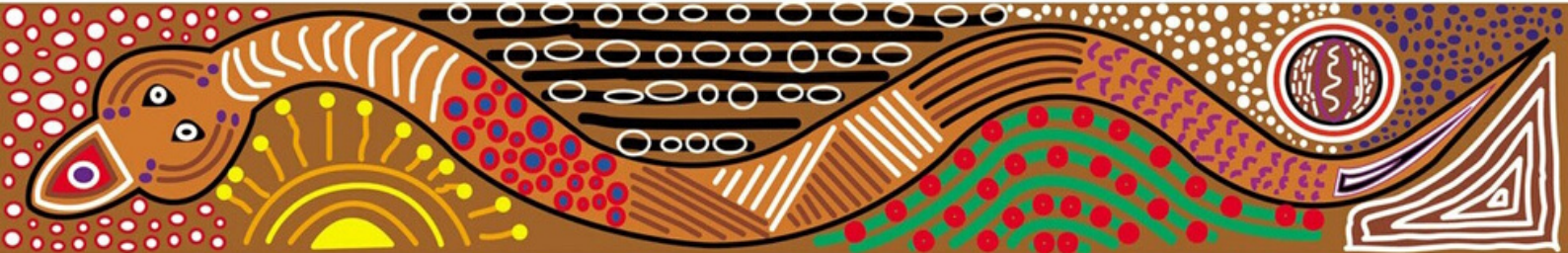




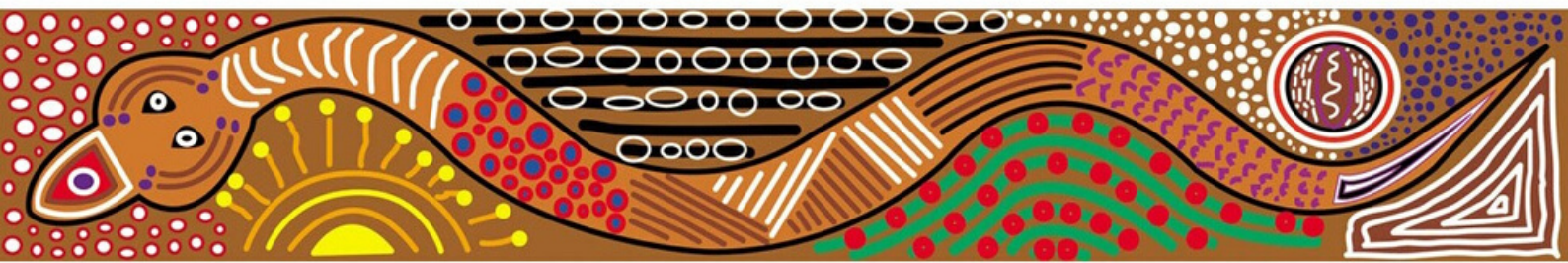
# 2020 Parent Handbook





**Hughenden Kindergarten and Early  
Childhood Centre  
acknowledges and pays its respects to  
the Yirandali people, the Traditional  
Custodians of the lands on which our centre  
is based and their continuing connection  
to land, sea and community.**

**We pay our respects  
to all Elders past, present and future.**



# Management of the Centre

## Management Committee

### **President**

Sara Haydon



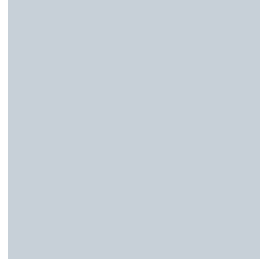
### **Vice President**

Mim Crase



### **Secretary**

Lisa Dolkens



### **Treasurer**

Amy-Jane  
MacNamara



The Management Committee is the centre's approved provider, with the President as the contact person. It is incorporated and consists of annually elected office bearers and members to represent the association.

The Volunteering Management Committee volunteer their time and skills, working closely with the centre employees to provide the highest quality care possible. All families using the centre are eligible for voting rights at the AGM and for election to the Management Committee on payment of the Membership Fee. For details regarding Management Committee positions please see the contact person.

The centre relies on volunteers and parental involvement to manage the service and we encourage all families to be actively involved in supporting the centre and their child's education and care.

## Centre Director

The Centre Director is responsible for the day to day running of the Hughenden Kindergarten and Early Childhood Centre. Please direct any queries or concerns you may have about your child's enrolment to the Centre Director. We ask that all parents and family members who enter the Centre model appropriate behaviors and language to our employees.

# Meet our team



**Director  
Educational  
Leader  
Kim Nebbia**



**Administrator/  
Educator  
Sarah Dunkerton**



**Kindergarten  
Teacher  
Dorinda Shean**



**Hatchlings  
Group Leader  
Jessica Cann**



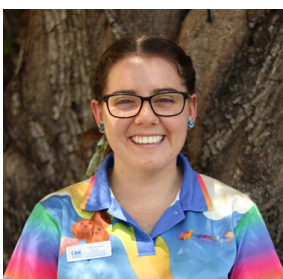
**T-Rex/ Kindergarten  
Educator  
Emma Benham**



**Hatchlings  
Educator  
Anita Davidson**



**Hatchlings  
Educator  
Sally Smith**



**Hatchlings  
Educator  
Chloe Conway**



**Centre  
Cleaner  
May Cairns**

The current staff list is on display at the entry foyer to the centre. All staff hold a current First Aid & CPR certificate and valid 'Blue Card' [positive notice for child related employment]. All staff are trained in Asthma and Anaphylaxis Management.



# Our Philosophy

**The Hughenden Kindergarten & Early Childhood Centre is a small rural community centre.**

**We strive to always maintain a strong connection with our children, families and wider community embracing their diverse abilities, needs and culture.**

**We aim to achieve a team approach where all educators are equally respected and valued for their contributions.**

**We provide a warm, respectful, secure and nurturing environment by building trusting relationships with all children to enhance their sense of being, belonging and becoming, which in turns supports each child's holistic development.**





# C & K Affiliated Branch

Our Centre is an affiliate branch of C&K (Crèche and Kindergarten Association Limited). C&K affiliate members operate as an independent incorporated association, managed by a Volunteer Management Committee. A service affiliated with C&K receives support in managing kindergarten funding, training for committees and educators, access to C&K policies, advice and support regarding inclusion, enrolments and marketing, and use of the C&K brand and support in curriculum.

