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Home



With our safe and nurturing environment, we'll encourage your child's curiosity and imagination, and support you in giving them the best start. They can meet, play, and care, as they learn to be respectful and responsible members of the community.

Find out more about our goals and our focus in our philosophy statement (PDF 35KB)
(https://www.preschools.sa.gov.au/sites/default/files/mckay_childrens_centre_philosophy.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschool and children's centres
(<https://www.education.sa.gov.au/parenting-and-child-care/volunteers/what-volunteers-need-know/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to make sure the preschool runs smoothly. Read through what a governing council does
(<https://www.education.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

Contact us

Preschool director: Mrs Olivia Thomas

Phone: (08) 8737 2535

Fax: (08) 8737 2821

Email: dl.6525.leaders@schools.sa.edu.au

Street address: 7 Scott Street Penola SA 5277

Postal address: 7 Scott Street Penola SA 5277

What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.education.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

Preschool program

Times

Your child can attend preschool for up to 15 hours per week.

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.40am to 3.10pm	8.40am to 3.10pm	8.40am to 3.10pm	–

Fees

The parent contribution is \$98 per term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/mckay-childrens-centre/getting-started/enrolment-and-fees>) for more information.

Lunchtime care is \$6.50 per day.

What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- nappies (if needed)
- drink bottle containing water
- healthy snack
- packed lunch.

Please write your child's name on all their belongings.

Kindy hats are available from us for \$10.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

Additional information

Please read our drop-off and pick-up procedure (PDF 75KB)

(https://www.preschools.sa.gov.au/sites/default/files/mckay_childrens_centre_drop_off_pick_up.pdf).

Child care

Times

Your child can stay for a half or full day, Monday to Friday.

Morning: 7.30am to 12.15pm

Afternoon: 12.30pm to 5.30pm

Before school care: 7.30am to 8.45pm

Fees

This program costs:

Morning or afternoon sessions: \$50

Full day: \$85

Before school care: \$10

What to bring

Your child needs to bring these items:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes (including shorts and pants if toilet training)
- nappies (if needed)
- nappy cream (if needed)
- drink bottle containing water
- milk bottles
- baby's cup
- healthy snack
- packed lunch.

Please write your child's name on all their belongings.

Additional information

Please let us know if your child needs a specific brand of sunscreen.

We have 32 places for child care. We have space for 8 children under 2 years old.

We may have more spots if staffing allows. Speak to us

(<https://www.preschools.sa.gov.au/mckay-childrens-centre#contact-us>) for more information.

Out of school hours care

Our out of school hours care service is for children from Penola Primary School, Mary Mackillop Memorial School and McKay Children's Centre Kindergarten.

Times

Monday to Friday, 3.15pm to 5.30pm.

Fees

This program costs \$22 each day.

Additional information

Contact us (<https://www.preschools.sa.gov.au/mckay-childrens-centre#contact-us>) to enrol or make a booking.

Disability support

There is support available for children with disability (<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

Enrolment and fees

When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area. If you don't live in our catchment area (<https://www.preschools.sa.gov.au/mckay-childrens-centre#location>) you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Before your child starts

We will contact you in term 4 about an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and are a chance for your child to meet our staff and other children.

Fees

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$392 per year. You can choose to pay the total amount at the beginning of the year or pay 4 instalments of \$98 each term
(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Lunch time care is \$6.50 per day.

We offer other programs that may have an additional cost
(<https://www.preschools.sa.gov.au/mckay-childrens-centre/getting-started/what-we-offer#mckayprograms>).

When to pay

We will invoice each term via your child's communication pocket.

Payments are due at the beginning of each term.

Please contact us (<https://www.preschools.sa.gov.au/mckay-childrens-centre#contact-us>) if you are having difficulty paying.

How to pay

Cash cheque, or EFTPOS

You can pay cash, cheque or EFTPOS at the kindy. If paying cash or cheque, please put the payment in a sealed envelope with your child's full name on the front. Hand the envelope directly to one of us at the kindy.

EFT information

You can pay by direct deposit.

Account name: McKay Children's Centre Inc.
BSB: 633000
Account number: 159183425

Please put your child's full name as the reference.

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

Reports and plans

National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



Overall Rating: Exceeding NQS

Quality Area Ratings

- | | | |
|----------|--|---------------|
| 1 | Educational program and practice: | Exceeding NQS |
| 2 | Children's health and safety: | Meeting NQS |
| 3 | Physical environment: | Meeting NQS |
| 4 | Staffing arrangements: | Exceeding NQS |
| 5 | Relationships with children: | Exceeding NQS |
| 6 | Partnerships with families and communities: | Exceeding NQS |
| 7 | Leadership and service management: | Meeting NQS |

Rating for: McKay Children's Centre

Rating issued: June 2018

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Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 1,151KB)
(https://www.preschools.sa.gov.au/sites/default/files/mckay_childrens_centre_qip.pdf)

Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 58KB)
(https://www.preschools.sa.gov.au/sites/default/files/mckay_childrens_centre_context.pdf)

Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) (http://docs.decd.sa.gov.au/Sites/AnnualReports/6525_AnnualReport.pdf)

Parenting support

Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.

**MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

HSW 11-Sleep and Rest Time Policy
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Policy Statement:

The need for adequate sleep and rest is fundamental to the well-being and development of all children. The Centre recognises the uniqueness of every child and their individual routines for sleep and rest. Educators will work in partnership with families to meet the needs of individual children according to age and developmental stages. The Centre's environment incorporates restful spaces for children to retreat to and safe and hygienic sleeping areas.

Procedure:

- Educators will work in partnership with families to ensure sleep and rest routines are respectful of individual needs, ages, developmental stages and cultural practices.
- Families are encouraged to provide their child's special sleeping comforters
- Children's sleep/rest periods will be monitored regularly and recorded for parent information. Children aged under 2 have their sleep times recorded in their communication books. Children over 2 have their sleep times recorded on the sleep sheet in the childcare room.
- Sleep rooms will be monitored by educators until all children are asleep, then the use of a monitor and regular checks will be implemented
- Centre learning programs will promote and incorporate the benefits of rest and relaxation
- Information on safe sleeping practices will be available to families
- Educators will be kept informed of safe sleeping practices recommended by Red Nose (SIDS) and Kidsafe and implement these strategies
- The procedure for putting infants to bed is as follows:
 - Infants will be put to sleep on their back, not the side or tummy
 - Infants head and face will be left uncovered
 - Infant's feet to be placed at the end of the bed and bedding to be folded back
 - Pillows, doonas and padded cot bumpers will not be used
 - Infant swaddles and sleeping bags are to comply with safety recommendations by Red Nose and Kidsafe SA
 - Infants will not be put to bed with a bottle
 - Children will be put to sleep in light, loose clothing

Sources:

- Rednose, Kidsafe SA websites
- DECD Safe Sleeping Practice Guideline and Procedures
- National Quality Standards- Quality Area 2
- Education and Care services National Regulations (Part 4.2, Division 1-81)

Related Policies:

- HSW-7 Hygiene Practices
- HSW-8 Infectious Diseases and Sick Children

Policy Reference Number: HSW 11

Review Frequency: Biennial

Last Reviewed: February 2017

Next Review: February 2019



PHILOSOPHY STATEMENT

Our Mission:

McKay Children's Centre supports families to give children the best start in belonging within a caring community.

Our Vision:

McKay is the place where we meet for play, learning and care.

Our relationships reflect:

Care and empathy - we reach out to others and build nurturing relationships

Innovation – we have the confidence to be open to new learning and the individual strength to persist

Respect - for all people that strengthens our community connection and interdependence

Curiosity and imagination - to wonder, create and play

Therefore:

Together we connect and build safe, nurturing, sustainable and innovative play and learning environments.

Our educators engage in continuous professional learning that benefits the co construction of holistic play and learning environments, allowing for optimum learning.

Our play and learning environments inspire curiosity and build on what children already know and can do.

Our engagement with the local community assists children to be respectful and responsible citizens.

**MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

HSW-1 Administering Medication Policy
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Policy Statement:

Accurate and hygienic administration of medications for children is essential in ensuring their wellbeing and safety. Educators liaise with parents/caregivers in the management and administration of medications. The Centre ensures educators are sufficiently trained and clear procedures are in place to meet the medical needs of the child and regulatory requirements.

The term medication can be defined either as a prescribed or non-prescribed. For the purpose of this policy we have defined both of these.

The definition of prescribed medication is:

- Authorised by a health professional
- Dispensed by a pharmacist with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date. Examples of medication are antibiotics and Ventolin for asthma

The definition of non-prescribed medicine is:

- All medication that does not meet the criteria for prescribed medication can be considered non-prescribed. This includes over the counter medication; medication dispensed by a naturopath/homeopath; or considered complimentary or alternative such as vitamins or remedies
- Examples of a non-prescribed medication include topical or antifungal creams for nappy rash or eczema, paracetamol, ibuprofen, antihistamine for allergy

Procedure

If children have medication for an ongoing illness or condition prescribed by a Doctor the following procedure is to be followed:

- A child's individual health care plan completed by a Doctor is kept in three places, including a medic Buddy pouch in the kitchen on the wall near the fridge; in the blue medication folder in your child's care and education room; and in their enrolment information in the Centre office

If children have a short term illness a medication form from the blue medication folder must be completed by the parent/guardian. Information includes – date, name of child, prescribed medication dosage, time to be given and parent signature. When administering the medication, educators need to record the dosage administered, time given, who checked the administration and sign the form.

