



# Parent Handbook

## 2024



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# Welcome from the Pastors

Welcome to Canning Bridge Early Learning Centre!

We are excited that Como Baptist Church is able to offer this service to the community, continuing more than 80 years of caring for families. One winter morning in 1927 a small group of children gathered on the front veranda of Harold and Winifred Harris' home for the first day of the Canning Bridge Sunday Centre. It was this educational service to local children and families, many of whom lived in 'tent city' along the Canning River that heralded the birth of what is now Como Baptist Church.

Teaching and caring for children and families is part of our very foundation, and we are pleased to be able to continue this heritage of meeting a community need in new ways.

Como Baptist Church is a self-governing community, which means that all of the facilities and services of the church are funded and managed by those who attend the church – and this includes the building that is home to Canning Bridge Early Learning Centre and operating The Bridge Organisation Inc. the Approved Providers of Canning Bridge Early Learning Centre.

We are committed to supporting all families from the diverse and rich culture within the community. Whilst the Canning Bridge Early Learning Centre will focus on providing an exceptional service that fulfils (and exceeds) all ACECQA requirements, we as a church can maintain our focus on providing chaplaincy and pastoral support to you and your family. This includes being available for hospital visitation, support in crisis situations, prayer, or simply an ear for listening, and yes, regular Sunday Services, and special services too. Our first goal is to be a *loving community*, and we would be honoured to serve you, should you wish to call on us.

Rev Phil and Rev Jackie Smoker  
Senior Pastors, Como Baptist Church  
Approved Providers  
Tel 9450 5328

## General Information

The staff Canning Bridge Early Learning Centre welcome you to our community. We hope that you find your time with us a rewarding experience for both you and your child.

Canning Bridge Early Learning Centre is a 53 place, not for profit Centre operated by The Bridge Organisation Incorporated and is a ministry of Como Baptist Church. The Centre is licenced by the Department of Local Government and Communities, Education and Care Regulatory Unit. For more information regarding licencing please see the department's website [www.communities.wa.gov.au](http://www.communities.wa.gov.au).

The Centre caters for children from 6 weeks old to compulsory Centre age. The children at Canning Bridge Early Learning Centre are grouped according to their age. Three age groups exist, these are: The Manger room (6weeks – 18months), The Cherubs room (18months – 2.5 years) and The Footprints room (2.5 – 5 years). Although this is the normal grouping, children who developmentally display skills of a differing age group may be transitioned with parent permission.

The aim of the Centre is to provide a quality service that meets the needs of the families in our community. It is our intent to work alongside parents and guardians in the care and education of their children. We welcome parent participation and involvement in the Centre.

Canning Bridge Early Learning Centre is open from 7am to 6pm, Monday to Friday. The Centre is open all year round, with the exception of Public Holidays.

## About The Bridge Organisation Inc.

The Bridge Organisation Inc. is a ministry of Como Baptist Church and was established to minister and care for individuals and families within the community through the provision of educational, environmental and social services and projects. The Bridge Organisation Inc. will be transparent in its relationship with Como Baptist Church. The Bridge Organisation Inc. is an Incorporated Association, with the membership appointed by Como Baptist Church. All executive members of Como Baptist Church are members of the Bridge Organisation Inc. The board of the Bridge Organisation Inc. are the Approved Providers for Canning Bridge Early Learning Centre.

Whilst Como Baptist Church will minister through faith based activities; such as bible studies, Sunday Centre, Trilogy (youth mentoring), worship and small groups, The Bridge Organisation Inc. will provide community focused activities such as childcare, playgroups, Toddler Jam and other activities as the needs and expertise become available.

There will be no restriction on access to the services provided by The Bridge Organisation Inc., nor will there be any requirement to attend worship or faith-based activities held by Como Baptist Church in order to access services of The Bridge Organisation Inc.

There are many opportunities for Como Baptist Church to participate in volunteer services through activities run by The Bridge Organisation Inc. or through Canning Bridge Early Learning Centre. Any volunteers must follow an application and recruitment process, be appropriately screened and trained, and have the endorsement of the management of the Canning Bridge Early Learning Centre.

## Enrolment

You can enrol your child at Canning Bridge Early Learning Centre through our website [www.canningbridgeelc.org.au](http://www.canningbridgeelc.org.au) or you can call us to receive an application package or alternatively drop in and see us. As an approved service we are required to use the Priority of Access Guidelines when allocating childcare places where there are more families requesting care than places available. When filling vacant places, a service is required to fill them according to the following priorities;

- 1<sup>st</sup> priority – A child at risk of serious abuse or neglect
- 2<sup>nd</sup> priority – A child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the 'A New Tax System (Family Assistance) Act 1999
- 3<sup>rd</sup> priority – Any other child

Our Centre keeps a waiting list, however priority of enrolment will be given to children of parents (or parent) falling within the above categories. Every effort will be made to accommodate all children who require care.

