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## Home



We offer a warm and welcoming place to nurture your child's social, emotional, and mental development. Our learning through play programs will help your child develop their cooperation and communication skills, and help them become a confident and persistent learner. We have a strong belief in sustainability and will focus on developing your child's ongoing respect for our environment. We encourage nature play, creativity, and acceptance of others, and pride ourselves on building secure and respectful relationships with you and your family.

Find out more about our goals and our focus in our philosophy statement (PDF 390KB)  
([https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc\\_philosophy.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc_philosophy.pdf)).

## Governing council

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.decd.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 Sally Wuttke

**Phone:** (08) 8562 1006

**Fax:** (08) 8562 3435

**Email:** [dl.5308.leaders@schools.sa.edu.au](mailto:dl.5308.leaders@schools.sa.edu.au)

**Street address:** 14 Park Avenue Nuriootpa SA 5355

**Postal address:** 14 Park Avenue Nuriootpa SA 5355

## What we offer

On this page

Preschool program

(<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nuripreschool>)

Lunch care program

(<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nurlunchcare>)

Before kindy care

(<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nuribefore>)

After kindy care

(<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nuriafter>)

Childcare

(<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nuriootpaprograms>)

Disability support

(<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#disability>)

We offer a number of programs and services to support your child's early years learning (<https://www.decd.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.

Full day option 1

| Monday           | Tuesday          | Wednesday | Thursday | Friday                             |
|------------------|------------------|-----------|----------|------------------------------------|
| 8.30am to 3.00pm | 8.30am to 3.00pm | –         | –        | 8.30am to 3.00pm<br>odd weeks only |

Full day option 2

| Monday | Tuesday | Wednesday        | Thursday         | Friday                              |
|--------|---------|------------------|------------------|-------------------------------------|
| –      | –       | 8.30am to 3.00pm | 8.30am to 3.00pm | 8.30am to 3.00pm<br>even weeks only |

Morning option

| Monday            | Tuesday           | Wednesday         | Thursday          | Friday            |
|-------------------|-------------------|-------------------|-------------------|-------------------|
| 8.30am to 11.30am | 8.30am to 11.30am | 8.30am to 11.30am | 8.30am to 11.30am | 8.30am to 11.30am |

Afternoon option

| Monday                  | Tuesday                 | Wednesday               | Thursday                | Friday                  |
|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 12.00 noon to<br>3.00pm | 12.00 noon to<br>3.00pm | 12.00 noon to<br>3.00pm | 12.00 noon to<br>3.00pm | 12.00 noon to<br>3.00pm |

### Fees

The parent contribution is \$110 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/enrolment-and-fees>) page for more information.

If your child attends for a full day, there is an additional cost for our lunch care program (<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nurilunchcare>) of \$9.90 per day.

## **What to bring**

Children need to bring these items each day:

- bag
- broad-brimmed, bucket, or legionnaires hat
- change of clothes
- drink bottle containing water
- healthy snack
- healthy packed lunch (if attending for a full day).

Your child needs to wear clothing that covers their shoulders. On days with a UV rating higher than 3, they must also wear sunscreen. Closed-in shoes or sandals are important for comfort and safety - crocs and thongs are not allowed. During winter, your child can bring a raincoat and rubber boots for outdoor play.

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

## **What not to bring**

Children should not bring these things:

- food containing whole eggs, nuts, or traces of nuts (we are an allergy aware centre and some children have 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 149KB)  
([https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc\\_arrivals\\_and\\_departures.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc_arrivals_and_departures.pdf)).

## **Lunch care program**

If your child is attending preschool for a full day, they will be booked into our lunch care program. During lunch care we will make sure your child practices good hygiene and will monitor their eating. We will also take the opportunity to practice literacy and numeracy skills with your child.

## **Times**

Every day from 11.30am to 12.00 noon.

## **Cost**

\$9.90 per day.

## **What to bring**

A healthy packed lunch in line with our food and nutrition (PDF 198KB)

(

[https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc\\_food\\_and\\_nutrition\\_policy.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc_food_and_nutrition_policy.pdf)) and

allergy aware (PDF 187KB)

(

[https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc\\_allergy\\_awareness\\_policy.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/nuriootpaccc_allergy_awareness_policy.pdf)) policies.

## **Before kindy care**

If your child is attending a full day or morning preschool session, they can access before kindy care. When it's time for them to go to preschool, we will walk your child there.

## **Times**

Every day from 8.00am to 8.30am.

## **Cost**

\$9.90 per session.

## **After kindy care**

If your child is attending a full day or afternoon preschool session, they can access after kindy care. We will walk your child to after kindy care at the end of their preschool session.

## **Times**

Every day from 3.00pm to 6.00pm.

## **Cost**

\$30 per session.

## Childcare

We provide a community-based childcare program for children 6 months to 5 years.

Our Kangariilla room ('caring place' in the Peramangk language) is for children under 2 years old. Children over 2 go into our Tii-taka room ('sit and trade' in the Peramangk language).

### Times

Full day

| Monday           | Tuesday          | Wednesday        | Thursday         | Friday           |
|------------------|------------------|------------------|------------------|------------------|
| 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm | 8.00am to 6.00pm |

AM session

| Monday           | Tuesday          | Wednesday        | Thursday         | Friday           |
|------------------|------------------|------------------|------------------|------------------|
| 8.00am to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm | 8.00am to 1.00pm |

PM session

| Monday           | Tuesday          | Wednesday        | Thursday         | Friday           |
|------------------|------------------|------------------|------------------|------------------|
| 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm | 1.00pm to 6.00pm |

### Cost

Full day

Permanent bookings – \$97 per day

Casual bookings – \$119.79 per day

Half day

Permanent bookings – \$56 per session

Casual bookings – \$68.97 per session

## **What to bring**

Children need to bring these items each day:

- bag
- broad-brimmed, bucket, or legionnaires hat
- change of clothes
- drink bottle containing water
- healthy snack
- healthy packed lunch (if attending for a full day).

If needed, younger children also need to bring these items each day:

- bottles of milk or formula pre-measured and clearly labelled
- soothers or special comfort toys
- nappies to last their session (at least 4-5).

All children need to wear clothing that covers their shoulders. On days with a UV rating higher than 3, they must also wear sunscreen. Closed-in shoes or sandals are important for comfort and safety - crocs and thongs are not allowed. During winter, your child can bring a raincoat and rubber boots for outdoor play.

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

## **Your child's clothing**

Your child needs to wear clothes that are comfortable for them to run, climb, and play in. Older clothes are best because they will get dirty. Your child needs to be able to manage their clothes on their own when going to the toilet.

## **Additional information**

Enrolling your child in childcare is a great way to help them transition to preschool. Check with us about availability. To enrol your child in childcare you will need to complete a full enrolment pack. These are available from us. You may wish to contact Family Assistance on 13 61 50 or visit their website (<http://www.humanservices.gov.au/>) to confirm you have been assessed for the Child Care Subsidy.

