



Carinya Family Handbook



Carinya Early Childhood Centre Cowra Early Childhood Services

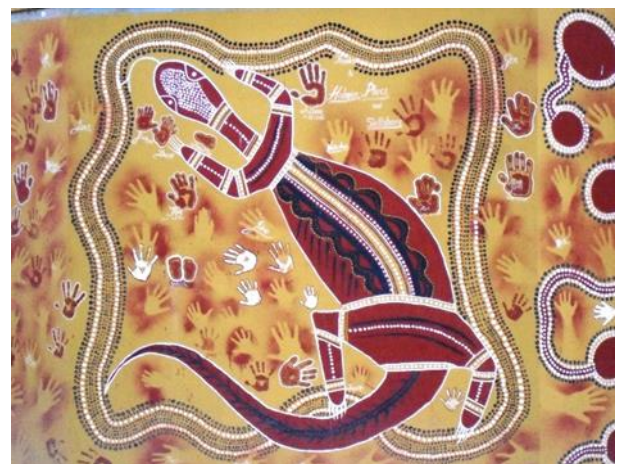
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We wish to acknowledge the Wiradjuri people, the traditional custodians of this land in which we play and grow. We respect and honour their special connections to this land.



Cowra Early Childhood Services



Carinya



Family
Day Care



OOSH
Out Of School Hours



Mobile

Cowra Early Childhood Services manages five of Cowra's children's services – Carinya Early Childhood Centre, Cowra Family Day Care, Cowra Early Childhood Long Day Care Mobile Service, Cowra Early Childhood Preschool Mobile Service and Cowra Early Childhood Services Out of School Hours Care (OOSH).

Cowra Early Childhood Services is a community based not for profit organisation managed by a voluntary management committee, which consists of up to ten service parents and/or community members.

The management committee is re-elected each October at the services' Annual General Meeting.

Carinya Early Childhood Centre offers long day care and occasional care to 59 children (aged 6 weeks to 6 years) each day.

Cowra Family Day Care offers education and care to children aged birth to 12 years. This care is provided in the homes of registered educators which are supported by the service's Co-ordination Unit.

Cowra Early Childhood Long Day Care Mobile Service offers long day care to children aged 6 weeks to 6 years. This is a travelling children's service which services isolated, rural and remote families in and around the Cowra District.

Cowra Early Childhood Preschool Mobile Service offers a preschool program to children aged 2 ½ years to 6 years at Gooloogong, Mandurama and Holmwood.

Cowra Early Childhood Services Out of School Hours Care (OOSH) offers after school and vacation care to children aged kindergarten to year 6. This service is registered for up to 22 children per session.

Please speak with our administration staff or an educator in your child's room if you require more information about any of these services.



Dear Families,

We welcome you and your family to Carinya and Cowra Early Childhood Services. We look forward to spending time with you and your child/ren and developing a positive network to support your child's education and wellbeing.

The team at Carinya value you as the most important and influential part of your child's life and encourage your input and opinions. Our educators use their professional knowledge, experience and their role in your child's life to support you and your family through the early years. Most of all we look forward to getting to know you and sharing your friendship.

Please remember this is your service and you are welcome at any time. We encourage your family's input into our daily routines and to contribute ideas, skills or your time to our programs. We would love you to share with your child/ren their time at Carinya, to feel free to laugh, cry, dance, sing, garden, paint, run, jump, dine.....with your child, their friends and educators. Most of all, feel free to talk with us about your child/ren, their needs, interests, development and the things that are happening in their lives.

Carinya and Cowra Early Childhood Services take pride in being active within its community and encourage, through our programs, an awareness of our community and the people it represents. We urge you and your family to be active participants within our service and its community.

Welcome again and enjoy your child/ren's time with Carinya.

Kind Regards,

Luke Galvin (Director/Nominated Supervisor)

Carinya's Philosophy



Carinya Educators Value:

Children, Families and Professionals

Educators and staff value children as active members of the community and respect their participation, play and voices.

Family's knowledge of their children's growth and development is valued and respected within planning and all aspects of the service.

Carinya's educators promote and respect children's right to learn and the value of quality early childhood education and care for lifelong learning. Educator's professionalism and knowledge within the sector is valued in implementing exceeding programs for children.

Curriculum and Practice

Carinya's early childhood programs and routines allow children to learn through playful experiences. Focusing on children's wellness and wellbeing, aspects of the program include building capable, resilient, autonomous and independent children, through curiosity, safe risk taking, exploration, imagination, creativity and mutual respect. Carinya's programs promote inclusion for all children, families, educators and the community, recognising diversity and implementing a culture of equity and equality for each person and family.

Interactions and Relationships

Professional, qualified educators build positive, nurturing and collaborative relationships with each child and family. Strategies such as intentional teaching, research, observation and scaffolding, nurture learning and positive relationships between children, families and educators.

Environments

Children have the right to play and learn in a safe and trusting environment. An environment that is aesthetically pleasing, promotes inclusion and fairness for all. Carinya's environments are home like and display appreciation and harmony for natural materials and sustainable practices. The cultures of families and those represented in the local community, including the local Aboriginal community, are incorporated into Carinya's environments, resources and programs.

Carinya's Rooms

Carinya Early Childhood Centre provides long day care to children aged six weeks to school age and occasional care to children aged two and a half years to school age. Carinya caters for each child's individual routine, development and needs within three separate aged groups –



Hours of Operation

Carinya provides early childhood education and care to children –

8am to 6pm
Monday to Friday
For approx. 50 weeks per year

Carinya is closed on public holidays and for approximately two weeks over the Christmas and New Year period. The Management Committee may declare Professional Development Days throughout the year if they feel it is in the best interest of the service.

