

Parent Handbook 2019



**RIVERSDALE
EARLY LEARNING**
Children's Centre of Excellence

CCS Approval ID:

APP- 40138607

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WELCOME

to Riversdale Early Learning Centre!

The Educators of Riversdale Early Learning Centre welcome you and your child to our Centre. We hope you will enjoy many happy and treasured moments here.

Child Care Centres of Excellence 2 has recently developed through the merging of Child Care Centres of Excellence with Jason and Nadeen Stammer to own Riversdale Early Learning.

Kylie Alldridge and Rebecca Tapper have been the directors of Child Care Centres of Excellence for 6 years, successfully running Benowa Early Learning Centre for 26 years. Benowa Early Learning has recently achieved an exceeding rating in every quality area for the second time in 2018.

Benowa Hills Early Learning Centre was established as a sister centre to Benowa Early Learning 3 years ago, inclusive of a Gymnastics Queensland Registered Gym. Tumble Tots Gymnastics is a wonderful program taught by qualified gymnastics instructors.

We believe that in order for us to care for and provide educational experiences of the very highest standard for your child, we must work closely with you the parents. We recognise that you know more about your child than we ever will, and strive to combine your very detailed information about your child, with our professional knowledge about children's education and development.

Please know that you are always welcome in the Centre, and that our educators are more than happy to discuss any aspect of your child's day and progress with you.

Once again, welcome! We hope that your family's stay with us will be a long and happy one.

Kind Regards,

| | | |
|--------------------------|---|---|
| Kylie Alldridge | - | Nominated Supervisor/ Approved Provider |
| Rebecca Tapper | - | Approved provider |
| Jason and Nadeen Stammer | - | Approved providers |

and all educators of Riversdale Early Learning Centre.

Riversdale Learning Centre is a privately owned Childcare Centre. We are authorised to offer Federal Childcare Subsidy to qualifying families. Application forms are available from your local Centrelink Office or by simply ringing 13 6150 or visit education.gov.au/childcare

We are licensed under the Education and Care Services National Law Act 2010 and must comply with this act and Education & Care Services National Regulations 2011. The Office for Early Childhood Education and Care monitor this service for compliance. If you would like to gain more information about the act or regulations please feel free to call the Child Care Information Service ph 07 32244225 or free call outside of Brisbane on 1800 637 711.

The Centre is licensed to cater for 140 children between the ages of 6 weeks and 6 years. These are divided into seven groups:

- Babies 6 weeks to 2 years (8 children)
- Toddlers 1 15 months to 2 years (10 children)
- Toddlers 2 15 months to 3 years (10 children)
- Junior Kindy 2½ to 3 years (5 children), 3 years (11 children)
Please note: from July when all children turn 3 years (22 children)
- Senior Kindy 3 to 4 years (22 children)
- Pre Kindergarten 3 to 5 years (22 children)
- Kindergarten 1 & 2 4 to 6 years (22 children)
- Before and Afterschool care

Each room has two educators including a Lead Educator and an Educator.

There is a notice displayed in the foyer under the educators' photos labeled "Information about groups at Riversdale Early Learning Centre". This contains all the current information about our class age groups. There is also a notice displayed in the foyer labeled "Information about educators at Riversdale Early Learning Centre". This notice contains updated information about the rostering of our educators and the times the educators are present at the Centre.

We operate from 6:30 am to 6:30 pm Monday to Friday for 50/51 weeks each year. We normally break for a period of one week over the Christmas/New Year period.

Because of our emphasis on exceeding national standards in the centre, the educators are extremely well qualified with a Degree, a Diploma, an Advanced Diploma or a Child Care Certificate in Early Childhood Education & Care. Apart from their formal qualifications, an attitude of kindness and compassion, combined with a commitment to the job and a sense of fun has been high on the selection criteria. New junior employees are required to complete a traineeship to Certificate standard, then encouraged to continue with their studies to Diploma level or Degree level.

In these early years, prior to formal education, we have the wonderful opportunity of allowing our children to follow whatever is their special interest – whether it be play, art or craft, active exploration of their surroundings, music or movement. Having provided a variety of experiences, whatever they choose as an activity, within acceptable boundaries, we encourage and develop – framing our programs accordingly.

MISSION STATEMENT

There is no time in life more important in terms of total development than the period between 0 and 5 years. There is no time in which a child is more vulnerable. There is no time in which they are more open to learning (gaining new understanding on how the world works and what they can expect from the people and objects surrounding them).

We recognize this opportunity, and believe in paying careful attention to the children's needs as we plan each day, we have the chance to play a meaningful part in their journey of growth and development. For children to develop, they need a secure, comfortable environment provided by warm and caring educators. We believe, working together, both parents and educators will provide quality foundations for the future generation.

"A NEW BEGINNING NEVER ENDS"

CENTRE PHILOSOPHY & AIMS

At the Riversdale Early Learning Centre we: -

- Respect and value the individuality of each child in our care and support differences between children, including developmental, physical, cultural and ethnic differences,
- Understand how each child's development is shaped by their gender, socio-economic status, and family circumstances, and we develop programs which recognize, respect and value these factors,
- Offer each child in our care educational opportunities suited to age and individual development, based on sound early childhood theory principles and practices and with support of educators trained in the field of early childhood,
- Provide a climate which promotes effective, open communication,
- Provide a nurturing and safe environment where children can feel comfortable and secure,
- Encourage parents to feel part of their child's early education by becoming involved with the centre in any way they feel comfortable,

- Foster respect and care for our world and the society in which we live,
- Provide an environment in which educators have a sense of belonging, are supported and can work autonomously within the framework of the centre team; where their professional status is respected and where ongoing professional development is encouraged;
- Co-ordinate and integrate with other community services to develop and strengthen positive relationships;
- Be informed, at all levels, by high ethical standards and generally accepted social and moral values.

OUR PROGRAM

At the Riversdale Early Learning Centre we are committed to providing individual developmental programs which highlight the care, education, interest and health of young children. Our program incorporates the Queensland Kindergarten Learning Guidelines (2018), emergent curriculum; interest based programming style and Belonging, Being and Becoming: The Early Years Learning Framework (2009) and the National Quality Standards revised edition Feb 2018.

Our children learn in an environment of warmth, encouragement, respect for and consideration of others. We believe that children learn through play: we believe it is the experience the child has whilst engaging in play that is the important factor in promoting development. The product of these learning experiences is of secondary importance, it is the process not the product that provides the learning. In our programs the equipment is a tool to enable the child to explore the process.

In each program you will find that there is a predictable routine to the day which provides the children with a sense of security. You will also find that certain materials are always available for children to choose i.e. paints, blocks, books and equipment for imaginative play. In addition to these set materials of the day, there are intentional teaching experiences planned to challenge and stimulate your child in becoming an effective learner. Although what is offered in equipment is the same or very similar across groups, what the children do with it is changing as they develop and acquire new knowledge and skills.

