

**THREE YEAR OLD KINDY PLAY POLICY****210109****AIMS & OBJECTIVES:**

*Preston Neighbourhood House is committed to providing a safe and caring environment for the children in our care. The Three Year Old Kindy Play Program offers children the opportunity to develop social and learning skills, to meet other children and enjoy a varied and stimulating program of activities designed to prepare them for four-year old Pre-School. PNH is committed to ensuring our program in Early Childhood Development provides for the physical and emotional well being of children; promotes their independence and self-esteem and provides a sensitive and nurturing environment. The Centre supports and encourages parents to discuss their children's needs with Staff.*

**ADMISSION GUIDELINES**

- [a] Children aged three by April 30 of the enrolment year can enrol.
- [b] Children may be enrolled to hold their place but CANNOT commence until they turn three.
- [c] All relevant information regarding the child, including medical conditions, immunisation details and any legal custody arrangements, Doctor's details, Emergency contacts are to be supplied before children can be accepted.
- [d] A child who comes to child care with a communicable disease, cannot be admitted. (refer DHS Regulation 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6)

**OPERATION**

[a] Our Three Year Old Kindy Play Program operates during school terms in conjunction with the Centre's Programs.

[b] **SESSION TIMES:**

|                 |                            |
|-----------------|----------------------------|
| <b>MONDAY</b>   | <b>9.00AM – 12.00PM OR</b> |
| <b>THURSDAY</b> | <b>9.00AM – 12.00PM</b>    |

**STAFFING POLICY**

- [a] Qualified Staff will be employed by the Committee of Management as required by Regulation 25 of The Children Services Act 1998.
- [b] When Staff are on leave qualified Staff will be sought to replace existing Staff where necessary.
- [c] Children/Staffing ratios will be maintained according to Regulation 24
- [d] Employees' children are not permitted to attend the Centre whilst the Parent/Guardian is on duty except at the discretion of the Licensee.
- [e] All staff are required to maintain current First Aid qualifications
- [f] Staff and volunteers working in Childcare are required to have a current Police Check and/or Working With Children's Check

## **CONDITIONS OF EMPLOYMENT:**

- [a] Staff will be encouraged to participate in relevant training to further develop skills
- [b] Employment will be conditional on Police Checks that have been read by the Licensee or Primary Nominee.
- [c] All Staff must have appropriate First Aid Qualifications and be updated when required.

## **VOLUNTEERS**

- [d] Volunteers will be supervised at all times.
- [e] Volunteers will undertake a police check
- [f] Students on Placement do not take the place of Staff and will be supervised at all times.
- [g] Trial period for 2 weeks will apply.

## **COMPLAINTS PROCEDURE**

- [a] Complaints or concerns regarding the care, protection and safety of the child must be brought to the attention of the Responsible Person
- [b] The Committee of Management will notify the Secretary of the Department of Human Services within 48 hours. The Department of Human Services contact number is: 9412 5333
- [c] Complaints from parents should be directed to the Childcare Coordinator in the first instance. If unable to be resolved the complaint should then be brought to the attention of the Office Manager or Coordinator.

## **FEES AND PAYMENT**

- [a] Three Year Old Kindy Play fees are set by the Committee of Management and are payable in advance.
- [b] Concessions are available for more than one child.
- [c] A \$50 Enrolment fee applies to those children who wish to be enrolled and be assured of a position but cannot commence until they turn three.

**Fees are set at \$170 for a ten week term or pro rata in the case of a shorter term. All fees are payable in advance.**

## **SAFETY GUIDELINES:**

### **SUN POLICY**

- [a] Sunscreen will be applied before going outside & Hats are to be worn outside – Children & Staff
- [b] This policy is followed whenever the UV Index reaches 3 and above; generally between September and April.
- [c] Parent's need to notify childcare staff if their child has sensitive skin and these parents will need to provide their own sunscreen which is clearly marked.

### **HYGIENE**

- [a] All childcare Staff must wear disposable gloves when dealing with any blood spills eg applying first aid. Any equipment that comes into contact with the discharge is to be disinfected and disposable items must be sealed and disposed of immediately.
- [b] All wet/soiled clothing is placed in plastic bag and placed in child's bag to be taken home.  
[ALL CLOTHING TO BE LABELLED]
- [c] Staff must ensure the environment and all routines are carried out with strict hygiene at all times.