Policies

A copy of all centre policies, the Education and Care Services National Regulations & Law, the National Quality Standards and The Early Years Learning Framework is located in each room at Carinya. Service policies have been formulated in relation to the National Quality Framework, sources and research relevant to children's services and centre practices. These policies are implemented to ensure a high-quality service and protection is provided to all children, families, staff, educators and the community.

Families are welcome to have input into service policies, these are regularly updated with family, staff, management and community input. We welcome you to discuss any matters regarding the centre's policies with staff, educators or management.

Carinya's Curriculum

Carinya's curriculum encompasses the children's educational program, routines, care practices, the environments and interactions within our service.

Carinya's programs are based on the interests, capabilities and emerging skills of individual and groups of children at Carinya. Our educators foster each child's individual growth and development through play and positive, warm, nurturing interactions. Carinya's programs follow the National Quality Framework, comprising Education and Care Services National Regulations 2011, the National Quality Standards and the Early Years Learning Framework.



Intentional Teaching

Carinya's early childhood educators use their play and interactions with the children to plan learning experiences that enhance children's knowledge and skills. Intentional teaching involves educators purposely planning to challenge, question, explain, engage, extend and scaffold children's learning and development.

Children's interests and abilities are concentrated on as a basis of learning. These are used to implement planned and spontaneous programs fostering each child's development, learning and wellbeing.

Carinya's programs provide for individual, small group and large group activities, for 1:1 attention and time to be alone. Programs include indoor and outdoor play, quiet and louder times and time and resources are supplied for each child to participate as an individual and unique participant and as part of the larger group.

Children's families, culture, occurrences in their lives and our community are incorporated into Carinya's daily programs with purpose for learning.

Programs are recorded, reflected on and evaluated regularly and communicated with families through day books, laptop/smart board displays, photos, newsletters, the CECS Facebook page, Carinya closed curriculum Facebook page as well as daily verbal communication. We encourage you to take time to peruse these and share with your child their time at Carinya.

Education and Care Services National Regulations

All early childhood children's services are governed by the National Regulations and Law regarding aspects such as service approvals, assessment and rating procedures, operational requirements, physical environments, staffing arrangements, management and compliance. These regulations are monitored by the Department of Education and Communities.

National Quality Standards

Service operations and programs are guided by the National Quality Standards. These are a set of standards, consisting of seven quality areas that are fundamental to positive outcomes for children.

When Carinya is assessed under the Assessment and Rating process we are assessed against the National Quality Standards.

Early Years Learning Framework

This framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. The framework has been designed for use by early childhood educators working in partnership with families, children's first and most influential educators.

Carinya's curriculum supports children's wellbeing, growth learning and development in the following areas: -

Creative Play

Creative play includes art and craft experiences, building and modelling, music and drama experiences.

Many opportunities are offered for creative play throughout the day and children have choice within their creative play experiences.

Creative play is open ended, meaning children can create freely. The focus in the early childhood years is on the process of creation, rather than the product created. Children can select and make choices as to what materials they wish to use or the design they wish to create.



Children discover the mathematical and science aspects of shape, size, spatial awareness, concepts and the basic elements of design.

The children's creativity and imagination are also stimulated. Through creative experiences children can express their feelings and retell events and occurrences in their lives. It builds on their recall and expressive skills. Children's self-esteem is fostered as children take pride in seeing their work displayed or through sharing it with others.

1 Educational program and practice

2 Children's health and safety

3 Physical environment

4 Staffing arrangements

5 Relationships with children

6 Collaborative partnerships with families and communities

7 Governance and leadership



Sensory Play

Sensory play is an important developmental experience for children in the early childhood years. Children explore and understand their world through feeling, tasting, touching, hearing and seeing. This includes exploring the natural world, feeling the sun on their back, touching plants and wildlife, playing in dirt and mud, walking on grass and through water.

Children find these materials relaxing and calming giving them an opportunity to express feelings and reduce anxiety.



Construction/Destruction

Carinya has a variety of building materials, natural and commercial, these include; wooden blocks, rocks, logs, branches, sand, soil, Duplo, Lego, Mobilo and Poly M. Recycled materials such as boxes, fabric and plastic are also used as construction objects.

Children are also encouraged to engage in destruction experiences such as pulling apart an old toaster or computer.

These experiences and materials encourage children to develop problem solving skills with thinking, planning and experimentation. They learn how objects work and how objects fit together.

Children work together to co-operate, share equipment and learn from each other. Development of mathematical concepts such as length, width, shape and size, as well as spatial awareness, sorting and categorising are all acquired.



Thinking and Problem Solving Skills

Our programs incorporate thinking and problem solving experiences such as puzzles, games, science, nature, play and discussions involving concepts and experience with the natural world. These activities encourage independence, resilience, thinking and discovery. It involves understanding of a child's world and how things work and relate.

Thinking and problem solving encourages children to estimate, hypothesise and experiment. Children will count, compare, label and identify within the learning environment.



Imaginative Play Experiences

Throughout the day children spend time role playing, imagining and creating. Children learn valuable social and moral understandings. They learn to share, show courtesy and empathy, use manners, generosity, imitate others and use self-control.

Imaginative play gives children a chance to invent, create, explore and recall events and roles within their world. Children develop an awareness of different roles and a chance to imitate what they see and experience. This can be done through props, interactions, storytelling, puppets, music and drama.



Children's Sense of Self, Autonomy, Independence & Resilience



Through everyday routines children are encouraged to participate in dressing, pouring their own drinks, hand washing and general independence relevant to their age and stage of development.

