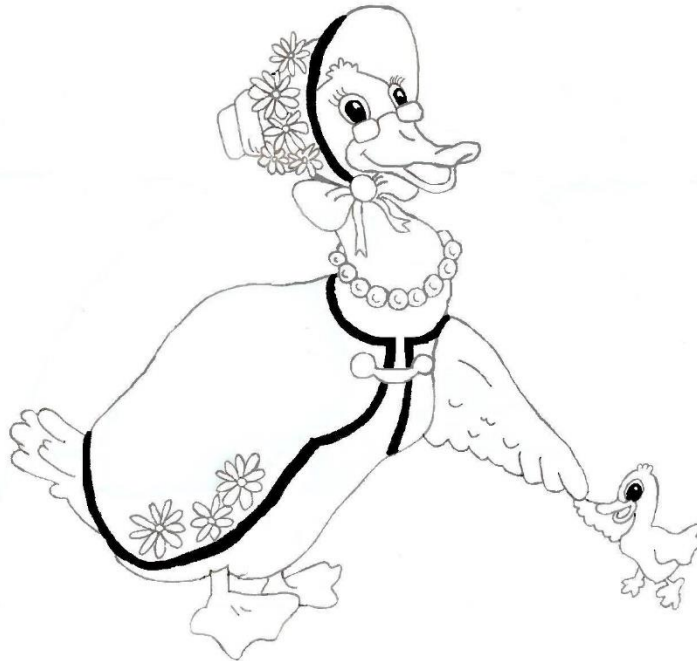


Mother Goose Day Nursery

For children aged 0 to 6yrs

Operating Monday to Friday

7.30am to 6.00pm

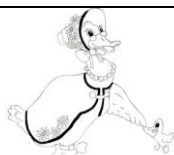


Phone: (02)4930 3311

13 Paterson Road, Bolwarra

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PHILOSOPHY

At Mother Goose Day Nursery our philosophy is to provide a high standard of care for children and their families, in a warm, friendly and nurturing environment for your child to learn, grow, experience, explore and be “inspired towards flight”.

We respectfully acknowledge the past and present traditional owners of this land that Mother Goose Day Nursery is built upon, the Wonnarua people. It is a privilege to be standing on Wonnarua country. We also acknowledge the contributions of Aboriginal and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together- Australia.

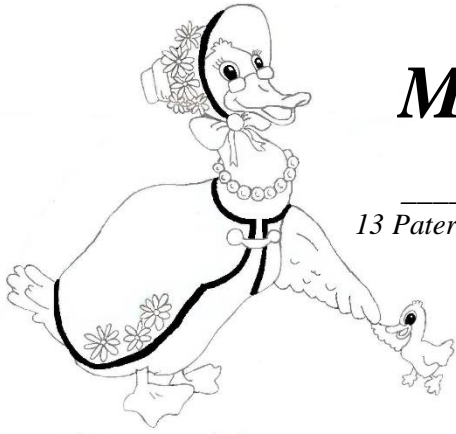
Our program aims to meet each child’s physical, emotional, social and intellectual needs, not only at an age appropriate level but also at an individual level. Our program takes into consideration each child’s strengths, interests and needs and recognises the value of play while encouraging children to experiment and explore in a safe environment. Through the environment that we provide, we aim to forge deep connections between children and their natural environment as well as between children and their community. This is done by allowing children the opportunity to feel the earth under their toes; be active contributors to growing their own fruits and vegetables; play in the mud; watch chickens hatch, care for pets; compost, reuse and recycle and other home like experiences that bring together a vast array of learning experience, whilst allowing children to develop a love for nature and understand the impact that they can have on their natural environment. Through such experiences, we aim to instil in our children a sense of responsibility for their environment, giving them the skills and knowledge to create a sustainable environment for them in the future.

Each child is a part of a larger community, and we aim to give children the skills and confidence to be active contributors not only to their families and their learning community here at Mother Goose, but also to know that they can positively contribute to their community at large. We do this not only by encouraging children to contribute positively to their environment, but also by allowing them to experience all our community has to offer- through experiencing visits from community helpers such as the fire-brigade and ambulance, as well as services that our community provides such as the library. We also aim to get out into the community ourselves, seeing cultural productions, taking rides on trains and more. By providing for all of the life skills above and more, we are giving children the ability to gain confidence and self-worth.

We recognise the United Nations Convention on the Right of the Child by ensuring equitable outcomes for each child and family. Consideration is given to each family’s cultural, religious and family values, with every effort made to include such values in the curriculum where appropriate. We endeavour to work in close partnerships with families and children, building strong relationships to create a curriculum that reflects the culture, strengths and interests of each child; giving children a sense of belonging to our environment, which will assist them to reach their full potential across all learning outcome of the Early Years Learning Framework of Australia, encouraging input from families and the wider community.

Management regards each team member as an asset and each person’s contribution and opinion are of value. We hope to support educator’s professional growth, by encouraging professional development and creating a supportive environment we aim for each educator to reach their professional goals.

Our dedicated educator’s works towards the highest standard of professional care for all children and their families, which gives meaning to “*Quality Child Care.*”



Mother Goose Day Nursery

ABN: 59 122 358 614

13 Paterson Road, Bolwarra 2320 Phone: (02) 49303311 Fax: (02) 49300722

E: mgdn@mothergoosedaynursery.com.au

W: mothergoosedaynursery.com

Hi and welcome to Mother Goose Day Nursery,

Mother Goose Day Nursery provides a high standard of childcare for families who want to enhance the college of learning experiences that their children are exposed to on a regular basis.

The Centre's warm and nurturing environment allows children to gain confidence in their surroundings so that they can learn and grow through play. The Children's Programs promote fun, learning and development and are designed to meet the individual needs of each child in our care. The policies are written and practiced in the best interest of all children in our care and their families.

Outlined below are the daily procedures you will need to know.

Operating Hours

The Centre is open from Monday to Friday from 7.30am to 6.00pm. The Centre is closed on public holidays and over the Christmas period. You are asked to arrive 10 minutes prior to your shift, so you can sign in and put your belongings away before your shift starts.

Things you need to bring each day

Each day that your child is in care you need to provide:

- A change of clothes
- A sun hat (please see our Sun protection policy for details)
- Gumboots & Rain Coat (in winter)
- An extra jumper or jacket on cold days.

Whatever the weather we are out and about enjoying what the outdoor environment has on offer.

Water play is a favorite activity also, for most children so please pack a change of clothes for hot days.

Remember that your children are here to learn through play and to explore. So please don't dress your children in high-quality clothes.

Brilliant Bees (4-6 years)

Each day your child will need to bring the above items only.

Please note that children need to be toilet trained before commencing in this room. There are no change table facilities within the room (this is also for health and hygiene reasons).

The Brilliant Bees (school Readiness) program runs from 8.45-4pm.

Leaping Frogs (2-4 years)

Each day you will need to bring the above items and

- A set of fitted cot sheets for rest period and a rest nappy if necessary (in a pillow slip or drawstring bag).
- Nappies if required
- 6 sets of undies and pants if toilet training

Please note that bottles and dummies are discouraged in this room (this is for health and hygiene reasons). If you have concerns about this, please contact us before commencement.

Curious Koalas (1 ½ to 2 ½ years) and Tiny Tadpoles (0-2 years)

Each day you will need to bring the above list

- A set of cot sheets
- Bottles and formula if required (we will supply cow's milk)
- Dummies or comfort items
- Non Drip sipper cup
- Disposable nappies
- Nappy rash cream.

Our Educators

Our educators are dedicated and passionate about caring for children. Educators qualifications are located outside the office for your convenience.

At Mother Goose Day Nursery, we believe in the benefits of smaller group sizing, especially for our youngest children. We also value families and take advantage of opportunities to spend time with siblings.

Food & Nutrition

Mother Goose Day Nursery has a full commercial kitchen. While in care the children are provided with a nutritious morning tea, afternoon tea and lunch. Drinks will also be provided. If arriving before 8am breakfast is supplied for children and parents are also encouraged to sit and have breakfast with their children if arriving prior to 8am. Included in the children's program is occasional cooking, this may supplement a meal or snack where appropriate. Please, if these are any foods that you don't wish your child to have, please have this written on your child's enrolment form. The Centre does not allow peanuts in our facility nor do we use them in the preparation of any meals.

Policies

In each room you will find the Policies that are practiced by the Centre. We have included in this booklet a selection of these Policies that we feel relevant to families; however, you are welcome to view them all in the folder located in your child's room or on our parent library.

Families

Please feel free to raise any concerns that you may have in regards to your child or the service that is provided. Our Educators rely on and value feedback from families.

Policies are reviewed regularly and we invite any suggestions that you may have in caring for your child. A newsletter is produced each semester, or more

frequently if required. We are also on face book, this is a great way to stay in contact and stay up to date with what is happening throughout the service. Your child may find settling in difficult at first. This is natural and so is feeling guilty or anxious about leaving your child. If you need other ideas on helping your child settle into care, please see your room leader. We look forward to creating a warm environment for you and your family and making this transition as easy as possible.

Arrival and Departure

Please read our Arrival and departure policy.

Licensed by

This service is licensed by "Community Services an agency - part of the Department of Human Services NSW". Our local office is located at:

Community Services, Department of Human Services NSW
PO Box 2182
Greenhill's NSW 2323

Ph: (02) 4939-4800

Fax: (02) 4939-4899

Please do not hesitate to ask if we can help in any way.

Sharron Thomas

Licensee

In case of an accident, illness or emergency the following steps must be taken: -

Step 1

Ensure the safety of the other children and staff.

Step 2

An Educator with First Aid Qualifications will assess the illness, injury quickly.

For illness, reference will be made to the Health, Immunisation and Hygiene Policy for exclusion. If exclusion is required the parent or emergency contact person will be contacted to arrange collection of the child.

Step 3

Provide First Aid to the ill or injured person while other staff calls for help.

If hospital treatment is required, an Educator will go with the child where possible.

The child's file will be sent to hospital with the child.

Step 4

If the accident is considered serious i.e. requires medical, dental or hospital treatment, immediate contact will be made to the following: -

- Parent of the ill or injured child. The parent may then contact their preferred Doctor or Dentist.
- The Director General
- Nominated Supervisor/ Certified Supervisor.

This will be done by Nominated Supervisor; the Certified Supervisor.

Step 5

If the illness or accident results in hospitalisation or death immediate contact will be made to the following: -

- The parent of the child
- The Police (only for the death of a child)
- The Director General
- Nominated Supervisor

This will be done by Nominated Supervisor/ the Certified Supervisor.

Step 6

Where possible and if necessary an educator will accompany the child to the hospital. When the family of the child have taken responsibility and have been updated on the situation, the educator will return to the centre and inform Nominated Supervisor of the situation.

Step 7

Educator who administered First Aid will complete records and provide parents with a copy and a copy placed on file for reference and a copy of form will be sent to Ministerial council for Education, Early Childhood Development and Youth Affairs, including required form to be filled out by Nominated Supervisor or Certified Supervisor.

If at any stage your child needs medication, parents/guardian will need to complete and sign an Administration of Medication Form.

Medication will only be administered if: -

- The form is filled out by an educator and signed by the parent/guardian.
- An Educator is to check child's name is on the prescription medication.
- The medication is within its use-by date.
- The correct dosage will only be administered as advised on the medication (no more).
- Medication must be in the original packaging.
- Medication prescribed for a similar symptom previously will only be administered with Doctors' consent.
- Management reserves the right to contact your child's Doctor if there are any concerns regarding the request of administration of medication.
- Management may also require permission from both parents if residing at separate addresses.

Medication will be stored in the fridge (if required) in a locked container. Other medication will also be stored in a locked container/ cupboard.

Medication will be administered under direct supervision at all times: -

- An Educator will wear gloves whilst administering medication.
- An Educator will check the child's name on medication.
- An Educator will ask the parent/guardian for the last time the medication was administered.
- An Educator will double check dosage on packaging and form.
- An Educator will have another staff member check dosage and sign form before administering medication.
- Parents will be asked to sign the form again when picking up remaining medication.