For more information on C&K's and Hughenden Kindergarten and Early Childhood Centre Policies and Procedures please visit the website: [www.candk.asn.au](http://www.candk.asn.au)





# Centre Details

## **Street Address**

41 Gray Street, Hughenden QLD  
4821

## **Postal Address**

PO Box 51 Hughenden QLD  
4821

## **Contact Number**

[07] 4741 1355

## **Mobile Number**

0499 792 659

## **General Email**

[hughkindy@bigpond.com](mailto:hughkindy@bigpond.com)

## **Director Email**

[directorhughkindy@bigpond.com](mailto:directorhughkindy@bigpond.com)

## **Committee Email**

[committee.hughendendaycare@outlook.com](mailto:committee.hughendendaycare@outlook.com)

## **Facebook**

Hughenden Kindergarten and  
Early Childhood Centre  
[@HughendenKindergarten](#)

## **Hours of Operation**

### **Long Daycare**

Monday - Friday

7:30am - 5:15pm

### **Kindergarten**

[School Terms Only]

Monday - Wednesday

8:30am - 4:30pm

### **Office**

Monday - Friday

8:00am - 5:00pm

## **Centre Closures**

Mon 27th January - Australia Day Holiday

Fri 10th April - Good Friday

Mon 13th April - Easter Monday

Friday 29th May - Hughenden Show

Mon 4th May - Labour Day

Mon 5th October - Queens Birthday

**End of year closure dates will be  
advertised in November.**

## **Bank Details**

Hughenden Kindergarten

BSB: 084 714

Account: 508765338





# Contents

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**Section 1**  
Enroling and starting at  
our centre!



## Enrolling and starting at our centre!

Thank you for choosing to enrol your child at our Hughenden Kindergarten and Early Childhood Centre.

To finalise the enrolment process please complete the enrolment booklet and fee payment agreement.

### Bookings

For new bookings please call our office or email our centre.

Bookings are taken for regular daily or weekly attendance. Casual bookings are only taken on a day to day basis. If you decide to have your child attending on a regular day, or days, then it will be deemed to be a permanent booking.

Bookings are set in childcare, and this means that if, for example, you book for Mondays, we will ensure there is a spot every Monday for your child. When your child is sick, you take a family holiday, or you don't need care on that Monday, that Monday is still booked for you to secure your child's spot, and therefore fees will still apply. Fees also still apply for public holidays and on days when the child is absent for reasons; including but not limited to; illness or exclusion due to an infection and/or vaccine preventable disease or illness.

Please note that any changes to permanent bookings **MUST** be made at least 2 weeks prior to ensure staffing arrangements can be made.

**Once a booking is made, permanent or casual, fee payments are due for those days booked.**





# Orientation

Starting at an early childhood centre may be an exciting time for children and families, although it may also be an emotional or anxious time.

Prior to your child's first day, we encouraged families to come into the centre and become familiar with the centre, routines and educators.

This could be a quick drop in the day before or might be a series of short visits leading up the first day. It may also involve shorter days once the child has started to ease them into the routine.

Please ask the centre administration or director about how they can accommodate your needs over the orientation period.

## First Day

These tips will help make the first day as smooth as possible:

- All children are different; some will bound off and join other children as soon as they arrive, and others will require a bit more time to feel comfortable, so give yourself plenty of time to settle in on the first day
- Your child may become upset with a few tears. Reassure them that you will be returning later that day, and feel confident knowing our experienced and caring educators will make your child feel safe, secure and comfortable
- Make sure your child knows where their belongings are – let them see where their bag is, and that their food is in the fridge.
- Call at any time to see how your child is going.



# What to Bring

## Aged 0-3 (not toilet trained)

A bag labelled with your child's name, labelled on everything, containing the following items with each to be individually named..

- Suitable clothing for play/outdoors - sunsafe and practical for play
- Sunsafe hat - wide brimmed/legionnaire style
- Water bottle
- One disposable nappy for each hour your child attends
- A wet bag for soiled clothes
- Nappy wipes
- A cot sheet set (including pillow case)
- Two changes of clothes
- All food required for the day in a non-insulated lunchbox/es
- Bottles with names, lids and teats
- Any nappy rash cream that you use (if applicable)
- A comfort/security toy for sleep time (if applicable)



## Aged 3-12 (toilet trained)

A bag labelled with your child's name, containing the following items with each to be individually named..

- Suitable clothing for play/outdoors - sunsafe and practical for play
- Sunsafe hat - wide brimmed/legionnaire style
- Water bottle
- Two complete changes of clothing
- A wet bag for soiled clothes
- Lunch, morning tea and afternoon tea in non-insulated lunch box/es
- A cot sheet set (including pillow case) if your child requires a sleep during rest time.
- A comfort/security toy for sleep time (if applicable)



If your child does not come to the centre with the provisions that they require for the day a phone call will be made to parents to supply immediately. If the parents are unable to supply the items the Centre will charge for the cleaning or purchase of the items required.

## Items available at the centre

Shirts \$25.00, Hats \$20.00, Water bottles \$8.00





## Items to leave at home

With the exception of a special comforter teddy or blanket, or similar, we recommend keeping other toys at home. There will be opportunities in the program, such as 'show and tell', to bring in and share other special things.

What NOT to bring to the Centre

- Insulated lunch containers
- Toys and games from home (unless it is a small comfort/security toy for sleep time).
- Any war/violence related toys or paraphernalia.