Children feel a sense of accomplishment when they have completed a task such as putting their own shoes on and this supports them to become capable, competent learners.

We encourage children to become independent and self-reliant, building resilience for life. They are encouraged to identify their own belongings and that of others.

We encourage children to be competent and capable, believing in themselves, building a high self-esteem and building the foundation for positive mental health.

Communication

Programs include speaking, listening, conversing, comprehending, reading and writing. Children are given opportunities to

- Interact with peers, educators and other adults
- Grammatically correct language is modelled and extended
- Hear new words and concepts, building a strong vocabulary
- Be involved with books and stories, singing, puppets, drama, pictures and show and tell
- Be exposed to a variety of print and participate in pre-reading and writing activities



Music & Movement

Music is incorporated into Carinya's programs, throughout routines and at planned music times. Music includes singing, dancing, listening to and playing instruments.

Through music we encourage self-expression and creativity. Our programs focus on the elements of music, including beat, rhythm, pitch and volume.

Movement of the body and body & spatial awareness enables children to learn about their body, build co-ordination and express their feelings.

Music provides fun, relaxation and a healthy mind and body.

Children are encouraged to be culturally aware through exposure to a variety of music types. Opportunities such as musical performances and participation in the Cowra Eisteddfod are offered through our curriculum.



Outdoor Play Experiences

Carinya's outdoor environments predominately incorporates physically active play and opportunities to engage with the natural environment. The environment incorporates moveable equipment to create play areas as well as fixed features of grass, sand, dirt, vegetable gardens and animals.



Children develop their gross motor skills through climbing, sliding, riding, balancing, digging and kicking balls.



Carinya outdoor play areas promote the natural environment and children are encouraged to be part of everyday tasks such as gardening, raking, sweeping, caring for pets and general maintenance.

Children are supported to participate in safe risk-taking experiences such as climbing trees and rocks. This is used as a process to build capable and independent children who are resilient and confident within their own skills and amongst others.

Sustainable Practices

At Carinya sustainable practices and the natural environment are a large part of the children's daily activities. The children are involved through the curriculum and daily routines to adopt these habits as everyday practice. Environmentally sustainable practices promoted within the service include disposal of scraps to worm farms and chooks, turning off/down lights, heating and cooling when not indoors, growing, tending to and cooking from vegetable gardens, promoting green lunches with children and families, reusing items within the program and discussions, stories and songs in relation to a sustainable lifestyle.

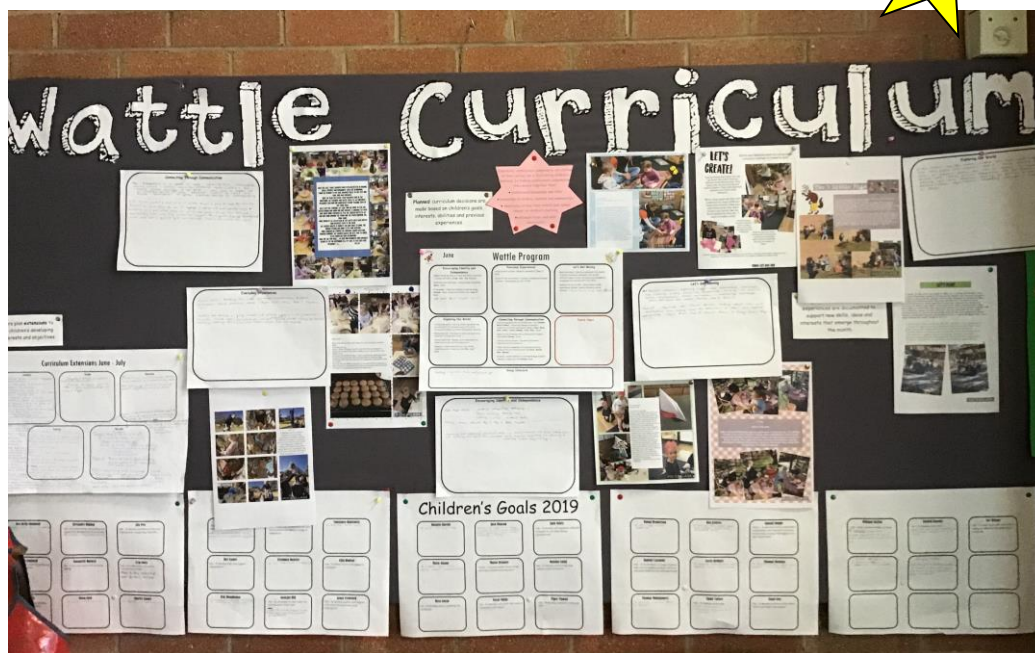


Programs, Learning Experiences & Documentation

The children's interests, capabilities and stages of learning, along with awareness of the community and world, form the basis of our programs.

Qualified and experienced early childhood educators observe and record each child's play and interactions and use this to develop planned and spontaneous programs. Educators also use feedback and suggestions from families and the community to form and reflect on programs. Through intentional teaching, children are extended within their own capabilities and areas of interest.

If you have any feedback, input or suggestions regarding your child's development or time at Carinya please feel free to talk with Carinya's Director, Educational Leader or our educators. Our Team Leaders are also happy to make an appointment with you to discuss any aspect of your child's education and care.



Work Health and Safety

Cowra Early Childhood Services has an effective WH&S policy and management recognises the importance of WH&S for the safety of all children, families, staff, educators and visitors to Carinya. WH&S is continually being monitored and daily, weekly and monthly checks of the environment and equipment are completed.

Early Childhood Educators

Early Childhood Educators at Carinya have extensive training and valuable experience. They consist of university qualified Early Childhood Teachers, Diploma and Certificate III qualified early childhood educators, and experienced and knowledgeable administration staff.