As early childhood professionals, the educator's implements programs, which provide a rich and integrated range of experiences that enhance the children's learning and development. These experiences cover the following outcomes and development areas:

| EYLF Outcomes | QKLG Learning and Development Areas |
|---|--|
| Children have a strong sense of identity | Identity |
| Children are connected with and contribute to their world | Connectedness |
| Children have a strong sense of well being | Well Being |
| Children are confident and involved learners | Active Learning |
| Children are effective communicators | Communicating |

The educator's role is to observe what happens and guide the children's learning through their play by demonstrating appropriate ways of doing things and by offering suggestions to extend their ideas. It is also to provide time and opportunities for the children to process information and to practice newly acquired skills. The educators encourage the children to see themselves as successful learners and to empower them through positive guidance techniques to accept responsibility for their own actions.

The growth and development of each child is watched with care in our Centre. Guidance and support provided through our programming attempts to foster the total development of the child. Regular group meetings are held to discuss the program, and/or the observations of your children carried out by the educators. The reason for the daily observation is to ensure that the educators are providing activities that are appropriate to the development level of your child, and catering for your child's interest.

Our main aim is to guide your child in becoming an effective learner and to assist them in developing all skills necessary for success now and in the future.

In addition to this Handbook, parents will be given a room information package outlining the program in which your child will be participating. The educators will be happy to discuss this in detail with you and answer any questions, which may arise. Additional program information is posted in each room daily for your perusal.

We encourage and accept children from all different races, genders and those with additional needs. We follow a non-discriminatory policy of acceptance into the centre.

ADMISSION & ENROLMENT

An interview will be conducted with each family prior to admission and parents will be notified when a place for their child has been reserved at the Centre. Parents are then required to complete the necessary forms, including a record of vaccinations. If applicable, the Child Care Subsidy Application will need to be lodged with the Department of Human Services.

Upon being offered a place, a booking fee of \$50 is payable. This may be at the time of application, or in times when places are rare, as soon as they become available. Once your child has been admitted to the Centre, it is your responsibility to keep the information recorded on your enrolment form current. This is of **vital importance**, in an emergency.

On the enrolment form, there are four important pieces of information to enable a formal enrolment to be created. They are the:

- * Child CRN
- * Child DATE OF BIRTH
- * CRN of the parent who is assessed for CCS
- * DATE OF BIRTH of the parent who is assessed for CCS

CENTRE REQUIREMENTS (See Room Welcoming Letters)

Once a year parents are responsible for bringing along items which include: -

One box of tissues
One ream of A4 paper
One A3 size scrapbook

CHILD PROGRESS & DEVELOPMENTAL BOOKS

When your child is enrolled in the Riversdale Early Learning Centre we begin a record of their activities and responses to planned experiences as well as spontaneous jottings on their general behaviour during each kindy day. This record evolves into a small booklet, which travels with your child as he/she passes through the centre and eventually provides you with an interesting and informative progressive record of their development at Riversdale Early Learning Centre.

CLOTHING

Please dress your child in suitable play clothes with EVERY ITEM LABELLED. Children, who are afraid of spoiling good clothes or of being scolded for getting dirty do not benefit from a large part of kindy activity. Children learn through experimenting. This is often very messy, but essential if they are to develop at an optimum pace. After all, children from babies learn through their senses – touch, feeling, tasting, seeing, speaking and hearing. In other words, dress your child in old clothes. As accidents do occur, any old clothes you feel like donating to your child's class will certainly be useful. Please also send along one set of LABELLED spare clothes in your child's bag.

Clothing must include safe footwear for running, climbing and sliding. Enclosed shoes such as runners or sandals are a better choice than thongs or Crocs.

Please choose safe clothing. Clothing that is not safe include capes, jumpers with hoods or cords. Hats with cords are also dangerous.

Please choose clothing that is easy for children to take off themselves to promote positive toileting experiences. Avoid all in one overalls for toilet training children.

Amber Teething Necklace Safety

Teething necklaces pose a serious choking hazard or strangulation risk to babies and toddlers. The Australian Competition and Consumer Commission (ACCC) and Department of Early Childhood Education and Care are concerned that an unsupervised child could be exposed to particular risks or hazards such as strangulation and choking hazards.

Riversdale Early Learning Centre is not allowed to have children in care with amber teething necklaces. It is against the National Regulations safety advice. If a child arrives with an amber teething necklace the parents will be asked to remove it. We trust all families will follow this regulatory request.

COMMUNICATION

Communicating with Educators

Families are encouraged to speak with their child's educators about their child's progress, or any concerns they may have. Open communication between families and educators facilitates positive home/child care relationships based on trust and positive co-operation.

Much of the communication between educators and families occurs quickly, on the run, at an informal level as parents drop off and pick up children. Both families and educators need to be aware of the importance of passing on information which helps both parties better anticipate children's behaviour. From the family's perspective, it is sensible to inform educators, e.g. if your child has had a bad night, or if there are any changes occurring in the pattern of family life etc.

If families need to have longer talks with educators it is important to make an appointment with the educator outside of session times rather than take the educator's attention away from the children. This also gives the educator the opportunity to refer to developmental records and observations.

The Educational Leader/Nominated Supervisor's role is to spend time working with children and educators, and on administration matters. When the Nominated Supervisor/Approved Provider is in the Centre, she is available at any time to come and talk to you. Just come and seek Miss Kylie out from the rooms or phone through the day to arrange a meeting.

Miss Kristy Fox is our new educational leader in 2019. She has over 10 years experience in Early Childhood. She will be able to facilitate any questions regarding programs.

Newsletter

Regular Newsletters will be sent out to each family. These contain reminders of up-and-coming events; issues in child care, favorite recipes and other information we think will be of interest to you. Educators from each room also write a newsletter about what has been happening in their room.

Signing In and Out

Riversdale Early Learning Centre uses the OASIS online attendance sign in system.

Parents/guardians must complete the childcare sign in process for each booked day of care. This process ensures the safety of children and is an auditable requirement for parents to receive Government Child Care Subsidy (CCS).

Signing in/out is available via a tablet in our front office area, babies room and kindergarten rooms. Parents/guardians with incomplete signing in or out records for any reason including absences will receive a reminder email each night. Records can be completed remotely via your smart phones or tablet or you can “catch up” pending records when you are next at the centre.

Please note: signing in and out must ONLY be performed by the authorised parent/guardian and we ask that you refrain from allowing children to touch the tablets.

We also require you to sign in and out on a form used in case of an emergency, such as a fire, or in case your child is sick whilst in care. Please make sure you provide us with a contact number for every day your child is in care. This form is situated on the lockers.

Website

Riversdale Early Learning Centre has a detailed website (www.benowaeearlylearning.com.au) which contains information regarding our centre and the latest news, events & daily happenings. Each room has its own page where you will be able to view weekly interests, upcoming events, the program, what has happened during the day and photos. This is an invaluable way for you to keep up to date with the centre and your child's room.

Email

We regularly use email to keep in touch with families. Please ensure you keep your email details current with our office and notify us of any changes to ensure you receive our regular correspondence such as Parent Newsletters, Fee statements, details of special events, room correspondence and other information relevant to your child & family.

