



**MOTHERCRAFT**  
*childcare*

# Parent Handbook

Quality Area 6: Collaborative Partnership with Families

**Welcome** | Our Parent Handbook explains imperative information you will need to know whilst your child is in attendance at Mothercraft Childcare Centre

We strongly recommend you read the provided information and ask questions to confirm your understanding of how Mothercraft Childcare Centre operates. You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack.

*We have an open door policy. You and your family are welcome to visit Mothercraft at any time.*

## Service Philosophy

Three unknown young nurses established Toowoomba Mothercraft Association in 1942. The Toowoomba Association was developed in conjunction with Lady Cilento, the founding member of the Mothercraft Association Queensland Branch.

The first Centre was in an upstairs area of the National Bank, Russell Street. The centre was used to enable mothers to leave their children while visiting their husbands who were returned WW 2 soldiers in Army hospitals.

The centre also used space above the electrical supply and services company premises at 544 Ruthven Street for a period of time, whilst the current premises were being planned, designed and built.

On the 4th February 1954 Lady Lavarack, wife of the then Governor of Queensland, officially opened the centre. It was known as the Dr Price Memorial Centre. Mothercraft Day Nursery was to follow and it opened its doors on the 6<sup>th</sup> February 1956. At this time Mrs C Williamson was the President of the Association. The Association had two staff and many volunteers who assisted with caring for the children, and providing 'mothercraft activities,' to adults.

At the opening ceremony in 1956, it was claimed to be the best-equipped child minding centre in Australia.

Throughout the 1960's, 70's and 80's Mothercraft maintained its role in the Toowoomba community providing occasional care for young children.

As community needs changed and with many more women maintaining positions in the workforce after having children, Mothercraft Child Care Centre altered its services and during the late 1980's Mothercraft began to provide long day care. Mothercraft Child Care Centre adapted to meet with government legislative and regulatory requirements. Whilst at times difficult, Toowoomba Mothercraft Association Inc has continued to operate and maintain the respect of the 'Mothercraft Association' Banner and continues the tradition of providing nurturing care for young children.

The Toowoomba Mothercraft Association and Mothercraft Child Care Centre is the last remaining and still operating Mothercraft organisation. During its years of operation, the centre has cared for many thousands of Toowoomba's children. Many current parents and staff attended Mothercraft as children or have family members who attended the centre for other Mothercraft activities.

Toowoomba Mothercraft Association was born out of parent's needs during WW2. With much dedication and community spirit, modern parents are still contributing to the history of and the maintenance of the Mothercraft principles of care and encouragement for the growth of children.

### **The Current Story**

Currently Mothercraft is a long day care centre located in Little Street in the CBD of Toowoomba.

The building was constructed by Toowoomba City Council specifically for the purpose of a Nursery School. It comprises four huge air-conditioned classrooms, each with their own verandah area opening onto a shaded playground. Toowoomba Mothercraft Association Inc. is licensed under the Act and must at all times comply with the Act and the Regulations. Mothercraft provides high quality care for children aged 6 weeks to 5 years and the current licence capacity is for 77 children.

## Service Information

Mothercraft Childcare Centre caters for children aged 6 weeks to 5 years. We are open from 7.30am to 6.00pm Monday to Friday, (50 weeks of the year) and closed on QLD public holidays. Notice will be given in our newsletters when these days occur.

### We have 4 classrooms:

6 weeks – 15 months olds – Joey room

15 months - 2 year olds – Wombat room

2 - 3 year olds - Butterfly room

3 – 5 year olds – Possum room

## Contact Information

Phone: 07 4632 4728

Address: 6 Little Street, Toowoomba QLD 4350

Email: [mothercraft@westnet.com.au](mailto:mothercraft@westnet.com.au)

Website: [www.toowoombamothercraft.com.au](http://www.toowoombamothercraft.com.au)

Service Providers: Toowoomba Mothercraft Association Inc

Nominated Supervisor: Richel Booth

Educational Leader: Pam Waddell

## Fees

Please see our office for a list of fees.

Please call us with your CCS percentage and number of eligible hours and we can work out your exact fee. If you don't have a CCS percentages please call the Family Assistance Office (FAO) on 13 61 50.

On enrolment we will need your CRN for yourself and your child so we can confirm register attendance and ensure that you are receiving the maximum entitlement.