## Starting Day Care

Introducing your child to care can be an emotional time, it is fair to expect some tears to begin with. Each child's start to day care is different, some children are eager to join in, others quietly observe and other take a little while to adjust. Be prepared for a variety of behaviours in the early days as your child settles in. Please feel free to stay as long as needed, and to ring the Centre any time to find out how your child is doing.

Please understand that most children settle quickly once you are out of sight and you are usually upset longer than your child. Try to find an activity that your child is interested in and settle them in before saying goodbye. Please remember that the staff are here to help you and your family. If you have any concerns, please come and talk to one of the staff, we are more than willing to help you in any way we can.

# About Us

## Our Purpose

Canning Bridge ELC is a trading name of The Bridge Organisation Inc. (The Bridge). The Bridge is an incorporated body created as a service of Como Baptist Church. The purpose of The Bridge is to minister and care for individuals and families within the community through the provision of educational, environmental and social services and projects. The objectives of The Bridge are to:

1. Minister and care for welfare of individuals and families in the community with the practical love of God.
2. Inspire people within the church and the community to use their gifts in service for a local need
3. Be actively going to families with the life and teaching of Jesus, through recreational and social interaction
4. Be a living example of the integrity of Jesus, stewarding the resources that God has provided

## Our Philosophy

**Canning Bridge Early Learning Centre will strive to serve all families in the community by providing a loving and caring environment within which children will receive a high level of education. We will endeavour to create a community environment that provides a sense of belonging and enables children and their families to feel safe, secure and supported.**

Our Centre provides an educational program that is both stimulating and age-appropriate. Our aim is to assist in the children in their physical, social, emotional, cognitive, creative and spiritual growth within a Christ-centred environment. Learning through play, we cater for each child's individual development. Activities will generally reflect the current interests of the children and their families.

Our educational play-based programs assist each child to build and develop:

- confidence, curiosity and imagination
- a sense of independence and self-esteem
- the ability to share and handle disappointment
- their response to discipline and the respect of authority
- respect for themselves and others
- friendly and caring behaviour
- their emotional, spiritual and physical potential
- their ability to foster and reinforce self-control and learn an understanding and appreciation of the rights and feelings of other people

The programs will be tailored to enable each child to develop at their own individual rate with guidance and support by all educators.

Our programs reflect our appreciation of Australia's multicultural society, enhancing the children's awareness of and respect for, cultural and religious differences and similarities. Our programs are designed to help your child in developing all areas for success now and in later years and to begin to equip them with the necessary tools to deal with life.

We endeavour to create a "family-like" atmosphere and recognise the importance of creating a link between home and the Centre, where parents and educators work in partnership to develop the child in a holistic manner in a mutually supportive and caring environment. Children and parents are welcomed into the Centre regardless of cultural, religious and family beliefs. Note that being a Christian organisation, there may be some activities and themes (such as Halloween), which we will not engage in despite them being accepted by the wider community and other religious groups.

### [Policies and Procedures](#)

Our policies and procedures are reviewed annually and should you wish to read any of these a copy is available in the front office.

## Day to Day

### What to Bring

- A drink bottle
- A wide brimmed hat
- At least one complete change of clothes, more if toilet training
- At least 5 nappies (if applicable)
- Bottle/s and formula (if required)
- Any security items such as a dummy for rest time
- A family photo for the photo board (first day)

**Please ensure all items are clearly labelled**

### [Clothing](#)

Please dress your child in comfortable play clothes that your child can easily manage when toileting. We will have lots of messy activities and whilst your child will be encouraged to wear protective clothing at times their clothes will get soiled.

### [Sun Protection](#)

Sunscreen is provided for the children and available in all the rooms, you may supply your own sunscreen if your child suffers allergies, or you have a particular brand you use. According to our Physical Environment Policy sunscreen is applied to children over 12 months of age before they go out into the sun. Babies under 12 months of age are not exposed to direct sunlight. Outdoor play will occur each day between sun safe hours. When playing outside children and educators are to wear wide brimmed hats.



### Rest Times

Our staff will talk to you about your child's sleep routine and discuss with you how your child's individual needs can be accommodated. For older children we have a rest period each day. Some children sleep during this time while others quietly play in a peaceful and relaxing environment.

### Sleep Limits

Sleep limits will be of a minimum 60 minutes. This ensures children can rest through one sleep cycle before being woken. This is in line with the governing sleep requirements and Red Nose Australia.

### Meals

Our Centre is registered to be able to provide healthy and nutritious meals made on site (breakfast, morning tea, lunch and afternoon tea) for the children.