- This information is required on a daily basis and must be discussed with an educator who will report this information to the Director, Assistant Director or Responsible Person on the day.
- Medication must be prescribed by a Doctor, be in its original container, have the child's name on it and be current.
- Medication must be placed in the fridge or in the medication cupboard in the kitchen. It must never be left in a child's bag.
- Staff need to be informed of any medication administered to a child before coming to the Centre.
- Non-prescription medicine will not be administered unless on a child's health care plan.
- Educators will keep a record of signs of illness on the Incident, Trauma, Illness form and inform the Director, Assistant Director or Responsible Person on the day of an increase in symptoms

- If children become unwell parents or emergency contacts will be notified and children must be collected as soon as possible
- Staff will wash hands before and after giving medicine.
- For safety reasons dosage instructions as specified by the Doctor on the prescription label must be adhered to. Qualified staff will administer the medication with a second staff member as a witness and sign the medication sheet after administering medication to children.
- The Centre will provide written notification if medication is administered to a child in accordance with First Aid training in an emergency situation. Authorisation is acquired from parent/caregiver verbally or (if non-contactable) a registered medical practitioner or ambulance personnel
- In an emergency the Centre will administer anaphylaxis or asthma medication in accordance with First Aid training without authorisation and parent/caregiver and emergency services will be notified immediately
- Centre staff will not administer the first dosage of any medication due to potential implications or reactions.
- The child will be monitored for any adverse reactions, and parents will be advised of any such occurrence.
- Children should not arrive at the Centre on pain relief medication. If a child is unwell, the best place for a child in pain is at home. Pain relief medication can also mask other symptoms of a developing illness.

Sources:

- Education and Care Services Regulations 92-96, 136
- National Quality Standards Quality Area 2

Related Policies:

- HSW-3 First Aid
- HSW-8 Infectious Diseases and Sick Children
- HSW-7 Hygiene Practices
- Camps and Excursions (DECD)

Policy Reference Number: HSW-1

Review Frequency: Annual

Last Reviewed: June 2017

Next Review: June 2018

MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE

FOOD & NUTRITION POLICY

Food and Nutrition is a key consideration at McKay Children's Centre. The Centre is a part of the Right Bite and Start Right Eat Right programs. The Centre also uses the Rainbow Eating Program as an educational resource with children and families. We encourage families to provide their children with healthy and nutritious food options when they attend the Centre. Centre educators, including the Centre Director will update their food and nutrition knowledge regularly.

Food brought from Home

Goal: To ensure children have food and drink that is safe, varied and nutritious.

- Families will be provided with guidelines on the amount and type of foods and drinks to send to childcare and also suggestions of nutritious and safe foods (see attached lunchbox checklist).
- Families will be encouraged to provide foods from home that meet 50% of the recommended daily intake for key nutrients, and are consistent with the Australian Dietary Guidelines for Children and Adolescents. (Please refer to the 'lunchbox checklist').
- Families and staff will be given a copy of the Centre's Food and Nutrition policy. This is received on families' enrolment, staff induction and annually when the policy is updated. This will be the responsibility of the Director or Assistant Director.
- All dairy milk provided by the families needs to be full cream for children aged 1-2 years old, and either full cream or reduced fat for children older than 2 years old. Skim milk should not be provided.
- Parents will be advised when their child is not eating well, or of any concerns.
- An eating environment which promotes family and multicultural values will be provided.
- Staff members will sit with and supervise children during mealtimes.
- Children will be taught about food and nutrition through food awareness activities, practical food preparation activities and discussions about food.
- Families will provide a bottle of water. Drinking water is accessible from the centre at all times via a spring water dispenser. (If necessary for juice to be served it will be diluted at least 1 part juice to 2 parts water)
- If juice is served to over 1 year olds, it will be limited to 125ml per day
- Children are to be provided with healthy alternatives in their lunchboxes, not foods with high fat and sugar content.
- Food will always be available in the case of an emergency, or if children are hungry between meals and snacks.
- The centre will implement and encourage practises that assist children to receive safe food. The children's lunchboxes are kept in the fridge.
- Children's lunchboxes provided from home are to be washable to ensure hygienic storage in the Centre fridge.
- Food will be stored and handled hygienically by staff and children to minimise food contamination.
- The centre has procedures about the disposal of unused food, food storage and cleaning.

Source: Start Right Eat Right Resource Kit for Child Care Centres
Claire Fitzgerald Start Right Project Manager
Uline Georges: Dietician - Nutritionist for Start Right Eat Right

Policy rewritten November 2007 Updated 25/3/2010; 19/5/12; Nov 2014; March 2016, Nov 2017

- The centre will implement practises that ensure children receive food hygienically e.g. washing hands.
- Foods that should not be sent because they are a choking hazard include:
 - ❖ Hard raw vegetables and fruit are not suitable for children under 4. We suggest grated or cooked for children under 4 years of age.
 - ❖ Whole grapes
 - ❖ Chicken or fish with bones
 - ❖ Popcorn and Frankfurts
 - ❖ Tiny teddies not recommended for under 3 year olds

The centre has a procedure in place, detailing what is to be done when inappropriate food is brought from home. Staff will;

- ❖ Take inappropriate food out of lunchboxes, put this food aside and this will be sent home with the child at the end of the day.
- ❖ Explain to the child why they aren't able to eat that particular food e.g. other children are allergic or it should be left to eat at home because it is a treat.
- ❖ Inform parents either verbally or a note will be sent home in the child's lunch box with the reason why it has been sent home.
- ❖ Provide the child with 'emergency food' from the centre if they have nothing else to eat.

