



Mount Gambier
Children's Centre
for Early Childhood
Development and Parenting

Information Handbook

**Mulga Street
MOUNT GAMBIER SA 5290**

Tel: (08) 8723 4989

Fax: (08) 87259567

**info@mulgaps.sa.edu.au
www.mountgambiercc.sa.edu.au**

Welcome to the Mount Gambier Children's Centre

Our Vision

At the Mount Gambier Children's Centre our work with children and families is focused and meaningful. Our vision is to work in an environment where children and families are respected and valued. Our Centre is a place where all people have a voice and sense of belonging.

Our Centre is welcoming, inspiring and responsive to change. We grow networks which weave us into the community. Our Centre is dedicated to finding joy and meaning in our work and relationships with others.

Our Centre has a commitment to work collaboratively and co-operatively in partnership with all stakeholders to support and build strong families and communities.

Centre Context - History of our centre.



The Mount Gambier Children's Centre is in its fifth year of operation. The Centre was officially opened on September 9th, 2010 by the Minister of Education Mr Jay Weatherill. The site is co-located with the Mulga Street Primary School. We provide a new look service that brings together *Education, Care, Health, Parenting and Community Development* with an extended range of high quality programs and services to meet the needs of local families.

Our Centre provides preschool services, occasional care and a variety of educational, parenting and community services. The Children's Centre team includes a Director of Education and Care, Preschool Educators, Occasional Care Coordinator, Community Development Coordinator, Family Services Coordinator and a Speech Pathologist.



National Quality Standards

Every early childhood site including preschools in Australia is required to be accredited by the Australian Children's Education and Care Quality Authority (ACEQA). The purpose is to provide a guide for parents and local communities in choosing quality education and care for their children. Accreditation is an ongoing process at the Mount Gambier Children's Centre, whereby the staff and Governing Council regularly evaluate centre equipment, environments, policies and practices to ensure a very high standard is maintained.

If you would like more information about the National Quality Standards www.acecqa.gov.au

Working in partnership together for Education, Care, Health, Parenting and Community Development

Our Philosophy Statement - WHAT WE BELIEVE IN

The Mount Gambier Children's Centre is a growing centre that offers Preschool, Occasional Care, Playgroups and Child/Parent/Family programs in our community. We have a commitment to improving the health and wellbeing of all the families in our care.

Partnerships & Wellbeing

Genuine wellbeing and partnerships with families occurs when a relationship is reciprocal and respectful. We understand that families are the children's first and most influential teachers and that wellbeing occurs in a safe and healthy environment.

We believe

Our role is to offer support, connection and a place where families are respected and valued, where all people have a voice and a sense of belonging. Cultural competence is integral to achieving genuine partnerships with families.

Our centre has a commitment to working collaboratively and co-operatively in partnership with all stakeholders

To achieve these beliefs we will strive to:

Engage in real conversations with our families and partnership group about our shared understandings and insights into the children and families in our care

Use reflection and new understandings to bring about positive change.

Transitions, Curriculum, Teaching and Learning

Life is a series of transitions where what we learn and how we learn create who we are.

We believe

Learning is life-long and influenced by current knowledge, culture, history, beliefs and values. Understanding that change is part of life is an integral part of learning to be resilient and resourceful citizens.

That quality teachers also see themselves as learners and use reflection and inquiry to continually improve their practice.

That each child is a unique person with rights to quality education and care based on honour and respect to childhood.

To achieve these beliefs we will strive to:

Foster children's sense of wonder, curiosity and awe in a welcoming and inspiring environment through relationships and play.

Engage with children and families to build on children's strengths and competencies, making learning observable to parents, teachers, and the children themselves.

Create and participate in learning communities to develop professionals' and parents' competency and growth.

Programs and Services

Mount Gambier Children's Centre offers the following programs and services. Please see current timetable for specific programs each term.

[Preschool - Kindergarten sessions](#) providing 2 full days plus half day session and lunch care

[Fun Friends](#) weekly social skills and emotional well-being program for preschool children

[Occasional Care](#) providing 1 session a week for children under 2 years of age and 5 sessions a week for children over 2 years of age.

[Playgroup](#) operates weekly during term time.

[PlayConnect Playgroup](#) is for children with Autism, funded by Playgroup SA..

