

MOUNT ISA DAY NURSERY AND KINDERGARTEN



PARENT
HANDBOOK

WELCOME

Welcome to our Centres' policy, procedure and information booklet for parents. If English is not your first language please feel free to contact the following agencies.

- 1 I.C.A.N. (Inclusion of Children with Additional Needs) for local translation or interpreter services ph: 4743 5888
- 2 Interpreter Service (National charged interpreter service) 13 14 50
- 3 Arrange an appointment with the Director who will go through the booklet with you.

IMPORTANT INFORMATION

MIDNK:	Mount Isa Day Nursery & Kindergarten
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Phone Number:	07 4743 2554
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Director/ Nominated Supervisor:	Natalie Raggett
Assistant Director:	Heidi MacDonald
Educational Leader:	Annabeth Law
Certified Supervisor:	Natalie Raggett Heidi MacDonald Leandra Armstrong Annabeth Law Amanda Trenerry Hayleigh Campbell
Teacher:	
Centre Cook:	Michele Gailbraith
Gardener:	Mount Isa Yard Maintenance

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Mount Isa Day Nursery & Kindergarten Philosophy

At Mount Isa Day Nursery and Kindergarten, you step into the wondrous world of young children.

We believe that play is well recognized for its power and influence. It is through play that children learn about themselves and their world. Therefore we encourage children to let their imagination and self-expression flourish.

We consider every child to be a unique person, with their own interests, learning style, growth timetable and culture.

We believe when given the time, space and opportunity to interact in a nurturing and meaningful environment, a child can construct new ideas and link them to existing knowledge.

We promote positive partnerships with families and communities through mutual respect, trust and open communication.

These partnerships enable children to thrive whilst fostering their learning, and developing a sense of Being, Belonging and Becoming.

Educators believe in empowering children, by extending on their thoughts and ideas to implement an inclusive program that positively supports the children, and encourages an admiration of learning and life.

Introduction

The Mount Isa Day Nursery and Kindergarten Inc. is a non-profit organisation, whose income is derived mainly from fees charged to parents and Childcare Assistance subsidies to parents.

The Nursery was originally a child-minding centre provided by Mount Isa Mines Limited. It opened its present building in 1972, still under the guiding influence of Mount Isa Mines. In the following years, M.I.M gradually relinquished all interest in the centre and in 1973 it became a public facility regulated via the Associations Incorporations Act 1981 and Associations Incorporation Regulation 1999.

The Centre is registered with the Mount Isa City Council. The Council, as well as the Department of Child Safety, enforces regulations relating to our building, its facilities and health aspects. Inspections can be made at any time. The local Fire Department also makes regular inspections.

The Mount Isa Day Nursery and Kindergarten Inc. is managed by a Management Committee, elected by the Parents. The Management Committee is responsible for the management of the Centre and its finances. The Director is the Officer in Charge of the centre and is responsible for the day to day running of the centre and the management of staff. The Annual General Meeting is held in February of each year.

If you are interested in joining the Management Committee please feel free to speak to the Director of the Centre for further information.

All family members are welcome to visit the centre at any time. Your input and involvement within the centre is appreciated.

Parent Committee

The Management committee is made up of a small group of volunteer parents. Each year we elect a President, Vice President, Secretary and Treasurer. The management committee is responsible for the administration of the centre. The committee is elected at the annual general meeting each year. Parent/management meetings are held monthly with prior noticed displayed in the foyer. All parents are encouraged to come and join the committee.

Fundraising

As we are a community-based centre parent/staff participation is essential in fundraising activities. The money raised through fundraising is used for purchasing new equipment and resources for the centre and Building repairs. If you have any great ideas about fundraising, please don't hesitate to bring your ideas forward.

Our Team

We recognise staff as our greatest asset. We employ staff with a range of qualifications, skills and experience. We make every effort to recruit and retain the best possible early childhood staff to care for and educate your child.

Our team of staff work in partnership with families to provide a service that meets the needs of the children, parents and the teaching team.

- 1 x Director/Nominated Supervisor
- 1x Assistant Director
- 1x Teacher
- 4 x Fulltime Group Leaders
- 8 x Fulltime Childcare Assistants
- 2 x Centre Float
- 2 x Permanent Part-Time Support Educators
- 1 x Permanent Part-Time Cook
- 1 x Permanent Part-Time Gardener

All Group Leaders and Assistants employed at the Centre must possess or be enrolled in the Certificate III of Children's Services or the Diploma of Children's Services. New employees must commence their studies on commencement of employment.

Services Provided

Long Day Care - Full day care is provided for all age groups with a rest period and lunch included.

Childcare involves not only caring for your children but also supporting their learning and facilitating the development of knowledge and skills as well. Throughout their time at our centre, children are provided with developmentally appropriate learning experiences to support their growth and development.

From babies to pre-schoolers, children's needs are met through staff providing appropriate learning experiences based on individual and group needs and interests using the Early Years Learning Framework.

Kindergarten Program- MIDNK's Kindergarten program is provided for children in the year before Prep (i.e. children who are 4 by 30 June. Kindergarten Brochure available.

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

- Take part in play-based learning
- Expand their physical abilities
- Build their confidence
- Enhance their social skills.

Hours of Operation and Fees

The Centre is open from 7:30am to 5:30pm, Monday to Friday. As a result of staffing regulations, it is important that children arrive after 7:30am and that all children are collected by 5:30pm.