Mealtimes and the eating environment

Goal: To provide a safe, supportive and social environment in which children can enjoy eating.

Mealtimes and the eating environment play a large role in the nutrition of children. It helps children to learn and form good food habits which become eating habits for life.

Breaks are provided for morning tea, lunch, afternoon tea and late snack. Parents/carers to provide afternoon tea/late snack.

It helps children to learn a positive attitude about food and try a variety of foods. It also encourages children to learn family and community values and culturally inclusive perspectives.

- Children will be seated and supervised whilst eating at all times.
- Staff will sit with children and where possible, eat and enjoy the same food.
- Staff will promote a positive, relaxed, social eating environment with children.
- Staff promote positive discussion about the foods children are eating.
- Food will not be used as punishment or reward.
- Staff will provide positive encouragement and role modelling and table manners will be encouraged. The food preferences of the children will be respected.
- Family and multicultural diversity is an important part of our program. We regularly investigate different foods and cultures with the children. Parents are welcome to share their skills with the children
- Staff talk about health and nutrition with the children.
- Staff encourage self help and where necessary, assist children at meal times.
- Precautions to prevent and treat choking are known by all staff and implemented.

Curriculum

Source: Start Right Eat Right Resource Kit for Child Care Centres

Claire Fitzgerald Start Right Project Manager

Uline Georges: Dietician - Nutritionist for Start Right Eat Right

Policy rewritten November 2007 Updated 25/3/2010; 19/5/12; Nov 2014; March 2016, Nov 2017

Goal: Children will be given opportunities to learn about food and nutrition.

Cooking is a part of each services program (childcare, kindy and OSHC). It is an important and meaningful way of conveying to children and educating them in healthy food options.

- Nutrition activities will be included in the planned curriculum and spontaneous programming.
- Children will have the opportunity to learn about food from different cultures.
- Mealtimes will be treated as an opportunity for social learning.
- Children will be involved in different food preparation and cooking activities.
- Food safety will be discussed with the children.
- Children will be taught mealtime behaviour such as serving and clearing.

Special Diet

The special need of children with food allergies, food sensitivities or medical diets will be catered for in consultation with parents and the appropriate medical professionals.

- Children with individual dietary needs will need a health care plan, written by a relevant health professional e. Doctor, Paediatrician, Specialist, Dietician.
- Special diets for cultural or religious reasons will be discussed and negotiated with parents/carers. Parents will need to fill out a Special Diet form. Note: this does not require input from a health professional unless staff notice that it impacts on the child's growth and development.
- Special diets will be reviewed regularly as required

Food Allergies

Our centre is allergy aware. We do not allow **egg or nut** products (kindy, childcare or OSHC) due to children with food allergies and the risk of anaphylactic reaction. The centre will not have any food containing nuts or high amounts of egg. This includes:

- ❖ Peanut paste
- ❖ Nutella
- ❖ Satay products
- ❖ Boiled eggs
- ❖ Meringue
- ❖ Pavlova
- ❖ Quiche

Where children have a known allergy or intolerance, it is recorded on the mauve coloured form that accompanies the enrolment form. The Director, Assistant Director or other staff member will discuss the allergy or intolerance on induction of the family into the Centre and all staff are made aware of it. A food allergy or intolerance should be confirmed by a specialist (Paediatrician, Dietician or Immunologist) or General Practitioner. The specialist should provide detailed information about the allergy or sensitivity and details of any emergency procedure required. Allergy and Intolerance forms will be provided to families by the Centre every 12 months to allow for opportunities for information to be updated.

- If a child has a severe allergy (Anaphylaxis) their photo and detailed instructions will be clearly displayed on the fridge with parent/guardian consent. If the management includes the use of an epipen, this will be provided by the parent.
- Epipens will be stored in the medication pouch in the kitchen. On excursions epipens will be carried in an insulated bag.

Source: Start Right Eat Right Resource Kit for Child Care Centres

Claire Fitzgerald Start Right Project Manager

Uline Georges: Dietician - Nutritionist for Start Right Eat Right

Policy rewritten November 2007 Updated 25/3/2010; 19/5/12; Nov 2014; March 2016, Nov 2017

- Cakes and muffins can be eaten at the centre because the egg is cooked and less concentrated.
- New foods should be introduced to children at home.
- Staff will ensure that any food brought by them into the centre for personal consumption which could cause an allergic reaction will be kept in an area which is not accessible to children e.g staff room. They will wash their hands thoroughly before returning to the floor after each break.

Feeding Practises for Babies 0-12 months

The centre supports breast milk provision and breast feeding mothers. Breast feeding mothers are encouraged to visit the centre to feed their baby at times suitable to them and the baby.

- We encourage parents to follow the SRER Recommended Schedule for introducing solids to infants (please see attached).
- Both breast milk and prepared formula milk should be transported to childcare in insulated packs or in an esky with a freezer brick to keep them cool. The bottles are placed at the back of the fridge on arrival.
- Recommended procedures for storing, thawing and warming of breast milk and infant formula is displayed in the kitchen next to the fridge.