For the safety and wellbeing of all children, other items that must not be left in children's bags include medications, sharp objects, plastic bags, mobile phones or valuable or breakable items. Where valuable items are brought into our centre, we will not be held liable for loss or damage. It is not the responsibility of the staff to look after toys that are brought in from home.

## Lost Property

Our educators will do their best to keep track of all children's belongings. Where items become misplaced, please check the lost property basket, located in each room. Ensure that everything is named to help re-unite your items. Please advise educators if you are unable to locate lost property.






## When you arrive

**At signing your child in you are confirming that their child has not; been unwell prior to arrival, had fever reducing medication (paracetamol or ibuprofen) prior to arrival, had a temperature above 38 degrees in the past 24 hours and is well enough to participate in the program.**

- Sign your child in using the Electronic Sign In on the Ipad at the sign in desk. If your log in details do not work, please use the sign-in sheet provided. (this is a legal responsibility)
- Wash/sanitize your and your child's hands
- Put your child's bag in their locker, or on the hook provided
- Put your child's food in the fridge (if applicable).
- If you haven't applied sunscreen at home, apply sunscreen and record this when you sign-in. We will encourage your child to play in the shade for the first 20 minutes until the sunscreen is effective.
- Share any news or important information with educators- did your child have a bad night's sleep, are there signs of teething, did they bump their head this morning, are family or friends coming to stay tonight?
- To help your child settle in you may like to read a book, push them on the swing or another activity you enjoy together before leaving
- degrees in the ppast
- Say goodbye

## When collecting your child

- Sign your child out
  - Collect your child's belongings
  - Talk with educators about your child's day and read through the teaching and learning journal displayed in the room. This is also a chance to have a read through your child's individual learning journal.
  - Wash/sanitize your and your child's hands
- 

# Signing in and out of the centre

Each child must be signed in and out of the centre every day they attend. This is a legal requirement that you as a parent must follow. These records are used in case of emergencies and for the calculation of the Child Care Subsidy (CCS). If your child is away, ill or on holidays the corresponding days must be signed by parents/guardians, upon returning to the centre.

On arrival and departure sign your child in using the Electronic Sign In on the Ipad at the sign in desk.

To sign in you are required to type in your mobile phone number and than your 4 digit passcode. If your sign in does not work, please use the sign-in sheet provided. (this is a legal responsibility) and see either the Director or Administration to reset your account.

## Authorization persons to complete

No child will be released into the care of any persons who:

- Are not on your childs enrolment documentation
- Are not listed on the child's emergency contact list
- Do not have written permission from the parent
- Are under the age of 18 years old

If team members do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are the person authorised to collect the child.

## Late Collection

In the event that a child has not been collected 15 minutes after closing time then the parents/guardians will be contacted. If parents are unable to be contacted staff will contact Emergency Contacts.

**Please note that if your child is not collected before 5:15pm a late fee of \$20.00/child will be charged to your account.**





## Absences

The centre works within strict staff to child ratios. We strongly encourage you to call the centre if your child will be absent from the centre.

Please use any means of communication to advise the centre of your child's absence. For example

Phone: (07)4741 1355/ 0499 792 659

Email: [directorhughkindy@bigpond.com](mailto:directorhughkindy@bigpond.com)/ [hughkindy@bigpond.com](mailto:hughkindy@bigpond.com)  
or our social media platform; @HughendenKindergarten

Absences without notification will result in a telephone contact in the first week. In the second week of absence a written notification of possible loss of your child's place will be posted/emailed to you. In the third week of absence the centre reserves the right to cancel your enrolment and offer your child's place to others. Fees will be payable for these two weeks.

In line with the Australian Government's 'Allowable Absence Policy' of 42 days per financial year, non-subsidised fees will be payable for all absences taken after that time unless a medical certificate is provided.

## Un-Enrolment

Should a child's permanent position no longer be required, two weeks' notice, in writing, is required stating that you are cancelling your child's position including a final date.

If at any time again you require a position for your child at the centre, you will be required to re-enrol and the membership fee will be charged to your account. If there are any overdue amounts on the account, these will need to be paid before re-enrolment will be approved.

A position will not be held open for a child unless their fees are paid while you are away from the centre.

**The centre has the right to charge fees until you have notified the service of your intention to leave the centre.**



# Section 2

## Fees, Billing & CCS

## Fees

Daily Fee: \$90.00

Weekly Fee: \$430.00

Kindergarten Approved Program: \$81.00

Before School Care: \$26.00

After School Care: \$26.00

Combined Before/After School Care: \$50.00

Annual Membership Fee: \$110.00

**Disclaimer:** Hughenden Kindergarten and Early Childhood Centre is a non for profit organisation that reinvests any surplus made back into the service and programs to better achieve outcomes for children. Fees are based on operational and financial considerations to ensure the sustainability of our service. Due to changes in economic, political, or legislative condition, the Committee reserves the right to amend fees at any time. We will provide families with as much notice as possible regarding fee amendments and will give families a minimum of fourteen days notice in advance of any changes to fee structure and payment processes. Families will be notified on our Facebook page (@HughendenKindergarten), Storypark App, monthly parent forums and in our Newsletter.

## Fee Payments

Fees must be paid on receipt of invoice within 7 days of issue (emailed fortnightly). Fees are considered overdue if amounts are not paid by 5pm on the payment due date. If, prior to the payment due date, the account holder becomes aware that they will be unable to meet their payment obligation, they must contact the Director immediately to discuss payment options. Acceptance of alternative payment arrangements are at the discretion of the Committee.

Being a non-profit community/volunteer managed centre, the centre relies on regular payments of fees to keep the centre operating it is therefore important to ensure bad debts are kept to a minimum and recovered as early as possible.

