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Welcome to our Centre. We wish to acknowledge the Traditional Owners of the land on which our Centre stands and to pay our respects to Elders past and present.

Please read this information carefully to assist you in settling your child into the Centre and to answer any questions you may have. If you require more detailed information please do not hesitate to consult with the Centre Director or a staff member. The Centre’s Policy File is available for you to view at any time.

Sacred Heart Primary School commenced Child Care operations in 2006 with the opening of an Outside School Hours Care service for 60 places. The Centre was originally located in the Special Education Centre, and in 2008 it relocated to the purpose built Loreto Child Services Centre.

In 2009 Sacred Heart commenced Long Day Care for 30 children aged 2 ½ to 5 ½, incorporating the highly successful and established Pre-Kindergarten program.

The beginning of 2010 saw further changes with the OSHC service relocating to the vacated Year 7 classrooms, paving the way for the newly named Early Learning Centre to extend its licensed hours to 6.30 pm. Also during 2010 the Loreto Child Care Services building was extended allowing the Early Learning Centre to increase the number of licensed Long Day Care places from 30 to 45. In 2012 the license was further increased to the current 56 places.

The Early Learning Centre and OSHC are assessed under the National Quality Framework for Early Childhood Education and Care, which the Australian Children’s Education and Care Quality Authority administer. The ELC is rated as Meeting National Quality Standard in all quality areas. OSHC is currently rated as Provisional - Not Yet Assessed.

Families are encouraged to participate in all aspects of the services and to consult with the Centre Director or a staff member for more information about the assessment and rating process, or visit http://acecqa.gov.au.

Mrs. Miranda Swann
Principal
Sacred Heart School Thornlie Child Care Services

Statement of Philosophy

At Sacred Heart School Child Care Services we believe that learning is a lifelong process and recognise families as children's first and most influential educators. We celebrate the dignity, values, knowledge, skills, cultural experiences and God given gifts of each child, their family and their community. We respect each child as a sacred gift from God and support all children to develop a sense of love and respect for themselves and others based on Gospel values.

Building relationships
Meaningful, safe and secure relationships form the foundation of the services at Sacred Heart. We value:

- Open and honest communication
- Positive, constructive and encouraging interactions between children, families and staff
- Diversity, respect and equality
- The culture, traditional practices, heritage and ancestral knowledge of the children, families, staff and traditional custodians of the land
- The opinions and feedback received from children and families
- On-going relationships formed with the local community

Programs and Learning Environments
We believe children learn through play. We provide a fun, safe, inclusive and well supervised learning environment where children are free to play, observe, question, experiment, create and explore. We believe children learn and develop at their own pace and have the right to reach their full potential. We support this by:

- An holistic approach to planning which includes play based and intentional learning opportunities in line with EYLF and MTOP
- Providing programs that are child led, and appropriate for each individual child's learning, development and sense of agency
- Documenting, evaluating and responding to children's unique capabilities, strengths, interests and cultural experiences
- Providing opportunities for leadership and peer mentoring in our multi age grouping
- Providing both natural and built learning environments to enrich children's awareness of the environment, sustainability and a sense of connection to the natural world around them

Next Review October 2017
**Professionalism**

Our programs are delivered by professional and ethical educators who are committed to working within the National Quality Framework. We believe in providing the highest quality care and in protecting and advocating for the rights of children. Our educators will commit to:

- Getting to know each child and developing trusting relationships
- Creating a positive atmosphere through modelling respectful and courteous language and behaviour
- Maintaining a safe environment and active supervision of children
- Building a harmonious, equitable and non-discriminatory workplace
- On-going reflective practice and professional development

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**Management of the Centres**

The Centres are operated by the Sacred Heart Primary School Board under the license held by the Catholic Education Commission of Western Australia Trustees (Inc) who are the Approved Provider.

The Centres are managed by a management Committee comprising the School Principal, the Manager of Early Childhood Education and Care, the Centre Directors, and a member of the School Board.

Parental involvement is very important to ensure the service is meeting family needs. All families are eligible to be nominated for the Parent Representative Group and are welcome to provide input, through this Group, into the operations of the services at any time.

The Parent Representative Group is responsible for raising issues on behalf of the families who use the services.

Parents are also welcome to become involved in the Centre’s Assessment and Ratings process through discussions with the Centre Director and staff members, and by completing surveys designed to ensure that the service is meeting a high standard of care for all children in the Centres.
Lines of Accountability

AUSTRALIAN CHILDREN’S EDUCATION AND CARE QUALITY AUTHORITY
http://acecqa.gov.au

EDUCATION AND CARE REGULATORY UNIT
www.dlgc.wa.gov.au

THE CATHOLIC EDUCATION COMMISSION OF WESTERN AUSTRALIA TRUSTEES ASSOCIATION (INC)
APPROVED PROVIDER NUMBER PR-00007613

SACRED HEART PRIMARY SCHOOL
Operated on behalf of the School Board by:
Principal
Early Childhood Education and Care Manager
Executive Officer
SERVICE APPROVAL SE-00013082 (Child Care) SE-00013083 (OSHC)

NOMINATED SUPERVISOR/
CENTRE DIRECTOR
Or Certified Supervisor In Charge

Child Care Educators
Parent Representative Group
Support Staff Students and Volunteers
Family Participation

Families are our biggest support. Their encouragement and assistance, in whatever way, such as coming to a family event, collecting bits and pieces, help with fund raising and at busy bees, is of invaluable assistance.

Each Centre has a written Quality Improvement Plan (QIP) which is always on display, along with a feedback file. Please take the time to review it and let us know your thoughts.

You are also encouraged to become involved with the program of the Centre and your ideas and suggestions will be greatly appreciated. We are always happy to have people come into our Centres with interesting things to show, sing, teach and make with the children, especially activities of a multicultural nature. You are also welcome to come in and visit at any time.

You can be involved by explaining your child’s temperament, stages of development and likes and dislikes to the educators. Even though a parent’s life is very busy, we would appreciate a few minutes to talk about how your child is progressing. Tell the staff the little things they need to know e.g. changes in sleeping patterns (ELC), any development you observe, the cold your child appears to be contracting or how an activity was enjoyed.

To give the children the best opportunity for development, child care educators and parents work hand-in-hand. We want children to gain the best that is possible from our Centres, so please do keep in touch and discuss your joy, problems, concerns and feelings with the staff.

Confidentiality and Records

Sacred Heart Primary School Thornlie Child Care Centre and OSHC protects the privacy, dignity and confidentiality of individuals by ensuring that all records and information about individual children, families, educators and management is treated with discretion and kept in a secure place and only accessed by or disclosed to authorised people who need the information to fulfil their responsibilities at the service or have a legal right to know.

The services have a duty to keep adequate records about staff, parents and children in order to operate responsibly and legally. The Centres will protect the interests of the children and their parents and educators including appropriate privacy and the service will also protect the integrity of business records by keeping appropriate and accurate records for the required time periods set down by law. All records
kept at the services will be protected from unauthorised access in accordance with service Confidentiality and Storage of Records policy. Prescribed information will be displayed in accordance with the Education and Care Services National Law Act. Archived records will be stored in a safe and secure manner.

