

June's

Family Day Care

Parent Handbook



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Welcome to Family Day Care

I would like to take this opportunity to welcome you to June's Family Day Care and let you know a little bit about myself.

I am an enthusiastic and experienced Educator who is passionate about providing high quality child care. I have worked as a Family Day Care Educator for 14 years and have all the required paperwork, training and government approvals. This includes a current Senior First Aid certificate including CPR, Anaphylactic and emergency Asthma training, Child Protection, SunSmart which are updated every 1 - 3 years and a Certificate III in Early Childhood Education.

I take the opportunity to be involved in training and professional development wherever possible and I believe that training is crucial when working in Early Childhood Education. I enjoy caring for children in my own home and look forward to getting to know you and your child.

My family also comprises of my husband Steven of 41 years who is a vehicle body builder. I have 3 grown up children who also live in Alkimos, Laura is married to Graham, has 3 children Carys age 17 Elliot age 14 and Oscar, the youngest, aged 9 years and all attending school. The children are regular visitors to our home. My son Colin works within the local community and the youngest daughter Nicola engaged to Nathan and has a child called Sophia age 2 years, and a frequent visitor, Nicola also works in childcare. I believe that this will allow the children to be involved with a larger family group. Steven works in Wangara Monday to Friday although the living area is separate but Steven enjoys interacting with the children on occasion. Steven has a working with children check and National Police Clearance.

Each family will enjoy individualised attention and services. Your child's personal interests, nutritional needs and learning requirements will be met in our friendly environment. They will be encouraged to explore their learning through play, books and imagination which will feature predominantly in the programme, as will music appreciation, regular playgroup & excursions. Flexibility is always the key and your input is welcome and appreciated. I am committed to providing a child care service that is sincere, warm, friendly and professional. Please feel free to discuss your child's requirements with me and you are welcome to visit at any time your child is in care.

June xx

My Philosophy

I believe each child is a unique individual who develops in their own time and in their own extraordinary way.

My main aim as an Educator, is to provide a safe and friendly environment for all of the children in my care at all times.

Moreover, the child friendly environment shall promote interaction and development through play. I believe that these actions shall encourage the children to feel at ease and confident while in my care and as a result enjoy coming to my home.

To encourage children to play together and learn through interaction I shall provide age-appropriate toys and activities that promote group skills as well as individual learning. It is my belief that all children develop at different stage, thus I will always take into account the child's age and the child's development stage before setting appropriate activities.

The safety and wellbeing of the children are paramount and I will take every step necessary to ensure that my home and play equipment are as safe as possible at all times by performing regular checks on everything within the children's environment.

I believe each child is special and deserves unconditional love and respect.

I will provide care which is safe nurturing, stimulating and builds upon each child's individual needs and interests.

We at June's Family Day Care are committed to playing our part in making the planet a cleaner place for us to live and for the sake our current and future generations. Our worm farms and art are an example of this, we use biodegradable waste to sustain the worm farms and also use our recycling for collages for art.

I believe strongly in Family Day Care and the vast benefits of children being cared for in a home like environment. I believe children blossom when strong attachments are made between a child and their carer and I strongly believe in making each child feel welcome and part of the Family Day Care group.

I believe open communication is essential to the wellbeing of everyone involved in Family Day Care. Teamwork and creating a happy environment for children and families is paramount.

I aim to continually improve my centre and provide the very best care.

My Aims

- ✓ To treat each child with respect regardless of age, gender, culture, religion, abilities or background.
- ✓ To provide an age-appropriate program which meets the children's interests needs and strengths.
- ✓ To ensure the care provided is of the highest quality at all times, where children are safe, happy and healthy.
- ✓ To foster parent/educator partnerships within my Family Day Care.

Children's Programme

I am responsible for creating an atmosphere and environment which fosters each child's individual interests, needs and strengths. I believe each child develops in their own time and according to their own needs. I provide experiences and resources that extend each child's individual needs and contribute to the following outcomes for each child:

- ✓ The child will have a strong sense of identity
- ✓ The child will be connected to and contribute to his/ her world
- ✓ The child will have a strong sense of wellbeing
- ✓ The child will be a confident and involved learner
- ✓ The child will be an effective communicator

The program is child centred and I act as a facilitator to create an environment and experiences that are stimulating, safe and fun. The children assist in decision-making processes in all aspects of the program. The program includes indoor and outdoor learning experiences, quiet and active play, individual and small group experiences. We attend playgroup on a regular basis for large group experiences.

