

Streaky Bay Children's Centre 2021 Handbook



For Parents and Caregivers

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Please refer to the following
web pages for information on the
Department of Education policies and
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[http://www.decd.sa.gov.au/childrensservices
/pages/earlychildhoodreform/Policies and
Procedures](http://www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/Policies%20and%20Procedures), the policy folder located
at the centre in the front foyer for site
specific policies as well as the centre
website www.streakybcc.sa.edu.au.

Some essential policies have been included
in this handbook.

14. Behaviour Management

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Policies attached to Handbook

Sun Smart policy
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1. Welcome

Welcome to Streaky Bay Children's Centre. Educators trust your time here will be a happy and rewarding one and look forward to working with you and your children.

Your child will be encouraged to participate in a safe, caring learning environment that fosters wellbeing, success and a strong sense of worth.

- We invite you to work in partnership with our staff team to plan for, share and enjoy your child's time at kindergarten.
- We believe it is a vital part of your child's development to have open communication between home and kindergarten.
- We invite you to participate in activities in the centre helping us to meet the needs of your child, helping them gain skills for life and learning in a happy, safe and secure environment.
- We welcome your comments, participation and involvement in the centre.
- We invite you to assist us with programming for your child by sharing their needs and interests, by attending parent interviews in your child's first and third term of kindergarten and by sharing with your child their individual portfolios.
- We ask parents of kindergarten children to assist us by being on the parent help roster or the laundry roster once a term. Parents are most welcome to spend time at the centre at any time on a regular or irregular basis. Free tea and coffee are available to all parents in the kitchen. Please feel free to help yourself.

GOOD RELATIONSHIPS BETWEEN OUR
CENTRE AND THE COMMUNITY OFFER
CHILDREN A GREATER CHANCE OF
SUCCESS.

Staff

Nominated Supervisor/
Director: Wendy Carcuro

Teacher: Kate Hood

Educators:

Rebecca Godwin

Mandy Guidera

Toni Foster

All educators work as a
team to provide an
integrated approach to
education and care.

2. Statement of Philosophy

Our values and vision make us who we are: A community of children, educators and families, learning with and from one another, having fun, connecting with the world and each other, and facing challenges with purpose and persistence.

We believe children

- Have the right to a safe and secure environment where they have the opportunity to develop a strong sense of belonging and wellbeing.
- Are provided opportunities to learn about healthy lifestyles, respect for one another and the world around us.
- Learn through exploration and interaction with their world through relationships, play and
- Learn and thrive when they are given opportunities to experience challenges and take considered risks.
- Are all unique, their individuality is celebrated, and all children are seen as capable learners.
- Will be provided with opportunities which respect inclusion and diversity and equity and to learn about and value Aboriginal cultures.

We believe our educators

- Respect and are responsive to each child's unique qualities, abilities and interests. Our knowledge of these abilities and interests are the foundation of the learning program.
- Encourage children to play, explore, be challenged and take risks.
- Support children's learning by providing a friendly, nurturing, stimulating and welcoming environment.
- Establish respectful and caring relationships with children and families.
- Continually build on our professional learning through inquiry and professional development, to inform our practice in children's learning and development.
- Foster the dispositions of learning encouraging children to be curious, confident, resilient and resourceful.

3. Learning environment and curriculum

The Streaky Bay Children's Centre use the Early Years Framework as a curriculum framework to guide our program, planning and assessment of children's learning.

Curriculum Outcomes

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

Children have a strong sense of identity

Children learn about themselves and construct their own identity within the context of their family and wider communities. This includes relationships with people, places and things and the actions and responses of others. When children have positive experiences they develop an understanding of themselves as significant and respected, and feel a sense of belonging. 'who I am', 'how I belong' and 'what is my influence?'.

Children are connected with and contribute to their world

Children broaden their experiences as participants in different relationships and communities. When children participate collaboratively in everyday routines, events and experiences and have opportunities to contribute to decisions, they learn to live interdependently. Children become socially responsible and show respect to the environment.

Children are confident and involved learners

A sense of security and strong wellbeing gives children the confidence to explore and experiment and try out new ideas, thus developing their competence and being active and involved in their learning. Children use processes such as exploration, collaboration and problem solving across all aspects of the curriculum. Developing dispositions such as curiosity, persistence and creativity enables children to participate in and gain from learning.

Children are effective communicators

Literacy and numeracy capacities are important aspects of communication and are vital for successful learning across the curriculum. Children are intrinsically motivated to exchange ideas, thoughts, questions and feelings, and use a range of mediums like dance, drama and music to express themselves, connect with others and extend their learning. Childrens' use of their home language underpins their sense of identity and is respected as well as to develop competency in English language.

Children have a strong sense of wellbeing

This includes good physical health, feelings of happiness, satisfaction and successful social relationships. A strong sense of wellbeing provides children with confidence and optimism which maximises their learning potential. Learning about healthy lifestyles, including nutrition, personal hygiene, physical fitness, emotions and relationships is integral to wellbeing and confidence.