The centre is closed on regulated public holidays.

The fees of the Centre are set by the Management Committee and are in line with Industry benchmarks.

	Group 1 (Nursery)	Group 2 (Toddlers)	Group 3 Pre Kindy	Group 4 Not Including Kindy	Group 4 Kindergarten Program
	0 – 15 months	15 months – 2.5 years	2.5 years – 3.5 years	3 years – 4 years	4 years – 5 years
Daily	\$100.00	\$100.00	\$100.00	\$100.00	\$95.00
Late Fee	\$30	\$30	\$30	\$30	\$30

Daily Rates include Morning Tea, Lunch & Afternoon Tea

BOND: Two weeks of our normal fees payable on enrolment.

Enrolment Fee: \$30 payable yearly

Equipment Levy: \$30 payable every quarter

Maintenance Levy: \$30 payable every quarter and refunded upon attendance or maintenance provided.

Families are eligible for a Child Care Benefit. Please refer to the Family Assistance Office on 13 61 50.

Please note: Children who are not collected by their carers prior to 5:30pm will be charged a late fee of \$30 for 15 minutes or part thereof.

As we are a non-profit organisation, all fees are to be paid by Ezi Pay. If fees are not paid this could cause your position at the Centre to be cancelled.

Any outstanding accounts will be referred to Debt Collection, with all incurred fees and charges payable by the account holder.

Two weeks notice must be given to go on holidays, change your child's booking or leave the centre. Bond transfers will only be completed when your account is at a nil balance. Bonds money cannot be used to zero out your account.

No allowances are given for sick days or public holidays. All booked hours must be paid for. Holidays are charged at full rate unless we can sell your place (temporarily) to another child. Please see our Fee Payment Policy included in this manual.

Admission

Child Enrolment

Families can come into the centre directly and fill out a waiting list application form, or if you are from out of town, we can fax or email an application to you. The director cannot give you an exact date.

The parents have the options of having a look through the centre, meeting the staff in which their children will be attending.

To ensure a placement from one year to the next, parents need to inform admin as of the 1st December each year, or your current application will be removed. Failure to return the forms will indicate to the Centre that childcare is not required for the following year. For more details, please refer to the enrolment policy/priority of access.

If a child has any special needs, medical condition or acute allergy the child's enrolment details will be passed on to our Centre Director who will endeavour to accommodate the child's specific needs within the centre.

Once a place for your child has become available to you at the centre, we will formally offer you a position at the centre.

Although the Director will try to enrol children on or before the date requested a space cannot be guaranteed. The Director will try to provide the care requested, however parents may be offered part of their requested time until additional time is available.

The centre follows the Commonwealth guidelines for Priority of Access to the Centre.

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

At the discretion of the director, special consideration for placement based on any of the following grounds may apply:

Priority for siblings

- Staff members
- Children with special needs
- Lack of satisfactory alternative care
- Family crisis

Daily Requirements- Nursery and Toddler rooms

- Feeding bottles
- Baby Wipes for Individual Child
- Appropriate food – formula or baby foods
- Creams
- Powder
- Nappies (sufficient for hours of attendance – up to 10 per day for full day) please feel free if you would like to bring in a box of nappies we can store them for you.
- At least 3 changes of clothing – *no singlets or dresses with straps*
- If your child is toilet training at least 5 pairs of underpants as well as nappies/pull ups if required
- Hat
- Bedding is supplied in the baby's room. However, for the toddler group you will need to supply a cot sized sheet and top blanket in a material bag.

All items are to be clearly marked with the child's name and brought in a bag. A favourite item to help the child settle at sleep/rest time may be included, but no other toys or rattles please.

Daily Requirements- Kindy and Preschool rooms

- A bag, hat, shoes (sunscreen if they have sensitive skin, we do supply and apply normal sunscreen)
- At least 3 changes of clothes. Please have your child/ren wear practical clothes to enable them to actively take part in all the day's activities ie *no singlets or strappy dresses*.(sun smart policy)
- Several pairs of underpants and nappies if required (accidents still happen in these rooms)
- You may provide a water bottle, for your child but not a necessity
- You will need to supply a cot sized sheet set. Please bring in a material bag. Not plastic.

All items are to be clearly marked with the child's name. A favourite item to help the child settle at sleep/rest time may be included, but no other toys please.

Approved Kindergarten Learning Program

In Queensland, all children, no matter where they live or what their circumstances, have access to quality, inclusive early childhood education. This has been ensured at Mount Isa Day Nursery & Kindergarten by a lower daily rate for kindy aged children.

Children have access to the Kindergarten program from 9.00-3.00 Monday to Friday School terms. The program is delivered by a Bachelor of Early Childhood teacher.

Long day care is available outside of these hours, delivered by Qualified Educators.

The National Quality Standards are delivered through the Early Years learning Framework.

Mount Isa Day Nursery & Kindergarten Program provides a rich and stimulating experience for children participating.

We provide a range of important opportunities that not only prepare your child for Prep but prepare your child for life. Our Program is based on the Queensland Kindergarten learning Guidelines.

Mount Isa Day Nursery's Kindergarten is a program for children in the year before they start primary school. Children should be aged at least Four years by June 30th to access the 4-5 year old program.

Our program is a play based approach that emphasises learning through socialisation, exploration, investigation and opportunities to practice problem solving and thinking skills.

