



*Burns Bay
Cottage*

2019

Information
Booklet

1. ABOUT THE CENTRE

1.1 General Information

Burns Bay Cottage Child Care Centre provides high quality education and care for children from families within the community.

The NSW Department of Community Services has a statutory responsibility for the regulation and licensing of this Centre. Such licensing provides for certain requirements being met regarding the physical aspects of the building and its environments, educators, equipment and the programme of education and care for the children.

Burns Bay Cottage Child Care Centre is obliged by funding arrangements to provide for allocation of available placements in accordance with the Commonwealth Department of Family and Community Services' "Priority of Access" guidelines. These are:

- ✓ First Priority - a child at risk of serious abuse or neglect
- ✓ Second Priority - a child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under Section 14 of the *A New Tax System (Family Assistance) Act 1999*
- ✓ Third Priority - any other child

Within these main categories priority should also be given to the following children:

- Aboriginal and Torres Strait Islander families;
- Families which include a disabled person;
- families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$41 026 for 2012-2013, or whose partner are on income support;
- families from a non-English speaking background;
- socially isolated families; and
- single parents

1.2 Hours and Time of Operation

The Centre's licensed hours of operation are 7.00am to 6.00pm. Parents are asked to appreciate that preparation and evaluation times (before 7.00am and after 6.00pm) are extremely busy and valuable times for educators, which facilitate the provision of a quality service. Therefore, we request that you adhere to Centre opening and closing times, so that service quality is not compromised.

The Centre's programme operates for 51 weeks per year.

1.3 Educators

Burns Bay Cottage Child Care Centre is educators by a professional team with a range of qualifications and experience.

MANAGER / APPROVED PROVIDER – Kay Doyle

DIRECTOR / NOMINATED SUPERVISOR – Emily Doyle

ASSISTANT DIRECTOR / EDUCATIONAL LEADER – Kruti Joshi

ADMINISTRATION / MANAGEMENT – Jill Chapman

EMERALD TEAM (0-2's): Kruti Joshi – Room Leader, Aayushma Ranjit, Belma Turnic, Jasmine Huang, Jill Chapman, Gabriela Escobar, Mei Ting Cheng, Rita Yao

AQUA TEAM (2-3.5's): Tamara Cruz – Room Leader, Daniela Ceballo, Donna Delaney, Nelson Almeida

CRIMSON TEAM (3.5-5's): Amanda Troxler – Room Leader, Fatima Hatkic, Helena Kuang, Isadora Andrade Lima, Juliana Torres Avellaneda, Rosanna Venuto

BEFORE/AFTER SCHOOL CARE TEAM: Arturo Olivares

CENTRE CHEF – Frank Barletta

CENTRE MAINTENANCE – Dominic Venuto, John Outridge

RELIEF / PART TIME EDUCATORS: Bernice Perez, Cindy Chak, Karen Skelton, Phillipa Harris

1.4 Centre Management and Parent Participation

Whilst Burns Bay Cottage Child Care Centre is a private centre, it has been designed to operate as a community service encouraging the involvement and participation of families utilising its facilities.

The Centre recognises that parents are the child's most important educators and as such, will most likely have the greatest impact on their child's development; your involvement is greatly encouraged.

Our "open door" policy genuinely welcomes your input in:

- programme and curriculum development, implementation and evaluation
- decision-making and policy development
- acting as resource people, etc.
- ALL activities of the Centre

Ways in which the Centre keeps you **informed** and seeks your **input** include:

- providing **information** and **policy** booklets
- providing relevant information regarding child/family issues
- Daily Diary – distributed daily to provide parents with the opportunity to read what their child/ren has been engaged in, and therefore have a basis to converse with their child about their day

- newsletters –distributed monthly to report on children’s curriculum, events/items of interest, general Centre happenings, fundraising, etc.
- general parent meetings
- questionnaires/surveys and suggestion box
- use of noticeboards with current information
- informal discussion and/or pre-arranged appointments

We recognise that parents are the most important people in a child’s life and as such, **YOUR INPUT AND INVOLVEMENT IS ALWAYS ENCOURAGED AND GREATLY APPRECIATED.**

1.5 National Quality Standard for Early Childhood Education and Care and School Aged Care

In 2009 the Council of Australian Governments (COAG) agreed to a new National Quality Framework for Early Childhood Education and Child Care. The National Quality Framework has three components

1. The National Quality Standard – gives families information about what they can expect from a quality early childhood education service.
2. A National Quality Rating System - an assessment tool consisting of five levels that encompass a quality rating for seven key areas of childhood development.
3. The Early Years Learning Framework – to guide educators in developing quality play based curriculums for children in Early childhood services.