Source: (The Early Years Learning Framework for Australia)

Educational programmes encompass children's needs, interests and developmental level. It provides opportunities for children to develop self confidence, independence, social skills, problem solving, literacy and mathematics. Our aim is to build confident and involved learners and a strong foundation for further education.

Children's voice is actively engaged in the programme context.

Extra curricula activities are organised to enrich children's learning, which includes excursions community members sharing their skills and visitors to the centre.

4. Assessment & Reporting

As part of our commitment to monitoring and assessing individual children's progress we use a range of strategies including:

- Observations
- Samples of work /photos
- Child interviews
- Information from parents
- Learning stories

You will be informed about your child's progress through:

- Informal discussions /photos
- See Saw App
- 2 way interviews (first and 3rd term of kindergarten)
- Individual learning plans
- Children's learning portfolios
- Statement of Learning when the child moves on to school

5. Session Times

Kindergarten terms follow school terms.

Throughout the year there may be up to 4 student free days to enable staff to attend training and development. This is in line with Department guidelines.

Streaky Bay Children's Centre's core business is providing preschool for 'eligible' 4 year olds.

SESSION TIMES

Monday 12.15-3.00pm

Tuesday 8.50am – 3.00pm

Thursday 8.50am -3.00pm

6. Fees

Termly fees for kindergarten are

\$65 a term for 5 sessions (15 hours per week) or \$260 annual fees

\$20 for pre entry

\$5 per session (casual fees)

Accounts will be issued. Please return payment promptly in an envelope, clearly labelled and put in the fees box located by the kitchen door or directly via internet banking.

Fees may be paid annually, termly or in installments.

7. Communication

We believe good communication is vital in sharing information and supporting good relationships with families.

Confidentiality

Educators respect the confidentiality of all matters relating to your child and family unless we have written or verbal consent.

Information Notice Board

On the white board as you enter the centre. This board has important and interesting information about the kindergarten, other children's services and community events.

Newsletters

Families receive a newsletter regularly on-line and as a hard copy, informing them about kindergarten activities, Governing Council decisions, forthcoming meetings, community events and the learning programme. Curriculum newsletters for preschool families, termly by email and hard copy to provide more specific information about children's learning.

Email Regular email about important center dates and events.

See Saw App We ask all families to sign up to the see saw app

Program and photo display of children's learning.

The kindergarten program is on display for parents next to the sign in sheet in the front foyer.

Communication book for bus children (children must bring every day) sharing daily information with families.

Parent lockers

Parents have lockers in which we place important notices, newsletters etc. Please check regularly.

Change of details

Please inform the educators if there are any changes in your contact details as current records are important in an emergency.

Arrival at kindergarten

Please accompany your child safely into the kindergarten building.

Please sign your child in upon arriving and leaving kindergarten each session, in the roll book in the front foyer. Also encourage your child to sign themselves in.

If you or your child are experiencing difficulty separating and are unsure or have any concerns, please talk to an educator.

If you are going to be early or late for collection of children, please make prior arrangements with staff.

Leaving Kindergarten

Please inform educators if your child is being collected by someone other than yourself, write in the sign in book who will be collecting your child. Children can only be collected by adults (18 years and over).

Should an emergency arise and you will be late, where possible telephone the kindergarten so the educators can re-assure your child, as late collection can be stressful and upsetting for your child. If you arrive early you may like to help the educators clean up after the busy day.

Absences

Please inform educators why your child is to be absent, particularly in case of infectious illness. It is important to send your child to Kindergarten regularly as this helps them develop good relationships with children and staff.

How to deal with issues and concerns

From time to time issues may arise that need addressing. If you feel you are unable to discuss them with an educator, guidelines are available in the raising a concern or complaint policy.

8. What your child needs to bring each day.

Please name all personal items clearly.

- Wear practical clothing and shoes. Play is children's work and they need to be comfortable exploring the kindergarten environment without the worry of keeping clothes clean etc.
- Sun hat (from 1st August until 30th April)
- Water bottle labelled
- Nutritious snack/lunch in re-useable containers labelled
- Kindergarten bag/backpack named
- Change of clothes
- Sunscreen applied at home or on arrival

What to leave home

- Toys or special items unless they are related to the curriculum. Should your child need a security toy, please discuss with an educator.

9. The daily routine

8:50am: On arrival children are encouraged to sign in, apply sunblock, unpack their bags (lunch boxes, drink bottles and snacks to be placed on the trolley and hats into their locker. Parents are encouraged to join an activity with their child.

At approximately 9:20am we come together for a large group session with a focus on listening, participation, turn taking etc. This may involve a story, singing, number rhymes, games and group discussions helping children to become confident and involved in group situations. We also use this time to say the Acknowledgement To Country, talk about the day's activities/events and check attendances.