[Through The Looking Glass](#) – an 18 week intensive psychosocial support program for families to develop secure attachment relationships between the parent and the child.

[Toolbox Parenting](#) – six session program that provides parents with strategies to help them grow great kids.

[My Time](#) is a weekly peer support group for mums, dads, grandparents and anyone caring for children with a disability, developmental delay or chronic medical condition and funded by Facsia.

[Child and Family Health Service](#) visit the playgroups to provide information to parents, health checks by appointment.

[Circle of Security](#) is an 8 week attachment based parenting program that enhances the quality of parent/child relationships with a step by step approaching for promoting secure attachment in children.

[Patchwork/Reunification Program](#) – A supported (closed) program that encourages parents to discuss and reflect upon their individual issues that may have impacted on their children and made it difficult for them to be effective parents..

[Spotlight Sessions](#) – These sessions are held about three times each school term for Relative/ Kinship Carers with a focus on supporting parents/families who are caring and supporting a traumatised child/children.

[Bringing Up Great Kids](#) – A program developed by the Australian Childhood Foundation that encourages parents to reflect on their own childhoods and how that impacts on their current parenting style.

[Targeted Playgroup](#) – Supporting parents who are working with Families SA, to build their parenting skills/capacity. The playgroups incorporate a parent education and de-briefing component.

[Group Specific Parenting Programs](#) – The Children's Centre also delivers many of these programs at Pangula Mannamurna Inc (Aboriginal Agency).

Staff

The Department of Education and Child Development (DECD) Children's Centre is staffed by qualified early childhood teachers, educators and support professionals.

The staff team at Mount Gambier Children's Centre:

Director: Pauline Bosco

Teacher: Michele Hall, Susan Graney, Sally Stringer

School Support Officer (SSO1): Christine Hassam

School Support Officer (SSO2), Preschool Support: Lauren Lowe

School Support Officer (SSO1), Preschool Support: Rebecca Smith

Occasional Care Coordinator - Early Childhood Worker (ECW): Brooke Millard

Community Development Coordinator: Fiona Pulford

Family Services Coordinator: Kelly Williams

From time to time we also have the part time services of Speech Pathologists, Occupational Therapists and a Child Youth Health nurse.

Staff are on-duty at the kindergarten from Monday to Friday, 8:35am until 4:00pm.

However, sessions do not commence until 8:45am.

Preschool staffing is determined by the Department of Education and Child Development (DECD). Staffing for 2016 is 1 adult to 11 children ratio.

Please note that all staff are Mandated Notifiers and as such are required by law to ensure all children safety, wellbeing and protection.

At times the Centre may have volunteers, work experience students, TAFE students, health professionals such as Speech Pathologist working at the centre are required to work under the supervision of staff.

Children's Curriculum

Our educators are guided by the theories, principles and practices that underpin the ***Belonging, Being, Becoming*** Early Years Learning Framework

The framework presents a vision for children's learning:
"All children experience learning that is engaging and builds success for life."

The framework guides us in providing a curriculum that is play based, child-centred and emergent, based on children's individual needs, interests and strengths. We provide a quality play based environment where children are able to have fun, challenge themselves and engage in authentic learning experiences.



Elements of the *Belonging, Being and Becoming*, Early Years Learning Framework include:

Learning Outcomes: Designed to capture the integrated and complex learning and development of all children across the birth to five, age range.

- **Outcome 1:** Children Have a Strong Sense of Identity.
- **Outcome 2:** Children Are Connected With and Contribute To Their Worlds.
- **Outcome 3:** Children Have a Strong Sense of Wellbeing.
- **Outcome 4:** Children Are Confident and Involved Learners.
- **Outcome 5:** Children are Effective Communicators.

Play is a powerful pathway of learning for young children. Play is active and interactive and supports children to develop emotional wellbeing, social competence and valuable learning dispositions as they explore, wonder, experiment, create, persevere, problem solve, role-play and learn together in their exploration of new and engaging learning experiences.