### Nappies

It is the responsibility of the families to supply nappies for their children. Every week the educators in the room send home notifications to parents letting them know if they require any more nappies for their children. We will make sure this continues to happen. On the odd occasion that a child requires a spare nappy, this will be charged to the family at \$1.00 per item. At the end of every month a separate invoice will be sent to the family to cover these costs.

### Birthday Celebrations

Birthdays are a very special time for children, and unless you wish otherwise (due to personal beliefs) we will celebrate your child's birthday. If you would like to provide cupcakes or a small gift for your child to hand out to their friends, please talk to your child's room leader first to discuss allergies and varying room requirements.

### Items and Toys from Home

Items, jewellery and toys from home can be lost or broken. As such, please discourage your child from bringing these in. A security item such as a dummy for rest time is fine.

## Communication

We aim to communicate with our families as much as possible. Our parent communication software contains daily information, program, as well as photos and stories about your child's day. Please feel free to come and talk to the staff about your child's day and their development. We are also happy to communicate via text message or phone calls. We also will communicate news and events through our newsletter.

## Collection of a Child

Children will only be released to a parents or authorised person as advised on their enrolment form. We require photo ID of the person collecting the child. Please inform the Centre of any changes to who is going to, or who is able to, collect your child. Please also ensure that your child is signed in and out as it is a legal requirement.

## Toilet Training

We understand that there are many wonderful approaches to toilet training available to families, and we support all of our families regardless of the approach they choose for their homes. Due to having so many children at different stages in their toileting journey within our care, and the inevitable accidents that come along with toilet training, we do need to ensure that while within our care we use a consistent approach that helps all children succeed while also maintaining a clean and hygienic environment. By following the below guidelines, we can support your family and provide a high quality of care.

- Once the child has reached 30 months of age families are welcome to contact the centre to familiarise themselves with the procedures around toilet training. We will aim to come up with an individual plan to best suit each child and their needs during this process.
- Children are required to start toilet training at home first for about 2-4 weeks. It is important to start this new skill in a calm and safe environment before transitioning it into a community setting such as daycare.
- When children transition from toilet training at home to toilet training in the centre, we do require them to start in pull up (these can be purchased from any grocery store). This helps them to have a backup in case they are distracted or anxious when transitioning this skill. During this time the educators will take your child to the toilet intermittently during the day (every 30-60 minutes) to give them an opportunity to build a strong foundational toileting routine before moving to the next stage.
- Once the child is experiencing success most of the time, this is when the child is invited to start using underwear during their time in the centre. We are more than happy to provide reward charts and prizes to help the process along.

If you are thinking about toilet training, please contact the office and we can help you navigate this exciting process.

# Medical

## Sick Children and Care

As we provide **group care** children and staff will at times become sick or unwell whilst being in our care. Appropriate action will take place should a child become ill while in care or return to care after an infectious illness. Staff need to ensure everything possible is done to prevent infectious illness spreading and to ensure appropriate practices are employed when illness occurs.

At times children will fall ill during their day at Canning Bridge ELC. All steps need to be taken to ensure the child suffering the illness receives the appropriate attention and the other children and staff in care are provided with a safe and healthy environment.

At **no time** should a child be sent to Canning Bridge ELC if they are **unwell**. “Unwell” can sometimes be difficult to define. At Canning Bridge ELC we define “**unwell**” as a child who is unable to positively participate in the program, as he/she normally would.

At any time during the day if your child is displaying signs he/she is unwell a staff member from your child’s room or a Director will **contact you**. Based on what the staff in your child’s room knows about the child, they will usually be able to make an informed decision as to whether the child needs to be **collected**. If there are any doubts or uncertainties, these will be discussed with the Director prior to phoning the parent.

As we provide **group care**, if your child is believed to be suffering an infectious illness, attempts will be made to separate them from their peers to minimise the spread of infection. Please note this can be difficult to do given the staffing regulations that must be strictly adhered to.

If at any time during the day you are requested to **collect your child** from Canning Bridge ELC, you must ensure you do so within **one hour**. We understand that sometimes this may be difficult for parents. If parent/guardians are unable to collect their child within one hour, staff will begin to call the people outlined on the collection list of your child’s enrolment form.

If your child is sent home due to them being unwell with a suspected infectious disease/illness or other illness which requires an exclusion period in accordance with the Exclusion Table, you may be given an **Illness Exclusion Form** which states the symptoms shown by your child and the exclusion period from Canning Bridge ELC.

In addition to the Illness Exclusion Form, if your child is sent home with a suspected infectious disease or other illness which requires an exclusion period in accordance with the Exclusion Table, you may also be required to obtain a **Medical Clearance** with a medical certificate from a qualified doctor before your child is able to return to Canning Bridge ELC.

The Illness Exclusion Form and the Medical Clearance Forms are designed to ensure that all who attend Canning Bridge ELC remain healthy and all endeavours are made to minimise the spread of illness.