## **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 (<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr#location>). If you don't live in our catchment area 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.decd.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.

## **What parents can expect before their child starts**

We will invite you to attend an enrolment interview with our director. This is an opportunity for you to ask any questions you may have.

## **Fees**

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

The parent contribution is \$110 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). If your child attends a full-day session there will be an additional lunch care program fee. See our what we offer page (<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nurilunchcare>) for more information.

We offer other programs that may have additional costs (<https://www.preschools.sa.gov.au/nuriootpa-community-childrens-ctr/getting-started/what-we-offer#nurilunchcare>).

## **When to pay**

We will invoice you via email or your message pocket.

Childcare fees are due each week. Payments for preschool are due by week 5 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Please contact us if you are having difficulty paying.

## **How to pay**

Cash or cheque

You can pay cash or EFTPOS at the centre. Please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payments box in the front office.

EFT information

You can pay by direct deposit.

BSB: 105055

Account number: 229014040

Please put your child's name in the notes as the reference.

## Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.sa.gov.au/topics/education-and-learning/early-childhood-education-and-care/preschool-and-kindergarten#immunisation>).

## Reports and plans

### National Quality Standard rating

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



**Overall Rating:** Meeting NQS

### Quality Area Ratings

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

**Rating for:** Nuriootpa Community Children's Centre

**Rating issued:** December 2017

Source: ACECQA copyright (<https://www.acecqa.gov.au/copyright>)



## **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 1,164KB)  
([https://www.preschools.sa.gov.au/sites/default/files/nuriootpaccc\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/nuriootpaccc_qip.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/5308\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/5308_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.

# Accident, Injury & Administration of First Aid Policy and Procedures

***Nuriootpa Community Children's Centre is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors. The Centre's Staff team strive to prevent accidents, whether to children or staff. In the event of an accident, the staff will take appropriate action according to the Centre's policies and procedures.***

An accident or injury to a child will be recorded on an Accident/Illness/Injury report form (green form) if any accident/illness/injury occurs that requires the administration of first aid.

Staff will fill in the Accident log and endeavour to verbally speak to families if:

- any injury that is minor (e.g. no or little marks left)
- first aid is not needed

If first aid is administered, and a green report form is completed, a green highlight will be placed next to the child's name on the signing sheet and the person collecting the child will be asked to sign the report. Staff will use their professional judgement when determining if a phone call to the parents is required at the time of the accident/illness/injury.

If, after the event of an accident/illness/injury at the Centre, your child requires medical attention we ask families to notify the Centre as soon as possible.

If a critical accident/illness/injury occurs, qualified staff will administer the appropriate first aid as necessary. For the safety of the staff and others around them, barrier devices will be used to avoid contamination or spread of disease via bodily fluids, such as the use of gloves. If the injury or illness requires further medical attention the Centre will call for an ambulance and then notify families.

## **EDUCATOR RESPONSIBILITIES**

### **Procedure for Reporting a Minor Incident/Injury**

For injuries not requiring specific first aid, such as: minor cuts, small bruises, bumps etc. an educator will ensure the child is ok and then record the incident in the **First Aid Log**, located in a folder in each room in the Centre (Kangariilla Room, Tii-taka Room and Kindy Room). This information will be verbally conveyed to parents upon pickup.

### **Procedure for Reporting the Administration of Minor First Aid**

If simple first aid has been administered to a child at the Centre the following procedure will be followed:

The staff member in attendance will record details of the accident/injury/incident on a green report form.

A green highlight will be placed next to the child's name on the sign in/out sheets to alert person collecting the child that there is a form to sign and sign.

The person collecting the child will be asked to sign the report.

If any further information is required about the accident, the staff on duty will provide this.

### **Procedure for Reporting the administration of serious first aid.**

If a critical injury or illness occurs, qualified staff will administer the appropriate first aid as necessary. For the safety of the staff and others around them, barrier devices will be used to avoid contamination or spread of disease via bodily fluids, such as the use of gloves. If the injury or illness requires further medical attention (such as an ambulance, or the child is seen by a Doctor or hospital after the injury or illness was sustained at the Centre), a green accident/injury/illness form will be completed and the incident will also be recorded by the Director on the IRMS system. This will be reported to DECD within 12 hours.

### **Calling an Ambulance:**

Dial 000. For critical injuries or illnesses, an ambulance must be called **before** the parents or staff emergency contacts are contacted. This is to ensure the child or staff member is in the best possible position to receive professional medical attention as soon as possible. Parental permission for an ambulance is not required.

### **First Aid Kits**

The Centre regularly checks and maintains First Aid Kits and Asthma Kits.

**Endorsed August 2016**  
**Next Review August 2018**

# Administration of Medication Procedures

- Medication will only be administered by Centre staff if:
  1. It is prescribed by a doctor and has the original label detailing the child's name and required dosage.
  2. The parent/guardian provides the Centre with Medication Authority Form filled in by a doctor.
  3. The parent/guardian has completed and signed an "Authority to Give Medication" form.
  4. The child has had their first dose administered at home 24hrs prior to coming to the Centre (the Centre will not administer the first dose)
- Medication must be given directly to Children's Services Professional (qualified and/or TL) or teacher, and not left in the child's bag or locker.
- Before medication is given to a child, the staff member will verify the correct dosage with another staff member. After giving the medication, the staff member will complete the following details on the "Authority to Give Medication" form – date, time, dosage, medication given, person who administered, person who verified. (See example Authority to Give Medication Form)
- Where medication for treatment of long-term conditions or complaints such as asthma, or epilepsy is required, the Centre will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage as prescribed and how the condition is to be managed.
- If children are receiving medication at home but not at the Centre, the Centre should be advised of the nature of the medication and its purpose and of any possible side effect it may have for the child.

**Next Review March 2019**

# Allergy Awareness Policy

## And Procedures

### Policy Statement

The aim of this policy is to promote awareness amongst children and parents/caregivers about allergic reactions suffered by children after coming into contact with certain products. The policy also aims to alert parents to the potential severity of Anaphylactic reactions and provide information on how parents can help prevent such reactions by being aware of which products to avoid.

### Information on Allergies

Many children have allergies. If exposed, allergic reactions include hives, swollen eyes, wheezing and asthma symptoms. A few reactions however, can be life threatening. Some children are severely allergic to food products such as nuts and eggs, even a tiny amount could be fatal within minutes. Children who have severe allergies to such food substances are exposed to a health risk not only when peanut products are consumed in their environment or shared with them, but from residue left on toys, play surfaces and other equipment (cross-contamination). These children are termed ANAPHYLACTIC ie suffer from ANAPHYLAXIS.