In the case of emergency medication

All attempts will be made to contact parents, in the case of an emergency prior to administering medication. For a child suffering from an Asthma or Anaphylaxis emergency for the first time, Medication will be administered, and an ambulance will be called immediately. Parents will be contacted as soon as reasonably possible with attempts recorded. If medication is administered to a child with a current Asthma Action Plan, parents will be informed by phone and a form will be filled out.

Relevant Legislation: *Education and Care Services National Regulations July 2018*

Resources: *Health & Safety in Children's Centre Model Policies & Practices 2003;*

Key Resource: *Staying Healthy 5th Edition 2012 , NHMRC*

Medical conditions Policy

Policy implemented: 12/8/08
Policy last reviewed: 26/06/20
Review: June 2021

At Mother Goose Day Nursery our aim is to support the individual needs of all children wishing to use our service, including those children with severe allergies and or medical conditions. Mother Goose Day Nursery will assess each child's individual needs upon application of enrolment as to whether the child's needs are able to be met without putting the child at risk.

It is the responsibility of each parent or carer to record their child's medical history on the Medical Form including details of all allergies, medication and treatment. This information will be shared with ALL Centre Educators, kitchen staff, management and Nominated supervisor. A Medical Conditions Risk minimisation and communication plan will be formulated for children with Medical conditions such as Asthma, Anaphylaxis, Diabetes or Epilepsy and Seizures, in consultation with parents and signed by parents and managing upon enrolment or diagnoses of the condition. This information will be stored on the child's file, with severe medical conditions displayed within the room.

Parents may be asked to provide a letter from their Medical Practitioner outlining a action plan, in plain language that instructs educators in the event of needing medical attention.

Risk minimisation communication plans are used to review policy and procedures associated with the medical condition. A communication diary maybe used to monitor the effectiveness of current practices on an ongoing basis.

Anaphylaxis Policy

Policy implemented: 12/8/08
Policy last reviewed: 28/2/18
Review: March 2019

Anaphylaxis action plan will be displayed in the child's room which will include the child's photo for easy identification.

Any child with a history of Anaphylaxis must have an Epi-pen® accessible on the premises at any stage the child is in care.

Management and educators will work together to implement strategies to reduce risks to the child by

- Reading labels on packaged foods.
- Removal of contaminated recycled craft materials.
- Educators will consider foods consumed immediately prior to working with children with known allergies.
- Mother Goose Day Nursery has a **NO NUT POLICY**. No nuts are used or stored on the premises.

Management will work together with kitchen staff and parent/guardian to best meet the child's needs. If management does not feel that the child's dietary needs can be met on the premises, management may request the parent/guardian to provide meals and snacks from their home.

Epi-Pens® should be stored below 25 degrees in a dark place **NOT** the refrigerator.

At Mother Goose Day Nursery Epi-Pens® will be stored in an easily accessible area to educators.

A useful website for more information: www.allergyfacts.org.au

Relevant Legislation: *Education and Care Services National Regulations March 2016; Guidelines for Children's Services 2007; Anaphylaxis NSW Health NSW Department of Community Services*

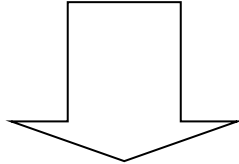
Action plan for Anaphylaxis

Mild to moderate allergic reaction

- Swelling of lips, face, eyes.
- Hives or welts
- Abdominal pain, vomiting

Action

- Stay with the child and call for help
- Give medication (if prescribed) see individual child's file
- Locate Epi-Pen®
- Contact parent / carer



Watch for signs of Anaphylaxis

Anaphylaxis (Severe allergic reaction)

- Difficulty/noisy breathing
- Swelling of the tongue
- Swelling/ tightness in throat
- Difficulty talking and/or a hoarse voice
- Wheeze or persistent cough
- Loss of consciousness and/or collapse
- Pale and floppy (young children)

Action

1. Give Epi-Pen®
2. Call ambulance, telephone 000
3. Lay the person flat and elevate legs. If breathing is difficult, allow to sit but do not stand
4. Contact family/carers
5. Further Epi-Pen® doses may be given if no response after 5 minutes

If in doubt give Epi-Pen®

Aim

In an effort to increase communication and involvement with our families, we have decided to introduce Class Dojo. This is a private communication platform that will allow insight into each child's day. This will replace the Day Book that we currently share with families. We are hoping by providing a virtual feed, families can access photos and information from home and share in our day with us. We are using this tool to complement our existing in person communication with families and strengthen existing partnerships between home and care.

How it works

Each parent/ caregiver will be provided with access to their child's class dojo account and with that, access to the centre and class story. This can be provided by unique code or email/ text message invitation. Families can access the feed from anywhere via the class dojo website or by downloading the free app to any apple or android device and logging in. Class and School story are private and can only be accessed by parents or caregivers we have added and approved; this access can be revoked at any time if necessary.

Guidelines

Educators will

- Ensure each child has permission to have photos shared on Class Dojo
- Use Class Dojo to record and share children's learning/exploration with families
- Share photos and stories from our day on class story
- Send messages and reminders when needed
- Post announcements to the school story feed
- Aim to include all children over the week, however expectations of Educators should be realistic, we still want to ensure Educators are spending most of their time with your children.

Families will

- Access Class Dojo as a tool to provide insight into their child's day
- Only use access/ login credentials for child's parents/ caregivers
- Keep comments positive in nature
- Help us to ensure every child's safety and privacy by not sharing photos from class dojo and not posting to any social media platforms as this is strictly prohibited

Class dojo will not be used for

- Instant private messaging between Educators and families, urgent messages should still go through our office
- Complaints and concerns, any issues are to be directed to Educators or our office, refer to our complaints policy for further information
- Daily or extensive information relating to individual child's progress

Please note

Behaviour or language that is not appropriate in a school or care setting is not appropriate on Class Dojo.

Anyone who is found to be breaking our Class Dojo guidelines will be removed if necessary.

“COVID-19 is a respiratory illness caused by a new virus. Symptoms include fever, coughing, sore throat and shortness of breath. The virus can spread from person to person, but good hygiene can prevent infection” says the NSW department of health. Other sources suggest that a runny nose and diarrhea could be included in this list of symptoms.

At Mother Goose Day Nursery, the health and welfare of the children in our care but also the wider community is our first priority. Many families rely on grandparents to help with the daily care of their children, so while at this stage it is suggested that Adults give it to children and children don't generally give it to children, we still need to practice good hygiene and take precautions to stop the spread of COVID 19.

Exclusion

The recommendation is now, to exclude children and Educators with mild cold like symptoms.

We will also be excluding Parents/Carers and essential visitors with the following symptoms

Please do not enter our service if you have any of the following:

- Temperature over 37.5
- Waiting on results of a COVID test, includes a household member (waiting on a test)
- Runny nose- green (Clear runny nose, if accompanied by other symptoms)
- Shortness of breath
- Cough
- Sore throat
- Generally unwell
- Diarrhea
- Clingy, without reason

You will need a clearance certificate if you wish to return to the service with any of the above symptoms. Once these symptoms have cleared, you can return to the service or your COVID test is negative.

Note: The exclusion is the same for our educators, visitors, students or any other essential visitor.

Educators- Will need a COVID test before returning to work if they have been unwell with the above symptoms. You do not need a COVID test if you have simply had a runny nose.

Fees and absences-

If you decide that you wish to withdraw your child from care, two weeks' notice is required. This is required in writing to avoid any miss communication. Be aware that if your child does not attend the last day of care you may not be eligible for Child Care Subsidy from your last attendance.

If your child is unwell, you are still able to use a makeup day when your child is well again (this will not be offered on Fee Free child care). Remember to let the office know by 8am of the morning your child was to attend. This will go in our illness register.

Dropping Off

Parents/carers who are unwell with minor cold like symptoms we ask that you don't come into our service. If you need to drop off a child that you follow the following procedure.

1. Unwell Parents/Carers are to enter through the gate adjacent to the car park. Please use the hand sanitiser provided at the gate prior to opening the gate. We ask that you don't touch any equipment other than the two latches to open the gate.
2. Unwell Parents'/Carers will no longer enter the doors, but meet an educator on the veranda of the Bees room (or the Frogs room if prior to 8am).
3. The educator will collect important information, the child's belongings and the child. This will be your opportunity to say good bye. Your child will then make their way to their room with the educator.

All children upon arrival, their parent will assist your child to wash their hands before joining play.

Other parents/ carers can drop off their children as normal. Please use the hand sanitiser provided at the gate prior to opening the gate. We ask parents to minimise the time spent at the centre of a morning and when chatting to educators, to maintain social distancing as much as possible.

Picking Up

Unwell Parents and Carer

1. You will collect your child from the Bees veranda (or Frogs veranda if after 5pm).
2. An educator will need to collect your child and their belongings and any information passed on by the room educators so please allow time for this process.
3. If you have arrived and an educator has not noticed your arrival. Please simply tap in the door with your knuckle. Please refrain from opening the door.
4. Sign your child out, with the time of your arrival. Please wipe the iPad screen with wipes provided before the next user.

Other Parents/carers

You may pick up your children as per normal. Please use the hand sanitiser provided at the gate prior to opening the gate. We ask again to minimise the time spent at the centre of an afternoon and when chatting to educators to maintain social distancing, as much as possible. We encourage all families to wash their hands upon arrival home, before going about your afternoon or evening.

What to do if you or a family member or an Educator have been diagnosed with COVID-19

1. Notify management immediately
2. Self-Isolate and isolate all household members – you may not return to care (or work as an educator) until you have a clearance certificate or other requirements by the department of health.
3. Our management will contact the Department of Health and our Regulatory body.
4. MGDN will be guided by and follow all recommendations of the Department of health.

Other measures- At Mother Goose Day Nursery we already have a number of hygiene policies and procedures in place to minimise the spread of any infectious disease or virus. We will maintain these to the highest of standards as always, but we have added

- Non-essential visitors will no longer be permitted to enter the service. Through this measure we hope to reduce the number of people in our service.
- Exclusion of any children, educators or essential visitors who have travelled for 14 days as per smart traveller, or traveling interstate.
- Wiping door handles, ipad and other frequently touched surfaces to our transition cleaning routines, making this 3-4 times a day.
- Register of educators entering rooms in case we need to isolate educators/children.
- Smaller group sizes.
- Minimising family grouping.
- Essential visitors; for example, students, new families who have been offered a place. Non-Essential visitors; for example, library visits, have been cancelled. There is no open-door policy until further notice.
- We have eliminated children serving of meals and morning and afternoon tea. This will now happen by Educators.
- Food items and other sensory play opportunities will not be shared across rooms and will only be provide once family grouping has finished.
- Influenzas vaccine is recommended to visitors, students and educators.

National Coronavirus Health Information line 1800 020 080.

Relevant Legislation: www.health.gov.au/news/health-alert/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19

At Mother Goose Day Nursery, we know that the symptoms of Asthma can be frightening for a child. Asthma is serious and/or can be life threatening and therefore we understand the importance of having an awareness of asthma and strategies in place to help manage asthma within the Centre.

At Mother Goose Day Nursery, we endeavour to develop an environment where we will: -

- Create an awareness of asthma amongst all those involved within the service
- Provide necessary procedures and information to ensure the health and safety of all those with asthma attending the centre
- Alter experiences to allow children with Asthma opportunities to participate in all activities where possible

At Mother Goose Day Nursery management will: -

- Identify children with asthma upon enrolment.
- Provide parents/families with a copy of the asthma policy, and relevant information required by the centre for asthma management.
- Ensure that an educator is on premises at all times with current Asthma management training.
- All educators are encouraged to have asthma management training.
- Provide emergency First Aid items for Asthma Management.

Educators will: -

- Educators will ensure that a copy of the child's asthma plan is displayed for educator access.
- A copy of the child's asthma plan is kept on file.
- When filling out medication form, check that the puffer is within its use by date and asthma plan is within date.

NOTE: Ventolin can be purchased over the counter; the child's name will not be on the puffer. This can only be given to a child with a current Asthma plan. An Asthma plan must be updated every 12 months. Preventers are purchased on script and unless stated on the child's Asthma plan, the puffer will need a pharmacy dispensed sticker on child's puffer with appropriate information. ***Preventatives are generally pink/purple in colour and Relievers are grey in colour.***

- Ensure they are familiar with asthma triggers and prevent if possible.
- Be aware of symptoms and supervise children to ensure early management of symptoms.
- Encourage the child to inform educators if they feel their symptoms so that educators can administer medication as soon as possible.
- Encourage older children to participate in the administration of their asthma treatment, ie. holding the spacer, releasing medication.

