



- * Girraween Activity Centre
- * Toongabbie West Activity Centre
- * Beresford Road Activity Centre

Activity Centres Inc.
Before & After School
+ Vacation Care

Parent Handbook

Australian Business Number (ABN) 46 525 163 148

Postal Address; PO Box 768 Toongabbie NSW 2146

www.activitycentres.com.au

Activity Centres Incorporated is a community based non profit organisation, managed by a parent committee

Centre Philosophy

The Centre and its staff aim to provide quality care in a safe and friendly, home-like environment, which encourages children to grow and develop new skills, confidence and self esteem at a level where the child feels comfortable.

We aim to be supportive to our parents and strive for open communication and good relations between parents, staff, children, management and the community.

We hope this booklet has answered the questions you may have about Activity Centres Incorporated.

Please feel free to contact me or our friendly staff at anytime if you have any inquiries or concerns.

www.activitycentres.com.au

Sharon Le Compte
Manager
Activity Centres Inc.
Phone / fax 9631 6495

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Centre Locations☪ **Girraween Activity Centre** in St. Anthony's Primary School

Street address 216 Targo Road, Girraween 2145
 Postal address PO Box 768, Toongabbie 2146
 Phone / fax 9896 1466
 E-mail gac@activitycentres.com.au
 Coordinator Ginnie Wilson

☪ **Toongabbie West Activity Centre** in Toongabbie West Public School

Street address 83 Ballandella Rd, Toongabbie 2146
 Postal address PO Box 768, Toongabbie 2146
 Phone / fax 9631 0855
 E-mail twac@activitycentres.com.au
 Coordinator Jeane Heffernan

☪ **Beresford Road Activity Centre** in Beresford Road Public School

Street address 74 Beresford Road, Greystanes 2145
 Postal address PO Box 768, Toongabbie 2146
 Phone / fax 9896 8661
 E-mail brac@activitycentres.com.au
 Coordinator Kerry Maike

☪ **Vacation Care** in St. Anthony's Primary School

Street address 216 Targo Road, Girraween 2145
 Postal address PO Box 768, Toongabbie 2146
 Phone / fax 9896 1466
 E-mail vac@activitycentres.com.au
 Coordinator Rachael Bajo

Head Office, Activity Centres Inc 1 Girraween Rd, Girraween

Phone Fax 9631 6495
 E-mail gac@activitycentres.com.au
 Manager Sharon Le Compte
 Assistant Manager Gaye Johnson

Hours of Operation

All Centres

- Before school care 6.30am to 9.00am
- After school care 2.30pm to 6.30pm

Girraween Activity Centre Only

- Vacation care 6.30am to 6.30pm
- Pupil free days 6.30am to 6.30pm

Approved Places

Girraween Activity Centre

- Before school, approved for 60 children.
- After school, approved for 105 children.
- Vacation care, approved for 75 children.
- Pupil free days, approved for 75 children.

Toongabbie West Activity Centre

- Before school, approved for 30 children.
- After school, approved for 45 children.

Beresford Road Activity Centre

- Before school, approved for 30 children.
- After school, approved for 60 children.

Current Fee Structure

- Before school care \$10.50 / Day (permanent) or \$13.00 / Day (casual)
- After school care \$13.50 / Day (permanent) or \$16.50 / Day (casual)
- Vacation care \$35.00 / Day
- Pupil free day \$35.00 / Day

Important Note

- Fees are paid to secure a place for your child at the centre; therefore if your child is absent fees must still be paid.
- The committee reserves the right to change the fee structure at anytime, to ensure the centre is meeting its financial obligations.

Other Fees & charges

- Annual enrolment fee, per child (non refundable) \$25.00
- Annual resource fee, per family \$25.00
- Deposit on enrolment , per child \$100.00
- Non-notification fee, after school care, per day \$5.00
- Non-notification fee, vacation care , per day \$10.00
- Sundry fee / overdue accounts, per month \$10.00
- Late fee (after 6.30pm collection), per minute \$5.00
- Vacation care booking fee , per vacation care period \$10.00
- External debt collection fee \$200.00

Methods of Payment (in order of preference)

- Netbank
 - \$ BSB number 062 224
 - \$ Account number 0090 3590
 - \$ Your child's name must appear in the description box
- Cheque or money order - (Activity Centres Inc).
- Credit card monthly direct debit (see fee payment envelope)
- Eftpos - at Girraween Activity Centre only.
- Cash – For security reasons we would prefer parents avoid paying fees in cash no more than \$50.00 will be accepted at any time.
Cash will not be accepted on Fridays after 9am.

Changes to bookings

- Parents must inform the coordinator at the centre which your child attends if you would like to change or cancel any permanent booking.
- Cancelling or changing permanent bookings will require 2 weeks written notice.
- Additional days will be considered in accordance with the current waiting list, the coordinator of the centre your child attends will inform you when days become available.

Centrelink - Child Care Benefit (CCB)

It is the parent's responsibility to supply the centre with the relevant information needed to apply for Child Care Benefit (CCB), the centre will need the Customer Reference Number (CRN) of the parents and children, issued to them by Centrelink, along with the date of birth of parents and children.

- Parents can contact Centrelink on 13 6150, for further information.
- Full fees will be charged until your information is provided and processed.

Initial absent days

- CCB can only be claimed for 42 absent days each financial year. (as per section 13.1 in the Department of Education, Employment and Workplace Relations (DEEWR) Handbook)
- Full fees must be paid for absent days over 42 unless a Medical Certificate is produced the next time your child attends the centre.

Additional absent days

- Additional absent days are not counted as part of the 42 allowable absent days.
- Additional absent days may be taken more than 42 times per year, however you must provide the centre with approved supporting documentation, a Dr.'s certificate, court /custody papers (as per section 13.2 DEEWR handbook)
- Fees must still be paid if your child is absent.

Priority of Access Guidelines

The centre adheres to the Department of Families, Community Services and Indigenous Affairs priority of access guidelines as set out in section 6.3 in the Department of Families, Community Services and Indigenous Affairs handbook.

- Priority 1. A child at risk of serious abuse or neglect.
- Priority 2. 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*
- Priority 3. Any other child.

If no vacancy exists, a waiting list operates.

Within these main categories, priority should be given to the following children;

- Children in Aboriginal or Torres Strait Islander families,
- Children in families which include a disabled person,
- Children in families on a low income,
- Children in families from culturally and linguistically diverse backgrounds,
- Children in socially isolated families
- Children of single parents.

There are some circumstances in which a child who is already in a child care service may be required to leave the service.

Where a service has no vacant places and is providing child care for a child who is a priority 3 under the priority of access guidelines, the service may require that child to leave the child care service in order for the service to provide a place for a higher priority child, but only if:

- a) the person who is liable to pay child care fees in respect of the child was notified when the child first occupied the child care place that the service followed this policy and
- b) the service gives that person at least 14 days notice of the requirement for the child to leave the child care service.

When filling vacancies, outside school hours care services must give school children priority over children who have not yet started school. When an outside school hours care service has no vacant places and is providing care for a child who has not yet started school, the service may require that child to leave the service so that the service can provide a place for a school child.

