



Parent Handbook

St Morris Community
Childcare Centre

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Community Based Centres are initially established through Government funding, to serve local communities needing quality childcare. They operate on a non-profit basis, which means that the focus is on the provision of quality care for the children who come to the Centre. St Morris is a Community Based Centre - we will not compromise the quality of care in order to make a profit. We manage the Centre in a way that allows us to provide the highest standard of care, to maintain those standards, and to provide a great environment for the children.

Financial and general running of the Centre is undertaken by a Management Committee made up of Parents of children who use the Centre and Educators. Parents using Community Based Childcare are actively encouraged to get involved in the decision-making processes that influence the management of the Centre. Parents who use these centres have access to financial information - **the Centre is accountable to the families who use it.**

We are confident that St Morris is the place for children to get *a great start*.

ORIENTATION FOR NEW FAMILIES

When starting at St Morris Community Childcare Centre, families are encouraged to bring their child/ren for orientation visits prior to their commencement date.

The aim is for children and parents to familiarise themselves with the environment, the routine, the educators, and the other children, therefore making the transition from home to childcare a more positive experience.

It also provides the opportunity to meet your primary caregiver. Primary caregiving provides children and families the means to form strong partnerships and is fundamental to children developing secure attachments. The primary caregiver will be the main point of reference for you and your child (but not sole carer). Once secure attachments are formed, children will be more prepared to explore the environment and play, therefore increase their learning, thus full potential.

The Centre also seeks to gain information (via a simple questionnaire) from parents regarding their child's sleeping/eating patterns, allergies, language and interests. This information is used to compliment and support the child's home environment that aids in the settling process.

The Centre also has a "Buddy System" which enables families to be assigned to a current family as a support and resource if they wish to participate.

PHILOSOPHY STATEMENT

St Morris Community Childcare Centre Educators and Management understand and accept that the rights and best interests of the child underpin all practice. Their safety, health and wellbeing are paramount as well as the child's sense of Being, Belonging and Becoming should be celebrated and nurtured.

Children come to us with an innate sense of wonder and a desire to learn and this should be encouraged. While all children have similarities, they are amazingly unique. The similarity and uniqueness of each child should be celebrated and fostered as they come to us with their own story, background, and culture. We believe diversity is one thing that we all have in common. This should be valued and respected as all children have a voice – this includes Australia's Aboriginal and Torres Strait Islander children.

Children's parents are their first teachers and play the most influential role in their lives. This relationship should be respected within an environment that promotes parental confidence by the provision of quality care, consistent with family ideals without bias.

We believe in continuous improvement to strive for best practice which can only be achieved through the use of professional development, professional dialogue, critical reflection, and self-assessment. This is ensuring a safe, secure, stimulating and challenging environment in an atmosphere conducive to the development of healthy and happy children for years to come.

For the children

SMCCC will provide an inclusive environment and play based curriculum where each child will have the opportunity to learn and develop which is free from bias to ensure they become enthusiastic learners through everyday experience and building on their individual strengths. Each child will be provided with the tools to learn the skills to build secure and respectful relationships including acceptance of others and embrace diversity.

Children will be noticed as competent, capable active members of our community by being stimulated in a rich and meaningful environment to develop their own individuality. Children are supported to develop initiative and the confidence to make choices to take responsibility to achieve independence. They will be provided with a wide range of intentional learning opportunities that are developed and planned for using the Early Years Learning Framework to ensure the child is holistically seen and programmed for as well as being encouraged to take part of their own learning journey through choices and documentation and their voice being heard in decision making. Through this they are supported to develop the essential skills they need to transition through the centre onto kindy and school, setting up a positive start to their journey through life.

Children will have the opportunity to explore the outdoors and natural environment which will be always accessible for children with a balance of structured and open-ended opportunities. Through this they are supported to become environmentally responsible which is embedded in practice, program, and policies.

For the Families

The Centre encourages open communication between parents, Educators and the Management Committee to build strong connections and meaningful partnerships.

Parents will be kept informed on all aspects of the Centre, with Educators welcoming discussion about their child's care and development. Be a support to parents in understanding and being aware when it comes to the education, care and development of their child.