We understand that occasionally children will have abnormal **bowel motions** due to food and other non-infectious reasons. We will contact parent/guardians to collect children if they have had two or more loose bowel movements, as this may be a sign of infection.

At times we may experience an **outbreak** of an infectious disease/illness. All parents will be notified of an outbreak at the service, via signs on the front counter.

If your child is prescribed **antibiotics** for an illness, we require that your child has been medically cleared to be at care by the prescribing doctor and a medical certificate containing return to care date and medication instructions is provided.

We rely on parent **honesty** in regards to their children. If your child has had a temperature above 38.5 degrees, vomiting or diarrhoea they must be kept away from the Centre for 24 hours since their last symptom. This is imperative to minimising the risk of infection. This is also the case with administering **medication** prior to arriving at Canning Bridge ELC. If your child needs pain relief medication i.e. **Panadol** etc. to relieve a temperature, then they are not well enough for a day in care. Please refer to the administration of medication to children policy.

**If your child is sick, ill or injured and requiring emergency care we will accompany your child in the ambulance to the hospital.**

### Medical Conditions Policy

Canning Bridge aims to effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

We involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy is provided to all educators and volunteers at the service, and is also provided to parents of children enrolled at the service through this handbook.

Educators are also responsible for raising any concerns with a child's parents about any medical condition/suspected medical condition, or known allergens that pose a risk to the child.

No child enrolled at the service will be able to attend the service without medication prescribed by their medical practitioner. In particular, no child who has been prescribed an adrenaline auto-injection device, insulin injection device or asthma inhaler is permitted to attend the service or its programs without the device.

Families are required to provide information about their child's health care needs, allergies, medical conditions and medication on the Enrolment Form and are responsible for updating the service about these things, including any new medication, ceasing of medication, or changes to their child's prescription.

All educators and volunteers at the service must follow a child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

### **Information that must be provided in Enrolment Record**

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition. The enrolment record will include details of any:

- specific health care needs or medical conditions of the child, including asthma, diabetes, allergies, and whether the child has been diagnosed at risk of anaphylaxis.
- any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should:
  - have supporting documentation if appropriate
  - include a photo of the child
  - if relevant, state what triggers the allergy or medical condition
  - first aid needed
  - contact details of the doctor who signed the plan
  - state when the Plan should be reviewed.

Copies of the plan should be kept with the child's medication and also accompany them on any excursions.

Where there is a Medical Management Plan, a risk minimisation plan must be developed and informed from the child's Medical Management Plan.

Note parents are responsible for updating their child's Medical Management Plan/providing a new Plan as necessary and will be regularly reminded by the service as per the Medical Management Communications Plan.

Any new information will be attached to the Enrolment Form and kept on file at the service. Educators will ensure information that is displayed about a child's medical conditions is updated.

### **Identifying Children with Medical Conditions**

Any information relating to a child's medical conditions will be shared with relevant educators, volunteers and the Nominated Supervisor at the service. Educators will be briefed by the Nominated Supervisor on the specific health needs of each child.

Our service will implement the following communications plan to ensure that relevant educators, staff and volunteers are:

- informed about the Medical Conditions Policy
- easily able to identify a child with medical conditions
- are aware of the requirements of any medical management plans and risk minimisation plans
- aware of the location of each child's medication
- updated on the child's treatment along with any regulatory changes that may affect practices for specific medical conditions.

Our service will display information about a child's medical management plan, risk minimisation plan, and the location of each child's that is visible and easily accessed by all educators to ensure all procedures are followed. We will ensure the display of information meets privacy guidelines and is not accessible to visitors or other families. We will explain to families why this is important for the safety of the child and obtain parental consent.

Where a child has been diagnosed at risk of anaphylaxis, a notice stating this must be displayed at the service so it is clearly visible from the main entrance. The privacy and confidentiality of the child will be maintained at all times and the public notice will not name the child.

### **Medical Conditions Risk Minimisation Plan**

Using a child's Medical Management Plan, our service will develop a Medical Conditions Risk Minimisation Plan in consultation with a child's parents and medical professionals which will ensure that:

- any risks are assessed and minimised
- if relevant, practices and procedures for the safe handling of food, preparation, consumption and service of food for the child are developed and implemented (note we will follow all health, hygiene and safe food policies and procedures)
- all parents are notified of any known allergens that pose a risk to a child and how these risks will be minimised
- a child does not attend the service without medication prescribed by their medical practitioner in relation to their specific medical condition.

Our service will provide support and information to all parents and other members of our community about resources and support for managing allergies, anaphylaxis asthma and diabetes.

Our service will routinely review each child's medication to ensure it hasn't expired.