Principles:

- Secure, respectful and reciprocal relationships
- Partnerships with families
- High expectations and equity
- Respect for diversity
- Ongoing learning and reflective practice

Practice:

- Holistic approaches
- Responsiveness to children
- Learning through play
- Intentional teaching
- Learning environments
- Cultural competence
- Continuity of learning and transitions
- Assessment for learning

Preschool Times

Monday to Thursday Sessional Kindergarten:

- 8:45 – 11:45am (morning session)
- 12.00pm – 3.00pm (afternoon session)
- 8:45am – 3.00pm (full day)

Friday 8:45 – 11:45am (morning session) only

Your preference will be considered depending on vacancies.
The centre is closed on Public Holidays and School Holidays.



Preschool Services

Children are eligible to access 15 hours of preschool per week (including Universal Access)

Mount Gambier Children's Centre provides a total of 5 x 3 hour sessions per week with children generally attending 2 full days and 1 half day of kindy per week.

In accordance with the **Same First Day Policy** children **must** be four years of age before 1 May in the year of starting full preschool sessions. There are variations to this policy where determining factors need to be considered such as additional needs, formally assessed gifted children and Aboriginal children.

If your child has special needs or you have concerns in regards to their development and how this impacts on their preschool or school readiness, please see the Director. Your child is not legally required to start school until the age of six.

Support Services

The following support services are provided by DECD.

- Speech Pathology
- Psychologist
- Social Worker
- Special Education
- Bi-lingual Support

Children's needs can be discussed with the Director and appropriate referrals will be recommended if necessary for your child's development within their time at preschool.



Playgroup

We offer a free community playgroup session each Friday morning, 9.00 – 11am.

Families need to bring a healthy fruit/snack for their child.



Occasional Care Program

The Occasional Care Program is integrated with the Kindergarten sessions, the children intermingle and freely participate in all available learning experiences within the centre.

The Occasional Care Co-ordinator provides the children with support and assistance, encouraging positive interactions with other children and adults. The children enjoy fruit time together, inside or outside, as well as joining together to share stories, language and music activities.

Booking is essential, please ring or call into the Children's Centre.

An enrolment form is to be completed for each child at the commencement of the program.

If your child is unable to attend their session, please notify the Centre.

Fees: \$5.00 (no concession) or \$1.50 (concession)

Occasional Care Priority Access

- Children are not enrolled in another Children's Services Program e.g. Child Care.
- Children with parent/s not in the work force.
- Families on low income.
- Children and/or parent/s with a disability.
- Under 2's and over 2's.



Occasional Care Session Times

Under 2's

Tuesday mornings: 9.00am – 11.45am

Over 2's

Tuesday Afternoon: 12.00pm – 2.45pm

Wednesday and Thursday Morning: 9am - 11:45am

Wednesday and Thursday afternoon: 12.00pm – 2.45pm



Children arriving early need parental supervision until session starts.

Orientation

Each child is an individual. We recognize that individual children respond differently to being left in care. When we are able to offer your child a place at the Mount Gambier Children's Centre we will arrange a time for you to visit the centre with your child before the first day so this ensures that children, parents and staff have the opportunity to get to know each other. (Your child may need more than one visit).

On the first day please ensure that you can be easily contacted. If your child is upset we will call you. We encourage you to say "goodbye" to your child before leaving so that they become familiar with you leaving them at the centre. This is better than 'sneaking out' while they are engaged in play and then discover you are gone when they look up, this is important to help develop children's trust and sense of security.

"Orientation" is very flexible and will be negotiated between parents, the primary caregiver and the centre Director.



Preschool Fees

Given the importance of maintaining a rich and broad curriculum for your child, the Governing Council have asked for your support through prompt payment of fees. Early notice is given so that you can budget accordingly.

Fees are set by the Governing Council and are reviewed regularly. Your child's fees are a vital component of the kindy budget; fees go towards buying paint, paper, educational resources, photocopying, utility costs, centre cleaning etc.

Procedure for Payment:

In order to assist in the payment/s the kindy is offering the following payment plans:

PAYMENT OF FEES

- Payment in **four** instalments (one payment each term)
- Centrelink Payments. You can pay your payments through Centrelink, anyone wishing to take advantage of this service please see staff for Centrelink forms.
- Direct Debit from your nominated bank account into Mulga Street Primary School account.

