Kids Planet

FAMILY DAY CARE SERVICES

Family Handbook

Welcome | Our Family Handbook provides important information you need to know to ensure the best possible start to quality education and care at Kid Planet Family Day Care Services.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how our Family Day Care scheme operates. You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack.

We have an open-door policy and you and your family are welcome to visit at any time

Kids Planet Family Day Care Services

Address: 66 Botanical Grove, DOVETON VICTORIA 3177

Phone: 03 8774 4848

Email: kidsplanet90@gmail.com

Website: https://kidsplanetfdc.com/

Office Hours: Monday to Friday – 9:00am – 5:00pm

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Kids Family Day Care Services Information

Kids Planet Family Day Care Services is a home-based education and care service for children aged 6 months to 12 years. Family Day Care educators are early childhood education and care professionals registered with our service. Educators provide high quality education and care in their secure and safe home environment for up to seven children [maximum of four (4) children preschool age and under.

Kids Planet family Day Care Services is responsible for approving, supporting, advising and training our educators. Our coordination unit conducts regular home visits and closely monitor and observes the educational program, resources and home environment.

Kids Planet Family Day Care Services provides flexible childcare to suit the needs of all families. Education and care may be provided for full-time or part-time care, weekend and overnight care, casual, vacation care and emergency respite care. Our coordination unit arranges child care placement with our educators and administers Child Care Subsidy (CCS) for families.

Service Statement of Philosophy

The foundation of Kids Planet Family Day Care Services is based on providing a quality unique home-based family day care service to families from different cultural backgrounds. The company will offer a safe and secure environment with a feel of home enabling children to develop and grow to their fullest capability.

Kids Planet Family Day Care Services believes in the importance of listening to children and being responsive to their needs. It believes in nurturing, connecting and encouraging children to explore, be creative and discover the environment that supports their interests and learning.

Kids planet Family Day Care Service aims to ensure that families feel welcome, have consistent interaction with them, respect and include their family values and beliefs and ideas. We are committed to inclusive practices built on the unique social and cultural identity of the children and families.

Our Family Day Care Educators strive to provide quality services for children based on the Early Years Learning Framework for Australia (EYLF), which describes childhood as a time of belonging, being and becoming for all children. The framework supports learning programs that are responsive to children's interests, strengths and abilities through play-based learning

Our Commitment to Child Safety

Kids Planet Family Day Care Services is committed to ensuring the safety and wellbeing of children is maintained at all times whilst being educated and cared for by our educators and educator assistants. We promote a child safe environment that minimises the risk to all children in our care from all types of abuse, harm and neglect. We understand our responsibilities and statutory duty of care to adopt and comply with the National Principles of Child Safe Organisations and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our educators carry out their responsibilities as mandatory reporters as required by law under the Children, Youth and Families Act 2005 Victoria and maintain up to date with knowledge of child protection law and child protection training.

We ensure our educators are recruited through an extensive screening process to ensure they display the right personal qualities and experiences to provide high quality supervision and care to child in addition to holding a validated Working With Children Check.

We have a zero tolerance for inappropriate behaviour towards children and any breach of child protection law. Any allegation or concern will be responded to promptly by management. We request that you contact our Approved Provider/Coordinator if you have any concerns. At 03 8774 4848 or via email at kidsplanet90@gmail.com.

We aim to provide tobacco, drug and alcohol-free environments at all times children are educated and cared for in accordance with Education and Care National Law and Regulations and safety legislation. Smoking or vaping is not permitted in or on surrounding areas of the residence or approved venue by educators or parents and visitors.

Code of Conduct

The Code of Conduct establishes the standards for all staff and educators at our Family Day Care Service. Our educators are committed to adhere to the ethical responsibilities of early childhood professionals outlined in the Early Childhood Australia's Code of Ethics. The values that underpin our work ethic include equality, respect, integrity and responsibility.

Our educators

Our Family Day Care Service engages high-quality professional educators who are committed to and passionate about early childhood education and care. Our educators promote the human rights, safety and wellbeing of all children and consider and respect the diverse backgrounds and needs of children. Educators create an environment within their home that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families. All environments are smoke/drug and alcohol-free including residents and visitors. An annual inspection is conducted of each educator's residence to ensure they meet or exceed the specific legislative requirements. All educators maintain current Public Liability insurance.

Educators engaged by our Service hold Certificate III level education and care qualification.

Educators continually evaluate how the curriculum meets the educational and wellbeing needs of children and reflect on ways to improve children's learning and development. Educators are supported by our highly qualified coordination team and our educational leader guides our educators in providing quality, research based educational programs. Our Family Day Care Service encourages and supports educators to attend professional training and development to further their knowledge and skills.

Our educators take into account children's learning styles, abilities, interests, linguistic and cultural diversity and family circumstances when planning and implementing learning programs. We support and respect the history and backgrounds of Aboriginal and Torres Strait Islander people and aim to foster each child's sense of identity.

All educators and educator assistants have valid Working with Children Checks and have current ACECQA approved First Aid, Emergency Asthma and Anaphylaxis qualifications. Any resident in the Family Day Care educator's residence over 18 years also has a valid Working with Children Check.