## Child Care Subsidy (CCS)

A family subsidy is available from the Family Assistance Office (FAO). The Family Assistance Office will assess parents' taxable income and a scale will be used to determine the amount of assistance each family will receive.

For further details please speak to our Nominated Supervisor or contact FAO on 13 6150.

## Allowable Absences

You can be paid for any absence from approved care your child attends for up to 42 days per child per financial year. Additional absences beyond 42 days for certain reasons may be approved and paid.

Please talk to us about the additional absences.

Public holidays will be counted as an absence if the child would normally have attended Mothercraft Childcare Centre on that week day, and fees have been charged for that day for the child.

## Regulatory Authorities

Mothercraft Childcare Centre complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework, Queensland Kindergarten Guidelines and the National Regulations (Education and Care Services National Regulations).

Mothercraft Childcare Centre is regulated by the new national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in QLD.

## Make-up Days

We have a make-up day policy in place to support families and to help maintain a healthy care environment. All children are entitled to 8 make up days per calendar year. To be eligible your child needs a medical certificate handed in at the office and you have four weeks to use your make-up day.

## Service Closing Time and Late Fees

Please be aware Mothercraft Childcare Centre closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 6:00pm. A late fee is incurred for children collected after 6.00pm.

The fee is \$5 per child for every 1 minute or part thereof and will be added to your next account. The late fee is strictly adhered to, as two staff members are required to remain at Mothercraft Childcare Centre until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of Mothercraft Childcare Centre closing, then we will contact the Office of Early Childhood Education and Care and the Police to take responsibility of your child.

## Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws and strict confidentiality is maintained at all times.

In order to plan programs with you we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time, or request a copy of information in the file.

## Service Policies and Procedures

You will find a copy of Mothercraft Childcare Centre policies and procedures in the office. We expect our staff and families to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the National Law and Regulations.

Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures adhere to family's needs and meet required regulations. Your involvement helps us to improve Mothercraft Childcare Centre and may lead us to change our policies and procedures.

## Enrolment Information

Prior to commencing at Mothercraft Childcare Centre, you will be required to complete all enrolment documentation and Administration fee. A Bond fee is to be paid after the first two weeks of care.

Please understand that it is essential we have up-to-date information in case of an emergency. It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information including:

- Address
- Health
- Telephone/mobile numbers
- Contact details
- Family changes
- Emergency contact information details etc.

It is essential that we have copies of your child's birth certificate and immunization status. We are also required to have certified copies of any court orders relating to the child.

## Goals for your child at our Service

*“We discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being.”*

*Maria Montessori*

Educators' practices and the relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families and educators

work together in partnership to support young children's learning. Children's early learning influences their life chances.

Wellbeing and a strong sense of connection, optimism and engagement enable children to develop a positive attitude to learning. (Early Years Learning Framework p.9)

We will create a range of short and long-term goals for your child that we will program to and observe on which will be based on the outcomes in the Early Years Learning Framework and include:

- Mutual respect and empathy
- Concern and responsibility for self and others
- A sense of self worth
- Social awareness
- Importance of sustainability
- Self-discipline
- Habits of initiative and persistence
- Creative intelligence and imagination
- Self-confidence as an independent learner
- A love of learning

We strongly encourage communication between families and educators to ensure continuity in what we are delivering to your child and acknowledge that the role of the Educator is to work in partnership with families; children's first and most influential educators.

## Educational Program

We follow the Early Years Learning Framework and the Queensland Kindergarten Learning Guidelines as per our programming policy. This is Australia's first national Early Years Learning Framework for early childhood educators. The aim of these documents is to extend and enrich children's learning from birth to Five years and through the transition to school.

We are committed to providing a developmental and educational program, which caters for each child's individual needs, abilities and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

We encourage children to be responsible for their own learning through choices in experiences, interests and routine. We use conversations, actions and play as the basis for teaching which involves the children being partners in teaching by seeking out ideas, opinions, thoughts and questions. We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest based projects to further enhance their learning and knowledge. We value children and family input and encourage family involvement in order to gather a comprehensive and holistic view of the child.

We know that children learn effectively through play and Educators who are diligent in their responsiveness to each child support this. Applying strong intentional teaching practices will provide the children with an authentic and meaningful learning environment that challenges, supports and nurtures a child's development.

If we as Educators have any areas of concern, we will inform you and advise where help may be pursued, e.g. speech therapist. We understand this is a sensitive topic and it is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents.