Burns Bay Cottage is registered with the Australian Children’s Education and Care Quality Authority (ACECQA) which oversees the implementation of the National Quality Standard for Early Childhood Education and Care and School Aged Care. Currently this system is designed to complement State and Local Government licensing regulations which generally provide a minimum standard which centres may not operate below, however once fully implemented the system will encompass regulatory aspects by which a service must operate.

The National Quality Standard focuses on quality outcomes for children. It involves centres undertaking a process of self study against the 7 Quality Areas and developing an annual self improvement plan to ensure continuing improvement in their service delivery.

The seven quality areas are:

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. Leadership and service management

The full Standard is detailed in the National Quality Standard for Early Childhood Education and Care and School Aged Care and can be viewed online at [deewr.gov.au/early childhood](http://deewr.gov.au/early%20childhood).

2. PHILOSOPHY

At Burns Bay Cottage, we believe:

- That each child is a unique person with an individual pattern and timing of growth and development. As dedicated early childhood professionals, we are committed to the education, care and overall development of every child to his/her fullest potential.
- In providing a high quality early childhood programme where a safe and nurturing environment promotes the physical, social, emotional and cognitive development of young children while responding to the needs of families.
- In the value of play and its role in helping children learn the skills, understandings and attitudes that will ensure their future academic success.
- In responding to the needs of children as developing, thinking, capable individuals by focusing on the processes of learning, rather than content or products.
- In the importance of providing a developmentally appropriate early childhood programme with an anti-bias, cross-cultural perspective which fosters maximum development regardless of age, gender, culture, family structure, socio-economic status, physical or intellectual abilities.
- In the importance of supporting parents and families in the care and upbringing of their children by:
 1. extending and complementing the home by providing a loving, stable and secure environment;
 2. valuing their input and respecting parental thoughts, ideas and decisions concerning their child and the Centre;
 3. Providing a programme that reflects the cultural values and backgrounds of the children.

That family involvement is an important part of the programme and as such, families are well informed and welcome participants in all activities of the Centre. We appreciate that participation in the programme will be in accordance with parents' own needs, interests and opportunities.

- In the importance of fostering each child's self-esteem by developing strong feelings of self-worth. This is facilitated by children developing a sense of competence in a wide variety of areas coupled with positive social interactions with adults.
- In maintaining high standards of hygiene, nutrition, safety and care.
 - That knowledge of child development and continuing educators' development opportunities facilitate educators providing a high-quality programme based on individual children's needs, strengths and interests.

- That regular evaluation in consultation with parents is necessary to continue to meet the needs of children, families and educators.
- In the importance of responding to the changing needs of the community and thus building a reputation of concern, responsibility, reliability and professionalism within that community.

3. POLICY & PROCEDURE

A Burns Bay Cottage Policy Document will be emailed to you on request. There is a hard copy of the policy document available to you in the Office, foyer to Crimson/Aqua rooms and Emerald Room. All relevant policies of this Centre must be read in conjunction with the Information Booklet.

Please familiarise yourself with the Centre policies as you will be required to sign a “Policy Agreement” form certifying your intention to abide by the policies of Burns Bay Cottage.

4. FEES

4.1 Child Care Benefit

Child Care Benefit (CCB) is a Commonwealth Government scheme which helps families with the costs of their children's education and care. The Child Care Benefit helps create a more affordable system of care. It supports the workforce participation, respite and developmental care for children whose parents are not in the workforce.

The Family Assistance Office (FAO) is responsible for payment of CCB in services which have been approved by the Commonwealth. Your rate of CCB, (i.e., the amount of financial assistance you receive) depends on your estimate of your family's annual taxable income. The FAO calculates the applicable percentage of CCB to which you are entitled and forwards this information to the Centre; (you also receive this information). Centre fees are calculated using the percentage and information provided by the FAO.