Enrolment procedure

- J All details on the enrolment form must be completed in full, prior to your Child's first day.
- J The conditions of enrolment must be signed and returned along with the enrolment form.
- J The non-refundable annual enrolment fee and deposit must be returned with enrolment form.
- J The coordinator will set up an account for your family on enrolment.
- J The annual enrolment and resource fee will be deducted from your account on the first day your child attends the centre, it will automatically be deducted annually.
- J Statements are only handed out on request. It is the parent's responsibility to ensure their account is kept in credit at all times.
- J Any credit will be refunded if your child leaves the centre.
- J Statements will be processed on the last Friday of each month and posted or emailed. The monthly sundry cost will apply to all accounts in debit at 9am on the last Friday of each month.
- J Fees are paid to reserve your place; If your child is away fees must still be paid.
- J Failure to keep your account in credit may lead to your child/ren's place at the centre being terminated. However, if due to financial hardship you are unable to pay your fees please come in and speak to the coordinator and/or centre committee and a payment plan can be organised.
- J If your child is away for any length of time due to holiday's, illness etc., please inform the centre coordinator as soon as possible.
- J Parents are kindly asked to donate a ball on enrolment, balls are very popular with the children's activities and donations throughout the year would be appreciated.
- J Parents must inform the centre coordinator of any changes to information supplied on enrolment form which may occur whilst child/ren are enrolled at the Centre. e.g. new address, phone numbers or any other important information.
- J Parents must inform the centre, in advance if a child is not attending after school care. The non-notification fee will be added to your account if the staff have to go looking for your child on a booked day this includes calls made to parents. Siblings informing the staff of absence will not be accepted. All centres have an answering machine; a message from a parent will be acceptable.
- J If staff are unable to contact parents, and the parents have made no contact with the centre for 5 days your child's place at the centre will be terminated.
- J There is a daybook (scrapbook) on the sign off table. This book is for parent's children, staff and visitors to make comments, suggestions about the centre. Constructive criticism is also appreciated to ensure the centre is meeting the needs of all families.
- J The Centre closes at 6.30pm sharp, Parent's collecting children after 6.30pm will be charged the late fee.
- J Parents should phone the centre if you are running late, this way we can reassure your child/ren
- J Parent should explain to younger children that it gets dark early in the winter months; some children get very upset if they are still at the centre at "night time" they don't understand that it is only 5pm and think that parents have forgotten to collect them.

Conditions of enrolment

Enrolment form needs to be completely filled in, and returned to the centre with the \$25.00 (non refundable) enrolment fee and a \$100.00 (refundable) deposit before your child's first day. Total \$125.00 per child.

The following 3 pages are a copy of the conditions of enrolment which are attached to the enrolment form, it must be signed and returned to the centre before your child's first day;

1. I understand that the centre staff, committee and other authorised persons reserve the right, after all reasonable attempts have been made to contact the parents or guardians stated on the enrolment form, to seek medical attention and/or ambulance or hospital assistance should the need arise.
2. I understand that the centre staff, committee and any other authorised persons reserve the right to suspend my child/ren if s/he continues to use disruptive or aggressive behaviour and puts other children and/or staff/parents safety at risk. This will be enforced and the children will lose their place at the centre. (refer to centre policy and procedure)
3. I understand that the centre has no right to refuse natural parents access to their child/ren, unless the centre has viewed a custody order or equivalent.
4. I understand that the staff at the centre have all had the working with children check lodged with the NSW Commission For Children & Young People and have been cleared to work with children. All staff, as mandatory reporters are under obligation by law to report to the Department Of Community Services (DOCS) any concerns of children at risk of harm.
5. I understand that only an authorised person (listed on the enrolment form) must collect and sign children in and out of the centre.
6. I shall contact the centre if my child/ren is NOT attending on a scheduled day, or the non-notification fee will be charged per family if parents do not contact the centre.
7. I understand that I must contact the centre if I am unable to collect my child/ren from the centre before the centre closes at 6.30pm sharp. A late fee will apply, this will be added to my account, however, if the child/ren have not been collected within 1 hour of the centre closing and parents have made no contact with the centre, staff have the right to take the child/ren to the closest police station.
8. I understand that it is the parents responsibility to sign the child into care each morning and out each afternoon. Failure to do so could jeopardise your Child Care Benefit payment as it is a requirement by DEEWR that attendance records be signed.

Conditions of enrolment continued

9. I understand that if my child attends Girraween Public School they may be placed onto a public school bus before school during wet weather. Staff will ensure children get on the bus and the driver will ensure they alight at the front gate of the school. The cost of the bus trip will be added to your account. Children must have wet weather gear in their bags at all times.
10. I understand that the centre staff take all care when taking and collecting Children from Girraween Public School however in some cases children may be left at school and or the centre for whatever reason (sick, sore leg, etc.) I then give permission for a centre staff or a member the school Staff to collect my child in their private vehicle and transport them to school and or the centre. (RTA Restraint Laws Permitting).
11. I understand that if my child attends Toongabbie West Activity Centre they will be taken to Ambrose Park, which adjoins the school playground. Children will play on the equipment as part of our programmed activities.
12. I understand that if my child attends Girraween Activity Centre they will be taken to Keene park, which is behind the units directly opposite the centre. Children will play on the equipment as part of our programmed activities.
13. I understand that if my child/ren decides to run away, the centre and its staff, committee and or any other authorised persons are not to be held responsible. All children must remain within the school grounds. The centre staff by law is not able to chase a child/ren who runs away; (it would leave the children at the centre in danger and without adequate care). If my child/ren runs away, the staff will phone a parent and it is up to the parents to take whatever action they feel is right, however if my child does run away and is injured in anyway the centre, management and its staff are not liable.
14. I understand that a parent management committee, which meets the last Wednesday of the month runs the centre, all parents are encouraged to attend and contribute opinions and suggestions.
15. I understand that if my child/ren wilfully damages or breaks equipment at the centre, or within the school grounds, I shall replace/reimburse the centre and/or school.
16. I understand that to keep fees to a minimum, parents are asked to fundraise and to donate items of need as listed on notice board throughout the year.
17. I understand that fees must be kept up to date at all times and if my fees fall behind my child's place at the centre will be jeopardised. (Please contact the co-ordinator if you are experiencing financial difficulties).
18. I understand that if I default in paying my account in full upon my child leaving the service, my details will be forward to an external debit collection agency, I understand that once my account has been sent to the external debt collection agency a one off \$200.00 collection fee will be applied to my account together with the current sundry fee every month until the account is paid in full, including all fees and charges.
19. I understand that afternoon tea must be supplied by me (the centre does not supply food), however the centre will provide a fruit and vegetable platter at afternoon tea to supplement the snack sent in from home.