The Centre aims to create a safe place where families feel comfortable and want to be involved in a range of ways as well as families are encouraged to provide feedback and have input which is used to shape and improve the SMCCC as a whole.

For the Educators

We acknowledge the rich diverse background of our educators which gives our centre a unique perspective on the importance of cultural diversity and inclusion.

Educators play a vital role in all aspects of the centre and are given the opportunity to be involved in decision making and the lines of communication between Educators and the Management Committee will be open.

Educators social and emotional wellbeing will be promoted through social events, celebrations, flexible working conditions and Educators are encouraged and expected, to participate in professional learning and development activities to extend their growth within SMCCC.

Educators will be provided with a culturally safe working environment where they also feel a sense of belonging. SMCCC is supportive of a culture of reporting where Educators will be provided with the tools to ensure they are safe and keep each other safe.

Management Committee

The Management Committee is responsible to the Community for the long-term future of the centre. To do this the Management Committee will play an active role in overseeing and being involved in all aspects of running the centre and ensuring the Educators have a safe and happy work environment.

The Management Committee will oversee and make informed decisions on the centre's financial viability, risk management, policies, strategic planning, employment and performance management and legal requirements.

Recognise that the Educators are the Centre's biggest asset and will aim to provide an environment where Educators happiness and wellbeing is developed and maintained.

Community

SMCCC is committed to maintaining our strong reputation within the community and we thrive to build long lasting relationships from within our community of current and non-current families and educators.

We will engage with and support our local community and surrounding networks to build strong connections and promote a sense of community within the early childhood setting.

CHILDREN'S DAILY PROGRAM

7.15 am	Centre Opens for children Educators welcome and settle children into care Children engage in structured and unstructured learning experiences indoors and outdoors, supported by the Early Years Learning Framework
9.30 am	Morning Tea (9 am in Babies Room)
10 am	A variety of structured and unstructured learning experiences, indoors and outdoors for individuals and groups supported by the Early Years Learning Framework
11.30 am	Lunch (11 am in Babies Room)
12.15 pm	Sleep, Rest or Quiet Play Time (if required) A variety of structured and unstructured learning experiences for individuals and groups supported by the Early Years Learning Framework, indoors and outdoors
3 pm	Afternoon Tea (2.30 pm in Babies Room) A variety of structured and unstructured learning experiences for individuals and groups supported by the Early Years Learning Framework, both indoors and outdoors
6.30 pm	Close

CURRICULUMS

Curriculum is the term used to consider the entire time that the Centre is open and offering care and education – this includes everything that happens, i.e. routines, transition times and interactions as well as considering the environment that is provided.

It is important to remember that children learn through play.

The Curriculum at St Morris CCCC is a play-based curriculum, which is designed so that each child can learn at their own pace and develop intellectually, physically and socially to their full potential.

Children normally follow a pattern of development for particular skills, although individuals' rates of development may vary, so written observations and learning stories are taken for every child. From

this information, Educators plan how they can enhance the development of each child as an individual as well as within a group.

A positive self-concept is seen as a crucial aspect of the individual child's development and must be nurtured and fostered in the centre-based early childhood setting.

A focus of the Centre is to access a range of services in order to enhance the Curriculum. At present the Centre utilises Zumba sessions at \$2.00 per session. We also have Little Kickers soccer skills sessions at a cost of \$2 a session. These sessions are booked for varying days of the week to provide all children with an opportunity to participate. Some other incursions occur throughout the year focusing on current needs or interests. These often have a small additional cost and we try to give advance notice to parents.

Other excursions include visits to the park, zoo, musicals and live performances.

The curriculum offered at the Centre covers both the care and educational needs of the children.

All rooms use the Early Years Learning Framework (EYLF). The Early Years Learning Framework describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age. The Early Years Learning Framework has been developed collaboratively by the Australian and State and Territory Governments with substantial input from the early childhood sector and early childhood academics.