Some details about the Centres that you need to know

The following information will help you to understand the administrative requirements of enrolling your child and the operational policies that you need to know.

Hours of Operation
The Centres are open throughout the year but are closed for public holidays. The Centres may be closed between Christmas and New Year depending on enrolments.

Long Day Care (Early Learning Centre)
The following sessions will be run in the Long Day Care Centre throughout the year:

- Morning Session (AMLDC) - 6.30 am - 12.30 pm
- Afternoon Session (PMLDC) - 12.30 pm - 6.30 pm

Before School Care (OSHC)
The centre is open from 6-30am to 8.30am with Kindergarten and Pre-Primary children being walked to their classrooms by a staff member. Year one children will be accompanied at the beginning of the year. Year three to Year six children will be permitted to leave for class after 8.15am once the classroom door has been opened and the classroom teacher is present.

After School Care (OSHC)
The centre is open from 2.30pm to 6.30pm with Kindergarten and Pre-Primary children being collected from their classroom by a staff member. Year one children will be collected at the beginning of the year.

Vacation Care and Pupil Free Days (OSHC)
The centre is open from 6-30am to 6-30pm.

Enrolment
Should you wish to enrol your child you will need to know the following enrolment procedures (note: it is not sufficient to have provided information to Sacred Heart Primary School. All important information must be provided to the Child Care Services).

- Submit a completed enrolment form.
- Provide any necessary documentation, e.g. child’s birth certificate, custodial papers, court orders, medical conditions, etc.
• Provide information regarding your child’s health
• Name all persons who may deliver or collect your child from the Centre. These persons must be over 18 years of age (16 years of age for OSHC). It is your responsibility to ensure your nominated people are responsible and available when required.
• Provide an opportunity for parents/guardians, child/ren and educators to get to know each other and undergo the orientation process.

The details required on the enrolment form are needed by our staff to help them take the best possible care of your child. It is also a licensing requirement. All information is strictly confidential. If any of the details on the enrolment form change you are asked to advise the Centre Director immediately.

**Priority of Access**

The Australian Government has set specific priorities of access to childcare services.

The Australian Government requires the Centres to provide access to the service according to the following priority of access. This means that when the Centre is full, those families who are third priority may be asked to alter their care arrangements to allow a family with higher priority to access the service.

| Priority 1 — | a child at risk of serious abuse or neglect |
| Priority 2 — | 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* |
| Priority 3 — | any other child. |

Within these main categories, priority should also be given to the following children:

• children in Aboriginal and Torres Strait Islander families
• children in families which include a disabled person
• children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold or who or whose partner are on income support
• children in families with a non-English speaking background
• children in socially isolated families
• children of single parents.

When filling vacancies, the OSHC service must give school children priority over children who have not yet started school.
Children with Additional Needs
Our Centres cater for children with additional needs.

Children with additional needs that cannot be catered for within the usual Centre routine will be integrated into the whole group with additional support from an Inclusion Support Facilitator. Referral to the Inclusion Support Facilitator or other professionals is made either directly by the parent, or by the Centre Director after permission is given by the parent. Where possible, support will be obtained prior to the commencement of care. This will ensure transition into care is successful to all concerned.

Non Attendance Guidelines
We encourage families to advise the Centre if their child will not be attending their session wherever possible. All messages of non-attendance of children can be left on the answering machine on 92513014 (ELC) or 92513015 (OSHC). Please do not phone the school office.

Allowable Absences - each family is entitled to 42 days of absence per year while claiming child care benefit. An absence may be defined as: a sick day, holiday or occasional absence. Once the 42 day allowable absence have been taken, full fees will apply for subsequent absences, as child care assistance cannot be claimed for these additional days. Parents need to ensure that absences are signed for on the attendance record next time they visit the Centre to remain eligible for C.C.B. When all allowable absences have been used CCB entitlements are payable on all approved absences. These must be recorded with the adequate documentation eg. medical certificate.

Government Fee Assistance

The Australian Government is committed to ensuring that Australian families are able to access affordable, flexible and high quality child care. To help you with the cost of your child care, the Government provides the following assistance.

Child Care Benefit
Child Care Benefit (CCB) is an income-tested payment which reduces the cost of your total child care fees. It is available to you if you are a parent, foster parent or grandparent with a child in your care who is attending child care approved for the purposes of CCB by, or registered with, the Government. There are certain eligibility requirements you must meet to get CCB.

Child Care Rebate
Once you are eligible for CCB, you may receive additional assistance through the Child Care Rebate (CCR). To be eligible you must use CCB approved child care, and be working, studying or training at some time during the week or have an exemption.
The CCR covers 50 per cent of your out-of-pocket costs up to the annual limit, regardless of your income. You have the option to receive your Child Care Rebate paid fortnightly, either directly to your bank account, or through your child care service provider as a fee reduction. You also have the option of having your Child Care Rebate paid quarterly or annually as a lump sum directly to your bank account.

Note: To receive CCR as an annual lump sum you must also choose to receive CCB as a lump sum.

Jobs, Education and Training Child Care Fee Assistance
Jobs, Education and Training Child Care Fee Assistance (JETCCFA) provides extra help if you are a parent on an income support payment and looking for work, studying or starting a job. Access to JETCCFA is time-limited depending on the study, training or employment activity that an eligible parent undertakes.

Grandparent Child Care Benefit
Grandparent Child Care Benefit (GCCB) helps grandparents who are primary carers for their grandchildren and who receive an income support payment. GCCB pays the full cost of child care fees for each child in Child Care Benefit approved care for up to 50 hours a week.

Grandparents must meet the CCB eligibility requirements to claim GCCB.

Special Child Care Benefit
Special Child Care Benefit (SCCB) can help where there is a:
- child at risk of serious abuse or neglect, or
- family with an exceptional case of short term financial hardship which has substantially reduced their capacity to pay child care fees.

Adult Migrant English Program
The Adult Migrant English Program (AMEP) provides free English language training to eligible, newly arrived migrants and humanitarian entrants to Australia (through the Department of Education and Training). You can get free child care for under school age children while you study under the programme.

Note: Parents with school aged children who require out-of-school hours care while participating in the AMEP can access JETCCFA.

For further information please contact Skilling Australia on 13 38 73 or email skilling@education.gov.au

How can I get more information?
To access your details or check your eligibility for child care payments, please contact the Department of Human Services by:
visiting Department of Human Services families website\(^1\)
logging on to your Centrelink online account through myGov\(^2\) and selecting 'Child Care' and then 'View Child Care Details and Payments'. If you do not have a

\(^1\) www.humanservices.gov.au/customer/themes/families

\(^2\) https://my.gov.au
myGov account, you can create one by visiting myGov and then linking it to your Centrelink online account using the Express Plus Centrelink mobile app and selecting ‘Child Care’. Express Plus Centrelink is available for Apple devices with iOS7+ on the App Store and Android devices with version 4.0 and above on Google Play visiting a service centre
calling 136 150, or
  o Teletypewriter (TTY) service on 1800 810 586 if you are deaf or have a hearing or speech impairment. You need a TTY phone to use this service
  o 131 202 if you need information in a language other than English.