Conditions of enrolment continued

20. I understand that offensive language and or gestures are not to be used in front of the children or on school grounds.
21. I understand that if my child or I have a problem with a child who is at the centre and in the centre's care, I am not to approach the child and or child's parent. I must speak to the coordinator and leave it to the centre coordinator, manager, and or management committee to assess the situation. I will be informed of the outcome. Under no circumstances is a parent or guardian allowed to discipline another child.
22. I understand that the information collected on this form is for the centre's records. It is very important that the centre has current address, phone numbers and medical information.
23. I understand that it would be in my child/rens best interest to notify the centre staff of anything that may affect my child/rens behaviour, e.g.; the death of a family member or friend, divorce etc, as this may help the staff to understand the child/rens behaviour and to offer support to the child/ren and/or family.
24. I understand that (at St Anthony's) I must not drive in the school grounds and or park across the driveways or block any entrances to the school/centre.
25. Toongabbie West and Beresford Road parents may park in the school car park in the marked places provided, before and after school only. Please check with the school principal for parking arrangements during school hours.
26. I agree to follow and abide by the centre's rules and policies.
27. I will notify the centre of any changes of information I have given on this form.
28. The information I have given is true and correct; I understand that any false and/or misleading information will result in my child's place being terminated.
29. Whilst at the centre your children may be photographed or appear in Centre video's or on our website.
30. Whilst at the centre your children may be observed and have relevant observations documented.
31. The centre and grounds are a non-smoking environment.
32. I understand that the centre has an anti bias policy; all persons on the premises will be treated with respect regardless of their age, gender, race, culture or religious beliefs.
33. I understand that it is my responsibility to view the centre's policy book on site at anytime to ensure I understand all centre policies.

I HAVE READ AND UNDERSTOOD THE CONDITIONS OF ENROLMENT AND AGREE TO THE CONDITIONS ON THIS FORM AND WILL ABIDE BY THEM AT ALL TIMES.

(NOTE. you would have signed here on the enrolment form and returned)

Arrival and departure

General Information

- It is the parent's responsibility to sign their child/ren into the centre each morning. The centre staff, committee and other authorised people cannot be held responsible for the safety of children not signed into care.
- It is the parent's responsibility to ensure a person nominated on their enrolment form signs their child into morning care and out of afternoon care.
- It is the parent's responsibility to contact the centre if their child/ren is not attending a booked day.
- All staff have the right to refuse to walk any Girraween Public School child to and from the centre if they display inappropriate behaviour. Parents will have to make their own arrangements to ensure their child arrives safely to the centre and/or school.

Children who attend

Toongabbie West Public School or Beresford Road Public School

Before School

- Children remain at the centre until the roll is marked at 8.30am. Children have the option (at 8.30am) to be signed out of centre care and go to school or stay at the centre. Children who are marked out are unable to return to the centre during the morning.
- Centre staff escorts kindergarten children to their classroom during term 1 at about 8.55am.

After School

- It is the child's responsibility to come directly to the centre after the bell.
- Kindergarten children will be collected from their classroom during term 1.

Children who attend Our Lady Queen of Peace

Before school

- Unfortunately we are unable to provide before school care at this point in time due to transport problems we have no way of getting children to school.

After school

- Children are to move directly from the bus stop to after school care and see a staff member to have their name marked off the roll.

Arrival and departure cont.,

Children who attend St. Anthony's Primary School

Before school

- Children remain at the centre until the roll is marked at 8.20am. Children have the option (at 8.25am) to be signed out of centre care and go to school or stay at the centre. Children whom are marked out are unable to return that morning.
- Centre staff escorts kindergarten children to their classroom during term 1 at about 8.50am.
- Kindy children may leave earlier towards the end of term with their 'buddy'.

After school

- Children must hang their bags on the bag hooks outside the kindergarten rooms.
- It is the child's responsibility to come directly to the centre after the bell.
- Kindergarten children will be collected from their Teacher during term 1.

Children who attend Girraween Public School

Before school

- Children leave to walk to school at 8.25am staff walk children to the gate ensuring all children have entered the school grounds.
- Kindergarten children are taken to their classroom during term 1
- In wet weather children will catch a public school bus, any cost involved will be deducted from your account, staff do not get on the bus. The driver will ensure all children alight at the front gate.
- In wet weather children must have wet weather gear. If not they will be given a disposable raincoat. \$2.00 will be deducted from your account.

After school

- It is the child's responsibility to come directly to the silver seats behind the office after the bell. (on the stage area in wet weather).
- Kindergarten children will be collected from their classroom during term 1.
- Children must have a water bottle for the walk down the street.
- Children are to follow staff instructions on the walk to & from the centre.
- Children must have wet weather gear in their bags every day, if not they will be given a disposable raincoat and \$2.00 will be deducted from your account.

Rules and regulations

For the centre to run smoothly & effectively the following must be taken into account;

- Parents must sign the arrival sheet for before school care. The centre and its staff are not responsible for children not signed into care.
- Children must notify staff on arrival after school and attend roll call.
- Parents must sign the departure form when collecting children after school.
- Parents must notify the coordinator in advance if their child/ren will be away after school, the non-notification fee will apply if staff need to go looking for your child.
- Parents must tell the coordinator if their child/ren will be away for a length of time (holidays, sickness etc.) 2 weeks notice must be given in writing if their child/ren is/are leaving the centre.
- Only the persons nominated on the child/rens enrolment form will be able to collect your child/ren from the centre, unless the parent makes prior arrangements and/or sends a written note.
- All equipment must be treated with respect, if your child deliberately breaks or damages any school and/or centre equipment, you, the parent must pay to replace or pay to have fixed any such damage.
- Children must stay within the school grounds at all times, and play in the area that has been designated and under supervision by the centre staff.
- The centre and its staff and/or management committee are not liable for children who run away. Community Services (CS) has informed the centre that chasing a runaway child is putting the children remaining at the centre without adequate supervision.
- Children must remain within the allocated supervised area at all times.
- If a child runs away a member of staff will contact the parent. It will be the parent's decision as to what action is to be taken. **Note**, If your child decides to run away the centre and it's staff, committee and other authorised persons can not be held liable if your child is injured or hurt in any way.
- Safety rules for the children to follow are displayed at the centre; children who are unable to abide by the rules may lose their place at the centre.
- Children are required to wear appropriate footwear whilst at the centre. Shoes may only be removed for activities that do not require shoes.
- At Girraween please use Girraween Road entrance, other gates may be locked.
- At St Anthony's **DO NOT** drive into school grounds or park across the driveway or block the Girraween Road entrance in anyway.
- At Toongabbie West or Beresford Road you are able to use the school parking area, before 8.00am and after 3.30pm (you will need to check with the school principal for parking arrangements during school hours).

The Program

- The centre prefers a relaxed, flexible program with a variety of activities for your children to enjoy.
- You will find a copy of the program on the wall at the centre.
- The program is used as a guide to ensure your children are offered a variety of activities, however the flexibility of it ensures a relaxed atmosphere.
- Parents and children are encouraged to have input into the program, your ideas and suggestions of games and activities are an important part of our day-to-day programming. Please feel free to write any ideas into our daybook.
- Our program offers diverse activities and cooking, parent input is always welcomed to ensure we learn more about our children's cultures.
- Programmed activities are set up for children, however children are not made to participate. Free play is always OK.
- Our program would like to provide all families with the opportunity to learn more about the culture and religious beliefs of other families attending the centre, if you can provide us with anything from your country (craft, cooking, traditions, etc). we would love to hear from you.

Homework

- While we understand the importance of homework, it is best done at home, an area will be made available for children, however we do not set aside specific times and centre staff are unable to assist children with their homework.