Educators will use the framework as a basis for planning for the strengths, interests and developmental needs of the children. The 5 learning areas in the EYLF are:

-  A strong sense of their identity
-  Connections with their world
-  A strong sense of wellbeing
-  Confidence and involvement in their learning
-  Effective communication skills

A curriculum of activities and events is displayed. Parents are encouraged to participate with educators in suggesting ideas. These ideas and any input from parents will be recorded and used for following curriculums and evaluations.

Each child is encouraged to be independent within a structured environment. There are times when being together as a group is a vital part of the curriculum.

Children are able to use both inside and outside areas throughout the day. The program is balanced so that children are given both quiet and active experiences, including sleep time where appropriate.

The policy of the St Morris Community Childcare Centre is to use a programming cycle including "snapshots" of children's learning, which are reflected on and used for program planning, on every child who uses our Centre. Other records of the children may be kept and will be maintained by educators. As these are confidential records, only staff and families have access to their child's progress records.

SPECIAL NEEDS

Curriculum are developed for children with special needs, to ensure that they have the best opportunities to learn and develop. These programs are usually developed in collaboration with their specialist/s.

'CHILDREN WILL NEED' INFORMATION

Each child will need when attending the Centre:-

A bag - large enough to fit daily requirements - clearly named. A complete change of clothes - all clothes, socks, shoes, etc. - clearly named.

To encourage your child to use the toilet independently, please ensure that your child is dressed in clothes that are easy to get in and out of, such as track suits. Braces, belts and overalls are difficult items for children to manage by themselves.

Please send and dress your child in seasonal clothes e.g. warm jackets/coats in winter.

Please send a SUN HAT - legionnaires or broad brimmed, named for your child's use at the Centre. We supply the sun-block. (See: Sun Protection Policy in policy document)

Only if applicable - (mainly babies)

Enough bottles of child's formula or milk for time at Centre - clearly named.

"Comforter" - dummy, teddy, etc. that child needs - clearly named.

In response to parents, we use Disposable Nappies while the child is in the Centre.

When your child starts toileting, "Training Pants" - enough for the stay at the Centre - clearly named.

HOURS OF ARRIVAL/DEPARTURE

The Centre is open from 7.15am and closes at 6.30pm. **Children are to be collected promptly at recorded times.**

Any child left at the Centre after 6.30 p.m. will incur a penalty rate of \$15 for every 15 minutes (or part thereof). Late fees are paid with normal fee instalments.

Children must be left with the educators on duty in the appropriate area. Educators must be made aware of the child's arrival for safety and supervisory reasons.

Educators must be notified when children are leaving - **tell them personally.**

If the child is to be collected by any person other than the parents or guardian, the Centre requires written consent giving the authority from the parent. In case of an emergency, a phone call will suffice.

Children must be signed in on arrival and signed out on departure.

Please make sure, as you enter and leave, that the doors and gates are securely closed.

CENTRE MANAGEMENT

One of the great benefits of Community Based Childcare is the opportunity for parents and staff to manage the Centre together. All parents are encouraged (but not obliged) to take part in the centre management committee.

At each Annual General Meeting, a committee is elected from members of the Centre (members being any parent whose child attends the Centre), staff and community representatives.

A list of the current management committee members appears on the notice board in the corridor.

The committee is responsible for the general and financial running of the centre.

By actively participating in the committee, parents can have an important role in helping determine the environment provided for their children at the centre.

Parents are encouraged to give feedback to any Committee or Staff member. **Your input is important.** committee members are contactable via the centre's letterbox.

MEALS

SMCCC is committed to the provision of a well-balanced and nutritious diet, with an emphasis on introducing the children to a wide variety of foods. The use of added sugar, salt, preservatives and colourings will be avoided where possible.

The Centre will provide morning and afternoon snacks and a main meal at lunch. Mealtimes are seen as pleasant social experiences for all to enjoy with good eating habits encouraged. Food will be used as a learning experience and at times the children will take part in activities involving its preparation. Food will also be used to introduce the children to other cultures.

The menu will be on display. Requests for individual diet needs will be catered for as much as possible, and any special dietary restrictions and/or allergies have to be notified to the Assistant Director in writing.

Babies who have sterilised bottles and/or individual formulas will need to bring these to the Centre, pre-measured and labelled, daily.