- Asthma medication provided by the parents will be kept locked.
- Have families fill in a Medical Consent Form for administration of medication.
- Have families fill in an asthma plan (available on www.asthmansw.org.au) and signed by their Doctor.

Families will: -

- Inform educators and management on enrolment of their child's asthma history.
- Provide relevant information required for treatment including an asthma plan.
- Notify educators of any changes to the child's condition.
- Fill in a medication consent form.

In the case that a child has an asthma attack whilst in care the child's asthma plan will be followed or **in case of an emergency:** -

1. An educator will sit with the child in an upright position and reassure the child. Never leave the child alone.
2. Attempt to contact parents to inform them of the situation and gain verbal permission to administer emergency medication.
3. Another educator will retrieve the emergency medication and the Asthma First Aid plan.
4. Inform the parents

Symptoms

- Extreme difficulty breathing
- Little or no improvement from reliever puffer
- Lips turn blue

and follow the Asthma First Aid Plan below while waiting for ambulance to arrive.

A serious asthma attack is also indicated by:

- Symptoms getting worse quickly
- Severe shortness of breath or difficulty in speaking
- You are feeling frightened or panicked

Should any of these occur, follow the Asthma First Aid Plan below.

Asthma First Aid Plan

Shake the puffer first

Then give 4 puffs of a blue reliever (Ventolin, Airomir, Astmol or Epoq) one puff at a time, through a spacer device.

Ask the child to take 4 breaths from the spacer after each puff.

Wait 4 minutes

If there is little or no improvement, repeat the above steps,

If there is still no improvement, call an ambulance immediately (Dial 000 and/or 112 from a mobile phone).

Continue the above steps until the ambulance arrives. Inform the parents.

Resources: *Health & Safety in Children's Centre Model Policies and Practices; Education and Care Services National Regulations March 2016 Asthma Australia (key resources); Asthma the Basic Facts 2002; www.asthmansw.org.au*

Mother Goose Day Nursery defines this as: 'paid or unpaid supervision of any child other than those directly related to the person'.

On occasions families at Mother Goose Day Nursery ask about Educator availability to baby sit their children.

The Manager at Mother Goose Day Nursery understands the challenges of being able to find a babysitter whom you can trust and that your children are familiar with. Educators are people that you and your children have contact with on a regular basis and there are some great advantages in using these people in your own home. There are some points that should be made clear before making a decision about using educators for babysitting.

Parents

- It is illegal to pay another person to care for your children in the carer's home unless they are licensed (for example Family Day Care or a licensed Home-Based Child-Care Provider). Mother Goose Day Nursery would strongly recommend that you only pay someone in your own home.
- Prior to asking an educator to babysit for you, please speak to management first.
- Remember that educators have family ties and commitments; they should not be expected to say 'yes' if approached about babysitting.
- Educators will not babysit during hours that Mother Goose Day Nursery is in operation (ie 7.30am to 6.00pm).
- Mother Goose Day Nursery does not take any responsibility whatsoever in the standard of care provided by Educators in your own home nor for any arrangement that may be made.

Staff

- Educators are required to make any arrangement for babysitting strictly outside of shift hours, conversing with parents during hours about babysitting is highly unprofessional. Give parents your contact details so they can contact you at home.
- It is Educators responsibility to make sure that if you are approached by a parent that you make them aware that their first contact should be with management and that the centre has a policy on babysitting.
- Shift changes to suit babysitting will not be accommodated, as babysitting should not affect your commitment at Mother Goose Day Nursery in any way, shape or form. Babysitting should not and will not affect your ability to perform your work to the best of your ability. If Educators appear tired from babysitting or appear to favour children that they are babysitting that affects other children in care, Educators will be asked to cease babysitting immediately.
- Educators should be aware that children (other than those directly related to them) are not permitted on the premises prior to 7.30am or after 6.00pm.

- Educators should remember the high standard of care that is expected by management and families. This high standard should be taken into consideration when caring for children in someone else's home. Your standard outside of work reflects on the Centre whether you like it or not.
- Mother Goose Day Nursery is not permitted to give out contact details of Educators or parents at any stage. Educators are not to use family details provided to the Centre for any personal use whatsoever.
- Educators are to ensure they have read and are familiar with the Confidentiality Policy when babysitting for both clients of Mother Goose Day Nursery and outside families.

Resources: *Education and Care Services National Regulations July 2018*

Our aim is to encourage children to behave in a socially acceptable manner. Through positive encouragement, an active program, supervision and a child safe environment, children can enjoy their time in care. All children will be treated as equals and with respect. Children will be acknowledged for their good behavior on a regular basis; this promotes a positive self-esteem that teaches respect for themselves and others.

Supervision is an important part of children's safety and also prevents children putting others at risk. Children will be supervised at all times and no baby will be left in the presence of any other child without direct supervision.

The children will have firm consistent boundaries and guidelines. The children in our Leaping Frogs & Brilliant Bees Room will discuss and create their own room's rules and engage in discussion about how their actions have affected others. The children in our Curious Koalas & Leaping Frogs Room will draw from natural consequences and may discuss simple rules and consequences and will be redirected, while our Tiny Tadpoles will be redirected and moved to another activity.

If in extreme cases like biting, pulling hair or if a child constantly ignores the limits set, they will be told firmly "no" and may be supported to sit and watch whilst the needs of the affected child are met first. If they are asked to sit and watch, they will be reminded of how their actions made others feel before they re-join the group. Where possible an educator will sit with the child to ensure the safety of all child and to ensure that the sit and watch is followed through.

Sit and Watch means a child will be asked to sit and watch for a period of time depending on the age and are asked that they refrain from playing for this period. They are to 'Sit and Watch' the other children play appropriately and to reflect on their actions. After this time has lapsed the child will be reminded of their actions and how it made others feel before re-joining the group. Older children may be encouraged to apologise to the other child while younger children may be encouraged to cuddle the other child. Younger children do not have the verbal skills but can demonstrate with actions.

Discipline handed out will not be physical or intended to humiliate or frighten any child. Children can only learn self-discipline when they understand their limits; these limits also need to be consistently reinforced, with positive encouragement.

Individual behavioural techniques will be discussed for children with specific needs. Together with parents, room leaders and management we will discuss individual strategies and appropriate implementation for consistency between home and care.

It is important to remember that it is not the child that is naughty but the action that was socially inappropriate. It is also important for educators and parents to have a positive image of the child; this allows the child to have a positive image of themselves. Management and Room leaders are available to discuss positive behaviour management techniques, if you as a parent need a little more confidence at home.

Educators will work to find the reason for the behaviour and assist the child in developing appropriate conflict resolution methods.

At Mother Goose Day Nursery, we aim to ensure the safety, welfare and well-being of all children in our care and add value to the United Nations Convention of rights of the child. We will run, on a need's bases, a program aimed at teaching children protective behaviours. This is in line with the recommendations of the Office of the Children's Guardian.

What is child abuse?

Child abuse is the term commonly used to describe different types of maltreatment inflicted on a child or young person. Some examples include; assault (excessive discipline, severe beatings or shakings), sexual assault (sexual activity or exposures to), neglect (not providing food, shelter or supervision) and exposing the child or young person to behaviour that might cause psychological harm (excessive criticism, withholding affection, exposure to domestic violence). Child abuse is a criminal offence under the Crimes Act. More information can be found on the Family and Community web page. www.community.nsw.gov.au

Educators at Mother Goose Day Nursery have mandatory and moral responsibility to notify Family And Community Services of suspected abuse or neglect.

The Amendment (Wood Inquiry Recommendations) Act 2009 of Children's (Care and Protection) Act 1999 states that: *"a person who has reasonable grounds to suspect that a child or young person is or that a class of children or young persons are at risk of significant harm may make a report to the Child Protection Hotline"*.

Mandatory reporters are any persons, who deliver healthcare, welfare, education, children services, residential services or law enforcement to children less than 16 years of age as part of their paid work.

Educators at Mother Goose Day Nursery are mandatory reporters, if you are a mandatory reporter, you can call Community Services helpline on 133 627 – *members of the general public should call 132 111 to make a report*.

At Mother Goose Day Nursery in the event of Educators having reasonable grounds for notification the following steps must be taken. Child abuse is a serious accusation and any concerns will be treated with utmost confidentiality. NOTE: Concerns must be well founded and based on information you know or have from a reliable source. Traffic Light resource can be found in the staff room or at <http://www.true.org.au/Education/traffic-lights>

Step 1:

Report/notify the concern to Family and Community Services Helpline 133 627 OR complete the EReport (if available) by following steps below:

- i. Go to <https://reporter.childstory.nsw.gov.au/s/>
- ii. Click on Start MRG (*Mandatory Reporter Guide*)
- iii. Choose an area of most concern i.e. physical abuse
- iv. Answer the questions honestly and carefully – make sure the information is read on the right hand side of the page before answering the questions. Click NEXT, keep going through each step.
- v. If you have another area of concern, click 'YES' and write the details in the box provided.

- vi. Print out the report and sign the report; mark it 'Confidential'; place your signature and date across the seal and place in the file marked 'Confidential' located in the lockable filing cabinet. If the report told you to make a report do so by following **Step 2**.
- vii. If the Mandatory Reporters Guide tells you to contact a professional, contact Family Referral Services Newcastle Region on 1800663863 between the hours of 8am – 6pm Monday to Friday. 1800 663 863
- viii. If the Mandatory Reporters Guide tells you to keep monitoring the child/situation and you are not comfortable with this, you may use your “professional judgement” and report to Community Services.

Step 2:

When making a report, have available all relevant information that you or the service has about the child's or young person's situation and family structure. This includes their full name, age and contact details.

Step 3:

In order to make an initial assessment of the risk of significant harm to the child or young person, the case worker will ask you many questions and may take up to 45 minutes.

Step 4:

If there is a life-threatening situation you should ring 000 immediately.

Step 5:

You may be contacted later for further information about your report. You will only be asked for information that is directly relevant to making this report or which helps Community Services make an initial assessment of the case.

Step 6:

Parents and the general public need to call Community Services Helpline on the general number 132 111 to make a report.

Step 7:

Complete “relevant documentation”.

Step 8:

Mandatory reporters are encouraged to discuss the notification with Centre Management ie Licensee or Nominated Supervisor understanding that all information is confidential.

Step 9:

Any follow up required by Community Services (or other agencies) will be implemented.

Step 10:

Chapter 16A allows a “Prescribed Body” to share information with other “Prescribed Bodies” if the information relates to the safety, welfare or well-being of a child.

Mother Goose Day Nursery is a Prescribed Body so are Health Organisations, Government Departments such as Police, School (both public and private), Centrelink, Children's Services etc. If Mother Goose Day Nursery management feels that information gained by our educators relates to the safety, welfare or well-being of a child, we are able to share this

information for the child's safety. In the same Chapter 16A, it allows Mother Goose Day Nursery management to request information of the same nature from other Prescribed Bodies to maintain the safety, welfare or well-being of a child. This information can relate to the child, parent or significant adult or person having a relationship with the child.

Safe care practices for staff:

- Always follow policies and procedures as directed.
- Be aware of your actions and those of other staff as children may misunderstand your intentions.
- When changing a child's nappy or clothing inform Educators of what you are going to do. Complete it as soon as possible and return the child to the rest of the group.
- Discuss routines and procedures with other staff members at meetings or on an informal basis and review any actions or behaviours that need to be modified.
- Become aware of various cultural differences in child rearing practices and adapt to them as appropriate.
- Constantly give feedback to parents and being open with them will help dissolve any fears or concerns they may have about procedures used within the services. Encourage parents to spend some time in the service to watch the way things are done so they can see that their child is happy and well cared for.

Allegations or conviction in relation to staff:

Step 1: Fill out a staff complaints form.

Step 2: Access www.ombo.nsw.gov.au web page, click on Complaints, Click on Workplace child protection notification form, Download Part A form.

Step 3: Fill in required paperwork and follow information provided on the web page

Step 4: Copy and return original paperwork as directed on the form.