Childcare

- Children's labelled lunch boxes need to be placed in the fridge in the correct age section.
- Send food with minimum packaging e.g. lunch box with compartments.
- Food that needs to be heated should be in a microwave safe container.
- Place one piece of fruit for morning snack on the tray each morning or dried fruit, cheese, cooked vegetables. This is cut up and shared amongst the children at morning tea. Extra fruit and vegetables should be in the child's lunch box for the rest of the day.
- Children have shared fruit mid morning and have a snack from their lunch box mid afternoon, each day.
- On a daily basis please provide clean bottles with water and individual formulas that are clearly marked. Ensure necessary instructions are conveyed to staff and or written in communication books.
- A bottle of water clearly named, needs to be placed in the cooler bags provided.
- Communication between staff and parents:
 - There are separate communication books for each child under 2 years
 - Information is communicated verbally by staff when parents pick up their child
 - Parents of children aged over 2, can request staff write down what a child has eaten throughout the day e.g if recovering from an illness.
- Information about infant feeding (formula or breast milk) and the introduction of solids is communicated to parents.

Source: Start Right Eat Right Resource Kit for Child Care Centres
 Claire Fitzgerald Start Right Project Manager
 Uline Georges: Dietician - Nutritionist for Start Right Eat Right

Policy rewritten November 2007 Updated 25/3/2010; 19/5/12; Nov 2014; March 2016, Nov 2017

- Hand outs are available and attached as an appendice for parents. Staff offer additional information and support as required.
- The under 2 communication books are used for staff to communicate with parents about feeding achievements

Kindergarten

- Kindy lunches are not refrigerated – we recommend insulated cooler bags or lunchboxes with freezer blocks.
- Food that needs to be reheated should be in a microwave safe container.
- Only water should be provided to drink.
- For morning tea only fresh fruit, dried fruit or cheese is allowed.
- Children have the option of having something from their lunch boxes during the afternoon.
- Children will wash their hands before lunch and after lunch to ensure they don't contaminate surfaces with foods that may affect others, especially those identified as vulnerable to anaphylaxis reactions

OSHC

- Fresh fruit is provided everyday for afternoon tea.
- Cooking activities have a healthy focus and children are encouraged to participate in the preparation of food.
- Drinking water is easily accessible.
- Chocolates and lollies that children have in their bag can not be consumed at the program.

Birthday celebrations

The centre encourages the celebration of children's birthdays. Cakes, large or small are welcomed for morning or afternoon tea. Single patty pan cakes are preferable. A 'Special' platter of finger food which includes dip, cheese, dried biscuits and fresh and dried fruit is an alternative.

An ingredients list is required for all cakes that are provided from home or bought cakes. Any potentially hazardous ingredients such as fresh cream or custard are to be avoided due to food safety risks. Cakes can contain eggs but must not be in high proportion compared to other ingredients. Cakes must not contain any nuts.

The Food and Nutrition policy is reviewed on an annual basis or more regularly when necessary. A copy of the policy is kept in the 'Policy Folder' in the foyer and on the McKay website.

Staff training

At least two staff are trained in a food and nutrition training course.

All staff will have completed 'Food Safe' training within 1 month of commencing employment. This training is updated every 3 years as a refresher for staff.

Fundraising

Source: Start Right Eat Right Resource Kit for Child Care Centres

Claire Fitzgerald Start Right Project Manager

Uline Georges: Dietician - Nutritionist for Start Right Eat Right

Policy rewritten November 2007 Updated 25/3/2010; 19/5/12; Nov 2014; March 2016, Nov 2017

The Centre promotes healthy lifestyles for all in the community. Fundraising activities endorsed by the McKay Governing Council reflect the values of healthy living and promotes the consumption of healthy foods.

Appendices Attached

- Storing/thawing/ warming procedures for breastmilk and formula
- Recommended stages for introducing solids
- Fluids allowed from birth to age 5

Source: Start Right Eat Right Resource Kit for Child Care Centres
Claire Fitzgerald Start Right Project Manager
Uline Georges: Dietician - Nutritionist for Start Right Eat Right

Policy rewritten November 2007 Updated 25/3/2010; 19/5/12; Nov 2014; March 2016, Nov 2017

MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE

HSW-3 First Aid Policy

Policy Statement:

Educators are competent in delivering First Aid as needed throughout the day at McKay Children's Centre.

Procedure:

- As many educators as practical will hold current First Aid qualifications and management training in Asthma and Anaphylaxis
- At least two educators with a current First Aid, Asthma & anaphylaxis training and CPR qualification which meets the requirements set down in the Education and Care Services National Regulations will be on duty at the Centre at all times that children are on the premises
- Parents/Caregivers are required to provide written authority (included in the enrolment form) for educators at the Centre to seek medical attention for their child if required
- When a **minor accident** occurs at the Centre, educators who are qualified in First Aid will:
 1. Assess the injury
 2. Attend to the injured child and apply First Aid
 3. Check that no-one has come into contact with the injured person's blood or body fluids.
 4. Clean up the spill carefully using disposable gloves if bleeding is involved and dispose of waste in a proper manner (see Hygiene Practices Policy).
 5. Contact the parent/guardian if injury warrants immediate notification or if child is not being collected from the Centre, i.e., child catches the bus. If the parent/guardian is not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child.
 6. Document all details of the incident, injury and treatment on the Incident, Trauma, Illness form from the blue folder.
- When a **serious accident** which requires more than First Aid occurs at the Centre, an educator who is qualified in First Aid and CPR will:
 1. Notify the Director, Assistant Director or Nominated Supervisor as to the action required
 2. Director, Assistant Director or Nominated Supervisor will contact child's parent/guardian and advise of action required
 3. At all times the child will be comforted and calmed by an educator
 4. If an ambulance is called, a staff member will accompany the child if a parent/ caregiver is unavailable to do so
 5. A full report of the accident detailing the incident and the action taken will be recorded on an incident, trauma, illness form which is to be signed by the parent/ guardian, and then stored in the blue folders appropriate to the service in each room.
 6. The Director will notify the Education and Services Board of the accident within 24 hours, if the child is in childcare or OSHC at the time of the accident. If the child is in kindy the Director will notify DECD via IRMS as soon as possible. DECD will make the notification to the Board. A report will be made on IRMS, which includes a report to Safe Work SA regardless of what service the child is in.
- It is expected that any costs incurred in ensuring prompt medical attention for a child will be met by the parents/ guardians.
- Accidents which result in death or serious injury to employees (including when likely to be absent from employment for ten or more working days) must be reported to the Safe Work SA as per the Work, Health and Safety Act 2012.

- A cold pack will be kept in the freezer for treatment of potential bruises and sprains.
- First Aid will only be administered by qualified First Aiders in the event of minor accidents or to stabilise the victim until expert assistance arrives.
- The telephone number of Emergency Services and the Poisons Information Unit will be displayed next to the Centre telephones.
- Educators will carry a small portable First Aid kit on excursions and individual medical pouches with health care plans (stored in the kitchen) will also be taken if required.
- First Aid kits are located in the Centre kitchen, OSHC Room and Centre Shed.

Sources:

- Education and Care Services National Regulations, 85,86, 87, 89
- National Quality Standards, Quality Area 2
- DECD Injury, Incident Reporting and Investigation Procedure, current version June 2015

Related Policies

- HSW-1 Administering Medication
- HSW-7 Hygiene Practices

Policy Reference Number: HSW-2

Review Frequency: Annual

Last Reviewed: August 2017

Next Review: August 2018

**MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

HSW-2 Emergency Practices Policy

Policy Statement:

At McKay Children's Centre the safety of the children and staff are of paramount importance in the event of any emergency.

Procedure:

- Emergency procedure plans for evacuations and invacuations are displayed throughout the building at all external doors, in all rooms.
- All staff are aware of the evacuation and invacuation procedures.
- Emergency drills are rehearsed routinely, with a minimum of four practised a year on different days to allow a range of children and staff to practise the procedures.
- Invacuation procedures are also rehearsed regularly. All emergency drills are recorded and evaluated and discussed at staff meetings.
- At least one staff member from each service (childcare, kindy & OSHC) staff is trained in using fire safety equipment via Fire Warden training.
- All visitors to the Centre e.g. trades people are made aware of the emergency procedures on arrival at the Centre. These procedures are also included in parent information folders and staff induction folders.
- Emergency equipment is kept in working order and inspected routinely by Chubb fire equipment inspector, which includes checking fire extinguishers and fire blankets. Portable and fixed first aid kits are checked 6 monthly and replenished when necessary.
- All equipment is serviced regularly and recorded on the STAR portal with DECD and in the maintenance folders in the front office
- A copy of the Centre's emergency evacuation procedure and plan of the building is kept at the local fire station. The procedure has been developed in consultation with the local CFS.

The Centre has developed the following procedures in relation to emergency evacuation situations.

- The Fire Warden will take responsibility for emergency evacuations in consultation with the Director and WHS Subcommittee.
- In the event of a fire or an emergency requiring evacuation an alarm will be sounded (whistle). A whistle will be sounded in both the childcare, kindy room and outside.
- All staff and children will immediately evacuate to the ASSEMBLY POINT A at the back gate. If this is not a safe place to meet, staff will direct towards ASSEMBLY POINT B in the school yard near BBQ grassed area.
- Members of staff will collect the daily attendance records (kindy, childcare, OSHC), emergency list, staff roster, visitor book, OSHC mobile phone, first aid kit, fire blanket and computer back up tapes.
- One staff member will ring 000 (for Ambulance, Fire and Police) & notify Penola Primary School 87372300.
- After checking all rooms are clear, staff will ensure main doors are closed (doors not to be locked).
- Sign to be placed at entrance ramp

- Outside staff will gather children and ensure everyone is at the assembly point. Inside and other staff evacuate inside children/babies down ramp (in pushers/cot if necessary).
- Staff will call rolls (kindergarten, childcare, visitor book and staff rosters) and evacuate through the back gate onto the Primary School oval and to the Primary School Gym if leaving early or to take cover from a passing fire
- One staff member to meet emergency services at the front fence on Scott Street.

