



**2014**

# ***ENROLMENT HANDBOOK***

## **Welcome to Derby Street Centre Children's Centre**

**Dear Parents,**

**On behalf of the Management Committee we would like to welcome your family to Derby Street Children's Centre. It is our aim to provide the highest standard of care to your child and offer an educational, happy and nurturing environment.**

**The aim of this Enrolment Handbook ("Handbook") is to provide parents with an insight into how Derby Street Children's Centre ("the Centre) operates. This Handbook is to be read in conjunction with the Centre Policy Document.**

**Please feel free at any time to contact the Centre Director for any questions you may have about your child or the centre.**

**Regards,  
Derby Street Children's Centre  
Committee of Management**

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## Introduction

Derby Street Children's Centre is a not-for-profit organisation. It is managed by a parent committee that is responsible for the efficient and effective management of the Centre. We are an Incorporated Association and therefore a legal body, which is obliged to follow the rules contained in our Constitution, the guidelines provided by our funding bodies, Education and Care Services National Regulations and Law Act. We provide 57 long day care positions (full time and part time) for children aged between 3 months and 6 years. We also offer a government funded sessional kindergarten program with different day/time options to suit different family routines.

## Our Philosophy

Derby Street Children's Centre provides a service that fosters a warm and caring environment for every child in its care. The staff at Derby Street Children's Centre will endeavour to do this through fostering each child's individuality, supporting their rights and ensuring that a sense of security, trust and acceptance is maintained between children, families and staff.

Our programs will promote independence, self-control and responsibility, and provide an opportunity for each child to explore, experiment and develop at their own pace. Staff will display their individual styles of expression which will also aim to challenge children's learning through play based experiences.

Derby Street Children's Centre acknowledges the central role of parents and family in a child's development. We encourage family involvement in activities, providing an opportunity for social contact between families.

We maintain and regularly review the quality of care we offer to the community, to ensure the service we provide is appropriate to the needs of the children and their families.

## Structure of the Centre

The children who attend the Centre are cared for in age groupings. The Education and Care Services National Regulations require the following child/staff ratios:

Ratios: 1 staff member for every 4 children under 3 years of age  
1 staff member for every 15 children over 3 years of age

The Centre is made up of 4 separate rooms:

- |  |   |
|--|---|
| • Tiny Tots Room – 3mths to 2 years,   | 12 Children – 3 staff   |
| • Ducklings Room – 2 years to 3 years, | 12 Children – 3 staff   |
| • Busy Bees Room – 3 years to 4 years, | 15 Children – 2 staff   |
| • Kinder Room – 4 years to 6 years,    | 18 Children (long day care)<br>15 Children (sessional kinder) – 3 staff |

The age groups at the Centre are a guide, and where possible individual developmental needs are given every consideration. Upon enrolment a child will be placed in a group according to his or her age and will generally remain in that group for the entire calendar year. A child will only be moved to another group throughout the year if a vacancy exists and after consultation between the Parents or Guardians, Staff and the Centre Director.

## Hours of Operation

The Centre is open from 7.00am to 6.00pm Monday to Friday.

The Centre is closed on gazetted Public Holidays and over the Christmas New Year period, for a period of 3 weeks.

Sessional Kindergarten only operates during the school terms and is closed during school holidays, as well as all gazetted public holidays.

## Annual In-Service Days

The Centre will be closed for 2 days per year for set up and clean up. Parents will not be charged for these days. An additional 2 in-service days may be required, and advance notification will be given.

# Enrolment Process

## Childcare Enrolment

The Director will arrange an enrolment interview with the Parents/Guardians prior to the commencement of their child's attendance. The Director will discuss and determine the integration of the child/ren with the Parents/Guardians to ensure that individual needs are met within this arrangement. It is the Parent's/Guardian's responsibility to ensure that the Director has accurate and current enrolment details.

Before enrolment is accepted, two weeks' fees must be paid in advance and the enrolment form must be completely filled out and signed. A copy of any custody/access arrangements must be forwarded to the Director to place on file.

## Orientation Procedure for New Children

Leaving your child/ren for the first time in a childcare centre can be an emotional experience for your child/ren and family. Therefore, educators and parents work together to make the transition to childcare as smooth as possible. Children settle in different ways therefore continuous, open, two way communication between Educators and families is essential in helping the child/ren to feel safe, secure and supported.