### January 2017

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<tr>
<th>LDC MORNING SESSION</th>
<th>LDC AFTERNOON SESSION</th>
<th>LDC FULL DAY SESSION</th>
<th>ANNUAL AMENITIES FEE</th>
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<tr>
<td>6.30 am - 12.30 pm</td>
<td>12.30 pm - 6.30 pm</td>
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<tr>
<td>$50.00</td>
<td>$50.00</td>
<td>$100.00</td>
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### BEFORE SCHOOL CARE

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<td>2.45 pm - 6.30 pm</td>
<td>6.30 am - 6.30 pm</td>
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<tr>
<td>$20.00</td>
<td>$35.00</td>
<td>$75.00 per day includes excursions</td>
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**Fees**

Our Centre’s operation is dependent on maintaining fees. Please read the following information carefully.

**Bookings**

It is the family’s responsibility to apply for Child Care Benefit (CCB). Families will be charged full fees upon enrolment if they are not currently registered for CCB.

Families eligible for CCB and who have paid full fees prior to notification will receive a credit through the Childcare Management System (CCMS) once CCB notification has been received. Full fees will also be charged if Child Care Benefit is suspended for any reason.
Child Care Benefit eligibility applies only if attendance records are accurately completed and signed by the responsible person and all other eligibility requirements are met.

Families pay for a place and may elect to book a full-time, part-time or casual place. Permanent and part-time bookings will be given preference and casual bookings will be subject to availability.

Short-stay arrangements must be made at the time of booking and early pick-ups on regular bookings will be charged at normal rates.

Before and after school activities for children attending OSHC (e.g.: sports training) may be subject to late cancellation due to unforeseen circumstances. If care is required on these days children will need to be booked on a permanent basis as casual places may not be available to offer. Children involved in these activities will need to report to the OSHC Centre as usual before and after the activity.

Two (2) weeks' notice is required for all cancellations including holidays and cessation of care. Families will be charged for non-attendance on pre-booked days which do not comply with this timeline.

Once a place has been booked payment is required whether a child attends or not. Full fees are required to be paid on absent days and holidays if a child is enrolled for care on the day they occur.

Cancellations must be submitted in writing in the Centre or by email to the Centre Director (oshc@shthorn.wa.edu.au or elc@shthorn.wa.edu.au).

Cessation of Care: Fees will be charged for the final two weeks of care, regardless of attendance. CCB can only be applied up until the last attendance so full fees will apply after this day.

No refund applies for missed bookings, including children away due to illness. Families are asked to notify the Nominated Supervisor if their child is going to be away from the service.

Payment of fees
All fees are charged one week in arrears and are due to be paid to the Centre on the Friday following the invoice. A dated receipt, in accordance with Commonwealth guidelines, will be provided for each payment and a regular statement of usage provided as per government requirements.

It is a requirement that accounts are paid in full at the end of each school term and vacation period in order to confirm bookings for the following term and vacation periods.

Anyone experiencing difficulties in meeting their fees can speak to the Centre Director, administration or the School Principal to make mutually agreeable arrangements. Failure to do so may result in the cancellation of your child's place.
Arrival and Collection of Children

Our primary concern is the welfare and safety of your child. We therefore request that you comply with the following requirements.

Signing In and Out
Signing children in and out of the Centre is a daily requirement. It is also legal requirement of the Education and Care Regulatory Unit and the Department of Human Services. If you do not complete these records you may not be eligible to claim Child Care Benefit.

The following policy applies to all families.

Only parents or person nominated on the enrolment form may pick up/drop off the child. No child will be allowed to go with an adult unless they have been nominated or the Centre notified in writing. If an unauthorised person arrives to collect your child, the child will not be released until your authorisation (preferably in writing) has been obtained.

Children under sixteen may be authorised to collect children from OSHC if they are included on the Enrolment Form, however no child under 16 will be authorised to collect children from the Early Learning (Child Care) Centre.

Late Collections
If you are unavoidably detained and unable to collect your child at the agreed time you must telephone the Centre and advise of your expected time of arrival. If you need to arrange for another person to collect your child you must provide full details about this person to the Centre. If you have not contacted the Centre and your child has not been collected by the agreed collection time, the Centre will attempt to telephone you, or if this is not successful, the emergency contact people listed on your child's enrolment form, to arrange for his/her immediate collection.

The Centre has a policy of charging a fee to parents who are late to collect their children from the Centre. This fee is to cover the costs of staff overtime hours. The Centre's policy requires that Crisis Care and the Department of Local Government and Communities are contacted to advise them of the situation if a parent is more than 30 minutes late without explanation and no-one else can be contacted.
Family Access
We will work in partnership with families at all times and welcome your input and access to the service according to the following guidelines:

Communication with Parents/Guardians
Educators at the Centres are supportive of children and their parents. Both parents of the child will be treated equally. Without legal documentation staff cannot act as though one parent is more fit than another to the legal rights of their child. Parents may visit the Centre at any reasonable time whilst their child is in care. You are requested, however to give consideration to the time of day so that other children are not disturbed e.g. rest time. Any concerns you have may be discussed with your child’s educator or the Centre Director at any reasonable time. All information about your child will always be treated with the utmost confidentiality.

Where a child attending the Centre is not living with both parents/guardians, or where disputes arise in relation to responsibility of the child the following will apply:

- Parental responsibility remains with both parents/guardians jointly and individually except where it is altered by an order of the Family Court of Australia. In the absence of such an order the child will be released to either parent/guardian who is an authorised person to collect the child on the enrolment form.
- Where a non-enrolling parent cites an Order of the Family Court giving him/herself lawful access to the child, the Nominated Supervisor will contact the enrolling parent to confirm the existence of the order and seek their direction on how to respond to the non-enrolling parent. Staff will not try to interpret or act on any court order without the approval of the enrolling parent.
- The child will only be released into the care of the enrolling parent/guardian, or other person specifically authorised by the enrolling parent/guardian, except when Department of Local Government and Communities or Police specifically direct otherwise under the provisions of the Education and Care Services National Law WA Act 2012.

Children’s Safety on the Roads
In the case of a parent or guardian arriving at the Centre to collect their child in a visibly intoxicated or unfit state to drive, they will be encouraged to contact an alternative adult to drive them and the child home, or the Centre will offer to call a taxi at the expense of the parent/guardian

- Where human life is at risk, any part of the above may not be able to be complied with and in such circumstances the police will be immediately informed. In such circumstances the Centre staff will follow the Centre’s Critical Incident Plan.
**Termination of Care**
In extreme circumstances it may be necessary to terminate a child’s care. Exclusion of children from the service will only occur after all other avenues of communication and support have been exhausted and when:

- Professional advice confirms a child is in psychological danger as a result of an unusually prolonged inability to settle into care away from the parent.
- A child puts the majority of children at risk through inappropriate behaviour.
- The parent continually fails to observe Centre hours of operation and/or fails to pay the required fee.

**Complaint Procedures**
Please let us know if you are unhappy with any aspect of the service we provide for you and your child.

We welcome all parent feedback, including your grievances and complaints, as these will help us to improve the services we provide. All concerns or complaints will be dealt with in a prompt, positive and sympathetic manner.