Educators and staff upgrade their training and knowledge of early childhood theories through workshops, in-service seminars and professional development meetings. Many of Carinya's educators have



or are currently completing independent study in early childhood. The service's Director/Nominated Supervisor is a university qualified Early Childhood Teacher who is responsible for the day to day management of the service and is responsible to the CECS Governance Manager and Management Committee.

Carinya's Educational Leader

Carinya has appointed an Educational Leader to lead the development of and implementation of the service's educational programs in relation to the National Quality Framework. Carinya's Educational Leader works closely with educators to ensure effective learning programs and environments are implemented. Part of this role is also to make and maintain connections with Carinya's community and lead active participation with this.



Service Approval

Carinya Early Childhood Centre has service approval through the NSW Department of Education and Communities.

Carinya is approved to provide education and care to a maximum of 59 children per day, this exists as a mixture of long day care and occasional care.

Long Day Care

Long day care is available for children aged from 6 weeks to school age, in three age settings, 0-3 years, 3-4 years and 4-6 years.

Long Day Care positions are permanent positions and families may use the day/s booked within the hours of 8am to 6pm. For long day care positions fees are charged whether the child attends care or not. In some instances, administration may be able to resell a position which would mean the family is not charged for this day.

Positions within long day care are allocated at the services' main enrolment period in approximately October each year and then allocated as requested throughout the year. The service Director and administration staff are responsible for the placement of all children.

Child Care Subsidies

Carinya is registered for its families to access Child Care Subsidies for long day care positions. Child Care Subsidies are an income and activity-based government assistance to reduce the cost of early childhood education and care to families.

Families are responsible to lodge an application with Centrelink for each individual child. In the situation of shared care for a child enrolled with Carinya each parent must lodge a separate application for Child Care Subsidies for the period children are in their care. Children enrolled at Carinya whose parents/guardians are separated or divorced must complete questions pertaining to this on the CECS enrolment form. This includes the days during the care week that the child is in the care of each parent/guardian. If the child is in the care of more than one parent/guardian throughout the care week a separate enrolment form must be completed by each parent. CECS must gain this information to ensure that the correct parent is claiming the Child Care Subsidy payments for their applicable days and to confirm that they are responsible for payment of fees.

Carinya follows the Child Care Management System to process fee calculations. Weekly accounts are distributed to families and child care subsidies are paid directly to Carinya.

Centre Link will advise each family of their level of assistance. It is each family's responsibility to ensure their fees are being charged accordingly, that Carinya's administration has the correct information to process fees and to ensure that any fees payable by the family are paid on time.

Long Day Care Fees

Carinya is a community based not for profit organisation and therefore aims to provide quality, affordable care to families. In relation to its budget and the consumer price index, Carinya reviews its fees twice annually (and more often if required) to maintain quality care and keep fees affordable for families.

Carinya's fees are -
\$119.50 per day for Sam's Room
\$118.00 per day for Wattle & Preschool Rooms
(fees payable will be reduced for families eligible for CCS)

Allowable Absences from Care

All families are eligible for 42 days of allowable absences per year. Allowable absences include absence due to sickness or holidays. If a child is absent from care due to sickness families are encouraged to supply a doctor's certificate which will then be deducted as an allowable absence. Regular fees are charged if a child is absent from care unless administration can resell the position after all other occasional care and childcare subsidy positions are occupied.

Occasional Care

Carinya offers occasional education and care to children aged 2 ½ years to school age. Occasional care can be accessed for 1 hour up to ten hours per day. The fee for this care is \$8 per hour and no childcare subsidy is available for this care.

Occasional education and care is casual care, therefore not permanent and is to be booked with administration for each session. Occasional Education and Care can be booked up to one week in advance. 24 hours' notice must be given if cancelling occasional care, otherwise fees will be charged if the position is not refilled. Occasional education and care fees are to be paid on the day of care for each session if no previous existing account is held with CECS.

Children accessing occasional care will be cared for within Carinya's Wattle or Waratah Rooms.



Enrolment Procedures

Carinya's enrolments are taken in approximately October each year for the following year. In addition, children can be enrolled at any time throughout the year.

When first enrolling your child at Carinya, families are encouraged to visit with their child/ren. When visiting Carinya, families will receive all service information and a tour of the centre.

To complete the enrolment process families must submit a completed enrolment form, a copy of the child's birth certificate, an up to date immunisation history statement and pay a \$5040/child enrolment fee (non-refundable). Where possible care arrangements will be confirmed with the family or the child will be placed on the waiting list.

Children from separated parents must identify this on the child's enrolment form. If shared care arrangements are in place throughout the care week a separate enrolment form, including a CRN for each parent must be completed.



Changes to or Cancellation of Long Day Care

Any alterations to long day care arrangements must be reported to administration and signed paperwork completed.

Two weeks written notice must be given if cancelling care, this includes reducing days.

If a child's position has been cancelled and will not be attending for one or more days at the conclusion of care, then Carinya must charge full fees for this period as child care subsidies cannot be claimed.

Transitioning at Carinya

We encourage all families to ease their child/ren into Carinya's environment by visiting with their child a few times and then beginning with shorter days and gradually increasing as the child/ren becomes familiar with educators, other children, the environment and routines.

Children moving into a new room at Carinya will also use this orientation process where care is gradually shifted according to the child's emotional needs. Familiar educators will support your child during the transition period.

We welcome and encourage you to telephone to see how your child is settling throughout the day.

Payment of Fees

Each week an invoice will be issued to families informing them of fees that are due.

