



# Parent Handbook

## Cedar College & Vacation Care

**Welcome** Our Parent Handbook explains imperative information you will need to be responsive of whilst your child is in attendance at our Service.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how the Service operates. You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack. *We have an open door policy. You and your family are welcome to visit our Service at any time.*

**Quality Area 6: Collaborative Partnership with Families**

## Service Philosophy

At POSHC we aim to provide a safe and welcoming environment where both you and your child/ren will feel cared for, comfortable and excited about your time with us.

Broadly POSHC aligns its aims and philosophy with the school and seeks to further the Christian education and development that is core to the school's purpose.

The goal of POSHC is to serve the school community by fostering a supportive teaching and learning environment that provides students with skills, knowledge and understandings that will enable them to make effective choices about the decisions, resources and relationships that impact on their lives.

To that end the core values of our service are:

- **Importance:** Respecting the needs and capabilities of each as individuals whilst maintaining an awareness of the needs of the group as a whole.
- **Inclusiveness:** Ensuring equality in the treatment and involvement of each child and providing an opportunity for participation in service outcomes.
- **Inspiration:** Supporting each child to develop creative potential and encourage a sense of self worth and achievement.
- **Influence:** Developing effective leadership skills that encourage each child to appropriately engage in their community.

Our goal is to provide stimulating activities that are both enjoyable and educational for all age groups between 5 and 13 and to this end, both parental and children's contributions will be valued and encouraged as part of planning and on going development of our OSHC program.

At any time if you have any suggestions or comments, please email our Director Marisa or write a comment in the communication book. Alternatively you may wish talk to our staff on site or call POSHC on 0433013304.

## Service Information

Our Service caters for children aged 5 years to 13 years. We are open from 6.50am to 8.40am for BSC and 3.15-6.00pm for ASC, Monday to Friday, during the school terms and closed on South Australia public holidays. We will open on Student Free Days from 6.50am – 6pm if we have a minimum of 20 children booked in. (Student Free Days are held at Cedar College) Vacation care is held at our Paradise Campus and is open from 6.30am – 6pm.

## Contact Information

Phone: 0433013304 Email: [poshc@influencers.church](mailto:poshc@influencers.church)

Service Provider: Paradise Assemblies of God

Service Director/Nominated Supervisor: Marisa Brady

Educational Leader: Alana Coppock

## Fees

Our full fee is:

BSC \$15.00 per session

ASC \$20.50 per session

Student Free Day \$55.00 per session

Vacation Care \$55.00 in house or \$63.00 for Incursion/Excursion days

If you don't have CCB/CCR please call the Family Assistance Office (FAO) on 13 61 50.

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

## Payment of Accounts

Fees are to be charged per session. Fees are strictly payable within 7 days after the account being issued. Accounts must be brought to a nil balance at the end of each term in order to secure subsequent term bookings.

Accounts will be issued weekly on a Wednesday

Payments can be made via the following options:

1. Credit card
2. Direct payment into our bank account.  
BSB 035-052  
Account 217981  
Please put your name against any payments not the invoice number

## Late Payment of Fees

Failure to settle accounts promptly will result in a friendly reminder. Accounts that remain outstanding will incur \$10.00 per week late fee and may unfortunately result in the withdrawal of your child's enrolment until payment has been received. This may in turn mean that your child will lose a place in our POSHC program.

Accounts that remain outstanding will be referred to a debt collector and the family will incur additional collection charges. If you are experiencing financial difficulties please see the coordinator to discuss the matter. All matters will be handled in the strictest of confidence.

## Child Care Benefit (CCB) & Child Care Rebate (CCR)

Child Care Benefit is available from the Family Assistance Office. The FAO will assess parents' taxable income and a scale will be used to determine the amount of assistance each family will receive. The assistance may be claimed at a reduced Service fee or at the end of the financial year. Every family regardless of their income is entitled to this assistance. The Child Care Rebate covers 50% of out of pocket expenses up to a maximum amount each year. The Child Care Rebate is not income tested. If you are claiming Child Care Benefit you are eligible for the Child Care Rebate if you meet a "work study test". For further details please speak to our Nominated Supervisor or contact FAO on 13 6150.

## Allowable Absences

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

Please talk to us about the additional absences.

You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your [Centre link online account](#). You can also do this using the [Express plus Families mobile app](#)

## Regulatory Authorities

Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (or other Approved Framework) and the National Regulations (Education and Care Services National Regulations).

Our Service is regulated by the new national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State/Territory. To contact our Regulatory Authority, please refer to the contact details below:

### South Australia

#### ***Education and Early Childhood Services Registration and Standards Board of South Australia***

GPO Box 1811  
ADELAIDE, SA  
5001

**Website:** [www.eecrsb.sa.gov.au](http://www.eecrsb.sa.gov.au)

**Email:** [nationalqualityframework@sa.gov.au](mailto:nationalqualityframework@sa.gov.au)

**Phone:** 1800 882 413 (toll free)

## Booking in for BSC and ASC

Bookings for Before and After School Care can only be confirmed once the completed enrolment form has been received and processed.

To help us plan appropriate activities and resources we would ask that OSHC bookings are done well in advance, ideally before, or at least at the beginning of each school term. Variations to this on a weekly or daily basis are permitted but preferably need to be done the day before or no later than 12.00pm on the day for After School Care and no later than 6pm the previous day for Before School Care.

Cancellations for BSC and ASC must be made by Friday, 6pm the week before care starts. Any cancellations on the day or during the week of care will be charged as *Absent*. No cancellations will be accepted on the weekend

## Booking in for Vacation Care

Vacation Care bookings need to be made well in advance. Bookings will be taken at any time prior to holiday periods but must be handed in at least **2 week prior to a school holiday period**. The vacation care program is available on the Cedar College website from week 6 of the Term. The booking sheet attached to the program must be submitted for any bookings to be accepted.