The following invacuation procedure takes place in the case of a situation such as a threat from persons or animals or a disaster/emergency where children and staff are safer indoors.

- In the case of an emergency requiring invacuation an alarm will be sounded. The signal is three short blasts of ship's horn. The horns are situated in shed and on the hook inside the kindy deck door. Both horns must be sounded.
- On hearing the horn all staff and children will immediately enter the building and assemble in the safest area. All children will assemble together in the one place. One qualified staff member will nominate the safest area.
- Staff will help children inside, carrying the younger ones. All children are to sit on the floor.
- One staff member from kindy and childcare to check outdoor areas and then come inside and lock all windows and doors.
- Two staff members to collect attendance records and staff rosters.
- One staff member to ring Police 000 or 131444 and Penola Primary School 87372300.
- When all children are assembled on mat a roll call is done.
- Children and staff to remain inside until notified it is safe.
- Director to initiate counselling if required and complete critical incident reports.

In the case of an injury in any emergency situation, please refer to the HSW 3-First Aid and HSW 1-Administering Medication policies. In the situation of a major disaster in the town or area, the Director will be advised by DECD Incident Management Team in Adelaide about what further plans there might be for meeting at the town 'Safe Refuge Area' at McCorquindale Park.

Source:

- Penola CFS
- DECD Extreme Severity and Serious Critical Incident Reporting Process, Flowchart, January 2015
- National Quality Area 2
- Education and Care Services National Regulations, 97
- Work Health Safety Regulations 2012 (DECD)
- DECD Incident Management Division

Related Policies:

- HSW-1 Administering Medication
- HSW- 3 First Aid

Policy Reference Number: HSW 2

Review Frequency: Annual

Last Reviewed: July 2017

Next Review: July 2018

**MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

ELM-1 COLLECTION OF CHILDREN

Policy Statement:

The security and well-being of children in care at McKay Children's Centre is of the highest priority. The following procedure must be strictly adhered to by all Centre educators, management and parent/guardians.

Procedure:

On enrolment and at regular intervals the Centre must establish the identity of guardians and authorised persons able to collect the child from the Centre. The Centre must also keep evidence of any court orders relating to guardianship and access to the child including parenting orders.

A child departing from the Centre must be given into the care of a parent/guardian. If a parent/guardian is not available, the child must be released into the care of an authorised person. Authorised persons need to be listed on the enrolment form as Emergency Contacts & Collection Authorities. A child will not be released from the Centre to a person 16 years or younger from the Centre.

If circumstances prevent a parent/guardian or authorised person collecting the child and written authorisation is not able to be sought, the Centre must write down verbal instructions including:

- Precise identification and the name of the person to collect the child
- The relationship to the child if applicable
- The time of the collection and any other relevant information

If staff are not familiar with the collector, identification will be required e.g. driver's licence. Children will only be released to authorised persons.

Childcare and OSHC parents/guardians are required to record daily times in and out and to sign the Attendance Register. This is a legal requirement.

Childcare and OSHC parents/guardians must bring children into the Centre and notify staff when leaving at arrival and departure times.

Children accessing OSHC or childcare from Kindergarten are transferred and signed in by staff. Children accessing Kindergarten from childcare are transferred and signed in by staff.

Kindergarten bus children will always be put on the bus unless the staff are informed otherwise via phone or child's bus communication book. A written note via a child's bus communication book is required when regular arrangements are changed.

When there is a custody issue:

If a parent/guardian that is named in a custody order and unable by law to take the child arrives at the Centre the parent/guardian who has full custody is to be contacted immediately.

The staff will explain the Centre policy regarding collection by authorised persons with written authority.

If directed by the full custody parent/guardian to contact the police, the team leader or Director may do so. The staff's primarily responsibility is to the safety and welfare of all children in the Centre (and to themselves). In any situation that has the potential to be dangerous the staff will cooperate and contact the police and/or Families SA immediately.

If a parent/guardian is intoxicated staff have a duty of care to ensure the safety of children in their care. If staff suspects that the safety of a child might be compromised the following steps will be taken:

- Staff will advise parent/guardian insists on collecting their child, staff will record this information and advise the parent/guardian of this. The police will be contacted and advised of the situation.

Sources:

- Education and Care Services National Regulations 99
- Preschool Enrolment Policy (DECD)

Related Policies:

- Policy Reference Number: ELM-1
- Review Frequency: Annual
- Last Reviewed: August 2017
- Next Review: August 2018

**MCKAY CHILDREN'S CENTRE INC.
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

ELM-6 Guiding and Managing Children's Behaviour

Policy Statement:

At McKay Children's Centre and Penola OSHC we believe that all individuals – children, staff, families and visitors will be treated with care and respect. Children's social and emotional well-being determines their success in learning and this will be promoted across our three services through providing a safe, supportive environment and high quality programs that engage learners. Children will be supported and guided to manage their own behaviour in order to be the best they can be and build a strong sense of belonging in a caring community.