National Quality Framework

Kids Planet Family Day Care Services complies with the Australian Government's National Quality Framework (NQF) which consists of the legislative framework of the Education and Care Services National Law and National Regulations, the National Quality Standard and a rigorous assessment and rating system. Our educational program and curriculum are based on the *Early Years Learning Framework* (EYLF) or Victorian Early Years Learning and Development Framework

and *My Time, Our Place Framework for School Aged Care in Australia* (MTOP). We regularly self-assess our practices against the National Quality Standard and strive for continuous improvement through our Quality Improvement Plan (QIP). The QIP assists our Family Day Care Service identify quality aspects of care we are

already providing and assists in developing future goals for further improvement. Families are welcome to provide feedback and suggestions for improvement. Additional information about the NQF can be found at ACECQA/nqf/about

Regulatory Authority

Our Family Day Care Service is regulated by the national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State. To contact our Regulatory Authority, please refer to the contact details below:

VICTORIA

Department of Education and Training Victoria
Phone: 1300 307 415
GPO Box 4367 Melbourne VIC 3001
https://www.education.vic.gov.au/

Educational Program

Our educators are committed to providing a developmental and educational program which caters for each child's individual needs, abilities and interests. Educators provide an intentional, play-based pedagogy that is designed to be stimulating, challenging and inclusive. Our educational leader works with educators to ensure each child's knowledge, ideas, culture, abilities and interests are incorporated and extended upon. We value children and family input into the program and encourage family involvement in order to gather a comprehensive and holistic view of the child.

Children are encouraged to be responsible for their own learning through choices in experiences, interests and routine. We know that children learn effectively through play and our educators are diligent in their responsiveness to each child support this. Applying strong intentional teaching practices provide the children with an authentic and meaningful learning environment that challenges, supports and nurtures a child's development.

If an educator has any areas of concern about your child's development, he/she will inform you and share their observations and advise of follow up assistance e.g., speech therapy. We understand this may be a sensitive topic and it is always your decision to follow up intervention. Our educators are willing to discuss any aspect of learning and development with parents and support discussions with allied health professionals.

Early Years Learning Framework (EYLF)

My Time, Our Place (MTOP)

The Early Years Learning Framework (EYLF) guides early childhood educators and approved providers to inform educational programs and practices that emphasise play-based learning and extend and enrich children's learning and wellbeing from birth to 5 years and through the transition to school. My Time, Our Place (MTOP) extends upon the outcomes, principles and practices of the EYLF and assists educators to continue to enrich school aged children's wellbeing and development through play and leisure.

The EYLF and MTOP were reviewed and updated in 2022 to ensure the framework reflects contemporary developments in practice and knowledge while supporting educators to promote the learning, development and wellbeing of each child.

The vision of the EYLF is:

All children engage in learning that promotes confident and creative individuals and successful lifelong learners. All children are active and informed members of their communities with knowledge of Aboriginal and Torres Strait Islander perspectives. (EYLF, V2.0, p.6)

Fundamental to both the EYLF and MTOP is a view of children's lives as characterised by *belonging, being and becoming*.-From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

BELONGING

Experiencing *belonging* – knowing where and with whom you belong – is integral to human existence.-

Children belong to diverse families, neighbourhoods, local and global communities. Belonging acknowledges children's independence with others and the basis of relationships in defining identities. In early childhood, and throughout life, trusting relationships and affirming experiences are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

BEING

Childhood is a time to be, to seek and make meaning of the world. Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the present, as well as the past in children's lives. It is about children knowing themselves, developing their identity and building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about children being in the here and now.

BECOMING

Children's identities, knowledge, understandings, dispositions, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. *Becoming* reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises the collaboration of educators, families and children to support and enhance children's connections and capabilities, and for children to activity participate as citizens.

Goals for your child

We discovered that education is not something which the teacher does, but that it is a natural process which develops spontaneously in the human being.

Maria Montessori

Educators' practices and the relationships they form with children and families have a significant effect on children's involvement and success in learning. Children thrive when families and educators work together in partnership to support young children's learning. Children's early learning influences their life chances.

Wellbeing and a strong sense of connection, optimism, resilience and engagement enable children to develop a growth mindset, and a positive attitude to learning. (Early Years Learning Framework p.9).

We will create a range of short and long-term goals for your child that we will program to and observe on which will be based on the outcomes in the *Early Years Learning Framework* and the *My Time Our Place Framework*. These include:

- mutual respect and empathy
- concern and responsibility for self and others
- a sense of self worth
- social awareness

- respect for diversity
- importance of sustainability
- self-discipline and self-regulation
- habits of initiative and persistence
- creative intelligence and imagination
- self-confidence as an independent learner
- a love of learning.

We strongly encourage communication between families and their Family Day Care educator to ensure continuity in what we are delivering to your child and acknowledge that the role of the educator is to work in partnership with families, children's first, and most influential educators.