9: 45am children wash their hands, put on their hat and are encouraged to have a fruit or vegetable snack (followed by other food snacks if needed) and a drink of water. Children may then choose to play and engage in the range of activities both indoors and out. (Outside yards are alternated after approximately 4 weeks in consultation with children and staff).

At 11:30am we come together for another group time providing more opportunities for discussion, literacy/numeracy games, music and movement etc. Following group time, we reapply sun block, wash hands and sit down together for lunch at approx. 12 noon.

After lunch children have opportunities to once again access play activities inside and out. A formal rest time is not provided but children are welcome to have a rest on cushions provided if they wish. Small group times are held throughout the day providing children opportunities to work together in small groups and giving staff the opportunity to focus on particular skills, concepts and experiences.

At approx. 2.15 pm children are reminded to have an afternoon snack/drink if they haven't already done so and are given warning that pack up time will occur shortly.

2:30pm Staff and children are involved in packing up inside and out.

2.45pm We come together for an end of session group and farewell

3:00 Farewell. We encourage children to say goodbye before they leave.

On Monday afternoon a modified program operates. Please encourage your child to have lunch before they come to kindergarten due to the short session.

10. Library

At Streaky Bay Children's Centre, we have a library for children and parents. Families are encouraged to borrow books from the centre, as reading to children helps them learn about their world as well as being a vital part of language and literacy development. All books borrowed need to be recorded on a library card and on the slip in the back of the book. Books need to be returned once read, in the box on the library shelf. A selection of pamphlets, books etc. about the development and care of young children is available for parents in the front foyer.

11. Bus Zone

A bus zone is located at the front of the Centre. Please do not park in the designated bus zones between 8.15-8.45am and 3-3.30pm as we have 3 buses that need to use this zone.

12. Parental Involvement

There are many ways to be involved in your child's kindergarten.

- . Staying to enjoy the session
- Reading stories or cooking
- Sharing a special skill to enrich the children's learning programme
- Assisting with administration tasks e.g. computer, covering books etc.
- Attending parent information evenings
- Becoming a member of the Governing Council
- . Providing ideas/suggestions to support the curriculum provided.
- . Sharing family interests and culture
- Caring for our garden
- Helping with centre maintenance
- Participating in fundraising and social functions
- Responding to questionnaires /giving feedback on specific/general matters
- . Parent help roster (each parent is placed on the roster once a term to help with the end of day clean up or laundry.

Governing Council

This is a very important committee which consists of parents, staff and members of services which operate within the Centre, such as playgroup, occasional care and preschool.

Volunteer parents are elected to the Governing Council usually at the Annual General Meeting in February. The Council meets twice a term and works in partnership with the Nominated Supervisor and Educators to manage the kindergarten and assist in decision making around policy making, facilities, and general corporate affairs.

Joining the Council is a rewarding experience and enables you to actively participate in your child's kindergarten and make important decisions, which affect their learning. It offers an opportunity to get to know other parents and educators and develop new friendships.

All parents are welcome to attend meetings and have a say. Minutes are kept of all meetings and copies are kept in the front foyer and parents are welcome to read them at any time. Information from Council meetings are included in the newsletters or sent home as required.

Your input will certainly be valued.

13. Health and Safety

Please refer to - www.decd.sa.gov.au/policiesreg168 for all DECD required policies and procedures (Reg 168) and the policy folder located at kindergarten for site specific policies.

Sun Protection

The children are asked to wear hats when playing outside from 1st August until April 31st. We ask that you apply sunscreen to your child prior to coming to kindergarten otherwise sunscreen is available for children to apply on arrival and again at lunch time.

See: Our *Sun Protection Policy* is available in our policy handbook

Water Play

Children are encouraged to play with water at the educator's discretion. Water activities will be available all year. Please pack spare clothes in case your child gets wet during play.

Toileting

Children are encouraged to manage their toileting needs independently at kindergarten. Staff will provide support as they learn the skills to be independent. It may help if they wear clothes that enable independence such as shorts with elastic, skirts or Velcro fasteners. If your child has specific toileting requirements due to any special needs, please discuss these with staff prior to starting kindergarten.

Allergy Aware

Due to some children having a severe allergic reaction to a range of foods and items we will prohibit these items from the centre as the need arises. Families are required to inform the centre of any allergies or medical needs.

Nutrition

We encourage the children to eat nutritious food and to drink **water**. We ask that children do not bring foods such as muesli bars, fruit bars, sweet biscuits, potato chips etc. Please send food in re-useable containers. No squeeze yogurt/fruit tubes or fruit juice thank you.

Morning snack is fruit or vegetables.

We request that families place named lunches in the tray provided in the kitchen on arrival at Kindergarten for it to be placed in the fridge.