### What is ANAPHYLAXIS?

(A big word for a big reaction)

ANAPHYLAXIS (pronounced ana-fil-ax-is) is the most severe form of an allergic reaction that can result in death. An anaphylactic (or full body shock) can occur within seconds of exposure to an allergen or it may occur as a delayed reaction several hours after exposure. Anaphylaxis is a critical medical emergency that requires immediate treatment with adrenaline by injection to prevent permanent injury or loss of life. (Adrenaline opens up the airways and blood vessels in the body).

#### Reducing the risk of anaphylaxis: key principles

1. Obtain up-to-date medical information and developing a health-care plan.
2. Staff training in recognition and management of acute allergic reactions.
3. Awareness that unexpected allergic reactions might occur for the first time outside of home in those not previously identified as being at high risk.
4. Age appropriate education of children with severe allergies and their peers.
5. Implementation of practical strategies to reduce the risk of accidental exposure to known allergic triggers.

*ASCIA Guidelines for prevention of Anaphylaxis in Preschools*

## Safety first at Childcare/Preschool

Education is required for:

- The *child* with allergy (to tell others of the nature of their allergy, enquire about the presence of allergic triggers in food and to refrain from accepting food from others);
- *Other students* (about the potentially serious nature of allergy, hand washing after eating, not sharing food with a child with FA, how to help the child having an allergic reaction);
- *Parents and guardians* (about school policies to minimise the risk of anaphylaxis); and
- *School staff* (to consider risks when planning school activities; to communicate with parents/guardians and the student at an age appropriate level; to have policies discouraging swapping of food among children; and to have policies addressing the potential for bullying and teasing of the allergic child).

*ASCIA Guidelines for prevention of Anaphylaxis in Preschools*

**Because it is not possible (nor practical) to remove all possible allergic triggers from a school/childcare environment, the aim therefore is to implement age-appropriate and practical strategies to *reduce the risk* of inadvertent exposure, and review these policies annually, or if a reaction does occur.**

### Reducing the risk of allergen exposure in children with food allergy (FA)

- Young children with FA ideally should only consume food provided by parents/guardians from home.
- Bottles, other drinks and lunch boxes provided by the parents for their children with FA should be clearly labelled with the name of the child for whom they are intended. This is of particular importance in infants with cows milk allergy to minimise consumption of incorrect baby formula.
- Food should not be given to children with FA in childcare and primary school without parental engagement and permission.
- Implement strategies to avoid trading and sharing of food, food utensils or food containers.
- Use of food in crafts, cooking classes, science experiments and special events (e.g. fetes, BBQs, assemblies, cultural events) needs to be considered and may need to be restricted depending on the allergies of particular children and their age.
- In craft, an appropriate alternative ingredient can be substituted (e.g. wheat-free flour for play dough or cooking) and substitution of non-food containers for egg cartons, particularly in younger children.
- When planning for excursions or outings, catering requirements of the food allergic child and emergency planning (including access to emergency medication and medical care) should be considered early.

*ASCIA Guidelines for prevention of Anaphylaxis in Preschools*

## Parent/Caregiver Responsibilities

One way to ensure the safety of these children whilst attending our centre is to become allergy aware and to develop an environment that will minimize the risk of exposure to allergens. In the event that accidental exposure may occur, the centre has an emergency response First Aid procedure in place.

**Your assistance is vital.**

### Responsibilities of all Parent/Caregivers

- **Due to nuts and eggs being a high allergen, we ask for your understanding and cooperation by not sending any food containing WHOLE NUT PRODUCTS or WHOLE EGGS (eg Boiled egg, Curried egg sandwich).**
- Parents are asked to ensure collage materials (eg. boxes/plastic containers) are free from possible contamination Eg. by washing thoroughly or shaking out crumbs/dust etc. We ask for no egg cartons to be donated.
- Children should be encouraged by his/her family (and staff) not to share food from their lunchbox with others.

### Parent/Caregivers responsibilities of a child with a food allergy

- The centre must be informed of all allergies, if any, upon enrolment of a child.
- Parents of children with allergies must fill out a **CARE PLAN and EMERGENCY PROCEDURE PLAN.**
- Information on whether or not a child wears Medic Alert identification also needs to be provided.
- Parents/caregivers of an anaphylactic child must make sure the appropriate medication is made available to the centre to use in the event of an emergency.

All medication, eg. Phenergan, Epipens used for the treatment of anaphylaxis must have clear instructions on a pharmacy label and stored in a secure location. All staff must know of its location in the event of an emergency.

- Parents /caregivers must make arrangements with staff for medication to be taken on any excursions out of the centre.
- Any suspicions of allergies the parents/caregivers have noted must be further investigated by a qualified practitioner.
- The centre must be notified of any changes to a child's condition that may affect their existing care at the Centre.
- The anaphylactic child should be encouraged by his/her family (and staff) not to accept food from other children.

### **Staff responsibilities**

- All children will be encouraged not to share food with each other and to sit down when eating.
- Centre staff will supervise children whilst eating.
- Children's lunches and snacks are to be monitored regularly by a staff member in order to assess potential risks and to educate the children in being allergy aware.
- In the event that a child brings a snack containing an allergen, staff will remove the food and return to parent/caregiver at the end of the day with a reminder.
- Centre staff will ensure any activities provided for the Centre will be allergy free (eg. cooking or seed play).



- Any food not eaten is to be placed back in lunchboxes.
- Empty wrappers to be placed back in children's lunch boxes.
- Centre staff will ensure that any soaps and sunscreens used at the Centre are free from "nut oil" (eg. do not contain peanut or nut oil).
- From time to time Centre staff will remind parents/caregivers and children about to policy (eg in newsletters).
- All centre staff will undergo training in the use of Epipens.
- Children who may have anaphylactic reactions need to be identified to any relief and volunteer workers who may help the centre from time to time and instructed what actions are to be taken in the event of an anaphylactic emergency.

This policy will be reviewed and evaluated regularly by both staff and Governing Council on an annual basis and modified as required to ensure continued relevance to the centre.

**Endorsed: December 2017**  
**Review Date: December 2019**

# ***Arrivals & Departures***

## ***Arrivals***

Upon arrival with your child please -

- ☐ SIGN IN ON THE ATTENDANCE SHEET
- ☐ allow your child to be greeted by an educator
- ☐ help them to place their belongings in their locker or tray
- ☐ help them to put their lunch in the fridge.
- ☐ help them to locate their name card and place it on their bag locker.

Feel free to stay with your child for a short time and please be sure to say “goodbye” to them even if it is difficult for you. It is important that your child knows you are leaving and that you will return. Educators are here to assist should you need help at separation time.

## ***Departures***

Upon collection please –

- ☐ SIGN OUT ON THE ATTENDANCE SHEET
- ☐ collect your child punctually
- ☐ say goodbye to an educator
- ☐ help your child to collect and gather all of their belongings
- ☐ help your child to return their name card.

## ***Security and Collection of Children***

The security of children is a matter of utmost importance to the Educators as well as to you as a parent.