Lets be sun smart

- Children are required to follow the "no hat – no play" rule
- Children are required to wear a hat whilst playing in the sun.
- Sunscreen is available at the centre all year round.
- All children must wear a shirt that covers their shoulders, whilst at the centre.

Occupational health and safety.(OH&S)

- All staff employed at the centre are made aware of safe work practices.
- All staff have the responsibility to assess any risks which may hinder the health and safety of staff, children and/or visitors to the centre.
- The centre will have an accredited OH&S officer employed at all times.

Food

Before School

- Breakfast is available until 8.00am at all services
- Refer to weekly breakfast menu on display at the centre.

After School

- The centre does not provide afternoon tea.
- Children will need to bring along an extra snack for afternoon tea
- Parents are encouraged to provide children with a healthy snack
- The centre will provide a fruit and vegetable platter to go with the afternoon snack provided by parents.
- Do not send food that requires cooking or preparation.
- On the odd occasion we may have special afternoon tea's e.g., hot chips, sausage sandwich, scallops etc. placing a donation in the box provided (on the sign in/out table) will help cover the costs.

Healthy Eating

- We encourage children to eat a variety of healthy foods as set out in the pie charts obtained from the Australian government.
- For a copy or the chart you can call 1800 020 103 ext 8654 or email phd.publications@health.gov.au and ask for a copy of "food for health"

Nut free Zone

- To ensure we can provide all children with a safe environment we have chosen to become nut free Please ensure you do not send any nut products for your children.

Medication

- Parents must fill in a medication form.
- Medication will be given to children by the centre staff only if the medication is in its original container with pharmacy label clearly in tact.
- If medication label does not specify a time to be administered you must bring in a letter from your doctor stating name of medication, dose and time to be given.
- Ask to see the medication policy at the centre for further information on administration of medication.

Bullying

- The centre promotes a zero tolerance to bullying.
- Children who bully others whilst at the centre will have their place terminated.

Discipline

- Children must follow the rules that are displayed on the wall at the centre.
- Children will be the responsibility of the staff whilst at the centre.
- Continued aggressive and/or disruptive behaviour will not be tolerated and may lead to your child's place at the centre being terminated.

Health and safety

- Fire drills are practiced regularly; with an evacuation plan in place located on the front door of the centre.
- First aid box is in easy reach and well stocked at all times.
- All permanent staff have a current first aid certificate.
- Parents will be contacted if their child becomes ill, injured or very upset.
- Parents will be informed if there are any infectious diseases in circulation.

Complaints and grievances

- The centre promotes open communication policy where all parents, children, and staff reserve the right to voice their concerns.
- Complaints and/or grievances should be directed to the centre coordinator.
- If the centre coordinator is unavailable, or has not resolved the issue, or you are still concerned please contact the Manager.
- Alternatively you can put your concern in writing and address it marked, private and confidential to the Manager and/or management committee and posted to PO Box 768 Toongabbie 2146

Feedback

- Comments and constructive criticism, which can be used to improve the centre operations & benefit staff, children and their families is always welcome.
- Feedback forms are available, and are kept on the sign in/out table at all of our centres, or downloadable from our website.

Vacation Care

General

- Vacation care is only available at Girraween Activity Centre.
- Vacation care is not available at Toongabbie West Activity Centre or Beresford Road Activity Centre.
- Enrolling into before and after school care does not automatically book your child/ren into vacation care.
- Enrolment forms for vacation care will be available prior to each vacation care period.(see priority enrolments and all other enrolments on page 18)
- Enrolment into vacation care will only be accepted if accounts are paid (Including excursions) by the due date and all outstanding fees are paid in full.
- If your child does not attend a booked vacation care day you must inform the centre in advance, if you do not inform the centre the non-notification fee will apply to each absent day.
- See vacation care enrolment form for full details of daily activities and excursions regarding each holiday period.
- Vacation care can be paid off during the term, parents using before and after school care at Girraween Activity Centre, Toongabbie West Activity Centre or Beresford Road Activity Centre are advised to pay a little extra into their weekly fees to ensure vacation care fees are paid in advance.
- Booked days cannot be cancelled during vacation care unless we can fill their place. If your child does not attend a booked day, they will be marked absent.

Bikes, scooters & rollerblades

- All children must follow the centre's safety rules whilst on their bike, scooter or roller blades, children unable to follow rules whilst on their 'wheeled toys' will have the item banned.

Personal property

- Children who bring electronic games to the centre will have restricted play times, although these are not banned, staff would prefer they be left at home.
- The centre and staff will take no responsibility for any items lost or broken; children are responsible for their own property.
- Although all care will be taken to ensure children's personal property is kept safe, no responsibility will be taken, precious items and valuables should be left at home.

Vacation Care cont.;

Priority enrolment

- Priority enrolment is available to all children currently attending before and after school care at any of our 3 centre's, forms are available 3 weeks prior to each vacation care period and must be returned during that week to secure a place.
- Priority enrolments will only be accepted if fees are paid up to date.

All other enrolments

- If vacancies exist, enrolments will be available for children living in the local community. Forms will be available 2 weeks prior to each vacation care period.

Excursions

- Excursions are an extra and not always compulsory, additional fees are charged to cover the cost of the excursion (see enrolments forms)
- Excursion permission note must be signed at the time of enrolment.
- All centre staff have the right to refuse to take children on excursions, who have previously displayed unacceptable behaviour and/or behaved in such a way that has put themselves, other children, staff or members of the community at risk.
- All children must have enough food and drinks to last the entire day; including a refillable water bottle

Food

- Breakfast is available at the centre before 8.30am.
- Children will need to bring enough healthy food to last the entire day. (lunch + morning and afternoon tea)
- The centre does not provide food except on organized food days; see vacation care enrolment form for full details.
- Please do not send food that requires cooking or preparation.
- Children will have access to a fruit and vegetable platter at afternoon tea to supplement the snack sent in from home.

Aims and objectives

The following is a list of the centres aims and objectives. These have been written in relation to the following areas: the centre, the parents, the children, the staff and the community.

The Centre.

- To provide a comfortable and supportive environment for parents, staff and children and strive for open communication and good relations between all parties.
- To provide a clean and safe environment.
- To provide a caring, friendly and welcoming environment.
- To ensure any transport for children to and from school is safe.
- To provide high quality care for children.
- To provide equipment and facilities that are suitable to the needs and abilities of the school aged child.
- To encourage good nutrition through the provision of nutritious snacks and by modelling healthy eating habits.

The Children.

- To accept and value every child regardless of race, cultural background, religion, sex or ability and encourage their individual interests and needs.
- To maintain positive communication and relationships between staff & children.
- To foster children's independence and self help skills.
- To provide children with opportunities for self-expression and self-direction.
- To provide an environment that will foster the child's self esteem.
- To help children develop self discipline skills through positive example and direction.
- To help children appreciate and care for each other and their surroundings.
- To encourage children to be involved in the planning, implementation and evaluation of activities in the centre.
- To develop and implement a balanced program that is stimulating, interesting and exciting which allows for opportunities to explore and develop new skills.
- To develop a mixed program that is appropriate to the developmental and leisure needs of all individual and reflects the centres cultural diversity.
- To provide a place for children to play with friends.
To encourage children to participate in decisions about the Centre.

The Parents.