Concerns

The Educational Leader/Nominated Supervisor will be pleased to discuss with you any aspect of your child's care and education. Please arrange a suitable time convenient to yourself and the Educational Leader/Nominated Supervisor. If you have a concern relating to any educator, or child, please see the Educational Leader/Nominated Supervisor. Similarly, if you have any concerns or financial difficulties, please see the Educational Leader/Nominated Supervisor.

DELIVERY AND COLLECTION OF YOUR CHILD

The enrolment form provides space for nominating people who are authorized to deliver and/or collect your child from the Centre. In the interests of safety of your child, we adhere to the policy of not allowing your child to leave the Centre with any person not noted on the form unless previous written authority has been obtained from the authorizing person on the enrolment form. When new people are added to the form, please advise them to bring along their photo license for identification purposes.

EMERGENCY AND EVACUATION

In the interests of safety, the educators of the Centre take turns on a rotational basis to organise and run emergency evacuation drills in case of a fire or other unforeseen emergency in the Centre. The relevant fire drills and emergency evacuation plans are situated on the walls of each classroom. We also practice code blue emergencies for our anaphylaxis children. Lockdowns are also practiced regularly in case of severe storms and strangers approaching the Centre.

EXCURSIONS

With all centre excursions, permission slips are sent home in writing with the date, proposed destination and times of departure and returned to the Centre. On the permission slip, the name of the person(s) who are to be in charge of the excursion will appear, the method of transport to be used and type of restraints will also be noted. On excursions all educators strictly adhere to the adult/child ratios, as follows: -

0 - 3 years (one staff/adult to 2 children)

3 - 5 years (one staff/adult to 4 children)

NB: Excursions where water is involved require a ratio of 1:1 under 3 yrs and 1:2 over 3 yrs.

TO PARTICIPATE IN AN EXCURSION, PERMISSION SLIPS AND MONEY MUST BE RETURNED TO THE CENTRE BY THE DUE DATE.

Educators complete a risk assessment that is available for all parents to view prior to each excursion. This is also available on our website.

EVENTS

Throughout the year we have numerous functions such as Mother's Day, Father's Day, Easter, Parent/Educator Interviews, Christmas Concerts etc. These are designed for parents, children and educators to get together socially and professionally to enhance relationships and to create an understanding of each other's roles in the lives of your children. Each class also participates in monthly educational shows (prices vary from \$6.00 - \$8.50). The cost of these events will automatically be surcharged to your account, unless you advise us otherwise.

EDUCATORS AT RIVERSDALE EARLY LEARNING CENTRE

For 2019, the educators are as follows:

NON-CONTACT DIRECTOR Kylie Alldridge (B.ED.EC)
Educational Leader/Nominated Supervisor
Certificate IV in training/assessment TAE 40110

ASSISTANT DIRECTOR Kart Hart (Diploma Children's Services)

Certified Supervisor: Natalie

APPROVED PROVIDERS Kylie Alldridge (B.ED.EC)
Rebecca Tapper
Jason Stammer
Nadene Stammer

EDUCATIONAL LEADER Kristy Fox (Diploma of Children's Services; Bachelor
of Psychological Science)

OFFICE MANAGER Nadeen Stammer

ADMINISTRATION Nadine McLennen
Nadeen Stammer

KINDERGARTEN ROOM

Sharon Brown
(ECT, Diploma Child Services, Studying
Bachelor Of Early Childhood Education)

PRE KINDERGARTEN

Steph Hollis
(Diploma of Children Services, Lead Educator)

SENIOR KINDY**JUNIOR KINDY****TODDLERS ROOM**

Leesa Neaves
(Diploma of Children Services, Lead Educator)

Jessica May
(Cert III Children Services, Educator)

BABIES

Lyn Van Der Velde
(Cert III, Studying Diploma of Children Services)

Jessica Browne
(Cert III)

AFTER SCHOOL CARE**FLOAT STAFF****Educator Qualifications**

All educators hold a current First Aid and CPR, Asthma & Anaphylaxis Certificate. Educators' levels and qualifications comply with the Education and Care Service National Regulations Oct 2018. The Department of Families approves all educators. Child care educators may have completed or be completing such courses of study as: -

- Bachelor of Teaching (Early Childhood)
- Bachelor of Education (Early Childhood)
- Diploma of Early Childhood Education & Care
- Certificate of Early Childhood Education & Care
- Diploma of Community Service

EDUCATORS

At Riversdale Early Learning Centre, educators are selected very carefully. The criteria used are: -

- Educational Qualifications

- Experience in Child Care
- Commitment to providing quality developmental programs
- Caring Attitude
- Confidence and enthusiasm

The Director/Nominated Supervisor and educators work as a team; the structure being as follows -

Director (Educational Leader/Nominated Supervisor) - is responsible for the smooth running of the day-to-day operation of the Centre in accordance with the stated philosophy and goals. She oversees all aspects of the administration including the programming and the care, safety and well-being of all children. She acts as a liaison between educators and the parent body, and aims to foster and promote a sense of community.

In the Nominated Supervisor's absence, the Assistant Nominated Supervisor (Miss Jo) will be able to help you with any queries you may have.

Early Childhood Teacher/Certified Supervisor/Lead Educator - In each room there is either an Early Childhood teacher or a qualified Certified Supervisor. This person is responsible for the well-being of the children in their care and for providing a developmentally appropriate program based on individual children's needs and interests.

Educators - Educators support the Teacher or Certified Supervisor in every aspect of the program; and have an important role in each teaching term.

Educator Development, Students and Volunteers

Learning does not stop with your little ones. The centre is committed to educators' development. Miss Kylie our Director is an Accreditation Moderator and has the opportunity to visit centres throughout Queensland. Thus, she comes back with some great ideas and activities. All educators are encouraged to further train to ensure the quality of care. The educators are encouraged to attend seminars conducted privately such as those conducted by the Lady Gowrie Centre or the Crèche and Kindergarten Association, PSCQ, to keep them up to date with current trends and research in the industry and to problem solve common organizational or behavioural difficulties.

To do our part in the local community, we also have a policy of accepting students of the TAFE childcare certificates and Diploma courses and selected school work experience students into the Centre to enable them to complete their studies and ultimately become qualified Childcare personnel. Miss Kylie has a training college and teaches all of our educators their Certificate III in Early Childhood Education & Care and CHC50113 Diploma of Early Childhood Education & Care.