To assist your child to settle into the Centre we recommend:

- Families are invited and encouraged to visit the centre and become familiar with the service before their child starts.
- Spend some time with your child at the Centre, and stay with your child for as long as needed during the settling in period.
- Talk to your child about coming to the Centre.
- For babies or younger children, individual techniques are involved depending on the individual family's needs and circumstances.
- Where possible explain to your child what you will be doing while they are attending the Centre.
- If the child is older go shopping together and purchase a backpack/bag to bring to the Centre.
- Make the first few days short ones and be prepared to spend some time with your child before leaving.

It is very important to always say '**goodbye**' and tell your child that you will return later to collect them. Educators will assist families to develop and maintain a routine for saying goodbye to their child.

Educators are very conscious of the need to also support parents through this orientation period. Most children settle very quickly into their day and Educators will contact parents during the day if they feel the child is becoming distressed. We welcome you to ring us as often in a day as you feel you need, to inquire how your child has settled. Educators will be available at the end of each day to discuss your child's day. They will also appreciate feedback from you on any aspect of your home life that may have some effect on your child's behaviour while attending the Centre. This builds the foundations of understanding about each child, others' expectations and attitudes, and builds on the strengths of each others' knowledge.

## What to Bring

Each child **under 2 years** old should bring:

- A minimum of 2 changes of clothes, including singlets and socks.
- A security object may be brought (this will be taken care of but is always subject to the possibility of being broken or lost and will not be the responsibility of the Centre).
- If on formula, bottles of formula **must** be made for the day and clearly labelled. We do not supply formula.
- If using expressed breast milk, this must also be brought in your child's own, clearly labelled bottles.
- An empty bottle (if your child has a bottle of cow or soy milk during the day, once they have finished formula/breast milk). **ALL BOTTLES MUST HAVE LIDS & BE LABELLED.**
- Wide-brimmed or legionnaire style sun hat (please label).
- It is advisable for your child to wear as much protective clothing as possible for protection from the sun, i.e. summer outfits with long sleeves.
- For winter – gumboots/solid boots or shoes, warm jacket and hat.
- 2 pairs of socks.
- Drink cup/bottle for drinking water during the day. **MUST BE CLEARLY LABELLED**
- Dummy if required.

Each child **over 2 years** old should bring:

- A minimum of 2 changes of clothes (allow extra when toilet training).
- A minimum of 2 changes of underwear (allow extra when toilet training).
- A security object may be brought (this will be taken care of but is always subject to the possibility of being broken or lost and will not be the responsibility of the Centre).
- Wide-brimmed or legionnaire style sun hat (please label).
- For winter- gumboots/solid boots or shoes, warm jacket and hat.
- 2 pairs of socks.
- An empty bottle if required at sleep time. **ALL BOTTLES MUST HAVE LIDS & BE LABELLED.**
- Drink cup/bottle for drinking water during the day.

**Flavoured milk, cordial, soft drinks or juice are not to be brought into the Centre for your child to drink. If they are brought into the Centre your child's drink bottle will be emptied and filled with water.**

**Please make sure that all your items of clothing are clearly labelled. Educators cannot take responsibility for the above items if they are not clearly labelled.**

### Arrival

Always bring your child into the Centre and sign your child in the attendance book. If you arrive before 7.45am all children are in the Tiny Tots room for family grouping. Speak to the Educators to make sure they are aware of your child's arrival and that you are now leaving the premises. We recommend you always say '**goodbye**' and tell your child you are leaving.

### Departure

When you collect your child always sign your child out of the attendance book. If you are collecting your child/ren after 5.30 pm they will be in the Tiny Tot's room for family grouping. Speak to the Educators in the room and let them know you are taking your child and leaving the premises.

Educators are required to indicate on their room list the arrival & departure time of children in their care. They are also required to check the sign in / out sheets at the end of the day and account for any children not signed out. Sometimes parents may have forgotten, and if the Educators cannot account for that child leaving with the allocated pick up person, the Educators will need to ring parents at home to ensure their child is with them.