Fees can be paid by –

- internet banking (BSB 032820 Acc No. 161076)
- at the office using EFTPOS (8.30am to 4.30pm daily)

Fees are charged if a Public Holiday falls on the day of care or if a child is absent from care.

Resale Policy

If your child is going to be absent from care, please inform administration. Administration can attempt to resell your child's position for the day/period, meaning you will not have to pay the required fees. All positions being resold must be done so by Carinya/CECS staff only. If your child's position is not resold, you will be charged your normal daily fee.

A parent who has confirmed to buy another child's position will be charged for the day unless 24 hours' notice has been given. Child Care Subsidies can be claimed on this care if the child is linked with Carinya through Centre Link.

Immunisation and Children Attending Carinya

Immunisation is recommended to protect children, prevent disease and rid infectious diseases within the community. When enrolling, families MUST provide an Immunisation History Statement, or a catch-up schedule. Parents are responsible for keeping this up to date with administration throughout their child's time at Carinya.

NSW Immunisation Schedule updated April 2019		
AGE	DISEASE	VACCINE
CHILDHOOD VACCINES		
Birth	Hepatitis B	H-B-VAX II OR ENGERIX B
6 weeks	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio Pneumococcal Rotavirus	INFANRIX HEXA PREVENAR 13 ROTARIX
4 months	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio Pneumococcal Rotavirus	INFANRIX HEXA PREVENAR 13 ROTARIX
6 months ¹	Diphtheria, tetanus, pertussis, <i>Haemophilus influenzae</i> type b, hepatitis B, polio	INFANRIX HEXA
12 months	Meningococcal ACWY Pneumococcal Measles, mumps, rubella	NIMENRIX PREVENAR 13 MMR II OR PRIORIX
18 months	Diphtheria, tetanus, pertussis Measles, mumps, rubella, varicella <i>Haemophilus influenzae</i> type b	INFANRIX OR TRIPACEL PRIORIX TETRA OR PROQUAD ACT-HIB
4 years ²	Diphtheria, tetanus, pertussis, polio	INFANRIX-IPV OR QUADRACEL
ADOLESCENT VACCINES - SCHOOL VACCINATION PROGRAM		
Year 7	Diphtheria, tetanus, pertussis Human papillomavirus (2 doses)	BOOSTRIX GARDASIL 9
Year 10	Meningococcal ACWY	NIMENRIX
ADULT VACCINES		
Pregnant women	Influenza (Annually-any trimester) Pertussis (ideally between 20-32 weeks)	INFLUENZA BOOSTRIX OR ADACEL
65 years and over	Influenza (Annually) Pneumococcal (One dose, unless medical risk conditions exist) ^{3,4}	FLUAD PNEUMOVAX 23
70 years (Catch-up for 71-79 years until 31 October 2021)	Zoster	ZOSTAVAX
AT RISK GROUPS		
All children 6 months to < 5 years		INFLUENZA
Aboriginal people 6 months and over 6 months and over with medical risk conditions ¹	Influenza (annual)	INFLUENZA
Aboriginal people 15-49 years with medical risk factors Aboriginal people 50 years and over	Pneumococcal ^{3,4}	PNEUMOVAX 23

¹ At risk children require an additional dose of pneumococcal (Prevenar 13). ² At risk children require an additional dose of pneumococcal (Pneumovax 23). ³ Refer to the current edition of The Australian Immunisation Handbook for timing of doses.
⁴ Refer to the current online edition of The Australian Immunisation Handbook for all medical risk factors and conditions.

Changes to Immunisation Requirements from 1st January 2018

Legislation introduced by the Department of Health, means that from 1st January 2018:

- children who are unvaccinated due to their parent's conscientious objection will no longer be able to be enrolled in child care
- it will be an offence for a service to fail to comply with the child care vaccination enrolment requirements
- it will be an offence for a person to forge or falsify an immunisation certificate.

Compliments, Comments & Constructive Feedback

At Carinya we like to hear your feedback so we can provide the best quality education, care and support for our children and families. You can do this by speaking with one of our staff or educators, sending an email, writing a letter or by making an appointment to speak with our Director, Educational Leader or a Team Leader. All suggestions and feedback will be recorded and acted upon where management feels it is in the best interest of the children, families, educators and the service.

All complaints and grievances should be forwarded to the Director or the CECS Management Committee. All enquiries will be dealt with in a confidential and professional manner.

Alternatively, you can contact the service's approving body NSW Department of Education and Communities directly.

Family Involvement

It means a lot to the children and educators to have you visit. Our families are always welcome and encouraged to participate in the life of our service. Families are welcome to spend some time with their child reading stories, or sharing a special skill or interest they have, such as singing, cooking, dancing, gardening. Parents are welcome to drop into the centre in their lunch break or when they have spare time.



Throughout the year our service will also have special days when families will be invited to attend such as, Mother's Day/Father's Day, picnic lunches, afternoon teas, Grandparent's Day, Families Week celebrations, excursions and Easter or Christmas events. We urge all families to share the family and community spirit of our service.

We encourage our families to like the Cowra Early Childhood Services Facebook page, this is a great way to keep up to date with happenings within our services and for information to support your family.

Carinya also has a closed Facebook page; Carinya Curriculum Group which we encourage you to join. This group shares our program with families and allows you contribute with comments and photos.

Arrival and Departure

According to the Education and Care Services National Regulations 2011 each child is to be signed IN and OUT of the centre each day. E-signatures is used for signing children in and out of care and this is to be completed on the iPads in Carinya's foyer. This serves as a record of your child's attendance at the centre. It is vital if we have an emergency evacuation to be able to quickly account for all children in attendance on the day.