Step 5: Mandatory reporters are encouraged to discuss the notification with Centre Management i.e. Licensee or Nominated Supervisor understanding that all information is confidential.

All Staff is encouraged to be aware of the publication put out by Community Services - "Child Protection and Children's Services what's everyone's role? This will be used to guide and reference in handling child protection issues.

All Educators are encouraged to attend appropriate professional development on child protection. All educators at Mother Goose Day Nursery undertakes (Criminal) Working with Children's Check as per Children's Services Regulations. All Certified Supervisors will complete a course in child protection approved by the New South Wales Regulatory Authority.

Resources: The Children's (Care and Protection) Act 1998. Community Services for "Mandatory Reporters". Education and Care Services National Regulations March 2016

<https://reporter.childstory.nsw.gov.au/s/>; www.community.nsw.gov.au; www.ombo.nsw.gov.au
<http://www.true.org.au/Education/traffic-lights> <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/safe-series>;
<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

The clothing children wear whilst in care influences the quality of their experiences as clothes can affect their health, safety, comfort, play and learning. At Mother Goose Day Nursery, we ask all children to be provided with clothes that allow freedom of movement that allow children to explore their environment without the fear of becoming dirty; clothing that encourages independence like toileting, clothing that gives them adequate protection from the elements and clothing that does not pose a hazard i.e. loose clothing, scarves or clothing with long drawstrings.

At Mother Goose Day Nursery, we ask that children are provided with at least two sets of clothing. These may include;

- Shorts, t-shirt or shirt which covers the shoulders and stomach;
- Track pants and jumper for cooler weather;
- A sunhat – a broadbrim, bucket or legionnaire cap;
- Beanies can be worn in June/July **ONLY**. See Sun Safe Policy; AND a jacket for winter days.

We recommend

Footwear that fits well and provides support as well as protection i.e.; joggers or a sandal with a heel strap.

Children will be encouraged to wear a protective apron for messy play. If a child's participation is hindered, they will not be forced to wear an apron. Please send your child in play clothes that allow freedom to be messy.

Children's soiled clothing will be placed in double plastic bag (or wet dry bag if provided by the family) and stored for your collection; this will be indicated on the sign in sheet. Clothing left behind will be laundered for your collection.

Lost Property

It is the responsibility of parents to ensure that all clothing, bags, comfort items and sleepwear are clearly labelled. Educators will endeavour to return labelled property to children's bags. Clothing without labels will be placed on display on the lost property rack. Any items remaining unclaimed for a period of 3 months will be donated to families in need.

Relevant Legislation: *Education and Care Services National Regulations March 2016*

References: *Children's clothing in childcare (Anne Stonehouse); Sun Smart*

Type 1 Diabetes occurs when the pancreas is unable to make enough insulin. Insulin is a hormone that acts as a key to let glucose from the food we eat, pass from the blood stream into cells to provide energy. Type 1 diabetes is usually diagnosed during early childhood or young adulthood but can occur at any age.

When the glucose stays in the blood, it causes the blood glucose level to become abnormally high (Blood Glucose level above 15mmol/L).

High Blood Glucose Level Symptoms may include:

- Being very thirsty
- Passing lots of urine
- Losing weight
- Being dehydrated
- Being very tired
- Tummy pains
- Feeling generally unwell

Too much insulin and or exercise or not enough carbohydrate foods can cause hypoglycaemia (Blood glucose level less than 4mmol/L).

Hypo Symptoms may include:

- A headache
- Looking pale
- Sweating
- Being irritable
- Trembling
- Feeling hungry
- Crying
- Feeling or acting confused

At Mother Goose Day Nursery our aim is to support the individual needs of all children wishing to use our service, including those children with severe medical conditions like Type 1 Diabetes. Mother Goose Day Nursery will assess each child's individual needs upon application of enrolment as to whether the child's needs can be met without putting the child at risk.

It is the responsibility of each parent or carer to record their child's medical history on the Medical Form provided with the Enrolment Pack including details of all medication and treatment. This information will be shared with **ALL** Centre staff including educators, kitchen staff and management. This information will be stored on the child's file. A medical alert poster with the child's photo will be displayed in the kitchen and child's room to remind educators of the child's needs.

Parents will be asked to provide a letter from their Medical Practitioner outlining a crisis plan, in plain language that instructs educators in the event of hypoglycaemia (Blood

glucose level less than 4mmol/L) or High blood glucose levels (Blood Glucose level above 15mmol/L).

Management and educators will work together to implement strategies to reduce risks to the child through discussions with parents and education programs provided through the hospital.

Management will work together with kitchen staff and carer to best meet the child's needs. If management does not feel that the child's dietary needs can be met on the premises, management may request the parent or carer to provide meals and snacks from their home.

Glucagon and Hypo kits should be stored:

At Mother Goose Day Nursery Glucagon and Hypo Kits will be store in an accessible cupboard located within the room, it is the responsibility of parents to collect this from educators at the end of each day if required. **Under no circumstances should Diabetes medication and equipment be left in a child's bag. This should be given to the educators upon arrival so that it can be stored along with other medications.**

In cases where an invasive clinical procedure is required, only educators who have received appropriate and adequate education and training will be permitted to perform such procedures. In the case of a trained educators NOT being on duty it is the responsibility of the parents to ensure they are available to perform these procedures or keep the child at home.

Educators involved in performing these procedures should be adequately informed of the risks that educators may be exposed to. This is to be supplied by the child's medical provider.

All sharps will be disposed of via a sharps container provided within the centre. All other contaminated waste will be disposed of in a separate waste bag and sealed.

Information hotline in NSW

Diabetes Australia Diabetes Kids and Teens Care Line

Phone: 1300 136 588

www.diabetes.com.au

How to read a label: -15g Carbs / 1 exchange

1. Look at the nutrition information on the back of the product
2. View the Carbohydrate per 100g in this case 73.2g or 73.2%
3. Weigh the product or items that you wish to give the child
 - **30g** – $100/30$ (weight of food) = 3.3
 - 73.2 (% of carbs)/33 = 22
 - 22 = The amount of Carbs for this serve
 - $22 = 1.4$ exchanges ($22/15 = 1.4$)

Reading a label by serving size:

1. Same
2. Look at the serving size (approx. 4 biscuits) and carbohydrate 8.8g/4 biscuits = 2.2
3. Each biscuit is worth 2.2g of carbs
 - $2.2\text{g} \times 7 \text{ biscuits} = 15.4\text{g}$ or just over 1 exchange

Again 15g of Carbs is 1 Exchange

A diabetic menu is worked out on exchange values

Key Resources: *Education and Care Services National Regulations March 2016*
& *Diabetes Australia publication Facts sheets reprinted June 2005.*

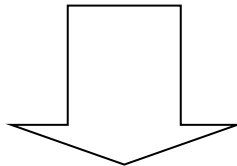
Action plan for Hypo

Mild to moderate Hypo (under 4mmol/L)

- A headache
- Looking pale
- Sweating
- Being irritable
- Trembling
- Feeling hungry
- Crying
- Feeling or acting confused
- No symptoms at all other than a reading under 4mmol/L

Action

1. Stay with the child and offer 1/3-1/2 cup of Fruit Juice, or 2-3 teaspoons honey or sugar, or 5-7 jelly beans
2. Repeat steps 1 if no positive response within 10-15 minutes.
3. After approximately 10-15 minutes (or after a positive response) snack or meal e.g. apple/ sandwich/ glass of milk, pasta, biscuits.
4. Stay with the child at all times
5. Be aware that the child will need to sit quietly and may not be able to resume classroom activities or concentrate for several hours after a Hypo.
6. Contact parent / carer



Watch for signs of

Severe Hypo (under 4mmol/L)

- Dizziness and unsteadiness, inability to stand
- Extreme disorientation, inability to respond to instruction
- Inability to drink or swallow
- Unconsciousness or seizures (jerking or twitching of face, body or limbs)

Action

6. **Do not give anything by mouth**
7. Place the child in Coma Position
8. Keep airway clear
9. Administer Glucagon- by a trained staff member, if not available do not administer
10. Stay with the child
11. Call ambulance. Telephone 000- Tell the operator that there is a diabetes emergency
12. Contact parent/ carer

Mother Goose Day Nursery strives to be an environment that is free from bias and prejudice where all children, their families as well as the wider community are accepted regardless of their race, culture, age, gender, family structure, religion socio economic status or abilities. Children will learn the ideologies of equal opportunity and respect for differences when those around them embrace these differences. Our aim is for our children to have pride in their heritage, their strengths and achievements.

Mother Goose Day Nursery also aims to value the contribution from the wider community to support educators/staff and children to appreciate and embrace the range of cultures and abilities. Our educators will provide a culturally diverse program with the assistance of our family's and our wider community.

Families are actively supported to share their knowledge with all stakeholders of our service. Suitable inclusion support services are accessed and referred to families ensuring each child's wellbeing is supported.

All children have individual needs in relation to their physical or mental ability, these will be taken into consideration when programming. To stimulate and motivate all children, every effort will be made to include all children in activities. Through ongoing consultation with parents and support agencies, educators hope to provide for the needs of each individual child. Parents will be involved in the consultation/assessment process, to keep parents informed and allow educators the best opportunity of providing a quality program most appropriate for the needs of each child.

Before enrolling a child, management will consult with parents and support services as to how best to meet the needs of the child. Additional educators and/or training may be required before a child with additional needs child can be enrolled.

If management feel that the centre cannot provide for the needs of an individual child, without compromising the needs of the other children in care, then Mother Goose Day Nursery reserves the right to refuse the child a position at the Centre. This is in the best interest of all children, to receive the **best quality care** available.

Our educators aim to communicate openly and honestly with families who are using our service at all times.

Strategies for implementation.

The following strategies are reflective of our practise at MGDN and those suggested by the Professional Support Coordinator National Alliance in relation to diversity and inclusion of all.

- All educators and staff will endeavour to discover information from children, their families and the community, about their cultural traditions, customs and beliefs. This information will be gathered through verbal conversation as well as the "Getting to know you" forms upon enrolment. This information will be used to ensure children are provided with a variety of experience's that will enrich the environment.

- Educators will work in partnership with families to provide care that meets the child's needs ensuring the care received is consistent with the family's culture, beliefs and care practices where possible, taking into consideration the centres policies and procedures and the best interests of all children in our care. Educators will do their best to meet each request however; in some circumstances this may not be possible.
- Resources will be used that reflect the diversity of the children enrolled, their families and the wider community. These resources will also increase understanding of Australia's Aboriginal and Torres Strait Islander and Multicultural heritage.
- All educators will be thoughtful towards all children's, demonstrating respect for their backgrounds, unique qualities and abilities. Educators will ensure that the environment reflects the lives of the children and families who attend Mother Goose Day Nursery and the cultural diversity of the broader community.
- Educators will treat all children with equity and will encourage children to treat each other in the same manner.
- Educators will role model appropriate ways to respond to occurrences of discrimination and bias.
- Children will never be singled out, or made to feel inferior to or better than others.
- During the development of a holistic program, parents/carers will be consulted to ensure that the program is reflective of the children's family, culture and community lives. This will be achieved through verbal communication as well as through forms sent out throughout the year.
- Mother Goose Day nursery will endeavour to employ educators/ staff from diverse cultural and linguistic backgrounds that reflect the cultural diversity of the community wherever possible candidates are found.
- Orientation of new staff will include reference to the code of conduct/code of ethics and the policy.
- Educators will attend professional development that furthers their knowledge on cultural diversity and inclusion and bring the new knowledge back to Mother Goose Day Nursery to share with the other educators, families and children.

Relevant Legislation: *Education and Care Services National Regulations July 2018*

Key Resources: *Early Years Learning Framework, National Quality Standards, PSC National Alliance Diversity and Inclusion Policies.*

At Mother Goose Day Nursery part of our philosophy is to provide the highest standard of care possible for you and your child/ren. We offer a warm, friendly and nurturing environment where your child can learn, experience, explore and grow. Because we care for children aged from birth to school age, age appropriate programs are offered in each room. Your child's individual needs will be met in all areas of development including Social, Physical, emotional, cognitive, language and creative aspects. By offering opportunities for children to explore a wide range of experiences and by supporting each child in gaining self-worth and developing essential skills, our Educators hope to "inspire your child to take flight".