## Early Years Learning Framework

Fundamental to the Framework is a view of children's lives as characterised by belonging, being and becoming. From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

### BELONGING

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

### BEING



Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

## BECOMING

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

### Outcome 1: Children have a strong sense of identity

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

### Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

### Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

### Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

### Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

## Portfolios

Every child will have a personal, confidential digital portfolio comprising of:

- Child's Profile
- Goals from families and Educators
- Observations
- Objectives for further development
- Work samples
- Checklists

The individual child's portfolio is maintained and used as a direct tool for evaluation and future planning within the Mothercraft Childcare Centre's program. This makes the program reflect the value of individuality and is not be used as a means of comparison between peers or stereotypes. You will be given your child's portfolio at the end of the school year or as they finish at the Centre.

The portfolio will be used in parent/Educator meetings throughout the year and is always available for you to review at your convenience.

## Parent Participation

Mothercraft Childcare Centre has an Open Door Policy and actively seeks and encourages families to be involved in the Centre. This can range from evaluating and adding input to your child's program and observations, volunteering within Mothercraft Childcare Centre and sharing skills & experiences that the children and the program will benefit from.

You can be involved in Mothercraft Childcare Centre Family Committee. Your involvement can be as formal or active as you like as time permits. We respect that time is limited for most families and we

ask that you inform us as to your preferred way of communication. We can arrange meetings with your child's Educator at a time that suits you throughout the year and offer email, Kindyhub, Facebook, Newsletters, Day Book Journals and pride ourselves on strong verbal communication on a daily basis. We seek input from families on all aspects of the Centre but in particular, your child's goals, observations and program.

If, for any reason you question or do not understand any aspect of the Centre or your child's experience we have a Grievance Policy that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time. Copies of our policies are available in each room and the office. You are welcome to take a copy home and review at your leisure.

### FAMILY SKILLS, INTERESTS AND TALENTS

We welcome and encourage the involvement of all parents/families at Mothercraft Childcare Centre. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities and knowledge. There are many ways for your family to be involved. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

### YOUR OCCUPATION OR HOBBY

You are the most important person in their world. We welcome all parents to Mothercraft Childcare Centre to talk about their occupation or hobby (e.g. music, craft, cooking). Everything parents do interest children and these talks are the best educational resources you can provide for Mothercraft Childcare Centre. We use information that has come from discussions about occupations and hobbies in our program and the ideas explored which can turn into interest projects providing valuable learning.

### YOUR HOME CULTURE

Your home culture is most welcome in Mothercraft Childcare Centre. We would greatly appreciate if you were able to share with our Centre aspects of your culture and family life. This would assist us to enrich the lives of all our families and children.

### READING (ESPECIALLY GOOD FOR GRANDPARENTS)

Children love to be read to. If you or your parents have the time please contact your room Educators to organise a day for reading.

## RECYCLABLE ITEMS

We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes (not toilet or egg or milk because of hygiene and allergy issues) paper or anything interesting from your work is much appreciated.

## SPECIAL EVENTS

Mothercraft Childcare Centre organises special events throughout the year. Keep an eye out, as your child is sure to be a star!

## SUGGESTIONS

Parents are welcome to visit or call Mothercraft Childcare Centre at any time. If you have any suggestions or ideas on how we best can work together in the Centre please let us know.

If you have any concerns, please see your child's educator or the Nominated Supervisor. We have a grievance procedure if you would like to formally raise any concerns

# Communication

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child's day.

We have many types of communication we use for families, which include:

- ✓ Newsletter
- ✓ Phone calls to your work
- ✓ Emails
- ✓ Letters
- ✓ Face to face
- ✓ Daily reports on Kindyhub
- ✓ Mid-year and End of year interviews for Kindergarten
- ✓ Formal meetings

## Court Orders

Parents must notify Mothercraft Childcare Centre if there are any Court Orders affecting residency of their children and a copy is required for the Centre. *Without a Court Order we cannot stop a parent collecting a child.*

## Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival, and signed out on departure. The times must be noted.

No child will be allowed to leave Mothercraft Childcare Centre with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor.

## Preparing your child for pre-school

Orientation is an important start for your child and family to connect to Mothercraft Childcare Centre. We encourage each child to attend Mothercraft Childcare Centre in the company of a family member a few times before they start the day with us. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the room, where to find things, provide Educators with additional information about your child and how we can best support their transition and settling period.