I believe in establishing a positive link between care and home therefore I program for activities and experiences which reflect each children's home life.

A copy of my educational program is displayed on the notice board. Feel free to offer any suggestions.

My Daily Routine

7am – Day Care opens

8.00 - 9.00 - Free play inside/outside weather permitting

9.15 - 9.30 - Mat session (story, finger puppets, singing)

9.45 - Hand washing / Morning tea

10.00-11.00 - Art & craft and/or free play (outings, playgroup)

11.45 - Hand washing / Lunch

12.30 – Rest / Quiet time

1.30 - Free play

2.30 - Art & craft and/or free play

3.00 - Hand washing / Afternoon tea

3.30 - Playschool/outside time

5.00 - Hand washing Late snack

5.30 - Pack away time and home time

Hours of Operation

My centre hours are 7.30am - 5.30pm Monday to Friday. I also provide overnight care during the week & on weekends which are available on request.

My Family Day Care license provides me with 7 days/24-hour coverage to cover weekend, emergency and after hour care.

PLEASE NOTE: that a late pick up after 5.30pm (which has not been arranged prior) will incur a charge of \$1.00 per minute. Please call me if you are running late.

My centre does not open on public holidays and your usual daily fees will still need to be paid.

Fees

Fees are collected by our scheme Koolanga FDC Service. You will be asked to fill in a direct debit form as part of the Enrolment process and fees will always be paid one week in advance. Families are required to pay for their child's place; therefore, payment is required whether your child attends or not. Fees must also be paid when your child is sick, during public holidays, family holidays or for any absences during regular booked times.

If you are experiencing difficulty in meeting your fee payment, please contact Koolanga FDC Service to discuss options available.

If you wish to withdraw your child from care you are required to provide two weeks written notice. If your child DOES NOT attend during your notice period, Services Australia will not pay your CCS payment, therefore full fees will need to be paid.

Any outstanding overdue payments which are not paid may result in your child's care being terminated.

One main meal (lunch) and snacks (morning and afternoon tea) are included in the daily rate.

Part time care includes: Before and/or After school care

Overnight and/or Weekend care

Part-time care is \$20.00 per hour, less than 5 hours

Non-standard hourly rate is \$20.00 (for all hours 'outside' standard hours]

Weekend hourly rate \$30.00

Before and after school care minimum booking 2 hours \$20.00 an hour

Absences and public holidays incur full fees.

Daily rate **8 hours \$105.00**

9 hours \$110.00

10 hours \$115.00

Visual Images of the children -Photos/Videos

As part of the children's educational program there will be times that I take photos of the children in my care. These photos will be used in the following ways:

- ✓ Children's scrapbooks
- ✓ Earlyworks documentation available for parents to view
- ✓ Child's sign in/out file
- ✓ My emergency travel book

There may also be times I will record on digital camera/video the children at play. This video will be available to you at any time.

Parental permission will be sought prior to any photo being taken.

Guiding Children's Behaviour

At my service I will provide a secure, loving and stimulating environment where all children are valued and respected. I believe that all children should be made to feel part of the group at all times.

When guiding the behaviour of young children, I will:

- ✓ Model appropriate behaviour at all times, for example I will speak respectfully to the children and others within my home
- ✓ Positively explain the Family Day Care limits and encourage all children to follow these (I have included a copy of our limits for your information)
- ✓ Consistently follow strategies when dealing with unacceptable behaviour to ensure children know what is acceptable and what is not
- ✓ Teach each child to be respectful to others, the environment and self. I will not tolerate bullying, violence or harassment at Family Day Care
- ✓ Ensure I have enough of the favourite toys to go around - this is especially important for young children who are still learning the importance of sharing

The strategies I use when dealing with inappropriate behaviour are:

- ✓ To divert attention where possible before inappropriate behaviour is displayed
- ✓ I will redirect inappropriate behaviour to a more suitable/safe activity
- ✓ To comfort the child who has been hurt first then attend to the child who has displayed the inappropriate behaviour
- ✓ In severe situations I will ask the child to 'sit & watch' when an inappropriate behaviour has occurred. This will occur in the main playroom within my vision. Once the child is ready to resume play, no further reference will be made of the previous actions and the child will be reminded in positive terms of the expected behaviour.
- ✓ All strategies will be directed at actions not at the children themselves
- ✓ All parents/guardians will be notified of any inappropriate behaviour and how the situation was handled. If a particular behaviour persists, I will seek the advice of the Koolanga Coordination Unit, who will assist me with additional strategies. Where possible I will provide you with a copy of these strategies.

Transporting Your Child

The upmost care will always be taken when transporting your child in my car. I have a current 'C' class license. I use my family car to transport children to and from regular and special outings. My car is licensed to carry 7 passengers including myself. My car is regularly serviced, mechanically sound and is fitted with approved child restraints.

When using the car, I will ensure all children hold hands whilst walking to and from the vehicle. When travelling in the car all children will be correctly restrained and I will model this by always wearing my seat belt. All children are restrained correctly before the car is started.

At no time will any child be left unattended in the car.

To ensure a happy trip I provide tape stories, books and children's music. I also provide water for the children to drink whilst travelling in the car.

At the time of enrolment, you will have sighted the vehicle/s that your child will be transported in. Should any other forms of transport be required I will seek family consent regarding that specific vehicle.

School pickups/drop offs:

As part of my service, I offer school pickups/drop offs.

All children in care regardless of age will remain with me and under my supervision at all times.

Kindy and pre-primary students will be delivered to and collected from the class room.

Upper Primary and High school students will have a designated pick-up point.

Emergency procedures for School pickups:

In the case that a child is not present at the pickup point/class room, I will take the following steps:

- ✓ Speak to teacher/person in charge enquiring of the child's whereabouts and locate child promptly.
- ✓ If the child is not found, I ring parent/guardian (or emergency contacts) enquiring whereabouts of child
- ✓ At this point if child is not found, I will meet immediately work with the schools most senior person to locate the child. The parent/guardian or emergency persons will be continually rung until contact is made and child is located.

During this time, I will carefully supervise all children in care and contact Koolanga FDC Service for support.

Breakdown:

In the occurrence of a breakdown involving my vehicle while I'm transporting in addition the children (where possible) I will undertake to safely remove the car off the road. I will immediately contact RAC which I am a member of. While waiting for RAC assistance, all children will remain in the car (if safe) where I will keep a sense of calm. Parents will be contacted if assistance is to be a long time coming or will interfere with pickups. I carry a mobile phone with me at all times and if needed I will contact the Koolanga FDC Service office for assistance.

Accident:

In the event of an accident, I will remain calm and tend to the children's needs. I will administer first aid where necessary. If able I will refer to my emergency travel book to contact the parents/guardians of each child in care to collect their child. If I am unable to contact you, I will seek assistance from the Koolanga FDC Service office who will then contact you promptly. If medical assistance is required an ambulance will be first priority.

All endeavours will be made to seek extra supervision if needed.

Excursions

Regular excursions are a valuable part of my service. I conduct two forms of excursions - regular and outings, both of these must be authorised by the enrolling parent prior to the event taking place.

Regular outings/excursions:

Regular outings are all excursions that are conducted on a daily/weekly basis for example, trips to the town library, playgroup. Prior to the commencement of care, you will be asked to decide whether you give permission for your child to participate in our regular outings. I am required to complete a risk assessment form for all excursions and regular outings. I will provide a copy of this document for you to review.