All rooms reflect on the Early Years Learning Framework and have a strong focus on our environment, learning respect for nature, watching insects, growing vegetables, picking strawberries, recycling waste and caring for our environment and working towards a sustainable future.

Our **Tiny Tadpoles** Program is focused on each child's home routine and a balance of indoor and outdoor play experiences. Educators aim to maximize the learning potential in each play experience by incorporating and encouraging each child's interests as observed by parents at home and whilst in care. Through quality interaction between children and our dedicated educators, children learn through play (during play periods) by making this the focus, educators hope to maximize your child's play periods by encouraging children's interests from home and continue these interests while in care. Play periods are aimed at learning through play, to maximize each child's learning potential, with quality interactions from our dedicated and caring educators. Routines like nappy change are used as another opportunity for individual learning opportunities with our educators. While in care your child will learn through observation and interactions with their environment, other children their own age and with similar interests and carers.

Parents are encouraged to share as much information as possible about their child, with educators through verbal communication, communication books and enrolment forms. Educators also appreciate feedback on programming for your child's interests; this can be done verbally or by placing comments on the room program and through feedback sheets in children's portfolios.

Our **Curious Koalas** are building on their self-help skills and independence which in turn build self-confidence and a strong self-esteem. Our Curious Koalas are learning through play and hands on activities that are of interest to the children. Our Curious Koalas are still mastering fine and gross motor skills and activities are provided to maximize exposure and build strength in these skills. Some of our Curious Koalas are developing toileting skills and are encouraged with parent support. Please see educators so we can work together to make this successful. Our Curious Koalas are introduced to short groups for music and story time, while also having opportunities to explore their creative side with an afternoon art session.

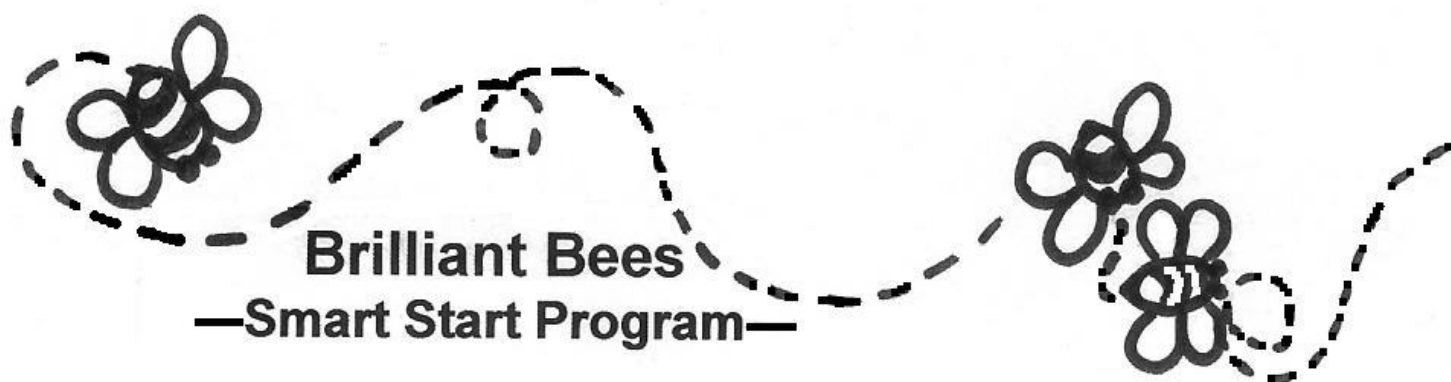
Our **Leaping Frogs** are working towards the identification of colours, shapes, counting and pre-writing skills. Our Leaping Frogs are learning through longer group experiences for music and language. Through hands on activities and experiences that are of interest to the children, educators will foster your child's skills in all developmental areas. Self-help skills are a strong focus in this room in preparation for the Brilliant Bees Room. By helping children develop their self-help skills this gives the children confidence in their own abilities and builds positive self-esteem. By the time your child joins our Leaping Frogs they will be developing some very valuable social skills such as Structured Play and Parallel Play. Through guidance from educators these social skills will develop into associative and co-operative play, which will allow your child to form friendships with other children with similar interests.

Toilet training is a part of the program in the Leaping Frogs and children will be required to have this accomplished before moving into our Brilliant Bees Room. Parents will need to discuss with Educators when they are ready to tackle toilet training so that educators, parents and children can work together as a team.

Our **Brilliant Bees Room** has a specialized program in preparation for school; it's based on the EYLF. This program is run continuously throughout the year to give your child essential skills for entering school. The Program explores concepts outlined in "Early Stage One NSW Board of Studies Syllabus". Concepts explored throughout the year will be number recognition, letter recognition, grouping of objects, basic word recognition, personal name recognition, as well as listening and speaking skills required for school. The program covers topics such as Music & Movement, Math & Science, Language & Literacy as well as Art. Our qualified educators will complete an Individual Assessment on your child, to assess your child's readiness for school. By working closely with local schools Mother Goose Day Nursery aims to make your child's transition to school an exciting and positive experience. Parents of gifted children should consider this program. Our program will develop your child's skills to be a self-motivated and self-guided learner while they further develop their social skills required for successful school entry.

Relevant Legislation: *Education and Care Services National Regulations July 2018*

Key Resources: *Curriculum Framework; for Children Services; Early Stage One NSW Board of Studies Syllabus; The Practice of Relationships*



Program Objectives

The –Smart Start Program- is a program that is run continuously throughout the year to give your child a head start when entering school. The -Smart Start Program- explores concepts outlined in “Early Stage One NSW Board of Studies Syllabus”. Programming is done on a daily bases and exposes your child to a classroom routine; the program is displayed in the Brilliant Bees room. The concepts covered in the -Smart Start Program- are many and varied. The following is an outline of topics and skills that are explored throughout the year. The age and skills of the children who make up the Brilliant Bees is also taken into consideration when programming.

Language & Literacy

➤ Story time

Story time is a valuable part of the –Smart Start Program- as it offers children the opportunity to enhance their knowledge and love of books and reading. Staff use expressive language while telling stories, bringing books to life. Words such as Illustrator and Author are common language. Children are asked to think about what the book may be about from the front cover and discuss how the book made them feel. The children are encouraged to discuss what happened in the beginning, middle and end of the story. This provides an opportunity for the children to comprehend the structure of the story and in turn develop skills that will allow the children, in time, to create their own written work. Other skills that are covered during story time include where to start reading a story, pointing to words as they are read, looking at the picture to work out what might be happening, the difference between fact and fiction, and how to look after books.

➤ Show & Tell or News

As part of the -Smart Start Program- Your child will have the opportunity to share “News” with the rest of our Brilliant Bees. This allows your child to develop the skills required for public speaking in a supportive environment. During News time, children will be given the opportunity to ask questions, make a statement relating to the topic or offer an opinion. **We ask that your child does not bring toys.** Some suggestions for this are letters, postcards, a favourite book, something that your child has made at home or a picture or drawing from home, a photo of a special person or event, or they could retell of an event that happened on the weekend.

Participating in Show & Tell or News time will give your child confidence with their peers and an opportunity to practice speaking and listening skills that are essential for successful school entry.

➤ Group Time

Group time is an opportunity to refine the skills of the children. Sometimes this is done through a game or activity and sometimes this is done as a group or individually. Group times are gradually lengthened to build your child's attention span, in preparation for school expectations. Group time is used to enhance the children's development of communication skill, and extend the children's vocabulary. Group time is used as a tool to explore concepts and encourage group discussion on topics that interest the children. Activities that the children do as a group include recognition of their own name, letters of the alphabet and basic sight words. The correct formation of letters and encouraging the correct pencil grip are also addressed. The children are also exposed to the concept that a "T" is the name of the letter, not the sound that it makes. When you add other letters before or after a "t" it can change the sound it makes.

Music & Movement

This is a chance for children to explore the different properties and elements used in music, for example loud and soft and how music and the beat can make us feel. How do we make happy music or angry music? Songs, chants, rhymes, instruments and beats are used to explore music and how music can be used for relaxation, having fun and even to be creative. Your child will gain confidence and knowledge of their own body and the concept of other people's personal space, when movement is incorporated into these sessions.

Maths & Science

Maths and science is explored with fun filled games and exciting activities. On a daily basis the children explore the Brilliant Bees calendar, the days of the week, the weather, seasons and time. This will be extended into the garden by growing plants and exploring the needs of a successful garden. Other skills that the children extend upon are counting forwards to 30, sequencing and fractions in language for example, half of an apple. Spatial awareness and comparative language are common elements – Smaller than, share the group equally, put the doll inside the circle, join them together, the tallest, the capacity of the bucket is more than the capacity of the cup, the bucket is half full, the train is far away, if we take two away how many would be left.

Art and Craft

Art and Craft is an opportunity for your child to explore different mediums, to create works of art and further develop fine motor skills. During Art session your child will participate in a number of experiences, some will be open and allow your child to explore existing knowledge, while other activities will explore new strategies and techniques.

Excursions are a great way to explore the wider community and are of educational value for the children in care. Our children may on occasion have the opportunity to participate in routine and non-routine excursions. Parents will be informed about cost and activities that the children will be participating in. The main priority when arranging an excursion will be the children's safety and the educational value of the experience.

In planning an excursion, a qualified Educator will visit the destination prior to setting a date to ensure the safety and smooth running of the event. Educator to child ratio will be developed in conjunction with the risk assessment and risk associated with each individual excursion. At least one primary contact educator with a current First Aid Qualification including anaphylaxis and asthma training, will accompany the children. Additional parental assistance may be required and we welcome parents who are able to assist, although places may be limited.

All children will be required to wear a Mother Goose Day Nursery shirt; these are available for purchase at the office.

No child will attend any excursion without written authorisation from a parent or guardian of the child. If you do not wish your child to attend a planned event, a position may be made available in another room if educator/ child ratio can be met.

If travelling by public bus, a vehicle fitted with seat belts will be used where available. When using private vehicles, MGDN will ensure that the vehicle is registered and the driver holds a current drivers licence. MGDN will ensure that all Child Restraints are fitted correctly, meet Australian Standards and are adjusted for each child. An Educator will travel/drive in each car.

Excursion procedure follows:

Step 1

Excursions will be planned carefully and within the regulations and the risk assessment completed, the venue will be visited prior to the excursion to assess for suitable areas to play, eat and also that toilets are easily accessible. A risk assessment will be carried out at this stage, taking all of the above into consideration.

Step 2

Parents will be informed of the excursion, the activities, clothing needed, extra things to pack for the day, times of departure and arrival, contact phone number and cost if applicable.

Step 3

Parents will be asked to fill in and sign a permission form.

Step 4

A first Aid kit (with required medication i.e. Epi pen or Ventolin) and mobile phone will be carried on the excursion.

An educator with a current first aid qualification will be nominated to first aid tasks.

Step 5

Additional Adults may be required dependant on the risk assessment.

Volunteers and parent helpers accompanying children on excursions will be made aware of the safety expectations and their role, to ensure the excursion is enjoyed by all and carried out in the safest possible manner.

Step 6

Children will have appropriate clothing for weather e.g. Hat, coat and sunscreen.

Step 7

Excursions will be planned for the safety, enjoyment and education of the children in care.

Step 8

Primary contact educator will conduct a role call on a regular basis: before boarding and after exiting transport, on arrival of destination and before departure, or when arriving from one area to another.

NOTE: All families enrolled in this service will be advised of all excursions held.

All children are welcome to attend excursions held on another day other than those they are enrolled for. If a child does wish to attend an excursion, then supervision, cost and transport must be provided by a suitable adult arranged by the parents.

Phone Access – a mobile phone will be available.

Routine excursion

From time to time children will have the opportunity to take part in special events and routine excursions. This may include a visit from the fire brigade, ambulance etc. in which children may be taken into the car park in small groups. The car park will be closed off to all traffic. All child-educator ratios will be taken into consideration with only children attending if it is considered developmentally appropriate.

Role of Volunteers

Volunteers, parents or carer's assisting educator with meeting the child: adult ratio will be:

- Directly responsible for the supervision of children.
- Must follow primary contact educator's directions at **all** times.
- Must conduct themselves appropriately at all times and follow guidelines in the Ethical Conduct Policy.
- Will not be left alone with any child.
- Volunteers that are not related to a child will require a Volunteers Working with Children Check
- And maintain all policies and procedures at all times.