FEE INFORMATION & STRUCTURE

The current fee structure from 1st January 2019 is:

Meals Inclusive:

| Room | Sessions **Sessions are determined by the subsidized hours you receive | \$ Cost |
|---------------------------------|--|----------------|
| Babies | 12 hour session includes meals and nappies | \$97.00 |
| | 9 hour session includes meals and nappies | \$92.50 |
| | 10 hour session includes meals and nappies | \$92.50 |
| Toddlers | 12 hour session includes meals and nappies | \$94.00 |
| | 9 hour session includes meals and nappies | \$92.00 |
| | 10 hour session includes meals and nappies | \$92.00 |
| Junior Kindy | 12 hour session includes meals and nappies | \$87.00 |
| | 9 hour session includes meals and nappies | \$82.50 |
| | 10 hour session includes meals and nappies | \$82.50 |
| Pre Kindergarten & Senior Kindy | 12 hour session includes meals | \$87.00 |
| | 9 hour session includes meals | \$82.50 |
| | 10 hour session includes meals | \$82.50 |
| Kindergarten | 12 hour session includes meals | \$87.00 |
| | 9 hour session includes meals | \$82.50 |
| | 10 hour session includes meals | \$82.50 |
| Before School Care | (incl light breakfast prior to 8am) | \$16.50 |
| After School Care | (incl afternoon tea) | |
| | (incl morning tea, lunch, afternoon tea) | \$23.50 |
| Vacation Care Full Day | | \$80.00 |

Meals Uninclusive:

| Room | Sessions **Sessions are determined by the subsidized hours you receive | \$ Cost |
|---------------------------------|--|----------------|
| Babies | 12 hour session includes meals and nappies | \$90.00 |
| | 9 hour session includes meals and nappies | \$85.50 |
| | 10 hour session includes meals and nappies | \$85.50 |
| Toddlers | 12 hour session includes meals and nappies | \$87.00 |
| | 9 hour session includes meals and nappies | \$85.00 |
| | 10 hour session includes meals and nappies | \$85.00 |
| Junior Kindy | 12 hour session includes meals and nappies | \$80.00 |
| | 9 hour session includes meals and nappies | \$75.50 |
| | 10 hour session includes meals and nappies | \$75.50 |
| Pre Kindergarten & Senior Kindy | 12 hour session includes meals | \$80.00 |
| | 9 hour session includes meals | \$75.50 |
| | 10 hour session includes meals | \$75.50 |

| | | |
|------------------------|--|----------------|
| Kindergarten | 12 hour session includes meals | \$80.00 |
| | 9 hour session includes meals | \$75.50 |
| | 10 hour session includes meals | \$75.50 |
| Before School Care | (incl light breakfast prior to 8am) | \$16.50 |
| After School Care | (incl afternoon tea) | |
| | (incl morning tea, lunch, afternoon tea) | \$23.50 |
| Vacation Care Full Day | | \$80.00 |

Day/s booked by yourself are especially reserved for your child. So, if he/she is sick or on holidays during the regular long day care year, your weekly fee is still applicable and must be paid to keep your child's place open at the centre.

Payment of Fees

A booking fee of \$50.00 is payable when your booking is confirmed. For this your child is provided with a Riversdale ELC kindy hat. We run our fees on a weekly basis, therefore on commencement, you will be paying for one week. If we are able to approximate what your weekly fee will be (less Childcare Subsidy) you will only need to pay this reduced amount. Fees are then payable WEEKLY by the Ezidebit Direct Debit payment system.

IMPORTANT: If you are paid your salary on a fortnightly or monthly basis, it is your responsibility to ensure your funds are sufficient each week to cover the direct debit. If your payment declines for any reason, the amount must be paid ASAP prior to the next direct debit scheduled payment (i.e. the following Thursday).

Because of the pressure on places at the Centre, families whose direct debit payments are declined for two consecutive weeks without prior and reasonable explanation will, upon warning, lose their place to one of the children on the waiting list.

Parent Responsibilities to Receive Child Care Subsidy

All parents who receive Child Care Subsidy must sign their children in and out each day. The OASIS electronic sign in system must be completed **ONLY** by the parent/guardian who is signing in or out each day the child attends.

When your child is ABSENT, you are still required to sign on that day the next time you are in the Centre or when you receive the email alert.

NB: If your child is not signed in or out or not signed as being absent, there is a strong risk of losing your Childcare Subsidy for those days. Signing is a legal requirement and is to ensure your Child Care Subsidy is paid.

Annual Holidays

According to Government Guidelines for Child Care Subsidy from July 2018, your child may be absent from the Centre for a total of 42 days per financial year (this can incorporate your Annual Holidays and public holidays). After this, a doctor's certificate for illness must be obtained to continue to receive Child Care Subsidy. This is of particular importance, so it is in your best interest to keep a record of absences and obtain a doctor's certificate if the 42 days is exceeded. Also, if you work a rotating shift or have custodial arrangements which affect your child's attendance at kindy, please provide the relevant documentation to be eligible for additional absences exceeding the 42 per year.

HEALTH POLICIES

Children with infectious childhood diseases must be excluded from Kindy for the times specified by their doctor. Please keep your child at home if they have any viral infection, high temperature or colds. Other children, educators and parents should not be exposed to unnecessary risk of infection. **A doctor's certificate of clearance will be necessary in these cases for re-admittance, and also for you to claim your Child Care Subsidy.**

In cases of minor ailments, parents are asked to use their own judgment about whether a child is fit to attend Kindy. Usually, if you are in doubt whether a child is fit to attend, they aren't. Also, if they need Panadol that morning, they should not attend for the day. **If your child has a specific health problem, please discuss this with their teacher.** Take care to make note of any allergies (food or other) on the enrolment form at the time of enrolment. A medical management plan must be completed for any food allergy, medical conditions, asthma, diabetes, epilepsy.

We are aware of the fact that there are a certain number of families nowadays who choose to use naturopathic methods of protection against general childhood illnesses. Whilst we do not at this time exclude those children from the Centre, we do have a policy that should one of those illnesses present itself, unvaccinated children will need to be kept home for the term of contagion of any child who has contracted the illness. It is the parent's responsibility to comply with these health policies. If you have any queries about any of the above, please don't hesitate to ask.

Parents need to notify the Centre as soon as their child has been diagnosed with a contagious disease, so the Centre can notify other parents of symptoms.

Exclusion

Children will be excluded from attending the Centre if they are suffering from any of the following:

- **Vomiting/Diarrhea** (If your child is suffering from vomiting or diarrhea, regardless of the cause, they must be excluded for 24 hours from the last symptom).
- **Conjunctivitis** (Children must be away from the Centre until treatment has commenced and discharge from the eyes has ceased). **A medical clearance needed to return.**

- **Infectious Diseases** (Children must stay away for the designated period (See attached Exclusion Table), as recommended by the "National Health and Medical Research Council). **A medical clearance needed to return.**
- **Lice** (Excluded from the Centre until the first treatment has been completed and no live lice are seen).

Children will be excluded when they are not immunized and an outbreak of an immunized disease occurs. Likewise if child immunizations records are not current with the office staff and an outbreak of an immunized disease occurs.

HEALTH AND SAFETY PRECAUTIONS

The Centre has been registered with the Workplace Health & Safety Dept. of the Queensland Government, and audited by their officers in 1998. We were operating, and continue to operate under all conditions applied by that Department with regard to the safety of children and staff at the Centre.

Accident/Incident/Trauma Book

Any accidents/incidents or trauma which may occur during the day are recorded in the Accident/Incident/Trauma Folder, which is located on the front office desk. Should there be an incident during the day in which a child sustains injury (e.g. biting by another child or falling from the swing), full details are given. The incident report is signed by the educators in attendance at the time, and should be signed also by the parent upon reading. Of course, if you have any questions concerning the incident, the educator is very happy to help. Parents will be notified of the incident report by either an educator. Each classroom also has book for parents to record any incidents or accidents that may have occurred in the home for the educators' information.