If your child is reluctant to attend, please discuss this with their assigned Educator so that they can develop strategies with you to support the transition from home to Mothercraft Childcare Centre. You are welcome to take photos of your child in our environment to show and discuss at home. Some children like to take a book from our library to read at home and return on the next visit.

We suggest purchasing the following books you can read to your child prior to starting. 'Preschool Day Hooray' By Linda Leopold Strauss, 'Maisy goes to Preschool' by Lucy Cousins, 'What to expect at Preschool' by Heidi Murkoff and 'I love you all day long' by Francesca Rusackas.

Communication between home and Mothercraft Childcare Centre must be open and happen often to best support your child during this time. There may be tears and extra tight hugs when saying goodbye for the first few weeks but there are always cuddles, reassurance and genuine care from Educators for both the children and their families. Sometimes this experience is upsetting more so for the family, not the child. We understand this and offer support through phone calls during the day, photos and open communication.

## Saying goodbye

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. What works best is a set routine so try to establish the care routine from the orientation process. Being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This will gain trust from the child, not only in you but in the Educator who is reassuring your child about their day and when you will return. Rest assured, we'll contact you if your child becomes distressed.

### BREASTFEEDING

Mothercraft Childcare Centre supports breastfeeding. Families that are breastfeeding should speak to the Nominated Supervisor or Responsible Person to be aware of our policies on storing and serving breast milk. Families that are formula feeding should also consult our Nominated Supervisor or Responsible Person to be aware on how we need the formula prepared and stored.

## Clothing

It is helpful to your child if they are dressed in non- restrictive, serviceable and easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes also, need to allow children freedom to run, climb, hop & jump as well as being easy for the child to take off and put on by him/her.

Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves (no mid-drift tops) and hats that are broad brimmed are essential for effective sun safety.

### SPARE CLOTHES

Every now and then accidents occur and it may be necessary for your child to get changed into a fresh set. Please include a complete change of clothes every day which can stay in your child's bag...just in case!

## Toys

Mothercraft Childcare Centre has an abundance of toys and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on Educators to track numerous toys throughout the day.

## Behaviour Guidance

Educators follow a Behaviour Management Policy that extends across the whole of Mothercraft Childcare Centre giving consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others, for property and respect for self, whilst learning to regulate their behaviour. If you require further information on this policy please ask Educators and refer to the Policy manual.

## Physical Play

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We feel physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experience on a daily occurrence for them to challenge their large and small muscles, allowing them to gain increasing control over their bodies as they learn the importance of physical play.

Physical play provides children with the opportunity to:

- Develop strong bones and muscles,
- Improve strength and balance
- Develop Flexibility and coordination
- Develop Fundamental Movement Skills
- Develop spatial awareness
- Develop mathematical concepts
- Be confident as they learn to control their bodies and understand their limits
- Learn to cooperate and share with others
- Promote healthy growth and development

## Sustainability

Mothercraft Childcare Centre is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of the Centre, infrastructure and teaching.

In order to empower our sustainability program we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, encouraging them to participate in a recycling program, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible.

## Rest and Sleep

Rest and sleep routine varies according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide beds for children and play soft music in the background. Your child may wish to bring a security item to have at rest time. Please feel free to discuss your child's rest or sleep needs with Educators.



## Birthdays

It is very exciting for a child to be having a birthday. If a cake is required for a child's birthday it is recommended that an ice cream cake or cupcakes be provided as this reduces the major allergy risks associated with most other cakes. Families are required to discuss cake options with educators prior to the celebration. *For further information, please see our Celebration Policy.*

## Family Photo

We have in all rooms a Family Wall. This is a strong and valuable tool in our environment for your child to connect to, feel that they and their family are valued and that their family is as much a part of the Mothercraft Childcare Centre, even if they are not always there. If you would like to bring in a photo, or a couple of photos that represent your family, we would love to add it to our wall.

## Sun Safety

Children and Educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturers recommendations. We ask that children come to Mothercraft Childcare Centre with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application.

### SUN HAT

A sun protective hat must be worn every day when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions.

# When should I not send my child to the Service?

Mothercraft Childcare Centre is a busy and demanding day for the bodies and minds of our children. We are not equipped to care for sick children; however we will do everything we can to comfort a child who has become sick whilst in our care.

To try and prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

Please do not bring your child to the Centre if they display any of the above symptoms. If a child becomes ill whilst at Mothercraft Childcare Centre the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

When the child is collected, the family will have the following information made available to them to present to their doctor: symptoms, date of onset, general behaviour of the child leading up to the illness and any action taken.

