

Occasional Child Care Centre

Our aim is to provide safe, high quality care and developmental opportunities for young children attending our facility. Following are some general guidelines that we ask you to be familiar with.

Staff and Educational Program

Our Qualified Child Care Staff will provide an educational, learning program to meet the individual needs and interests of the children. SEE PROGRAM DISPLAYED.

Age

Children from the ages of 6 weeks up to 5 years are welcome. We are also registered to take a small number of school aged children up to 12 years of age.

During school holidays we provide a Kids Club program for children aged 5 to 10 years. Session times and a program of activities are available 2 weeks before each holiday period.

Enrolment Procedures

An enrolment form must be completed prior to your child/ children's first visit to our childcare facility. The information on this form authorises childcare staff to act in case of emergency, and gives the centre important information regarding medical issues, allergies or custody details.



Sign In/Out

It is necessary to sign your child/children in/out upon each visit. Government Regulations state that you must collect your child/children prior to physically signing them out.

A person collecting your child other than yourself must be registered on your enrolment form. Where the pick up person is not registered formally in writing by the child's parent or guardian, the child will not be released.

Please notify us of any changes to emergency contact information, care arrangements, immunization or medical details. Your child/children's safety is our highest concern.

Nutrition

Healthy eating habits are recommended. We discourage junk foods such as chips, lollies and soft drinks. **Casey ARC Occasional Care has in place a no nut and nut product policy**

Illness/Infectious Disease Procedure

To protect your child, other children and staff, please keep your child at home if they are unwell. For example:

- high temperature
- diarrhea or vomiting in the last 24 hours
- conjunctivitis
- rashes
- severe cold or flu or contagious diseases

Should staff discover your child is unwell during their visit; the Parent/Guardian will be notified of symptoms immediately.

The NHMRC minimum exclusion table will be implemented for any conditions listed as being contagious. Other parents will also be notified of the illness in order to take the necessary precautions.

Unless Requested

You will only be contacted when...

- your child is distressed or
- in the case of injury or illness

We advise parents not to re-enter the childcare facility after leaving your child, as this can be unsettling.

What to Bring

Named bag containing:

- Nappy, wipes and a plastic bag for disposal.
- Change of clothes and underwear as required.
- Nutritious snack and drink, labelled with your child's full name
- Hat/coat in the cooler months
- Sunhat and sunscreen as required

Sun Smart

During the warmer months of September to April parents must provide a named hat for their child's use and apply sunscreen to their child before they leave.

Dress for active play

To ensure that children can participate safely in active play they should be dressed in comfortable, practical clothing. During the cooler months of May to August children should bring a named coat and beanie to keep them warm for outside play.

General Information

- Parents are advised to leave toys at home, however toys of comfort are acceptable.
- Parents must ensure that their child arrives with a dry clean nappy.
- Should your child be in the process of toilet training, please inform staff of the toileting procedures you have adopted at home and provide changes of clothing (including socks).

PLEASE REMEMBER TO NAME ALL CHILDREN'S BELONGINGS

Safeguarding Children and Young People

We consider the safety and wellbeing of children and young people to be of the utmost importance. We employ the best people to supervise and care for your child and take all reasonable steps to ensure their health, safety, and wellbeing.

Feedback

By receiving your feedback we can be sure that we are meeting your needs. So please let us know what you think of our facility and the services provided by utilizing our suggestion box located in the main centre.

You are welcome to discuss any concerns you may have with our Children's Program Co-ordinator. She will discuss your concern with our child care staff and her manager and in the event that we are unable to meet your needs or individual requirements we will be happy to refer you to our Department of Early Childhood local office.

Emergency Evacuation

In the case of an evacuation your child will be evacuated out of the center by our child care staff. Please do not attempt to collect your child from the child care service during an evacuation. You will be reunited with your child at the assembly point. The child care staff are all trained in emergency evacuation procedures. Your child will be kept safe.