- To provide for the needs of parents who are working, looking for work, studying or who need care on an occasional basis.
- To open for hours that allows parents to travel to and from their place of employment or study.
- To make parents feel welcomed and valued, regardless of race, cultural background, religion, sex or ability.
- To help them feel confident in the centres quality of care for their child.
- To keep them informed and updated in issues relating to the service.
- To encourage parent involvement in decisions on policy and programming issues.
- To encourage feedback and input from parents in relation to the program, policies or other issues relating to the centre.
- To encourage open communication between parents and the centre.
- To maintain positive relationships between parents, staff and management.
- To meet the current needs of parents through continual update and review of relative issues.

The Staff.

- To ensure staff works together as a team and be supportive of each other in the workplace.
- To create an enthusiastic and positive atmosphere, this encourages personal initiative and co-operation.
- To help develop mutual respect, courtesy and understanding for all.
- To provide support, assistance relevant training and development where needed.
- To ensure staff are aware of all expectations, duties and procedures.

The Community.

- To provide for the changing needs of the local community, keeping up to date with any current issues and participating in community events
- To be sensitive to the needs of residents around the centre in relation to parking, noise and other considerations.
- To ensure the cultural diversity of our community is valued and respected.
- To develop positive relationships with our local schools, local council and government.
- To maintain open communication between the schools neighbours and other relevant groups in our area.
- To keep the relevant groups informed of any major changes within the centre.

Background of the Organisation

- Holroyd Community Development Association established the centre, in January 1990, and continued to sponsor the centre until incorporation in 1993, at this time changing our name from Girraween Before and After School Care Centre to The Girraween Activity Centre Incorporated. Referred to as "the centre"
- The organisation was set up as a community based not for profit organisation, to cater for the needs of working and studying parents with children aged between 5-12 years attending local schools.
- The centre opened its doors in January 1990 at Girraween Public School and remained there until it moved to St. Anthony's Primary School, on December 15th, 1995.
- In January 2001 we opened a second centre to cater for the needs of the families at Toongabbie West Public School expanding our care within the local community
- In January 2005 we opened a third service, again to provide the families at Beresford Road Public School with a very much needed service ensuring their children had access to quality care.
- On the 12th June 2008 the official incorporated name was changed from "The Girraween Activity Centre incorporated" to "Activity Centres Incorporated"

Funding of the Organisation

The centre is a community based non-profit organisation, over the years of operation it has been funded in many different ways.

January 1990 to April 1998

- Operational funding by the Department of Health and Family Services.
- User fees (Child Care Assistance available through Centrelink).
- Western Sydney Area Assistance Scheme (one off equipment grant \$5,000.00).
- Fundraising.
- Donations of money and/or equipment.
- Department of Health and Family Services (June 97) to purchase a Laptop

1998 to date

- User fees (Child Care Benefit available through Centre link).
- Fundraising.
- Donations of money and/or equipment.
- Kids West grant (Sep 07) \$4000.00 to renovate kitchen area at Beresford Road
- Department of Education, Employment and Workplace Relations June 2008 grant of \$7000.00 to upgrade system and training for new Child Care Management System

Management structure of the Organisation

- The centre is incorporated and managed by a team of parents who together comprise the management committee.
- The committee must comprise of no less than 75% of parents with children attending the centre, and may comprise up to 25% of interested people from within the community and/or parents with children on the waiting list.
- Office bearers and committee members are elected every year at the Annual General Meeting (AGM).
- Meetings are held on the last Wednesday of each month at Girraween Activity Centre 6.30pm (childcare can be provided, if you inform the Manager 1 day in advance so staffing can be organised)
- Although the parent committee manage the centre they must adhere to the guidelines set out for out of school hours care by the:
 - § The National Standards of Out of School Hours Care
 - § Family and Community Services and Indigenous Affairs (FACSIA)
 - § Department of Education, Employment and Workplace Relations (DEEWR)
 - § Community Services (CS)
 - § The National Child Care Accreditation Council (NCAC)
 - § The Family Assistance Office (Centrelink)
 - § Work cover – Occupational Health & Safety (OH&S)
- Without a parent committee this organization would not operate.
- Best practice is to have at least 1 parent to represent each centre, please speak to the centre coordinator if you would like to attend monthly meetings.

Parent Involvement

It is a centre policy to encourage parent involvement and participation at all levels in the operations of the service. Involvement can include,

- Being a member of the management committee.
- Attend the monthly meetings, which all parents are welcome to attend.
- Offering suggestions about the service, equipment and centre staff.
- Assisting in fundraising activities and events.
- Sharing and/or assisting staff plan cultural cooking, craft and other activities.
- Sharing information about your child with the centre staff, your child's interests, hobbies, fears, family activities, break-ups, bereavement or if the family pet runs away affects children in many different ways. The centre staff can assist if they know what is happening outside the centre's hours. Please inform staff of any incidences so we can offer additional support, if needed.

The Staff

All staff are employed;

- To apply a positive attitude to their work, and the centre in general.
 - To provide a supportive and co-operative relationship with all children and their families
 - To ensure direct supervision of children at all times, ensuring their well-being and safety.
 - To treat all children and their families with dignity and respect.
 - To respect the diversity of children's backgrounds.
 - To respect the individual needs and abilities of each child
 - To foster a responsive and inclusive atmosphere and relate to all children in a warm and friendly manner.
 - To nurture a happy, secure environment where children have a feeling of self worth and a positive self-esteem.
 - To work collaboratively with the children and families to plan and implement experiences.
 - To plan activities which are appropriate to the needs of all children reflecting their age and stage of development, interests and cultural backgrounds.
 - To respect the physical abilities of all children and accommodate for their individual needs.
 - To recognise the needs of children at different stages of development.
 - To ensure the program is flexible to accommodate for the different ages and stages of development of all children.
 - To encourage self help skills in all children offering help and assistance when necessary.
 - To foster self-esteem and confidence in children.
 - To guide all children's behaviour in a positive way and apply appropriate discipline, if needed.
 - To ensure no form of corporal punishment is used.
 - To treat all children equitably.
- All Staff are encouraged to attend in-service training and other relevant training workshops to provide your children with quality care.

Donations and fundraising

- Activity Centres Incorporated is a non-profit organisation, The Management Committee is voluntary and all staff are paid wages in accordance with their hours of employment.
- To ensure the fees are kept to a minimum we rely on fundraising & donations.
- All families are encouraged to participate in fundraising events.
- Parents can help fundraise in many different ways. E.g. selling raffle tickets or chocolates, donating items to be used as prizes etc.
- Any profit or surplus funds are put back into the centre for equipment, craft etc.

World Vision

- The families and staff of this Incorporation currently sponsor 4 children through world vision.
- The centre's sell ice blocks for 60c after school and during vacation care to raise the \$172.00 per month commitment we have made, not only to these children, but their family and community as well.
- Any surplus funds are used to support other children's charities.