HYGIENE

Hygiene is of utmost importance in a Child Care Centre. Obviously the activities and habits of many little bodies call for a higher level of cleanliness than in any normal situation. We therefore adhere to strict policies with regard to hygiene. Disposable gloves are worn by educators at all times when pants or nappies are being changed, noses wiped, or food prepared. Educators' hands are always washed with sanitized hand wash, and toys, furniture and floors washed with disinfectant daily.

Bearing that in mind, if your child should have an accident whilst at Kindy, the article will be soaked in a sanitizing solution, then rinsed and put in a bag for washing at home. Bags can be collected from numbered buckets in the bathrooms, as it is unhygienic to store in bags in lockers.

It should be noted that the centre operates on very strict health and hygiene policies (copies of which are available to all parents in the policy folder, located in your child's room). The safety practices are adhered to at all times with correct staff/child ratios maintained.

INCLUSION POLICY

Following an interview with the parents and the child, the Director (Nominated Supervisor/Educator Leader) together with the parents will assess the needs of the child, the appropriateness of the centre setting, and the program. The centre will support the educators with inclusion of the child in their group by

linking with appropriate services (such as Inclusion support agency, SEDU), and being responsive to educators needs. The service has an Assisted Inclusion Readiness Plan that we follow to ensure inclusion runs smoothly for children, families and staff.

Cultural Inclusion

The Riversdale Early learning Centre is committed to recognizing and respecting the wide variety of cultures, which make up our society. Cultural awareness and respect is an important part of the centre program. We strive to create a program that truly reflects the lives of our children, families, staff and community. The centre utilizes resources from Noah's Ark, the Inclusion support agency and PSCQ.

INFORMATION SHARED

Families can ask for information about the following:

- **A general description of the activities and experiences given by the Centre:**
- **The Centre's philosophy about learning and child development outcomes and how it is intended the outcomes can be achieved.**
- **The goals about knowledge and skills to be developed through the activities and experiences.**
- **Viewing of the Office for Early Childhood Education and Care Compliance history log book which is located on the front desk of each centre. This log contains any history from the 1st of July 2010 of compliance notices given to the centre from the Office for Early Childhood Education and Care.**
- **Viewing of the Centre's Continuing Improvement Plan as they progress through the quality assurance process of National Quality Standard is available on the parent library stand. This document contains goals and future plans of the centre.**

INITIAL SEPARATION

Initial separation is never easy for parent or child, and you may find that you have a mixture of feelings when placing your child in childcare. Anxiety, confusion, optimism may be some of the emotions you experience as you begin settling your child and yourself into the center. The professional training of child care educators enables them to understand that this may not be an easy time for you and they will seek ways to support you and your child in the initial settling in stages.

Some Hints: -

- If possible, try to find time to spend at the Centre - this helps your child to adjust to meeting new people and routines with you there to gently support his/her day and the people he/she will be encountering;
- Comforter from home such as a blanket or soft toy;
- Talk to educators to determine with them the best way to begin leaving your child in their care. Establishing a good relationship with the Centre educators - especially your child's teacher is essential to 'settling in';
- Discuss everyday things that your child likes to do and the normal routine for your child - this background information is extremely helpful to assisting your child to settle in quickly;
- Always say "goodbye" to your child before you go and make certain that the educator who is responsible for your child knows that you are leaving;
- Children's ways of protesting are very dramatic, leaving parents feeling emotionally drained when they leave the Centre. In most instances, the protests are short lived and have often ceased by the

time the parents are out of sight. Always feel free to telephone the Centre or call in at any time;

- As our child becomes more secure, safe in the knowledge that you will return, the moment of separation becomes less stressful. Children are very adaptable, and though it may take from one to several days for them to settle in, it is very rare to find a child who does not eventually settle.

Difficulty with Leaving

At times children may say that they are not ready to go home. This may be for a range of reasons - e.g. they are involved in something that is important to them, their best friend may not have gone home, or you may have come earlier than they expected. We realise that this can be very disconcerting, especially when you have been looking forward to your usually enthusiastic welcome and cuddle. Empathizing with their reasons for wanting to stay often helps in these circumstances. Remember educators will be on hand if you need them.

MEDICATION

The administration of all medications in the Centre will be as follows: -

1. Prescribed medications supplied by the parent/legal guardian with a written request for administration to the child as prescribed – i.e. written on Medication Sheet located in Medication folder or book in each room on top of the lockers.
2. A slip from the doctor stating date, child's name and prescribed for the child in question (NO MEDICATION WILL BE ADMINISTERED TO CHILDREN IF IT IS NOT IN THE CORRECT CONTAINER WITH CLEAR LABEL).
3. Over the counter medications (such as Panadol used to reduce a fever) will be given on a once only basis in an emergency. Parents will be contacted first to gain permission (PLEASE ENSURE PANADOL PERMISSION IS SIGNED ON BACK OF ENROLMENT FORM). In the event of us not being able to contact parents, the medication will only be given after all alternatives have been exhausted. E.g. tepid bath to reduce fever, stripping down the child.

NB: After being written on the Medication Form for administration to your child during the day, ALL medication needs to be placed by the parent in the refrigerator in the Nominated Supervisor's office and the Medication Register (located on the fridge) completed. If medication does not need to be refrigerated, then they are placed in the locked cupboards clearly labeled "Medication" in each room. NO MEDICATION WILL BE ADMINISTERED WITHOUT A MEDICATION FORM FILLED OUT BY THE PARENT.

If you have any concerns with regard to the application of these guidelines, or daily happenings within the Centre, please feel free to speak to the Director (Nominated Supervisor/Educator Leader), Kylie Alldridge, or Co-Approved Provider, Rebecca Tapper. You may also like to contact the Office for Early Childhood, Education and Care – Hope Island Regional Office. PO Box 492. Oxenford QLD 4209. Ph: (07) 5656 6688. Email : Enquiries.SER@qed.qld.gov.au

NAPPIES & WIPES

The centre provides nappies and wipes for your child during their day at kindy. In line with our organic food program and culture, the nappies and wipes we use are manufactured from Bamboo which is naturally hypoallergenic and ideal for sensitive skin. Bamboo fibre is naturally smooth and round without chemical treatment, meaning there are no sharp spurs or harsh chemicals which may irritate the skin. Bamboo also has excellent natural antibacterial and deodorising properties, is an environmentally friendly resource and is 100% biodegradable.

NATIONAL QUALITY STANDARDS - QUALITY ASSURANCE

The Centre is involved in an ongoing quality improvement process from the National Quality Standards. This process involves a continuing improvement plan which is available to families in the parent library stand. We see this as a process of reflection and goals the Centre would like to achieve. We will genuinely be asking all families to evaluate every policy and procedure the centre implements. We do this in a variety of ways:

- Regular policy reviews placed out to families to respond to in survey form.
- Verbal discussions at parent meetings.
- Individual discussions of policy with educators or nominated supervisor/educational leader.
- Policies reviewed in regular newsletters.