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**Parent Complaint Procedures**
Please refer to the *Dealing with Complaints* Policy located in the policy file

If a parent has a complaint or question about any aspect of the service or decision of the approved provider, they may discuss their problem with the relevant staff member or with the Centre Director. If the parent feels the problem is not resolved they may take the matter to the Approved Provider (Catholic Education Office) for resolution, either through the Centre Director or by writing directly to the School Principal.

If a staff member is unsure how to respond to a parent’s complaint they should refer the matter to the Centre Director.

Parents are also entitled to direct their complaints to the Education and Care Regulatory Unit

**Level 1, 111 Wellington Street**
**EAST PERTH WA 6004**
Telephone: (08) 6551 8333
Fax: (08) 6552 1555
Country Freecall: 1800 199 383
Email: ecru@dlgc.wa.gov.au   Web: www.dlgc.wa.gov.au
Health & Safety Issues

Hygiene
In group care situations one of the most troublesome problems is controlling the spread of infections among the children and staff.

The application of universal hygiene procedures will be followed at the Centres at all times to control the spread of infection. Staff model a high level of personal hygiene at all times and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be introduced to washing their hands before all clean tasks (i.e. meals) and after all dirty tasks (i.e. after using the toilet) as soon as they are developmentally ready.

Immunisation
Immunisation of children who attend the Centre will help to limit the spread of infection.

We encourage parents to immunise their children against all diseases appropriate to the child’s age. A record of your child’s current immunisation status will be kept at the Centre. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines (on display in the Centre), even if the child is well. This is to limit the spread of infection and protect unimmunised children.

Exclusion
As a protection for all children and staff the following exclusion policy applies to all children enrolled in the Centre.

Children with infectious diseases will be excluded from the Centre in accordance with the National Health & Medical Research Council exclusion guidelines (on display in the reception area). A clearance certificate from your child’s doctor is required to pronounce the child fit for child care, before your child can return to the Centre.

If your child is unwell at home please do not bring him/her to the Centre. Children who have more than a slight cold should not be brought to the Centre and may not be accepted at the Director’s discretion. Fevers, vomiting, diarrhoea or unexplained rashes are some of the indications that a child should not be brought to the Centre.
Unwell Children at the Centre
The Centre is not able to care for children who are ill. The following policy has been developed to protect your child and the other children attending the Centre.

It is important that the Centre Director or the child’s educator be notified if your child has been unwell or received an injury since last attending the Centre.

In the event your child becomes ill whilst at the Centre, you will be contacted and asked to collect your child. Where the Director has asked you to seek medical advice regarding your child’s health, you will be given details about your child’s symptoms and information of any illnesses that have recently affected children and/or staff at the centre to relay to the doctor. The doctor will need to provide a Clearance Certificate that pronounces your child fit for care before they can return to the centre. On your child’s enrolment form you have given approval for an ambulance or doctor to be called if urgent medical attention is required. Every effort will be made to contact you or your nominated emergency contact people as soon as possible. All medical and ambulance costs are the parent’s responsibility. In the event of an outbreak of a communicable disease at the Centre, families and the Health Department will be notified.

Anaphylaxis and Asthma and Special Health Needs – please also refer to the Medical Conditions Policy included at the end of this handbook. Where medication is needed for long term treatment (eg. Asthma, epilepsy, ADD), or your child has severe allergies (anaphylaxis) the Centre will need you and your child’s doctor to complete a ‘Special Health Needs Support and Action Plan’, a ‘Communication Plan’ and an ‘Emergency Action Plan’. It is extremely important that this information is provided to the Centre even if you have already given it to the school.

Medication
The giving of medication to children will be strictly monitored to ensure the child’s safety and welfare.

Wherever possible, medication should be administered by parents/guardians at home. However, we are aware that this is not always feasible. Therefore, to ensure children’s safety and welfare, the giving of medication at the Centre will be strictly monitored. Parents/guardians should consider whether the child who requires medication is well enough to be at the Centre and to keep the child home if they are unwell.
The Centre will provide you with a list of ointments, creams and applications used at the Centre, such as sunscreen, insect repellent, antiseptic cream, band aids etc. You will be required to sign your consent that these applications can be applied to your child, or provide an alternative brand for your child’s use. Any other creams or applications will require completion of an Authority to give Medication Form in line with the Medication and Medical Conditions policies.

If a child is receiving medication at home but not at the Centre, the Centre should still be notified of the purpose of the medication, its nature and the possible side effects it may have on the child while they are in care.

**Occupational Safety and Health**

Our Centres are concerned with protecting the health and safety of children and staff at the Centres.

In the interest of Occupational Safety and Health and the well-being of the children, the Centres are smoke-free zones. This includes all indoor and outdoor play areas and anywhere within the school grounds. We request that parents adhere to this. Staff are vigilant to identify and remove any hazards that may create a risk to children or themselves. All equipment, toys and play areas are checked regularly to ensure they are clean and safe for children’s use.

**Sun Protection**

To ensure all children attending the Centre are protected from skin damage caused by harmful ultra-violet rays of the sun the following applies:

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**Medication will only be administered by Centre staff if:**

1. It is prescribed by a doctor and has the original pharmaceutical label detailing the child’s name, the name of the medication, the required dosage, the date of dispensing and the expiry date; **OR**
2. It is still in the original pharmaceutical packaging (ie. Non-prescription medication), indicating the name of the medication, the dosage, age appropriateness and the expiry date; **AND**
3. The parent has completed and signed an authority to give medication form on the day that it is to be administered.

*Note: You must never leave medication in your child’s bag.*

You must inform the Centre Director and complete an Authority to give Medication Form. At the end of the day you must collect the medication from the Centre Director.
For further information please read the Sun Protection Policy available in your Centre.

**Safety Drills**

Safety drills will be practiced to ensure that children and staff are familiar with the procedures should an emergency occur. Safety drills involving educators and children will be regularly practiced randomly without warning and at different times of the day. Evacuation procedures are displayed on exits and in the reception area. Parents are asked to familiarise themselves with these procedures.

**Accidents**

Despite every precaution, accidents will occur at the Centre from time to time. The following policy will be implemented to protect your child and keep you informed should an accident occur.

You are required to provide written authority (included in the enrolment form) for staff of the Centre to seek medical attention for your child if required. In the case of a minor accident, educators who are qualified in First Aid will attend to the injured child and apply First Aid. Depending on the injury, you will be contacted at the time of the accident or informed about the incident when you arrive to collect your child.

If a serious accident occurs which requires more than simple first aid treatment you will be contacted immediately or, if you cannot be contacted, your emergency contact person will be phoned. Your child’s injuries will be assessed and either an
ambulance will be called or your child will be taken to a local clinic or medical practitioner for medical treatment. A staff member will accompany your child until you are able to be there. You will be asked to sign an accident report completed by the person in charge at the Centre at the time of the accident and be provided with a copy of this report.

**First Aid Qualifications**

It is a requirement that at least one staff member with a current First Aid and CPR qualification, Allergy and Anaphylaxis Management Training and an approved Emergency Asthma Management qualification is on duty at the Centre at all times children are on the premises.

First Aid will only be administered by qualified First Aiders in the event of minor accidents or to stabilise the patient until expert assistance arrives. A fully equipped First Aid Kit is maintained at each Centre.

**Supervision**

The Centres will maintain high levels of supervision of children at all times.