Other Charities we have supported

Through fundraising and donations we have been able to support,

- The Australian foundation for disability.
- Red nose day – (SIDS)
- Cancer council – biggest morning tea (cancer research)
- Canteen (kids with cancer)
- Shave for a cure (leukemia foundation).
- World vision one off gifts such as immunization, food hampers etc.
- Juvenile diabetes.
- RSPCA cup cake day
- Girls night in (pink ribbon, woman's cancer research)
- Movember, (prostate cancer foundation and beyond blue foundation)
- The Blue Light street smart handbook (educating young children on the effects of drugs and alcohol abuse)

The National Child Care Accreditation Council (NCAC)

Activity Centres Incorporated is registered with the National Childcare Accreditation Council and all 3 centres of our services have been validated, with outstanding results; a copy of their accreditation certificate can be viewed at the centre.

From January 2012 a new quality system will replace this one, Our organisation is currently sending staff to training to ensure we follow the new guidelines and continue to provide the children with quality care.

The 8 Quality Areas and area principles are as follows;

Quality Area 1. respect for children

- 1.1: Staff fosters self esteem and confidence in children.
- 1.2: Staff respects the diversity of children's backgrounds and abilities and accommodates the individual needs of each child.
- 1.3: Children are treated equitably.

Quality Area 2. staff Interactions and relationships with children

- 2.1: Staff communicates effectively with each other and display professionalism, teamwork and mutual respect.
- 2.2: Staff create a responsive and inclusive atmosphere and relate to children in a warm and friendly manner.
- 2.3: Staff guide children's behaviour in a positive way.

Quality Area 3. partnerships with families and community links

- 3.1: The service is responsive to the interests of families and encourages participation in the operation of the service.
- 3.2: The service actively seeks to build links with the community.
- 3.3: The service is responsive to diverse community needs.

Quality Area 4. programming and evaluation

- 4.1: Programs reflect a clear statement of service philosophy and a related set of service goals.
- 4.2: Programming caters for the needs interests and abilities of all children.
- 4.3: Staff works collaboratively with the children to plan and implement experiences.
- 4.4: Programs are evaluated regularly.

Quality Area 5. play and development

- 5.1: Programs encourage children to initiate and participate in play and recreational experiences.
- 5.2: Programs support physical play.
- 5.3: Programs support the development of life skills.
- 5.4: Programs support creative and aesthetic development.

Quality Area 6. health, nutrition and well-being

- 6.1: Balanced and healthy eating is promoted by the service.
- 6.2: Staff implement effective and current food handling and hygienic practices.
- 6.3: The service acts to control the spread of infectious diseases.
- 6.4: The service plans to meet the individual health requirements of children.

Quality Area 7. protective care and safety

- 7.1: The service has effective policies and procedures on protective care.
- 7.2: The service promotes a safe environment for both children and staff.
- 7.3: The service promotes occupational health and safety.

Quality Area 8. managing to support quality

- 8.1: Management ensures the service operates within relevant legislation.
- 8.2: Management and staff support each other and communicate effectively.
- 8.3: Management has effective strategies for communicating with families.
- 8.4: Management has effective recruitment orientation and induction processes for staff.
- 8.5: Management provides and facilitates professional development opportunities for staff.
- 8.6: Management ensures that grievances and complaints procedures are adhered to.

- Parents, children, committee and staff are expected, by the National Child Care Accreditation Council to assist with all areas of accreditation.
- Monthly committee meetings, literature and signs displayed at the Centre will help everyone get a better understanding of where we are at with Accreditation
- Your help with the Accreditation process will be very much appreciated.

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- D-16: Child Protection.
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- E-1: Daily Routines.
- E-2: Gender Equity.
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Policies

- Policies and procedures are put in place to ensure the safety and protection of children, staff and visitors.
- They set clear guidelines for everyone involved in the centre to follow, although some of the policies and procedures are unique to our organisation, others have been put in place as per the appropriate legislation and or act.
- Policies and procedures are reviewed on a regular basis and are amended by the committee at monthly meetings, if needed

*The following pages are only an overview of our policy statements.
A full copy of the organisations policies and procedures are available for parents to view at each centre at anytime, alternatively you can view them on our website.*

Policy Statements

Part II: Section A..... Administration and Management

Hours of Operation.

We aim to meet the needs of the parents in our local community who either, work, study or have other commitments, by operating for days and hours that allow them to reasonably get to and from work or place of study.

Part II: sect. A-1

Service Access.

We aim to provide places for school aged children needing care during their time out of school hours. We will not discriminate against any families needing care however; priority of access will be determined by the Department of Family & Community Services and placement on our waiting list.

Part II: sect. A-2

Enrolment.

We aim to provide an efficient enrolment procedure that is clear and understandable to all in the local community. We will ensure the confidentiality of our families through provision of secure recording and storing procedures.

Part II: sect. A-3

Fees.

We aim to provide a quality service that is affordable. Fee levels will be set in accordance with CCB by management each year on completion of an annual budget and according to the centres required income.

Part II: sect. A-4

Fees must be paid in advance to ensure your child's place is secure. We reserve the right to forward any outstanding accounts to a debt collection service, all fees and charges will be added to the parent debt.

Dropping off and Picking up.**Part II: sect. A-5**

We aim to provide a procedure for dropping off and picking up children, which is clear and ensures the safety and well being of the children in our care. Parents are required to follow specific communication procedures to ensure we can provide appropriate care of their children
Children must be signed in and out of the centre by a person nominated on their enrolment form.

Absent and Missing Children.**Part II: sect. A-6**

We aim to ensure the safety and welfare of the children by ensuring clear communication and co-operation between the centre, parents and the school.
Parents/guardians are to advise the centre if their child will be absent on a day that they are booked into care.

Maintenance of Records.**Part II: sect. A-7**

We aim to ensure that all appropriate and required records are kept for the specified period of time. We will protect the privacy and confidentiality of all clients, staff and management of the centre, by ensuring that records and information are kept in a secure place and only disclosed to people who have a legal right to know.

Policy Development and Review.**Part II: sect. A-8**

We aim to provide effective management and a quality service through the ongoing development and review of policies, which are required to run the service efficiently.
Management Committee will ensure that all individuals are aware of relevant policies and have free access to the policy booklet

Participation and Access**Part II: sect. A-9**

The centre believes that participation by parents/guardians/approved persons in issues relating to their children is important. We aim to provide a caring and supportive environment where everyone feels welcomed and valued. Involvement of parents in activities will be actively sought and open communication constantly maintained.
Parents are encouraged to be involved in issues that relate to them and their children, through participation and discussion about all issues relevant of the running of the centre

Complaints Procedures.**Part II: sect. A-10**

We believe that parents and children have an important role in the centre and we value their comments. We aim to ensure that parents feel free to communicate any concerns they have in relation to the centre, staff, management, programs or policies without fearing negative consequences. And that they are made fully aware of the procedures to do this. Our priority is to do everything possible to improve the quality of our service.

Roles of Management Committee.**Part II: sect. A-11**

We aim to provide a quality centre and will ensure that we operate according to the legal requirements of a managing body. The management committee will ensure that decisions are made in a proper way, according to the centres constitution and in the best interests of the service.

Financial Management.**Part II: sect. A-12**

We aim to provide a quality service that meets the needs of the children by providing them with the resources they need and meet the needs of the parents by providing affordable care.
The committee is responsible for all financial aspects and will ensure that all funding, government legislation and acts are followed, and that clear records of all the financial transactions are recorded and stored for the required time in a secure place.