We welcome parents and relatives to participate in our program and we value a close relationships between the centre and parents. We encourage you to share your talents with us by participating in whatever way you feel most comfortable - prepare for activities, read a story, share aspects of your culture or provide parent input into the Planning stages. What we did on the weekend is a great way to incorporate into your child's program.

Childcare Benefit & Rebate is available on all fees charged for the Kindergarten Program. Further discounts may apply for Health Care Card Holders.

Collection of Children

It is essential that all parents sign their child in at the front desk on arrival and sign them out again on departure. The time that children arrive and depart also needs to be recorded. We require parents to sign the book for safety reasons and remain eligible for childcare benefit. Persons who are collecting the child must be over the age of 18 years.

Parents must provide a contact phone number (on the sign in sheet) if they will not be at their regular place of work. Parents must be contactable during the day.

A child can only be collected by a person other than a parent or guardian if the Centre has been provided with authorisation from the parents upon enrolment or if the parent has notified the Director and the person collecting the child is known to the Director or carrying identification.

Parents can phone the Director and advise over the phone who will be collecting their child, or parents can write a note and leave it with the Director. The note must clearly state who will be collecting the child. Notes and phone messages are only valid for one day, if parents wish to permanently change authorisation of collectors they must advise the Director and changes will be made to the children's records.

Parents are requested to inform a staff member in their room when they arrive with or collect their child.

Policies & Procedures

Please be advised that we have our policies available for families in our foyer area. These policies are reviewed yearly in consultation with staff and families.

Please note that if you have any queries or concerns contact the Director.

Parent/Guardian Policy

The Centre encourages parent involvement into the planning of your child/ren, however, it understands the time restraints of working parents.

The Centre recognises the importance of regular warm communication between parents and staff. Parents are welcome to come to the Centre and share lunchtime with their children, however parents are asked to remember that they are in the Centre to visit their child and should not discipline or reprimand any other child in the room.

If you have a concern about the Centre or room, the Director/Nominated Supervisor genuinely appreciates your comments.

The grievance procedure at the Centre is as follows:

The parent should discuss the problem with the relevant staff member concerned. If the parent still feels further, action is necessary after discussion with the relevant staff member they should take the matter up with the Group Leader/Educator. If the parent is still unhappy, or the initial complaint is with the Group Leader/Educator, they can offer to take the matter to the centre Director/Nominated supervisor.

Or

The parent can make an appointment to discuss the matter with the Director.
The parent can make an appointment to discuss the matter with the Management Committee

Or

The parent can complete a grievance report form and lodge this with the Director. The Director will discuss the matter with the Group Leader (Educator) and advise of their decision. The Group Leader will convey that finding to the parent concerned.

Or

The Directors will discuss the matter with the parent and advise the Parent and the Group Leader of their decision.

The Director will contact the parent and discuss possible outcomes.

The Director will advise the Management Committee of the discussions and outcomes.

PROCEDURE FOR DEALING WITH PARENT/MANAGEMENT CONFLICT:

The parent can make an appointment to discuss the matter with the Director/Management Committee.

Or

The parent can complete a grievance report form - available from the Office - and lodge this with the Directors

Programming & Planning

Our Team will develop a program that is based on the Early Years Learning Framework. By means of the Educators guide we encourage the learning outcomes as expressed as *'Belonging, Being & Becoming'*

Educators will promote intentional teaching which involves being deliberate and purposeful, thoughtful in their decisions and actions and be responsive to children's strengths, abilities and interests.

Educators make use of spontaneous play and ensure their motivation, engagement and learning will be promoted as 'Scaffold learning', which enables them to build on existing knowledge.

We encourage families to engage in meaningful participation within the program by making suggestions, providing input and working in partnership with the educators to provide a greater perception during your Child's learning.

Your child is an individual who will grow, develop and progress at different rates in different developmental areas. This is part of being a unique individual, and this will be evident through the programming and planning stages throughout their journey at MIDNK.

The Early Years Learning Framework consists of five outcomes –

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators

The National Quality Framework (NQF) for Early Childhood Education and Care helps ensure your child is given the best possible start in life.

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Partnerships with Families and Communities
Leadership and Service Management

EarlyWorks Online Parent Portal

Mount Isa Day Nursery & Kindergarten utilises a comprehensive outcome based early childhood education management system designed to communicate information effectively with families.

EarlyWorks will give you a holistic view of your child/s Journey with Mount Isa Day Nursery & Kindergarten and it will enable you to have an overview of your child's daily learning, development and celebration of achievements.

A personalised login will be created on commencement.

Portfolios

Mount Isa Day Nursery & Kindergarten uses Portfolios as a means to create a documental journey of your child's learning and development experiences:

- All children will have an individual Portfolio. The child will be involved and consulted in the content of their Portfolio.
- Families will be encouraged to reflect on their child's Portfolio to allow families to actively participate in the child's learning.
- Parents are encouraged to provide feedback about their child's learning
- Staff will add to each child's Portfolio documentation reflecting the child's learning and experiences at Mount Isa Day Nursery & Kindergarten. For example:
 - Photos of the children's experiences
 - Art work
 - Scripts of child conversations with peers
 - Learning Stories
 - Routine and Individual Profile

Behavior Guidance

Educators at Mount Isa Day Nursery and Kindergarten use positive guidance of child behaviour. Positive guidance of behaviour is the teaching in relation to what is a good thing to do and what is not, what is safe, what pleases other people and what angers and hurts other people.