If a family lodges a Claim for Child Care benefit form, full fees will be charged and payable until families provide the centre with notification from FAO. Adjustments will only be made to the family's account on receipt of the notification of benefit.

At the end of the financial year, following the processing of tax returns, the FAO pays extra CCB to families who were underpaid, or will ask families to repay any amounts that should not have been paid. Alternatively, you can choose to pay full fees and claim your CCB as a lump-sum after the end of the financial year.

To improve immunisation rates, the Government has linked the payment of CCB to immunisation for children aged under seven. If a child is not immunised and does not have an exemption, the FAO will contact the family requesting that they meet the requirements. If the child still does not meet the immunisation requirements, the child's CCB will be cancelled.

4.2 Fees

EMERALD \$135.00 per day

AQUA \$130.00 per day

CRIMSON \$125.00 per day

Upon initial enrolment, a deposit bond of two (2) weeks' fees is payable - refundable, with 4 weeks' notice in writing, (non-refundable should the child fail to commence at the Centre). Please note this deposit does not attract Child Care Subsidy (CCS).

2 weeks' fees are payable in advance - refundable, with 4 weeks' notice in writing, (non-refundable should the child fail to commence at the Centre).

4.3 Payment of Fees

It is expected that fees will be paid promptly when due. Failure to do so will jeopardise your child's continued enrolment. Fees may be paid fortnightly or monthly provided that payment is made in the morning of the first day of your child's attendance for that paying period, i.e., a fortnight or a month. Please note that it is not acceptable to pay fortnightly or monthly fees in arrears. A "Fees Due" reminder is emailed to all families at the beginning of each fees fortnight. Fees may be paid in the following ways.

1. **Cash** – placed in an envelope clearly marked with your child's name & the amount enclosed. After enclosing your payment in an envelope, please place it in the fees box, located in the Crimson entry foyer.
2. **Cheque** - placed in an envelope clearly marked with your child's name & the amount enclosed. After enclosing your payment in an envelope, please place it in the fees box, located in the Crimson entry foyer.
3. **Direct Deposit** – please tag your payment with your child's full name. The centre's account details are as follows

AQUA & CRIMSON GROUPS

Account Name - Burns Bay Cottage Pty Ltd
Bank - Westpac
BSB - 032 184
Account Number - 222 535

EMERALD GROUP

Acct Name – Early Childhood Education Pty Ltd
Bank – Westpac
BSB – 032 184
Account Number – 268 621

4. **Authority to Debit** – Please fill in an Authority to debit form place it in an envelope, in the Fees box located in the foyer of the Crimson Group and your credit card will be debited on the Monday of the fees week.

Families will receive a Family Statement in the first week of a fees fortnight. They request a statement at any time. Fees receipts will be available for collection from children's information pockets after the centre has received payment.

4.4 Fees in Arrears

Outstanding fees will accrue a \$25.00 per week late fee.

Fees unpaid after two weeks will result in the child's place at the Centre being terminated.

4.5 Non-Attendance

A Commonwealth Government requirement of the Centre's participation in the **Child Care Benefit** Scheme is that the Centre must operate 50 weeks a year. This means that fees must be charged for this period. In order to maintain a place at the Centre, full fees must be paid for all periods of non-attendance.

Record of Non Attendance

Please inform the Centre if your child is not attending on an enrolled day, as government regulations require centres to keep a record of all absences for each child, including date and type of absence. Your signature will be required to verify this record of your child's absence on the daily Burns Bay Cottage Sign In/Out Attendance Sheet. Child Care Benefit is paid for up to 42 absence days for each child per financial year. (Allowable absence days can be taken for any reason). Once the child has reached 42 days of allowable absences, Child Care Benefit is not paid for any further absences unless:

- an absence due to sickness is documented by a medical certificate;
- an absence due to the child being excluded because of an outbreak of an infectious disease against which the child has not been immunised is documented by a medical certificate or written statement from parent;
- an absence due to parents' rotating shift or rostered days off is documented by a statement from the parent or employer;
- An absence due to a sibling's pupil free day.

4.6 Notice of Cancellation / Reduction of Days / Change of Days

Two (4) weeks' notice IN WRITING is required when withdrawing a child from the Centre, including reduction of days and change of days. If 4 WEEKS' NOTICE is not given, full fees will be charged in lieu of notice.

