



1E Leichhardt Drive
Moranbah QLD 4744
0749418407

Simply Sunshine Kindergarten Family Handbook



WELCOME TO SIMPLY SUNSHINE KINDERGARTEN

Simply Sunshine Childcare Centre is a small community-based centre in the heart of rural Moranbah. Simply Sunshine Kindergarten Program was established in 2013 to cater for working families with a variety of needs. Our focus is to provide a quality Queensland Government Kindergarten Approved Program for all Kindergarten eligible children in our care.

With a Licensed capacity of 44 children, our service runs a Queensland Government Approved Kindergarten Program.

Our service is run by an Executive Committee of parents in partnership with staff and other members. The committee is responsible for the Centre's Licensing requirements, decision making and working with the Service Manager and Director to ensure the smooth running of the service.

We provide well-designed play areas inside and out with an abundance of shade. Our nature-inspired outdoor classroom provides a holistic approach to the care and education for our local families. We work in partnership with the community to ensure our children are provided the best early childhood experiences and receive a flying start to learning and life.



Our Philosophy

At Simply Sunshine Kindergarten we believe each child is unique and belongs to part of a greater social community. Developing partnerships and a sense of trust between families, children and caregivers is the initial building block in creating a happy, inviting and engaging atmosphere. Continuity, communication and support between families, caregivers and the management are integral in developing this essential trust.

We believe in providing a positive environment without prejudice or bias and that the urge to explore and discover comes from within the child. Each individual is treated with absolute equity within and extending beyond the boundaries of this service. Caregivers are responsive and sensitive to each child's physical and emotional needs by ensuring each child feels safe, secure and supported within our centre. We will assist in developing self-esteem and self-help direction skills. Values such as respect, compassion and acceptance of others will be inspired and promoted by the carers through interaction and positive role modelling.

Our curriculum reflects the multicultural society in which we live. Within our centre we encourage, support and promote development of fine and gross motor skills, language and literature, investigation and inquiry, music and movement, creativity through art, exercise, good nutrition and sleep and rest periods. We will provide cognitive opportunities and education through a variety of

experiences stimulating the senses and promoting the importance of play.

By being involved in our centre we will engage the children in life's joys and complexities and help them to meet the challenges of everyday life through play. We will ensure each child feels a "sense of belonging" by building on these experiences to help all children become confident and involved learners. Each child is encouraged to care for the environment in which they reside. Role modelling and having educational conversations with the children about sustainability and sustainable practices will enable and empower children to take action and contribute in creating an ecological sustainable society and ecosystem.

Each individual child will have the opportunity to develop their natural curiosity about themselves and the world in which they belong while refining their skills necessary to carry them into future school programs. We will provide a positive, safe and stimulating environment that supports and builds upon children's self-image, independence and belief in oneself. Sustaining self-esteem, confidence and self-discipline; and achieving a sense of responsibility; will equip the children with abilities necessary to grow and shape their own identity. These are fundamental skills essential to shaping the adult member of society the children will become.

Just remember that our Mission Statement is:

Play is learning and learning is fun!

About Our Service

HOURS

Our Service opens from 6 am to 6 pm, Monday to Friday and is in operation for 50 weeks of the year. Annual closure is 2 weeks over Christmas / New Year period. The Centre does not open on public holidays. No child will be accepted by staff outside of opening times. Reception and office hours are 7.30 am to 3 pm. Located at 19 Griffin Street Moranbah 0749418407.

TIMES & FEES

Effective from 13/07/2020

Full Week (Mon-Fri)	\$450.00
Early Bird Week	\$500.00
Full Day 7.30am – 6pm	\$90.00
Early Bird Day (6am – 6pm)	\$100.00

KINDERGARTEN APPROVED PROGRAM

Operating 5 days
Mon - Fri
8 am to 4.30pm
\$90.00 per day



STAFFING

The staff team at Simply Sunshine Kindergarten includes: Nominated Supervisor, Early Childhood Teacher, Educational Leader, Centre Manager/Administrator, Responsible Person, Lead Educators, Educator Assistants, Administration Assistant, cleaners, gardener, students and volunteers. All staff engaged in our Centre are caring and dedicated to their profession. Qualifications and staffing are in accordance with 'Education and Care Services National Law Act 2010' and 'Education and Care Services National Regulations'. Staff are encouraged to participate in ongoing professional development in order to provide continued high-quality care.