Our Service also has Generic Medical Risk Management Plans for the following conditions;

- Anaphylaxis/Allergy Management see Generic Medical Risk Management Plan Anaphylaxis

- Asthma see Generic Medical Risk Management Plan Asthma
- Diabetes see Generic Medical Risk Management Plan Diabetes

### **Educator Training and Qualifications**

The approved provider must ensure that at least one educator attending the service:

- holds a current approved first aid qualification
- has undertaken current approved anaphylaxis management training and
- has undertaken current approved emergency asthma management training.

Our staffing Arrangements Policy has more details about educator training and qualifications in this area.

Educators in our service recognise how serious anaphylaxis is and will undertake steps to minimise the possibility of occurrence. The service will maintain the following in relation to educator qualifications for anaphylaxis:

- all educators in all services whether or not they have a child diagnosed at risk of anaphylaxis undertakes training in the administration of the adrenaline auto-injection device and cardio- pulmonary resuscitation every 12 months.

### **Medication**

Our Centre and educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication) for a medical condition and accompanied with an action plan or medical record. If the medication is for a temporary condition such as a virus or rash (i.e. antibiotics) then medication will only be given when the child has been medically cleared to be at care by the prescribing doctor and a medical certificate containing medication instructions is provided. If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:

- Prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- Influence, inhibit or modify a physiological process. This covers products like sunscreen, teething gel and nappy cream.

### **Prescribed Medication**

Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. If your child requires any medication throughout the day, you will need to fill out a Medication Authorisation Form. The medication needs to be prescribed and in its original container with the chemists label displaying the child's name, date and dosage required.

We cannot give your child medication that has not been prescribed. For more information, please see our Administration of Authorised Medication Policy.

### **Over the Counter Medication (non-prescription medication)**

Our service does not administer over the counter medication unless it has been prescribed by a medical practitioner and there is a letter from the doctor explaining the purpose of the medication. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

**However, we will administer nappy cream, teething gel and sunscreen without prescription by a doctor if a parent or authorised person authorises this.**

### **Authorising Medication**

A parent whose child requires medication will need to complete and sign the Medication Authorisation Form. Please note that medication can only be authorised by the parent. Therefore, if someone else is dropping off the child, they will need to be provided with a permission note from the parent. The permission note needs to include the child's name, date the medication is to be administered, name of medication, dosage, time to be given, and signed by the parent.

Authorisation must be in compliance with the prescription label that is in the child's name. Non-prescription medication will only be given if accompanied by a doctor's certificate stating the dosage, times to be given and length of time to be given.

Medication bought to the Centre must be in its original container and given to a staff member (medication must never be left in children's bags).

Centre staff are authorised to administer medication only in accordance with the parents written authority. In doing so, the staff are to be regarded as acting in place of the parent. Staff are not liable for any allergic reaction or injury caused to the child by the administration of the medication in accordance with the parent's written authority. Nor will they be responsible for any error contained in the written permission, or the supply of incorrect medication by the parent.

Staff are not permitted to give medication using their own discretion. Therefore, medication to be given 'as needed' cannot be accepted.

### **Exclusion of a Sick Child**

If your child has one of the following illnesses, they will be excluded for the following periods of time. This is for their benefit as well as the benefit of others.



**Campylobacter**

Exclude until there has not been a loose bowel motion for 24 hours.

Exclusion of Contacts - Not excluded.

**Candidiasis ('Thrush)**

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

**Chickenpox (Varicella)**

Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.

Exclusion of contacts - Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.

**CMV (Cytomegalovirus infection)**

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

**Conjunctivitis**

Exclude for 7 days or unless doctor has diagnosed non-infectious Conjunctivitis after 5 days.

Exclusion of Contacts - Not excluded.

**Covid-19**

Exclude until all symptoms have resolved.  
Exclusion of Contacts- Exclude for at least 5 days or until contacts symptoms have resolved.

**Cryptosporidium**

Exclude until there has not been a loose bowel motion for 24 hours.<sup>b</sup>

Exclusion of Contacts – Not excluded.

**Diarrhoea (No organism identified)**

Exclude until there has not been a loose bowel motion for 24 hours.<sup>b</sup>

Exclusion of Contacts - Not excluded.

**Fungal infections of the skin or nails (e.g. ringworm, tinea)**

Exclude until the day after starting appropriate anti-fungal treatment.

Exclusion of Contacts - Not excluded.

**German measles (See 'Rubella')****Giardiasis**

Exclude until there has not been a loose bowel motion for 24 hours.<sup>b</sup>

Exclusion of Contacts - Not excluded.

**Glandular fever (Mononucleosis, EBV infection)**

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

**Hand, foot and mouth disease**

Exclude until all blisters have dried.

Exclusion of Contacts - Not excluded.