- Parents/guardians experiencing difficulty meeting outstanding fee payments may make arrangements with the centres Management Committee.
- Should payment not be forthcoming a courtesy call to make arrangements will occur, this will give families the opportunity to present any issues with paying their account. If payment cannot be made, the administrator will pass all information on to the Management Committee to make a decision.
- Once a family's bad debt exceeds two (2) fortnights of their normal fortnightly fee, the family will be advised that their child/children will no longer be able to use the centre until the debt is paid in full or a Payment Plan Agreement (FIN05.04.F1) is negotiated and subsequently completed at the Management Committee's discretion. Payment must then be made accordingly, or the child/children's enrolment will be cancelled.
- The Management Committee are responsible for making the decision when to use external services to pursue debts, centre management personnel will then take the appropriate action. The account holder will be responsible for the recovery costs involved.



# CCS Details

The Child Care Subsidy (CCS) is a payment made by the Australian Government to help families with the cost of quality child care and early education. This is paid directly to the service to reduce your weekly fees.

## Three things will determine a family's level of Child Care Subsidy:

1. A family's combined income will determine the percentage of subsidy they are eligible to receive.
2. An activity test will determine how many hours of subsidised care families can access, up to a maximum of 100 per fortnight.
3. The type of child care service will determine the hourly rate cap.

## Some basic requirements must be satisfied for an individual to be eligible to receive the Child Care Subsidy.

### These include:

- The age of the child (must be 13 or under and not attending secondary school).
- The child meeting immunisation requirements.
- The individual, or their partner, meeting the residency requirements.

The number of hours of subsidised child care that families will have access to per fortnight will be determined by a three-step activity test. In two parent families, both parents, unless exempt, must meet the activity test.

### What is an activity?

There are a range of activities that meet the activity test.

- Paid work (including leave)
- Study and training
- Unpaid work in a family business
- Looking for work
- Volunteering e.g. assisting with educational programs within your child's school.
- Self-employment
- Other activities on a case by case basis.

You can also include reasonable travel time to and from your place of activity to the centre.

In the case where both parents meet different steps of the activity test, the parent with the lowest entitlement will determine the hours of subsidised care for the child.

Low income families who earn under a government set threshold who do not meet the activity test will be able to access 24 hours of subsidised care per child per fortnight without having to meet the activity test, as part of the Child Care Safety Net.

Step	Hours of activity*	Maximum number of hours of subsidy per child*
1	8-16 hours	36 hours
2	More than 16 hours to 48 hours	72 hours
3	More than 48 hours	100 hours





## Section 3

# Our Programs



# National Quality Framework

The National Quality Framework is a government initiative which sets a National Quality Standard creating greater consistency for early childhood education and care services across Australia.

This initiative aims to improve educator-to-child ratios in services, increased skills and qualifications, national regulations and a quality ratings system which will help you to make informed choices about the education and care you choose for your child.

Our centre's aim is to exceed the National Quality Standard across all areas of our service and each centre has a quality improvement plan in place to show what is happening in our centre to achieve this. This will look at areas such as educational programs and practice, children's health and safety, physical environment, staffing arrangements, relationships with children and collaborative partnerships with families and communities.

For more information about the National Quality Framework, please speak to your centre manager or visit [www.acecqa.gov.au](http://www.acecqa.gov.au)

## Room Programs

Programs	Ages
Hatchlings Room	Birth – 3 years old
T-Rex Room	3 – 5 years old
Kindergarten Program	4 – 5 years old

## Ratios

Age of children	Educator to child ratio
Birth to 24 months	1:4
Over 24 months and less than 36 months	1:5
Over 36 months up to and including preschool age	1:11



Australian Children's  
Education & Care  
Quality Authority

## Early Learning Framework

### Being Belonging & Becoming

The Early Years Learning Framework is a National Early Learning Framework for children from birth to five years. As the early years are a vital time for children to learn and develop, the framework has been developed to ensure your child receives a quality educational program.

Educators will use the framework in partnership with families to develop learning programs responsive to children's ideas, interests, strengths and abilities and recognise that children learn through play.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

- Being is about living here and now. Childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun.
- **Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationship they have with their family, community, culture and place.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

The EYLF consists of five (5) Learning Outcomes that the educators use to create programs that are well rounded and meeting all of the children's development milestones.

#### Learning Outcome 1

Children have a strong sense of identity

#### Learning Outcome 2

Children are connected with and contribute to their world

#### Learning Outcome 3

Children have a strong sense of wellbeing

#### Learning Outcome 4

Children are confident and involved learners

#### Learning Outcome 5

Children are effective communicators



# My Time, Our Place

The My Time, Our Place Framework aims to extend and enrich children's wellbeing and development in before/after school age care settings. It acknowledges that children need a place to engage in a range of play and leisure experiences that allow them to feel happy, safe and relaxed. It also recognises that they need time to interact with friends, practice social skills, solve problems, try new activities and learn life skills.

Play and leisure time is very important to children. Through play and leisure activities children:

- Develop relationships with others
- Express their personality and uniqueness
- Develop curiosity, creativity and problem-solving skills
- Make connections between prior experiences and life-long learning
- Develop a sense of wellbeing.

The Framework focuses on child's wellbeing and development. Educators work with families in order to get to know your child, so that they can create a program that builds on your child's interests and abilities. Educators will also keep you informed about the events and activities in which your child participates.

Through the Framework's five learning goals, educators will assist your child to develop:

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



# Kindergarten Approved

Our approved kindergarten program is a part-time educational program for children in the year before school. Attending a kindy program lets your child learn through play, make friends and prepare for the transition to school. Our approved kindergarten program is play-based and meets all the Government requirements to support children's participation in quality early childhood education.

Our kindergarten program is:

- Provided for children in the year before Prep (i.e. children who are 4 by 30 June in the year they start—see kindy age requirements)
- Provided for 15 hours a week for 40 weeks, or 1 school year
- Play based
- Delivered by our qualified early childhood teacher: Dorinda Shean
- Non-compulsory.

The play-based learning delivered as part of an approved kindergarten program helps children:

- Prepare for school
- Develop a love of learning
- Make friends
- Develop skills useful for life.