Should you choose not to attend the centre once you have given notice, full fees will be charged. Child Care Benefit (CCB) cannot be claimed for this period should you not attend the centre.

4.7 Late Collection Fee

This Centre closes at 6.00pm. A late fee of \$15.00 per 15mins or part thereof will be charged from 6.00pm until children are collected. Please see the centre's Fee Policy for future details.

Also, in the event of a parent being unable to collect the child by 6.00pm, it is the responsibility of the parent to organise alternative arrangements to have the child collected by this time and to notify the Centre of these alternative arrangements. Please understand that educators are only employed until 6.00pm and that whilst we are willing to help in exceptional circumstances, we too have families and commitments.

4.8 Days of Enrolment / Extra Casual Days

A child will be offered permanent days per week, upon enrolment. Please note that we cannot swap days per week.

If your child is already enrolled and you require casual days, you can enquire about availability to the Office. These days are in addition to the child's permanent days. There will be additional fees due for the casual days. These days do attract CCB and CCR.

4.9 Holiday Entitlements

Fees are still payable whilst absent from the Centre.

4.10 Public Holidays

Fee will not be charged for Public Holidays

5. ORIENTATION AND SETTLING NEW CHILDREN

Once enrolment documentation has been completed and a starting date provided, parents and enrolled children are welcome to spend some time at the Centre in order to become familiar with the Centre environment and to become acquainted with educators. As the orientation process is different for each child and their family, the centre is supportive of meeting individual needs by tailoring your orientation.

Starting care or changing from one Centre to another, may require significant adjustment for the child and their family. Some children may take only a day or so to feel completely comfortable whilst others may take considerably longer (weeks!)

Try not to worry if your child is taking longer to settle into the Centre - recognise that this is a new experience for both of you and one which may require gentle handling. Educators are available to reassure you and answer any questions, so always feel free to ring and find out how your child is coping and to talk about your child's day.

It is important to create a trusting relationship with your child so please do not assume that your departure will be less painful, if you slip away whilst your child is busy with an activity. After settling your child into an activity each morning, please feel free to stay at the Centre as long as you wish, but once you decide to go, farewell your child and leave quickly.

6. EDUCATION AND CARE

The education and care of children enrolled at Burns Bay Cottage is the focal point of the Centre's operation.

The centre embraces *Belonging, Being and Becoming – The Early Years Learning Framework for Australia* curriculum document developed by Council of Australian Governments (COAG) for

children birth to five years. The framework is a foundation which guides the development of all learning experiences and advocates the collaboration between the child, centre, family and community.

The educators at Burns Bay Cottage programme emergent and interest based experiences that foster the development of the whole child. The programme is based on five main outcomes that are outlined in *Belonging, Being and Becoming – The Early Years Learning Framework for Australia*. These are:

- Outcome 1: Children have a strong sense of identity
- Outcome 2: Children are connected with and contribute to their world
- Outcome 3: Children have a strong sense of wellbeing
- Outcome 4: Children are confident and involved learners
- Outcome 5: Children are effective communicators

These Outcomes are indicated on the Programme, which is developed on a weekly basis whilst also embracing spontaneous teachable moments. Our programme aims to reflect the child's stage of development and facilitate their sense of belonging.

We believe that within a safe and nurturing environment the young child needs interesting and stimulating activities that provide a challenge to natural curiosity, excite creativity and instil a genuine love for learning.

7. YOUR CHILD'S INDIVIDUAL PROGRAMME & PROGRESS

The educators at Burns Bay Cottage believe that the needs of each child will best be met if parents are involved and supportive. In other words, supporting children's learning is viewed as a joint effort between Centre educators and parents.

We encourage and value parental participation in determining developmental strengths, needs and interests which may then be an area of focus in planning for the individual child. Such a "partnership" with parents will ensure that our programme will address the needs of each child and that learning and growth will be supported at home.

It is important that both parents and educators create opportunities to plan, discuss and evaluate individual children's progress, either informally or by making an appointment. (Please note educators are always available at a mutually convenient time for discussion and information regarding your child's development and individual programming.)

Formal parent & teacher conferences are held twice a year. This is a wonderful opportunity to discuss your child's development, view your child's portfolio that outlines their individual learning journey, ask questions, raise any concerns, input into the centre's learning programs and make any suggestions that you may have about the centre or your child's overall development. The centre highly values parent conferences as this is an opportunity for educators to ask you questions about your child's development and share their observations of your child in the centre environment.