Sacred Heart Primary School Thornlie Child Care and OSHC Centre will ensure staff supervision of children is appropriate to the activities children are engaged in; the characteristics and developmental level of the children; the setting in which the activities are taking place; the potential risks to children's safety; and the experience, knowledge and skill level of staff.

<table>
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<tr>
<th>The educator:child ratios contained within the Education and Care Services National Regulations will be strictly adhered to at Sacred Heart Primary Child Care and OSHC Centres. These ratios are:</th>
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<tbody>
<tr>
<td>Long Day Care</td>
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<tr>
<td>Long Day Care</td>
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<tr>
<td>Before School</td>
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<tr>
<td>After School</td>
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<tr>
<td>Vacation Care</td>
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Permission may be sought for children to be included in a group of children whose age may be up to 6 months higher or 6 months lower than my child's age if the Approved Provider is satisfied that it is developmentally appropriate.

Educators will position themselves where they can see all the children under their supervision, listen carefully to what is happening and know the children individually so they can anticipate their needs.

The Centre plan which clearly defines the boundaries and areas where children may safely play is displayed near the door as you enter (OSHC) and the office door (ELC).
Excursions

OSHC

Children will be taken on excursions outside of the Centre as part of the planned activities of the Vacation Care Program only.

Excursions are considered to be an integral part of the children’s Vacation Care Program and will therefore be arranged from time to time, to provide a broad range of learning experiences for children. Permission for walks to the local park is granted or denied on the enrolment form. For all other excursions written permission will be sought from parents and details of the outing provided in writing. All excursions will comply with the National Standards of Operation Guidelines for Out of School Services.

You are requested not to send your child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

Early Learning Centre

Sacred Heart Primary School Thornlie Child Care Centre (ELC) may provide incursions. Should the service decide to program for excursions then parental permission will be sought and all excursions will be organised to comply with the Education and Care Services National Regulations.

Permission for walks and activities around the school grounds is granted or denied on the enrolment form.

Swimming Excursions

No swimming excursions will be conducted at all.
EARLY LEARNING CENTRE

Settling your child into the Centre
Children all react differently to being away from their parents and we encourage you to remain with your child for as long as you feel is necessary to ensure your child's well being. We use a variety of strategies to help your child settle into our Centre. You may need to alert the staff of your intention to leave, so they can distract your child.

ARRIVAL ROUTINE
Assist your child in putting their bag in their locker. Sign your child in and then assist them in finding and attaching their badge and settling with a book, puzzle or table top activity. Remain with your child, especially if they are unsettled.

If you are worried, please feel free to telephone the Centre during the day for reassurance that your child has settled. The staff will always tell you honestly how your child is. Be aware that some children settle quickly and others take longer or may be distressed by group care. Our staff will assess your child's emotional needs and discuss this with you. Regular attendance also helps a child to settle.

Our Educational Program
Our educators are supportive and encouraging, and communicate with the children in a friendly, positive and courteous manner to establish a warm and caring relationship with each child in their care.

You will find your child's program displayed in the Centre. We invite you to have input into program development especially in relation to multicultural issues, music and storytelling. Any suggestions you have can be put into the Suggestions Box in the Reception Area or discussed with the Centre Director or the Early Childhood Teacher.

Sacred Heart Primary School Thornlie Child Care Centre will provide a program that is developmentally appropriate to the needs of the children attending the service, which stimulates and provides for the development of each child's social, physical, emotional
and intellectual potential, including language skills and creativity, without substituting for the care they receive from their parents/guardians.

The program is developed as a result of observations made by the educators during the time the children are at the Centre. Children are encouraged in a positive and supportive manner to explore their environment and try new experiences.

The educators are responsible for creating an atmosphere and environment which is responsive to the physical, emotional, intellectual, social and special needs of each individual child and to the group as a whole which reflects the philosophy of the service. The program is child centred, and takes a ‘hands on’ approach, with educators acting as facilitators who create an environment and experiences which are stimulating, safe, nurturing and fun. The program will include indoor and outdoor learning experiences, quiet and active times, individual, small group and large group times, time for individual educator/child interaction, group interests, children's special interests, and be flexible enough to allow for spontaneity and the unexpected.

**Centre Routines**

The activities that happen at the Centre are built around the daily routines. Children need routines to help them to settle and feel comfortable in the Centre. Please discuss your child's routines with our educators.

Routines are built around the regular events of the day, i.e. arrival, mat sessions, snacks/drinks, resting and departure and take into account the developmental needs of individual children, children's attendance patterns, climate and physical environment, the numbers and ages of children within a given group, children with special needs, new children entering the group and parents expectations.

Flexibility is built into routines so that children's involvement in activities and any special needs are accommodated.

**Meals**

Meals form a significant part of the daily routine. Meal times will provide positive learning experiences for children who will be encouraged to develop healthy eating habits. Parents/Guardians will be expected to provide lunch and a morning and afternoon snack to meet each child’s nutritional needs whilst they are at the Centre, however the Centre will provide breakfast for children who are present before 8.00 am and afternoon tea for children who are present after 5.30 pm.

Due to allergies we request that NO peanut products are brought into the Centre. A notice advising that children who have been diagnosed at risk of anaphylaxis are being cared for at the service is on display at the Centre entrance and we ask that
you assist us to minimise the risk of exposure to the known allergens listed by not bringing them into the centre.

The Centre is unable to heat meals for your child so please ensure you pack something that doesn't require heating and that an ice brick is placed in your child's lunch box to keep it cool during the day.

When your child is attending they will require:

* A bottle of water labelled with your child’s name.
* A healthy snack for both the morning and the afternoon - fresh or dried fruit, vegies and dip, small sandwich, cheese and crackers, yoghurt (no nut products, chips, sweet biscuits, chocolate or chocolate yoghurt, roll-ups, lollies or fast food)
* A healthy lunch if they are attending both the morning and afternoon sessions

Please make sure that any food allergies, strong dislikes and special dietary requirements your child might have are recorded on the enrolment form and discussed with the Centre Director who will ensure that documentation is completed.

**Sleep Time**

Sleep and rest times are another daily routine for the children at our Centre. Please discuss your child’s current sleep patterns with our educators.

Educators will provide an opportunity for children to sleep /rest within the Centre’s routine.

All children who aren’t required to sleep will be given a half an hour rest/meditation period after lunch to allow for sleeping children to settle into their sleep time.

**Nappies and Toilet Training**

Educators at the child care service will treat children with respect and follow the wishes of the enrolling parent in relation to toileting. Children will begin toilet training when they are developmentally ready.

Sacred Heart Primary School Thornlie Child Care Centre does not launder nappies on site and asks that children wear disposable nappies if they are not yet toilet trained.
Your child should arrive at the Centre in their own nappy and have clean disposable nappies in their bag. The Centre will have a supply of nappies for emergencies.

It is important that we work in partnership with parents in meeting children’s toilet training needs.

**What Should Your Child Wear?**

It is important that children are dressed in comfortable clothes that do not restrict their enjoyment or participation at the Centre. The Centre recommends that children wear loose fitting clothing that protect as much of the skin as possible for outdoor activities. Shirts that cover the shoulders and have collars and sleeves that are at least elbow length, and longer style skirts and shorts are most suitable. Darker colours are recommended as they are less likely to reflect UVR on to the skin.