1. On arrival your child must be signed in and accepted by a staff member.
2. On departure all children must be signed out and a staff member made aware you are taking your child.
3. No person other than parents or authorised persons will be permitted to take a child.
4. Staff must be advised if persons other than the parents are collecting the child. If this person is not known to the Centre staff, proof of identification may be required.
5. In an emergency situation, arrangements over the telephone by parents may be allowed.
6. Please speak to the Director/Assistant Director with any concerns you may have regarding access or custodial arrangements which may prove difficult.
7. The Centre is legally required to retain a copy of custody or access documentation.
8. Please make sure you only allow your child to leave through gates and doors and ensure all are closed securely.
9. Please use the car park safely following the one way rule and the 10km speed limit.

# ***Food & Nutrition Policy***

## **Policy Statement**

The Nuriootpa Community Children's Centre is committed to utilising food preparation and food hygiene activities as part of the education and multi-cultural experiences of children. Staff will model healthy eating, good hygiene practices and present food in a safe manner to support the goals of the Food and Nutrition Policy. Parents will be provided with the Food and Nutrition Policy with their Centre handbook and are able to access the policy at any time in the policy folder displayed in the entrance to the Centre.

**The Nuriootpa Community Children's Centre is an "Allergy Aware" Centre. (See Allergy Aware Policy)**  
**It is crucial that** any foods that contain nuts are avoided.

## **How the Policy will be implemented**

This policy will be reviewed every 2 years. If new legal requirements or research findings are available then the policy will be reviewed sooner. Recommendations will be presented to the Governing Council and made available for staff/parent consultation for final determination.

The Food and Nutrition Policy will be available from the "Centre's Policy" Folder, located in the front foyer.

## **Healthy Food – Food bought from home**

We believe that the Centre should model healthy eating practices and eating habits, with an emphasis on introducing children to a wide variety of food. The use of added sugar, salt, preservatives and colourings will be avoided where possible. Families will be encouraged to provide food, for their children, that is nutritious, safe, varied and culturally diverse. Food will be used as a learning experience, and at times children will take part in activities including its preparation.

## **Centre Responsibilities**

- To make information available to parents about providing foods that are consistent with the Dietary Guidelines for Children and Adolescents and provide at least 50% of the recommended dietary intake for key nutrients, Families will be given a copy of the Centre's Food and Nutrition Policy.
- 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.
- Children will have the opportunity to learn about food and nutrition through food awareness activities, practical food preparation experiences and discussions about food.
- Tap water will be the main drink and will be available, supplied by the centre, at all times.
- Food will always be available in case of an emergency.
- The Centre will implement and encourage practices that assist children to receive safe food.
- Food will be stored and handled hygienically by staff and children to minimise food contamination.
- The Centre will implement practices that ensure children receive food hygienically e.g. washing hands.

## Parent Responsibilities

The Centre asks that parents support the food & nutrition policy in the following ways:

1. Providing foods that are consistent with the Dietary Guidelines for Children and Adolescents, and this food will provide at least 50% of the Recommended Dietary intake for key nutrients. (See attached Food Guidelines information).
2. Supplying at least one piece of fruit per day in your child's lunch box.
3. All products containing nuts are not to be brought to the Centre (**Also see the Centre's Allergy Aware Policy**)
4. Avoid sending whole eggs and whole fish (particularly in the Kangariilla Room – as these are high risk allergy foods).
5. Not sending lollies, crisps, sugar drinks, chocolate covered muesli bars or chewing gum to the Centre with your child(ren).
6. Foods to avoid to prevent choking **for Under 4 yr olds**
  - a. Avoid foods that can break off into hard pieces
  - b. Avoid foods like raw carrot, celery sticks
  - c. Avoid popcorn nuts, corn chips or other similar foods.

## Mealtimes and the Eating Environment

Mealtimes and the eating environment play a large role in the nutrition outcomes of children. It helps children:

- to learn and form good food habits which become eating habits for life
- to learn a positive attitude about food
- to try a variety of foods, and
- to learn family and community values and culturally inclusive perspectives.

When planning the Centre's mealtimes, consideration is also given to food safety as well as staff role modelling and family and cultural values and practices.

## Centre Responsibilities

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- Staff will support an environment where positive food habits are encouraged
- The Centre provides fruit and cheese for morning tea and afternoon tea in the Child Care Rooms.
- Late afternoon tea (Child Care) – children can eat food from their lunch box or the Centre will provide fruit.
- Children will be closely monitored whilst eating.
- 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 being served to children.
- Staff will provide positive encouragement and role modelling.
- The food preferences of children will be respected.
- Cultural food events and practices are celebrated.
- Staff discuss food from a variety of cultures.
- Staff talk about health and nutrition.
- Staff encourage self-help and, where necessary, assist children at mealtimes.
- Precautions to prevent and treat choking are known by all staff and implemented.

## Other Dietary Considerations

### Special Diets

#### Goal:

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.

#### Centre Responsibilities

- Families will be informed about what dietary support can be provided upon enrolment.
- If the child has individual dietary needs, parents/carers will be asked to provide a health care plan, written by a relevant health professional e.g. doctor, paediatrician, specialist, dietician. The care plan should include information (provided by a Doctor/ paediatrician/specialist) about medical conditions and any recommended emergency procedures, as well as information about nutrition intervention required (provided by a Dietician).
- Special diets for cultural or religious reasons will be discussed and negotiated with parents/carers to the best of the Centre's ability.
- The health and safety of the child is foremost and any concerns about the child's dietary intake will be discussed with parents/carers.

#### Steps to be taken if an allergy or food sensitivity is suspected:

- A food allergy should be confirmed by a specialist (e.g. Paediatrician or Immunologist) or a General Practitioner. A food intolerance should be confirmed by a Paediatrician, Immunologist or dietician. The specialist should provide detailed information about the allergy or sensitivity and details of any emergency procedure required.
- A dieticians' input is strongly recommended. A dietician can provide information about foods that may be eaten and foods to avoid for the period of time that the special diet is needed. Detailed written information needs to be obtained from a dietician.
- Staff will regularly check with parents/carers to see if their child still requires a special diet.
- All staff will be informed of any emergency procedure necessary for the child, and this procedure will be stored where appropriate.