Documentation of Learning/ Portfolios

Educators observe children and facilitate their learning to provide each child with a

personal, confidential digital/hard copy portfolio by documenting their learning throughout the year. We use a variety of documentation to demonstrate learning which may include:

- your child's profile
- goals from families and educators
- observations- captioned photos
- objectives for further development
- work samples- drawings, photos, recorded vide

The individual child's portfolio is maintained and used as a direct tool for evaluation and future planning within the Service's program. This makes the program reflect the value of individuality and is not be used as a means of comparison between peers or stereotypes. The portfolio is always available for you to review at your convenience.

Communication

Educators work in partnership with you and your family. We support and encourage communication with your child's educator about your child's unique needs and their general enjoyment of their day. Everybody has a preferred time and method of communication so please talk to your child's educator about your preferred method.

Kids Planet Family Day Care Services has many types of communication used to communicate with families, including:

- software app/platform
- Newsletters
- Phone calls and text messages
- Emails/letters

- Face to face
- Formal meetings

Enrolment Information

To help find a Family Day Care educator that will suit your unique needs, our coordination unit will organise a convenient time to meet with you and your child/ren. Following a discussion about your child care needs, we will organise an opportunity for you to meet with several educators who have current vacancies and further assist you to make a decision about future care. An orientation visit will be organised for you and your child.

Prior to your child commencing care, you'll be required to complete an enrolment form, provide relevant documentation.

The coordinator will also discuss the procedure if your educator is unable to care for your child on a particular day due to illness or approved leave. This may include alternative care with another educator in the local area. Families are encouraged to meet with other educators to prepare for this circumstance in advance.

Inclusion of all children

If your child has a disability, please speak to our coordination unit prior to enrolment. We aim to provide the best possible environment for your child to fully participate in quality education and care in a supportive and inclusive environment.

We aim to sustain supportive relationships with families and encourage discussions about how we can support your child to have equitable access to resources and participation. If your child has a National Disability Insurance Scheme (NDIS) package, we may need your consent to make contact with services and/or therapists who are working with your child to seek information regarding their learning plan to support continuity of learning. Our Service may be able to apply for additional support through the Inclusion Support Program (ISP) to assist your child's access.

Enrolment Form

If you require assistance completing the enrolment form, please contact our reception staff for assistance. We will require the following documentation:

- a copy of your child's birth certificate or identity documents
- your child's Medicare number (if available)
- certified copies of any court order, parenting orders or parenting plans
- an immunisation history statement from the Australian Immunisation Register

This must show that your child is up to date with vaccinations for their age OR your child is on a recognised vaccine catch up schedule OR has a medical condition preventing them from being fully vaccinated.

Please note, the names written on the enrolment form must match the names on your child's birth certificate or identity documents.

Family law and access

Kids Planet Family Day Care Services will uphold any responsibilities or obligations in relation to Family Law and access. We will only allow children to leave the service with the written permission of the custodial parent/guardian. Without a Court Order we cannot stop a parent collecting a child. We request that if situations change, a copy of the Court Order is provided to our Service.

Authorised Nominees

You will be requested to provide information about authorised nominees on your child's enrolment form. These are persons that you provide permission to:

- collect your child from the service
- provide consent for medical treatment for your child from a medical practitioner, hospital or ambulance service
- provide consent for the transportation of your child by an ambulance service
- provide consent to go on an excursion.

Please understand that it is essential we have up-to-date information on your child's enrolment record in case of an emergency. It is important that you notify the coordination unit of any changes to enrolment information including:

- your residential address
- health of your child
- telephone/mobile numbers
- contact details for any parent or authorised nominee
- family changes (parenting orders)
- emergency contact information details etc.

Authorisations

The enrolment form will include additional authorisations for our service to seek medical treatment and emergency transportation for your child if required. Authorisations will also be requested for application of sun cream, permission to administer emergency medication to your child in the case of an asthma or anaphylaxis emergency. (Ventolin or EpiPen®) permission for the educator to administer paracetamol in an emergency and permission to access medical treatment and transport in case of an emergency. Parents must also provide the name, address and contact details of any person authorised to authorise our service to transport your child or arrange transportation for your child. This may be for authorisation for your child to go on an excursion and/or for your child to be transported by our service.

Photographs, social media, promotion

As part of the enrolment process, we will also ask for your permission to take photographs and video of your child during normal activities and excursions for sharing with our parent community through social media and/or to promote our Family Day Care Service to the community through marketing and promotional materials. Photographs and video may also be used as part of our observation and programming process.

Regular Outings/Playgroups/Excursions

Family Day Care educators provide regular outings, transportation and excursions for children in their care. These opportunities are an important and valuable part of learning in early education. They expose a child to a range of different experiences and help them to observe and understand the world around them.

For any transport, regular outing or excursion in our community, educators will complete a comprehensive risk assessment to minimise any identified risks. All risk assessments must be approved by the principal office/nominated supervisor and are available to view at any time.

The educator will provide families with information about regular outings upon enrolment. These may include visits to the local library, park or playgroup and visits with other Family Day Care educators. Written authorisation for regular outings and regular transportation must be provided by parent/s or an authorised nominee each year. Authorisation for regular transportation will be gained once every 12 months or whenever any of the circumstances of the transport may change.