# Section 4

## Staying Connected



## Staying Connected

Communication with parents is a vital part in creating a caring and safe learning environment for children. Below are listed a few methods in which we communicate with parents throughout the year.

### Monthly Newsletter

Each month we send out a Newsletter to parents with information including, but not limited to; staff updates, upcoming events (in the centre & community), children learning stories, friendly reminders, letter from Director and updates on policies/procedures.

### Storypark

Storypark is an easy-to-use private online service that our educators use to communicate with families and friends. We capture your child's development by posting photos, videos, stories, moments, notes and responses. Creating a Storypark account is quick, easy and free for parents and families. Please talk to our administration staff upon enrolment to help with this process.

### Communications Forms

Communication forms will be available when signing your child into the centre. Please write any notes that you would like your educators to know in regards to your child, for example; early pickup, change of days, upcoming away days and changes to routine. Please hand your Communication Form to the educators on duty to relay to your child's Group Leader/Director.





# Section 5

Keeping our kids happy & healthy






# Policies and Procedures

## **In Alphabetical Order**

Birthdays  
Breast and Bottle Feeding  
Cultural Diversity  
Child Protection  
Emergency Evacuations  
Excursions and Visitors  
Hygiene Practices  
Illness and Infectious Diseases  
Immunisation  
Injuries and Incidents  
Medical conditions/disability  
Medication  
Natural Environments  
Nutrition – Healthy Lunch Box  
Soiled Clothing  
Students and Volunteers  
Sun-Safe Environment  
Temperatures  
Quality Improvement Plan (QIP)





## Policies & Procedures

Please find all of our full policies and procedures located in each room or see our office if you require further information.

### Birthdays

Birthdays are important occasions in a child's life and we do like to celebrate each child's birthday in the centre. To help celebrate your child's birthday we would love for you to bring along a cake for your child to make their day special and their friends and educators. Please feel welcome to ask staff from your child's room how many children will celebrate your child's birthday with him/her.

We ask that if you are wishing to bring in cake you advise staff when you will be coming in so that they can ensure that your child and their friends are ready and to ensure that there are any allergies that need to be considered (eggs/nuts)

### Breast and Bottle Feeding

We aim to provide comfortable and relaxed spaces for breastfeeding to occur. Please feel free to ask any of our friendly staff to show you where our breastfeeding area is.

Regarding children with bottles; parents responsibilities are...

- Upon arrival, record all bottles and sipper cups containing breast milk, formula or milk via SO: 01.20. F2 Bottle Receipt Record.
- Ensure bottles and teats provided are clean, sterilised and clearly labeled with child's name and the date the bottle was prepared or provided to the centre.
- Educators will wash bottles and teats after use, however are unable to sterilise. To prevent wastage, supply breast milk in separate small quantities.
- Provide pre-prepared bottles OR provide pre-measured portions of formula powder.
- Transport pre-prepared bottles in an insulated bag with an ice brick. Upon arrival remove bottles from the insulated bag and place in the body of the fridge.
- Provide the required number of bottles / day.
- Ensure that all bottles have a lid and clearly marked with your child's name.

### Cultural Diversity

We recognise that our centre is culturally and linguistically diverse and we want to ensure all families experience a sense of belonging. To achieve this we provide opportunities for all children to develop an understanding of different cultures and help foster in each child an awareness and acceptance of these cultures by integrating multiculturalism into our programs.

We aim to help foster in each child an awareness and acceptance of other cultures through integrating multiculturalism into our programs. This can be achieved through providing and offering a range of books, music, cooking, activities, singing, clothing, play equipment and more.



## Child Protection

Hughenden Kindergarten and Early Childhood Centre's commitment to the care and protection of children emphasises the importance of early intervention, prevention and advocacy.

Our educators advocate for and protect children's safety and wellbeing in a variety of ways, including reporting suspected cases of child abuse. From 1 July 2017, all educators are required by law to report child protection concerns to the relevant authority.

## Emergency Evacuations

Emergency evacuations and lockdown procedures are regularly practiced within our centre. Fire extinguishers are strategically located throughout the centre. As part of our fire safety measures all children in attendance are noted from the electronic sign in device in the event of a drill or evacuation. This is why it is important to ensure that you sign your child 'IN' and 'OUT' of the centre each day

## Excursions and Visitors

From time to time your child might go out into the community on an excursion. Places such as local schools, library or museum are spaces where children can have new and different experiences outside their everyday learning. We will inform you if an excursion is a regular part of the program.

Visitors may also be invited to share experiences and activities with your child. Artistic or musical performances and cultural experiences are some of the events your child may participate in. We will always let you know about excursions or visitors in advance, as you are most welcome to join in the fun with us, and we encourage you to share ideas and possibilities for new adventures or suggestion for visitors.

## Hygiene Practices

When lots of children are playing and learning together there is an increased chance of children getting sick. For this reason we follow thorough, best practice procedures to ensure a clean and hygienic environment is maintained for you and your child. Please support this by always washing yours and your child's hands when you arrive at, and leave the service, following the pictorial procedures displayed near all hand washing sinks.

# Illness and Infectious Diseases

When children are playing and coming into contact with one another regularly, illnesses and infectious diseases can occur and spread. To ensure your child gets the rest they need to recover and to prevent the spread of illness and infectious diseases, we ask that when your child is unwell they stay at home until they are better. If your child becomes unwell at the Centre, educators will contact you to come and collect them.

The table below details some common childhood illnesses and the exclusion periods recommended by the National Health and Medical Research Council that your service will follow. You can find the full publication this table is taken from in Staying healthy in childcare, 5th edition at [www.nhmrc.gov.au](http://www.nhmrc.gov.au).