Positive guidance of behaviour should help children understand the difference between what acceptable behaviour is and what is not.

When a child is re-directed, stopped or reprimanded the reason for this action will be explained to the child, which will assist the child to make judgements about what they can and cannot do. It is important when guiding children to be conscious of the child's developmental stage.

Staff will consult with parents about any issues or problems regarding their children's behaviour and their input will be sought, where possible, for strategies in guiding the child.

If very challenging behaviours continue to hurt other children, and staff members have demonstrated that all steps possible have been taken to assist this child with his/her behaviour, then the child's placement at the centre may need to be reviewed by the Director and the President of the Management Committee.

Multiculturalism

Our centre strives to create a program that reflects multiculturalism by recognising the impact culture plays on families, we will make every effort to provide culturally responsive child care by affirming human differences and the right of people to make choices about their lifestyles. Our centre seeks to recognise, appreciate and respect the uniqueness of each child, introduce children to other cultures, encourage children to respect other cultures, provide children with a positive experience exploring similarities and differences to allow children the ability to talk and play with children who are different from them

Immunisation

We encourage the immunisation of all children attending our Centre.

A child's immunisation record should be produced at enrolment. Children who are not immunised may be excluded from the Centre during an outbreak of infectious disease at the Centre.

This policy exists to protect children who may be exposed to infectious disease because of close contact with other children at the Centre

Medication

All Medications must be handed to a staff member and not left in your child's bag. Medication is stored in the fridge in the kitchen. Please fill in the 'medication form' authorising staff to administer your child's medication.

Staff will not administer medication that has not had written authorisation by parents. Staff will not administer any drugs that are over the counter or prescription which are not labelled for your child.

Two staff are to administer medication at all times.

One Dose of Paracetamol can be administered for high temperatures where parent/s have signed consent. Parents will be contacted requesting permission from them to administer Paracetamol.

Health

In cases where there is contagious illness in the family, parents and caregivers are requested not to bring their children (including the ill child) to the Centre until the incubation period has passed. Please consult a doctor regarding this period if necessary. In addition to State Department Childcare Regulation of 1991, a child who is suspected of, or confirmed with an infectious illness shall not be re-admitted until a doctor's certificate of clearance is given. A list of exclusion periods and infectious diseases is available for your perusal at the Centre. The Centre must be informed if any child has contracted an infectious illness. Or come into contact with any other person with a contagious/infectious illness.

The child must be well enough to participate in all childcare experiences.

If a child is receiving prescribed medication and is well enough to attend the Centre, parents/care givers can arrange administration of the medication. It is a requirement that a parent/guardian must record and sign all details in the medication book and the Director, or Group Leader must be informed.

All medication must be labelled adequately, showing the name of physician, name of patient, date of issue, instructions, time period and signed by the parent. Medication must not be left in a child's bag. All medication must be given to the Director or Certified Supervisor upon arrival.

In case of a child developing a high fever or symptoms requiring Paracetamol, the parent(s) will be notified and the Director or person in charge will administer the paracetamol. Parents/Care givers may be required to collect the child. For the Director to administer paracetamol, the parent(s) must have previously signed a consent form/medication card. In the case of suspected child abuse or neglect, the Director is legally bound to inform the Department of Communities.

Below are samples of exclusion periods for some common illnesses:

Condition	Exclusion Period
Common cold	Exclude during the active stages of the illness or until child is well again. Antibiotics and temperatures will enforce exclusion for a minimum of 24 hours.
Ear infections (otitis)	A child will be excluded while there is any fluid coming out of the ear. Exclude a child unwell / not coping or has a temperature. Exclude for a minimum of 24 hours if on antibiotics.
Influenza	Exclude for three days upon onset of illness.

Condition	Exclusion Period
Conjunctivitis	Exclude for 24 hours after treatment provided by a doctor has been administered
Diarrhoea and Vomiting (Gastroenteritis)	Exclude until Gastro has ceased for 24 hours After a maximum of two episodes of diarrhoea, parents will be contacted to collect their child. After a maximum of two episodes of vomiting, parents will be contacted to collect their child.
Rotavirus (Mainly affects children under 3 years)	Exclude until diarrhoea / vomiting has ceased for 24 hours
Salmonella	Exclude until diarrhoea has ceased for 48 hours
Chicken Pox	Children will be excluded for at least 5 days from onset of illness and until all blisters have dried.
Cold Sores (Herpes Simplex)	Exclude until the lesion has stopped weeping.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.
Headlice (pediculosis capitis)	Exclude a suspected case. Re-admit after appropriate treatment has commenced.
Measles	Exclude for a minimum of 4 days from the appearance of the rash. Exclude children over 6 months who have not been immunised or have no current immunisation records within the centre.
Ringworm	Exclude for 24 hours after treatment has commenced. Proof of treatment is necessary.
Roseola	No exclusion necessary, unless child is unwell.
Rubella (German Measles)	Exclude for a minimum of 4 days after onset of rash and when child appears fully recovered.
School Sores (Impetigo)	Exclude for 24 hours after treatment has commenced, as long as sores on exposed surfaces are covered with a watertight dressing. Otherwise children must be excluded until sores have dried.

Note: All weeping wounds/sores, which have developed scabs, are to be covered at all times with water tight dressing to avoid infection and blood contaminations to others. Once scabs are healed child can commence play without dressing being applied.