Please see our *Safe Transportation Policy* for further information.

Excursions may occur throughout the year and a risk assessment is conducted for each unique situation. Written authorisation for each child to participate on an excursion is required. Educators ensure adequate supervision is provided at all times.

Educator's vehicles are fitted with appropriate child restraints and have safety checks conducted each year.

Medical conditions- Allergies, Asthma, Diabetes or Epilepsy

It is vital that we are aware of any medical condition including diabetes, epilepsy, allergies, eczema, asthma, risks of anaphylaxis of your child including any potential triggers. Families are required to indicate any allergy or asthma on the enrolment form.

Our Service requires a Medical Management Plan or ASCIA Asthma/Anaphylaxis Action Plan to be completed by your General Practitioner to assist in managing your child's needs. This needs to be provided prior to your child's commencement at our Service. In consultation with our coordination unit and your child's educator, you will be asked to develop a Risk Minimisation Plan and Communication Plan. Any prescribed medication that your child may require must be provided each day.

To ensure the safety and wellbeing of your child, please update your child's Medical Management Plan/ Action Plan every 12-18 months or whenever a change in their medication or treatment occurs. (Australasian Society of Clinical Immunology and Allergy) (ASCIA).

Fees, Child Care Subsidy and attendance

Fees

You will be provided with a fee schedule for each session of care for individual educators. Fees may vary due to hours of care. Some educators provide food, nappies and transport and these will be added to the hourly fees. Late fees will be detailed on the fee schedule. As educators operate as self-employed small business owners, they set their own fees, days of operation and minimum hours for provision of education and care.

In accordance with Family Assistance Law, educators cannot charge for, or record a session of care where provision of care is not available. Educators are not able to charge a different rate for the same type of care provision. Therefore, if your child's educator is unable to provide care due to illness or leave, they are unable to charge for that particular session of care.

Provided the Educator complies with the educator agreement, Kids Planet Family Day Care Services will pay to the Educator, on a fortnightly basis, the total subsidies once received. The Service Administration Levy component of the Individual Fee Schedule will be automatically deducted from the fortnightly subsidy payment received.

Kids Planet Family Day Care Services will send the parent payment advise of the parent fee gap on a fortnightly basis and the educator will collect this from families directly. NOTE: Fee reductions subsidies are paid on behalf of families on the condition that the parent fee gap is also paid.

Statement of fees

Each fortnight we will send you a statement via email. Please check these statements to ensure all details are correct and accurate. If there is any discrepancy, please contact the educator or Coordinator as soon as possible. Families will be provided with a statement and invoice on a fortnightly basis. Families are

encouraged to check statements and invoices for any changes to CCS entitlements.

Payment methods

Parent Gap Fees must be paid via Electronic Funds Transfer (EFT) (effective 02 July 2023). Parents/guardians will be provided with your educators Bank Details and gap fee collection policy. Parent Gap Fees will be required to be paid into that bank account fortnightly.

Gap fees payments Effective November 2024

Effective November 2024, parents/guardians are required to complete a Direct Debit form, fees will be deducted fortnightly. Fees must be paid via Electronic Funds Transfer (EFT). Please note that additional charges will apply for any failed transactions as a result of insufficient funds.

Child Care Subsidy (CCS)

Child Care Subsidy offers assistance to families to help with the cost of child care aged 6 months-12 years. There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

- Combined annual family income
- Activity test – the activity level of both parents
- Service type – type of child care service and whether the child attends school

Families who wish to receive Child Care Subsidy as reduced fees must apply through the myGov website. This includes completing the Child Care Subsidy activity test. Child Care Subsidy is paid directly to our Family Day Care Service to be passed on to families as a fee reduction. Families will contribute to their childcare fees and pay the difference between the fee charged by the Family Day Care educator and the subsidy amount received. This is called the '*gap fee*'.

On enrolment we will need the Customer Reference Number (CRN) of the person linked with the child, along with the child's CRN so we can confirm the attendance and ensure that you are receiving the appropriate subsidy.

Complying Written Agreement (CWA)

A Complying Written Agreement (CWA) is an agreement between Kids Planet Family Day Care Services and a parent or guardian to provide childcare in exchange for fees. The CWA includes information about your child's enrolment including your child's full name and date of birth, the date the arrangement is effective from, session details and details of the fees to be charged. Before Child Care Subsidy can be paid, you must approve the enrolment information within the CWA via the MyGov website.

Absences

Families are requested to notify the educator as soon as possible if your child will be absent for any day or session you have booked.

Child Care Subsidy will be paid for any absence from an approved childcare service your child attends for up to 42 days per child per financial year. Full fees are payable for absences after the 42 days. Additional absences beyond 42 days may be approved for specific reasons with supporting documentation. Please talk to your educator or the coordination unit about additional absences.