**Endorsed November 2017**  
**Next Review November 2019**

# General Information

## Our Values

### **Respect**

*Valuing each person by listening with interest and compassion*

*Reflecting and responding respectfully*

*Consideration of others thoughts, feelings and input*

*Respect for the environment and belongings*

*Collaboration*

### **Trust**

*Able to feel confident, safe and secure*

*Behaving in an honest, reliable and trustworthy manner*

*Understanding the importance of developing and maintaining reciprocal trusting relationships*

*Information sharing honored*

### **Acceptance**

*Accept and acknowledge others demonstrated by valuing and respecting social, cultural background and diversity*

*Treat others with sensitivity and respect*

*Patience and understanding*

### **Commitment**

*Dedication for the work we do, the people we work with and the provision of the best learning environment for our children*

*Determination to provide a quality learning program developing the individual potential of each child*

*Working with a common goal, striving for excellence by supporting the ongoing development of our professional learning team*

### **Honesty and Integrity**

*Quality of having high moral principles*

*Demonstrating truthfulness, trust and integrity in all we do*

*Establishing genuine relationships*

*Sincerely supporting children through the early childhood years*

### **Care and Support.**

*Recognize, acknowledge and responding with empathy to the needs of all in our community*

*Providing a nurturing, safe and supportive environment through our communications and actions*



## *The Centre*

Nuriootpa Community Children's Centre is an integrated not-for-profit organisation providing both a Preschool Program and a Community based Child Care Program. Together we offer a rich and relevant play based curriculum implementing the Belonging, Being and Becoming: The Early Years Learning Framework for Australia document.

The Framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis of play-based learning and recognized the importance of communication and language (including early literacy and numeracy) and social and emotional development. The Framework has been designed for use by early childhood educators working in partnership with families, children's first and most influential educators.

It encourages all children to become successful learners, creative and confident individuals and sets the foundations for them to become active and informed adults. Educators will program for your child using 5 Learning Outcomes;

- Children have a strong sense of identity
- Children have a strong sense of wellbeing
- Children are connected with the and contribute to their world
- Children are confident and involved learners
- Children are effective communicators.

Child Care has a licensed capacity for up to 30 children aged from 0-6 years in any child care session and up to an additional 29 Preschoolers during the lunch care period.

As per DECD guidelines the Centre provides a Preschool program for children who turn 4 prior to May 1<sup>st</sup> of that year.

The centre also offers both Before and After Kindy Care for all Preschool children as required.



## *Centre Management*

The Nuriootpa Community Children's Centre is managed by a Governing Council made up of enthusiastic members who are committed to supporting educators in delivering programmes that reflect the needs of the community. They are responsible for supporting the financial management of the Centre and for ensuring the implementation of DECD. policy, employing Child Care Educators and any centre development.

Being on the Governing Council means attending monthly meetings and supporting functions. The more people who are involved, the better it is. It might even be fun? Areas of interest on the Council include: maintenance of grounds, fundraising, playgroup, Child Care staffing and policy.

The AGM is advertised via the newsletter. If you are interested in joining the Governing Council please tell a staff member.

## ***Fees***

The NCCC is a not-for-profit organisation where fees for each service are set by a Governing Council. Fees are set in accordance with the income required to provide quality education and care for all children. Fees are reviewed regularly.

Please remember to contact the Family Assistance Office on 13 61 50 for current CRN for each child and adult (see Appendix 2). Fees for care can be greatly reduced if you are eligible for Commonwealth Child Care Benefit and/or Child Care Cash Rebate. Please note – there is a gap between the rebate hourly fee and the hourly fee charged by the centre. Preschool is DECD funded program.

The Centre also raises funds through several fundraising events throughout the year.

## ***Priority of Access***

***Child Care*** If our Child Care places are fully booked it is a condition of our Centre's funding under the Commonwealth Children's Services Program that families on our waiting list be given priority of access in the following order:

- First priority - children at risk: - referred by Families SA
- Second priority - parents working or studying to enter the workforce

### ***Preschool***

As per DECD Policy

- First Priority – local children, including those living in Greenock and Light Pass.
- Second Priority – Non-local children.

For further information please request a Priority of Access Policy from the front office.





## *Fruit Time*



**Child Care** - Morning and afternoon fruit is provided by the Centre for children attending Child Care, however we do ask that you include extra fruit and snacks as children often like to eat a few things from their lunch box a fruit time. When your child attends a full day you will also need to provide their lunch.

**Preschool** - the Preschool is flexible and encourages the development of life skills and competencies by allowing the children to choose when they will have their fruit. This fosters initiative and research has identified that children often don't return to the same play episode or become involved to the same level of intensity if interrupted. Children are reminded to have their fruit/snack prior to the end of the session. If a parent informs us regarding concerns with their child's diet or eating habits we will work this into the program as part of the child's individual learning plan.



All Educators in the centre support children by ensuring appropriate hygiene procedures are followed. They also promote the children's social skills, discuss the benefits of healthy eating and encourage them to share ideas about the tastes/textures/colours of their food, whilst sitting with them. Our Educators are committed to helping the children to achieve their highest level of involvement in all the learning experiences provided at Preschool.

### **PLEASE NOTE WE ARE A NUT AND EGG FREE CENTRE –**

Do not send whole eggs, nuts or products that may contain traces of nuts.



## ***Nutrition Policy***

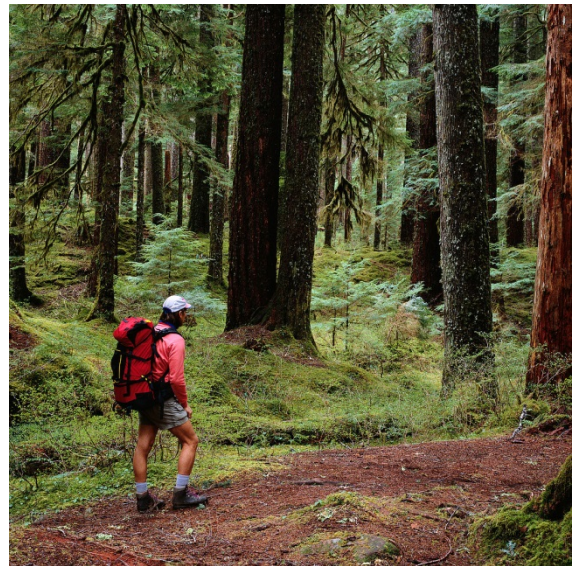
We believe that good nutrition is vital for the wellbeing of children and we encourage nutritious, safe eating habits for all children attending the Centre.

Birthdays are acknowledged at the Centre with an 'artificial' cake and the singing of "Happy Birthday". Please advise staff if you do not wish your child to be a part of this.

## ***Excursions***

Excursions and short walks around the local area are an important way to extend children's experiences. They provide fun and interesting opportunities for learning and are planned as part of the developmental program.

There are prescribed guidelines for excursions and short walks to ensure the safety of all children and adults. You will be provided with information regarding any excursion or short walk and your written consent must be obtained on each occasion.



## ***Partnerships with Families***

### ***Communication***

The notice boards at the front of the Centre and near attendance sheets are used for general information and program sharing. Other information is placed in the families individual "pockets" which are located by the office and Child Care entrances. Please check your pocket at the end of every day. A newsletter will be sent home twice a term via the communication pockets or email, and can also be found on the website.

Feel free to speak to staff at any time. Should you have any queries or concerns which need to be discussed confidentially please make an appointment with an Educator, the Director or Assistant Director.