Nutrition

Food and drink are offered to the children frequently and at appropriate intervals. All children at the Centre have a morning, lunch and afternoon teatime.

The Centre provides milk and/or water, which the child has, a choice of for mealtimes. All meals and snacks prepared by the Centre staff are appropriate for the age of the children and meet their nutritional requirements.

The Centre cook prepares hot lunches for the children on Monday, Wednesday and Friday. The hot meal is rotated and consists of meals such as baked beans and sausages, savoury mince and rice, macaroni and cheese, Shepherd's pie, curried sausages and rice, chicken and rice, chicken and spaghetti, apricot chicken, spaghetti bolognese, fish fingers and salad and many other such meals.

Tuesday and Thursday are sandwich days. We offer a variety of sandwiches to the children with fillings such as ham, chicken meat, cheese, egg, vegemite, honey and jam. As there are number of children with nut allergies, and the Centre is TOTALLY nut free, we do not offer any peanut butter or alternatives that may contain traces of nuts.

If you wish to provide your child with a special treat at mealtimes we request that you only provide healthy snacks and please check the packaging to ensure that it does not contain any traces of nuts.

The children are encouraged to have a drink after they have had their lunch to rinse their mouths out prior to sleep/rest time.

Mount Isa Day Nursery & Kindergarten aims to promote healthy lifestyles, good nutrition and the wellbeing of all children.

As a service we have a responsibility to help children to develop good food habits, good nutrition and attitudes both at home and at the centre.

Whilst your child is at the centre we aim to provide 80% of their daily nutritional requirements. In order to provide the best nutritionally sound diet for the children we require your assistance. We understand that the mornings can be a very busy time and that children don't always have the opportunity to eat breakfast before coming to the centre. You are more than welcome to bring breakfast with you to the centre but we ask that you keep in mind our Nutrition Policy and ensure that is a healthy option for your child. We would like to aim for breakfast to be served by 8am so the children are able to continue with normal eating routine.

As a centre we provide all utensils and fresh milk if u wish to provide cereal in a zip lock bag.



Australian Government
National Health and Medical Research Council
Department of Health and Ageing

www.eatforhealth.gov.au

Australian Guide to Healthy Eating

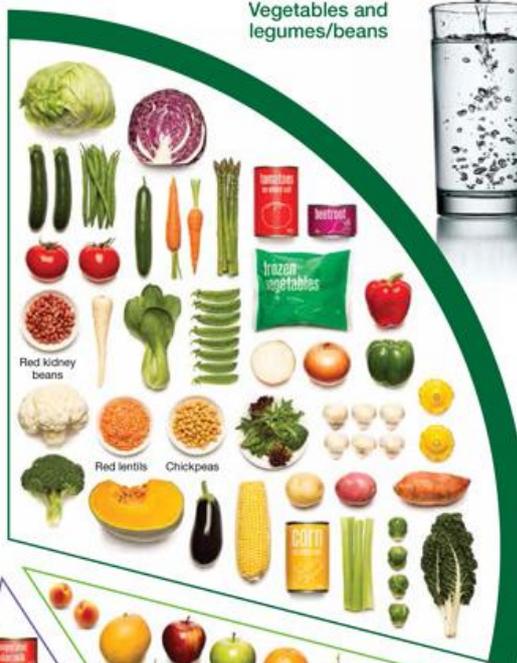
Enjoy a wide variety of nutritious foods from these five food groups every day.
Drink plenty of water.



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



Vegetables and legumes/beans



Fruit



Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans



Milk, yoghurt, cheese and/or alternatives, mostly reduced fat



Use small amounts



Only sometimes and in small amounts



Food Allergies

Please advise the Director if your child has special dietary requirements. Extra requirements not provided on the menu will mean, you must supply.

Emergency Action Plans and Risk Minimisation Plans will be created according to your child's Allergy.

We also request that you please check all labels of snacks that are brought into the Centre. As we are totally nut free please do not send in items that state they may contain traces of nuts on the packaging.

In the case of Anaphylaxis Children attending the centre a sign will be displayed in the front Foyer.

Accidents and Injuries

Our staff makes every effort to prevent accidents. However, if they do occur staff will take appropriate action. An incident form is kept, recording date, time of accident, the number and age of children in the immediate area and a full description of what occurred and the type of injury that was sustained. Staff also writes the treatment they provided on the back of the form. These reports are to be signed by the staff member that filled the incident form out, the Director and the parent. These incident forms are then filed into the child's enrolment files.

In case of an emergency, if the parent cannot be contacted the Director will, if necessary call an ambulance and have the child transported to the hospital.

Courtesy Reminders

We can provide more effective care for your child with your co-operation.

- Please notify staff of any changes in arrival and collection times.
- Please check your child's bag for belongings before leaving the Centre each day. Bottles/flasks, lunchbox, clothing, shoes, hat and artistic work from the day are all the treasures to take home each day
- Please also check the Bill Holders located in the corner near the front door for your account, Centre newsletter or any other relevant information. These are placed according the surname of the child. Newsletters are Bi Monthly, and will be emailed to your account, hard Copies are available by request.
- Birthday parties are celebrated at the Centre. If you would like to bring in a cake to share with the children in your child's room please feel free. No other items of food will be necessary because we have birthdays often. Please remember this needs to be nut free.
- We ask that the children do not bring toys, as these interfere with the educational program at times. The Centre and staff cannot accept responsibility for looking after toys, which are easily lost or broken.
- As we provide a nutritional menu, we ask that you not bring in lollies, chocolate, chewing gum, soft drink, biscuits or take away foods to the Centre for morning/afternoon tea or lunchtime. If you prefer please send healthy snacks for your child/ren if required.
- A late fee is imposed on parents who collect their child after closing time at 5:30pm. A fee per fifteen minutes or part thereof will be applied to your account. A courtesy phone call to the Centre to let us know is always welcomed.