The sign in book for long day care and sessional kindergarten **must be signed (not initialled) on arrival and departure and times and must be clearly entered.**

Educators will not allow any child to leave with any person who is not listed on the enrolment form as an authorised collector, or not accounted for in writing or verbally to Educators on that day by the parent/guardian, until contact has been made with parents/guardians or emergency contacts to verify that person. People unknown to Educators should be prepared to show some sort of photo identification.

Educators will request any person collecting a child who appears to have impaired driving skills (e.g. someone under the influence of alcohol or drugs) to call another person to collect the child. If this request is ignored Educators may call the police for assistance.

### Provision for Dealing with Complaints

Where a parent/guardian has a concern or complaint regarding the care or education of their child, they are encouraged to first raise the issue with the Educator in the room and then with the Director or Assistant Director, who, when appropriate, will discuss the matter with the relevant Educator. Any issues relating to the day-to-day running of the Centre will be handled by the Director/Assistant Director, unless otherwise requested by the parent/guardian (please see full policy in the Policy Document for protocol).

### Information

To keep you informed, we are pleased to offer the following channels of communication:

#### **Newsletter**

The Management Committee and Educators produce a monthly newsletter (10 months per year). The newsletter outlines what has been happening at the Centre, details of upcoming events and outlines any changes that have been made to the Centre's policies and procedures.

#### **Parent Interviews**

All families are invited to make appointments to meet with Educators to discuss their child's development at any time during the year. However, we will also have set formal sessions, and dates and times will be advised.

## Information Nights

General meetings will occasionally be held on topical issues and information seen to be relevant to the users of the Centre.

## Payment of Fees

The Director will inform Centre users of the annual maximum daily and weekly fee levels. Fees payable shall be based on either a maximum weekly rate for full-time placements, or a daily rate for part-time placements. Fees are to be paid by Direct Debit. All day care fees are to be paid two weeks in advance. Parents will have the option of paying fees weekly or fortnightly (please see full policy in the Policy Document).

### Childcare Benefit – Family Assistance Office

The purpose of the Childcare Benefit (CCB) is to assist low and middle income families with their childcare fees. All families who have had their child immunised (and keep immunisations up to date for the child's age), or who have an exemption<sup>1</sup>, will qualify for some level of CCB. Families will be asked over time whether their child is fully immunised.

The Family Assistance Office assesses the income of families and determines their eligibility for the CCB. When the Family Assistance Office has assessed a family's income they notify the Centre of your entitlement. All families wishing to receive, or continue receiving, the CCB will be required to have their income assessed every 12 months (or earlier if circumstances change). **It is the parents'/guardians' responsibility to apply for the CCB and keep the Family Assistance Office informed of any changes to income.**

### Childcare Rebate – Family Assistance Office

The Childcare Rebate (CCR) helps working families with the cost of childcare. The CCR covers 50 per cent of out of pocket childcare expenses for approved childcare up to the maximum legislated amount per year per child in approved care. The CCR can be claimed fortnightly with payments going directly to the Centre or your nominated bank account quarterly or yearly. For more information about the CCR please go to the following website:

<http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-rebate.php>

### Sessional Kinder Fees

Sessional kindergarten fees will be charged on a school term basis. They are due by the last week of the previous term. Failure to pay fees will result in the kinder position being cancelled.

### Failure to pay Fees

If your account remains unpaid after one week from the due date a reminder will be given. If fees remain unpaid two weeks after the due date, parents will be notified that their child's place will be withdrawn unless payment is received or suitable arrangements are made with the Director. The Centre's Management Committee will also be notified at this time.

### Payment of fees for Absent Days

If your child is going to be absent please ring or text the Centre by 9am.

Fees are not charged for the time the Centre closes over Christmas. However, fees are required for all gazetted public holidays, sick days, holidays, or any other absent days (unless they are pre-planned and temporarily filled, as outlined in the following section). The Centre does not provide for a holding fee, therefore all absences must be paid for and signed for according to the guidelines required by the Department of Education and Early Childhood Development. The Centre does not offer any 'make up' days if you miss a day's care because of a public holiday, sickness or holiday.

The CCB allows each child to have a maximum of 42 absent days each financial year without providing proof of absence (eg. medical certificate). **You are still required to pay for these days.** If your child is absent for more than 42 days without proof of absence, you will lose your CCB for those days and will be required to pay the full fee.