Please dress your child suitably for play activities in clothes that you do not mind getting grubby with paint, mud, sand or glue. We do provide aprons but clothes can still get stained. Children need to have a pair of shoes and a large brimmed hat (no caps) both clearly marked with their name.

You will also need to provide an extra set of clothes in your child’s bag to change into should the need arise. Clothes that assist your child to self-toilet are beneficial for their own self-confidence. We recommend that at least two pairs of spare undies are included.

Your child’s bag and all personal items should be clearly labelled with your child’s name. This helps to minimise loss of items.

**Personal Toys**

We understand that many children would like to bring toys to the Centre, however, ‘sharing’ these with other children can be a difficult concept for a child to grasp. We believe it is better to leave personal toys at home and ask that you support and encourage this policy.

Please let your child bring a security/comfort toy only for rest times. Ensure these toys are clearly labelled with the child’s name. No other toys are to be brought into the Centre. Great distress is caused to children by their own toys being lost, broken or played with by other children. Whilst care is taken, the Centre will take no responsibility for broken or lost toys that do not belong to the Centre.

Sometimes children accidentally put Centre toys into their bags and take them home. Please return these toys to the Centre Director. It is very expensive to have to keep replacing “lost” items.
**Special Events**
We consider that special events which happen during the year provide an excellent learning and socialising opportunity for the children.

Programs will reflect the cultural differences of all families using the service. The Centre will celebrate special events with the children that reflect the cultural heritage and ethnic origins of children attending the service.

**Birthdays**
Children’s birthdays are a special day that we enjoy celebrating with them. If parents wish the Centre to celebrate their child’s birthday they may provide cupcakes or small treats (only) for lunch or afternoon tea. The staff will encourage the children to sing “Happy Birthday”. Parents are more than welcome to celebrate the occasion if they can.

**Interactions with Children and Addressing Bullying**
You are encouraged to read the Sacred Heart Primary School Thornlie Child Care and OSHC Interactions with Children and Addressing Bullying policies, the purpose of which are to:
- encourage acceptable forms of behaviour by using strategies that build children’s confidence and self-esteem;
- provide children with support, guidance and opportunities to manage their emotions and develop ways to appropriately control their own behaviour; and
- promote collaborative approaches to behaviour guidance between the service’s stakeholders and/or external agencies.

Behaviour guidance is a process that focuses on the ‘whole’ child. Sacred Heart Primary School Thornlie Child Care and OSHC services will provide secure, loving and stimulating environments which encourage children to co-operate enhance their self-esteem and encourage their ability to interact with others, and where acceptable behaviour is promoted and any recriminations are kept to a minimum. The educators will endeavour to build relationships with children based on mutual respect and trust.

Educators will encourage children to talk about any concerns they may have, and will ensure the programs reflect and encourage core values such as friendliness, acceptance, respect, kindness, tolerance and co-operation. Educators will always listen and respond to children when incidents of bullying, violence or harassment are reported or observed, and will act to eliminate such incidents at the service. Where a child continues to behave in an unacceptable manner, families will be consulted to establish behaviour management strategies, which ensure that children are treated with the same respect and empathy as an adult would expect.

You are encouraged to discuss your child’s behaviour with the educators to ensure consistent behaviour expectations between home and the Centre. Limits to children’s
behaviour will always be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way.

Developing a supportive relationship with the children encourages them to learn skills in self-discipline. Punishing a child stops the negative behaviour for a while but does not teach the child self-restraint. The consequences of negative behaviour will be discussed with the child and will be consistently followed through. No further punishment will be given and the child will be reminded in positive terms of the expected behaviour. A 'cooling off' period may be needed so the child can calm down before discussing what happened and sharing their feelings with the caregiver. At no time will a child receive any form of corporal punishment e.g. smacked, be placed in a room alone, made immobile, frightened or humiliated in any way, nor will food or drink be withheld as a form of punishment.

If children consistently display unacceptable behaviour an educator will ensure:

- The expectations of the child’s behaviour are realistic and appropriate to their developmental level.
- The child understands the limits.
- There is no conflict between Centre and home expectations.
- The child's needs are being met.
- The child has no impediments which may cause the unacceptable behaviour e.g. dietary problems, poor hearing, poor co-ordination, communication difficulties, illness or emotional distress.
- The child is not copying observed behaviour.
- Events at the Centre have not encouraged the behaviour.
- Consequences of the behaviour do not encourage it to persist.
- Strategies are consistently followed by all caregivers in contact with the child.

Biting and hitting are normal behaviours in the development of most children, usually caused by frustration through lack of verbal communication skills. These behaviours will be dealt with using the same positive behaviour guiding strategies that educators use to deal with other unacceptable behaviours. Educators are always available to discuss such issues with you and will work with you to address any persistent behaviour problems.
Alternative care
After the child has been given every chance to respond positively and parents have been provided with written responses regarding the strategies used to improve their child’s behaviour, and if and all methods fail to result in a positive change, the Centre Director will discuss alternative care with the parent, in consideration of the health and safety of other children in care.

OUTSIDE SCHOOL HOURS CARE CENTRE

Our educators are supportive and encouraging, and communicate with the children in a friendly, positive and courteous manner to establish a warm and caring relationship with each child in their care. Educators are happy to discuss your child’s participation in the program with you, and we encourage you to stay for a chat prior to taking your child home at the end of the day.

Centre Routines
The activities that happen at the Centre are built around the daily routines. Routines are built around the regular events of the day i.e. arrival, taking the attendance record, snacks/drinks, hand washing, lunch break when on Vacation Care, and departure, and take into account the developmental needs of individual children, children's attendance patterns, climate and physical environment, the numbers and ages of children within a given group, children with special needs, new children entering the group and parents expectations.

Equipment
The Centre has a wide range of equipment that is suitable for children of all ages. The equipment is regularly maintained and updated. Every year this equipment is expanded or new equipment is bought as required. When it is clear that a child has wilfully caused the destruction or loss of equipment the centre will request the child’s parent replace the item.

**Educational Program**

Children who attend our Centre may participate in a range of activities that have been planned to reflect the children's interests and meet their developmental needs.

The educators are responsible for creating an atmosphere and environment which is responsive to the needs of each individual child and to the group as a whole and reflects the philosophy of the service. The program will be balanced and include indoor and outdoor learning experiences, quiet and active times, individual, small group and large group times, time for individual educators/child interaction, individual and group interests, children’s special interests, and be flexible enough to allow for spontaneity and the unexpected.

Children will be encouraged to have input into program planning. The program will be child centered and will allow children to experience a variety of materials and pursue their own interests. There will always be alternative choices when a child does not want to participate in a particular activity.

**Breakfast/Afternoon Tea/Lunch**

Snacks form a significant part of the Centre routine.

Please make sure that any food allergies, strong dislikes and special dietary requirements your child might have are recorded on the Special Diet Form and discussed with the Centre Director who will ensure that documentation is completed.

Breakfast is provided for children who arrive before 8.00 am for Before School Care and Vacation Care. The Centre provides afternoon tea for After School and Vacation Care. Parents/Guardians are required to provide a packed lunch and morning tea for their child in Vacation Care.