No other food will be allowed into the Centre.

The Centre has adopted the Policy Guidelines for '*Safe Eating Practices for Young Children*' developed by Women's and Children's Hospital, Child and Youth Health, October 1995.

Policy Guidelines are:-

Making eating safer for young children.

Food –

-  Do not give foods that can break off into hard pieces, for example, avoid raw carrots, celery sticks and apple pieces. These foods should be grated or cooked.

- 📖 Sausages and other meats should be cut into small pieces.
- 📖 Do not give nuts, popcorn, hard lollies, cornchips or other similar food to young children.

Procedure to ensure safe eating -

- 📖 Always stay with young children and supervise them while eating
- 📖 Make sure that young children sit quietly while eating
- 📖 Ensure children are calm before eating
- 📖 Never force young children to eat, as this may cause them to choke
- 📖 Encourage children to eat slowly and chew well
- 📖 Encourage children to feed themselves
- 📖 Mealtimes are relaxed and not rushed.

CHILD CARE FEES

Parent/Guardian income must be assessed by Centrelink in order to receive the Childcare Subsidy. If there are any changes in family income/circumstances, it is the parent/guardians responsibility to contact Centrelink and be reassessed.

The Centre Fees operate with a \$150 bond up front and issues bills weekly in arrears.

It is important that fees be paid promptly as they fall due.

- 📖 Accounts must be paid by Electronic Funds Transfer (EFT)

The Centre will be closed for two weeks over Christmas and New Year plus 1 training day. Dates will be given to parents well in advance. Fees are not charged for this closure period. On the last day of the year the Centre closes at 1pm. Fees are not charged for the afternoon session.

Families must give four full (4) weeks written notice or four full (4) weeks payment in lieu of written notice of intention to cease or changes to sessions. Fees are charged while the centre is operational regardless of public holidays or absence through sickness, holidays or any other reason.

To receive the full Childcare Subsidy from the Government your child is required to be signed in and out on their last session. If your child is marked as absent on their last session the Government will only pay the CCS up to the Childs last attended session.

Fees are charged on a session basis with a minimum of 1 session per child per week required.

A fee of \$20 will be applied to your account at the time of booking a casual day, this fee will be deducted from the day rate charge.

The \$20 fee for casual bookings is non-refundable in the event that less than 48 hours' written notice is given of cancellation.

Late Fee of \$15 for every 15 minutes (or part thereof) after 6.30 p.m. is automatically added to a subsequent account.

An Equipment and Building levy is required to alleviate the pressure that working bees and fundraising events have on the Management Committee. The levy will be \$10 per month per family and will be added to your account accordingly.

- A fee of \$5 is applied to accounts in November to cover the cost of the USB which is given to families with all their child/ren's photos at the end of every year.

The Centre must follow the Commonwealth's Legislation in regard to their priority of access guidelines when filling vacancies. This means that when there are no vacancies, the Centre may require a child to leave or alter their days, in order to provide a place for a higher priority child. The Centre will give 14 days' notice if this is to occur.

If fees are in arrears parents may forfeit their booking at the Centre. Please refer to the Centre's policy on payment of fees.

PAYMENT OF FEES POLICY

The purpose of this Policy is to provide a framework under which the St Morris Community Childcare Centre Inc., and its Director, can protect the financial viability of the Centre by ensuring the prompt payment of family fees, and the successful collection of any outstanding monies.

PAYMENT OF FEES:

It is required that all families pay their childcare fees either weekly or fortnightly, unless special arrangements have been made with the Director, in writing, that the fees may be paid monthly.

DEFINITIONS:

An account is Outstanding when:

- The amount paid in any four-week period is less than 50% of the total due, or
- No payment has been made for a period of three weeks; or
- There is money owing after a child has left the centre.

An account is Overdue when:

- The amount owing is greater than two weeks of the family fee.