You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your Centrelink online account. You can also do this using the Express plus Families mobile app

Public holidays will be counted as an absence if your child would normally have attended on that weekday, and fees have been charged for that day for your child. If your child has not attended care for 14 continuous weeks, your child's enrolment will be cancelled, and Centrelink will stop paying your CCS subsidy.

Child Care Subsidy (CCS) is generally not payable for absences on the first or last days of enrolment. If a child is due to start enrolment on a set date and does not attend, CCS will not be paid until the child physically attends. Also, if the child does not attend care on their last booked day, CCS may not be paid for any period after the child's last physical attendance at the service. There are some circumstances where CCS may be paid in these situations, please speak with the Coordination Unit for further information.

If a child is on holiday and no absence is claimed for the Child Care Subsidy (CCS), the childcare place is not automatically reserved, and the provider may offer that spot to another child. To ensure a place is held, it is usually necessary to pay the required fees for the period of absence.

Fees in arrears/ Financial Support

If a family fails to pay the required fees on time, a reminder will be issued after one week and then again after two weeks. Where the fees are still outstanding after two weeks, a child's position may be terminated or suspended.

If payment has not been made after three weeks, the child's position will be terminated. At this time Kids Planet Family Day Care Services will also initiate its debt collection procedure. You will be liable for any recovery costs in addition to the outstanding amount.

If you are experiencing financial hardship, please speak to our administration office. Additional Child Care Subsidy (ACCS) may be available to support your family. We may be able to organise a payment plan before your fees go into arrears.

Should you experience financial difficulties please advise our office and the staff can assist you in the application of the additional government support.

Withdrawal from care/Reducing Enrolment Day

We require 2 weeks written notice to withdraw and/or reduce enrolment days for your child/ren from any permanent booking. Children are not able to attract CCS for any days after the last day your child physically attends our service. *There are some circumstances where CCS can be paid after the last day your child physically attends with an approved reason.*

Service Policies and Procedures

You will find a copy of our policies and procedures at your educators' residence, the service office or our website at https://kidsplanetfdc.com/ We expect our educators and families to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the National Law and National Regulations.

We are constantly reviewing our policies and procedures and ask for family participation to ensure our policies and procedures adhere to the needs of our families and meet required regulations. Your involvement helps us to continually improve and may lead us to change our policies and procedures.

Orientation-Preparing for your child's first day

Orientation is an important start for your child and family. We encourage families to attend an orientation session at the service before they start their first day. This gives you and your child the opportunity to gain an understanding of the lay out of the home/residence and outdoor play space, a chance to meet other children who attend care on the same day, provide additional information to the educator about your child and discuss ways we can best support transition and settling in period.

The coordinator will discuss possible orientation times that are mutually convenient with the educator and your family. If your child is reluctant to attend, please discuss this with their educator so that they can develop strategies with you to support the transition from home.

Arrival and Departure

Each day, you must sign your child in upon arrival and sign out upon departure and note the date and times. We are required by legislation to maintain our attendance record at all times. This record may be used in the event of an emergency situation at the FDC Service.

Our educators have a duty of care to your child and will only allow your child to be released into the care of either a parent, guardian or an authorised nominee as listed on your child's enrolment record. If your child needs to be collected by another person for some reason, an authority to collect form must be provided in writing to the educator. Our educators may ask to view photo identification of the adult collecting your child from care to confirm their identity.

The first day/week

The first day is a big step for you and your child. Please don't be alarmed if your child experiences some separation anxiety. This is normal and all our Family Day Care educators are experienced assisting you and your child through this transition period. There may be tears and extra tight hugs when saying goodbye for the first few weeks but there are always cuddles, reassurance and genuine care from the educator for both the children and their families. Sometimes this experience is upsetting more so for the family, not the child. Your educator understands this and will be able to reassure and support you through phone calls during the day if required, photos and open communication.

Saying goodbye

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. What works best is a set routine so try to establish the care routine from the orientation process. Being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This will gain trust from the child, not only in you but in the educator, who is reassuring your child about their day and when you will return. Rest assured, we'll contact you if your child becomes distressed.

What you need to bring

BACKPACK

For independence, we work towards all children being able to recognise and open their own bag. You can help by allowing them to be involved in selecting their bag and taking ownership of it. Please ensure it is large enough to hold all their belongings and is clearly labelled.

SPARE CLOTHING

Every now and then, accidents occur, and it may be necessary for your child to get changed into a fresh set of clothes. Please include a complete change of clothes every day which can stay in your child's bag...just in case!

DRINK BOTTLE

A labelled drink bottle is required every day for water. Children are able to refill their drink bottle when necessary, throughout the day. We always provide water and cups, but a drink bottle is a great start to school readiness.

SUN HAT

A protective sun hat (either broad brimmed or legionnaire hat) must be worn every day when playing outside for protection against the sun. Please make sure to include it in your child's bag every day regardless of the weather conditions.

MORNING TEA AND LUNCH

Morning tea can be sent in either a medium-sized snap-lock bag (which can be reused) or if you prefer a small container, clearly labelled with their name. Any pre-cut fruit or dairy products must be placed into the fridge.