The centre was last assessed under Goodstart Ownership for National Quality Standards and achieved meeting NQS on 24th October 2016. At the end of 2019 childcare Centres of excellence will be re-assessed. Our Benowa Early Learning Centre achieved exceeding in all quality areas in 2018. We look forward to ensuring Riversdale Early Learning achieves very similar results.

PARENT COMMITTEE

We would like to see Riversdale Early Learning Centre develop a Parent Committee. Made up of any interested parents, we would meet every couple of months to discuss any future planned activities and excursions for the children, fund-raising activities, assessment and rating activities, special days and dates including Mothers' Day Outings, Fathers' Day Breakfasts, Christmas Concert etc. We really welcome any new parents who might like to come along and share a cup of tea or coffee and a chat at the meeting. It is a great way to develop new friendships.

PARENT INVOLVEMENT

Parents are invited to participate in the life of the Centre at a level appropriate to their personal circumstances and needs. We appreciate that time is precious to working parents, but the Centre recognizes the important role parents play in the education of their children, and as such value parents participation and involvement on a variety of levels. Here are some ways you can offer support and also be involved in your child's day.

- Spend some time with your child at the Centre - when you have a day off, join us for lunch, or share a "Cuppa" at the beginning of the day. Tea and coffee are available in the staff room. (However, HOT DRINKS are not permitted in the children's area);
- Helping educators in developing interests for children by sharing ideas and/or resources;
- Acting as volunteers;
- Joining the parent group/committee;
- Attending parent meetings;
- Attending social and fund-raising events; our annual Mother's Day Breakfast, Father's Day Golf Day, Easter Picnics, Christmas Celebrations;
- Collecting scrap materials for children to use in creative pursuits.

SHARING FAMILY INFORMATION

Events in family life, such as illnesses, visits of grandparents, accidents or death of relatives, friends or pets can be a major concern for children, and markedly affect their behaviour. It is important for the home and us to share information, which may affect children, and we would appreciate it if parents would inform educators of any unusual happenings of this nature.

Equally, please feel free to discuss with your child's educator any concerns which you may have about his progress or behaviour. Remember that if you are concerned about anything, it is very likely that we have observed the same behaviour and may share your concern.

Changes to Family Units & Care Arrangements

Please advise us as soon as possible of any changes to your family situation or care arrangements to ensure all members of the family receive their correct Child Care Subsidy entitlement.

We require written confirmation from each parent or guardian of their liability to pay child care fees. This will assist if there is a dispute later.

SLEEP TIME (REST TIME)

One of the regulations which govern the operation of a Child Care Centre is that a specified time must be set aside when children who need a sleep may do so and children who only need to rest may also have the opportunity to do so. Therefore, each afternoon children in all classes are offered a quiet time during which they may sleep or simply rest (with quiet activities to keep them occupied). This is not always the most popular time for those few children who can run all day and all night without the apparent need for rest, however in the interests of the majority this quiet time is offered.

SOME SPECIAL NOTES TO REMEMBER

PLEASE...

- VIEW THE WEBSITE - for programs daily, special events and links to community organisations.
- READ THE NOTICEBOARDS REGULARLY - to keep in touch with activities and educators requests.
- OFFER TO SHARE YOUR SKILLS - e.g. in cookery, music, carpentry, art, etc. with the children. Your own children will love seeing you there and know that you value the Kindy too.
- DON'T EXPECT A PAINTING OR PRODUCTION TO TAKE HOME EVERY DAY. Your child may have just discovered the imaginative play of home corner, or he may have mastered a tricky puzzle or be experimenting with the skills of play dough. We won't always expect them to produce an article to please you or us.

SPECIAL REQUEST

Loose parts is always very valuable in a Child Care Centre. You may be surprised by what uses we can find for the following articles: -

Yogurt containers
containers

Margarine containers

Ice-cream

Wool, string and cotton
sort

Egg cartons

Paper of any

Birthday cards

Cardboard boxes

Bits of material/felt

Old magazines

Used wrapping paper

Dress-ups

If you have any of these, we would love to have them, especially paper of any kind.

WHAT TO REMEMBER ON YOUR FIRST DAY

Make sure that your child is brought to the Centre on time and that they are picked up promptly. A child becomes very distressed if they are left behind. If you are going to be late, please let us know so we can tell your child.

The reactions of children in a new situation differ greatly. One may leave their mother happily and another may cling to his one link with home. You should be prepared to stay until your child is settled and, when leaving, be sure to say goodbye. Tell him/her when you will be back (e.g. after a certain event in the day), and then leave promptly.



GENERAL GUIDELINES FOR OUR KINDY

We have decided to develop a getting-to-know the Kindy Guidelines and helpful hints for parent who use our service. This information is designed to be parent/child friendly, and to open the communication process. For the kindy to function effectively, we need guidelines that can make it easier for both the parents and educators.

Toys

Unfortunately we would prefer that children kept their valuable toys and games at home. We cannot ensure the safety of all toys, and by leaving them safely at home it avoids the child getting upset if the toy becomes lost or broken. It also saves parents and teacher's time in the busy afternoon of looking for loved toys.

If your child becomes upset over leaving a toy at home, maybe you could try: -

- leaving the toy in the car for when you collect the child
- draw a picture of the toy
- bring a photo of the toy or something special
- If you are finding it hard to encourage your child not to bring toys, speak to your child's teacher about the matter. The teachers can speak to the group about bringing toys.

Green Noses

We all have had children with colds and green runny noses. If your child has a green, runny nose, this is a sign of infection, so they should visit the doctor and we all know to recover we need to rest and stay at home.

Meal Times

Morning tea, lunch, and afternoon tea is provided by our Centre. We also provide a late snack for those children still in attendance after 4.45pm. We can also cater for babies 6-12 months of age with pureed/soft food. Meal times are for enjoyment and relaxation for the children, at the Kindy we will not pressure your child to eat. Please support us on this. Children are given up to 30 minutes to eat their lunch with educators sitting and supervising.

Nutrition

Diet can be directly related to behaviour. There appears to be a correlation between certain "allergies" and behaviour. Don't put your child on a diet; just exchange the types of food you are eliminating for others for 14 days. If you don't notice an enormous difference in behaviour, then it is unlikely that your child has a problem with that type of food. Children who have difficulty concentrating, who are just over the top, can have good days and bad days, often have headaches, don't sleep well, often non-compliant, may have a problem with additives.

Try to limit anything with yellow colouring (Tartrazine - 102), particularly Cheezels and other like products, tomato sauce (make your own), bread with preservative 282 in it. Any juice - particularly the tetra packs, fresh juices are too concentrated for a child to digest and while the digestion process is going on, a child has difficulty concentrating (fruit juice makes their kidneys and livers work overtime). Fruit on an empty stomach, all soft drinks, chocolate products, including Milo.

Dehydration

Children that are dehydrated can have behaviour problems. Try to give water as often as possible. If your child doesn't like it, add a small amount of un-coloured cordial to 2 litres of water - add honey to small children's water. The centre provides water jugs at the children's level and there is a Bubbler located outside in the yard.