Overdue Accounts

An account is outstanding when:

- The amount paid in any four-week period is less than 50% of the total due; or
- No payment has been made for a period of three weeks; or
- There is money owing after a child has left the centre

An account is overdue when the amount owing is greater than two weeks of the families' fees

The following procedure will apply to all overdue / outstanding accounts:-

- Email to account holder.
- The Clerical Officer or Director will contact the account holder by phone or in person.
- If there is no response to step one and two, the Director shall inform the Treasurer who will send a letter requesting contact be made with the Director, within seven days, or this matter will be put in the hands of a Collection Agency, and the child's/ren's place/s cancelled. ○ The Management Committee is to be notified at their following meeting that step three has been implemented.

DEBT COLLECTION

Where a family has failed to comply with a request for payment as noted above, the outstanding debt may be placed in the hands of a Collection Agency.

The Management Committee reserves the right to implement legal proceedings in cases where the Collection Agency was not successful in recovering outstanding monies.

RIGHT TO REFUSE CARE

The Management Committee has the right to cancel a family's childcare places within St Morris Community Childcare Centre Inc. and this action will be taken where a family has failed to comply with the Committee's request for payment of an outstanding account.

The family will be given two weeks' notice in writing that if their account is not paid in full their places will be cancelled and care refused. Families with outstanding accounts may be refused care for future children on the centre's waiting list.

FINANCIAL HARDSHIP

Where a family is experiencing financial hardship, it is requested that the Director be contacted to discuss the problem and ascertain whether any special arrangements or assistance may be available.

The executive of the Management Committee will be notified and reserves the right to make decisions regarding any special / appropriate arrangements.

RIGHT TO APPEAL

If a family believes the decision of the Management Committee, or the Director has been unjust or unreasonable, they have the right to state their objections or appeal against the decision in writing within seven (7) days of being notified of such a decision.

STAFFING

The Centre is licensed for 65 children. We take children from 3 months to 6 years. The Centre provides full-time and part-time care, as well as emergency care when possible.

Our educators have qualifications from the list below:-

-  Diploma in Children's Services
-  Advanced Child Care Certificate
-  Senior First Aid Certificate (all permanent staff hold a current Senior First Aid Certificate)
-  Associate Diploma in Social Science : Child Care
-  Bachelor of Social Science (Human Services) : Child Care
-  Bachelor of Education : Early Childhood

The Child Care Regulations are 1:4 in the under 2's section, 1:5 in our 2-3's section and 1:11 in the over 3's section, however the Centre's aim is always to provide a higher educator: child ratio.

The Centre's Child/Educator ratio is:-

	Children		Educator
3 months to 2 years	4	:	1
2 years to 3 years	5	:	1
3 years to 4 years	8	:	1
4 years to 5 years	8	:	1

We also have a number of regular casual relief educators and part-time educators. In addition to our Childcare Educators we also have a Cleaner, Handyperson and Gardener.

Staff for each section:-

Director	Danielle
Assistant Director	Emmie
Educational Leader	Mariaan
Admin	Nyssa & Kayla
Chef	Nikki

Under 2's	Adeline	Delia	Dora
3 months – 2 years	Megan	Victoria	Tayla

Over 2's	Evi	Millie	Salma
	Van	Maru	Mary
	Emmie	Santosh	Tash
	Judith	Mariaan (Teacher)	Rita (Teacher)

Relief Educators	Saeko	Sarah	Charlotte
	Tammy	Kaycie	Liz
	Shirley	Homa	

MEDICAL/MEDICATION – HEALTH POLICY

The Centre is committed to maintaining a safe and healthy environment for both children and staff.

The physical safety of children is one of the important responsibilities of the Centre. Children are not left unattended inside or outside.

Appropriate safety requirements for excursions are determined by DEC's Childcare Regulations – requirements vary depending on the type of activity and age of the children.

If children have illnesses which are infectious or contagious, or if they are unwell, then they are to be kept away from the Centre. For the sake of staff and children, as well as your own, please do not bring a sick child to the Centre. The Centre does not have either the facilities, or adequate staff to look after sick children. Parents are asked not to put staff in the position where they may have to refuse care for your child as refusal often offends.

If your child has panadol, or other anti-pyretics, during the night, this is an indication that they are not well enough to attend childcare the next day so we ask that they are kept at home.