Your child should not attend Mothercraft Childcare Centre if they have had a dose of Panadol or Neurofen within 24 hours for a temperature. It is extremely important that staff members are aware if a child has had either medication so we do not re-administer and potentially overdose.

The other consideration is that medication of any type should not be added to a child's bottle. Children who are on antibiotics are to be kept away from Mothercraft Childcare Centre for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

If your child has been away due to illness, please check with Mothercraft Childcare Centre as to whether or not you will need a certificate before your child returns.

Please remember that Make-up Days are only applicable when the Centre has a medical certificate.

## Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from Mothercraft Childcare Centre of a child suffering with the following diseases/ailments.

Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

CONDITION	EXCLUSION
HAND, FOOT AND MOUTH DISEASE	Until all blisters have dried.
HIB	Exclude until medical certificate of recovery is received.
HEPATITIS A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
HERPES – COLD SORES	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
INFLUENZA AND FLU-LIKE ILLNESSES	Exclude until well.
MEASLES	Exclude for at least 4 days after onset of rash.
MENINGITIS (BACTERIAL)	Exclude until well.
MENINGOCOCCAL INFECTION	Exclude until adequate carrier eradication therapy has been completed.
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner).
POLIOMYELITIS	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
RUBELLA (GERMAN MEASLES)	Exclude until fully recovered or for at least 4 days after the onset of rash.
SALMONELLA, SHIGELLA	Exclude until diarrhoea ceases.
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
TUBERCULOSIS	Exclude until a medical certificate from an appropriate health authority is received.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment.
WORMS (INTESTINAL)	Exclude if diarrhoea present.

## Immunisation

From 1 January 2016, only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Benefit, the Child Care Rebate and the Family Tax Benefit Part A end of year supplement.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.

Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements. Families eligible to receive family assistance payments and have children less than 20 years of age, who may not meet the new immunisation requirements, will be notified by Centrelink.

## Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless a doctor provides Mothercraft Childcare Centre with written authorisation.

Educators can only administer medication to a child from its original packaging with pharmacy instruction sticker.

On arrival at Mothercraft Childcare Centre families, must give medication to Educators for safe storage and complete a medication authorisation form. Under no circumstances should medication be left in children's bags.

## Allergies or Asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form as well as provide us with the diagnosis from the doctor. Mothercraft Childcare Centre has a procedure the staff follow to minimise allergic reactions.

Mothercraft Childcare Centre requires an Action Plan filled in by your Doctor to assist in managing your child's needs. The Action Plan is to be updated every 12 months.

## Accidents

The Nominated Supervisor will contact parents immediately if a child is involved in a serious accident at Mothercraft Childcare Centre. As a matter of extreme importance parents must ensure that the Centre has up to date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed by an educator, the Nominated Supervisor and by the parent.

## Emergency Drills

Throughout the year Mothercraft Childcare Centre will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. Educators will be trained in using the fire extinguishers that are in the Centre. An emergency evacuation plan will be displayed in every room.

## Children's Safety

- Never leave children unattended in cars while collecting children from the Centre.
- Cars parks are dangerous places for children. Always hold children's hands when arriving and leaving Mothercraft Childcare Centre.
- Never leave a door or gate open.
- Never leave your children unattended in a room.
- Children are not permitted into the kitchen and laundry areas.

## Workplace Health and Safety

We welcome all feedback regarding the safety of Mothercraft Childcare Centre. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work Health and Safety, please contact the Nominated Supervisor immediately.

## Educator Ratio and Qualifications

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All Educators will hold First Aid qualifications, have Working with Children Checks completed and attend monthly Educators' meetings.

Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

*Parent Acknowledgement on the next page...*

## Parent Acknowledgement

*I/We have read this handbook carefully. I/We understand the commitment that you are undertaking and your responsibilities to Mothercraft Childcare Centre.*

*I have completed the enrolment form at Mothercraft Childcare Centre. I have read and agree to comply with the requirements set out in this handbook and in the Centre's policies.*

FAMILY NAME	
PARENT NAME	
CHILD/REN'S NAME	
PARENT SIGNATURE	

*Please list what skills talents, interest and culture that you and your family (not forgetting grandparents) are able to share with the Centre.*


***Have you completed the orientation evaluation? Please circle***

***Yes/ No***