**Haemophilus influenzae type b (Hib)**

**Exclude** until the person has received appropriate antibiotic treatment for at least 4 days.

Exclusion of Contacts - Not excluded.

**Head lice (Pediculosis)**

Exclusion is NOT necessary if effective treatment begins before the next day at the Service. (The child doesn't need to be sent home immediately if head lice are detected).

Exclusion of Contacts - Not excluded.

**Hepatitis A**

Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice.

Exclusion of Contacts - Not excluded.

Contact a public health unit for specialist advice about treating or vaccinating children in the same room or group.

**Hepatitis B**

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

### **Hepatitis C**

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

**Herpes simplex (cold sores, fever blisters)** Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.  
Exclusion of Contacts - Not excluded.

**Human Immunodeficiency Virus (HIV/AIDS)** Exclusion is NOT necessary. If the person is severely immunocompromised, they will be vulnerable to other people's illnesses.  
Exclusion of Contacts - Not excluded.

**Human Parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)** Exclusion is NOT necessary.  
Exclusion of Contacts - Not excluded.

**Hydatid disease** Exclusion is NOT necessary.  
Exclusion of Contacts - Not excluded.

**Impetigo (Centre sores)**  
Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing. Exclusion of Contacts - Not excluded.

**Influenza and influenza-like illnesses**  
**Exclude** until well.  
Exclusion of Contacts - Not excluded.

**Listeriosis** Exclusion is NOT necessary.  
Exclusion of Contacts - Not excluded.

### **Measles**

Exclude for 4 days after the onset of the rash. Exclusion of Contacts - Immunised and immune contacts are not excluded. For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case.

### **Meningitis (viral)**

Exclude until well.

Exclusion of Contacts - Not excluded.

### **Meningococcal infection**

Exclude until appropriate antibiotic treatment has been completed.  
Exclusion of Contacts - Not excluded.  
Contact a public health unit for specialist advice about antibiotics and /or vaccination for people who were in the same room.

### **Molluscum contagiosum**

Exclusion is NOT necessary.  
Exclusion of Contacts - Not excluded.

### **Mumps**

Exclude for 9 days or until swelling goes down (whichever is sooner).  
Exclusion of Contacts - Not excluded.

### **Norovirus**

Exclude until there has not been a loose bowel motion or vomiting for 48 hours. Exclusion of Contacts - Not excluded.

### **Pertussis (See 'Whooping Cough')**

### **Pneumococcal Disease**

Exclude until person is well.  
Exclusion of Contacts - Not excluded.

### **Respiratory Syncytial Virus (RSV)**

Exclude until all symptoms are resolved  
Exclusion of Contacts - Not Excluded

**Roseola** Exclusion is NOT necessary.  
Exclusion of Contacts - Not excluded.

**Ross River virus** Exclusion is NOT necessary.  
Exclusion of Contacts - Not excluded.

**Rotavirus infection**  
Children are to be excluded from the service until there has not been a loose bowel motion or vomiting for 24 hours.<sup>b</sup>  
Exclusion of Contacts - Not excluded.

**Rubella (German measles)**  
Exclude until fully recovered or for at least four days after the onset of the rash. Exclusion of Contacts - Not excluded.

**Salmonellosis (Salmonella infection )**  
Exclude until there has not been a loose bowel motion for 24 hours.<sup>b</sup>  
Exclusion of Contacts - Not excluded.

**Scabies**  
Exclude until the day after appropriate treatment has commenced.  
Exclusion of Contacts - Not excluded.

**Shigellosis**  
Exclude until there has not been a loose bowel motion for 24 hours.<sup>b</sup>  
Exclusion of Contacts - Not excluded.

**Streptococcal sore throat (including scarlet fever)** Exclude until the person has received antibiotic treatment for at least 24 hours and feels well. Exclusion of Contacts - Not excluded.

**Toxoplasmosis**  
Exclusion is NOT necessary.  
Exclusion of Contacts - Not excluded.

**Tuberculosis (TB)**  
Exclude until medical certificate is produced from an appropriate health authority. Exclusion of Contacts - Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or TB clinics. **Varicella See 'Chickenpox'**

**Viral gastroenteritis (viral diarrhoea)**  
Exclude until there has not been a loose bowel motion for 24 hours.<sup>b</sup>  
Exclusion of Contacts - Not excluded.

**Whooping cough (pertussis)** Exclude until 5 days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.  
Exclusion of Contacts - Contact a public health unit for specialist advice about excluding nonvaccinated contacts, or antibiotics

**Worms**  
Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred.  
Exclusion of Contacts - Not excluded.

## Emergency Procedures

The Centre has procedures in the event of emergencies such as a fire or outside threat (snake, police incident etc). The Centre will run practice emergency evacuations and emergency lockdowns every three months. Please familiarise yourself with the evacuation muster points on the maps located at each exit. Please ensure that you keep your contact details and emergency contact people up to date, notifying staff of any changes via email.