Common illnesses	Exclusion periods
Diarrhoea	Until 24 hours after the last loose bowel motion
Hand, foot and mouth disease	Until all blisters have dried
Head lice	Not excluded if effective treatment begins before the next day at the service
Influenza and influenza-like illnesses	Until child is well
Chicken pox	Until all blisters have dried
Vomiting	Until 24 hours after vomiting has stopped
Conjunctivitis	Until the discharge from the eyes has stopped
Roseola	Exclusion is not necessary, however, the child should stay at home until they are feeling well
Human parvovirus B19 (slap cheek)	Exclusion is not necessary, however, the child should stay at home until they are feeling well
Impetigo (school sores)	Until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing
Pertussis (whooping cough)	Until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing
Gastroenteritis – Exclusion	As advised by Queensland Health, a single case (no other cases within three days at a service) of gastroenteritis (children and adults) should be excluded from a service until at least 24 hrs after the symptoms have ceased. Two or more cases may indicate transmission within a service, therefore until the cause is identified the exclusion period should be for 48 hrs after symptoms cease.

## Immunisation

We respect each family's decision regarding immunisation and do not exclude children on the basis of their immunisation status. Services follow strict procedures relating to infection control and exclude children and educators who are diagnosed with an infectious illness.

In the event of a confirmed case of a vaccine preventable disease, and your child is not immunised, or their immunisations are not up to date, they may be required to remain at home (full fees applicable).

We ask you to indicate your child's immunisation status in their enrolment booklet and provide evidence (Australian Childhood Immunisation Register Record or letter from recognised General Practitioner or immunisation nurse) of your child's immunisation to the service.

Under Australian Government legislation your eligibility to access the Child Care Subsidy (CCS) will affect you if your child is not immunised or if their immunisations are not up to date. For more information, visit:



## Injuries and Incidents

In the event of any child related incident:

- A detailed incident record will be completed in preparation for you to review and sign at the end of your child's day. A copy can be provided if requested.
- We will contact you for all significant incidents, and you may be asked to collect your child. Educators will continue to monitor and care for your child until he/she is collected.
- Where your child requires medical treatment beyond immediate First Aid, and we are unable to contact you, we will ensure your child is cared for and comforted. We will contact your emergency contact(s), or call an ambulance. It is very important to make sure your list of emergency contact(s) is up to date at all times.

## Medical conditions/disability

If your child has a medical condition, such as anaphylaxis, asthma, diabetes or epilepsy, we ask that you detail their condition in their Enrolment Booklet. We also ask that you attach a comprehensive current medical management plan from your child's authorised (signed and dated) medical practitioner. Before your child starts, engage in a conversation with your service about your child's needs to assist with the management of their condition. The commencement of your child's enrolment may need to be delayed so our educators and staff can engage in specialised training to enable them to be capable and confident in meeting the needs of your child's medical condition.

Medical management plan templates are available on the C&K website. If your child has an NDIS plan you would like to share with the service, please do.

If you would like some of your child's therapy delivered within the service, please talk with the Director about how this can happen in an inclusive way.

## Medication

Your child may need medication during the times they are at their service, even though they are well enough to attend. If this circumstance arises..

- please let your child's educators know when you arrive,
- they will show you where the medication is to be stored,
- the procedure they will follow to administer it to your child,
- the form you need to complete and sign.

It is important that the medication is prescribed by a doctor, in date, labelled by a pharmacist with your child's name, as well as the instructions and dosage for administration.



## Natural Environments

One of our responsibilities is to help all children appreciate and protect nature, to see the beauty in the world, and to learn to be problem solvers and creative thinkers. Your child will learn and play in natural spaces filled with natural materials. Your child will recycle, garden, learn about their community and may even be involved in caring for chickens, guinea pigs or other small animals. We believe you will join us on this important and exciting journey and encourage you to share with us what your family does to connect and respect our natural environments.

## Nutrition - Healthy Lunch Box

Healthy lunches and snacks are important for active children. It is important to offer healthy lunch box choices. Tips include fresh fruit, crunchy vegetables and a combination of protein, dairy and carbohydrate foods. Children who help choose and prepare their own lunch are more likely to eat it.

Eating healthy food helps children concentrate and learn. However, healthy eating changes are not always easy to make. Try to set a good example with your own lunches. Encourage children to help choose and prepare their own lunch. They might like to make a list of the foods they enjoy. Praise your child when they choose healthy foods for their lunch box.

## Soiled Clothing

Children with soiled clothing from urine or faeces will be changed immediately into fresh clothes and the soiled clothing placed in the wet bag provided. These wet bag will be placed in the nappy bucket located in the nappy changing area (Hatchlings Room) or Staff Toilet (T-Rex Room).

Parents/guardians will be notified by the presence of a short message on their child's lunch box. If your child has simply spilt food, water or mud on themselves they will also be changed, and the soiled clothes placed in the wet bag provided by you and then placed in their bag/locker.

## Students and Volunteers

We are often asked if a student, or a volunteer, can work with us in our service. We always consider the needs of the children, service and community when reviewing such requests. Where students and volunteers are accepted, we ensure they hold the required licences, and engage them in an orientation process to ensure they understand their responsibilities and obligations.

All students and volunteers are always supervised and work under the guidance of qualified educators. We will advise you in advance should a student or volunteer be working in your child's service.



## Sun-Safe Environment

Sun safety is important and we ask that your child comes to the service with a legionnaire style, or broad brimmed hat each day. Please apply sunscreen to your child before arriving. Educators will re-apply sunscreen throughout the day as required.

## Temperatures

Regarding temperatures our policy states that one single dose of liquid paracetamol may be administered in accordance to this procedure, under the following conditions:

The child appears unwell AND the child's temperature has exceeded 38.5°C\*. If the child is less than 3 months old and has a fever above 38°C, advise parent / guardian to take the child to a doctor

AND

- The parent / guardian or child's emergency contact has provided verbal permission via telephone AND
- The parent / guardian has provided written permission via the C&K Enrolment Booklet Booklet.

If liquid paracetamol has been administered, educators will have a Medication Authorisation Form for you to sign upon collection of your child.

If your child presents with a temperature over 38°C the child must stay home for at least 24hours unless the child has been given a doctors clearance.