Children are asked to bring their lunch in a plastic/metal lunch box with a lid that they can open. As all lunches must be placed into the fridge, please do not send it in a cooler bag, as these are not effective in fridges. We ask you clearly mark your child's name on the bottom of the box and lid. We also ask that you think about your child' ability to unwrap their lunch and open such things as muesli bars.

We try to encourage healthy food choices and request that you provide sandwiches or wraps with nutritious fillings. Sprinkles and chocolate spreads are discouraged. Celery and carrot sticks or a salad are good additions to your child's lunch. See the following Information on the nutrition requirements recommended for 0–5-year-old children.

What food to pack your child for a busy day

RECOMMENDED DAILY INTAKES

It is expected that your child's lunch box supports them consume 50% of the RDI at our Service.

Recommended average number of standard serves per day in accordance with Nutrition Australia.

Toddlers	Vegetables & legumes	Fruit	Grains (cereal)	Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans	Milk, yoghurt, cheese & alternatives	Allowance for additional serves from any food group*
GIRLS AND BOYS 1–2 YEARS	2-3	0.5	4	1	1-1.5	0
GIRLS AND BOYS 2-3 YEARS	2.5	1	4	1	1.5	0-1

CHILDREN	Vegetables & legumes	Fruit	Grains (cereal)	Lean meat, fish, poultry, eggs, nuts, seeds, legumes, beans	Milk, yoghurt, cheese & alternatives	Allowance for additional serves from any food group*
GIRLS 4-8 YEARS	4.5	1.5	4	1.5	1.5	0-1
GIRLS 9-11 YEARS	5	2	4	2.5	3	0-3
BOYS 4-8 YEARS	4.5	1.5	4	1.5	2	0-2.5
BOYS	5	2	5	2.5	2.5	0-3

9-11 YEARS						

Reference: Nutrition Australia https://nutritionaustralia.org/fact-sheets/adgs-recommended-daily-intakes/

LUNCH BOX EXAMPLE

For lunchbox examples, please see the Get Up and Grow brochure in your enrolment pack.

Please do not send chips, lollies/chocolates, highly processed foods, chocolate custards or desserts, pizzas, sausage rolls, pies, flavoured milk, roll ups or other high sugar bars, biscuits or cakes.

These items will remain in your child's lunch box for home time. A healthy lunch box environment is a group effort by all families and educators.

Breastfeeding

Mothers who are breastfeeding are welcome to attend their Family Day Care service during the day to feed their infant. Educators will provide a private, clean and quiet area for mothers to breastfeed their infant or express breastmilk. Please discuss suitable times with your child's educator.

Families that are breastfeeding should speak to the educator and/or coordinator to be aware of our policies on storing and serving breast milk. Families that are formula feeding should also consult the educator to be aware on how the formula is to be prepared and stored. Regular communication is encouraged to ensure your infant's needs are met as they grow.

Clothing

It is helpful to your child if they are dressed in non- restrictive, serviceable and easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes also, need to allow children freedom to run, climb, hop and jump as well as being easy for the child to take off and put on by themselves. Joggers and sandals are appropriate shoes to wear.

Thongs, slippers and gumboots are not suitable, and we prefer that these are NOT worn. Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves (no mid-drift tops) and hats that are broad brimmed are essential for effective sun safety.

Toys

Educators have an abundance of developmentally appropriate toys and equipment available and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on educators to track numerous toys throughout the day.

Behaviour Guidance

We encourage children to engage in cooperative and pro-social behaviour. Educators give children the opportunity to self-regulate their behaviours during play to develop their confidence and self-esteem. We use a positive approach to guiding children's behaviour to help them develop a respect for others, for property and respect for self as detailed in our *Behaviour Guidance Policy.* If you require further information on this policy, please ask your child's educator and refer to our Policy manual.

Wellbeing

Wellbeing is more than just feeling happy, it is about our overall health- physical, social, emotional and mental. We provide opportunities for your child to develop a strong sense of wellbeing through dance, movement, music, backyard play, local park visits and relaxation.

Physical Play

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We feel physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experience on a daily occurrence for them to challenge their large and small muscles, allowing them to gain increasing control over their bodies as they learn the importance of physical play.

Physical play provides children with the opportunity to:

- develop strong bones and muscles
- improve strength and balance
- develop Flexibility and coordination
- develop Fundamental Movement Skills
- develop spatial awareness
- develop mathematical concepts
- be confident as they learn to control their bodies and understand their limits
- learn to cooperate and share with others
- promote healthy growth and development

Rest and Sleep

Rest and sleep routines vary according to individual needs. Please discuss your child's rest or sleep needs with your child's educator. Your child's educator will provide cots and beds for children to rest or sleep safely and the aim is to make rest time a relaxed, pleasant time for all children. Your child may wish to bring a security item to have at rest time. Information about the times your child rested or slept will be provided each day. Quiet activities, such as puzzles and books are available for those children who do not sleep.

Sustainability

In order to empower sustainability, our Family Day Care educators emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. Children are engaged in discussions about sustainable practice, developing an appreciation of the natural world, encouraging them to participate in a recycling program and reducing energy and water use.