Birthdays Celebrations

We celebrate birthdays at kindergarten by singing happy birthday, blowing out the candles on our wooden birthday cake, receiving a birthday card and wearing a birthday sticker. In support of our healthy eating policy please do not send birthday cakes to share.

See: *Healthy Food Supply & Nutrition Policy*

Illness or injury

If your child is unwell prior to coming to kindergarten it is in the best interests of the other children to keep them home until they are well.

Please inform the centre when your child has an infectious disease so the spreading of disease can be minimised.

A number of contagious illnesses require children to be exempt from attending kindergarten. Please contact educators if unsure.

See: More information about infectious diseases available in our handbook.

Minor injury's will be treated by educators, recorded and reported to parents.

Immunisation It is a Government regulation that all children who attend Kindergarten are required to be either up to date or on a catch up schedule for immunisations. Proof of immunisation is a requirement before children attend.

Emergency Procedures

In the event of your child becoming ill or having an accident at kindergarten, we will contact you or your emergency contact person. In an emergency, educators will call an ambulance, which is at the parent's expense.

Medication

Educators must be notified of any allergies your child has. A health support plan must be completed and signed by the doctor before educators can administer any medication.

Any asthma and severe allergy medications are to be given to an educator on arrival.

Mandatory Reporting

Educators are legally obliged to report any indications or incidence of child abuse that comes to our attention.

Child Protection Curriculum (CPC) is a mandated programme implemented in all kindergartens.

Smoke Free Zone

Please be aware that the kindergarten premises, buildings and grounds, are a SMOKE FREE ZONE.

13. Behaviour Management

At Streaky Bay Children's Centre, we:

- Believe everyone has a right to be safe
- Teach children to gain self-control
- Provide a safe and supportive environment
- Promote positive relationships
- Practice protective behaviour strategies
- Provide strategies for managing challenging behaviour

Our Code of Behaviour is available in our handbook and on our website.

14. Support Services

The following support services are available through the Department of Education and Child Development (DECD):

- Bi-lingual support
- Speech and Language
- Special Education
- Psychology
- Social Work

Child and Family Health Services (CAFHS)

CAFHS conduct medical and developmental checks on children from the age of 4.3 months at the centre when required. Included are height, weight, and hearing and eyesight tests. If you wish to seek advice about your child's health and development contact CAFHS on 1300 733 606.

Dental Care

The Streaky Bay Dental Clinic provides dental to all children enrolled at kindergarten. Enrolment forms are available at kindergarten. Each year the centre go to the dental surgery as an excursion (generally in term 3 or 4) for children to have a free dental check.

15. School Transition

Educators work closely with the Streaky Bay Area School to ensure the children have a smooth transition for children from preschool to school.

Throughout the preschool year we arrange a number of visits between the 2 sites to familiarise children with the new environment at school. In the final term of kindergarten children will have a number of orientation visits to facilitate their transition. The Streaky Bay Area School and the Kindergarten meet regularly to review the transition process and to share best practice methods and curriculum ideas with each other.

Orientation visits, which occur over 4 weeks in term 4, help children become familiar with educators, routines, facilities and expectations. Parents are notified by the school when these visits will take place and are responsible for transporting children to the school.

Educators liaise with school educators to ensure they have an understanding of the individual needs of each child.

A statement of learning is written about your child's learning journey while at kindergarten identifying knowledge and interests, strengths and areas needing support. These will be shared with you for your comments, and with permission passed on to the school.

16. Other Services

PLAYGROUP – is held at the centre on Friday from 10am –12noon. All families of children 5 years and under are welcome to attend Playgroup. Playgroup is coordinated by parent volunteers. Families are asked to bring \$1 for each child attending, a piece of fruit to share and a hat in the warmer months.

BUS SERVICE

A school bus service is provided for children who live over 10kms out of town. Please see the Streaky Bay Area School if you wish your child to travel by bus to the centre. The bus service is only provided if there are available seats.

OCCASIONAL CARE (over 2's) is available on Mondays and Wednesday. Children may be booked in for up to 1 session weekly. Occasional care is a Government funded program which provides parents with respite care on a priority of access basis as well as quality care and learning experiences for children under preschool age. More information is available in the occasional care handbook.

OCCASIONAL CARE (under 2's) is available on Monday's mornings and Wednesday mornings and afternoons. The same conditions apply as mentioned above.

17. Far West Partnership

The Streaky Bay Children's Centre is part of the Far West Partnership which consists of other Department for Education sites who work together to improve services and learning for children and families within our region. The Far West Partnership membership constitutes the following sites:

Karcultaby Area School and preschool, Miltaburra Area School and preschool, Streaky Bay Area School, Streaky Bay Children's Centre, Ngura Yadurirn Child and Family Centre, Ceduna Area School, Penong Primary School and Preschool, Koonibba School and preschool. The leaders of these sites meet twice termly and shared training and development occurs on a regular basis.