Fundraising and Donations.**Part II: sect. A-13**

We aim to provide a quality service that meets the needs of the children by providing them with the resources they need and meet the needs of the parents by providing affordable care.
The centre believes that participation by parents/guardians/approved persons in issues relating to their children is important. Involvement of parents in fundraising activities will be actively sought and open communication constantly maintained.

Part II: Section B..... Facilities and Equipment

Security.**Part II: sect. B-1**

We aim to ensure the proper security of the building and staff by ensuring measures are in place regarding entry and access to the building.

Building, Equipment, Repairs and Maintenance.**Part II: sect. B-2**

We aim to provide a safe and secure environment through proper and immediate attention to all aspects of building and equipment repairs and maintenance.

Storage.**Part II: sect. B-3**

The centre will provide safe and secure storage facilities for all indoor and outdoor equipment; ensuring relevant equipment is accessible to the children to encourage independence. Dangerous objects and all confidential records should be made inaccessible to children and all persons except those permitted to access them.

Heating, Ventilation and Lighting.**Part II: sect. B-4**

We aim to provide a quality environment by ensuring adequate provision and maintenance of heating, ventilation and lighting in the centre.

Pest Control.**Part II: sect. B-5**

We aim to provide a clean and safe environment by ensuring that every effort is made to maintain a vermin free Centre. We will endeavour to do this with the minimum use of chemicals.

Indoor Environment.**Part II: sect. B-6**

We aim to provide a comfortable and safe indoor environment that allows flexibility and access to a variety of quiet, active, group and individual activities. We will ensure that only the number of children that can comfortably fit into the building space will be enrolled.

Outdoor Environment.**Part II: sect. B-7**

We aim to provide a safe and secure outdoor environment where children have access to a variety of activities, in which children are encouraged to participate

Lost Property.**Part II: sect B-8**

A lost property container will be held at the centre for before and after school care. Staff will regularly sort and distribute any school uniforms, lunch containers or other items each day. Should staff be unable to locate the owner of any lost property, that particular item will be placed in the appropriate schools lost property box for collection. If the owner of any socks or underwear cannot be found promptly, for hygienic reasons these items will be disposed of immediately to the rubbish bin. During vacation care staff will regularly sort and distribute any lost property each day. Should the owner of any particular items not be found by the last day of vacation care, these items will be donated to a local charity the following business day.

Part II: Section C.....Staff Policies

Staff Selection.**Part II: sect. C-1**

We believe that staff are the most valuable asset to the quality of the centre and that high quality staff are imperative to the smooth running of the centre. We aim to employ the best possible staff for the position through fair advertising and selection processes.

Conditions of Employment.**Part II: sect. C-2**

We aim to provide a flexible, harmonious working environment that ensures the rights of the employees are met at all times. All staff will be employed under the appropriate awards and conditions, taking into consideration Equal Employment Act, Income Tax Assessment Act, Superannuation Act, Industrial Dismissal Act, and Health, Safety and Welfare Act.

Staff Orientation.**Part II: sect. C-3**

Staff orientation is an important process in ensuring staff are fully equipped to carry out their duties in the best possible way. An orientation process will be developed and carried out for all employees in the centre. Providing them with a clear understanding about the service and its operations and their expectations within the centre.

Staff Professionalism.**Part II: sect. C-4**

The professional attitude and behaviour of the staff is of utmost importance to the provision of a quality service with a positive reputation in the community and the standard of care we provide for the children and families in the centre. We aim to provide clear guidelines to the staff regarding the expectations for their professional behaviour in the centre.

Inservice Training and Development.**Part II: sect. C-5**

We believe that the quality of the service is developed through continual training and development of the staff. We aim to provide staff with encouragement and support to further their skills in the out of school hour's field.

Staff Review and Appraisal.**Part II: sect. C-6**

We aim to provide the best quality care for the children by ensuring that high standards of work performance and job satisfaction are maintained. An appraisal system will be conducted to provide avenues for discussion and improvement.

Grievance Procedures.**Part II: sect. C-7**

We aim to maintain a positive working environment for staff and for the committee. We will do this through addressing all work-related problems, complaints or concerns as quickly and effectively as possible. The procedure encourages ownership of issues and participation in the resolution process. The highest standards of confidentiality will be practised at all times.

Disciplinary Action.**Part II: sect. C-8**

We aim to provide a quality service through the professional behaviour and high standards of conduct of our staff. We will encourage staff to maintain good working relationships and have a commitment to maintaining a quality standard of work. Should staff fall below clearly identified standards then we will address this in a swift and considerate manner.

Relief Staff.**Part II: sect. C-9**

We aim to continue the quality of care in the centre by the employment of fit and proper persons for relief staff. A work agreement clearly outlining their duties and expectations will be given to all relief staff employed.

Volunteers / Students / Visitors.**Part II: sect. C-10**

We aim to ensure the safe and proper care of the children in the centre by having clear guidelines for any person who enters the centre or is involved with the children in any way. Specific guidelines will be developed for all volunteers, students and visitors in the centre.

Staff / Child Ratios.**Part II: sect. C-11**

We believe that the staff: child ratio (1:15) is an important factor in determining the quality of care that we provide. We aim to maintain positive staff, child and parent interactions and quality and safe care through ensuring that we meet the minimum standards outlined in the National Standards

Communication.**Part II: sect. C-12**

We aim to maintain positive and open communication between all parties involved in the centre. Staff, parents and committee members will be made aware of appropriate communication avenues and procedures.

Part II Section D.....Health and Safety

Hygiene.**Part II: sect. D-1**

We aim to provide a healthy and hygienic environment that will promote the health of the children, staff and parents. All people at the centre will follow preventative measures in infection control. Staff will ensure that they maintain and model appropriate hygiene practices.

Food and Nutrition.**Part II: sect. D-2**

We aim to provide nutritious and varied food of good quality at the centre. Children will be encouraged to develop good eating habits through examples and education. Parents will be encouraged to share family and multicultural values and ideas to enrich the variety and enjoyment of food by the children.

High standards of hygiene will be maintained throughout all food preparation

Hazardous Materials.**Part II: sect. D-3**

We aim to provide an environment that is safe with no risk to the health and well being of the children, staff or parents. We will ensure that all activities undertaken while the centre is in operation will not be potentially hazardous and that all hazardous materials will be stored appropriately.

Transportation.**Part II: sect. D-4**

We believe that children travelling to and from the centre and excursions have the right to be safe. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations.

Animals.**Part II: sect. D-5**

Although animals are not a necessary part of the program, we believe that animals can be a valuable source of learning and enjoyment for the children. Any animals that enter the centre must be safe and present no danger to the children in any way. Staff will ensure that everyone in the centre will treat with respect and in a humane way all animals, at all time. Strict supervision will be maintained.

Sun Protection.**Part II: sect. D-6**

We aim to ensure that all staff and children attending the centre will be protected from the harmful ray of the sun. All staff is to model appropriate sun protection behaviour and enforce the sun protection policy.

Emergency Procedures.**Part II: sect. D-7**

We aim to provide an environment that provides for the safety and well being of the children at all times. All children and staff will be aware of, and practised in, emergency and evacuation procedures. In the event of an emergency, natural disaster or treats of violence these procedures will be immediately undertaken.