Breakfast

We all know that children are more receptive when they have had a substantial breakfast. Children operate better on a protein breakfast, instead of cereals. Give baked beans, fish (not processed), eggs. Please notify staff if your child has not had breakfast, or send some breakfast along to the kindy.

Healthy Snack Alternatives

Here are some ideas of healthy snacks. Raw vegetables, rice crackers, popcorn, homemade honey cakes, toast and cheese, dried fruits (limited amounts), watermelon (best fruit), potato chips, vegetable chips (not chicken flavoured).

Lactose Intolerance

If your child has a sinus problem, continual runny nose, cough, ear problems, is "grizzly" or not "happy", is non-compliant and/or has stomach ache, diarrhea or vomiting after consumption of milk then consider that he/she may have lactose intolerance. If your child was lactose intolerant as a baby, it is likely that they will still be, even though they appear to be tolerating milk products better. Substitute animal milk with other milk products (particularly rice milk or calcium-fortified soy milk). Use spreads instead of butter (i.e. nutalex, hummus, avocado, tahini or honey). Substitute yogurts and cheese for non-animal products (ie. soy yoghurt). Provide other sources of calcium such as almonds, dried figs, spinach, broccoli, sesame snaps etc. Give heaps of water.

Wheat Intolerance

Children who are wheat intolerant are extreme. They have great difficulty complying with social "norms", are often aggressive and can be violent. You can try eliminating wheat from the diet for 10-14 days and wait for the marked improvement. Improvement = wheat intolerance. Try removal of all breads (you can slowly re-introduce after 14 days, but not bread with preservative 208). Remove all pasta and noodles (unless egg noodles). Remove all processed meats. Offer instead: - all fresh fruits and vegetables, eggs, fresh lean meats-

chicken and fish, rice products (crackers, pudding, rice cakes), honey and peanut butter.

Nut Allergies

We have children who suffer from anaphylaxis (which is a life threatening allergy). To protect all children we ask that families **do not send nuts or nut products** into the Centre. Your support in regard to this is paramount in protecting all children.

List of Foods to Avoid for Behavioural Problems

| | |
|-----------------------------------|---|
| Maggi Two Minute Noodles | Aeroplane Jelly Crystals - |
| White Wings Funny Face Ice Blocks | Strawberry |
| SPC Noughts and Crosses | Arnott's Barbeque Shapes |
| Smarties | Kellogg's Fruit Loops |
| Cheezels | Maggi Alphabet Chicken Soup |
| Cottee's Ice Magic | Kraft Macaroni Cheese |
| | In some cases all Refined Carbohydrates |

Greetings

At the kindy we like to say 'please' and 'thankyou', 'Good Morning' and 'Good Bye'. Please don't pressure your child or over-emphasise this to your child. They will learn through example, but don't say it for them. Try and catch them saying 'Good Morning' and praise them for it.

Settling Children into the Centre

Your child will trust us, if you do. Please look confident for your child's sake.

Morning Procedure

- Try to have a calm morning;
- Be matter-of-fact about going to kindy - don't plead with your child that "you are going to have a lovely day";
- Be positive. Keep to a strict arrival procedure. Greet teacher, put bag/lunch away, take child to area of play, give a big hug (only one) and say 'I love you, have a great day, I will be back at 3 (or whatever time you have chosen). Then go immediately. Never hesitate, it makes your child feel unsure. If you are worried, ring the Centre later.

Afternoon Procedure

- **Greet your child before anyone else. If you would like to talk to the teacher, ask to see him/her at the office - never rehash a problem in front of your child;**
- Tell your child that you missed them today. Take 5 minutes to look at their work. Don't be drawn in to 'Just a few more minutes Mum', unless you genuinely want to stay;
- Never say "Hurry up, I'm in a hurry" unless you want the process to take twice as long;
- We want your child to enjoy their day and want to come back. Any behaviour that develops at Kindy we are equipped to deal with. We don't want your child to carry any emotional baggage home. Therefore we will not discuss your child in front of him/her. Please ask at the front desk to see your child's teacher and we will come out to you.

CONCLUSION

We hope that this "Handbook" has provided you with an insight into the management, philosophy, policies and practices that form the heart of the Riversdale Early Learning Centre. We look forward to getting to know you as we work together in caring for your children.



What you need to do now

Transitioning to the new Child Care Subsidy is not an automatic roll over from the two current payments.

You must provide some new information and confirm your current details using your Centrelink online account through **myGov**.

You will be asked to provide:

- your combined family income estimate for the 2018-19 financial year
- the hours of recognised activity including work, training, study and volunteering
- the type of child care your family uses.

For more information on this process, visit education.gov.au/childcare



Child Care Safety Net

The Package includes a \$1.2 billion Safety Net to give the most vulnerable and disadvantaged children, as well as those from regional and remote communities, a strong start through access to quality early learning and child care.

Additional Child Care Subsidy

Included in the Child Care Safety Net is an Additional Child Care Subsidy. It will, in most cases, cover all of a child's fees. It is designed to support:

- families who require practical help to support their children's safety and wellbeing
- grandparents who are primary carers
- families experiencing temporary financial hardship
- families transitioning from income support to work.

The Additional Child Care Subsidy replaces a number of existing payments including the Special Child Care Benefit and the Jobs, Education and Training Child Care Fee Assistance.

Find out more

To find out more, and to estimate what your new subsidy might be, visit education.gov.au/childcare



Australian Government

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CARE
PACKAGE

Authorised by the Australian Government, Capital Hill, Canberra.
Printed by CanPrint Communications, 16 Myang St, Pyrmont ACT 2609



Australian Government

CHILD
CARE
PACKAGE

The New ChildCare Package

MORE SUPPORT FOR MORE FAMILIES.
WHAT YOU NEED TO KNOW.

Starts 2 July 2018



Find out more: education.gov.au/childcare



What's changing?

From 2 July 2018, there will be a New Child Care Package. The Package will help parents with children aged 0–13 work, train, study and volunteer. The Package includes a new Child Care Subsidy, which replaces the current Child Care Benefit and Child Care Rebate. It will be paid directly to services.

CURRENT

Child Care Benefit

Child Care Rebate

NEW

Child Care Subsidy

Annual subsidy cap

Families earning \$186,958* or less will have no cap on the amount of Child Care Subsidy they can claim. Families earning over \$186,958* and under \$351,248* will benefit from an increase in the current cap of \$7,613 to \$10,190* per child, per year.

Combined annual family income

\$186,958* or less

Annual subsidy cap per child

No cap

More than \$186,958* to less than \$351,248*

Increase to \$10,190*

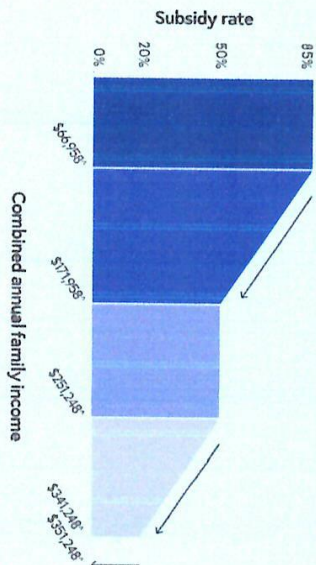
*These amounts are correct for 2018/19 and may be subject to adjustment through indexation in subsequent years.