STREAKY BAY CHILDREN'S CENTRE

HOT WEATHER POLICY

Rationale:

The Streaky Bay Children's Centre is located in a rural area of South Australia that frequently receives extreme temperatures of heat in the summer months.

The building is constructed of a combination of solid brick and prefabrication cladding. The building is north/south facing with large verandahs located both north and south of the building.

The building is serviced by four split systems and one large refrigerated air conditioner. The risk of heat stress is influenced by both air temperature and relative humidity levels.

It is recognised that young children are at a greater risk of suffering from heat illness than adults. A child's ability to respond to environmental heat and acclimatise to heat is due to physiological differences. "Children sweat less and get less evaporative cooling than adults. In warm and hot weather they have greater difficulty getting rid of heat: they look flushed, and feel hotter and more stressed than adults". (Sports Medicine Australia)

We will reduce the risk of heat illness to young children and staff during hot weather by:

- Providing adequate **shade** for children in hot weather with activities conducted in shaded areas.
- Children will be frequently offered **water**, with fresh water provided on tap.
- Ensuring activities are **held indoors** when air temperature levels increase, with activities held outdoors before 10am on days of extreme temperature.
- Activities provided will encourage **heat reduction** such as water play, activities in shaded areas and experiences that discourage intense activity.
- The Streaky Bay Children's Centre is a **sunsmart** centre and complies with the recommendations of the Cancer council of SA.
- **Excursions** will not be conducted on days of extreme heat.
- Parents are encouraged to **dress** children in clothing that **minimises heat gain**, is sun safe (as per sunsmart policy).
- **Lunches** (particularly meat and dairy products) will be stored in the refrigerator.
- In extenuating circumstances (such as air conditioning failure due to power loss or **breakdown of cooling** or ventilation systems) parents may be contacted to collect children when the forecast is at least 36 degrees Celsius. Staff will remain on duty to care for children who are unable to be collected.
- **Staff** will ensure that on days of hot weather children will be kept as comfortable as possible.

The Streaky Bay Children's Centre is not considered a high risk site for bush fires. Our site's **bush fire action plan**, states that school buses will not travel on catastrophic days but the centre will remain open. If there is a bush fire our safe haven is within the centre itself. If the centre is considered unsafe we will relocate to the CFS shed meeting room.

STREAKY BAY CHILDREN'S CENTRE

INVACUATION/EVACUATION EMERGENCY PROCEDURE

Emergency procedure to be enacted when a threat to safety occurs such as fire, flood, chemical leak, pandemics, storms, violent intruder etc. Staff member who sights the threat will blow continuous whistle blasts. Whistles are located on the hook near all exit doors and on hook in front and back shed.

Educator who sites emergency:

- Blow continuous whistles to notify of emergency

Site Leader:

- Activate and advise staff of emergency response
- Call 000 and contact appropriate emergency services
- Collect roll book, emergency management plan
- Turn off mains power in office if applicable

Inside Educator:

- Collect roll - Kindergarten roll book located in front foyer.
 - Occasional care booking sheet on shelf in baby room/front foyer
 - Visitor sign in book
- Collect phone from the office or occasional care room
- Collect first aid kit on fridge in kitchen and fire tub if necessary located in Occasional Care bathroom area.
- Gather children to assembly point – front or back lawn or suitable inside space.
- Check rooms and toilets to ensure every person is evacuated.

Outside Educator:

- Gather children and go to assembly point.
- Check yard area to ensure every person is accounted for

For inside threat:

- **Evacuate.** Assemble outside on front lawn if in front yard, or back lawn near tank if in back yard.
- Once all gathered move to CFS shed meeting room if necessary.
- Door combination **C61234.**

For outside threat:

- **Invacuate.** Assemble inside through nearest doorway and meet in most suitable area. Lock doors in buildings.
- Practice plan every term.

INSURANCE RISK MANAGEMENT

1. The Department for Education accepts no general responsibility in the event of an accident involving students and visitors to the centre.

2. The Department for Education does not insure children against accidents while at the Centre.
3. The state government is a self insurer. The Department of Education is responsible for its own insurance risk management. It has no insurance arrangements with private insurance companies except for the insurance of volunteer workers.
4. The minister of education has two responsibilities.
 - (a) As an owner – The centre Governing Council must maintain a safe environment for everyone. If there is an accident due to unkept, unsafe surrounds then the Minister will meet his/her obligation. When proven negligent he/ she will pay out Government funds.
 - (b) As a provider- The centre staff must provide an adequate and responsible and safe duty of care. If there is an accident due to the lack of this care, then the Minister will meet his/her obligations. When proven negligent he /she will pay our Government funds.

People with children (parent and guardians) need to be aware of their responsibilities concerning accident cover. Parents are encouraged to insure their children against accidental injury.

Specially tailored insurance policies which offer 24 hours' cover are available. The value of these policies is:

1. Cover for any accidents for any time in any place.
2. Cover in Kindergarten, crèches, occasional care, school.
3. Cover continues outside of school hours (24 hours cover).