The snack menu is varied, balanced, nutritious, multicultural based as well as being cost effective.

Children occasionally make their own sandwiches with a variety of toppings as part of the planned activity program. Children are taught how to store, prepare and serve food hygienically. The weekly afternoon menu is displayed on the notice board. Snack times are treated as social occasions. Educators sit with the children during snack times to interact with them, provide help where needed and set a good role model for the children.
Personal Toys
The Centre provides a wide variety of sports equipment, games and toys for all children to play with, during the school term.

If your child brings personal toys into the Centre, the Centre Director will place them in a safe place for collection by parents at the end of the day.

Mobile Phones
Children are not permitted to bring mobile phones into the Centre. Mobile phones must remain in the child's bag.

Appropriate Clothing
During the Vacation Care day your child will participate in many different activities and it is important that they are dressed in appropriate clothing. Remember, children are hard at “work” while they are with us and often the most beneficial learning experiences come from messy play. We encourage children to wear aprons when painting or participating in other messy activities.

Children are encouraged to wear sensible footwear and comfortable casual clothes, which are suitable for climbing, running or painting. Overalls and braces are not recommended as children find them difficult to handle and will not be able to get in and out of them easily when they need to go to the toilet.

Children need to be aware of sun protection and favour shirts with sleeves over strappy or singlet tops.

Interactions with Children and Addressing Bullying
Learning appropriate behaviour is part of your child’s social development. Our Educators aim to help children to be responsible for their own behaviour and to develop an understanding of what is appropriate in different situations.

| You are encouraged to discuss your child’s behaviour with Centre staff to ensure consistent behaviour expectations between home and the Centre. Limits to children’s behaviour will always be clearly expressed in positive terms and reinforced consistently in a developmentally appropriate way. Children will be encouraged to settle their differences in a peaceful manner. Educators will focus on positive behaviour, providing praise and encouragement where appropriate. |
Inappropriate behaviour includes- teasing, name calling, bullying, swearing, bad language, pinching, biting, punching, hair pulling, failing to comply with instructions of the Centre Director or other educators, disrespectful behaviour/language towards educators and anything that compromises the health and safety of the other children in the Centre.

Educators will discuss the issue of bullying with the children and make it clear that this kind of behaviour is not acceptable at the Centre. Children will be encouraged to speak to educators if they see, or are subjected to bullying behaviour, and to refuse to be in any bullying situation.

Limits

We find the following limits/rules necessary to protect the safety and well-being of every child and ask parents to reinforce these with their child:

- Respect for other people and their property.
- Noisy play can be conducted outside.
- Please stay within the boundaries.
- Take care of the equipment.

Developing a supportive relationship with the children encourages them to learn skills in self discipline. Punishing a child stops the negative behaviour for a while but does not teach the child self restraint. When “Time Out” is used as a consequence of negative behaviour the reasons will be discussed with the child and “Time Out” will be no longer than 10 minutes. A “cooling off” period may be needed so the child can calm down before discussing what happened and sharing their feelings with the play leader, who will in turn talk about their own feelings and responsibilities with the child. Play leaders will always talk to the child quietly and as an equal. No further punishment will be given and the child will be reminded in positive terms of the expected behaviour.

At no time will a child receive any form of corporal punishment e.g. smacked, or be placed in a room alone, made immobile, frightened or humiliated in any way, verbally or emotionally punished, nor will food or drink be withheld as a form of punishment.

The Centre Director will keep parents informed of any difficulty in managing a child's behaviour which results in disrupting the program or putting other children at risk.

If a child misbehaves the following system will be used:

- First warning-verbal reminder about behaviour.
Useful Links

For information about:

CCB / CCR or family support go to,

Rent assistance, go to

Information about financial support for WA / overseas families

Child disability support

Child Support Info Service on 131 107 for information about Child Support payments 24 hours a day

Other government and community support services

1800RESPECT is the national family violence and sexual assault counselling service. It is a free, confidential service available 24 hours a day, seven days a week. Call 1800 737 732 to speak to a professional counsellor.

Family Relationship Advice
The Family Relationship Advice Line provides information and advice on family relationship issues and parenting arrangements after separation. It can also refer callers to local services that can provide assistance. Call 1800 050 321 between 8 am and 8 pm, Monday to Friday, or 10 am to 4 pm on Saturday (local time), except national public holidays.
Kids Helpline
Kids Helpline is a free, private and confidential, telephone and online counselling service specifically for young people aged between 5 and 25. Call 1800 55 1800 24 hours a day, seven days a week.

Lifeline
Lifeline provides crisis support services. Call 131 114 24 hours a day, seven days a week.

Support for Dads
http://raisingchildren.net.au/articles/dads_changing_role_video.html

Mensline Australia provides telephone and online support, information and a referral service. They provide counselling support for men to help deal with relationship problems in a practical and effective way. They also provide specialist support to those who use or experience family and domestic violence. Call 1300 789 978.

White Ribbon provide a list of national and state based support organisations which may be of assistance where domestic and family violence is a concern.

MEDICAL CONDITIONS

POLICY STATEMENT

All children have the right to experience quality education and care in an environment that provides for their health and safety. Sacred Heart Primary School Child Care and OSHC are a community that welcomes and supports all children including those with ongoing medical conditions and health care needs.
Our nominated supervisors and educators will work in partnership with families and medical professionals to understand and meet the ongoing health and medical needs of children attending the services. All health care needs will be treated sensitively and attended to respectfully.

Families of a child with a specific health care need or medical condition will be provided with a copy of the Medical Conditions Policy and the Medication Policy upon enrolment or when their child is first diagnosed with a medical condition or specific health care need.

RATIONALE

We rejoice in each child as a precious and sacred gift from God and aim to ensure that each child is treated with the dignity and respect God intended for them.
It is important to us that all children develop a sense of belonging, where they feel accepted and where they trust those who care for them. When children have a sense of safety and belonging and their health needs are met sensitively they are better placed to engage with life’s joys and complexities and to meet the challenges of everyday life.
PROCEDURES

Children’s medical needs
Special health care needs relate to specific care requirements, intervention, assistance or supervision, either on an ongoing or intermittent basis, due to the presence of a known medical or physical condition or significant intellectual impairment. On enrolment families are required to provide full details about their child’s health and medical requirements. It is important to provide all details to Sacred Heart Primary School Child Care and OSHC even if this information has already been provided to Sacred Heart Primary School. The nominated supervisor will assess whether educators are appropriately trained to manage the child’s health care needs.

Staffing
Children who require a care regime that includes medical procedures will be accepted into the service only once educators are appropriately and professionally trained and feel confident with the training and process for administering medical assistance. Where the service cannot provide sufficient numbers of adequately and appropriately trained educators who are comfortable and confident to perform medical procedures or administer medication to a child, it may be agreed that the parent or another authorised person will come to the service to administer the medical procedure or medication. Where deemed necessary by the nominated supervisor, awareness sessions will be conducted to ensure all educators are aware of a particular medical condition and the associated needs of children.