If your doctor prescribes paracetamol for pain relief, but has cleared the child to attend childcare, we will require a letter of clearance along with a short term medication plan.

Parents are asked to maintain high health standards and to observe the following points:

-  Please notify the Centre if your child has a contagious disease and be aware of the speed with which such illnesses may spread.
-  Please ensure that the Centre has been advised of any allergies your child may have to food, medicines, etc.

INFECTIONS AND DISEASE

The risk of infection is high in a Childcare Centre, but can be greatly reduced by appropriate use of preventative measures. Guidelines as set by the Children's Services Office and described in the Dept. of Human Services and Health Handbook "Staying Healthy in Childcare" have been adopted by this Centre. A copy of the Handbook is kept in the Director's office.

Please contact the Centre as soon as an infectious disease is diagnosed and abide by the prescribed incubation periods, (this information is available from the Centre and Health Sheets are available on the different diseases) or until a doctor's clearance is received by the Centre.

It is imperative that the Centre be kept informed of any medical conditions that a child has or develops. The best place for children when they are unwell is at home.

MEDICATION

All medication, whether prescription or over the counter, must be accompanied by a medication plan which has been written and signed by your child's doctor or pharmacist – this includes teething gels and creams for nappy rash (proforma plans are available from the front counter and office.)

Medicine must be delivered in the original bottle, and handed to an educator or placed in the fridge (in the space provided). The date, child's name, medication prescribed, dosage, administrative time and parent's signature **MUST** be recorded on the medication sheet provided, as per Childcare Regulations, 1998. Please notify an educator on arrival, what the medication is for.

Any medication that is required during the day must be recorded on the medication sheet daily. Children requiring Panadol, or other anti-pyretics, due to a fever, will be required to be collected.

Medication will only be given to the child whose name is recorded on the bottle and medication plan – therefore, siblings cannot share medication.

Any special health / medication issues your child has i.e., Asthma, must be put on an action plan which will be kept on file and in the child's room. These will provide staff with information about your child's illness and will be used in instances that the parent is not contactable.

Medication and ointments must not be kept in children's drawers – hand them to an educator or put them in the fridge if appropriate.

Educators in the room are responsible for ensuring medication is given appropriately. The administering educator and another educator are required to sign medication off on the medication sheet. Any medication missed or given at a different time stipulated by the parent on the medication sheet, will require an incident report to be completed by the qualified educator responsible.

IMMUNISATION

 On the enrolment form, a child's immunisation status will be recorded. Up-to-date Immunisation history statements from the Australian Immunisation Register must be provided upon enrolment. AIR Statements can be accessed in the following ways:

- Online through [MyGov](#) - once an account has been created
- [Medicare Express Plus App](#) once a MyGov account has been created
- Over the counter - at a [Medicare Service Centre](#)
- Phone - call AIR on 1800 653 809

It is a government requirement that these statements are provided after each immunisation your child has within three months of them being immunised.

Families can either email a copy of the statement or leave a printed copy in the office.

Families will receive email reminders directly from the software provider if immunisation records are not up to date.

- Conscientious objection is no longer an exemption category. Following changes to the South Australian Public Health Act 2011 (the Act), from 7 August 2020, children will not be able to enroll in or attend early childhood services unless all immunisation requirements are met (unless they have a medical exemption).
- In the event of any outbreaks of a disease in the Centre, children who are not immunised for any reason may, on the advice of the Public Health Unit, be excluded immediately from the Centre, and full fees charged for the period of exclusion, unless determined otherwise by the Management Committee.

SUPPORTING INFORMATION

Immunisation is a reliable way to prevent some infections. Immunisation protects the person who has been immunised, children who are too young to be vaccinated, and other people who have been vaccinated but did not respond to the vaccine. The principal of immunisation is simple: it gives the body a memory of infection without the risk of natural infection.

The Centre recommends that all children attending the Centre be immunised according to the current schedule and guidelines recommended by the Australian Government – Department for Health. An enrolling parent who provides the Centre with a certificate from a medical practitioner stating that their child cannot be immunised for medical reasons (“medical exemption”) will not be required to adhere to the current immunisation guidelines. The aim is to provide a safe healthy environment, by ensuring as far as possible that all children enrolled at the Centre are immunised at the appropriate age.