AGE GROUPS OF CHILDREN

Kindy Unit 1

3.5 - 5 years	22 children	Early Childhood Teacher and Educator Assistants
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Kindy Unit 2

3.5 - 5 years	22 children	Early Childhood Teacher and Educator Assistants
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QUALITY IMPROVEMENT PLAN

The National Regulations require approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help providers self-assess their performance in delivering quality education and care and to plan future improvements. The QIP also helps the regulatory authorities with their assessment of the service. A QIP helps providers to document the strengths of their services and recognise areas of improvement. Approved Providers must ensure a Quality Improvement Plan is developed for each of their services. The Approved Provider is the individual, organisation or company managing the service. The provider should develop a QIP which reflects the unique circumstances of the service and its community. Educators, children, families and the community should all be involved in the self-assessment.



Queensland Kindergarten Learning Guidelines (QKLG) Relationships are key

It is well known that children learn best when they have secure relationships with caring adults. When children from a very early age develop trusting relationships, they feel more confident and able to explore and learn. In early childhood settings, when children feel emotionally secure, they learn through play to develop the skills and understandings they need to interact positively with others and gradually learn to take responsibility.

How will it work?

SYLP	QKLG learning and development area	Key focus	Significant learnings
Children have a strong sense of identity	Identity	Building a sense of security and trust Acting with independence and perseverance Building a confident self-identity	<ul style="list-style-type: none"> • feeling safe, accepted and supported • developing a sense of belonging and confidence in others • managing routines • developing agency in decision-making • being willing to keep trying • developing awareness of own culture • recognising individual strengths and achievements
Children are connected with and contribute to their world	Connectedness	Building positive relationships Showing respect for diversity Showing respect for environments	<ul style="list-style-type: none"> • connecting with and relating to others • understanding rights and responsibilities • responding to others with respect • developing awareness of bias • learning about others' cultures • caring for the kindergarten • exploring interactions between people and environments
Children have a strong sense of wellbeing	Wellbeing	Building a sense of autonomy Exploring ways to be healthy and safe Exploring ways to provide physical wellbeing	<ul style="list-style-type: none"> • developing self-regulation • developing resilience • being healthy • staying safe • developing control and strength • developing awareness of the senses
Children are confident and involved learners	Active learning	Building positive dispositions towards learning Showing confidence and involvement in learning Using technologies for learning and communication	<ul style="list-style-type: none"> • showing curiosity and enthusiasm for learning • problem-solving, investigating and reflecting on learning • being imaginative and creative • applying knowledge in different contexts • sharing ideas and discoveries • showing interest in technologies • using technologies
Children are effective communicators	Communicating	Exploring and expanding language Exploring literacy in personally meaningful ways Exploring numeracy in personally meaningful ways	<ul style="list-style-type: none"> • using languages, including sign • listening and responding • engaging with different texts • exploring sounds and letters • exploring reading and writing • exploring mathematical concepts in everyday life • exploring counting and patterns

Educators will focus on your child's learning. Educators will work with you in order to get to know your child well. They will create a learning program that builds on your child's interests and abilities, and keep you in touch with your child's progress.

Through the Framework's five learning goals educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning
- effective communication skills.

Watching your child's progress

Educators will use the Early Years Learning Framework to observe your child's learning so they can build on it and plan the next steps. They will do this by listening, watching and talking to your child. They will keep in touch with you regularly to discuss your child's progress. They will use photos and keep a Journal of your child's work to show what your child is learning, how they are developing and what particular learning interests them. Before your child starts school, educators will prepare information about your child's learning and development to share with their new teacher. This will help ensure that your child's new school is well prepared to continue your child's learning.

Working together

By working together at Simply Sunshine parents and educators

can enhance a child's learning and wellbeing. As the most important person in your child's life you can make a difference by talking regularly with your child's early childhood educator and asking about their learning. Information you provide allows educators to link your child's experiences at home with the time they spend together in the early childhood setting.

If you would like to speak with your child's Educator about your child's learning or experiences at the Centre, please phone our administration staff to make an appointment with your child's Educator. Our Educators are always more than happy to make time for a one-on-one meeting with families.