Medical plans
Where children require medication or have special medical needs for long term conditions or complaints, the child’s Doctor or allied health professional and parent/guardian must complete a Healthcare Plan which includes an Emergency Action Plan and Special Diet Form. Such a plan will detail the child’s special health support needs including administration of medication and other actions required to manage the child’s condition. Sacred Heart Primary School Child Care and OSHC will also consult with the child’s family to develop a risk minimisation plan. This plan will assess the risks relating to the child’s specific health care needs, allergy or medical condition; any requirements for safe handling, preparation and consumption of food; notification procedures that inform other families about allergens that pose a risk; procedures for ensuring educators/staff/volunteers can identify the child, their medication and Emergency Action Plan.

Children with specific medical needs must be reassessed in regard to the child’s needs and the service’s continuing ability to manage the child’s special needs, on a regular basis, depending on the specific child’s medical condition. If a child’s medical, physical, emotional or cognitive state changes the family will need to complete a new Healthcare Plan and the service will re-assess its ability to care for the child, including whether educators are appropriately trained to manage the child’s ongoing special needs. Where a child is also enrolled in Sacred Heart Primary School Parents/Guardians are required to inform both the service and the school of such changes. The family will be provided with a copy of the Administration of Medications and the Medical Conditions policies if/when their child is first diagnosed with a specific health need or other medical condition.
If an enrolled child with special health needs presents for a session of care at the service without their medication, they will not be accepted by the nominated supervisor until their prescribed medication is available.

**Anaphylaxis - refer also to the Anaphylaxis Management Policy**

At least one educator with an ACECQA approved anaphylaxis management training will be on the premises at all times.

Whenever a child with severe allergies is enrolled at the service, or a child is newly diagnosed as having a severe allergy, the nominated supervisor will inform all relevant educators of the child’s name, the contents of the child’s risk minimisation plan (if appropriate), where the child’s *Emergency Action Plan* will be located, where the child’s adrenaline auto-injector is located and which educators are responsible for administering the adrenaline should it be required.

The service will notify all families that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service and depending upon the allergens families will be advised of allergens to avoid bringing into the service and any other precautions that may be required.

In an anaphylaxis emergency educators will follow the child’s *Emergency Action Plan*. If a child appears to be having an anaphylactic response but does not have an adrenaline auto-injector educators will only administer adrenaline if the service has an adrenaline auto-injector for general use. Another child’s adrenaline auto-injector will not be used.

Educators administering adrenaline will follow the instructions on the ASCIA Action Plan stored with the device and an ambulance will always be called.

In all emergency situations the parent/guardian will always be contacted at the earliest opportunity.

**Asthma – refer also to the Asthma Management Policy**

At least one educator with an ACECQA approved Emergency Asthma Management training will be on the premises at all times.

Whenever a child with asthma is enrolled at the service, or a child is newly diagnosed with asthma, an *Asthma Management Plan* completed by the child’s medical practitioner must be provided in addition to a *Healthcare Plan*.

As recommended by the National Asthma Council, a child experiencing acute respiratory distress, whether known to have asthma or not, will have the Asthma First Aid Plan applied immediately.

An asthma emergency first aid plan will be displayed at the service.

Asthma reliever medications (Ventolin, Asmol, Airomir, Epaq) will be stored out of reach of children, in an easily accessible central location. Children in OSHC may keep their own reliever in their school bag before and after school.

Reliever medications together with a spacer, will be included in the service’s First Aid kit in case of an emergency situation where a child does not have their own reliever medication with them.

In all emergency situations the parent/guardian will always be contacted at the earliest opportunity.

**Diabetes**
Whenever a child with Type 1 diabetes is enrolled at the service the child’s current *Individual Diabetes Management Plan* prepared by the child’s diabetes medical specialist team must be provided in addition to the completion of the *Healthcare Plan*.

A communication plan will be developed to inform all relevant educators and other service staff of the child’s name and the contents of the child’s *Individual Diabetes Management Plan*.

Educators will comply with the requirements of the *Individual Diabetes Management Plan* at all times but particularly in relation to meal and exercise times. Consideration will be given to children’s dietary requirements when planning celebrations that incorporate food.

Each child’s diabetes management plan will be reviewed prior to an excursion with additional advice provided by the child’s Diabetes Medical Specialist Team and/or parents as required.

**REFERENCES**

Australian Children’s Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.


[Medical Conditions at School website, a resource for schools and medical professionals,](http://medicalconditionsatschool.org.uk/download-files/) retrieved 8 April 2015

The Asthma Foundation Victoria, Asthma and young children, information sheet, Accessed 8 April 2015 [http://www.asthma.org.au/LinkClick.aspx?fileticket=yCV8bXO6mRq%3d&tabid=279](http://www.asthma.org.au/LinkClick.aspx?fileticket=yCV8bXO6mRq%3d&tabid=279)
Thank you for taking the time to read our Family Handbook. Please speak with your Centre Director if you require any further clarification.

Staff members for 2017 are:
Vanessa Alaniz - Manager, Early Childhood Education and Care
Amanda McCorkill & Sheila Lawrence - Children’s Services Directors

ELC Educators: Amanda McCorkill - Nominated Supervisor/ Educational Leader
               Sheena Shroff - Early Childhood Teacher/ Certified Supervisor
               Margaret Ahmed - Assistant Director/Certified Supervisor
               Megan Rowland - Assistant Director/ Certified Supervisor
               Lauren Goodhew - Diploma Qualified Educator/ Certified Supervisor
               Amee Coles - Diploma Qualified Educator/ Certified Supervisor
               Sheena Shroff - Early Childhood Teacher/ Certified Supervisor
               Margaret Ahmed - Assistant Director/Certified Supervisor
               Megan Rowland - Assistant Director/ Certified Supervisor
               Lauren Goodhew - Diploma Qualified Educator/ Certified Supervisor
               Amee Coles - Diploma Qualified Educator/ Certified Supervisor
               Tahlia Brown - Cert III Educator
               Jennifer Elvines - Cert III Educator
               Paige Weyell - Educator

OSHC Educators: Sheila Lawrence - Nominated Supervisor/ Educational Leader
                 Chloe Bennett - Assistant Director
                 Shannon Major - Diploma Qualified Educator/ Certified Supervisor
                 Margaret Johnstone - Cert IV Qualified Educator/ Certified Supervisor
                 Nikki Silvestri - Cert III Educator/ Certified Supervisor
                 Jamie-Lee Beynon - Educator

Suitably qualified Sacred Heart School staff may assist on a relief basis as required in the Child Care Centres

Further Information
Phone: (08) 9251 3014 (ELC) (08) 9251 3015 (OSHC)
Fax: (08) 9251 3090
Email: elc@shthorn.wa.edu.au or oshc@shthorn.wa.edu.au
Website: www.shthorn.wa.edu.au

PLEASE NOTE THAT:
Enrolment in the Early Learning Centre is not a guarantee of enrolment in the school. The School Enrolment Policy is as follows:
(a) Catholic students from Sacred Heart Parish
(b) Siblings of Catholic students already enrolled in the school
(c) Catholic children transferring from outside Sacred Heart Parish
(d) Siblings of non-catholic students
(e) Non-catholic students from other Christian denominations
(f) Other non-catholic students
A formal interview is conducted each year in May for enrolment in the 4 Year old Kindergarten. Application forms are available from the School Office.