Payment for Vacation Care needs to be paid by credit card only and card details must be given with the booking sheet.

## Excursions

Cost of excursions is included in the daily fee **unless otherwise stated**. Cancellations of the excursion are at the discretion of the Coordinator.

There is NO SPENDING MONEY to be brought along on excursions unless specified. Please make your booking for incursion/excursion days promptly as they may fill up fast. Also be aware that there may be a \$5 per family fee for cancellations after a certain date for some incursion/excursions. Information about this will be listed at the centre during each holiday period.

## Service Closing Time and Late Fees

Please be aware the Program closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 6:00pm. A late fee is incurred for children collected after 6.00pm. The fee is \$1 per minute and will be added to your next account.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within 45mins of the Service closing, then we will contact Crisis Care and the Police to take responsibility of your child.

## Confidentiality

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

## Service Policies and Procedures

You will find a copy of our Service policies and procedures in the foyer. We expect our staff and families to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the National Law and Regulations. Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so on account of serious and/or unusual circumstances.

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

## Enrolment Information

Prior to commencing at our Service, you will be required to complete all enrolment documentation. Please understand that it is essential we have up-to-date information in case of an emergency. It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information including:

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

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

## Goals for your child at our Service

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

*Maria Montessori*

Educators’ practices and the relationships they form with children and families have a significant effect on children’s involvement and success in learning. Children thrive when families and educators work together in partnership to support young children’s learning. Children’s early learning influences their life chances.

Wellbeing and a strong sense of connection, optimism and engagement enable children to develop a positive attitude to learning. (MTOF)

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

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

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

# Educational Program

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

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

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

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

## My Time Our Place Learning Framework

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



## BELONGING

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

## BEING

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

## BECOMING

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

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

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

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

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

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

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

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

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

#### Outcome 5: Children are effective communicators

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

## Portfolios

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

- Child's Profile
- Observations
- Objectives for further development
- Work samples

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

# Parent Participation

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

Your involvement can be as formal or active as you like as time permits. We respect that time is limited for most families and we ask that you inform us as to your preferred way of communication. We seek input from families on all aspects of the Service but in particular, your child's goals, observations and program.

If, for any reason you question or do not understand any aspect of the Service or your child's experience we have a Grievance Policy that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time.

## FAMILY SKILLS, INTERESTS AND TALENTS

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

## YOUR OCCUPATION OR HOBBY

You are the most important person in their world. We welcome all parents to the Service to talk about their occupation or hobby (e.g. music, craft, cooking). Everything parents do interest children and these talks are the best educational resources you can provide for the Service.

We use information that has come from discussions about occupations and hobbies in our program and the ideas explored which can turn into interest projects providing valuable learning.

## YOUR HOME CULTURE

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

## RECYCLABLE ITEMS

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

## SUGGESTIONS

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

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

## Communication

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

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

- ✓ Newsletter
- ✓ Emails
- ✓ Letters
- ✓ Face to face
- ✓ Family weekend forms
- ✓ Text messages
- ✓ Formal meetings

## Court Orders

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

## Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival, and signed out on departure. The times must be noted. No child will be allowed to leave our Service with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor.

# Meals and Snacks

We aim to provide a varied menu that is healthy, nutritious and of course popular with the children's taste buds! A treat may be given occasionally. Water is available all day for the children to drink. Please note: We require you to list any allergies, special diets and cultural or religious beliefs on the enrolment form provided.

## **BEFORE SCHOOL CARE**

We will supply the children with a nutritious breakfast before they start the day. Children can choose to have cereal such as Weet-bix or toast for their breakfast.

## **AFTER SCHOOL CARE**

We will supply the children with nutritious snack for Afternoon Tea. Water is available for the children to drink. Fruit is also available.

## **VACATION CARE**

Please provide your child with their own recess and lunch (as per a normal school day) and we will supply breakfast and afternoon tea. We encourage you to include healthy food options in your child/ren's packed lunch each day. Information about healthy food choices is displayed at our centre. If for some reason lunch is not provided we will provide a sandwich and the cost of \$1.50 will be added to your account. Please do not send lollies, chocolates or soft drinks. These items will remain in your child's lunch box for home time. A healthy lunch box environment is a group effort by all families and staff.

Please note that food brought in from home will not be reheated.

# Clothing

## **SPARE CLOTHES**

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

# Toys

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

## Behaviour Guidance

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

## Sustainability

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

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

## Birthdays

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

## Sun Safety

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

### SUN HAT

A hat must be worn every day in Term 1 and 4 when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions.

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

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

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

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

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

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

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

Children who are on antibiotics are to be kept away from the Service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

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

# Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from the Service of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

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

*If your child is unimmunised according to our records, then they will be excluded until the threat has passed.*



# Immunisation

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

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

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

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

# Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless a doctor provides the Service with written authorisation. Educators can only administer medication to a child from its original packaging with pharmacy instruction sticker.

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

\*Please note we will no longer give Panadol and CAN NOT accept permission over the phone to do so. This medication must already be written up on the day to give. If your child gets a temperature you will need to come and collect them.

# Allergies or Asthma

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

The Service requires an Action Plan filled in by your Doctor to assist in managing your child's needs.

# Accidents

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

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

# Emergency Drills

Throughout the year the Service will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. An emergency evacuation plan will be displayed in every room.

# Children's Safety

- Never leave children unattended in cars while collecting children from the Service.
- Never leave a door or gate open.
- Never leave your children unattended in a room.

# Workplace Health and Safety

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

# Educator Ratio and Qualifications

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

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

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

# Parent Acknowledgement

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

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

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

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