Direct Debit

Commonwealth Bank

BSB: 065-504

Account Number: 10362131

Parents not wishing to take advantage of the above payment plans are asked to **pay in full** by the due date stated on your invoice or arrange weekly/ fortnightly payments options with the school Finance Officer. All fees paid in cash/cheque are to be paid at the front office of Mulga Street Primary School (located alongside the Children's Centre)

Preschool fees:

\$100 per term (5 sessions)

\$20 Lunch care contribution per term

Total: \$120 per term (\$12 per week)

What your child will need to bring:

All items need to be clearly named.

- Fruit
- Sun Hat (Term 1 & 4, when UV rating is 3 and above)
- Nutritious Lunch
- Kindy bag
- Wear Practical clothing and additional change of clothes
- Library bag



Fruit and Snack Policy: We request that children bring 2 pieces of fruit / vegetable and healthy snack (yoghurt, cheese) with them to each session. Families are requested to limit discretionary (processed / packaged) foods to one per day in accordance to healthy eating guidelines for preschool children. Please avoid foods high in fat, salt, sugar, flavourings and colourings. Please do not send roll ups, muesli bars, sweets, flavoured chips etc.

Nut Aware Policy: All our children are precious and are individual in their needs. We currently have children who have allergies to various foods enrolled at our kindergarten. **To help support these children we ask that you do not send peanut butter or nutella, muesli bars, nut or sesame seed products to the centre.**

Drinks: All children are encouraged to bring their own water bottles. Staff will happily refill water bottles during the day. Please no juice, cordial or flavoured milk. Thank you for your consideration.

Practical Clothing: In which your child can freely and safely play and get dirty. Clothing that children can manage themselves (going to the toilet and in warm weather, jumpers they can pull on and off themselves). It is often useful to have spare clothing in their bag in case of mishaps.

Footwear: Needs to be suitable for climbing, running and jumping. Sneakers and sandals with an ankle strap are recommended.

Rubber boots may be packed when it is wet weather (please have them named clearly).

Please do not send children in rubber boots to wear all day as this is not healthy for growing feet and can impact on balance and coordination.

Thongs and loose floppy sandals are hazardous when playing so we strongly discourage these from being worn.

Sun Hat: Whilst playing outside children are required to wear a hat. These are required when the UV rating is 3 and above (including Term 1 and 4). Please have them named clearly.

SPF 30+ sunscreen will be supplied by the Centre and applied throughout the day. Parents are encouraged to apply sunscreen to their child on arrival at the Centre. If your child has any allergies towards sunscreen you will need to provide appropriate sunscreen for your child and advise staff.

Kindy Bag: Needs to be suitable for all your child's belongings. Please ensure that the bag is big enough and easily opened and closed by your child. Please put your child's name on the outside of the bag as sometimes there will be several of the same.

Library Bag: Please provide a fabric bag with a drawstring that will protect the book when travelling to and from kindergarten. This will also be useful at school.

All items brought to the Centre MUST be clearly named. The Centre cannot take responsibility for any items which may get lost.

Primary Caregiver

When your child begins at Mount Gambier Children's Centre they will be assigned to a specific educator, this person will be known as their 'primary caregiver'.

The primary caregiver takes specific responsibility for building a secure attachment with your child. Research has shown us that secure attachments with responsive adults during the early years contribute to vital brain development learning abilities, and the development of positive social relationships. It is important that parents develop positive communication with their child's primary caregiver to enhance the connections between home and kindergarten. The Primary Caregiver will also be responsible for supporting your child's educational journey.

Programming

Educators plan and implement programs for the children in their care. When planning the program they consider individual goals, group goals, children's interests, community events and family participation. Educators refer to the *Belonging, Being, Becoming* Early Years Learning Framework (EYLF) to support the development of high quality programs. The programme incorporates a balance of individual and group times, inside and outside experiences, quiet and noisy activities. Routine times such as fruit/lunch are also used as learning experiences.

Learning Journey and Profile Folder

Each child has a portfolio (Kindy folder) including 'Learning Stories' highlighting their involvement and learning during their time at preschool. Parents and other family members are encouraged to contribute stories. Children are welcome to share their stories with family members and friends. Educators use the stories to plan a program and extend on the children's interests and learning.

Excursions

Excursions facilitate children's understanding of their world and provide opportunities to learn which cannot always be provided in the centre.