Please contact the service as soon as possible if your child is going to be absent. On return to Carinya you must record this using E-signatures on the iPad. This is also a Government requirement for those who are eligible for Child Care Subsidies.



Delivering and Collecting Your Child

The only persons able to collect your child from the centre are authorised parents or other authorised adults recorded on your child's enrolment form. Any person collecting a child from Carinya must be over 18 years of age unless they are the parent. Staff and educators will not permit your child to leave with a person other than those listed on the enrolment form unless the centre has been previously notified in writing.

If someone arrives to collect your child whom staff/educators are not familiar with, photo identification (eg. driver licence) will be requested.

Late Collection of Children after 6.00pm (closing time)

Adults collecting children from Carinya are requested to be in the Centre by 5.45pm to have their child collected by 6.00pm.

If parents are late in collecting children at the end of the day (after 6.00pm) a fee of TEN (10) times the occasional care rate will be charged.

This is a minimum charge of 1 hour and must be paid within 14 days of receipt of the account.

Children that are not collected prior to 6pm every effort will be made to contact parents or authorised adults to collect. If after 30 minutes, it has not been possible to arrange for the child to be collected, educators and/or staff will contact the police or Family and Community Services to arrange suitable care for the child.

Rest Time

Children are encouraged to rest, sleep or have a quiet time according to their individual needs.

Individual children's sleep patterns are catered for and most children rest after lunch. At rest time children are provided with their own child sized bed or cot. Please supply bed linen for your child, preferably a fitted and flat cot sheet plus a blanket in cooler months. Children are welcome to bring along necessary comforters for rest periods. Sometimes children are patted or stroked to help them relax while listening to soft music or a story.

Usually, dependent on individual needs, children in the Waratah Room will cease having a formal rest time mid year. Instead these children will have a quiet period to read, do puzzles, participate in yoga or simply lie and relax. This routine supports children's transition to school.

Please discuss with educators your child's sleeping patterns and routines and anything you wish educators to continue from routines you have established at home.

Sudden Infant Death Syndrome

Carinya follows guidelines recommended by Red Nose for safe sleeping routines. These routines include – sleeping children on their back, tucking bed linen in tightly, placing babies at the bottom of the cot, removing excess linen & comforters from cots & beds and provided a well-ventilated, smoke free sleep environment.



At Carinya we have information available to families promoting safe sleep routines.



Meals and Nutrition

Families must bring enough food for their child for the day. We suggest, 2 pieces of fruit or vegetable to be shared between the group for morning and afternoon tea, lunch such as a sandwich, dinner leftovers, baked beans, a wrap, sultanas, yoghurt and rice cakes. If your child will be at Carinya at 5 o'clock they will also require a late snack or early dinner. Carinya has a microwave to warm foods, please note foods need to be prepared ready for heating.

Carinya implements the Munch and Move program which supports the healthy development of young children from birth to five years of age attending early childhood services in NSW.

The six key messages that form the basis of Munch and Move include;

- Encourage and support breastfeeding
- Choose water as a drink
- Eat more fruits and vegetables
- Choose healthier snacks
- Get active each day
- Turn off the television and computer and get active



Mealtimes provide an important social time for all children. Children and educators sit at a table or have picnics outside as a group. We encourage children to pour their own drinks, help set tables, clear tables and clean up according to their ability.

Please let the educators caring for your child know if your child has any food allergies. From time to time the children participate in cooking activities and we also encourage families to supply food such as a birthday cake as part of celebrations for the children.

Educators respect cultural needs and expectations of each family, please feel free to approach staff and educators with your specific cultural requirements.

Following Carinya's Nutrition Policy, unhealthy foods are NOT to be brought to Carinya unless for a special occasion.

Food Suitable & Encouraged at Carinya

- | | |
|--|--------------------------------|
| ◆ Fresh fruit and vegetables | ◆ Dinner leftovers |
| ◆ Yoghurt | ◆ Tinned spaghetti/baked beans |
| ◆ Custard | ◆ Dried Fruits |
| ◆ Sultanas | ◆ Unsweetened popcorn |
| ◆ Sandwich/wrap | ◆ Salad |
| ◆ Noodles or pasta (cooked ready to be reheated) | ◆ Vegetables |

Unsuitable Foods

- | | |
|--|-------------------------------------|
| ◆ Lollies/chocolates | ◆ Chips/cheezels |
| ◆ Cake, pastries (other than on special occasions) | ◆ Juice, cordial and aerated drinks |
| ◆ Sweet and savoury biscuits | ◆ Muesli bars |
| ◆ Roll ups/chocolate bars | |

Illness of a Child

The health of the children, families, educators and staff is of the highest priority in our service. To ensure a high level of health throughout the centre, cross infections must be kept at a minimum.

Parents are therefore requested to keep their children at home if they are diagnosed with or have the following illness

- ◆ Chicken pox
- ◆ Conjunctivitis
- ◆ Diarrhoea
- ◆ Influenza
- ◆ Impetigo
- ◆ Hand, foot & mouth
- ◆ Measles
- ◆ Mumps
- ◆ Ringworm/scabies
- ◆ Rubella
- ◆ Rashes (unexplained)
- ◆ Whooping cough
- ◆ Head Lice

These illnesses are infectious and may require a Doctor's Certificate for your child to return to our service.

If your child becomes ill while at the centre, you will be contacted and asked to collect your child as soon as possible.

Please do not bring your child to Carinya when they are unwell. Educators at Carinya are unable to care for sick children. It is the responsibility of the child's family to inform the centre if their child has contracted an infectious condition.

At Carinya we are continually evaluating our hygiene procedures to reduce the spread of infection. Education in the use of appropriate procedures is included in the children's routines and programs.