### ***Parent Responsibilities***

In order to help us to provide a high quality service we ask you to -

- Inform us immediately if any information contained on the enrolment form changes. It is important that we have current phone numbers, address, emergency contacts, that are close by, and medical information and action plans.
- Familiarise yourself with the Centre's policies and discuss any concerns with staff.



## **Guiding Children's Behaviour**

We believe that children have the right to feel safe at all times.

We believe children learn best when they experience success and have a positive self image.

We believe behaviour changes more quickly when handled in a positive way.

We accept that children feel frustrated, angry and upset at times and need help to express those feelings in an appropriate way.

Educators and parents need to share the responsibility of behaviour by being consistent at all times, provide a safe and secure environment and modelling appropriate behaviour.

Children are part of setting the Centre behaviour rules and are knowledgeable of the consequences.

When unsafe behaviour occurs Educators will:

1. talk about the problem (conflict resolution);
2. offer choices;
3. redirect play of the child to more appropriate behaviour or play;
4. ignore the behaviour if it is not dangerous and is attention seeking;
5. If behaviour is unsafe or if repeated non-compliance occurs, educators will use brief, supervised thinking time.

What this policy means in this Centre is Educators will:-

1. help children by being consistent and modelling appropriate behaviour
2. be sympathetic and caring to the needs of the individual
3. use appropriate positive language.



## **Parent Participation**

Parental and family involvement in our Centre is encouraged and welcomed. We recognize that people have many and varied skills to contribute. We suggest that parents become involved in the Centre to the level with which they feel comfortable.

For our centre to continue to be successful, we need the

continued support of our parents. This can be achieved by helping with:

- helping in small groups
- spend some time in the centre cooking, craft work etc
- sharing family traditions, cultural experiences etc.
- cleaning up, dishes, sweeping at the end of sessions
- the Governing Council
- excursions
- end of term cleaning and working bees
- sewing/mending
- twilight evenings
- end of term specials
- fundraising



## **Please remember your trash is our treasure.**

In addition to the above we would like to stress that all parents:

- are welcomed to attend Governing Council Meetings
- are encouraged to offer feedback to staff and management
- are welcomed visitors to the Centre at all times.



**Please do not hesitate to offer your help at any time.**

**Your involvement is both wanted and needed.**

**Thank You**

## ***Health and Safety***

Every child has the right to feel safe and secure within their environment. The physical safety of the children is one of the important responsibilities of the Centre. Because of this responsibility, the Centre has a Health Policy which as a parent user of the Centre you will need to follow (Appendix 4).

**The Centre is a totally smoke free environment.**

## ***Hygiene***

The practice of hygiene by both educators and children is seen as an integral part of the children's care, education and the Centre's program. All follow a daily health and hygiene routine which includes the following:

- A prompt and strict routine for the changing of soiled nappies/pants;
- Children are encouraged to wash their hands after toileting;
- Prior to eating food, the children wash their hands;
- Liaise with educators about your child's toileting requirements (if appropriate).
- Toilet areas are disinfected after each session
- An ongoing education program about health and hygiene.

## ***Child Safe Environment***

The needs and care of children are paramount.

The educators of the Centre are Mandated notifiers and are legally obliged to report any suspicion of abuse to the appropriate Family And Community Services Duty Officer. (FAYS)

Our Policy for child abuse is as set down in the CSO (Children's Services Office) Handbook of the Department of Education and Child Development (DECD )

## *Accidents*

Children are not left unattended in either the inside or outside areas. Every effort is made to prevent accidents, however, should an accident occur, the educators will take appropriate action according to the Centre's policies. An accident report book/form is kept showing details of the date, time, nature of the accident, treatment used and who attended.

A green dot is placed by your child's name on the sign-in sheets to alert you that there has been an accident report form filled out, requiring a signature.

## *Emergency Contacts*

Every effort will be made to notify you or the emergency contact people, as advised on the enrolment form, when your child is ill. In the event of accident/illness you will need to collect your child within a time limit as discussed with Centre staff on the day. Upon medical advice your child may be transported to hospital.

**It is of the utmost importance that the Centre has current day-time telephone numbers for close by emergency contacts.**

## *Ambulance*

The Centre encourages families to take out a family subscription to St John Ambulance. If you choose not to subscribe you will be responsible for the cost of an ambulance should it be required to attend your child. An ambulance will only be called in emergencies and at the discretion of the Director. Should an ambulance be required, every effort will be made to contact you.

## *Medical Fees*

The Centre is not responsible or liable for any medical fees or other costs which may arise through medical treatment whilst the child is at the Centre, or as a result of the child being at the Centre.

# Hot Weather Procedure

## Rationale

The environment in South Australia can pose risks related to heat exposure and dehydration particularly for young children. Therefore it is important to develop procedures which outline the risks and identifies action plans. Sports Medicine guidelines provide recommendations about young children's exposure to weather conditions including considerations for both ambient temperature and humidity.

## Aims

The aims of the Nuriootpa Community Children's Centre 'hot weather procedure' are to promote among children, educators and families:

- Positive attitudes towards environmental conditions.
- Lifestyle practices which can help reduce the incidence of heat stress and heat related health conditions.
- Responsibility for, and decision making about personal regulation of exposure in hot weather.
- Awareness of the need for environmental changes in our centre to reduce the level of sun exposure.

## Implementation

This procedure is primarily required during August - April as average temperatures in Adelaide and the surrounding areas are more likely to be above 35°C.

1. When the ambient temperature is over 36°C children will play in areas covered by shade.
2. When temperatures exceed 38°C at the site location children will remain inside.
3. On days where the forecast temperature exceeds 34°C staff will conduct a touch test to ensure rubber play safe and metal/plastic climbing equipment surfaces are safe for children to use, before children play in these areas. Equipment will be considered safe if an adult can hold their hand on the surface for a slow count to 10.
4. Families might choose to pick children up early in periods of extreme weather conditions – heat waves.
5. In the event of air-conditioning malfunction on a day where temperatures exceed 35C families will be contacted and provided with the option of picking their children up early.
6. On days where temperatures exceed 35°C children will be encouraged to drink water at regular intervals.
7. Educators will discuss physical signs with children to support children's understanding of their own body's responses to heat. Eg "your cheeks look red, you're hot, and it's time to go inside and get a drink and slow down".
8. Humidity levels will influence the period of time children spend outside during times of high humidity.

## Related Policies/Procedures

- Skin Protection Policy
- Inclement Weather Procedure

**Endorsed August 2017**

**Next Review August 2019**

## Interactions with Children Policy

*At The Nuriootpa Community Children's Centre we to provide a safe place for children to learn about themselves, others and the world where learning is fun, meaningful, exciting and engaging. These guidelines regarding interactions with children help ensure that children, families and educators have a safe environment; consistency and clarity around acceptable behaviour; and guidance measures that will be implemented.*

### **As Educators we believe:**

- All children have the right to feel secure, and to learn and develop in a safe, environment.
- Children have a right to express their feelings and to be supported to develop positive behaviours that underpin the development of relationships with peers and adults.
- Effective communication and learning occurs when families and educators work together to develop common goals for children's wellbeing, learning and development.
- That the consideration of children's individual, and contextual needs are crucial to successful learning and the development of positive behaviours.
- That family consultation is valued and their individual perspectives respected.
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set.
- No child should be made to feel rejected, insecure, embarrassed or ashamed.
- Bullying behaviours are not tolerated within our Centre.