We aim to provide children with the skills and knowledge required to take an active role in caring for the environment and to think about ways they can contribute to a sustainable future. Ask your child's educator about sustainable practices at their residence.

Sun Safety

Educators work in compliance with the *National SunSmart Early Childhood Program* to ensure children's health and safety is maintained at all times. We use a combination of sun protection measures whenever the UV Index Levels reach 3 or above. We monitor the UV index levels daily and schedule outdoor activities when levels are safe. The outdoor environment provides shade for play experiences and we conduct regular risk assessments to ensure the play space and equipment is safe for children.

Children and educators must wear hats and appropriate clothing, including footwear when outside. Educators will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and

to wear suitable sunscreen (at least SPF 30 or higher broad-spectrum water resistant), which is reapplied according to the manufacturer's recommendations. We ask that children come to care with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application. Consent to apply sunscreen is included in our enrolment form.

Parent Participation and Feedback

We have an Open-Door Policy and actively seek and encourage families to be involved in our Family Day Care Service. This can range from evaluating and adding input to your child's program and observations, volunteering and sharing skills and experiences that the children and the program will benefit from and providing feedback.

If, for any reason you question or do not understand any aspect of our Service or your child's experience at Kids Planet Family Day Care Service we have a *Dealing with Complaints Policy* that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time.

Community Information

Our service has a family notice board to display relevant information, updates and reminders for fmailies. Please ensure you check this on when you visit the office.

Our coordination unit can also provide information for families about a range of topics including early intervention; supported playgroups, Child Care Subsidy, Aboriginal Child and Family centres, health clinics and immunisation requirements.

Health and Hygiene

We ensure all educators implement effective and systematic risk management systems to identify any possible risk of hazards to our learning environments and practices.

All educators diligently practice and model personal hygiene measures such as hand washing, cough and sneeze etiquette and disposal of tissues. We request that all children and visitors to our Family Day Care residences wash their hands or use the alcohol-based hand sanitiser upon arrival

Educators teach and model correct hand washing techniques to children and regularly clean and disinfect high touch objects to reduce the spread of infection.

When should I not send my child to the Service?

Please monitor your child's health and do not bring your child to care if they are suffering from any illness or infectious disease.

To minimise the spread of infections and diseases and maintain a healthy environment for children and educators we implement recommendations developed by the National Health and Medical Research Council (NHMRC)- *Staying Healthy in Childcare*. Our policies and procedures for *Sick Children* and the *Control of Infectious Diseases* are available for families to view.

If your child becomes ill whilst at care, your child's educator will contact you or an authorised nominee to collect your child. If your child is unable to be collected, the educator will contact the child's emergency contact for collection. When your child is collected, you will be provided with an *Injury, Incident, Trauma and Illness Record* completed by the educator which includes information about your child's illness, their symptoms, general behaviour and any action taken. You will be requested to sign and acknowledge the details in this record.

Your child should not attend if they have had paracetamol within 24 hours for a temperature. Children who are on antibiotics are to be kept away from the service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease. If your child has been vomiting or had diarrhoea, they will be

excluded for 48 hours. For certain illnesses, a medical clearance certificate may be required before your child returns.

Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding minimum exclusion period for children from an early childhood education and care service. Please inform your child's educator if your child has any of the following so that we can notify the Public Health Unit and other families of any infectious disease/illness. (Confidentiality is always maintained).

Recommended exclusion periods- Poster Staying Healthy: Preventing Infectious diseases in early childhood education and care services

CONDITION	EXCLUSION
Hand, foot and mouth disease	Until all blisters have dried
HIB	Exclude until medical certificate of recovery is received
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness
Herpes- Cold sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible
Influenzas and flu-like illnesses	Exclude until well
Measles	Exclude for at least 4 days after onset of rash
Meningitis (Bacterial)	Exclude until well
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)
Pertussis (Whooping Cough)	Exclude the child for 5 days after starting antibiotic treatment
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash
Salmonella	Exclude until diarrhoea ceases
Streptococcal Infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received
Worms (intestinal)	Exclude if diarrhoea present

If your child is unimmunised according to our records, then they will be excluded until the threat has passed and upon advice of the Public Health Unit

Immunisation

The Public Health Act 2010 requires all families to provide an Immunisation History Statement from the Australian Immunisation Register (AIR) for their child prior to enrolment in an early childhood education and care service. The immunisation history statement must show that each enrolled child is up to date with immunisations for their age. The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Immunisation Register (AIR).

In the case of an outbreak of any vaccine preventable disease, management will contact families as soon as possible. We ask that families immediately inform our Service if someone in their family is diagnosed with an infectious disease to help minimise the risk to other children, families and educators. We are legally required to notify the Public Health Unit of any cases of vaccine preventable diseases occurring at our Service.

Medication

If your child requires medication, you must complete an *Administration of Medication Record* to give your consent for the educator to administer prescribed medication to your child. Medication must be given directly to the educator for appropriate safe storage.