Relevant Legislation: *Children's Services Regulations 2004; Occupational Health & Safety Act 2000 and Regulations 2001 (NSW); Children's services Amendment regulation 2010; Draft Education & Care Services National Regulations; October 2011.*

Key Resources: *Health & Safety in Children's Centres; Model Policies & Practices*

This is a high quality and professional Child Care Service whose staff will provide the utmost in care and attention to your most precious asset. At Mother Goose Day Nursery our staff is professional and regards themselves as career-orientated people. Our staff is experienced and/or qualified people that are privileged to be trusted to care for your child. While your child is in care, we provide morning tea, afternoon tea, lunch, drinks, crafts, toys, equipment and maintain a clean and safe environment for your child to learn through play.

In calculating the cost of care at our centre we have had to take into consideration items such as food, insurance, maintenance, equipment and maintaining our quality staff. As you may be aware child care is GST free. It is our policy at Mother Goose Day Nursery that we do not do any fundraising to profit organisations including our Centre. On occasion we may fundraise for non-profit organisations such as “Cans for Christmas” or a donation of toys to the “Women’s refuge”.

This centre is an approved and licensed Long Day Care Centre. To be eligible for Child Care Subsidy (CCS) the parent or guardian **must:** meet Australian residency requirements **and** have a Family Tax Benefit (FTB) child or regular care child attending an Australian Government approved child care service **and** be liable to pay for this child care and have the child care provided in Australian **and** ensure the child complies with immunisation requirements.

To be eligible for the Child Care Subsidy (CCS) families **must:** have used approved care and have been assessed as eligible to receive CCS **and** have met the work, training, study test – for the purposes of the CCS. Foster, shared care, kinship and grandparent families who meet the eligibility criteria are also able to receive CCS.

Upon enrolment services such as ours require the parent and child Customer Reference Number (CRNs) and dates of birth from families. Services then provide an enrolment record online to Department of Education, Employment and Workplace Relations (DEEWR). Depending on how you have registered with Family Assistance Office (FAO) will determine whether you are a full fee paying customer or eligible for reduced fees. To register, please contact the Family Assistance Office on 136150.

Parents are asked to arrive by 5.45pm to ensure that all children are off the premises prior to 6pm, as this is when we are licensed till.

Late fee: \$15 for the first 5 mins (6pm-6.05pm) and \$15 for every 15 minutes following or part thereof:

Daily Fees (as at 2nd January 2020)

Brilliant Bees	\$94.00 per day
Leaping Frogs	\$96.00 per day
Curious Koalas	\$102.00 per day
Tiny Tadpoles	\$102.00 per day

To reserve a place at Mother Goose Day Nursery, a *non-refundable deposit of two weeks' fees per child is required at the full fee plus a \$10 administration levy*. This money is held as a bond until your child leaves the centre. You must give two weeks' notice on withdrawing

your child from care. Failure to do so will result in forfeiture of your bond or if there is insufficient money held then two weeks' fees will be charged.

There is no care provided on Public Holidays.

Public holidays include:

- New Year's Day
- Australia Day
- Good Friday
- Easter Monday
- Anzac Day
- Queen's Birthday
- Labour Day

Our centre is closed over the Christmas period from and including the 24th December and will re-open the first working day after the New Year. As there is no care provided on public holidays there are no fees required to be paid on these days.

By enrolling your child at the centre you will be required to pay the full fee (or reduced fee if eligible) on any day that your child is absent. 'Initial 42 days absenteeism' per financial year can be taken for any reason provided it is on a day on which care would have otherwise been provided. Additional absence days will require written evidence. Please see office staff for an explanation of reasons allowed.

Children, whose fees remain unpaid for 2 weeks, will have their place offered to another child on our waiting list and action taken to recover

You must give 2 weeks' notice on withdrawing your child from care. If 2 weeks' notice is not given, then 2 weeks' fees will be charged.

Breakfast is available for parents arriving before 8am. Breakfast for your enrolled child is included in your Child's fees.

If in the case of insufficient Nappies, Formula or Dummies, these items will be billed to your account. Costs are outlined below:

Huggies Nappies	\$0.70 each
S26 Formula	\$1.00 per bottle

If these items are billed to your account, they will be invoiced.

Waiting List: This service keeps a waiting list. Preference will be given on a needs basis, in line with Federal Governments requirements.

Casual Days/ Makeup Days

Children who are absent from the centre for any reason are required to pay fees. Makeup days are available to working parents (given first priority) whose children who have been ill and who have contacted the office prior to 8am on the day the child would normally have attended. An answering machine is available for your convenience should you ring prior to 7.30am. Your preference for a makeup day can be listed in the diary by office staff and you will be called if a place becomes available.

Casual Days: *may be* available and working parents will be given preference. Please see office staff.

Mother Goose Day Nursery we aim to give educators the opportunity to develop leadership skills and to further develop a passion for education. When providing a number of tiers of management, it is also important for all stakeholders to be aware of who is responsible for different areas of the daily running of the centre.

This policy compliments each individual staff members Job Description.

Managing Director

- Room Leaders
- Educational Leader
- All Educators/ Staff
- Rosters
- Accounts
- Maintaining Policy/ Procedures/ Regulations
- Families and Children
- Promotions/ events
- Maintenance

2IC (Appointed for longer periods in absence of the Director)

- Casual placement of staff
- Management of program/ study time
- Maintain policies/ procedures/ regulations
- Placement of educators throughout the centre
- Make up days for ch'n
- Communication with Director

Supervisor (until the return of the director)

- Management of emergency procedure
- Point of contact for FACS
- Point of contact for families (Room Leader first point)
- Management of emergency leave of staff.
- Maintain policies/ procedures/ regulations
- Ensure no one is left on premises on close.

Room Leader

- Permanent Educators within their room (excluded floaters, casuals)
- Program/IEPS/ Portfolios
- Family communication
- Newsletter article
- Parenting blog
- Mentoring of students and cert 3 Educators.
- Maintain policies/ procedures/ regulations
- Work Collaboratively with other Educators

Educational Leader

- Oversee program/ portfolios
- Facilitate IEPS through collaboration with Room Leaders/ families of additional needs ch'n
- Mentor for all Educators/ students
- Assist Educators in recognition of professional development needed
- Stay knowledgeable of current theories and practises

It is our aim to provide a clean and healthy environment for your children to learn, grow and play.

It is a concern of many parents that by placing a child in care that their child may be at a higher risk of being exposed to many contagious childhood diseases.

Here at Mother Goose Day Nursery we have gone above and beyond the recommendations for excluding children with contagious diseases. By implementing these exclusions, we will minimise the spread of disease, to maximise the general health of all children in our care. There will be strictly no smoking and no consumption of alcohol or drugs on the premises during service hours by Staff, Parents or Visitors.

Hygiene / Health

Children, Staff and Parents are encouraged to wash their hands (with warm soapy water) on arrival and departure at the centre, before and after using the toilet, before and after eating, nappy changes, wiping noses, handling food and administering or taking medication; thus reducing the spread of infection. It is the responsibility of parents to supply, wash and maintain linen, bottles and toddler cups after being used in care. Parents are asked to provide disposable nappies for children who are not toilet trained. These keep babies drier and can be disposed of hygienically after use.

Through the practice of good hygiene, we hope to prevent common infectious diseases from being contracted or spread, for example: colds & flu etc. If a child has symptoms in relation to these common conditions, parents are asked to notify educators on arrival. Educators can then observe your child closely and notify you if their symptoms worsen.

In the event your child becomes ill while in care, your child will be made comfortable and assessed as to whether medical advice is needed. You will be notified, asked to collect your child within a 30-minute period and instructed to seek medical advice if necessary.

You will be asked to keep your child at home if your child cannot participate in the centres normal program, due to illness. This is at the discretion of the Manager and Educators. Please do not take offence to this request, as this is for the wellbeing of all the children in our care. If your child has to visit the doctor please inform educators of the outcome, so other parents using this service can be notified if necessary. Parents will be notified using a note on the access door to each child's room.

If your child contracts a contagious disease you will be asked to see your doctor. Parents will *be asked to discuss their child's return to care with our management, before returning.* Again, this is to ensure the good health of all children using our service. It is at the Centre Manager's discretion to request a certificate from your doctor indicating that your child is fine to return to care.

To reduce the risk of infection and maximise the health of all children you are asked to keep your child at home for the following reasons:

- Vomiting and/or Diarrhea. Children suffering from vomiting and/or diarrhea are asked to remain at home for at least 24 hours **after** the last bout of vomiting and 24 hours **after** the last loose stool

- Fever > 37.5 degrees
- Have started on new medication within 24 hours (due to the risk of suffering side effects)
- Severe cough with a fever
- Enlarged or tender lymph glands
- Head lice, Scabies, Tinea, Ringworm, Impetigo
- Mouth ulcers or sores
- Yellow or green discharge from the ears or eyes without diagnoses
- Excessive yellow or green discharge from the nose
- Has a rash, hives or blistering without diagnoses
- Headache or stiffness of the neck
- Sensitive to light
- Severe pain anywhere
- Swelling of the lips, mouth, tongue, throat, neck or airway
- Asthma, wheezing or difficulty breathing, that cannot be controlled by asthma plan

Children with asthma need to have an asthma plan and this should be included with the Health Form. See also Administration of Medication Form and Asthma Policy. Infants will be encouraged to sleep on their back or side with their lower arm well forward (to prevent them rolling onto their tummy) to reduce the risk of Sudden Infant Death Syndrome.

Here at Mother Goose Day Nursery we do not administer **Panadol**.

- By having a no Panadol policy, we hope that children who are unwell will be kept at home, reducing the unnecessary spread of contagious diseases.
- If a child needs Panadol while in care, then the parents will be contacted to collect their child and Panadol may be administered by the parents.
- Studies conducted, have found little evidence to support the use of Panadol or similar products to reduce a fever. These studies suggest that these products simply mask the symptoms. These symptoms allow parents and doctors to assess a child who is unwell. This assessment should be made by Parents and Doctors and not by Childcare Educators.
- Panadol and similar products can be effective in the control of pain or in helping make your child more comfortable once a diagnosis has been made. Under these circumstances these children should not be in care, but at home with their loving and caring parents, who can provide one on one comfort and assessment.
- We also understand that parents need to work. If everyone is diligent than your child will not be unnecessarily exposed to infection or contagious diseases.
- Educators will use methods other than medication to reduce a fever; these include reducing clothing and sips of cool fluids.

If a child is identified to be at risk of febrile convulsion or has a past history of febrile convulsions:

- Prescription paracetamol may be administered if provided by the parent on script, with the child's name clearly identified
- This will be administered to the child with a temperature over 38 degrees or as directed by the doctor
- Permission from the parent will be gained before administration of paracetamol, and the child **must** be collected

- Authority form for the administration of paracetamol will be completed and also signed by the parent or emergency contact person
- The child will be managed as a child with an acute fever

Staff will follow the following procedures when cleaning up blood or vomit:

Procedure to be used when cleaning up blood or vomit

1. Wear protective plastic gloves
2. Cover the spill with paper towel
3. Wipe away the spill with disposable paper towel
4. Place paper towel in a waste bag
5. Clean areas with neutral detergent and warm water
6. Place gloves in waste bag, making sure the bag is sealed and disposed of
7. Wash contaminated clothing separately, on a hot wash in machine
8. Wash hands thoroughly using warm soapy water

Immunisation

One of the most important things you can do for your child is to make sure he or she is fully immunised. Before vaccines were available, infants and children died or suffered severe disabilities after contracting highly contagious diseases.

Children who are not immunised are at a greater risk of being infected with dangerous infectious diseases. These children also increase the risk for babies or toddlers in care, who may be too young to be immunised. "While 90% of children at 1 and 2 years of age in NSW are fully immunised, at least 95% coverage is needed for effective disease control." (Immunisation tool kit Dec 2017).

As at the 1st January 2018, legislation now requires us to ensure that all children are immunised according to the NSW Immunisation Schedule upon enrolment. Or that the child is on a Catch up Schedule. It is necessary that your child's immunisation records are up to date and a copy of the child's Immunisation History Statement to kept on file at Mother Goose Day Nursery.