Please note that should an ambulance be called the payment of fees lies with parents.
School Accident Insurance www.studentcover.com.au

STREAKY BAY CHILDREN'S CENTRE

NUTRITION, FOOD, BEVERAGES and DIETARY REQUIREMENTS POLICY

Rationale:

At the Streaky Bay Children's Centre, we promote positive attitudes to the development of personal health. As educators we model and develop an understanding of sound nutrition and health practices. Children will indicate this knowledge by demonstrating knowledge of different foods and the link between food and health.

Snack time and lunch time are part of the everyday learning program at Streaky Bay Children's Centre. To support this, we ask families to send nutritious snacks to the Centre for the following reasons:

- Research informs us that for the long-term health and wellbeing of children, it is vital that they eat healthy food from birth.
- To provide children with important vitamins and minerals.
- To encourage a taste for healthy foods and promote healthy eating habits.
- To avoid children pressuring parents and carers to buy and provide other less healthy foods they may see other children having!

Guidelines for families for food brought from home:

- Parents are asked to send only healthy and nutritious snacks and lunches to the Centre, preferably as fresh and natural as possible. Suggested foods from the GREEN category are breads and cereals, fruit and vegetables, dairy foods and lean meats.
- Parents are asked to send snacks from the AMBER category sparingly, perhaps no more than 2 items per day such as savoury biscuits, muffins and processed packet snack foods.
- We ask parents to avoid sending food and drinks from the RED category, such as lollies, cakes, chocolates, chips and cordials.
- In response to a specific food allergy staff will implement restrictions and inform all families.
- Parents are asked to send a named water bottle with their child.
- Staff will monitor the food children are eating and will discuss with parent's alternatives that can be sent when children are eating unhealthy food or require more food throughout the day.

The learning environment/food safety:

- Drinking water will always be available and accessible to children.
- Children are expected to wash their hands prior to eating and snacks and lunch are to be eaten in a designated area.
- Eating together at snack and lunch time will be encouraged as a social activity.
- The importance of eating nutritious food and food safety will be discussed with the children during snack time and cooking experiences, as appropriate.
- Children's lunches will be placed in the refrigerator ensuring safe storage of foods that require being kept in a cooled environment.
- The centre promotes growing, harvesting and cooking healthy foods in our centre vegetable garden.
- We will display nutrition information and promotional materials about healthy eating and provide educational resources for the children to use about healthy eating.

Food-related Health support planning:

- Where children are on a special diet or have allergies the parents must notify centre staff and provide relevant information at the time of enrolment.
- Staff will liaise with families to ensure suitable food for children with health support plans and specific dietary requirements.
- Staff will be responsive to specific food requirements to ensure inclusivity of all children.

Working with families, Health services and industry:

- Information regarding healthy food choices will be made available to parents on enrolment, through centre newsletters and the parent library.
- Parents and caregivers have been involved in the review of our whole of site food and nutrition policy
- Invite health professionals to provide information to families.
- The Streaky Bay Children's Centre adhere to healthy eating guidelines provided by DECD, where foods that do not comply with the *Dietary guidelines for children and adolescents in Australia* are supplied at special events at the centre no more than twice per term.
- Streaky bay Children's Centre is a breastfeeding friendly environment.

This policy has been developed in line with the *Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools* incorporating the *Eat Well SA DECS Healthy Eating Guidelines (2004)*

Establishing Healthy eating patterns at a young age provides a critical foundation for good eating patterns in adult life with health, social and financial benefits to individuals, families and society.

Streaky Bay Children's Centre

Sun Protection Policy

Rationale

Australia has one of the highest incidence of skin cancer in the world with two out of every three people developing 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 protect their skin at times when the ultraviolet (UV) radiation level is 3 and above, 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.

In line with DECD and Cancer Council SA guidelines and this Centre's SunSmart status, this sun protection policy is in place from the 1st August until the 30th of April, and when UV radiation levels are 3 and above at other times. It is highly recommended that UV radiation levels are monitored, particularly during May and July as they still may be 3 or above.

It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. Sensible sun protection when the UV is 3 and above does not put people at risk of Vitamin D deficiency.

Aims

The aims of the "Streaky Bay Children's Centre Skin Protection Policy" are to promote among children, staff and parents:

- ☐ 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.
- ☐ Personal responsibility for and decision making about skin protection.
- ☐ ensure families and new staff are informed of the centre's sun protection policy.

Implementation

This policy is for implementation in terms 1, 3 & 4. Outside of this time care should also be taken when the UV Index is 3 and above. To assist with the implementation of this policy, staff are encouraged to access the daily sun protection times via the SunSmart app, www.myuv.com.au or www.bom.gov.au.

The purpose of the policy is to ensure that all members of our Early Childhood Service are protected from skin damage caused by the harmful UV radiation of the sun.