Children at Mount Gambier Children's Centre participate in activities at Mulga Street Primary school throughout the year including visits to LandCare to feed the chickens and recycling.

Any excursion further from the centre or involving transport will be planned well in advance, and a consent form will be issued to families.

Appropriate safety requirements for excursions are worked out by staff, depending on the type of activity and the age of the children.

Qualified staff will be present at all times.



Security and Collection of Children

We aim: *To provide an environment where children and parents feel safe and secure.*

This is a matter of great importance to the educators, as well as to you as a parent. If you sometimes arrange another person to bring or to pick up your child, please make sure that the procedures are clearly understood.

Please sign the Attendance Register alongside your child's name. Each child should be placed in the care of an educator before you go.

At the end of the session he/she will be released only to the parent or person nominated with approved collection authority, as in writing on their enrolment form. (In an emergency the Centre may be notified by phone.)

Parents must let a staff member know if someone else will be collecting their child and that person must be on the enrolment form as an approved collection authority and they must provide current identification when collecting children if they are unknown to staff.

Staff must be notified when children are leaving (even if a staff member is present and that you think that they have seen you, please tell them personally.)

Arrivals and Departures

The Centre is open from 8.35am. Preschool parents are asked to stay with their children and help them settle in until the session starts at 8:45am. The morning session finishes at 11:45am. Please note the afternoon session starts at 12.00pm. The afternoon session finishes at 3pm.

Please find your child's name on the sheet and sign them in every day. Children will be individually farewelled from the large group at the end of the session. Please ensure you sign your child out..

Parents are to inform the Director of any relevant issues (e.g. Custody, Restraining Orders etc.) Where there is a custody order the Director needs to retain a copy of the details on file. Parents must communicate in writing any specific restrictions relevant to their child.

PLEASE MAKE SURE AS YOU ENTER AND LEAVE, THAT THE DOORS AND GATES ARE SECURELY CLOSED.

PARENTS ARE REMINDED OF THE LEGAL REQUIREMENTS TO HAVE CHILDREN RESTRAINED IN AN APPROVED SAFETY SEAT WHILST TRAVELLING IN A VEHICLE.

NEVER LEAVE A CHILD UNATTENDED IN A CAR.

PLEASE DRIVE CAREFULLY IN THE CARPARK AS CHILDREN ARE OFTEN PRESENT.

STAFF CARPARK IS FOR AUTHORISED VEHICLES ONLY. IT IS NOT TO BE USED BY PARENTS FOR DROPPING OFF OR COLLECTING CHILDREN.

Parent Involvement

Families are welcome to visit the Centre at any time.

The Centre is managed by a committee (Governing Council) of parents, staff and school representatives. All parents are welcome to attend Governing Council

Less formal involvement with the Centre is also welcome. For example, if you would like to read a book to the children, share a musical instrument or do some cooking we would be delighted. All offers of help are always appreciated.

The Governing Council is keen to encourage all parents to attend the Annual General Meeting, and aimed to keep families informed through the acquaintance evening and information sharing throughout the year.

Each year we develop a Quality Improvement Plan outlining our goals, actions and success measures. The fully comprehensive plan is available for families and we welcome your involvement, decision making, ideas and feedback regarding our programs and services.

Communicating with Parents

The notice board in the foyer will be used for general information. Information specific to families and the Program will be displayed on the Program board near the Kindy 'Sign-in' table and in the Occasional Care room.

Other information, including fee invoices and newsletters, will be placed in the individual children's notice pockets.

Parents are encouraged to discuss any issues with the staff or Director. Your comments and thoughts about your child's interests and strengths are an important part of the program and staff look forward to sharing the planning of a quality program for your child.

Sometimes arrival and departure times are stressful and busy for you and the staff. If you have a particular issue, concern or query about your child you may prefer to ring us later in the day, or arrange a confidential chat with the Director.

Throughout your child's time at Mount Gambier Children's Centre meetings can be arranged with the educators or Director to discuss any matters which are of importance to you and your child. Please communicate your ideas and knowledge about your child's development and interests, so that we can form a positive partnership which will build a strong foundation for future learning.

Grievance Procedure for Parents

If you feel you have a grievance, or are unhappy or uncomfortable with any aspect of your child's care, you are encouraged to discuss this concern, in the first instance, with your child's primary caregiver.