8. GUIDING CHILDREN'S BEHAVIOUR

We aim to provide a safe, happy, secure environment where children have a definite understanding of acceptable behaviour.

There are certain basic clear and consistent limits that have been set for all children. Most are common sense limits which would also apply at home, such as preserving safety standards, encouraging a caring attitude towards other people and equipment etc. These are maintained in order to avoid confusion and for the protection of children, educators, equipment and the environment.

For further details refer to the centre's Behaviour Guidance Policy.

9. THE DAILY SCHEDULE

The daily schedule at Burns Bay Cottage offers a balance between the following types of activities:

- active and quiet times
- large group activities, small group activities and time to play alone or with others
- indoor and outdoor play times, and
- Time for children to select their own activities and time for teacher-directed activities.

Consistency is an important characteristic of the daily schedule because young children have little concept of time as adults know it and tend to gauge their day by patterns of time, i.e., morning tea, lunch, music time, etc. Therefore, it is of benefit to have some order in the daily routine so that children feel more secure in predicting the sequence of events.

The daily schedule, as set out on the next page, is flexible where necessary to accommodate the needs of children. The daily routine basically remains the same throughout the year, however seasonal variations are made to accommodate the Caner Council SunSmart guidelines, daylight saving and weather changes.

Please note, that although the schedule provides programmed activities from 7.00am to 6.00pm, you may arrive and leave at any time convenient to you and your family.

DAILY ROUTINE FOR EMERALD GROUP

7.00-8.00am	Breakfast if required until 8am & Self Selected Free Play Experiences
8.00am-8.45am	Self-selected free play experiences continue.
8.45am	Progressive Morning tea begins Self-selected free play experiences continue.
9.00am	Nappy change & toileting
9.30-10.45am	Music and Literacy Group time then Learning Centre Experiences
10.45- 11.00am	Group Time
11.00-11.30am	Lunch Time
11.30-12noon	Quiet activities; Nappy change & toileting; Transition to sleep time
12.00-3pm	Rest Time or quiet activities; Babies on multiple sleeps or no sleep engage in Learning Centre Experiences
1.30pm	Self-selected free play experiences Nappy change begins as children wake up
2.30-3.00pm	Progressive afternoon tea begins. Self-selected free play experiences continue.
3.00pm-4.30pm	Learning Centre Experiences & Extension activities. Yoga session – optional for children interested
4.00pm	Nappy change & toileting
4.15-4.45pm	Group Time
5.00pm	Late Snack
5.30pm	Group Time followed by quiet activities
6.00pm	Centre closed.

DAILY ROUTINE FOR THE AQUA GROUP

7.00-8.00am	Breakfast if required until 8am & self-selected free play Experiences
9.00am	Progressive Morning tea begins Nappy change & toileting begins Self-selected free play experiences continue.
9.15am	Pack away time Group time
9.30-11.30am	Learning centre activities in small developmentally based Groups. Activities include Language, Maths, Science, Music, Fine and Gross motor. - see Learning Centre Program Nappy change & toileting begins at 11am
11.30am	First Lunch Group
12 Noon	Second Lunch Group
12.00pm	Rest Time begins Non-sleepers have Meditation & quiet self-select experiences
1.30pm	Self-selected free play experiences begin- see afternoon Self Select Program. Nappy change & toileting begin as children wake up
2.45pm	Progressive afternoon tea begins. Self-selected free play experiences continue.
3.00pm	All children awake Progressive afternoon tea continues Learning Centre projects continue from the morning
4.00pm	Nappy change & toileting Outdoor free play Indoor free play
4.45pm	Pack away outdoors and indoors before Group Time
5.00-5.20pm	Group time then move in to Crimson Group
5.35pm	Late Snack & Quiet activities
6.00pm	Centre closed