Panadol

If a child develops a high temperature and does not appear to be coping with the day at Carinya, educators will contact the child's parents/guardians. If instructed to by the parent/guardian or if the parent/guardian can not be contacted, a permission to administer Panadol form has been signed for the child and educators believe it is in the best interest of the child to administer Panadol, educators will do so.

Panadol will not be administered to the child unless the service holds a permission form for the administration of Panadol.

Administration of Medication

Educators will only administer prescription medication. Over the counter medication will NOT be given UNLESS a letter from the child's doctor or a prescription label is produced.

A medication form needs to be filled in by parents or an authorised person and checked by an educator each day the child needs medication to be administered. Medication will only be administered if it is current and in the prescribed bottle clearly labelled with a prescription label with the child's full name and dosage required.

Medication must be handed to an educator, which will be placed in the appropriate storage area. Please do not leave medicines in children's bags as other children may find them.

If your child has a medical condition that requires long-term medications, please notify educators and/or staff so that emergency procedures can be discussed.

Asthma, Anaphylaxis & Allergies

If your child suffers from asthma, anaphylaxis or any allergies you must provide a Management Plan from your doctor. This plan will outline the action educators are required to take if the child suffers from this condition whilst at Carinya. Please keep educators up to date with any changes to your child's treatment.

Following is a copy of the service's Medical Conditions Policy for the information of all families with children suffering from a medical condition.

MEDICAL CONDITIONS POLICY

REFERENCE:

- Education and Care Services National Regulations 2011 (reg 90)
- Staying Healthy 5th ed 2012
- National Quality Standards 2011

AIM:

To ensure the correct procedures are maintained and followed in relation to Medical Conditions which may affect children whilst in the care of Cowra Early Childhood Services, Carinya.

PRACTICES:

- To ensure effective management of medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
- To maintain processes to ensure effective communication amongst the Nominated Supervisor, Responsible Persons, Team Leaders, educators, students and volunteers in relation to managing medical conditions within the service.
- To be informed on requirements arising if a child enrolled at Cowra Early Childhood Services, Carinya has a specific medical condition
 - Parents of the child providing a medical management plan (created by a Medical Practitioner) for the specific health care need, allergy or relevant medical condition
 - Requiring the medical management plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition
 - For the development of a risk-minimisation plan in consultation with the parents of the child, reviewed annually or on advice from parent.

- To ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised (Triggers, Risks and Strategies recorded in risk minimisation plan)
- To ensure that practices and procedures in relation to the safe handling preparation, consumption and service of food are developed and implemented
- To ensure that practices and procedures are followed ensuring that all educators and volunteers can identify the child, the child's medical management plan and the location of the child's medication are developed and implemented
 - A copy of all medical management plans, risk minimisation plans and communication plans are kept in the medical conditions folder in the kitchen
 - All medication is stored in the medication cupboard in the kitchen or medication box in the fridge (where refrigeration of medication is required)
 - Each relevant room also has a copy of all plans in the emergency contact folder
 - Processes in place within WHS checks to review plans, medication and expiries
 - Included in the orientation checklist for new educators
- All Educators will hold current first aid, asthma and anaphylaxis qualifications
- Medication records will be completed in full and signed by responsible person/director and family member/carer.

Communication

- Relevant educators and volunteers are informed about the medical conditions policy and the medical management plan and risk minimisation plan for the child.
- The child's parent will communicate any changes to the medical management plan and risk minimisation plan for the child. These will be recorded on the communication plan.
- Ensure a copy of medical condition policy is provided to the parent of a child being enrolled if the provider is aware of a specific health care need, allergy or other relevant medical condition.

Reviewed December 2020

ACCIDENTS

Emergency/Accident Procedures-Staff/Educators/Child/Parent

All Carinya staff and educators are encouraged to keep their first aid qualifications current. As required by regulation at least one staff member or educator with first aid, asthma and anaphylaxis training is always present to supervise children.

For a severe injury or illness that occurs at Carinya and requires urgent hospital treatment the following procedure will be followed:

1. An educator trained in First Aid, Asthma and Anaphylaxis will be responsible for treatment.
2. Simultaneously, another educator will call an Ambulance. State the precise problem when calling the Ambulance. Staff and educators will not take the child to the hospital themselves.
3. Educators will contact parents/guardians and inform them of the situation as soon as possible.
4. A copy of the child's enrolment form will be taken with the child in the ambulance to the place of treatment. If the parent or guardian is unable to be contacted a staff member familiar to the child will accompany the child in the ambulance. Parents/guardians will be required to cover the cost of ambulance travel.
5. Details will be recorded on an Accident/Incident Report form. The parent must sign this form as verification they have been informed of the accident and when the Department of Education and Communities are informed.

Maintaining Up-to-Date Records

Any changes to the information on a child's enrolment form needs to be communicated to administration and amended so that staff, educators and management are aware of all current situations of each individual child.



Emergency Evacuation and Lockdown Procedures

Carinya has emergency evacuation and lockdown procedures to be followed in case of fire, flood, bomb threat, danger in the playground, dangerous person or any other such emergency. These procedures are displayed at each exit in the centre and emergency/lockdown drills are implemented at least 3 monthly each.

Child Protection

Early Childhood Educators are mandatory reporters and are trained in current child protection legislation and their responsibility in reporting a child at risk of significant harm. Educators take an active role in supporting families and the community to ensure the safety of all children within our community.

Families are encouraged to discuss with educators any concern they have in relation to the safety of children.