For your information I have listed all regular outings conducted at my service,

Karen's Family Day Care - Mornington Drive, Banksia Grove

Little Onez's Family Day care-45 Howden Promenade Alkimos

Leather back park/ Oval-Park Alkimos 9.30-11.30

Animal Farm- Henley Brook 9.00-12.30

Animal Farm- Landsdale 9.30-11.30

Zoo-Perth Zoo- 9.00-12.30

Lollipops- Butler 9.30-11.30

- ✓ Seventh Day Adventist Church - 7 Ainsbury Parade, Clarkson, Thursday 9.30 - 11.30
- ✓ Butler Community Centre - Connolly Drive, Butler, Tuesday 9.30 - 11.30
- ✓ Shorehaven Park - Shorehaven Boulevard, 9.30 - 11.30
- ✓ Clarkson Library - Ocean Keys Boulevard, 9.30 - 11.30
- ✓ We may pop into Coles (Trinity, Santorini Parade) to collect groceries, walk to local parks and also nature walks to collect craft materials to promote a positive road sense.

These are the schools I pick up from:

- ✓ St James' Anglican School -2 Graceful Blvd, Alkimos WA 6038,
- ✓ Alkimos Beach Primary School - 200 Leatherback Blvd, Alkimos WA 6038, I collect children from school at 3.00pm however I leave the house between 2.30pm and return at approximately 3.30pm. I conduct school pick up's Monday - Friday.

Safety measures when conducting an excursion are:

During all regular/outings I can be contacted by **mobile phone** at all times.

I also take a fully stocked **first aid kit**, the children's drink bottles and my emergency travel book. When conducting an excursion, I park the car so the children enter and exit next to a verge and I ask the children to hold hands when walking to and from the car. Children may be asked to wear fluorescent vest saying 'Family Day Care 0431858733', this ensures that the children stand out and can be easily identified.

In my emergency travel book, I have a list of contact numbers and a photo of each child in my care. The travel book also contains emergency numbers such as police, fire, poisons information and Koolanga FDC Service.

Emergency Evacuation Procedure

In the event of an emergency where the Family Day Care Children and I need to evacuate, will follow the emergency evacuation plan outlined below:

Plan A

In the event of an emergency which is located at the back of the licensed area I will:

- ✓ Blow whistle three times and ask children to hold hands
- ✓ Collect first aid kit, mobile phone and children's information files
- ✓ Walk out the front door to the assembly area
- ✓ Call the relevant emergency contacts
- ✓ Call families to collect children
- ✓ Call Koolanga FDC Service

Plan B

In the event of an emergency which is located at the front of the licensed area I will:

Blow whistle three times and ask children to hold hands

- ✓ Collect first aid kit, mobile phone and children's information files
- ✓ Walk out the back door to the gate then through to the side assembly area
- ✓ Call relevant emergency contacts
- ✓ Call families to collect children
- Call Koolanga FDC Service

We practice the emergency evacuation procedure every three (3) months and this is recorded on an emergency evacuation form. A copy of the evacuation plan is located next to both main exits.

Delivery and Collection of Children

My primary concern is for the safety and welfare of your child/ren and will therefore only release your child into the care of the **authorised** parent or persons **identified on your child's enrolment form**. Any changes to this arrangement must be advised in writing to me as soon as possible (prior to the person collecting your child).

You must inform me of the person collecting your child and ask that person to bring some identification along with them before I will release your child into their care i.e. a driver's license with photo. The person should have been given a code prior to collecting child/children.

If an unauthorised person arrives to collect your child, the child will not be released until your authorisation (preferably in writing) has been obtained.

Late collections

If you are unavoidably detained and unable to collect your child at the agreed time you must telephone me and advise of your expected time of arrival. If you have not contacted me and your child has not been collected after 10 minutes after the agreed collection time, I will attempt to contact you. If I cannot contact you I will the contact people listed on your child's enrolment form to arrange for your child to be collected from care.

As I usually work until 5 o'clock, please do not take for granted that it is acceptable to run late as I may have an appointment or meeting to attend and have arranged for other children to be collected earlier than their usual time, if your child is booked in until 4 pm please pick up then.

If your child has not be collected 45 minutes after the regular time and I am unable to contact you or the other emergency contact persons, I will contact Koolanga FDC Service. In these situations, the Department of Child Protection will be contacted.

I understand that emergencies do crop up from time to time i.e. accident, breakdown, however if a child is repeatedly picked up late from care a late fee will be applied.