### **As an educator team we promote positive behaviour and interactions by:**

- Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play.
- Incorporating Kimochis, Occupational Therapy and Child Protection aspects into the curriculum.
- Ensuring that limits set are reasonable and understood by all children and adults.
- Providing an enriching and engaging program that enables each child to experience success, a sense of wellbeing and gives opportunities to express feelings through sensory and other forms of play.
- Using positive verbal and non-verbal guidance.
- Demonstrating empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour.
- Planning to enable opportunities for the development of skills, and dispositions including: resilience and agency; entry and exit skills when playing; considered and safe risk taking; conflict resolution, independence, leadership, respect for others and communication.
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour.
- Valuing children as individuals within their family and cultural context.
- Involving children in goal setting, developing group norms and the development of behavioural expectations and consequences.
- Intentional teaching of appropriate behaviours and play skills, building on each child's strengths and achievements and providing choices when possible.
- Encouraging open two way communication with families to ensure that each child's rights are met.

**We respond to challenging behaviours by:**

- Reminding children of expectations and limits and the reasons for these.
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately.
- Using Restorative Justice Practices that support children to empathise with others and restore Relationships.
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's wellbeing and learning.
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours.
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services.
- Being aware of our limitations and seeking assistance when required.
- Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is nearby during this time.

**Endorsed September 2016  
Next Review September 2018**



# Medical Conditions Policy and Managing Illness Responsibilities

**Nuriootpa Community Children's Centre is committed to providing and maintaining a safe and healthy work environment for its educators, children and visitors. We are committed to providing quality teaching in a supportive and caring learning environment.**

This policy aims to ensure that all children and educators attending the centre are protected as much as practicable from disease and infection. It covers events such as sudden and temporary illness (see definition), temporary contagious infection as well as incidental toileting accidents. It considers the physical resources of the Centre (no "sick room" or bed, no access to medication), training of educators and the availability of additional educators to manage or monitor children in times of illness. It also considers Child Protection issues around changing and cleaning of soiled children.

It does not apply to ongoing or permanent illnesses such as Asthma, incontinence, allergies, etc. Any long term or permanent illness should be discussed with the Director to organize an appropriate Health Management Plan to support the child's attendance at the Centre.

## Definitions

*"illness": (for the purpose of this policy) refers to any **temporary** condition that affects a child's ability to participate in the Centre curriculum and/ or requires additional care or attention.*

Illness includes:

- Influenza and influenza like illnesses
- Earache, headache, stomach ache
- Temperature
- Bladder infection or loose bowels
- Gastro-enteritis
- Head lice infestation – before successful treatment ie while live eggs and/or lice are present
- Vomiting, diarrhoea within the last 24 hours
- Any illness or condition that requires the temporary application or administration of any medication or ointment whilst your child is at the Centre
- Conjunctivitis
- When on a course of antibiotics for the first 24 hours of being medicated
- Any infectious disease – chicken pox, measles, etc.
- Any infectious skin complaint – school sores, ring worm etc
- Any illness where the child is unable to fully participate in the curriculum
- Excessive and/or continuous nose bleed ie a nose bleed that does not stop within a reasonable period of time
- Any injury where the child would require additional supervision or care, without this first being negotiated with the Director

It excludes:

- Asthma
- Eczema – or other ongoing skin complaints
- Allergies or sensitivities
- Any ongoing, long term or permanent condition that requires care

These exclusions and some others will require Health Management Plans and/or Medication Permission forms to be completed by Director and Doctor to ensure the child's health can be managed appropriately by the staff in the Centre. It will sometimes also include negotiations with The Department to ensure an appropriate level of health care is provided. Any medication required (negotiated through this process) will need to be kept on site, with appropriate permission forms.

### Process

In the event of a child becoming ill at the Centre, educators will initially monitor the child's participation and behaviour. If educators are concerned that the child is running a temperature, this will be assessed with a non-invasive thermometer. All observations and actions will be documented onto an 'Accident/Injury/Illness' form. If educator concern is ongoing contact will be made to the family immediately using the emergency contacts provided on enrolment.

As educators are unable to diagnose illnesses in children, if contact is made, a request to collect your child will be made. Parents are asked to come to the Centre to collect their child within an hour of being contacted. It is therefore important that parent/carer inform staff of ANY (daily) medical concerns or medical history that may help staff.

If staff are significantly concerned an AMBULANCE will be called. Any medical attention sought will be at the family's expense. All families should consider appropriate insurance to cover any expense, including ambulance. As with anything at the Centre, any concerns or preferences should be discussed with the Director.

In the event of a child soiling/wetting themselves at the Centre (apart from children in nappies), the child will be encouraged to change themselves (in a private area) and place soiled clothing in a plastic bag for collection by the parent/carer. Educators will support children, if required, with changing and cleaning.

Unfortunately due to lack of facilities clothing cannot be washed or cleaned prior to bagging, as this could pose a health risk (using sinks unsuitable for this purpose). Every effort will be made to inform parents of the incident.

### Other Common Circumstances that may occur

Vomiting and/or Diarrhoea – Contact with parents will be made immediately to request collection of the child. **If your child has had vomiting and/or diarrhoea within 24 hours prior to attending the Centre, please ensure your child stays at home.**

**Headlice** – If live eggs and/or lice are detected whilst at the Centre, a parent will be contacted recommending the child is collected and treatment occur.

**Panadol/Nurofen** – If your child requires panadol or any other pain relief medication prior to attending the Centre, please keep them at home.

### What do you need to do?

- Inform staff of any illness or condition and provide any documentation as may be required.
- Consider the health of all and keep home any child with a contagious illness.
- Begin training children in wiping own bottoms
- Let us know if you are concerned about your child's health at any time
- Ensure appropriate insurance to cover medical and ambulance has been considered
- Discuss any medical concerns or preferences with the Director
- Ensure emergency contact information is provided

- Inform your emergency contact people of this policy, and the possibility of them being contacted to collect your child in the event of illness.
- Collect your child from the Centre if they become ill or an illness is aggravated at the Centre

### **Educator Responsibilities**

- Educators are responsible for “duty of care” which requires them to take reasonable care to protect children from foreseeable risk to health or injury.
- Educators are not responsible for administering any medication without a health care / medication plan in place
- Educators are responsible for ensuring Child Protection Principles are considered when managing an incident that may require changing of a child.
- Educators will inform parents of any contagious illness that may be present
- Educators will verse children in appropriate hygiene practices to help manage control of disease and illness – including washing hands before eating and after toileting, putting tissues in the bin etc.
- Educators will include “being healthy” as part of the curriculum
- Educators will refer child and or family to relevant DECD Special Services for additional support, or to external organizations who may provide expertise to support the Centre, child and family with health needs and planning.