### Ceasing or Reducing Care

Two weeks' notice must be given before ceasing attendance or reducing day care on a permanent basis. If two weeks' notice is not given, you will be charged for this time even if you are not attending the

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<sup>1</sup> To claim an exemption you will need certification from a doctor or another recognised immunisation provider.

Centre. If you cancel a sessional kindergarten place after the second week of term you will not be reimbursed your fees for that term.

### Late Collections

The Centre closes at 6.00pm. Staff will not be required to work any paid or unpaid overtime outside the stated operating hours. Parents/guardians should be aware that their late arrival places significant stress on the children and staff. Children at the Centre after 6.00pm **will not** be taken home by Educators. Parents/guardians **must arrive at the Centre at least 5 minutes prior to the closing time.** This also applies to Kindergarten sessions where parents should arrive five minutes prior to the stated finish time. A late fee will be charged at **\$15.00 for the first five minutes, and then \$10 for every subsequent 5 minutes (or part thereof).**

**For Example:**

<b>6.05pm</b>	<b>- \$15</b>
<b>6.10pm</b>	<b>- \$25</b>
<b>6.15pm</b>	<b>- \$35</b>
<b>6.20pm</b>	<b>- \$45</b>
<b>6.25pm</b>	<b>- \$55</b>
<b>6.30pm</b>	<b>- \$65 – Child Protection Notified.</b>

**It is imperative that the details for the Emergency Contact person be updated as necessary.** If the parent is late twice, without adequate reason, their care will be reviewed and their child's place will be reduced or forfeited.

## Children's Program

The Centre is committed to ensuring that all children are provided with a stimulating program that is based on the developmental needs, interests, experiences and individuality of each child whilst in care. The educational programs reflect the Centre's Philosophy - Belonging, Being and Becoming, and Victorian Early Years Learning and Developmental Framework.

### Parental Involvement in the Children's Program

Parents are most welcome to come and participate in the children's programs. This can be done through reading stories, cooking experiences, helping out with activities or a special activity that the parent would like to do, e.g. a cultural experience. Parents are encouraged and welcomed to have input into their child/ren's programs, and this can be verbal or written.

## Children's Requirements (General)

### Rest Time

All children are required to rest during the day. This does not mean that they must sleep; they may be encouraged to participate in quiet activities instead. It is often a long day for the children who attend the Centre and rest is as important as play.

### Toys from Home

The Centre is a **war toy free zone**. This means children are not permitted to bring in any toys that promote violence. If a child does bring such a toy into the Centre, Educators will ask the parent to take it home or will place it in the storeroom.

The following list is to be used as a guide:

- Pistols and toy guns of all sorts, swords, knives, bows, arrows, and martial arts equipment.
- Superhero toys or costumes.
- Books, comics, magazines, and tapes/CDs containing any of the above.

The Centre discourages all toys from being brought from home, except comfort toys/items such as teddies, blankets, etc. Children will be given the opportunity to show their toys on special days allocated throughout the year. Dates will be advised by Educators. If a toy has been brought into the Centre, Educators will take no responsibility for it.

### Toilet Training

No pressure is placed on a child to use the toilet, but toddlers who appear ready are encouraged. Toileting will be undertaken in a positive and rewarding manner in consultation with the parents. Educators aim to follow the child's and the parents' lead regarding toilet education for toddlers, as it should occur concurrently at home and at the Centre.

To ensure successful toileting it is important that there is consistency in expectations. Educators will discuss each child's progress regularly with their parents/guardians.

### Jewellery

Jewellery is best left at home, as no responsibility will be taken by staff for its security.

## Health and Safety

The Centre actively promotes health and safety within the Centre for children, families and Educators. A staff member is appointed as the Centre's Occupational Health and Safety Officer. Please refer to the Educators photo board for the elected Occupational Health and Safety Officer. The Occupational Health and Safety Officer's primary role is to make sure that:

- The Centre is maintained in good repair.
- The Centre meets all the safety requirements set by the Government and Education and Care Services National Regulations.
- Educators are trained in first aid, Asthma and Anaphylaxis management and for any other medical treatments required.

Educators will maintain safety standards for all of the children at the Centre at all times. All equipment used will be safe and in good repair. The equipment will also be appropriate for the developmental level of the children.

Educators will ensure that children are supervised at all times and the correct Educator ratios are met as stated in the Education and Care Services National Regulations.