My late fee is \$1.00 per minute

Sun Protection

To ensure all children attending Family Day Care are protected from skin damage caused by harmful ultra violet rays the following will apply:

- ✓ All children will wear a hat which protects the children's face, neck and ears whenever outside
- ✓ I will apply SPF 50+ Broad-spectrum water- resistant sunscreen to the children prior to going outside
- ✓ Wherever possible I set up outdoor learning centres in well shaded areas of the yard
- ✓ During the summer months we will refrain from going outside between 10.30am and 3.30pm unless the UV Index is low
- ✓ I will act as a role model for children, by wearing a hat, applying sunscreen and seeking the shade wherever possible

If you prefer for your child not to have sunscreen applied to their skin please provide long sleeved shirts and pants for outside play. If your child has sensitive skin, please provide appropriate sunscreen.

Food, Nutrition and Dietary Needs

Meals are a very social part of the day where lots of chatter happens around the table. My aim is to foster children's communication and promote healthy eating during this important time.

I prepare the morning/afternoon teas and lunch. The menu is varied, balanced, and nutritious and reflects the children's ethical, cultural and religious backgrounds.

The menu is designed with input from the children and is displayed on the notice board. Your ideas and recipes are very much welcomed!

The Meals are appetising and provide variety in colour, texture and taste. At meal times children are always encouraged to help themselves to food and drink and to feed themselves as appropriate. I sit and eat with the children where possible to encourage good manners at the table.

Please inform me of any food allergies, strong dislikes and special dietary requirements your child may have.

Babies' bottles

I take particular care to ensure your babies bottles are stored hygienically and cleaned after use.

Please make up your baby's bottles with milk or formula for the day. It's a good idea to have an extra bottle in case your child becomes unsettled.

Please label all children's' bottles, caps, tops and dummies with water proof marker.

All bottles are heated in a bottle warmer and not in the microwave.

Please hand me your baby's bottles for refrigeration as bottles should not be left in your child's bag.

Due to the health and safety risks involved no infant/child will be given a bottle to go to sleep with. All bottles will be given prior to sleep time and babies will be bottle fed in my arms.

Illness and Infection

Children get sick from time to time especially in child care where children from different families are mixing. At home children are reasonably protected from infectious disease as they are unlikely to come in come into contact with as many people.

It is not possible to prevent the spread of all infections and illnesses however please be aware that:

- ✓ Children who show signs of being ill cannot be cared for by me. Children who arrive into my care unwell or become unwell whilst in my care will be sent home - I will contact you and ask that you collect your child immediately
- ✓ If your child has been sick prior to coming into care please inform me upon arrival. Children who have been vomiting, had diarrhoea or a high temperature will be excluded for 24 hours since the last 'incident'
- ✓ Children with extremely runny noses, chesty/dry cough, fever of above 37.5 °C or unexplained rash will be excluded from care until well
- ✓ Children who become ill whilst in my care will be placed in a comfortable area way from the other children but within my sight. You will be contacted immediately and asked to collect your child from care
- ✓ It's important that you let me know if your child has been injured since last attending care

Toileting

Nappy changing:

All nappy changing is conducted in the laundry area. I change nappies on the change matron on the floor to ensure the children are at no risk of falling from a height.

I prefer that children are sent in disposable nappies however I am willing to use cloth nappies if you prefer. I use bottom wipes designed for sensitive skin.

I check the children's nappies every two hours and change, if necessary, soiled nappies are changed when needed. I also change children after waking from a sleep and before going home. Please send enough nappies for at least 6 changes throughout the day with some spares just in case. I am happy to store a packet of your nappies at my residence/venue to ensure your child never runs out. I will let you know when your supply is getting low so more can be purchased.

I supply nappy rash cream however please feel free to provide your own if you prefer.

Toileting:

Consistency is important for children learning to use the toilet. Please talk with me about your child's toilet routines so I can follow them in care.

During toilet training it is very normal for children to have toileting accidents along the way. I treat these occurrences as accidents and never reprimand children for any sort of accident.

Please provide a good supply of under pants and clothes when your child is toilet training.

Sleep Time

As part of our daily routine, we have a rest time (approx 1 hour) after lunch. The children can choose to either watch the child focused DVD or look at books.

Individual mats and blankets are provided for children who are resting.