**Endorsed July 2018**  
**Next Review July 2019**

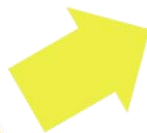


### Philosophy

We acknowledge that each child is unique, belonging to a family within our culturally diverse community and that we are all on a learning journey together.

All children have the right to quality education in a safe, nurturing and stimulating environment, which includes outdoor play and opportunities to connect with nature. We respect children as capable, competent and active learners, believing that 'Uninterrupted Play is the natural way that children learn' (Reflect, Respect, Relate, pg.50) and is the foundation for life-long learning.

We respectfully acknowledge the cultural lands of Nuriootpa and continually strive to build and share our knowledge of and connection with the custodians of the past and present.



## ***Services for Families***

### **Child and Youth Health Centre – CYHC**

This is located via carpark behind St Petri Church, off Second Street.

- **for appointments please phone 1300 733 606**
- **24hour Parent Helpline – 1300 364 100 for cost of local call**

### **Health Link**

29 North St, Angaston SA 5353  
Central Intake Unit 1800 003 307  
Phone: 8563 8521

### **Parent Help Line**

1300 364 100 (Cost of a local call)  
24 hour phone counselling service for parents

### **Centacare**

Nuriootpa 8562 1321. Counselling and support for families experiencing conflict, domestic violence and relationship breakdown.

### **Child Adolescent and Mental Health Services**

1800 003 307 (FREE CALL)  
Assessment and counselling for emotional and behavioural problems in children aged 0 – 18 years.

### **Barossa Council Public Library**

Ph: 8563 8440

### **Learning Through Play**

Barossa: Ph: 8562 4719

### **Barossa Autistic Association**

PH: 040 567 9974 e: [baat-autismsa@hotmail.com](mailto:baat-autismsa@hotmail.com)

## *Schools*

### **Redeemer Lutheran School**

Ph: 8562 1655

### **Light Pass Primary School**

Ph: 8562 1024

### **Nuriootpa Primary School**

Ph: 8562 1040

### **Greenock Primary School**

8562 8011

### **Tanunda Primary School**

Ph: 8563 2318

### **Truro Primary School**

Ph: 8564 0212

### **Barossa Out of School Hours Care**

Nuriootpa Primary School PH: 8562 1040

## *Playgroup*

Playgroup is a get together where parents, carers, babies and young children up to school age can come together in a relaxed environment and socialise. To find your nearest playgroup contact Playgroup SA FREE CALL 1800 171 882 or email [info@playgroupsa.com.au](mailto:info@playgroupsa.com.au).



# Skin Protection Policy

## Policy Statement

Australia has one of the highest incidence of skin cancer in the world with two out of every three people diagnosed with some form of skin cancer before they are 70.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Cancer Council SA advises people to protect their skin at times when the ultraviolet (UV) radiation level is 3 and above – this is when it is strong enough to cause damage to unprotected skin. For much of South Australia, UV radiation levels are 3 and above every day from August to April – it is during these months that sun protection is necessary.

It is highly recommended that UV radiation levels are monitored, particularly during the months of May to July as they still may be 3 or above. Cancer Council SA also recommends that particular care should be taken during the peak UV radiation times of the day, when UV radiation levels are at their highest.

## Aims

The aims of the Nuriootpa Community Children's Centre Skin Protection Policy are to promote among children, staff, parents and families:

- Positive attitudes towards skin protection.
- Encourage children and staff to use a combination of sun protection measures whenever UV Index levels are 3 and above.
- Assist children to be responsible for their own sun protection.
- Work towards a safe outdoor environment that provides shade for children and staff.

## Implementation

This policy is for implementation at the Nuriootpa Community Children's Centre all year round. In line with DECD and Cancer Council SA guidelines, sun protection measures will be in place from **1 August to 30 April**. All children and staff will be required to wear appropriate sun protection – Hat (broad brimmed, bucket or legionnaires style), Clothing that protects arms/shoulders, necks and backs, and apply sunscreen when the UV is above 3. Outside of this time children and staff will be encouraged to wear hats and or beanies, (for the cooler weather).

The purpose of this policy is to ensure that all members of our Centre are protected from skin damage caused by overexposure to the harmful rays of the sun. Staff are encouraged to access the daily sun protection times via the SunSmart app, [www.myuv.com.au](http://www.myuv.com.au) or [www.bom.gov.au](http://www.bom.gov.au) to assist with implementing this policy.

It is an expectation that all staff, children and parents of the Nuriootpa Community Children's Centre will use the following skin protection strategies:

1. Take care to protect the skin when the ultra violet radiation level is 3 and above. Extra care should be taken during the peak UV radiation times of the day, as advised by the Bureau of Meteorology, [www.myuv.com.au](http://www.myuv.com.au) or the SunSmart app.

2. Children will be actively encouraged to seek shade for outdoor play experiences. Outdoor experiences will be planned to occur in shaded areas
3. Wear appropriate clothing which protects the skin.
  - a. Children, staff and parents will be expected to wear a broad brimmed hat, legionnaire style hat, or bucket hat whenever they are involved in outside experiences at the Centre. Children not wearing an appropriate hat will be expected to play in the shade.
  - b. Children will be encouraged to wear shirts with collars and at least elbow length sleeves and longer style shorts/skirts.
4. Apply a broad spectrum, water resistant sunscreen with an SPF of 30+ to clean, dry skin, 20 minutes before going outdoors, and reapply 2 hourly if remaining outdoors. Families are asked to apply sunscreen on their children before arriving or upon arrival to the Centre. Sunscreen will then be re-applied over the day.
5. Children under 12 months of age will not be exposed to direct sunlight, when the UV index is 3 or above, and will be protected by clothing, hats and shade.
6. Sun Protection will be considered when excursions are planned, particularly time of day and availability of shade.
7. Reinforcing the SunSmart message in all service activities and in general service procedures is an important strategy in the adoption of skin protection behaviours.
  - a. Staff will be encouraged to role model appropriate SunSmart strategies in all service activities.
  - b. Skin Cancer prevention will be included in appropriate teaching activities.
  - c. Staff will be encouraged to keep up to date with new information and resources from the Cancer Council SA.
  - d. Information about the Centre's SunSmart Policy will be given to all new staff, children and families.
8. The Nuriootpa Community Children's Centre Skin Protection Policy will be evaluated on a bi-annual basis.
  - a. Policy issues will be discussed at staff and parent meetings.

## Sources

SunSmart Early Childhood Program, Cancer Council SA - [www.sunsmart.org.au](http://www.sunsmart.org.au)

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Endorsed April 2018  
Next Review April 2019