## Quality Improvement Plan (QIP)

Our centres Quality Improvement Plan is also available for parents and families to view. Please see the Director or Administration if you would like to have a look.



# Healthy Lunch Box Ideas

## Fruit

Include at least one serve of fruit in your child's lunch box each day. Use fresh seasonal fruit whenever possible. Canned fruit in natural juice (with no added sugar) is also a good alternative. Dried fruit is high in sugar and can stick to teeth, resulting in dental health problems. It is best to include dried fruit only occasionally.

Some ideas for including fruit in your child's lunch box include:

- apple, either whole or cut into quarters – try royal gala, granny smith, delicious, Jonathan, pink lady or golden delicious varieties
- banana
- mandarin
- orange cut into quarters (can be sent to school frozen)
- passionfruit cut in half with a spoon
- cubes of watermelon, honeydew or rockmelon
- chunks of pineapple
- mango cheeks or slices
- bunch of grapes – white or black
- plum
- nectarine – white or yellow
- peach – white or yellow
- apricot
- small container of berries – try a mixture – strawberries, blueberries, blackberries, raspberries
- cherries
- kiwi fruit
- pear – nashi, brown, packham or Josephine varieties
- lychees



## Vegetables

Remember to include vegetables in your child's lunch box every day. Encourage children to enjoy the crunch and colour of raw vegetables. Try salad or grilled vegetables such as capsicum or eggplant in your rolls or sandwiches. Try vegetable sticks with dips, or a container of mixed raw vegetables.

Try including:

- whole small carrots or cut up carrot sticks
- strips of yellow, red or green capsicum
- cherry tomatoes
- Roma tomatoes
- whole green beans
- a handful of snow peas
- small Lebanese cucumbers or cut up cucumber sticks
- celery sticks
- mushrooms
- peas in the pod
- corn on the cob or a small container of canned corn
- grilled or roasted vegetables
- grated carrot, zucchini or beetroot in bread rolls.



Some ideas to make lunch box vegies fun and interesting for kids include:

Ants on a log – fill celery sticks with low-fat cream cheese or hummus, and place sultanas across the top.

Sticks 'n' dip combo – offer crunchy veggie sticks like carrot, green beans, capsicum, celery and cucumber with a small container of beetroot dip or tomato salsa.

Corny cobs – steam corn on the cob and put in the lunchbox. Alternatively, use a small container of canned corn (no added salt).

Roast vegetable, chickpea and couscous salad – fill a small tub (with a tight fitting lid) with salad and top with a dollop of hummus or natural yoghurt.

Falafel wraps – make a delicious lunch wrap with baked falafel, tomato, lettuce, cucumber and dip (for example, tzatziki, yoghurt or hummus).

Grilled or oven-baked vegetable chunks or wedges – serve with yoghurt dip.

Veggie muffins – try pumpkin and zucchini, carrot and sultana, cheese and corn, pumpkin and date and sweet potato, zucchini and poppy seed. Visit the Better Health Channel recipe page for more ideas.

Vegie slice – mix grated vegetables (such as zucchini) with chopped onion, cheese, flour and eggs and bake in a moderate oven until golden brown.

Snap pack – fill a snaplock bag with sugar snap peas and cherry or Roma toma

## Dairy

Dairy – milk, yoghurt, cheese and alternatives,

Children need dairy foods like milk, yoghurt and cheese for optimal growth and development.

It is important to put some dairy options in children's lunch boxes every day. If your child cannot tolerate dairy foods, use suitable alternatives like calcium-fortified soy or rice drink, or soy yoghurt.

One serve of dairy food is 250 ml of milk, 200 g of yoghurt (one small tub) or 40 g of cheese (two slices).

Some top tips for packing dairy in the lunch box include:

- cheese slices, cubes or sticks
- yoghurt – natural or fruit yoghurt. Try freezing a tub of yoghurt and putting it in your lunch box.
- By lunchtime, it will have partially thawed and be ready to eat.



MILK,  
CHEESE &  
YOGHURT



## Protein

Protein – meat or meat alternatives

Each day, the lunchbox should include a food that is high in protein, such as some lean meat or poultry, fish, eggs, tofu, legumes/beans, or nuts and seeds.

If your school has a nut-free policy, peanut butter and other nuts should be included in your child's lunchbox.

Some foods to choose from as a starter for your sandwich or a snack include:

tuna or salmon in spring water – for variety, try small cans of flavoured fish/chicken

- sliced nut loaf, or tuna and olive loaf
- hard boiled eggs, curried eggs or mashed egg dip in a sandwich.
- For a fun treat, try 'googy faces' – shell hard-boiled eggs,
- falafel balls and lentil patties are an easy, handy snack and can be used in pita bread and flatbread rolls
- hummus or other bean dip
- smoked salmon or trout, or sliced cold lean meats such as ham, turkey, chicken, silverside, roast
- beef or lamb, (cold sliced) meatballs. These can be added to sandwiches
- Bake beans, bean mixes and bean salad
- fish cakes, tuna patties or salmon patties make a delicious and filling snack for afternoon tea
- peanut butter with no added salt or sugar, and plain unsalted nuts (30 g).
- muffins with lean meat such as ham and zucchini

If you've made a dish with meat or meat alternatives for dinner the night before (like a beef casserole, entil dhal or vegetable frittata), keep the leftovers in the fridge and use some for kids' lunch boxes the next

LEAN MEAT, FISH,  
POULTRY, EGGS, LEGUMES,  
NUTS & SEEDS



## Grains

Grain (cereal) foods, mostly wholegrain and high-fibre varieties

Remember to include lots of varieties of bread, fillings and spreads, to retain interest in sandwiches.