Mount Isa Day Nursery & Kindergarten Inc.

Fees Policy

NQF

QA7	7.3.2	Administrative systems are established and maintained to ensure the effective operation of the service.
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Aim

For parents to pay their child care fees on time. Mount Isa Day Nursery & Kindergarten Inc. As a not for profit organisation and the fees charged are budgeted for, to meet the financial requirements of the service.

Related Policies

Orientation for Children Policy
Privacy and Confidentiality Policy

Who is affected by this policy?

Parents
Management

Implementation

Fee information is available in the following sources:
Centre Handbooks
From Director/Administration Officer

BOND PAYMENT:

A bond that is two (2) weeks of booked attendance will be charged for each child at our fee rate & is required to be paid PRIOR to starting at the Centre.

Ezipay families that have a fulltime position will be capped at a \$500.00 bond.

Bond will only be refunded at the end of your child's care in the form of a cheque or Internet Transfer.

This Bond amount **cannot** be used to finalise your account.

Failure to comply with this may mean forfeiture of your child's place.

An **Enrolment of \$30.00** is required when lodging an enrolment form. This is non-refundable if your child does not take a place at our service, the Enrolment fee is charged per child on commencement and in the first week of every New Year.

FEE PAYMENT:

Fees are charged at a daily rate of **\$95.00** per day or **\$90.00** for Kindergarten Program, this includes a fruit levy.

Fees are paid via:

EziPay – Direct Debited out of a Nominated Bank Account or credit card

Fees must be paid for all enrolled days; payment must be made for any sick days and public Holidays.

This includes sick days and family holidays but excludes weekends. All Booked hours must be paid for. Holidays are charged at full rate unless we can sell your place (Temporarily) to another child within the centre.

MISCELLANEOUS FEES:

All Families will be charged an **Equipment levy** of **\$30.00** for the supply of consumables and a **Maintenance levy** of **\$30.00** is charged to upkeep building repairs and maintenance. These two levies will be charged to your account the first day of each school term.

LATE FEES: Late Fees are charged to accounts if parents fail to collect their children before 5:30pm. The service is licensed from 7.30am-5.30pm- Monday to Friday, by picking up your child/ren late; this is breaching our licensing regulations. The fees are calculated at \$25.00 per 15 Minutes for each child.

OVERDUE FEES:

If the parent account is to be outstanding of 3 days or more, you will be charged a late fee of \$10.00 per day.

Accounts that are two weeks or more in arrears, will cause enrolments to be cancelled and the family will be excluded from the Service.

If the families do not meet commitments of this policy, the account owing will be sent to a Debt Collection Agency. If the account is sent to, a Debt Collection Agency any Bond paid will be forfeited to cover costs of redeeming outstanding fees and any additional charges incurred will be responsible of the Family Account Holder.

If there are, extenuating circumstances inform the Director or Office manager as soon as possible.

TERMINATION OF CARE:

Should you wish to end your child's place at the service or should management make the decision to terminate your child's place, 2 weeks' notice is required from the ending/terminating party.

A Notice to leave form needs to be obtained at the office.

If sufficient notice does not occur, 2 weeks fees will be billed to your account

CHILDCARE BENEFITS:

- Child Care Benefit (CCB) is available to all families who are Australian Residents. To find out their eligibility, families must contact the Family Assistance Office. **PH: 136 150**
- Child Care Benefits can be received as:
 - ✓ A reduction of fees through the service, which will be receipted to your account.
 - ✓ A lump sum payment to families quarterly or at the end of the financial year into nominated bank account.
 - ✓ Childcare Benefit & Rebate is available on all fees charged for the Kindergarten Program.
 - ✓ Further discounts will apply for Health Care Card Holders.

Sources

Bryant, L. (2009). *Managing a Child Care Service : A Hands-On Guide for Service Providers*. Sydney: Community Child Care Co-Operative.

Education and Care Services National Regulations 2011

Family Assistance Legislation Amendment (Child Care) Act 2009

Review

The policy will be reviewed annually.

Review will be conducted by:

- Management,
- Employees,
- Family Members
- Interested parties.

Reviewed: 02/09/2017

Date for next review: 02/09/2018



Mount Isa Day Nursery & Kindergarten Inc. Medical Conditions Policy

NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

National Regulations

Reg	90	Medical conditions policy
	90(1)(iv)	Medical Conditions Communication Plan
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement— anaphylaxis or asthma emergency
	95	Procedure for administration of medication

EYLF

LO3	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

Aim

The service and all educators can effectively respond to and manage medical conditions including asthma, diabetes and anaphylaxis at the service to ensure the safety and wellbeing of children, staff and visitors.