An exemption is place for children in emergency out of home care and Aboriginal and Torres Strait Islander children.

If a child is not immunised or immunisation record is not up to date in the event of an outbreak of a preventable disease, the child will be excluded from care. See following table for details.

If you need more information regarding immunisation against diseases or you have a concern regarding the health of your child, please contact your Family Doctor or Hunter Area Health on Ph. 49 246499

Immunisation guidelines.

Birth	- Hepatitis B
6 Weeks	- Diphtheria, Tetanus, Pertussis - Polio - Haemophilus influenza type B (Hib) - Hepatitis B - Pneumococcal - Rotavirus
4 Months	- Same as above
6 Months	- Diphtheria, Tetanus, Pertussis - Polio - Haemophilus influenza type B (Hib) - Hepatitis B
12 Months	- Measles, Rubella, Mumps - Meningococcal ACWY - Pneumococcal
18 months	- Varicella (Chicken Pox) -Diphtheria, tetanus, pertussis - Measles, Rubella, Mumps - Haemophilus influenza type B (Hib)
4 Years	- Diphtheria, Tetanus, Pertussis - Polio

Free vaccination days are provided by your Health Centre or Local Council and are frequently advertised in your local paper or you can contact your Local Council or Health Centre.

Mother Goose Day Nursery will notify the Public Health Unit of any outbreaks of vaccine preventable diseases on 1300 066 055.

On the following page is information regarding Infectious Diseases:

Exclusion recommendations for infectious diseases

Disease	Signs of disease	Usual time between exposure and illness	Exclusion of child with disease	Exclusion of children that have had contact with disease
Chicken Pox	Groups of small raised rose-pink spots may appear on scalp, face, body, arm, legs and inside the mouth. Spots are followed by blisters, which then form crusts.	13 to 17 days	For at least 5 days after the first spots appear and when blisters have all crusted.	Not necessary to keep contacts at home.
Diarrhoea-Gastroenteritis	Loose, frequent bowel motion-sometimes with stomach pain, often with vomiting. Remember children can dehydrate in 24hrs.	Up to 72 hours	24 hours after last loose stool.	Not necessary
German Measles (Rubella)	Usually begins with a headache, slight sore throat, runny nose, and fever and joint pain. Small pink spots are seen first on the face, rapidly spreading over arms and body and to a lesser extent the legs. The rash usually only lasts a short time.	14 to 21 days- with an average of 18 days	Until medical certificate of recovery is received.	Not necessary but pregnant women should consult their doctor.
Glandular Fever	Headache, sore throat, mental and physical fatigue. Skin rashes may also occur.	4 to 6 weeks	Not necessary unless child is too ill.	Not necessary
Hepatitis A (Infectious)	On set is usually sudden, with fever, loss of appetite, nausea, and vomiting and possible jaundice. Urine becomes dark and bowel motions become pale.	15 to 50 days- with an average of 29 days	Until child has recovered, usually 7 days from first signs of jaundice.	Not necessary, family should see their doctor.
Hepatitis B	Loss of appetite, nausea, vomiting and often jaundice. Urine becomes dark and bowel motions become pale.	6 weeks to 6 months	Not necessary	Not necessary, family should see their doctor.
HIV	Once the AIDS virus begins to affect the immune system, the person may have swollen lymph glands. Later, one or more of a range of infectious diseases such as pneumonia, thrush, diarrhoea disease or TB, or cancers such as lymphoma, may develop.	1 to 3 months	Not necessary unless suffering from a secondary infectious disease, such as TB.	Not necessary, HIV can only be transferred by blood or from a mother to unborn or newborn babies.

Influenza	Rapid onset of fever, headache, runny nose, sore throat and cough.	1 to 5 days	For 5 days after the appearance of the first symptoms	Not necessary
Measles	Fever, cough, runny nose and red watery eyes. A rash appears 3 to 7 days after early symptoms.	7 to 18 days- with an average of 10 days	For at least 4 days after appearance of rash.	Unimmunised contacts must be kept at home for 14 days or vaccinated within 3 days of contact.
Meningitis	Sudden onset of fever, headache, nausea, vomiting and tiredness may indicate that the child has meningitis. Some children also develop purple or pink spots.	2 to 4 days	Child should be seen by a doctor immediately . Until medical certificate of recovery is received.	Discuss the need for antibiotics with your doctor or Public Health Unit.
Mumps	Pain or soreness in jaw and neck area. Swelling and tenderness start just below and in front of, one or both ears. There may also be a fever, headache and vomiting.	14 to 21 Days- with an average of 18 days	Until child has fully recovered, and for 9 days after the appearance of the swelling.	Not necessary
TB Tuberculosis	Slow onset. Child feels generally unwell. Fever particularly in the evening, with sweating at night. Starts with a dry cough, which may become persistent, moist cough.	Up to 2 years	Child should be seen by a doctor. Until child has fully recovered.	Discuss with your family doctor or Public Health Unit.
Vomiting		Up to 72 hours	24 hours after last vomit	Not necessary
Whooping cough	Starts as a short dry cough, which becomes more severe. Characteristic “whoop” follows a series of rapid short coughs, as child attempts to draw breath. Child may go red or blue in the face at the end of each bout of coughing.	7 to 14 days	Child should be kept at home 5 days from the beginning of antibiotic treatment. Otherwise, keep home for 2 weeks from when “whoop” starts.	Unimmunised household contacts less than 5 years of age, should be kept at home for 14 days or until they have received 5 days out of 14 day course of antibiotics.

Conjunctivitis	Red, watery, sticky eyes-may be painful. Eyelids may stick together.	24 to 72 hours	See your doctor and keep child at home until discharge from eyes has stopped for 24 hours or Until medical certificate of recovery is received.	Not necessary
Head lice	The scalp itches. Lice and nits are found on the scalp. Scratches may become infected and swelling of the neck glands may occur. Nits look like tiny white specks stuck to the hair.	Up to 2 weeks	Treatment can be carried out, with a solution purchased from the pharmacist. The child should be kept at home until treated. Treatment will be required again 5-7 days after the first treatment.	Not necessary, but treatment should be used by all family members.
Impetigo	Begins as small red spots, which quickly change to blisters. The sores enlarge and become pus filled and crusted. When a scab falls off, a temporary scar remains. The hands, face and scalp are most often affected. Tenderness and swelling of the lymph glands in the groin, armpit or neck may occur.	4 to 10 days	See your doctor. If sores are being treated and are properly covered by a clean dressing, children may attend care.	Not necessary
Ring worms	Can occur on the scalp or the skin. If on the scalp, begins as a small bald scaly patch. The hairs in the affected area are brittle and break off, leaving only the stumps. Ringworm of the skin usually begins as a small scaly patch with a faint pink ring around the edge. Inflammation with crusting is quite common.	10 to 14 days	Until medical certificate of recovery is received.	Not necessary, but watch for signs with pets.

Scabies	Severe itchiness for days or weeks, becoming worse at night. Tiny mites burrow under the skin, usually in warm parts of the body such as wrists, armpits, buttocks, the groin, around the genitals and between the folds of the skin such as those between the fingers and toes. Where the skin has been scratched, infection may cause pus filled sores like impetigo. Spread quickly from person to person by close contact.	Days to weeks	Until medical certificate of recovery is received.	Not necessary, but keep a close eye out for signs of Scabies.
Hand foot and mouth	Usually blisters on Hands, feet or mouth and sometimes nappy area. Low fever, be listless, feel off colour, and not eat well for a day or two. Spread through contact with the fluid of blisters, coughing, talking, contact or mouthing of toys for example. The faeces can remain infectious for several weeks.	3 to 5 days	Keep child at home until blisters have all crusted over. Until medical certificate of recovery is received.	Not necessary.
Croup	A narrowing of the upper airway that causes a barking cough and noisy breathing. Generally, in children 6 months to 3 years of age. Before croup develops child may have signs of a cold. Croup is prevalent in winter or change in weather and is worse of a night. Croup can be distressing for the child and could be fatal.		Not necessary, but should be kept at home if tired due to sleepless night for both child and Parent.	Not Necessary.
Amoeba			Until medical certificate of recovery is received.	Not Necessary
Campylobacter			Until medical certificate of recovery is received.	Not Necessary
Diphtheria			Until medical certificate of recovery is received.	Not necessary

Haemophilus type B (HIB)			Until medical certificate of recovery is received.	Not necessary
Herpes (cold sores)			Kept at home until lesion has stopped weeping.	Not Necessary
Hook worm			Not necessary	Not necessary
Leprosy			Until medical certificate of recovery is received.	Not Necessary
Molluscum contagiosum			Not Necessary	Not necessary
Parvovirus			Not necessary	Not necessary
Poliomyelitis			For 14 Days from onset. Then a medical certificate of recovery will be needed.	
Meningococcal			Until medical certificate of recovery is received.	To be excluded unless receiving treatment
Salmonella, Shigella			Until diarrhoea has ceased	Not Necessary
Typhoid fever And Paratyphoid			Until medical certificate of recovery is received.	
Intestinal worms			Until diarrhoea has stopped	
Ear infection			If child is distressed or in pain	

Please note that exclusions are in place to minimise the risk of spreading infectious diseases thus maximising the health of all other children in care.

Relevant Legislation: *Managing OH&S in Children's Services Tarrants 2002 4th Edition 2005*

Key Resources: *Staying Healthy; NHMRC*

Reference:

<http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule> www.health.nsw.gov.au

At Mother Goose Day Nursery, we aim to include children identified with high support needs and to support families and Educators to provide individual specialised programs to allow the child to be included within the environment, maximising learning for all children.

Accessing funding through Inclusion Support Subsidy (ISS) allows Mother Goose Day Nursery more flexibility in providing a quality program for identified children. As part of the Inclusion and Professional Support Program the Inclusion Support Subsidy (ISS) plays a key role in supporting eligible childcare services to include children with ongoing high support needs.

As a result, support educators will be employed for the term of the funded hours on days the identified child is attending. Funding will remain in place until the ISS nominated end date or the child ceases care at the service. Parents and educators should be aware that this funding does not cover the whole cost of an additional educator; as the name suggests it is a “subsidy”.

Inclusion Support Subsidy Guidelines must be taken into account. These state the following:

‘Workers funded by the Inclusion Support Subsidy (ISS) Funding cannot be used to meet state or territory licensing or regulatory requirements. Any worker funded by the ISS must be in addition to numbers of staff required by the licensing or regulatory requirements.’ (Page 17 `ISS guidelines’).

The additional educator will take part in the daily routine of the room and will support educators to maximise the inclusion of the identified child. This will allow all educators to share the supporting role for the identified child. This is in the best interest of the identified child to have the opportunity to develop autonomy within a supportive childcare environment. All educators will support the identified child individually to participate in the program to the child’s full potential.

The room leader, management, parents and support services will work together to formulate and implement an Individual Support Program (ISP) to meet the identified child’s needs. The (ISP) will be implemented by all educators, with individual and group activities in an indoor and outdoor environment.

All educators supervising children need to be aware of the location of the identified child at all times and maintain supervision at the reduced ratio required by the `Children`s Services Amendments Regulation, 2010.

Relevant Legislation: *Australian Government Department of Family, Community Services and Indigenous Affairs, Inclusion Support Subsidy Guidelines. Version No.11 6th March 2007.*

Our Staff aim to communicate openly and honestly with families who are using our service at all times.

Communication is the biggest asset that management has in meeting our client's needs. Mother Goose Day Nursery aims to provide a high quality service; one of the ways we can do this is by taking the view of our clients into consideration. These views may not always be positive, but can be used to improve the service that we provide and so is looked upon as valuable criticism.

Below are steps that you as a parent or staff member can take to resolve an issue:

- Staff will listen to a client's concern/ point of view;
- The issue will be discussed with the client concerned as to how the issue may be resolved
- A meeting may be arranged between the client and management and or the Nominated Supervisor;
- Management will work towards a satisfactory resolution for all parties as quickly as possible;
- The client will be offered the option to make a formal complaint, in which case the client will need to put the complaint in writing;
- If the client chooses not to formally complain, the staff member will use a complaints form to record the concern and actions taken to resolve the issue;

Formal complaints and/or any informal complaints relating to the safety, health or wellbeing of a child that has been compromised, will be reported to NSW Early Childhood Education and Care Directorate

Department of Education and Communities, within one (1) week of the complaint being made. Details of actions taken to resolve the issue will be recorded and passed on to NSW Early Childhood Education and Care Directorate Department of Education and Communities.