### Food and Nutrition

Healthy eating habits are critical as it will reduce the risk of health problems in later life such as heart disease, cancer, diabetes and obesity. The Centre provides a nutritionally balanced menu that incorporates all of the five major food groups. All menus are developed using the *Dietary Guidelines for Children and Adolescents in Australia* produced by the NHMRC<sup>2</sup>. A 4 week rotating weekly menu is displayed outside the office and kinder room along with nutritional information. Water is given throughout the day for drinking.

The Centre provides the following meals/snacks:

- Breakfast
- Morning tea
- Two course lunch
- Afternoon tea
- Late afternoon snack

Breakfast is provided by the Centre for children arriving before 9am.

### Food Allergies

At Derby Street Children's Centre no sesame seeds, seed or nut products are used in cooking. **No** seed or peanut products such as peanut butter, nutella, sesame or poppy seed or any food with traces of nuts are to be brought in to the Centre. We have many children who are allergic to these products and require medical attention if they come into contact with them. Children's allergies should be regularly maintained and updated on your child's enrolment forms and Educators should also be made aware of this. When introducing any solids for the first time Educators in the room should be updated and advised when developments occur.

### Birthdays

Children may celebrate their birthday at the Centre. Due to food regulations parents/guardians **cannot bring** a cake or any other food products. However, on request, the Centre can organise a cake for which the parent meets the cost. Please see the Centre Director for further information and/or to organise an order form and payment. This should be done at least one week prior to your child's birthday.

### First Aid

All Educators maintain current First Aid, Asthma and Anaphylaxis Certificates. The Centre's Occupational Health and Safety Officer is responsible for organising appropriate courses for Educators and the Centre will meet the costs.

### Medical Conditions

It's the parent's responsibility to inform the centre on enrolment of any medical conditions that your child has been diagnosed with such as Asthma, Anaphylaxis, Diabetes and Allergies. Action and Risk

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<sup>2</sup> National Health and Medical Research Council, 2003. *Dietary Guidelines for Children and Adolescents in Australia incorporating the Infant Feeding Guidelines for Health Workers*, [http://www.nhmrc.gov.au/publications/\\_files/n34.pdf](http://www.nhmrc.gov.au/publications/_files/n34.pdf)

Minimisation plans are to be completed before your child commences care. Parents are to read and abide by the centre's medical condition policy that applies to your child.

### Prescribed Medication

Medication of any type will not be administered if the expiry date has elapsed.

- Prescription medication will only be administered at the Centre if prescribed by a medical practitioner. It must be in the original container and labelled by the pharmacy with the child's full name and the dosage to be given. Hand written alterations to the label are not acceptable. Dosage of any medication, whether prescription or non-prescription, will only be administered according to the label. Any alterations to the prescription label must be made by the Chemist from a Doctor's instructions, not hand written.
- Parents must complete and sign the medication book each day or medication will not be given.

### Panadol

Panadol will only be administered by Educators when a child has a temperature which exceeds 38.5 degrees. Parents'/guardians' permission will be sought prior to giving Panadol. This will involve an Educator phoning a parent or guardian and asking for permission. The parent/guardian is required to give verbal authorisation to two Educators and is required to sign for the dosage when their child is collected. Parents/guardians will be required to collect the child from the Centre.

### Accidents

The Centre Educators develop and plan programs to ensure that the potential for accidents is minimised. All accidents that occur at the Centre are handled with the appropriate precautions. In the event of an accident, Educators will wear disposable gloves for the protection of the children and themselves. All accidents will be recorded in the accident/illness book and parents will be required to sign the book when collecting their child. The Centre Director or Educator may contact parents depending on the severity of the accident. Parents will be contacted in the case of a serious accident.

### Illness

If a child shows signs of being ill while at the Centre, or a temperature becomes present, then parents will be notified to come and collect their child. An illness report will be filled out, which parents must sign.

### Medical Attention

In an emergency situation an Ambulance will be called. Parents will be notified or, upon failure to contact parents, emergency contact(s) will be notified. Parents or the emergency contact(s) must attend the Centre immediately if contacted regarding an emergency. If they fail to arrive at the Centre prior to the Ambulance they will need to meet their child and Educator at the hospital. Enrolment forms will be taken to the hospital for relevant information to be passed on. It is therefore **essential** that you keep these records up to date. The parent will incur all costs.