It is an expectation that all staff, students and parents of Streaky Bay Children's Centre Early Childhood Service will use the following skin protection strategies:

1. **Take care to protect the skin when the UV radiation level is 3 and above. Extra care should be taken during peak UV radiation times.**
 - 1.1 Lunch/snack is eaten in shaded areas
 - 1.2 Whenever possible outdoor activities will be scheduled indoors or in the shaded areas of

the service during peak UV radiation times.

- 1.3 Daily sun protection times can be accessed via the free SunSmart app, www.myuv.com.au or www.bom.gov.au/weather/uv

2. Use the shade of trees and shade structures whenever outdoors.

- 2.1 Outdoor activities where possible will be held in shaded areas.
- 2.3 The further provision of shade areas is a priority for the service.

3. Wear appropriate clothing which protects the skin.

- 3.1 Children and staff will be expected to wear a broad brimmed, legionnaire style, or bucket hat, whenever they are involved in outside activities. Children not wearing an appropriate hat or clothing will be expected to play in the shade or to wear a spare hat provided by the centre.
- 3.2 Appropriate sun protective clothing is to be worn E.g. Shirts or dresses with sleeves and high neckline or collar and longer style shorts/skirts. (no singlet or midriff tops allowed).

4. Apply a broad-spectrum, water resistant sunscreen with an SPF of 30+ , 20 minutes before going outdoors for lunch or activities. Sunscreen should be reapplied every two hours if outdoors for a prolonged period of time.

- 4.1 Parents will be encouraged to apply sunscreen on their children as they arrive at the centre.
- 4.2 Sunscreen is supplied by the centre for children's use.
- 4.3 Sunscreen will be applied before the children's morning outdoor activities and again before they go outside in the afternoon when the UV is 3 and above.

5. Reinforcing the SunSmart message in all service activities and in general service procedures is an important strategy in the adoption of skin protection behaviours.

- 5.1 Staff are required and families and visitors to the centre are encouraged to act as role models by practicing SunSmart behaviours including wearing appropriate hats, clothing and sunscreen, and seeking shade when outdoors.
- 5.2 Skin cancer prevention will be included in appropriate teaching activities.
- 5.3 SunSmart behaviour is regularly reinforced and promoted to the whole community via newsletters, website, handbooks and enrolment information.
- 5.4 Staff will be supported to limit time in supervision and teaching children in the outdoors as well as practicing SunSmart behaviours as a work health and safety preventative measure limiting occupational UV exposure.

6. Sun protection and babies.

- 6.1 Our SunSmart practices consider the special needs of infants. Babies under 12 months are not exposed to the direct sun when UV radiation levels are 3 and above.
- 6.2 Babies should be protected by using shade, clothing and hats. Sunscreen should be applied to small areas of exposed skin, not protected by clothing or hats.

7. The "Streaky Bay Children's Centre Skin Protection Policy" will be evaluated on a 3 yearly basis.

7.1 Policy issues will be discussed at staff and governing council meetings.

Cancer Council SA, staff and Gov Council endorsement March 2018. Next review: March 2021

BUSHFIRE ACTION PLAN

On days of forecast Catastrophic (Code Red) bushfire weather conditions, the Streaky Bay Children's Centre will remain open as we are considered to be a moderate risk site, but school bus services will be cancelled.

The Streaky Bay Children's centre will be informed after 4pm of the following days forecast. The director will be responsible for informing parents on bus runs, of buses being cancelled, if a day is to be declared catastrophic. Information will also be provided on ABC radio and TV, on the Department of Education parent hotline (1800 000 279) and the Department of education website www.decd.sa.gov.au

Kindergarten, playgroup and occasional care sessions will run as usual, unless notified by centre staff.

Excursions will be cancelled on catastrophic days.

Streaky Bay Children's centre is the nominated safe refuge site for this site and action plans have been put in place to prepare our site for a bush fire emergency. The building is constructed of a combination of solid brick and prefabrication cladding. Staff and children will remain in the brick section of the building and shelter in the safe refuge when the district is threatened by bushfire.

If there is a fire on site, the off site Safe Refuge will be the meeting room in the CFS building next door.

It is vital for parents to keep the centre informed about changes in circumstances i.e. phone numbers, addresses, medication needs etc so that we can keep up to date records in case of emergency.

A detailed Bushfire Action Plan is available for parents to view.

STREAKY BAY CHILDREN'S CENTRE

MEDICATION MANAGEMENT POLICY

Rationale:

Staff will store and supervise only medication that has been prescribed by a doctor for the individual child, for the period of time specified. This ensures that the medication is medically warranted.

The only exception is where medication is included in a first aid kit (including asthma first aid) for use in a standard first aid procedure.

Analgesics and other medications that can be purchased over the counter will not be administered by staff without a prescription. (Analgesics can mask signs and symptoms of serious illness and injury and will not be administered as a first aid strategy).