## TOILET TRAINING

Parent's/Guardians who are toilet training their child are encouraged to discuss this with the Staff to ensure consistency in methods.

Toileting of children involves degrees of Manual Handling for staff, and hence implications for O.H.& S. With this in mind, there is an expectation that children in the 3-4 years old age bracket, will be well advanced in their toilet training.

## TOYS & ITEMS FROM HOME

- [a] If a child needs the security of a toy/blanket, we encourage parents to bring it along. It needs to be labelled with child's name. Staff, however will not be responsible for this toy.

## PARENTS NEED TO BRING

- [a] A change of clothing, hat/sunscreen, coat and hat in cold weather.
- [b] For refreshments, parents/guardians are required to bring a piece of fruit to share, sandwich or healthy snack for your child only and any special dietary food. Please do not bring lollies, chips, soft drinks etc.
- [c] Our Centre has an Anaphylaxis Policy in place which dictates we have a zero tolerance to nuts or nut products. *Some children have severe anaphylactic reactions to certain food types. As a precaution we have a nut intolerance policy, hence please do not send along foods containing nuts or nut derivatives such as peanut butter or Nutella. Should a child develop anaphylactic reactions to other foods our Risk Minimisation Plan for Anaphylaxis as identified in our Anaphylaxis Policy will be implemented and parents will be notified accordingly.*
- [d] Medication in original containers with instructions is to be handed directly to Staff and parents must complete all details in the medication book.

## PROGRAM

- [a] Program planning is developed on a fortnightly basis and displayed in the childcare room. The program, enrolment details and observation records are kept on the premises.
- [b] Appropriate activities are designed to provide stimulation and encourage interactive play for children of all abilities in a caring and safe environment, encouraging social, physical and emotional development and allowing for the full potential of each child to be met.
- [c] Provide age appropriate activities with relevance to children's needs, interests and development.
- [d] Provide diverse activities promoting physical, intellectual and emotional challenges that encourage a learning process.
- [e] Emergency evacuation procedures are in place for the centre and practiced regularly with staff, volunteers and children.

## PROVISION FOR UNCOLLECTED CHILDREN

- [a] In order to help cover staff costs, **A LATE FEE OF \$20 PER 15 MINUTES** will apply for late collection of children from Childcare.
- [b] Two Staff members must remain with the child if they are not collected within 30 minutes of the session ending.
- [c] If not successful in contacting the Parent/Guardian or emergency contacts/authorised person, Staff shall notify the Police and the Department of Human Services as per regulations.

## **ENROLMENT PROCEDURES:**

**[a] PAREN/GUARDIAN MUST COMPLETE ALL SECTIONS ON THE ENROLMENT FORM, INCLUDING IMMUNISATION DETAILS AND SIGN THE FORM.**

**NOTE; IF THE CHILD HAS ASTHMA , A FOOD ALLERGY OR A MEDICAL CONDITION REQUIRING INTERVENTION, AN ACTION PLAN WILL ALSO NEED TO BE COMPLETED ON ENROLMENT.**

- Name & Address of each Parent/guardian with whom the child resides.
- Name & Address of other Parent/Guardian
- Name, Address & contact number for person to be notified in the case of an accident, injury, trauma or illness.
- Details of any person who has lawful authority to collect the child from the Service, who has the authority to authorise the taking of the child outside the premises by Staff member, or has the lawful authority to consent to the medical treatment of the child,
- Persons who have lawful authority to request or permit the administration of medication to the child or authorising the Service to seek emergency medical, hospital or ambulance care or treatment of the child.
- Any court orders relating to the powers, duties, responsibilities or authorities of any person in relation to the child or access to the child.
- Languages spoken in the home/Country of Birth
- Dietary Registrations/Allergies or any other medical conditions & treatment
- Child's Immunisation Status

### **ON ARRIVAL:**

- 1] A bound Attendance Book to be completed and signed by Parent/Guardian with their full name on arrival and departure .
- 2] Parents/guardians are required to notify Childcare Staff of their arrival.
- 3] If there is to be another authorised person to collect the child, Staff must be notified and the name of the person collecting the Child must be entered in the ATTENDANCE BOOK upon sign-in..
- 4] Authorised person will be previously registered with the Service and will have proof of identity.