In the event of an accident or illness that requires medical attention, the parent will be notified or, upon failure to contact parents, emergency contact(s) will be notified. Parents or emergency contact(s) must attend the Centre immediately to collect their child and seek medical attention. There will not be any refund of fees for time away from the Centre for any suspected illness or accident.

### Immunisation

The Centre prefers children to be immunised, but accepts that personal and cultural beliefs may prevent this. It is desirable that the children's immunisation should be kept up to date and the child's Immunisation Record will need to be shown to the Director at the time of enrolment, and as the child receives each immunisation.

### Infectious Conditions

If a child or member of the family is diagnosed as having an infectious disease the Director must be notified immediately. The exclusion list, as set by the Department of Human Services, is displayed on the Centre's notice board. Only these specified diseases will require the child/ren's exclusion from the Centre until the contagious stage has passed or the child/ren are well again. However, we do ask for parents' assistance in keeping their child home in general when unwell to help reduce the spread of any illness in the Centre. A record will be kept of all recorded illnesses.

### SunSmart

The Centre has adopted a Sunsmart policy which will take place throughout the year. It is particularly emphasised from the start of September to the end of April. During this period, children will not be taken outdoors between 11.00am and 3.00pm during daylight savings, or 11.30am to 2pm during non-

daylight savings time, in accordance with the Anti-Cancer Council guidelines. All children and Educators are required to wear a hat and sunscreen whilst outdoors.

## Operation and Management of the Centre

### The Role of Government at the Centre

All three levels of Government have an interest in and are involved with the operation of the Centre:

- Local Government (Moreland City Council).
- The State Government (Department of Education and Early Childhood Development).
- The Commonwealth Government (Department of Family and Community Services).

### Local Government - Moreland City Council

Moreland City Council is the licensee for the Centre and is committed to resourcing and supporting community based children's services and Committees of Management. Council's Children's Services Officer is available to the Management Committee and Educators to facilitate operational and governance advice and support.

Moreland City Council owns and maintains the centre's buildings and grounds. A Lease Agreement exists between the Council and Management Committee, and defines the roles and responsibilities of both parties.

### The State Government

The Department of Education and Early Childhood Development is responsible for ensuring that the Centre is registered as a Children's Services Centre Class 1. Registration fees are paid and the Certificate of Registration is on display on our notice board. The Children's Services Officer regularly inspects the Centre to ensure that the minimum requirements of the regulations are being met. The inspection also includes the assessment of the buildings and grounds. The Department also acts as a support agency available to the Educators, the Centre Director and parents/guardians to discuss any related issues. The Officer has the right of entry into the Centre at any time during operating hours without prior notice and has the authority to close the Centre if deemed necessary.

### The Commonwealth Government

The Commonwealth Department of Family and Community Services; Family Assistance Office, is responsible for determining the Childcare Benefit, Childcare Rebate and Family Payments. Parents are responsible for ensuring that the Family Assistance Office has accurate and current financial and personal details.

The Centre's maximum fee is determined by the Centre's Annual Budget.

The financial records of the Centre are required to be audited at the end of each financial year. The financial statement is signed by the Centre's Auditor and is required to be submitted to the Commonwealth Government.

### The Management Committee

All positions on the Management Committee are vacated at the Annual General Meeting and any parent or guardian of children at the Centre is eligible to nominate for a position on the Committee. The Committee meets once a month.

The Committee consists of up to 12 parents of children enrolled at the Centre (or approved members of the community). There are also two representatives from the Centre Educators, who are compulsory members but do not have voting rights. From the voting members five Executive Officers are elected. These positions are:

- President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer

Other positions on the Committee are:

- Newsletter Editor
- National Quality Standards Officer (during terms when accreditation falls due)

The two staff members of the Committee without voting rights are:

- The Centre Director
- The Assistant Director

All newly elected members will participate in an induction process prior to the first business meeting after the Annual General Meeting.

Broad management responsibilities include:

- Maintaining a viable service
- Employment of Educators
- Development of policies for the service
- Representing the interests of all the Centre's users
- At least one member to work actively with the Director in implementing National Quality Standards

Specific management responsibilities are delegated by the Committee to Office Bearers; these responsibilities can be found in the Governance and Management of the Service Policy.