First Aid.**Part II: sect. D-8**

We believe that first aid equipment and facilities shall be available to all staff, children and visitors in the centre and while on excursions. All staff will be encouraged to undertake first aid training as part of their conditions of employment to ensure full and proper care of all is maintained.

Accidents.**Part II: sect. D-9**

We will ensure the safety and well being of staff, children and visitors, within the centre and on excursions, through proper care and attention in the event of an accident. The centre will make every attempt to ensure sound management of the injury to prevent any worsening of the situation. Parents or emergency contacts will be informed immediately where the accident is serious.

Death of a Child.**Part II: sect. D-10**

Staff at the Centre must be prepared to handle all incidents in a professional and sensitive manner. In the event of such tragic circumstances as the death of a child, the staff will follow guidelines as set out in the centres full policy and procedure book.

Illness and Infectious Diseases.**Part II: sect. D-11**

We aim to provide a safe and hygienic environment that will promote the health of the children. As the care needs of a sick child cannot be met without dramatically reducing the general level of supervision of the other children, or risking other children's health, parents will be asked not to bring sick children to the centre and to collect children who are unwell. All care and consideration will be given to the child who becomes ill while at the centre. Children with infectious diseases will be excluded from the centre for the period recommended by the Department of Health.

Immunisation.**Part II: sect. D-12**

We respect the right of individual parents whether to immunise or not to immunise their children. However children who are not immunised will be excluded for the period of an outbreak that is vaccine-preventable disease. Proof of immunisation will be sought at the enrolment stage and recorded in the enrolment form.

Allergies.**Part II: sect. D-13**

We aim to provide safe and effective care of children by ensuring that staff are fully aware of reactions to, and management of, any child's allergies

Medication.**Part II: sect. D-14**

We aim to ensure the proper care and attention to all children through following specific guidelines regarding all medications given to the children. To ensure the interests of the staff, children and parents are not compromised medication will only be administered with the explicit permission of the parents or in the case of an emergency with the permission of a medical practitioner. Specific consideration will also be given to children who are carrying medication in their school bags.

HIV/AIDS/Hep B and C**Part II: sec. D-15**

We respect the right for all children to be loved and cared for and aim to provide a safe and secure environment for all children in the centre. We will not discriminate against any child or families' rights to achieve that care as outlined in the law. We believe that HIV/AIDS and Hepatitis B and C are best dealt with by preventative measures and will ensure that clear guidelines are given to eliminate the risk of spreading the diseases and ensure the safety of all staff and children. Proper confidentiality will also apply.

Child Protection.**Part II: sect. D-16**

We believe that the welfare of the children is of paramount importance and that the centre has an obligation to defend the child's right to care and protection. Staff and management committee have a responsibility to take action to protect children they suspect may be abused or neglected. Our centre will carry out responsibilities of mandatory reporters as indicated under legislation. This responsibility involves following procedures as outlined by the NSW Department of Community Services and the Commission for Children and Young People.

Child Management.**Part II: sect. D-17**

We aim to provide an environment where all parents, staff and children feel safe, cared for and relaxed, which encourages co-operation and positive interactions between all persons. Rules will be clearly established based on safety, respect for others, order, cleanliness and which help create a caring environment. Positive behaviour will be encouraged and self-discipline skills developed through positive example and direction.

Walking To and From The Centre**Part II: sect. D-18**

We believe that children travelling to and from the centre have the right to be safe. We will ensure that all modes of transportation undertaken will be safe and comply with all the required regulations. All National Standards and staff/child ratios will be maintained.

Bicycles, Rollerblades and Scooters.**Part II sect. D-19**

We aim to provide an environment where all parents, staff and children feel safe cared for and relaxed and which encourages co-operation and positive interactions between all persons. Rules will be clearly established based on safety, respect for others, and which help create a caring environment. Positive behaviour will be encouraged and self-discipline skills developed through positive example and direction.

Phone Calls.**Part II: sect. D-20**

We aim to maintain positive and open communication between all parties involved in the Centre. Staff, parents and children will be made aware of appropriate communication avenues and procedures.

Smoke, Drugs and Alcohol.**Part II: sect. D-21**

The centre is a smoke, drug & alcohol free zone. We aim to provide clear guidelines to the staff, parents and children regarding the expectations for their appropriate behaviour at the Centre.

Head Lice.**Part II: sect. D-22**

We aim to provide a healthy hygienic environment that will promote the health of the children, staff and parents through proper care and attention. All people at the centre will follow preventative measures in head lice control. Staff will ensure they maintain and model appropriate hygiene practices.

Staff Dress Code.**Part II: sect. D-23**

We aim to provide a dress code of conduct appropriate for our environment to reduce the risk of personal injury.

Toileting & Nappy Changing.**Part II: sect. D-24**

We aim to provide proper care for all children through following specific procedures regarding toileting and nappy changing and will ensure it is provided for in a safe, healthy and hygienic environment. All staff will provide all care and consideration meeting the individual child's needs in a positive manner.

We believe that the welfare of all children is of paramount importance and that the centre has an obligation to defend the child's right to care and protection.

Part II: section E.....Programming

Daily Routines.**Part II: sect. E-1**

We aim to provide daily routines that meet the needs of individual children in relation to each child's social, physical, intellectual, creative and emotional development.

As the centre is the child's time for play and leisure, this will be reflected in the daily routines.

Gender Equity.**Part II: sect. E-2**

We aim to help the children develop their full potential regardless of their gender.

All children will be treated in the same manner and provided with the same access to all materials and equipment.

Cultural Relevance / Anti-Bias**Part II: sect. E-3**

We aim to recognise the diversity of cultures in Australia and help foster an awareness and acceptance of other cultures within each child, through the thoughtful integration of a variety of cultural activities in the program. All activities and behaviour in the Centre will be considerate of the cultural and linguistic diversity of the families within the community. Children will be encouraged to explore and share a range of cultural activities and experiences in an environment free from racial prejudice and harassment.

Excursions**Part II: sect. E-4**

We believe that excursions are an essential part of the Centres program as they provide variety and an opportunity to expand a child's experience, explore different environments and learn new activities. Parent's permission will be sought for all excursions. Children on excursions will be ensured proper supervision and care, for the full duration of the excursion. All National Standards and staff/child ratios will be maintained.

Videos and Films**Part II: sect. E-5**

Films and videos can be used as part of the program of activities after thoughtful consideration relating to the content and message of the film. Staff will ensure all videos and films are suitable for children's ages and that parent permission has been given.

Observations**Part II: sect. E-6**

By gathering and recording information through observations we aim to provide the foundation for a quality effective Childcare Service. This will allow the childcare professional to plan daily experiences to further develop the individual abilities and help them move forward to the next developmental level through exploring new skills. We will through our observations identify, understand and support the individual's uniqueness, interests, strengths and abilities they express and provide for them opportunities of safe play and learning experiences that are challenging, stimulating and extend and enhance their abilities developmentally age appropriate. The program will reflect cultural diversity that provides children with activities that celebrate individual differences.

The program will have direction and will reflect the interest of the children, *Children parents and colleagues are encouraged to be involved, as appropriate during the course of observations.*
(Introductory Child Observations 2001 Unit 3 pg. 38)