Immunisation is the safest and most effective way of giving protection against the disease. After immunisation, your child is far less likely to catch the disease if there are cases in the community. The benefit of protection against the disease far outweighs the very small risks of immunisation.

If enough people in the community are immunised, the infection can no longer be spread from person to person and the disease dies out altogether. This is how smallpox was eliminated from the world and polio has disappeared from many countries.

ACCIDENTS

Every effort is made to prevent accidents, however, if a child does have an accident occur, educators will take appropriate action. If your child has a minor accident at the Centre (e.g. scraped knee) educators are trained in first aid and are able to deal with the problem. An accident report is completed by educators, recording the date, time of the accident, the nature of the injury, who treated the child and what treatment was used. Parents are asked to sign this report when they collect their child.

Every effort will be made to notify the parent or guardian if medical attention is required (it is of utmost importance that we have accurate daytime contact telephone numbers). Depending on the severity of the accident/illness, the child will be taken to the local medical centre or the Women’s and Children’s Hospital.

The Centre has developed specific guidelines for emergency and serious accidents.

AMBULANCE

- Every effort is made to prevent accidents, however, if a child does have an accident, staff will follow procedures in the Centre's emergency procedure (appendix 3). If your child has a minor accident at the Centre (e.g. a scraped knee) educators are trained in Senior First Aid and are able to deal with the problem. An accident report will be completed recording the date time, nature of the wound, who treated the child and what treatment was used as per Childcare Regulations, 1998.
- Every effort will be made to notify the parent or guardian if medical attention is required (it is of utmost importance that we have ACCURATE daytime contact telephone numbers).
- The Centre has developed specific guidelines for emergency and serious accidents.
- In a case of medical emergency or perceived medical emergency the centre will call an ambulance for emergency transport of the child, and the parents will be responsible for the costs of any ambulance fees.
- The Centre has ambulance cover for emergency ambulance travel for children attending the Centre – This insurance will only cover accidents and injuries whilst at the centre. It will not cover medical emergencies such as, but not limited to, asthma and anaphylaxis etc. therefore the centre recommends that families take out their own ambulance insurance. Should an ambulance be required, every effort will be made to contact the parents or guardian. The destination of the hospital may not be the Centre's local hospital.

SUN PROTECTION POLICY

The St Morris Community Childcare Centre Inc. has adopted a "Sun Protection Policy" from the National SunSmart Early Childhood program guidance. The purpose of this policy is to ensure that all children attending our Centre are protected from skin damage caused by harmful ultraviolet rays of the sun as well as obtaining adequate amounts of vitamin D from the sun. This policy applies to all centre activities and events, on and off site.

We use a combination of sun protection measures for all outdoor activities from 1 August until 30 April and whenever UV radiation levels reach 3 and above at other times. It is also important to monitor the UV levels in the months of May, June and July and use sun protection on the days when the UV is 3 and above.

Staff members are encouraged to access the daily sun protection times on the SunSmart app, or at bom.gov.au/uv/index.shtml to assist with implementing this policy.

- Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible, alternatively, the use of shaded areas and indoors are utilized when needed
- A combination of sun protection measures are considered when planning outdoor activities such as excursions and water based activities.
- Broad brimmed (at least 6cm wide for children and 7.5cm wide for adults); bucket (at least 5cm wide) or legionnaire's hats are required to be worn by all children and educators whenever they are outside from 1 August to the end of April or when UV levels are above 3 at other times. Baseball caps are not acceptable. Educators and children can choose to wear hats, beanies, hoodies or no headwear when the UV rating is below 3, between the months of May and July.
- Children who do not have or refuse to wear appropriate hats or clothing are asked to play in an area protected from the sun, or return to play indoors.