Staff will only supervise medication during the period of care (for example, medication required 3 times a day is generally not required during the preschool day: it can be taken before and after kindergarten and before bed).

SAFE STORAGE:

- Safe storage of medication as a minimum standard requires that medication be:
- Prescribed by a doctor
- Provided by the parent or guardian
- In original container in which dispensed, with clear labelling, with the expiry date of the product.
- Stored in accordance with product instructions. Parents may supply a thermal carry pack to maintain safe temperature storage (e.g. for travel on bus). Medicine sent in for the day, will be stored in kitchen cupboard above fridge or in fridge clearly labelled with child's name. Children who have medicine that must remain at the centre (eg epi pens or asthma medication) will have their medicine stored in their own orange medi bag kept in the first aid cupboard in the baby room.
- Occasional medication delivered to staff daily
- Emergency medication ie epi pens or asthma medication to be stored at the centre.
- Provided with written instructions from the parent, guardian or doctor. These instructions must match those printed on the product packaging.

SUPERVISION OF MEDICATION:

- Staff are trained to supervise oral and measured dose inhaled medication. Staff have received Apply first aide training, asthma and anaphylaxis training. Staff are not trained to routinely administer medication via other routes (i.e. ear and eye drops and ointments).
- **A child should not take their first dose of a new medication at the centre in case of an allergic reaction.**

Staff will complete a medication log when they administer medication to ensure that:

- The right child has the right medication and the right dose by the right route (i.e. oral or inhaled)at the right time.

Administration of medication is to be observed and co signed by a second educator.

Parents will need to provide a medication plan to be provided by the prescribing doctor. If a medication plan is not provided, written instructions must be provided by the parent or guardian matching those on the pharmacy label to assist with safe supervision of medication.

Staff and Gov Council endorsement March 2020 / Review date March 2022

STREAKY BAY CHILDREN'S CENTRE

ATTENDANCE POLICY

Rationale:

At Streaky Bay Children's Centre we believe we offer a safe, caring and engaging learning environment based on positive relationships where children can experience success in learning. In order to participate fully and gain maximum benefit from the kindergarten experience, it is important for children to attend regularly 15 hours of kindergarten per week, to ensure they are able to access a comprehensive curriculum.

By regularly attending kindergarten:

- Children become familiar with the kindergarten environment and feel secure.
- They have increased opportunities to engage in activities which enhance social, emotional and cognitive development.
- Any need for early intervention is identified and programs put in place to address needs.
- Children learn and understand the daily routines and how to play safely.
- They establish and maintain supportive relationships, learning to care for others and ask for help for themselves and others.
- Their self esteem and self confidence is developed.
- Patterns of regular attendance and valuing of education set a positive pattern for school attendance.

Parent responsibility:

- It is an expectation that parents who have enrolled their children at Streaky Bay Children's Centre, will ensure that they attend regularly.
- Parents are to inform the centre if a child will be absent for the day.

Staff responsibility:

- Staff will attempt to contact parents after one week of unexplained absence.
- The centre will communicate with families the importance of accessing all preschool sessions, to receive maximum benefit from their kindergarten experience.
- *Attendance will be recorded daily on the Early Years System (EYS)*

Staff and Gov Council endorsement March 2020 / Review March 2022

STREAKY BAY CHILDREN'S CENTRE

BEHAVIOUR GUIDANCE CODE

Documented guidelines regarding behaviour and guidance for children help ensure that children, families and staff have a safe and secure environment. Consistency and clarity around acceptable behaviour and guidance measures will be implemented.

As a staff team we believe:

- We believe that everyone has the right to feel safe and secure at all times.
- Children learn best when they experience success and have a positive self-esteem.
- That children feel angry, frustrated and upset at times, and need help to express these feelings appropriately.
- That staff and parents need to share responsibility, being consistent at all times, creating a safe, secure environment for children and modelling appropriate behaviours.
- 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.

As a staff team we promote positive behaviour and interactions by:

- Providing an environment that promotes a sense of belonging, being and becoming and provides opportunities for learning through play.
- Ensuring that boundaries set are reasonable and understood by all children and adults.
- Providing a program that enables each child to experience success, a sense of well being and gives opportunities to express and manage feelings.
- Planning opportunities for the development of skills including resilience, play skills, appropriate risk taking, conflict resolution, sharing, independence, and respect (for self, others and their environment).
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour.
- Involving children in the development of behavioural expectations and consequences individually and within the group.
- 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 needs are met.

Staff will respond to challenging behaviors by:

- Reminding children of expectations and limits and the reasons for these.
- Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is with them all of the time (including unacceptable behaviors such as hitting, kicking, biting, throwing objects and destruction of property).
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately.
- Supporting children to empathise with others and rebuild relationships.
- 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.

Staff and Gov Council endorsement March 2020 review Date March 2022