Email: ecec@qed.qld.gov.au

Phone: 13 QGOV (13 74 68)

Other Information

Communication:

We believe in saving trees, so our main form of communication to you will be via email. Please supply us with a valid email address and if you do not receive mail from us, let us know immediately. There is also a communication book in each room for you to write any messages for the staff in the room. In the foyer and parent room, you will find a wide range of information about the centre about health, nutrition, child care, parenting issues and many other topics. Please take the time to become aware of what is there and to take note of new things as they appear.

Fundraising:

Aspley Early Childhood Education Centre will, from time to time, run some fundraising activities. It will be entirely up to you whether you participate in such activities but be

assured that all funds raised will be returned to the Centre in new equipment. Parents will be informed of all purchases made through fundraising and, where appropriate, will be asked for suggestions concerning the spending of this money.

Celebrations:

We would like to encourage you and your child to share special occasions with us at the centre. Please talk to our friendly staff to arrange with you how to celebrate with your child. We encourage you to bring in a cake or cupcakes for your child's birthday. However, we are not a venue for a birthday party.

Excursions or Centre events:

Visits and visitors provide a variety of vast experiences to the child. Each year a calendar of events will be formulated to be aware of what is happening within the centre. Information on all events will be displayed in reception. If it is an external event, you will be given all the information in writing, and you will be required to complete a consent form. We will seek adult volunteers to ensure the appropriate adult-child ratios are adequate and all costs will be kept to a minimum.

Lost / Your / Our Property:

As children become more familiar with the staff and their peers, they naturally want to share their unique treasures from home. This often results in toys from home being brought to the centre and then subsequently being lost or broken. If, for any reason, you allow your child to bring in one of their treasures for a special event such as 'show and tell' or a birthday, please give the treasure to the staff so that they can look after it appropriately. Otherwise, we request that all toys remain at home as we cannot guarantee that they will be returned to you. If you find that your child has brought home toys or equipment not meant for them, please return them to the Centre.

Please **clearly mark** your child's belongings, but there will be a lost property box in each room, so go through it from time to time and see if your child has left anything behind.

Fire Drills:

A fire drill will be held regularly to ensure that the children and visitors can be evacuated quickly and safely in an emergency. The plan for evacuating the building during fire drills and other emergencies is posted at strategic points throughout the Centre, and exit signs are clearly marked. All fire drills and evacuation procedures will be documented for future reference. All parents and visitors must participate in an evacuation procedure should they be on the premises at the time of a drill. Centre "lockdown" will also be practised regularly should an alternative emergency arise.

Non Smoking:

The building and grounds of Aspley Early Childhood Education Centre are strictly non-smoking, and all parents, staff and visitors are required to comply to ensure the health and well-being of all children, staff and families.

**We hope we have demonstrated our commitment to all children that attend our Centre.
Now all that is required is to fill out your enrolment form and return it to Aspley Early
Childhood Education Centre to ensure you secure a place for your child.**