Educators can only administer medication that is:

- prescribed by a registered medical practitioner (with instructions attached to the medication or in written form from the medical practitioner)
- in its original packaging and have the original label clearly showing your child's name
- before the expiry/use by date.

Any child's prescribed medication such as asthma inhalers, adrenaline auto injectors (EpiPen) or Insulin (for diabetes), must accompany the child each day to the FDC Service or parents ensure the FDC Service has adequate supplies of the required medication at all times.

Upon collection of your child at the end of the day, you or an authorised person will be requested to sign the *Administration of Medication Form*.

Children who are over preschool age may self-administer medication provided written authorisation is provided on the child's enrolment form. Medication must be provided to educators at the start of the session. An *Administration of Medication Record* must be completed at the start of the session and at the end of the session to acknowledge the dose and time medication was administered.

Incidents, injury or trauma

We aim to minimise the risk of accidents and injury as much as possible however, through play, exploration and adventure, children sometimes have accidents. All Family Day Care educators and educator assistants hold current First Aid, emergency asthma, anaphylaxis management and CPR qualifications. Each FDC residence or approved venue has a suitable First Aid Kit available at all times.

In the event of a minor injury, first aid will be provided as required. An *Incident, Injury, Trauma and Illness Record* will be completed and when you collect your child, you will be notified about the injury and asked to acknowledge and sign the record. If your child injures their head, even if it is a small bump, you will be contacted to advise you of the injury. The educator will continue to monitor your child closely and advise if you should come and collect them.

If an injury or incident is serious and we believe urgent medical attention is required, the educator will contact an ambulance immediately. The educator will attempt to contact a parent or guardian or an authorised nominee to advise of the situation. Please note that Ambulance cover is the responsibility of each

family.

An *Incident, Injury, Trauma and Illness Record* will be completed, and a parent will be required to acknowledge and sign this record. A copy of any documentation from the hospital or treating doctor will also be requested. Our Service will also be required to notify the Regulatory Authority in the event of any serious incident or injury. In these circumstances, you may be contacted by our Approved Provider and the Regulatory Authority to follow up the incident and actions taken by our Service.

Safety in our Service

Emergency and evacuation procedures

Educators conduct risk assessments regularly and develop emergency management plans for a range of possible hazards for each individual residence. Throughout the year educators follow policies and procedures to carry out emergency and evacuation drills. These may occur at any given time throughout the day and week to ensure all children know what to do in case of an emergency. Emergency and evacuation drills are carried out in a well-organised and orderly manner and will simulate a range of possible emergency situations such as fire (bush fire), lock down or flood. Under regulations, we are required to practice emergency and evacuation drills every three months.

Educators are trained to use fire extinguishers located in their residence. An emergency evacuation plan and lock down procedure is displayed in every room and exit locations are clearly indicated.

Drop off and pick-up time

We ask that parents be extremely mindful of danger when arriving and departing from our Family Day Care residences.

- Please always hold your child's hand in the carpark area or near the road
- Be alert of reversing drivers as it is very difficult to see small children
- Use the kerbside, rear passenger door when getting your child into and out of their restraint
- Never leave a child or infant in the car unattended
- Never leave the front entry door/gate open
- Always do a visual check around your vehicle before driving
- Please ensure children do not enter areas that are for adults.

Workplace Health and Safety

Our educators are committed in providing an environment that is safe and healthy for every child, volunteer, family and visitor. Every reasonable effort has been made to minimise the risk of serious injury and we request all persons visiting adhere to our policies regarding Workplace Health and Safety. Each morning, the educator will conduct daily safety checks of their indoor and outdoor environment to identify any potential risk or hazard to children. Any risk or hazard will be rectified before children are permitted to use the area or piece of equipment. All residences are audited regularly by our coordination unit to ensure children's health and safety remains paramount. We welcome all feedback regarding the safety of our FDC Services. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general work health and safety issues, please contact the Coordination Unit immediately.

Privacy and Confidentiality

Kids Planet Family Day Care Services is committed to protecting the privacy and confidentiality of children,

individuals and families and have policies in place to ensure strict confidentiality is maintained.

To plan programs for your child/ren, we need to collect information from you and share this with our educators as required. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law.

We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time or request a copy of information in the file.

Our *Privacy and Confidentiality Policy* is available to view at any time. This policy sets out how we ensure we act in accordance with the requirements of the Australian Privacy Principles and the Privacy Act 1988. We ensure all personal information is protected, records and documents are maintained and stored in accordance with Education and Care Services National Regulations and that all staff understand the requirements of the Notifiable Data Breaches (NDB) scheme. Any Privacy complaints will be managed promptly and in a consistent manner as outlined in our *Dealing with Complaints Policy*.

We are required to keep and maintain detailed records about children, parents and staff in accordance with relative legislation contained in the National Law and Regulations and Family Assistance Law. We ensure all records are stored in a secure and locked location. We must keep records for the prescribed periods of times as legislated related to child enrolment, attendance, medication records, incident, injury, trauma and illness records, child assessments and any relevant legal information/documents. Full details about record keeping is available in our *Record Keeping and Retention Policy.*