Sleeping children are slept in the side or front room and provided with their own single bed. All children in care have their own individual bedding including a special doona cover. Bedding is washed regularly to ensure a good standard of hygiene and comfort is maintained.

Feel free to bring in a special blanket or pillow for your child to use whilst in my care. However, all teething necklaces shall be removed before sleep. I have two cots (both comply with the Australian Safety Standard) located in the bedroom nearest to the kitchen. The cots are away from the windows and blind cords.

I have a baby monitor with cameras in both sleep rooms to ensure I can hear the children at all times. If going outside I take the monitor with me and I regularly check on the children while they are sleeping and safe seep policy will be in place.

At no time will children be forced to sleep however they may need a rest

Hygiene

It is imperative to the wellbeing of the children in care that a healthy safe environment is maintained at all times.

I keep my Family Day Care Centre clean at all times however you will also notice that the children use the play space well and sometimes our play can get a bit messy!

Hygiene practices:

Hand washing is the main way of preventing the spread of germs. We wash our hands at day care after using the toilet, before all meals, after wiping our noses, before & after nappy changing and after dealing with blood or vomit. I model good hand washing techniques at all times.

I provide paper towel, hand sanitiser and liquid soap for the children and myself to use.

I use disposable gloves when changing nappies and dealing with blood or vomit.

What to Bring to Family Day Care

In your child's bag please include the following items.

- ✓ A sun hat that protects your child's ears, face, nose and neck. I request a wide brimmed hat rather than a cap.
- ✓ Two changes of clothes (winter or summer clothes according to the weather)
- ✓ A pair of shoes suitable for walking
- ✓ Nappies (if applicable)
- ✓ Spare pairs of underpants (extra when toilet training)
- ✓ Comfort toy or blanket **Please label all items with child's full name.**

Personal Toys

Often children like to bring special toys from home to day care however 'sharing' these items with the other children in care can be very difficult and occasionally leads to disputes between children. I prefer if children left special toys/belongings (**excluding comfort items**) at home rather than bring them to care.

I cannot guarantee that items will not be lost or damaged whilst at day care. In the situation where a personal item is brought to day care, the item will be kept safe and secure out of the children's reach until home time.

You are welcome to send in a special DVD for the children to watch at rest time. All DVD's must be child focused and appropriate for the ages of the children in care.

T.V time is kept to a minimum and is directly supervised by me at all times.

Sometimes children accidentally put day care toys into their bags and take them home. Please return these toys when you next use care.

Items to Leave at Home

Due to the safety and wellbeing of the other children in care please ask your child to leave the following items at home

- ✓ Lollies & chewing gum
- ✓ Money
- ✓ Marbles
- ✓ Special jewellery
- ✓ War toys such as guns & knives
- ✓ iPad, mobile phones and iPod
- ✓ No food as there are children with nut and egg allergies

Regular Visitors to My Home

As a parent you will most likely want to know who visits my home when your children are in my care. I have made a list of people who visit my home on a regular basis;

- ✓ Laura and Graham Davis, - my daughter, son in law and grandchildren Carys, Elliot, and Oscar
- ✓ Nicola and Nathan, - my daughter and her partner, granddaughter Sofia

My family and friends understand that when I have children in care, I am working so visitors to my family home are limited and visits are usually short.

As a Family Day Care Educator, I am responsible for the care and safety of the enrolled children at all times. Although my visitors may interact with the children and show an interest in what they are doing I will not leave a visitor or family member to tend to the children's needs. All visitors are required to sign my visitor's book.

As a parent you are welcome to visit your child at day care throughout the day.

Supervision

I believe supervision is imperative when caring for young children. Your child's health, safety and general wellbeing is the highest priority at all times.

I use effective supervision methods to ensure I know where your child is at all times whilst in my care. Children are encouraged to play in the same environment (i.e., inside, or out) together as this minimises the risk of potential accidents by making it easier for me to supervise the group. All children will be within sight and or hearing of myself at all times.

I am approved to care for up to seven children at any one time, with a maximum of 4 preschool age.

Water Play

During the summer months I program lots of water play experiences including bathing the dolls and water painting. Vigilant supervision is taken at all times to ensure the children's safety during this water play experience.