# Centre Fees

## Fees

For our current fee schedule please contact the office.

The Centre operates 52 weeks a year and the fee is set to allow the Centre to meet all operating expenses. We are a not for profit organisation. Fees are payable even when your child is absent for any reason including holidays (please note that this is standard practice). Public holidays are also charged as an absence.

## Overdue Fees

Any family who is one or more weeks late with their fees will receive a reminder. Families can make appointments to speak with the Approved Provider or Nominated Supervisor regarding payments if there is a need to do so. Continually not paying fees will put your child/ren's place/s in the Centre in jeopardy.

Fees of **\$2.00 a day** may apply to any overdue fees.

## Child Care Subsidy

The Australian Government helps families pay for childcare through the child care subsidy (CCS) scheme. You may be eligible for rebates please see the Human Services web page for more information [www.humanservices.gov.au](http://www.humanservices.gov.au).

## Allowable Absences

Fees are payable even when your child is absent for any reason. Under the Australian Government's Child Care Benefit Scheme each child is eligible for 42 allowable absences in the financial year without doctor's certificates. Anything over this number requires a doctor's certificate to receive CCB or CCR for that day.

### Discounts

A discounted price can be applied for holidays if we are given sufficient notice, 4 weeks prior. Please contact administration when booking holidays.

### Cessation or Reduction of Care

Two weeks' written notice is required for withdrawal from care, the reduction in days or a change of days.

### Continuation of Enrolment

In November, families within Footprints will be sent a letter asking your intentions for the following year. Families already enrolled are given preference and will be asked to request the days you require the following year. This is not a guarantee we will be able to provide your preferred days.

### Public Holidays

Canning Bridge Early Learning Centre is closed for public holidays. Public holidays are billed as absent days and are included in your 42 allowable absence days. If your child is regularly booked in on a day that a public holiday falls on, you will be charged a discounted fee. Day swaps are not available (this is standard practice).

### Seasons of Hardship

We all go through seasons of hardship in different areas of our lives. Please contact the office to find out information about our hardship policy if your family is struggling to make the agreed payments for your child's bookings.

### Contacting Canning Bridge ELC

If for any reason you want to contact us you can call the office on 08 6161 5454 or 0411 522 905. You can also email the office at [office@canningbridgeelc.org.au](mailto:office@canningbridgeelc.org.au).

## Parental Responsibilities

### Arrival and Departure

As parents you or your representative are responsible for completing the Child Care Attendance Record by signing your child in and out. It is extremely important that this is completed on each arrival and departure as this record is used to determine which children are in care in the event of an emergency situation such as a fire.

When entering or leaving the Centre, please make sure that the child safety gates have been closed properly. Please discourage your child or older siblings from opening the gate themselves and swinging or hanging on the gate. Siblings need to be supervised by you during this drop off and pick up time.

Please do not drop your child off before 7am and make every effort to pick up your child by 5.45pm. This is to give you time to speak to staff about your child's day, pack up their belongings and be ready to leave by 6pm. If your child is not collected by 6pm, two staff members are required to stay behind until you arrive. Please also consider that staff have other responsibilities outside of work. If you are going to be late to pick up your child please give us a call to let us know. As staff are paid overtime after 6pm please note that there may be times when we will charge a late fee.

The Centre's hours of operation relate directly to the terms of the licence and insurance policies. Therefore, caring for children outside normal hours means that we may breach the Child Care Regulations, which is a serious offence.

#### Persons to collect child

A child can only be released into the care of either parent, a guardian, or a responsible person (when approved by the parent in writing). This will only include persons nominated as Emergency Contacts or persons nominated as Authorised to Collect on the enrolment form.

Parents must inform staff by recording information if anyone other than a parent will collect their child.

Written permission must be given on every occasion when someone (other than the parent or those nominated as Authorised to Collect) is required to pick up the child. In an emergency verbal permission can be given over the phone but will only include people already listed on the enrolment form. Only the parent of a child can give this permission. Messages will not be accepted from any other person.

The person collecting the child must be over the age of 18 years and be able to produce proof of identity. Staff have a duty of care to your child and therefore are unable to allow adults under the influence of alcohol or illegal drugs to collect your child. In the event a parent or other person is under the influence of alcohol or drugs another person on the Emergency Contact list will be contact to collect your child.

The Centre can only permit a person to collect your child if they have written permission from you.

### Late Pick Up

Children who are picked up after 6pm will be charged \$5 per minute. We understand that life just happens sometimes, so if you find yourself in extenuating circumstances, please contact the Centre as soon as possible to make arrangements.

### Emergency Contacts

The parent needs to provide the Centre with the names, contact numbers and addresses of at least two responsible persons who can collect the child in case of an emergency or illness.