- Activities held outside will be held in shady areas where possible and children are encouraged to use shade. This includes the use of shady trees, verandas and built shade structures.
- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management ensures there are a sufficient number of shelters and trees providing shade in the outdoor area. Parents are encouraged to apply sunscreen to their child before arriving at childcare or upon arrival using the Centre's sunscreen.
- The Centre will supply SPF 30 or higher broad-spectrum, water-resistant sunscreen, which will be applied by educators 20 minutes prior to sun exposure and reapplied every two hours if remaining outdoors. If reapplication has surpassed 2 hours, children will need to wait for 20 minutes before further sun exposure. Alternatively, families may provide their own sunscreen which must meet guidelines. Educators will record the time children have sunblock applied and the time of sun exposure on a chart located in each room and write reminders for reapplication on this chart.
- The educators will incorporate sun and skin awareness into the curriculum.
- When outdoors, children and educators are required to wear clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with longer sleeves, and if possible, collars and longer style shorts and skirts are best. If a child is wearing a midriff or singlet top or a sleeveless dress, a t-shirt/ shirt is to be put on before going outdoors.
- If practical, children are encouraged to wear close fitting wraparound sunglasses that meet Australian Standard (Sunglasses:lens category 2, 3 or 4).
- Educators, parents and children are educated and encouraged to apply SPF30 and higher broad-spectrum water-resistant sunscreen.
- For Work Health and Safety and role modelling educators, parents and visitors are required to practice skin protection behaviours by wearing hats, protective clothing outside i.e. sleeves on clothing, sunscreen, sunglasses (optional) and seeking shade when outdoors.
- Babies' skin is thinner than adults' skin; it is extremely sensitive and can burn easily. Infants in particular and babies under the age of 12 months should be kept out of the direct sun as much as possible and well protected from UV radiation by clothing, hats and shade. If a baby is well protected then sunscreen need only be used on small areas of exposed skin of babies 6 months and older.
- The Sun Protection policy is reinforced through staff and children's activities and displays.
- Staff and families are provided with information on sun protection through family newsletters, noticeboards and the centre's website.

When UV levels are below 3, sun protection is generally not required and a small amount of direct UV exposure is considered safe and healthy for babies and toddlers. Most babies and toddlers will get enough vitamin D from sun exposure during day-to-day activities and therefore extended and deliberate sun exposure without sun protection is not recommended. If outdoors for extended periods, care should be taken regardless of the UV Index and it is recommended to protect children's skin from UV exposure.

This sun protection policy is reviewed regularly (at least every three years) to ensure the policy remains current and relevant.

Links to National Quality Standards

Quality Area 2: Children's health and safety

Quality Area 3: Physical environment

Quality Area 5: Relationships with children

Quality Area 1: Educational program and practice

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Governance and leadership

Source: Cancer Council SA
sunsmart.org.au

Developed: 2004

Amended: 2012, 2014, 2016, 2017, 2020, 2023

PARENT/CLIENT GREIVANCE PROCEDURE

Communication is paramount to successful relationships between families and the Centre therefore any feedback will be considered and practices reviewed.

The Centre encourages parents to discuss room/child related issues with their primary care educator in the first instance. Other issues i.e. management should be discussed with the Director.

If issues cannot be resolved at this level, the client/parent should follow these steps:

1. The client/parent should first raise the matter in writing with either the Director or an Executive of the Management Committee. If, in the event the grievance is lodged with a member of the Executive, the Director must be informed of the grievance within two working days. If lodged with the Director the grievance must be brought to the attention of the Executive Committee within two working days.
2. The Executive Committee will meet to interview the client/parent who has lodged the grievance within ten working days from receipt of the grievance.
3. Should interviews be necessary with other persons/parties, those interviews will take place as soon as reasonably practicable.
4. The Executive Committee will consult the Management Committee members about this matter. The Management Committee will come to a resolution, recommending any necessary action based on the information provided by the Executive.
5. The client/parent and all other parties to the process shall be advised in writing of the Management Committee's decision within one week of the Management Committee's decision.
6. The client/parent may have a support person of their choice present at any stage of the process.

7. At any stage of the grievance process, the client /parent has the right to withdraw any such grievance.
8. The confidentiality of all parties to the process will be maintained within the structure of the grievance procedure.
9. If the client/parent is not satisfied with the decision, they have the right to appeal, by addressing the whole Management Committee.