This service is licensed by:

NSW Early Childhood Education and Care Directorate
Department of Education and Communities

Locked Bag 5107

PARRAMATTA NSW 2124

Phone: 1800 619 113 (toll free)

Fax: (02) 8633 1810

Relevant Legislation: *Education and Care Services National Regulations March 2016*

What is a fever?

A person's **normal** body temperature is less than 37 degrees C.

Mild fever is a temperature between 37 and 38 degrees C.

Acute fever is a temperature over 38 degrees C.

Educators procedure

1. If a child's behaviour is not typical of the child; he/she is unwell or feels hot, irritable, crying or not joining in play; vomiting or refusing to drink;
Educators should take the child's temperature immediately.
2. If temperature is above 37.5 (ear probe thermomotor) 37.8 (infra-red thermomotor). The child's temperature will be taken again after 10minutes and if it remains above (37.5 or 37.8 as above) the parents are to be contacted and advised to collect their child as soon as possible; If the Childs temperature is 38 or above the 10 Minute wait period is not required.
3. Check the child's medical form for a history of febrile convulsions;
4. If parents are unable to be contacted after 10 minutes and the child's temperature is over 38 degrees, then the emergency contact should be notified – Supervisor or Room leaders are to be notified prior to contacting parents;
5. Attempt to bring the child's temperature down with the following steps: -
 - Remove excess clothing
 - Encourage the child to drink small frequent amounts of cool water
 - Have the child lay or sit quietly, never leave the child unattended
 - Do not allow the child to become too cool
 - An Educator will remain observing the child, comforting the child, monitoring temperature until the carer arrives
 - Apply a cool, damp face washer to pulse points. (wrists, neck, feet, temples)
 - Ensure that an illness form is completed.

Managing a child at risk of a febrile convulsion

Child identified with a history of febrile convulsions: If a child is at risk and has a **history** of febrile convulsions an Action Plan signed by their G.P will be kept on file and reviewed every 12 months.

- Action Plan will be followed

If a child is identified to be at risk of febrile convulsions or has a past history of febrile convulsions:

- Prescription paracetamol may be administered if provided by the parent on script, with the child's name clearly identified
- This will be administered to the child with a temperature over 38 degrees or as directed by the doctor
- Permission from the parent will be gained before administration of paracetamol, and the child **must** be collected
- Authority form for the administration of paracetamol will be completed and also signed by the parent or emergency contact person
- The child will be managed as a child with an acute fever

Epilepsy

Epilepsy is a disorder of the brain; Seizures can be a brief lapse of attention or muscle jerks to prolonged convulsions. Symptoms may include suddenly crying out, stiffness, jerky movements, look pale and have blue lips, excessive saliva, loss of bladder/bowel control, extremely tired.

If a child goes into febrile convulsion, Epileptic fit or Seizure whilst in care:

- Staff will immediately dial 000
- Notify parent or emergency contact
- Take note of the time that the convulsion/fit/ seizure started
- Move everything out of the way to stop the child from hurting themselves
- A staff member with a First Aid Certificate should stay with the child at all times. Do not try to restrain the child nor put anything in their mouth
- Place something soft under their shoulders
- Wait for an ambulance to arrive
- Once the Convulsion/fit/seizure is finished follow DRABC
- Keep The airway clear and place into the recovery position
- Manage any injuries
- Do not wake if the child falls asleep.

Reference: *Staying Healthy 5th Edition 2012, NHMRC; Model Policies and Practices 2003; Royal Children's Hospital Melbourne – information fact sheet published August 2003, reviewed 28/11/07 Australian First Aid, St Johns 2006*

- Please be aware that there is **NO RIGHT TURN** into our driveway off Paterson Road. To enter our driveway from Maitland you must continue towards Bolwarra and return via the GIVEWAY MEDIAN in front of “Bolwarra General Store” or at the roundabout. There are regulatory signs to remind you of this condition of entry to our facility.
- Please be aware that **parking on Paterson Road is strictly prohibited** for Mother Goose Day Nursery Clients. There is no access to the facility from Paterson Road; the only point of entry is at the rear.
- Please be courteous and patient when parking vehicles.
- Please keep speeds to 10 km/ph.
- Remember your children are your responsibility until you have signed your child into our attendance book. This means once you have signed your child out, you are responsible for your child also.
- Supervise children closely while entering and exiting your vehicle, acknowledge other drivers with a wave that you are aware that they are going to move their vehicle and that you have a firm hand on your child/ren.
- Before reversing your vehicle look for other families, wait until you have received a courteous wave of acknowledgement that they are aware that you are going to move your vehicle, and that they have a firm hold on their child/ren.

At Mother Goose Day Nursery, we aim to minimise the risk of Sudden Infant Death Syndrome (SIDS) and prevent sleeping accidents during care.

The Facts

- Child mortality in Australia from SIDS has decreased considerably since the introduction of community education about SIDS and childcare practices which reduce the risk of SIDS;
- The most vulnerable age is 2-4 months; the risk of SIDS in babies over 6 months is very low;
- Some infant's sleeping environments are unsafe and may cause accidents and injury during sleep;

To minimise the risk of SIDS and other sleeping accidents in infants and children whilst in care at Mother Goose Day Nursery: -

Educators will ensure

- Babies are put on their back to sleep from birth; older babies can turn over and move around the cot to find a comfortable position;
- Babies face and head stay uncovered;
- Babies are tucked in securely, wrapped or are in a safe sleeping bag as home routines are followed;
- Cot bedding is not loose;
- There are no quilts, doonas or bumpers in the cot;
- Pillows and toys are discouraged (only used to incorporate home routine with children over 6 months);
- All children are dressed lightly for sleep; excess clothing, necklaces, bibs, dummy cords etc. are removed;
- Teething necklaces will be checked for safety. If found damaged, they will be removed for the parent to replace.
- All cots meet Australian Standard Cot Safety 2172 – 2003 and safety of cot is checked regularly;
- Cot rooms are monitored by visually checking on children and babies regularly, a record of checks will be recorded.
- There is adequate ventilation within the rooms including ceiling fans. No heaters/electrical appliance or dangling cords;
- Mother Goose Day Nursery is a smoke free environment.
- Older children who require a sleep are placed on individual mattresses.
- Linen is provided by parents. Spare linen is provided by Mother Goose Day Nursery if parents have not provided adequate linen.
- Children do not share mattresses or linen. Linen provided by Mother Goose Day Nursery is laundered after each use and mattresses are sprayed with neutral detergent and wiped after use using individual paper towel.

Our educators have many years' experience with establishing sleep routines and can advise families on strategies and routines that promote good sleeping habits.

- At Mother Goose Day Nursery, we do not believe in controlled crying for a child of any age.
- Educators will work with families to establish good sleep routines and support families who may be working with other agencies, for example Tresillian.
- We will take reasonable steps to ensure that the needs for sleep and rest of children are being met, having regard for age and developmental stages.
- Children under 2 years of age will only be woken if they have slept for over two hours and the parent or carer has asked Educators to do so.
- If a child is given a bottle in their cot (following home routine) the child is monitored and bottle is removed when finished or child is asleep;
- If a child over 2 years of age has fallen asleep (on their own), educators will allow the child to sleep for 45 minutes before attempting to wake the child at a parents or carers request. If the child cannot be gently woken, the child will be given another 5 minutes before gently trying to wake the child again.
- Routines in each room are based around the developmental needs of the children attending each day. We use the Nursing Mothers Association research as a guideline in assessing the developmental needs of children in our care.

Monitoring Children at High Risk

A physical check will be carried out every 10 minutes for children who are sleeping that are considered at high risk of cot death.

This would be recorded on cot room monitoring form and signed.

High risk may include children under 4 months of age, or children with a medical condition.

This will be discussed with parents of the children who may be considered at high risk.

Relevant Legislation: *Education and Care Services National Regulations March 2016*

References: *SIDS and Kids Safe Sleeping Lullabies aren't the only things you need to know to put your baby to sleep.* SIDS and Kids 2002; SIDS and Kids 2004 at <http://www.Sidsandkids.org/>; *Staying Healthy 5th Edition 2012* , NHMRC, Australian standards cot safety 2172 – 2003 www.standards.org.au

Mother Goose Day Nursery is accredited with the Cancer Council.

Did you know that damage to your skin occurs after approximately 12 minutes in the sun?

Australia has the highest incidence of skin cancer in the world and the most vulnerable of our population are our infants and children up to the age of 15 years.

At Mother Goose Day Nursery, Educators and parents work together in sun protection. Our sun protection strategies are:

We ask that parents dress their children in suitable clothing. Clothing needs to cover as much of the skin as possible (especially the shoulders, back and stomach).

This includes:

- Loose fitting shirts and dresses with sleeves and collars or covered necklines
- Longer style skirts, shorts and trousers

Children who are not wearing sun safe clothing will be provided with spare clothing.

Please note that the following hat styles are appropriate:

- Slouch
- Bucket
- Broad rim or
- Legionnaire style

This means that caps are not suitable, as they do not provide enough sun protection. Please make sure your child's hat is labelled.

If a child comes to care without a hat or a hat that does not meet the requirements, he/she will be provided with one.

Mother Goose Day Nursery will use a combination of sun protection measures when the index level reaches 3 or above. This will include:

- Babies under 6 months will not be exposed to direct sunlight and will remain on the verandah when outdoors. They will wear sun safe hats and clothing. Sunscreen is not recommended for children under 6 months.
- Babies under 12 months will not be exposed to direct sunlight and will remain in dense shade when outdoors. They will wear sun safe hats and clothing and small amounts of SPF50+ broad spectrum and water-resistant sunscreen may be applied to their exposed skin.
- Sun protection is required at all times when outdoors. Outdoor play will require re-application of SPF50+ broad spectrum and water-resistant sunscreen and children will be encouraged to use shaded areas.

As most sunscreens recommend application 20 minutes before going out in the sun, we ask that parents assist us by applying sunscreen provided to their child upon arrival at

the centre if the children are already outside. Sunscreen will be applied as a part of our routine in the morning and afternoon, 20 minutes before outside program commences.

- Our Brilliant Bees, Leaping Frogs and Curious Koalas may use opportunities for children to practice applying their own sunscreen to support self-help skills.
- During times when the UV index is below 3, sunscreen may not be required.

During excursions routine, non-routine or special events all sun protection measures including recommended outdoor times, shade, hats, clothing and sunscreen will be considered when planning such events.

At Mother Goose Day Nursery, we aim to provide and maintain adequate shade for outdoor play which will include portable, natural and built shade.

All outdoor activities will be planned to occur in shaded areas. Activities will be set up and moved throughout the day to take advantage of shade.

Role Modelling

Educators will act as role models and demonstrate sun safe behaviours by:

- Wearing a sun safe hat and sun safe clothes when outdoors (staff are supplied with a sun-safe shirt with a collar and must wear longer style skirts or pants)
- Applying SPF50+ broad spectrum and water-resistant sunscreen when required
- Using shaded areas
- Wearing sunglasses (optional)

We encourage families and visitors to be positive role models.

Children take part in learning programs which promote sun safe behaviours.

Updated information is available to educators and families including Sun Protection Policy.

Heat exhaustion/heat stroke

Sign and Symptoms include Feeling hot, exhausted, weak, fatigue, headache, thirst, nausea, vomiting, giddiness, changes in breathing, pale, cool, clammy, flushed, dry skin, rapid weak pulse, confusion.

1. Lay the child down in a cool place/shade
2. Loosen tight clothing
3. Use wet cloth or icepacks (if body temp is over 40degrees) on the back of the neck, groin, armpit
4. Follow DRABC and call 000 (if body temp is over 40degrees)

Relevant Legislation: *Education and Care Services National Regulations March 2016*
Occupational Health & Safety Act 2000 & Regulations 2001 (NSW). Australian First Aid, St Johns 2006. Key Resources: The Cancer Council