Personal Hygiene

Carinya acknowledges its responsibility in relation to maintaining a hygienic environment for children, staff, educators and families. While at the centre children will be encouraged to learn age appropriate hygiene routines such as:

- ◆ Hand washing
- ◆ Toileting
- ◆ Blowing their noses

Educators continually role model hygiene practices while maintaining their own high level of hygiene including:

- ◆ Hand washing regularly
- ◆ Wearing gloves when dealing with bodily fluids
- ◆ Using tissues when wiping children's nose
- ◆ Wearing clean appropriate clothing daily



Sun Protection

Carinya is a Sun Smart Centre and follows the guidelines set out by the Cancer Council in relation to sun protection. Carinya protects all children from skin damage caused by the harmful ultraviolet rays of the sun in the following ways:

- ◆ Hotter periods of the day will be avoided for outdoor activities.
- ◆ Outdoor activities will be set up in shaded areas wherever possible
- ◆ All children will have sunscreen applied 20 minutes prior to outdoor play whenever the UV factor is above 3
- ◆ Children will wear a hat when outdoors whenever the UV factor is above 3. A bucket style hat is provided for each child and kept at the centre. These hats protect the face, nose, neck and ears.
- ◆ Carinya's clothing policy also states that children, staff and educators will wear clothing which protects from the sun ie: shirts with sleeves
- ◆ Staff and educators set a positive example for the children by also wearing appropriate clothing, hats and sunscreen.



Excursions & Incursions

Excursions and incursions are included in our service programs. These are valuable in extending on children's interests and learning and to provide opportunity to experience community happenings. All excursions are carefully planned by qualified staff.

Parental written permission is required before a child may participate in an



excursion leaving Carinya. Children will be supervised at Carinya if they do not participate in the excursion.

Families are encouraged to participate in excursions and share these experiences with their child and to ensure the safety requirements set out by the Education and Care Services National Regulations.

Special Celebrations

We like to help celebrate special events and celebrations, including birthdays, cultural events, birth of a sibling or holidays. If you would like to celebrate your child's birthday with their friends at Carinya we would love to help. We suggest a cake or patty cakes which can be shared with friends. Families are most welcome to join the children for this celebration.



At Carinya we recognise that all families come from varying backgrounds and cultures which influence the celebrations that are important or not important to them. Carinya educators foster a positive relationship with each family to ensure they understand the backgrounds of each family. Remember, families are welcome at Carinya at any time.

Photographs

Photographs are taken of children participating in activities at Carinya, on excursions and when participating in community events. These are used within the programs, day books, for displays, in books, newsletters, with community events and for the children and families to share.

Occasionally photographs are also used for communication and advertising purposes such as in displays, the local paper and the CECS Facebook page. Authorisation is given or declined by each family for the use for their child/ren's photo on the service enrolment form.

If for any reason you do not wish your child/ren to be photographed, please discuss this with the service Director, Educational Leader or a Team Leader.



Students

Carinya accepts students from High Schools, TAFE, RTO's and Universities to support them in their work experience or practical teaching requirements. Carinya supports this initiative to foster a strong early childhood workforce.

A student will never be left unsupervised with children.

What your child needs to bring:

FOOD

2 pieces of fruit or vegetable (morning tea / afternoon tea) this will be cut up and shared.

LUNCH

A sandwich, wrap, noodles or pasta (cooked ready to reheat), baked beans, spaghetti, other cooked food, yoghurt, custard or other nutritious foods your child is used to eating.

Food can be heated by educators in Carinya's microwave.

A DRINK

Water or milk is the chosen option for drinks at Carinya. This is to be presented in a suitable drink bottle or cup for your child.

LATE SNACK

All children that are at Carinya at five o'clock will have late snack or early dinner, so please provide something nutritious for your child. If your child will be tempted to eat everything at lunchtime, please mark their late snack separate to lunch.

Babies/Toddlers

Breastfeeding

Carinya is a 'breastfeeding friendly' environment and we strongly encourage mothers to continue breast feeding (if they choose) once their child begins at Carinya. Mothers are welcome to feed at anytime and we will make all necessary plans and can easily contact you throughout the day to assist in these routines. Carinya's educators can also reheat expressed breast milk if required.

Bottle Feeding

If your child drinks milk from a bottle please discuss this with the educators in Sam's Room. Parents/Guardians are to provide sterilised bottles (including teats) filled with breast milk or the accurate amount of water, as well as pre-measured powdered formula. At Carinya all children's bottles are warmed by being placed in hot water or a bottle warmer. After use, bottles and teats are rinsed in water and sent home to be washed and sterilised.

Comforters

You are welcome to send dummies, blankets or soft toys for your child to settle at sleep time. We like to continue appropriate practises used at home so to best meet your child's individual needs and support them emotionally to continue their usual routines.

Labelling Belongings

Please ensure all your child's belongings are clearly marked.

A lost property basket is located in each room, please check it regularly.

We encourage the use of Stuck on You labels which order forms can be obtained from administration. Using the Carinya code the service will receive commission for all labels purchased by service families.

Appropriate Clothing

Please send your child to Carinya in comfortable "play" clothes. Smocks are provided for messy activities; however, we cannot guarantee how clean your child will be at the end of the day.

Clothing should be easy to manage and promote independence i.e. no overalls, fiddly buttons or clips as children like to be independent – especially when toileting.

Please choose clothing appropriate for the season

- e.g. coat and beanie for winter as we like to take the children outdoors most days
- Shirts/dresses with sleeves for the summer. (A hat is provided at the centre.)
- Thongs, clogs and ugh boots are unsuitable footwear for children at Carinya as we encourage the children to climb and run outdoors.



Thank you for choosing Carinya Early Childhood Centre as the environment to care for and educate your child/ren.

We look forward to getting to know your child and family and share many happy memories in this special time of growth, maturity and learning.