Related Policies

Additional Needs Policy
Administration of First Aid Policy
Death of a Child Policy
Emergency Service Contact Policy
Emergency Management and Evacuation Policy
Enrolment Policy
Food Nutrition and Beverage Policy
Health, Hygiene and Safe Food Policy

HIV AIDS Policy
Immunisation and Disease Prevention Policy
Incident, Injury, Trauma and Illness Policy
Infectious Diseases Policy
Privacy and Confidentiality Policy

Implementation

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

A copy of the Medical Conditions Policy must be provided to all educators and volunteers at the service. The Policy must also be provided to parents of children enrolled at the service including those whose child has been identified as having a specific health care need or allergy. Educators are also responsible for raising any concerns with a child's parents about any medical condition/suspected medical condition, or known allergens that pose a risk to the child.

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

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

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

Information that must be provided in Enrolment Record

The service's Enrolment Form provides an opportunity for parents to help the service effectively meet their child's needs relating to any medical condition.

The enrolment record will include details of any:

- Specific health care needs or medical conditions of the child, including asthma, diabetes, allergies, and whether the child has been diagnosed at risk of anaphylaxis.
- Any Medical Management Plan provided by a child's parents and/or registered medical practitioner. This Plan should:
 - have supporting documentation if appropriate
 - include a photo of the child
 - if relevant, state what triggers the allergy or medical condition

- first aid needed
- contact details of the doctor who signed the plan
- State when the Plan should be reviewed.

Copies of the plan should be kept with the child's medication in the child's room.

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

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

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

Identifying Children with Medical Conditions

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

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

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

Mount Isa Day Nursery & Kindergarten will display information about a child's medical Risk management plan, and the location of each child's medication in an area near a telephone that is visible and easily accessed by all educators to ensure all procedures are followed.

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

Medical Conditions Risk Minimisation Plan

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

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

Mount Isa Day Nursery & Kindergarten will provide support and information to all parents and other members of our community about resources and support for managing allergies, anaphylaxis & asthma.

Mount Isa Day Nursery & Kindergarten will routinely review each child's medication to ensure it hasn't expired.

Medical Conditions Risk Minimisation Plan: Anaphylaxis/Allergy Management

While not common, anaphylaxis is life threatening. Anaphylaxis is a severe allergic reaction to a substance. While prior exposure to allergens is needed for the development of true anaphylaxis, severe allergic reactions can occur when no documented history exists. We are aware that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance.

Anaphylaxis is usually caused by a food allergy. Foods most commonly associated with anaphylaxis include peanuts, seafood, nuts and in children eggs and cow's milk. Mount Isa Day Nursery & Kindergarten is a NUT FREE service.

While developing the Medical Conditions Risk Minimisation Plan and to minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, our service will:

- Not allow children to trade food, utensils or food containers.
- Prepare food in line with a child's medical management plan and family recommendations.
- Use non-food rewards with children, for example, stickers for appropriate behaviour.
- Request families to label all bottles, drinks and lunchboxes etc with their child's name if bringing items to Mount Isa day Nursery & Kindergarten.

- Consider whether it's necessary to change or restrict the use of food products in craft, science experiments and cooking classes so children with allergies can participate.
- Instruct educators on the need to prevent cross contamination.
- Request all parents not to send food with their children that contain highly allergenic elements even if their child does not have an allergy.
- Where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, the service will have a "allergy-awareness policy" for that food e.g. an "Allergy-Aware (Nut) Policy" which would exclude children or other individuals visiting the service from bringing any foods or products containing nuts or nut material such as :
 - peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
 - any other type of tree or ground nuts, peanut oil or other nut based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread, marzipan
 - any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared Asian or vegetarian foods
 - foods with spices and seeds such as mustard, poppy, wheat and sesame seeds
 - cosmetics, massage oils, body lotions, shampoos and creams such as Arachis oil that contain nut material.
- Be aware that a child may have a number of food allergies or there may be a number of children with different food allergies, and it may not be possible to have an allergy free policy for all those foods involved. Nut allergy is the most likely to cause severe reaction and will take precedence.
- If appropriate, seat a child with allergies at a different table if food is being served that he/she is allergic to. This will always be done in a sensitive manner so that the child does not feel excluded. Hold non-allergic babies when they drink formula/milk or there is a child diagnosed at risk of anaphylaxis from a milk allergy.
- Instruct food preparation staff and volunteers about measures necessary to prevent cross contamination between foods during the handling, preparation and serving of food, such as careful cleaning of food preparation areas and utensils.

- Closely supervise all children at meal and snack times and ensure food is eaten in specified areas. To minimise risk children will not be permitted to 'wander around' the service with food.
- Consult risk minimisation plans when making food purchases and planning menus.

Allergic reactions and anaphylaxis are also commonly caused by:

- All types of animals, insects, spiders and reptiles.
- All drugs and medications, especially antibiotics and vaccines.
- Latex and rubber products.
- Band-Aids, Elastoplast and products containing rubber based adhesives.

Mount Isa day Nursery & Kindergarten will ensure that body lotions, shampoos and creams used on allergic children are approved by their parent.

Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an anaphylactic reaction. These practices will be documented, and potential risks reduced if possible.

The service will display an Australasian Society of Clinical Immunology and Allergy inc (ASCIA) generic poster called Action Plan for Anaphylaxis in a key location at the service, for example, in the children's room, the staff room or near the medication cabinet

<http://www.allergy.org.au/content/view/10/3/#r1>

Our service will ensure that the auto-injection device is stored in the office that is known to all staff, including relief staff, easily accessible to adults (not locked away), inaccessible to children, and away from direct sources of heat. This is an emergency device if the child's personal epipen fails.