When contacted by the Director, or their delegate, the parent, or responsible person authorised by the parent, must personally go to collect the sick or injured child as soon as possible.

In the event a child is left after hours at the Centre and parents and emergency contacts cannot be reached, the Department of Community Services, or the police will be notified. On the advice of the Department of Community Services the child may then be released into the care of the police.

### Change of Details

Please let the Centre know as soon as possible if any details such as address, phone numbers, allergies, and emergency contacts etc. have changed. These will need to be adjusted on the child's enrolment form and are vital in case of emergency situations.

### Enrolling Siblings

Children are enrolled in the Centre strictly in the order in which their waiting list applications were lodged at the Centre. If you are interested in adding a sibling's name to our waiting list, please do so as soon as possible.

### Absences

If a child is to be absent, parents are asked to notify the Centre as soon as possible, and inform the Centre of the estimated length of absence. Please let the Centre know if your child is ill with an infectious disease to allow staff to keep an eye out for similar symptoms in other children.

Children who have had a contagious illness or an unspecified rash, must produce a doctor's certificate stating the details of the illness, that they are no longer contagious, and are fit to return to the Centre.

### Asthma Action Plan

If your child suffers from asthma or develops asthma whilst enrolled at the Centre, please let staff know as soon as possible. You will need to provide an asthma action plan, available

from staff to be filled out by your child's doctor. Please update this whenever your child's asthma plan changes.

If your child has an asthma plan, the medication required in the plan must accompany the child to care on each care day. Alternatively, asthma medication can be left at the Centre whilst your child is in care.

### Anaphylaxis Action Plan

If your child suffers from anaphylaxis or allergic reactions whilst enrolled at the Centre, please let staff know as soon as possible. You will need to provide an anaphylaxis action plan, available from staff to be filled out by your child's doctor. Please update this whenever your child's anaphylaxis plan changes.

If your child has an anaphylaxis plan, the medication required in the plan must accompany the child to care on each care day. Alternatively, anaphylaxis medication can be left at the Centre whilst your child is in care.

### Sun Protection

Parents are required to purchase a wide brim or legionnaire style hat for their child to wear during outdoor play. Please make sure your child's hat is clearly labelled. The hat will need to go home at the end of each attended session.

### Smoke Free Environment

Canning Bridge Early Learning Centre is a smoke free area. Parents, staff and all other visitors are requested to refrain from smoking within the indoor OR outdoor play spaces or adjoining church premises at any time. Parents are requested to advise any emergency contacts who may collect a child of the requirement.

### Parent Code of Contact

It is expected that every parent and visitor will:

- Uphold the Centres values;
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- abide by all health and safety rules and procedures operating within the Centre and other locations at which they may visit whilst representing the Centre;
- ensure that their actions do not bring the Centre into disrepute;
- respect the authority of members of staff and observe Centre rules as required;
- behave with courtesy and consideration for others;
- refrain from all forms of bullying and harassment;



- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the Centre, employees or students of the Centre (including activities on social media);
- respect Centre property and the property of staff, contractors, volunteers and other students;
- not be intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health whilst visiting the Centre site, attending Centre functions or engaging in Centre based activities.

### Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person;
- any form of physical or verbal violence including fighting, assault or threats of violence;
- any form of cyber bullying or cyber abuse;
- any form of threatening language, gestures or conduct;
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other;
- theft, fraud or misuse of Centre resources;
- the use of inappropriate or profane words or gestures and images;
- visiting Centre, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health;
- smoking on the Centre premises or within the immediate environs of the Centre;

### Breach

Parents and visitors who breach the Code of Conduct will be contacted by Centre Management. Appropriate action, which may include being banned from coming onto Centre grounds, attending Centre functions or Centre based activities, is at the discretion of Centre Management.

Parents who continually breach the Code of Conduct will be referred to the Centre Management, who has full discretion to act, which may include expulsion of your child. In accordance with applicable legislation and the Centres Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

### Other Information

#### Confidentiality

Staff at Canning Bridge Early Learning Centre are aware that confidentiality of all matters concerning the centre and its clients must be maintained at all times. Staff cannot give out any details concerning a child's records to any other parents or discuss details of any child who has caused injury to other children in the Centre. Parents are assured that any

information shared with a staff member will remain confidential. Nor will any information be shared with Como Baptist Church without your permission.

### Complaints

If you have a complaint, please first discuss the issue with the room leader. If a satisfactory outcome cannot be reached, please bring the matter to the attention of the director. If a satisfactory outcome cannot be reached with the Centre, the parents or staff are able to speak with the Canning Bridge ELC board and lodge a formal complaint. The complaint will be recorded with the board and will be fully investigated.

Complaints can also be made directly to the Department of Local Government and Communities and the Ombudsman.