The behaviours we encourage at McKay Children's Centre and Penola OSHC include:

- Positively interacting with individuals and groups
- Expressing wants and needs clearly
- Respecting the rights and safety of others
- Sharing resources
- Including others in play
- Caring for self, others, property and the environment
- Resolving conflict in a positive manner
- Assisting others
- Accepting differences and having a positive attitude to those experiencing difficulties

To maximize positive outcomes educators will:

- Provide a safe, well planned environment that promotes a sense of belonging, trust and respect
- Plan a stimulating, challenging and enjoyable program that acknowledges the importance of play in children's learning and offers a range of choices
- Plan for individual children according to interests, ability, home culture, stage of development and needs based on information from the family and educator observations
- Develop children's awareness of what is acceptable and unacceptable, what is safe and what helps others get along
- Supervise children and respond appropriately as situations arise
- Support children to risk assess situations as they consider and make choices
- Model verbal and non-verbal language that is respectful and inclusive of all families and children
- Explicitly teach social skills – getting along, confidence, persistence and organization through the Success program - and the Keeping Children Safe program

Strategies for different age groups throughout the Centre & Penola OSHC

To assist children 0-2 years educators will:

- Set up a safe environment in which children can explore and develop new skills
- Develop warm, nurturing relationships

- Offer duplicates and a range of materials to avoid disputes over ownership
- Carefully supervise children and re-direct if necessary
- Offer positive feedback for sharing, helping and positive interactions with others
- Establish eye contact and speak simply and clearly when there is a concern
- Respond to children's bids, e.g. a call for comfort

To assist children 2-5 years educators will:

- Provide an enriching environment that stimulates learning through the exploration, experimentation and manipulation of a variety of resources
- Ensure a range of quiet and energetic activities are available
- Establish routines and rules with the children that are understandable and use visual cues to reinforce them
- Increase children's participation in the program by consulting with them
- Explicitly teach children at group times and individually to build a culture about how using good thinking, good words, safe hands, safe feet impacts on the welfare of self and others
- Monitor children's interactions, interests and participation in the program and use this to develop individual programs
- Encourage co-operation through planned small group experiences
- Redirect children to a different area or activity if required
- Acknowledge positive behavior and use positive language to reinforce competencies
- Utilise communication strategies such as visuals, social stories and sign language to assist children in the development of social skills
- Consult with families to build strong relationships that benefit families and community
- Consult with health professionals and make referrals with the Director or Assistant Director's input where necessary, e.g., CAFHS nurse, Community Health professionals (Occupational Therapist, Speech Pathologist) and DECD Support Services (Special Educator, Speech Pathologist, Behaviour Support) and Gowrie SA

To assist children 7- 12 years [OSHC] educators will follow the above, but also:

- Establish and reinforce group rules via democratic decision making
- Encourage older children to assist and support younger children
- Ensure a range of activities are available for this diverse age group
- Address issues with sensitivity as they arise and consult with families to find caring solutions
- Discuss with other OSHC educators and the Centre Director strategies to deal with issues as they emerge but also in shared programming sessions

To minimize challenging behaviour educators will:

Attend to challenging behaviour as soon as it is observed and redirect the child

- Respond to the situation according to the individual's needs
- If required ask the child to sit and reflect on their behaviour and follow up with discussion
- Focus on the feelings of the victim if a child is hurt and verbalise signs of empathy
- Record ongoing challenging behaviour using an ABC chart and report to the room leader, Assistant Director or Director
- Communicate issues sensitively to families concerned

- Seek support from DECD and other agencies e.g. Gowrie SA, Community Health, CAFHS
- Model appropriate responses and support children to develop problem solving, negotiation and conflict resolution skills
- Teach children strategies to respond appropriately to interactions they don't like e.g. "Stop [with hand signal]. I don't like.....because..... It makes me feel.....".
- Give a child limited choices if they are not participating purposefully

To consult with and inform families, educators will:

- Provide each family with the ELM-6 Guiding and Managing Children's Behaviour policy on enrolment
- Encourage families to share information about their child through discussion in Induction and Parent: Educator meetings
- Support families and children in their transition routines from home to childcare to school to OSHC
- Maintain confidentiality in discussions with families and other agencies

Families are able to support the ELM-6 Guiding and Managing Children's Behaviour policy when they:

- Share their ideas and experiences about their child with educators
- Discuss concerns with educators at the earliest opportunity and work towards developing consistent strategies to address issues and solve problems at home and at McKay and Penola OSHC
- Abide by this policy in their interactions with children including their own children at McKay and at Penola OSHC.

Educators are informed about behaviour management when they:

- Receive the ELM-6 Guiding and Managing Children's Behaviour policy in their induction folder
- Develop skills and knowledge through professional development, e.g., Circle of Security; Autism SA programs and Marte Meo
- Critically reflect with each other on children's participation in the program

Sources:

- Early Years Learning Framework
- Respect Reflect Relate (DECD)
- UN Rights of a Child (Article 31)
- Supporting and Managing Children's Behaviour
- Success Program
- Keeping Children Safe

Policy Reference Number: ELM 6

Review Frequency: Tri-annually

Last Reviewed: May 2017

Next Review: May 2020