Educators should be on the lookout for symptoms of an allergic reaction as they need to act rapidly if they do occur. If a child is displaying symptoms of an anaphylactic reaction our service will:

- call an ambulance immediately by dialling 000
- ensure the Educator provides appropriate first aid which may include the injection of an auto immune device EpiPen® in line with the steps outlined by the Australian Society of Clinical Immunology and Allergy <http://allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis> and CPR if the child stops breathing.
- contact the parent/guardian or the person to be notified in the event of illness if the parent/guardian cannot be contacted.

Medical Conditions Risk Minimisation Plan: Asthma Management

Asthma is a chronic lung disease that inflames and narrows the airways. While developing the Medical Conditions Risk Minimisation Plan our service will implement procedures where possible to minimise the exposure of susceptible children to the common triggers which can cause an asthma attack. These triggers include:

- dust and pollution
- inhaled allergens, for example mould, pollen, pet hair
- changes in temperature and weather, heating and air conditioning
- emotional changes including laughing and stress
- activity and exercise

Risk minimisation practices will be carried out to ensure that the service is to the best of our ability providing an environment that will not trigger an asthmatic reaction. These practices will be documented and reflected upon, and potential risks reduced if possible.

Mount Isa Day Nursery & Kindergarten will display an Asthma chart in foyer and Asthma Action Plan in the children's room.

<http://www.nationalasthma.org.au/uploads/content/22-NAC-First-Aid-for-Asthma-Chart-Kids-FINAL.pdf> or <http://asthmaaustralia.org.au/wp-content/uploads/2012/07/AA-Live-Well-with-Asthma-0512-WEB.pdf>

An asthma attack can become life threatening if not treated properly. If a child is displaying asthma symptoms, our service will:

- Mount Isa day Nursery & Kindergarten ensures a First aid trained educator/educator with approved asthma management training immediately attends to the child. If the procedures outlined in the child's medical management plan do not alleviate the asthma symptoms, or the child does not have a medical management plan, the educator will provide appropriate first aid, which may include the steps outlined by Asthma Australia as follows:

1. Sit the child upright
 - Stay with the child and be calm and reassuring
2. Give 4 puffs of blue reliever puffer medication
 - Use a spacer if there is one
 - Shake puffer
 - Put 1 puff into spacer
 - Take 4 breaths from spacer
 - Repeat until 4 puffs have been takenShake, 1 puff, 4 breaths
3. Wait 4 minutes
 - If there is no improvement, give 4 more puffs as above

4. If there is still no improvement call emergency assistance 000
Keep giving 4 puffs every 4 minutes until emergency assistance arrives
 - contact the child's parent or authorised contact where the parent cannot be reached

The service will ensure that an Emergency Asthma First Aid Kit is stored in a location that is known to all staff, including relief staff, easily accessible to adults (not locked away), inaccessible to children, and at room temperature in dry areas. An Emergency Asthma First Aid kit should contain:

- Blue or grey reliever puffer
- At least 2 spacer devices that are compatible with the puffer
- At least 2 face masks compatible with the spacer for use by children under 5

Spacers and masks can only be used by one person. That person can re-use the spacer or mask but it cannot be used by anyone else. We will ensure the child's name is written on the spacer and mask when it is used.

Educator Training and Qualifications

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

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

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

Educators in our service recognise how serious anaphylaxis is and will undertake steps to minimise the possibility of occurrence. Mount Isa Day Nursery & Kindergarten will maintain the following in relation to educator qualifications for anaphylaxis:

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

Sources

Education and Care Services National Regulations 2011

National Quality Standard

Asthma Australia

National Asthma Organisation

Australasian Society of Clinical Immunology and Allergy www.allergy.org.au

Australian Diabetes Council

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: 17/05/2017

Date for next review: 17/05/2018



Mount Isa Day Nursery & Kindergarten Inc.

Photography Policy

NQS

QA4	4.2.1	Professional standards guide practice, interactions and relationships.
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QA5	5.2.3	The dignity and the rights of every child are maintained at all times
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EYLF

LO1	1.1	Children feel safe, secure, and supported
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Aim

Before we take and distribute photographs of children using the Service we will obtain appropriate authorisations from parents to ensure the privacy of children and families is respected.

Related Policies

Enrolment Policy

Privacy and Confidentiality Policy

Social Media Policy

Implementation

The Nominated Supervisor will ensure:

- Our photography policy is discussed during a child's enrolment at our service.
- Parents authorise on the enrolment form the taking of photographs of their child at the Service before any photographs are taken.
- Authorisation is obtained in relation to the taking of photographs by educators and staff members at the Service, for planning purposes.
- Parents/families are notified about the presence of school photographers, researchers and students on practicum placements before they take any photographs of the children.
- Parents' wishes in relation to the taking of photographs of their children will be respected at all times and educators and staff do not photograph children where parents have not authorised the taking of photographs. This may require the child to be removed from group situations where photos will be taken.

The Nominated Supervisor will advise parents and families that:

- They may only photograph their own child at the Service unless given permission by another child's parent.
- Photos may be used in Portfolios, planning and learning stories- permission will be obtained if a third party (newspaper) wanted to photograph an event at Mount Isa Day Nursery & kindergarten.

Sources

National Quality Standard

Early Years Learning Framework

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families

Reviewed: 17/05/2017

Date for next review: 17/05/2018