If this is not possible / appropriate, or the matter is still unresolved, the Director should then be approached. Parents are also able to write to the school Principal if their grievance is unable to be resolved at any other level.

Transition to School

Children attending Mulga Street Primary School attend transition programs and have visits at the school. This is organised during session times throughout the year. A staff member visits with the children, to ensure they are feeling comfortable and secure. Your child will also attend two official transition days at the end of term four. Throughout your child's time at Mount Gambier Children's Centre, visits to the school and from the school are very much a part of the curriculum. For children attending other schools, the school of your choice will make contact with you as required. The children attending other schools benefit from the same opportunities to develop their confidence and skills as they join in learning experiences at Mulga Street Primary School.

Policies

Mount Gambier Children's Centre reviews its philosophy and policies as necessary to ensure that they are still relevant to the users of the Centre. Parents are encouraged to read the policies displayed for review and make any comments. Policies being reviewed are then presented to Governing Council for approval. A folder containing all current policies is available for parents on the 'Sign-in' table.

Nutrition

Each child is asked to bring a piece of fresh fruit to be eaten at fruit time, those children who stay all day will need to bring two pieces of fruit.

Any special dietary restrictions and/or allergies should be notified to the Director in writing.

Mealtimes are regarded as pleasant, social experiences for all to enjoy. Good eating habits are encouraged, but not forced. Food will be used as a learning experience, and at all times the children will take part in activities involving food preparation.

Food will be used to introduce children to other cultures, and parent participation is welcomed.

Birthdays are special occasions which the children enjoy celebrating.

Families are asked not to send a birthday cake. This request is made in the interest of the children's health; healthy eating recommendations and children's allergies.

To celebrate we sing Happy Birthday and the children blow out the candles on a model cake and receive a Birthday sticker.

No Nuts, raw vegetable chunks are to be given as per the guidelines set by the Women's and Children's Hospital.

Behaviour Guidance

This Children's Centre is strongly committed to providing a positive environment for young children. Behaviour Guidance practices endorse the 'Circle of Security' principles and encourage a focus on the positives in accordance to the Behaviour Guidance Code.

Dress for mess: As part of the Centre's programs children will be encouraged to play with sand, water, dough, clay and other potentially messy materials. Children are also encouraged to practise independent self-help skills such as eating, drinking and washing hands. We suggest that you dress your child in clothes that children can manage themselves and won't matter if they get dirty. We cannot guarantee that stains will not happen.

Health and safety

Every child has the right to feel safe and secure within their environment. The physical safety of the children is one of the important responsibilities of the centre. The Centre has Health and Safety Policies which, as a user of the Centre, you will need to follow.

The Centre Management recognises that any person employed to care for children is in the most special position of trust.

The practice of good hygiene by both staff and children is seen as an integral part of the children's education and the centre's programme.

All staff are aware of daily health and hygiene, which includes:

- a. A prompt and strict routine for the changing of nappies and soiled clothing (e.g. disposable gloves are used when changing nappies)
- b. Encouraging hand washing at appropriate times (e.g. after toileting, before meals)
- c. Disinfecting toilet/changing areas at lunch time and as needed during the day.
- d. An ongoing education programme for the children about health and hygiene (e.g. why we wash our hands, clean our teeth, eat healthy food)

The practice of safe play and habits will be promoted and the centre is committed to the maintenance of the equipment, resources and buildings. The safety aspect of resources and equipment will be a primary concern when making purchasing decisions. Resources and equipment are cleaned and checked frequently and required safety inspections completed.

Immunisation: We encourage parents to have children up to date with their immunisation, for the safety of themselves, other children, parents and staff. Please notify the Centre when your child has had their updated immunisations. If you choose not to have your child/ren immunised, we would like you to advise the Director of this. If you have not immunised and we have an outbreak of a communicable disease you will be advised to remove your child from the centre until the risk of infection has passed.

Accidents: Children are not left unattended either inside or outside. Every effort is made to prevent accidents, however, should an accident occur the staff will take appropriate action, according to the Centre's policies. An accident report form is kept showing details of the date, time, and nature of the accident. This report must be read and signed by the person collecting the child.