### Sub-Committees

The purpose of forming a sub-committee is to allow one or a smaller number of people to research, discuss and plan an issue in greater depth. These groups are appointed by the Committee to act in an advisory and planning capacity. Decisions cannot be made or acted upon until consultation with the whole committee has been made, unless the sub-committee has been specifically assigned that power by the Management Committee. Sub-committees will report to the Management Committee and are formed only as required.

### The Decision Making Process of the Management Committee

Although full members have voting rights, the Management Committee's goal is to make decisions without voting. Voting can create feelings of win/lose and has the potential to divide the Committee. It may not allow members to discuss all options about the subject concerned. It is preferred that the Committee reach consensus when making decisions, wherever possible. This is a longer process that involves listening to different viewpoints, discussion, combining proposals and developing new proposals in order to reach satisfactory solutions that are accepted by all members. The Committee needs to focus on decisions made for the Centre as a whole.

### Input to Committee

Committee meetings are held once a month at the Centre, and dates will be listed in the foyer and in newsletters. All Centre users are entitled to become voting members of the Committee, and all Centre users are welcome to attend meetings whether or not they are Committee members.

If you have an issue you wish to discuss about the Centre, and Educators or the Centre Director cannot resolve it, then it can be brought to Committee. Any issue must be added to the agenda (via the Secretary), and presented preferably in person, or in writing. Members cannot present an unwritten item on behalf of someone else. All committee members, other users and Educators must follow this process.

## Centre Staffing

The Management Committee employs all Centre employees. The employees work as a team to ensure that the Centre operates in an efficient and effective manner, providing quality care for the children. The Centre employs the following positions:

### Centre Director

The Centre Director is a qualified Educator who is given day to day responsibility for ensuring that the Centre is running as it should. This means she/he is responsible for implementing Centre policies, seeing that the Centre operates within regulations and guidelines, and managing employees.

The Director's responsibilities include:

- Providing the link between Committee and employees (and vice versa).
- Providing monthly reports to Committee to keep them informed of relevant Centre matters and other broader issues (and delegating relevant Centre reporting details to the Assistant Director).
- implementing day to day operational decisions in accordance with the Centre's policies and the Director's position description.
- Recommending policy direction to the Committee.
- Convening Committee working groups/sub-committees to develop Centre policies, procedures, National Quality Standards, etc.

### Assistant Director

The Assistant Director is a qualified Educator who splits her/his time working in the rooms with the children and in the office. She/he is called upon to assume the Director's duties when the Director is absent.

#### Qualified Child Care Workers, Level 4

The Centre employs 90% of Educators who hold a Diploma of Community Services in Child Care. These Educators are employed as Team Leaders in the rooms that they work in. They are also responsible for planning and implementing programs for the children and meeting daily needs.

#### Kindergarten Room Team Leader

The Centre employs one Early Childhood Qualified Pre-School Teacher who works on a part-time basis. The kindergarten component is part-time, but the Centre also offers long day care in the kindergarten room. It is the responsibility of the teacher to oversee planning for both the long day care and kindergarten children.

#### Child Care Workers

The Centre employs 9% of their Educators that hold a Certificate Three in Children's Services. These staff are responsible for meeting the children's daily needs and participating in the development and implementation of the programs.

#### Cook

The Centre employs one part-time cook, who works 5 days per week.

#### Cleaner

The Centre is cleaned 5 days per week by a contract cleaner.

The Management Committee is responsible for ensuring that all employees are employed under the appropriate Awards and that the minimum Educator requirements are met according to the State regulations. Position descriptions will be reviewed regularly by the Management Committee and the Centre Director, in consultation with employees.

#### Employee Development

The Management Committee recognises the importance of ongoing employee development. It supports and encourages all employees' participation. The Centre Director will endeavour to support and resource employees developing a team approach in pursuit of meeting the goals and objectives of the Centre's policies.

It is recognised that the Centre consists of a diverse range of employees. The Director will assist each member to understand their position within the employee structure and their individual responsibilities as team members.

#### In-Service Activities

Employees will be given the opportunity to attend relevant in-service training. All employees are encouraged to attend individual courses that interest them and will benefit their work at the Centre. An employee communication/team-building course will also be held annually at the Centre.

#### Staff Meetings

Staff meetings will be held on a monthly basis outside Centre operating hours.