Try using:

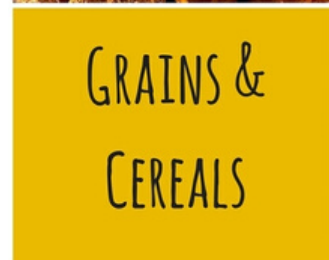
- breads or rolls (wholemeal, multigrain, rye, sourdough, pumpernickel, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb)
- mountain/lavash breads – try wheat, corn, rice or barley
- pita/Lebanese breads
- foccacia/Turkish breads
- bagels
- fruit loaf or buns.

**Other grain-based meals can also be excellent choices for school lunches, such as:**

- ice or pasta salads (for example, rice salad with salmon, snow peas and asparagus, or tuna pasta salad with yoghurt poppy seed dressing)
- rice dishes, such as rice paper rolls, fried rice (with pork, chicken or seafood), vegetarian fried rice with egg (add tofu for some extra protein) or brown rice and vegetable bake
- pasta and noodle dishes.

Grains can also make simple, convenient and tasty snacks. Try:

- scones, pikelets, crumpets and English muffins (choose wholemeal where available)
- crackers, crispbreads, rice cakes and corn thins (choose wholemeal or wholegrain where available).



GRAINS &  
CEREALS





# Section 6

## Parent Code of Conduct





# Parent Code of Conduct

Hughenden Kindergarten and Early Childhood Centre (HKECC) is committed to engaging with the families of children enrolled at its services in accordance with its values of respect, integrity, safety, collaboration and courage. HKECC encourages families to actively participate in its education and care programs and aims to engage in constructive and co-operative working relationships with families. HKECC is also committed to protecting the safety and wellbeing of the children in its care, their families, staff members, volunteers and all other invitees or visitors to a HKECC service. To achieve these aims, it is expected that all parents, guardians and family members of children enrolled in a HKECC service will conduct themselves in a manner which is in accordance with HKECC values.

## Application

This Code applies to all parents, carers, guardians and family members of children enrolled in a HKECC service and to any of their invitees or guests (including Emergency Contacts nominated to the service from time to time). The Code must be observed in all conduct and interaction with HKECC, including attending the HKECC service, interacting with children, their families, staff members and volunteers, and at any function or event held by or on behalf of HKECC.

## Conduct

In all matters associated with HKECC, parents/guardians must, at all times act in accordance with the HKECC values and:

1. Comply with the law and HKECC's Policies and Procedures (as amended from time to time);
2. Comply with the HKECC values when interacting with children and their families, HKECC staff members and volunteers. Aggressive, bullying or intimidating behaviour will not be accepted;
3. Be respectful of cultural diversity and refrain from harassing, discriminating against or vilifying children, their families, HKECC staff members and volunteers on the basis of gender, race, ethnicity, sexuality, religion, age, disability, beliefs or opinions, or background;
4. Be respectful of the privacy of children, their families, HKECC staff members and volunteers and refrain from taking photographs at HKECC services without the prior written consent of HKECC;
5. Comply with the reasonable directions given by HKECC staff members to foster a safe and welcoming environment within HKECC services;
6. Raise any concerns in accordance with HKECC's grievance and complaint management procedure;
7. Use HKECC's facilities and property and services in an appropriate manner;
8. Refrain from smoking at HKECC services and events;
9. Not be adversely affected by alcohol or other substances (with the exception of medically prescribed drugs) when attending HKECC services or events; and
10. Ensure that all family members and Emergency Contacts associated with a child's enrolment are made aware of this Code and ensure their compliance with this Code.

## Consequences of Non-Compliance

Not complying with this Code may have serious consequences. Hughenden Kindergarten and Early Childhood Centre will endeavour to resolve any matter involving this Code by facilitating discussion between the parties. If the non-compliance is of serious nature or if, in the opinion of the Management Committee, there is a risk of future non-compliance, The Management Committee may take any action it considers appropriate in the circumstances. This may include cancelling a child's enrolment at the Hughenden Kindergarten and Early Childhood Centre.

This Code may change at any time without prior notice. When any changes are made an updated version of the Code will be posted in the parent Newsletter, storypark and discussed at parent forums.





# Section 7

## Forms / Checklists



# Multimedia Consent Form

I hereby consent to the use of any photos or videos taken of my child by the Hughenden Kindergarten and Early Childhood Centre for use on the Centre's Facebook page, newsletters, local newspapers and advertising for the Centre and/or Centre events.

From time to time the children will attend events outside of the Centre. At these events other parties may take photos of your child for their social media sites, Newsletters and advertising.

As per the Privacy Act Hughenden Kindergarten and Early Childhood Centre will protect the privacy of all children and will not release any personal or identifying information.

This permission will be valid until such time that your child no longer attends the Hughenden Kindergarten and Early Childhood Centre or that a written withdrawal of the Media Consent is supplied.

## Circle your choice below

- ☐ **I/WE** give permission to **Hughenden Kindergarten and Early Childhood Centre** to use photos and/or video of my child as outlined above.
- ☐ **I/We** give permission for a **third party organisation** from outside events that the Centre is attending to use photos and/or video of my child as outlined above.

Child's Full Name: \_\_\_\_\_

Parent/Guardian/s Full Name \_\_\_\_\_

Parent/Guardian/s Signature \_\_\_\_\_



## Parent Return Form Checklist

Below we have provided a checklist to ensure an easy enrolment process

- ☐ Enrolment forms
- ☐ Medicare immunisation record printout
- ☐ Copy of your child's birth certificate
- ☐ Medical Forms (if applicable)
- ☐ Media consent forms
- ☐ Parent Handbook Agreement

## Parent Handbook Agreement

I hereby acknowledge that I have received the Parent Handbook and I understand that it is my responsibility to read and understand the policies contained in the Handbook and any revisions made to it.

I acknowledge that I have read and understood the 'Parent Code of Conduct' and will abide by this code.

The Handbook describes important information about the Hughenden Kindergarten and Early Childhood Centre. I understand that I should consult with either the Management Committee or Director about any questions not answered in the Handbook.

I acknowledge that the information, policies and benefits described in the Handbook are subject to change.

Child's Name: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_