### **ON DEPARTURE**

- 1] Parents/Guardians ensure that Staff have been notified that they have arrived to collect their child.
- 2] All details - departure time & signature are required before the child can leave the Centre.

### **BOOKINGS/CANCELLATIONS/FEEES**

- [a] Enrolments are made for an entire year with fees payable on a term basis in advance.
- [b] A \$50 Enrolment fee is payable upon enrolment. This \$50 is held for the entire year and deducted from the Term 4 payment.
- [c] Receipts issued on payment.
- [d] Fees must be paid in full before commencement of the term.
- [e] Fees are non refundable.
- [f] There is no deduction in fees for illness or holidays.

### **ILLNESS/ACCIDENT/INJURY/INFECTIOUS PROCEDURES**

- [a] In cases of accident, injury or illness that requires medical attention or exclusion, our Service will notify parent/guardian or if necessary, emergency contact who is legally authorised to seek medical attention.  
The responsible person will ensure that the child has been removed from the Centre in the interests of the health, safety or well being of the child or the other children attending the Service.

- [b] Accidents, injuries and illnesses will be recorded in a bound book, detailing action undertaken, circumstances of accidents/injuries, who was present, time and date of incident and other relevant information. Parents will be notified. All bumps to head will require parents to be informed immediately.
- [c] In the opinion of Staff, Emergency Medical, Hospital or Ambulance assistance will be sought as authorised on Enrolment Form and at the Parent's/Guardian's expense.
- [d]. In the case of Infectious Diseases:
  - (i) The parent/guardian with whom the child resides will be notified as soon as practicable,
  - (ii) A sign will be displayed at the entrance to the Centre informing participants of the breakout. (The gazetted exclusions period will be enforced)
  - (iii) If a parent/guardian realises that their child has an infectious disease after they have attended The Centre, they must inform Preston Neighbourhood House staff immediately. These children must observe the exclusion period.
- [e] The child will be made comfortable and observed in an isolated area until collected.
- [f] The Committee of Management will be notified within 48hrs if any of the following occurs –
  - Any serious accident/injury that requires medical/dental attention
  - A death occurs
  - A child has been removed from the Service or is not accounted for.
- [g] In case of Medical Emergency an authorised person may remove a child from the Centre without written permission as specified in Medical Authorisation on enrolment, providing they are specified as Lawfully Authorised Persons.

## **MEDICAL INFORMATION**

- [a] The Parent/Guardian or the person who is recorded as being able to request or permit the administration of medication, must give written permission for medication to be given. Medication is to be kept in their original containers with original labels & relevant details including expiry date.
- [b] Medication Book to be maintained with relevant medical details. Verbal authorisation by Parent/Guardian as confirmed by 2 Staff is acceptable in an emergency, but must be followed by written confirmation. Medication must be given to Staff in original containers with explicit instructions.
- [c] Prescribed medication will be given according to doctor's instructions only.

### **Re Asthma Action Plan**

Any parent of a child with asthma in their care, is required to provide written information regarding the child's asthma:

- Signs and symptoms specific to the child's asthma
- A list of known triggers,
- Medications taken on a regular basis when the child is "well"
- The preferred method for treating deteriorating asthma, that is, an asthma attack,
- What to do in an asthma emergency,
- Name, address and telephone number of a person who is to be notified of any accident, injury, trauma or illness involving the child,
- Name, address and telephone number of the child's doctor.

### **Re Anaphylactic Action Plan:**

Upon enrolment, parents/carers of a child at-risk of anaphylaxis shall:

- inform staff, either on enrolment or on diagnosis, of their child's allergies.
- provide staff with an anaphylaxis action plan signed by the child's doctor, and written consent to use the EpiPen® in line with this action plan.
- provide staff with a complete EpiPen® kit.
- regularly check the EpiPen® expiry date.
- assist staff by offering information and answering any questions regarding their child's allergies.
- notify the staff of any changes to their child's allergy status and provide a new anaphylaxis action plan in accordance with these changes.