DAILY ROUTINE FOR THE CRIMSON GROUP

7.00-8.00am	Breakfast if required until 8am & self-selected free play Experiences
8.00am	Yoga
9.00am	Progressive Morning tea begins Nappy change & toileting continues Self-selected free play experiences continue
9.15am	Pack away time
9.30-10.00am	Morning mat time
10.00-11.00am	Learning centre activities in small groups. Activities include Language, Maths, Science, Music, Fine and Gross motor. - see Learning Centre Program Nappy change & toileting begins at 11am
11.30am-12.00pm	Language & Music Group time
12 Noon	First Group Lunch
12.30-1.00pm	Rest Time Second Group Lunch Meditation Extension activities for non-sleepers
2.00-3.00pm	School Readiness Extension Program Nappy change & toileting begin as children wake up
2.45pm	Progressive afternoon tea begins. Self selected free play experiences continue.
3.00pm	All children awake Progressive afternoon tea continues Learning Centre projects continue from the morning
4.00pm	Nappy change & toileting Outdoor & Indoor free play
4.30pm	Group Time or Group Game
5.00pm	Pack away outdoors/indoors
5.35pm	Late Snack
6.00pm	Centre closed

10. CLOTHING

ALL CLOTHING AND FOOTWEAR MUST BE CLEARLY LABELLED

Spare clothing – a complete set of Sun Smart (See Sun Protection Policy) spare clothes (including underwear) is required each day of attendance. Whilst you may feel your child is highly unlikely to have a toileting accident, spills with water, paint and drinks may necessitate a change of clothes.

Sun Smart hat – must be brought to the Centre each day of attendance.

Comfortable shoes are the preferred footwear as they are suitable for outdoor play, climbing and local walks. Thongs, clogs and slippers are dangerous when children run, climb and use outdoor equipment.

Soiled clothing will be placed in a plastic bag, with a red “Soiled Clothes” note that briefly outlines how the clothes were soiled, & placed in your child’s locker ready for collection.

11. LOCKERS

Upon commencement at the Centre, each child will be allocated a locker. Each child’s belongings should be placed in this space when not in immediate use. At the end of your child’s day you should collect ALL items from your child’s locker.

12. LOST PROPERTY

A lost property hanger is located in the sign in/out area of each building. All unclaimed articles of clothing and items/objects will be placed here awaiting collection. Periodically, notice will be given that contents of the lost property hanger will be cleared, so please check it regularly for your child’s belongings.

13. SUNSCREEN

As per the Cancer Council SunSmart Guidelines, the centre recommends, that your child brings/wears a SunSmart hat and sun cream (SPF30+, broad spectrum, water resistant) before or on arrival at the Centre.

Centre Cancer Council Sun cream is located on the Sign-in/Sign-out bench and on the outdoor shelf. Educators will ensure that sun cream is reapplied as per the Sun Protection Policy

14. COMMUNICATION AVENUES

The centre highly values and encourages open communication between the centre and each family. The main avenues for communication are:

1. *Email*- this is the main form of written communication (E.g.-newsletters, health alerts, notices, newflashes, policy reviews, etc)

2. *Communication Pocket* - Upon commencement at the Centre, each family is allocated an information “pocket” labelled with the child’s name. This pocket is for written matter regarding the Centre and your child, (e.g., receipts, book club forms, information sheets, etc).
3. *Daily Diaries*- Each room has a daily diary which outlines the events of the day. Parents have the option to contribute ideas, suggestion or comments about events or follow up activities.
4. *Suggestion Box* – Each sign in/out area has a suggestion box for parents to have their say on the centre’s programs, routines, educators, etc.

Please check your information pocket each afternoon.

15. BIRTHDAYS

Children enjoy celebrating their birthday with friends. To minimise the spread of cross infection we recommend the bringing of individual cakes, doughnuts, ice blocks etc, to be shared with friends so that this day will be a memorable one for your child.

We ask that you are mindful of the centre’s Nutrition Policy and that the Centre is a nut free zone. (See Policy & Procedure Policy Document/Disc)

16. SAFETY

The safety of the children, educators and centre visitors is paramount, the strategies the centre employs are detailed in the Health & Safety section of the centre’s Policy & Procedure Document. (See Policy Disc)

It is imperative that all persons who enter the centre ensure that gates and latches are firmly closed at all times and that only you and your child pass through the gate when entering and exiting. Please do not allow your child to swing on the gate as this prevents the latch from locking effectively.