Approved Kindergarten Program



Simply Sunshine's Approved Kindergarten Program is delivered by our qualified Early Childhood Teacher. The program aligns with the Queensland Kindergarten Learning Guidelines. The program is available to Kindy eligible children for a minimum of 15 hours a week. Families of children participating in the Kindergarten program in a long day care setting may also be eligible for additional Commonwealth Government rebates, including Child Care Benefit and Child Care Rebate. Information about eligibility for these rebates is available from Centrelink.

The benefits of Kindy

Early learning in a Queensland Government-approved Kindergarten program provides a building block to a better future.

Going to Kindy will help your child learn early literacy and numeracy

Family Responsibilities

As a parent you are responsible for:

- Timely payment of accounts/levies
- Timely collection of your child
- Promptly notify the centre of changes of information about your child e.g. Allergies/illness/contact numbers

concepts, and develop communication skills to help their reading and writing.

Most importantly, a Kindergarten program will help your child develop a love of learning, be better prepared to start school – and make many friends.

Children learn through play. In a Kindergarten program your child will participate in play-based learning experiences designed to encourage their physical, social, intellectual, language and emotional abilities.

Under the guidance and care of a qualified Early Childhood Teacher your child will:

- Use language to communicate ideas, feelings and needs
- Make friends and learn how to cooperate with other children
- Become more independent and confident in their abilities
- Develop self-discipline
- Use their creativity to express ideas and feelings through art, dance and dramatic play
- Identify, explore and solve problems.



ARRIVAL OF CHILDREN

All children must be accompanied into the centre by a parent or an authorised responsible adult (someone over 18 years of age). This person must electronically sign their child in on the Centre tablet. You must ensure at least one staff member is aware your child has arrived at the centre. Assist your child with placing all belongings in the correct place e.g. lunch in fridge, bag in lockers. Apply your child's hat and sunscreen. Fill in any medication records and hand medication to a staff member (if needed).

DEPARTURE OF CHILDREN

All children must be collected from the centre by a parent or an authorised responsible adult (someone over 18 years of age). This person must electronically sign their child out on the Centre tablet. At departure time please make sure that all of your child's belongings are collected. Take the time to talk to the Educators about how your child's day has been. Ensure at least one staff member knows that you are collecting your child from the centre.

Please note: Signing in and out is a requirement by Commonwealth Government and the Department of Communities-especially if you claim Child Care Benefit. This includes any absent and sick days.

ALTERNATIVE ARRANGEMENTS FOR COLLECTION OF YOUR CHILD

If you have arranged for someone other than yourself to collect your child

please make sure that the office staff and the Educators within your child's room are notified of the name and identity (photo id) of the person collecting their child. You must also fill out the correct paperwork for this to occur. Children will not be allowed to leave the centre with anyone unfamiliar to staff, unless appropriate identification has been provided and parent permission has been given.

COMMUNICATING WITH STAFF

Daily contact with families is an integral part of our program. Much of this communication between Educators and parents occurs at an informal level as families arrive and depart with children. If you are not often at the Service during your Educators hours, you are more than welcome to call the Service during the day to see how your child has settled, or how their day is going. In most cases, our admin staff can transfer your call so you may speak to your child's Educator directly. However, it's important to note that due to busy times in each room's schedule, or phone accessibility, your child's Educator may need to return your call at a more suitable time, or give you information via our admin staff.

All families are more than welcome to contact our admin staff by phone or email to ask questions or to make an appointment to meet with your child's Educator. Also, general questions or requests can be noted in the parent communication book left near the sign in area in each of the rooms.



Enrolments & Bookings

ENROLMENT

You will be given an enrolment form on your initial visit to the service. This form is designed to gather information from you, which will aid in the care and protection of your child. This form and a copy of your child's immunization must be filled out and given to the service before the child can commence care.

One of the items on the form relates to a person, we are able to contact in an emergency if we are unable to contact parents/guardian. **When filling out this section please give careful thought to the most appropriate person to list.**

Booking Policy/Procedure

- We book yearly in September for the following year. Booking sheets are available from reception for completion from early-August each year. Even if your child is already attending the Service, a booking sheet must still be lodged if you wish to apply for a permanent position in the following year. Children accepted for permanent bookings shall have their place maintained for twelve months (January to December).
- It is each parent's responsibility to advise the centre every twelve months if they wish to keep their child on the waiting list. If you fail to do so, your child's name will be removed from the waiting list at the end of December.

The Service follows the priority of access guidelines which are set down by the Commonwealth Government.