At no times is a child left unattended whilst playing with water. The water trough is emptied prior to moving inside.

Water Safety

We have a Spa, which is located in the backyard of the premises. It complies with all the Australian Safety Standards and is fitted with the appropriate pool safety fencing and solid Colourbond fencing. The gates are fitted with pool locks, which are checked daily and there are no tables, chairs etc close to the fence to prevent a child using them as climbing aids.

The Spa will not be used whilst the Family Day Care is operating.

Fish pond

The pond is in an unapproved area of the day care. It has a steel metal mesh fitted above the water level, which can take the weight of a child.

The childcare area is fitted with the appropriate pool safety fencing with fitted pool locks which are checked daily. There are no chairs tables etc close, to prevent the children using them as climbing aids.

Alcohol, Drug and Smoke Free Environment

My Family Day Care residence is alcohol, smoke and drug free at all times whilst your children are in my care.

My family does not smoke or use any forms of drugs and alcohol is limited to weekends when Family Day Care is not operating.

All alcohol is stored out of day care area.

Please be aware that no smoking, alcohol or drugs are permitted on my premises while children are in my care. Please refrain from smoking outside my residence while Family Day Care is in operation.

Medication

Whenever possible, medication should be administered at home.

If your child requires medication whilst attending Family Day Care the following will apply:

Medication will only be administered if:

- ✓ It is prescribed by a doctor and has the original label detailing the child's name and required dosage; and you have completed and signed the Authority to give medication from that day.

All over the counter medications including nappy rash cream require a medication form to be filled out. Careful attention should be paid to the recommended dosage detailed on the label.

I cannot administer medication that is not in original container with the original label, for example medication that is decanted or added to milk/juice bottles will not be administered.

All medication must be handed to me directly. Please do not leave medication in your child's bag. I store all medication either in the fridge (on the top shelf) or in my locked poisons cupboard.

Medical Conditions

Please inform me of your child's medical conditions at the time of enrolment. If your child is required to have ongoing medication, I require a form completed by your child's Doctor explaining the required action plans. I will keep copies of the relevant action plans at my residence. These forms must be completed prior to care commencing.

Special Events

I consider that special events which happen during the year provide an excellent learning and socialising opportunity for the children.

Activities that reflect the cultural differences of all families attending Family Day care will be incorporated into the children's program. We will celebrate special events which reflect the cultural heritage and ethnic origins of children at day care.

Examples of events that are celebrated are;

- ✓ Special persons day (Mother, Father, Grandparent)
- ✓ Christmas
- ✓ Easter

I understand that some parents may not want their child to participate in some celebrations. I will give notice of forthcoming celebrations so you may choose whether your child will participate. In these situations, alternate experiences will be provided.

Birthdays

If you would like us to celebrate your child's birthday, please have a chat with me. Families are more than welcome to send a birthday cake into care and visit with their child during this time.

Policy on Covid

The state of emergency has been relaxed but if the numbers increase significantly, Parents will be notified and I will revert back to:

All parents /guardians should wear face masks when dropping off and picking up children.

Hand over will be at the entrance; hand sanitiser will be available.

Temperature checks will be conducted on arrival and throughout the day.

Parents / Guardians will be asked to confirm if the child or anyone in the household has had a fever, shortness of breath or cough. I will ask if they have been in contact with anyone with these symptoms or if they have been in contact with anyone with these symptoms or if they have potential been exposed to Covid 19 or any of its strains.

If sick you cannot return to Day Care for 72 hours from the last high temperature. vomit or diarrhoea, children can only return when feeling completely well able to play sleep eat and drink as normal

No fever reducing medicine to be administered 8 hours prior to care

All adults and children should follow proper hand washing guidelines, washing hands frequently with soap and water for at least 20 seconds.

Before and after eating after blowing nose, coughing, sneezing in contact with bodily fluids and returning from outdoor play

No outside toys.

Parents should only bring necessary items from home extra clothes, nappies, bottles and comfort blankets

My only goal is to keep your families and children safe

Thank you for taking the time to read my Parent Handbook. The information contained in this document is essential to the care of your children.

If you have any further questions regarding your child's care, please do not hesitate to have a chat with me

June xx