- communicate all relevant information and concerns to staff, for example, any matter relating to the health of the child.
- comply with the service's policy that no child who has been prescribed an EpiPen® is permitted to attend the service or its programs without that EpiPen®.
- comply with the procedures outlined in Schedule 1 of the Anaphylaxis Risk Minimization Action Plan.

## **PARENT/GUARDIAN'S RESPONSIBILITY INCLUDES:**

- Giving authorisation for medication to be administered
- Name and dosage of medication and time of medication to be administered.
- Parents must hand medication to staff to place in First Aid cabinet and under no circumstances leave medication in a child's bag. This will include asthma medication.

## **STAFF RESPONSIBILITY:**

- [a] Administering, recording the dosage and time administered; is to be written in the Medication Book along with signatures of staff who administered the medication
- [b] Details of children's allergies, dietary restrictions or relevant medical history [and treatment] to be recorded and all Staff to be informed.

## **ACCESS**

- [a] No unauthorised person will be allowed to remove or collect a child from the Centre.
- [b] If an unauthorised person attempts to remove a child from the Centre, Staff must verbally attempt to prevent removal of the child. If confrontation could possibly lead to violence against the child or staff, the person must be allowed to leave with the child. The authorised parent/guardian must be notified along with Police and the Department of Human Services.
- [c] A child's lawful Parent/Guardian may enter the Centre at any time of operation.
- [d] Access Arrangements/Custody orders will be viewed on enrolment.

## **GUIDELINES ON BEHAVIOUR MANAGEMENT**

*Staff will encourage children*

- *to understand their needs & rights,*
- *to understand and take responsibility for their own actions within reason*
- *to become aware of other children's/adults feelings.*
- *to respect the rights & needs of others*
- *to develop behaviour choices for themselves & encourage participation in discussing consequences of their actions.*
- *in problem solving.*
- *to feel important and respected.*

*STAFF will strive to: -*

- *take time to actively listen and positively respond to a child*
- *be consistent in approach and response to a child's behaviour*
- *not display anger*
- *set limits that are fair & reasonable in relation to age and developmental appropriateness.*
- *promote positive role modelling for children*
- *focus on and encourage positive behaviour*
- *maintain reasonable and clear expectations*
- *treat the child as an individual and meet his/her needs accordingly*
- *provide activities that promote turn taking, decision making and encourage active involvement that allows for a learning process.*

*DIRECTORS will support staff through:-*

- ◆ *Ensuring that the participation of children in Childcare is consistent with the objectives of our policy and allows us to guarantee quality service and outcomes to all participants,*
- ◆ *Liaison with the Children's Services Officer at the City of Darebin,*
- ◆ *Liaison with officers of the Department of Human Services,*
- ◆ *Supporting families with contact details on referrals to professional agencies,*
- ◆ *Seeking support in Early Childhood Development from agencies specialising in culturally sensitive issues.*
- ◆ *Supporting staff by negotiating mutually acceptable attendance parameters with carers,*

***No child will be subjected to -***

- [a] Any form of corporal punishment or immobilisation [except when the child is in danger of injuring himself or others]
- [b] Any other humiliating or frightening experience.
- [c] Any verbal or physical abuse while in care.

### **STAFF WILL**

- [a] Seek assistance when there is concern regarding the behaviour of the child and our ability to meet the needs of that child
- [b] Provide care and support in an accepting and caring environment that takes in to account the uniqueness of the individual.

## **COMPULSORY REPORTING OF SUSPECTED CHILD ABUSE**

- [a] Any behaviour or physical injuries such as burns, bruises or verbal information that warrants attention must be reported to the Committee of Management through the Responsible Person.
- [b] All suspected cases of abuse will be documented and kept confidential.
- [c] The Committee of Management will contact the Department of Human Services regarding any suspected abuse.
- [d] No informal discussion of any suspected child abuse will be allowed with other worker or member of Staff unless it directly affects the child's welfare.