How does it work?

Three things will determine a family's level of Child Care Subsidy:

1. Combined family income

A family's annual adjusted taxable income will determine the percentage of subsidy they are eligible for.



To estimate what your new subsidy might be, go to education.gov.au/childcare



2. Activity level of parents

The number of hours of subsidised care families can access, will be determined by an activity test. The higher the level of activity, the more hours of subsidised care families can access, up to a maximum of 100 hours per fortnight.

RECOGNISED ACTIVITIES

- paid work – including leave, such as maternity leave
- study and training
- unpaid work in family business
- looking for work
- volunteering
- self-employment
- other activities on a case-by-case basis.

There will be exemptions for parents who legitimately cannot meet the activity test requirements, as well as to support children's participation in preschool.

HOURS OF ACTIVITY

The parent or guardian with the lowest hours of activity per fortnight will determine the hours of subsidised care. The hours of subsidy are per child.

| Hours of activity* | Hours of subsidy* (maximum) |
|---------------------------------------|-----------------------------|
| For families earning up to \$66,958* | 24 hours |
| Less than 8 hours | |
| For families earning up to \$351,248* | 36 hours |
| 8 to 16 hours | |
| More than 16 to 48 hours | 72 hours |
| More than 48 hours | 100 hours |

*per fortnight

Parents whose hours of paid work vary from one fortnight to the next (such as casual workers) can estimate their fortnightly hours of work based on a three-month period.

3. Type of child care service

It will be calculated by the hour using these hourly rate caps:

- Centre based day care – \$11.77 per hour
- Family day care – \$10.90* per hour
- Outside school hours care – \$10.29* per hour
- In Home care – \$25.48* per hour (per family).

Child Care Subsidy (CCS)

Helps with the cost of child care such as long, family or occasional day care, outside school hour care, vacation care, pre-school and kindergarten.

Eligibility Basics

- use approved or registered child care
- be responsible for paying the child care fees
- have immunized your child

Child Care Subsidy Hours (Activity Level of Parents)

Eligibility basics

The number of hours of subsidised care families can access will be determined by an activity test. The parent or guardian with the lowest hours of activity per fortnight will determine the hours of subsidised care. Subsidised hours are up to a maximum of 100 hours **per fortnight per child**.

- paid work – including leave, such as maternity leave
- study and training
- unpaid work in family business
- looking for work
- volunteering
- self-employment
- other activities on a case-by-case basis

Fees at Riversdale Early Learning Centre are paid weekly via Ezidebit direct debit. If you are eligible, we estimate your fees to include your Child Care Subsidy in advance. You will only need to pay the gap in outstanding fees.



****All events will be surcharged to fees****

To be advised

Table 1.1 Recommended minimum exclusion periods

| Condition | Exclusion of case | Exclusion of contacts ^a |
|--|--|---|
| <i>Campylobacter</i> infection | Exclude until there has not been a loose bowel motion for 24 hours ^b | Not excluded |
| Candidiasis (thrush) | Not excluded | Not excluded |
| Cytomegalovirus (CMV) infection | Not excluded | Not excluded |
| Conjunctivitis | Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis | Not excluded |
| <i>Cryptosporidium</i> | Exclude until there has not been a loose bowel motion for 24 hours ^b | Not excluded |
| Diarrhoea (no organism identified) | Exclude until there has not been a loose bowel motion for 24 hours ^b | Not excluded |
| Fungal infections of the skin or nails (e.g. ringworm, tinea) | Exclude until the day after starting appropriate antifungal treatment | Not excluded |
| Giardiasis | Exclude until there has not been a loose bowel motion for 24 hours ^b | Not excluded |
| Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection) | Not excluded | Not excluded |
| Hand, foot and mouth disease | Exclude until all blisters have dried | Not excluded |
| <i>Haemophilus influenzae</i> type b (Hib) | Exclude until the person has received appropriate antibiotic treatment for at least 4 days | Not excluded Contact a public health unit for specialist advice |
| Head lice (pediculosis) | Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected | Not excluded |
| Hepatitis A | Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice | Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group |
| Hepatitis B | Not excluded | Not excluded |
| Hepatitis C | Not excluded | Not excluded |
| Herpes simplex (cold sores, fever blisters) | Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible | Not excluded |
| Human immunodeficiency virus (HIV) | Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses | Not excluded |
| Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome) | Not excluded | Not excluded |

| Condition | Exclusion of case | Exclusion of contacts^a |
|---|--|---|
| Hydatid disease | Not excluded | Not excluded |
| Impetigo | Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing | Not excluded |
| Influenza and influenza-like illnesses | Exclude until person is well | Not excluded |
| Listeriosis | Not excluded | Not excluded |
| Measles | Exclude for 4 days after the onset of the rash | Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case |
| Meningitis (viral) | Exclude until person is well | Not excluded |
| Meningococcal infection | Exclude until appropriate antibiotic treatment has been completed | Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case |
| Molluscum contagiosum | Not excluded | Not excluded |
| Mumps | Exclude for 9 days or until swelling goes down (whichever is sooner) | Not excluded |
| Norovirus | Exclude until there has not been a loose bowel motion or vomiting for 48 hours | Not excluded |
| Pertussis (whooping cough) | Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing | Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics |
| Pneumococcal disease | Exclude until person is well | Not excluded |
| Roseola | Not excluded | Not excluded |
| Ross River virus | Not excluded | Not excluded |
| Rotavirus infection | Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^b | Not excluded |
| Rubella (German measles) | Exclude until the person has fully recovered or for at least 4 days after the onset of the rash | Not excluded |
| Salmonellosis | Exclude until there has not been a loose bowel motion for 24 hours ^b | Not excluded |
| Scabies | Exclude until the day after starting appropriate treatment | Not excluded |
| Shigellosis | Exclude until there has not been a loose bowel motion for 24 hours ^b | Not excluded |
| Streptococcal sore throat (including scarlet fever) | Exclude until the person has received antibiotic treatment for at least 24 hours and feels well | Not excluded |
| Toxoplasmosis | Not excluded | Not excluded |

| Condition | Exclusion of case | Exclusion of contacts ^a |
|---|---|---|
| Tuberculosis (TB) | Exclude until medical certificate is produced from the appropriate health authority | Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics |
| Varicella (chickenpox) | Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise, not excluded |
| Viral gastroenteritis (viral diarrhoea) | Exclude until there has not been a loose bowel motion for 24 hours ^b | Not excluded |
| Worms | Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred | Not excluded |

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

b If the cause is unknown, possible exclusion for 48 hours until the cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours. Adapted from SA Health Communicable Disease Control Branch <http://www.dh.sa.gov.au/pehs/ygw/index.htm>. Note that exclusion advice is consistent with the Communicable Diseases Network Australia Series of National Guidelines (SoNGs), where available.

Some diseases—such as pertussis, typhoid, tuberculosis, meningococcal disease and hepatitis A—can cause concern among parents and sometimes interest from the media. Education and care services should consult their local public health unit, which can provide support and education in the event of a concerning disease.