17. SICK CHILDREN

The centre follows the NSW Health Department Exclusion Guidelines and recommendations. Such a policy is essential, not only to comply with health regulations, but also to minimise cross infections, and protects your child and your family. In addition, **the Centre retains the right to exclude any child who is obviously not well enough to cope with a group situation**. This particularly applies to a child who has not fully recovered from an illness.

It is essential that as parents, you have alternative care arrangements for your child should he/she becomes sick. Two local contacts are requested on the enrolment form and these people will be contacted if a parent is unable to come for the child, should the Director consider the child must be excluded. Such arrangements must be organised when you enrol your child, as educators have neither the time, nor the facilities, to care for a child who is sick or even slightly unwell.

If your child is on prescription medication, educators may administer the appropriate dose as directed. However, you must authorise the administration of medication by completing the appropriate authorisation form available from educators.

Please refer to the Health & Safety section of the centre's Policy & Procedure Document/Disc.

19. FOOD AND YOUR CHILD

Eating a variety of nutritious foods each day is vitally important for everyone, but especially so for children because they are growing, developing and usually very active. Children need guidance about food as they do about everything else. If they learn how to choose a healthy diet during childhood, such habits can continue throughout their lives. The Centre provides all meals and the children are served a range of nutritious foods which will help establish good eating habits.

A balanced rotational Seasonal Menu is planned to ensure that children receive at least 50% of their recommended dietary intake as outlined in the NSW health dietary guidelines. A copy of the menu is displayed weekly and can be emailed to you if required.

Foods not presented to the children are those which have a high energy content but low nutritive value and in particular foods high in fat, salt and/or sugar. Cakes, pastries, sweet biscuits, chocolates, lollies, etc, can lead to tooth decay. Also not offered are snack foods high in fat and/or salt.

For further information please refer to the Nutrition Policy in the centre's Policy & Procedure Document/Disc.

20. THINGS FROM HOME

It will be necessary for you to supply a few items from home for your child's day at Burns Bay Cottage. At the same time, there are a few things that are highly undesirable.

20.1 Essential

1. A COMPLETE SET OF LABELLED SPARE CLOTHES, EACH DAY OF ATTENDANCE
2. A SunSmart hat – to facilitate skin protection routines
3. Nappies if required, approximately 7 a day (For children in Aqua and Crimson)
4. Formula bottles as required throughout the day

Undesirable

Please do not bring toys from home, lollies, clothes not immune to sand, water and paint, or drinks from home. All drinks are provided by the Centre, (milk and water) at morning tea, lunch and afternoon tea, as well as upon request AT ANY TIME.

Whilst we recognise the need among some children for a security object from home, we do not encourage the bringing of general toys. These may create conflicts amongst children and can be subjected to damage and/or loss. Burns Bay Cottage is well equipped with a full range of items designed to support the activities provided.

21. DAILY ROUTINES

21.1 On Arrival

On arrival at the Centre, there are a number of procedures that we ask you follow:

Sign in – please register your time of arrival, your signature and your preferred contact number for the day, beside your child’s name on the daily attendance record.

Authorisation to Collect – please notify Educators, in writing, if an adult, different from the parent, is to collect your child.

Notification to educators- any changes to your child’s normal routine; any required medication, changes to food allergies, etc

Locker – place belongings in your child’s locker.

Fees – put fee payment envelope in FEES BOX, after checking child’s communication pocket.

Sunscreen & SunSmart Hat – ensure sunscreen has been applied to your child and they are wearing a SunSmart hat. Should you forget your hat, please see educators.

Farewelling your child – please make sure educators know you have arrived and when you are leaving, and remember to say goodbye to your child. If you do not say goodbye, your child may expect you to re-appear, which in turn creates anxiety for all concerned.

21.2 Leaving the Centre

Art/craft work – your child’s work is available for collection from their locker. Any art work left in the lockers at 6pm will be removed.

Communication Pocket – receipts and other information may be awaiting collection

Lockers – soiled clothing, etc, to be collected **Please ensure that you take your child’s bag home each day.**

Farewell – please let educators know you are leaving and encourage your child to say goodbye

Sign out – register time of departure and signature beside your child’s name on the daily attendance record

22. IN GENERAL

Do not hesitate to discuss any concerns you may have with the Nominated Supervisor or Educators at any mutually convenient time.

We trust that your association with Burns Bay Cottage will be a happy one and that your child will enjoy and benefit from time spent with us.