Illness: When your child is ill, every effort is made to notify the parent/guardian or emergency contact people. In some instances, a child may be required to be collected. This will be advised in consultation with the Director or nominated responsible educator. If immediate medical attention is required and the parent/guardian or emergency contact people are not available an ambulance will be called.

Ambulance: Should an ambulance be required, every effort will be made to contact the parents/guardians or emergency contact person on their enrolment form.

All ambulance fees are the responsibility of the parent.

Notification of Illness: In the communicable diseases, a notice will be displayed on the foyer notice board.

Medical Fees: The Centre is not responsible or liable for any medical fees or other costs which may arise from medical treatment sought whilst the child is at the Centre, or as a result of the child being at the Centre.

Parents are asked to be equally concerned in maintaining high health standards, and observe the following points:

For the safety of other children, as well as your own, please do not bring a sick child to the Centre. Keep your child home for the recommended time for communicable diseases.

If children have illnesses which are infectious or contagious, or if they are unwell, they are to be withdrawn from the Centre. This Centre does not have the facilities to look after sick children. Please notify the Director if your child has any contagious illnesses, and be aware of the speed with which such illnesses such as Conjunctivitis and Upper Respiratory Tract Infection (URTI) can spread.

Please ensure that the Centre has been advised and is up to date with any allergies your child may have to food, medicines, creams etc. (refer to Enrolment Form)

The Centre is a totally smoke free environment.

Exclusion of Sick Children and Staff

Sometimes children and adults need to be away from the Centre for the safety of others.

Excluding children and staff is an important way of preventing the introduction of infection into the Centre.

The Centre follows 5th Edition 2012 Staying Healthy Preventing infectious diseases in early childhood education and care services by the Australian Government National Health and Medical Research Council. For further information about specific exclusion periods please speak to staff.

Medical Conditions

Aim:

To ensure children's health and safety through the appropriate management of medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

The nominated supervisor, staff and volunteers of the Mount Gambier Children's Centre will be informed of any practices in relations to managing the above conditions.

(Taken from Clause 90 of the Education and Care Services National Regulation)

Implementation:

Upon enrolment, families are required to complete questions regarding their child's health. In particular the following is included:

Does your child have any known allergies? If yes please list below and provide an allergy management plan:

Has the child any disabilities or medical conditions? If yes please provide a medical condition management plan to the centre.

Does your child have asthma, epilepsy or diabetes? If yes please provide a management plan to the centre:

The nominated supervisor, staff and volunteers of the service must be aware of any medical conditions of any child enrolled at the centre. They must also be aware of the medical management plan that will need to be followed relating to the child's specific health care need, allergy or relevant medical condition.

Upon enrolment parents will be provided with the relevant medical conditions action plans and these are to be filled out by a health practitioner prior to the child commencing at the centre.

A Health Support Plan will be completed with the family to support risk minimisation.

We will ensure that at all times of operation that at least one member of the staff team has recognised asthma, anaphylaxis and first aid training.

A medical condition plan may include the following: a modified diet care plan, asthma care plan, medical information, a medical condition plan or individual first aid plan. Medical Condition Plan will:

- Identify the child's medical condition and a description of the condition.
- First aid to administer if the condition occurs at the centre.
- Practices and procedures to ensure parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk (if relevant)

Parents will be informed that the child needs to attend the service with the correct and in date medication prescribed by the child's practitioner in relation to the child's specific health care need, allergy of relevant medical condition.

All staff and volunteers of the centre will be shown the medical management plans for all children who have a specific health care need, allergy, relevant medical condition plans for the child. The folder will also contain the centre's Medication Plan. Staff, students and volunteers will be informed of these folders and their locations. All medication, allergy and medical conditions need to be reviewed on an annual basis by a medical practitioner. This service currently does not permit the self-administration of medication by children.

Nature Play

Nature is an essential element that promotes children's health and wellbeing. Children are able to immerse themselves in having fun and being messy and the freedom to pursue their own ideas and play directions. Nature play promotes and extends children's learning dispositions as they work with open ended materials. The natural world provides limitless play possibilities and all the sensory experiences young children need as they explore, wonder and discover. Mount Gambier Children's Centre provides creative play spaces and natural materials that generate curiosity, a sense of wonder and spark children's imaginations.



"Tree Star"



Government
of South Australia