These are as follows: -

Priority 1 – A Child at risk

Priority 2 – A Child of a single parent or of parents who both satisfy the work/training/study test under the family assistance act

Priority 3 – Any other child

The centre sets out priorities within these guidelines due to the high demand on places:

1st – Children at risk

2nd – Full time care, for currently attending, working families

3rd – Part time care, for currently attending, working families (e.g. same day each week)

4th – Full time care for new families

5th – Casual care, for currently attending, working families

6th – Currently attending families requiring care for studying purposes.

7th – New families for part time/casual work or studying.

8th - All remaining vacancies to any other families requiring care.

All remaining vacancies to any other families requiring care.

- Proof of work or study is required at time of booking.
- A non-refundable Booking Sheet Fee of \$25 is to be attached to each booking sheet submitted.
- Booking sheets to be handed to office staff only.
- Fees must remain paid 2 weeks in advance or you forfeit your child's bookings at the Service.
- A non-refundable enrolment fee of \$60.00 is charged to parents upon enrolment.
- An equipment levy of \$40.00 per year is payable, by all families, in 4 instalments of \$10.00 in January, April, July and October.
- A \$100.00 volunteer levy is payable each quarter, by all families, charged in January, April, July & October. Families who attend at least two of the monthly

committee meetings and complete one administration support/fundraising or maintenance job in the term will have their levy rolled over for the following term. Eligible jobs are advised by email.

- A \$2.00 membership fee is charged annually.
- A \$2.00 fee is charged for Credit Card transactions to pay accounts. This does not apply to Saving or Cheque Accounts.
- The Service must be notified by 7:45am on a booked day when a child is going to be absent. Full fees remain payable for sick/absent days.
- Full fees are payable for all public holidays. No fees are charged during our Christmas closure.
- If 4 weeks' notice is given for a minimum period of one week and a maximum period of four weeks in a single year, half fees will be charged as 'annual leave'.
- Two weeks' notice is required if cancelling a part of, or entire booking permanently.
- When the service offers a permanent booking to waiting list children during the year, the service will personally contact the family to make the offer. In the event families are unable to be reached, a message will be left and subsequent contact will be made over a period of five (5) business days before making the offer to the next family on the waiting list. The service will allow the same five (5) business days (from original contact date) for the family to discuss their childcare needs and respond.

MAKING PAYMENTS

Fees must be kept 2 weeks in advance and payments must be made during office hours (7.30am – 3pm). Fees can be paid by cash, cheque, eftpos or credit card (credit card charges are \$2.00 extra) or alternatively you can place the cash or cheque in an envelope in the Foyer, with your child's name on the envelope and then place it in the locked box on the front desk. (Note: The Service will not accept any responsibility for monies lost or stolen from fee box.)

You can also make your payments by direct deposit. Details are as follows:

Bank-	National Australia Bank
A/C Name -	Moranbah Neighbourhood Centre
BSB -084828	A/C number - 50886 4854
Details/Reference -	Childs name

Fees are charged for any day that your child is booked for care. This includes public holidays and absences. If fees fail to remain 2 weeks in advance all future bookings will be cancelled.

CHILD CARE SUBSIDY (CCS)

Child Care Subsidy is a means-tested subsidy paid directly to the Service as a fee reduction. There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

1. Combined Family Income
2. Activity Test for both parents
3. Service Type

Transitioning to Child Care Subsidy requires families to provide information and confirm current details by using your Centrelink online account through [myGov](#). Here you will be asked to provide your combined family income estimate for the financial

year, hours of recognised activity including work, training, study and volunteering and the type of child care your family uses.

It is important to contact the Family Assistance Office BEFORE your child begins enrolment at the centre so that all Child Care Subsidy details can be organised before commencement. You will be required to pay full fees until your child care subsidy assessment has been completed. **CCS Service ID: 190032010X**

COMPLYING WRITTEN ARRANGEMENT (CWA)

In cases where the individual is the child's grandparent (or great grandparent), they may be eligible for and receive Child Care Subsidy or Additional Child Care Subsidy (grandparent).

Child Care Subsidy can support:

- grandparent principal carers not on income support
- grandparents who are not principal carers of their grandchildren but have regular or shared care of the child (that is, they care for them between 14 and 64 per cent of the time).

Additional Child Care Subsidy (grandparent) can provide more support where the grandparent (or great- grandparent) is the principal carer of their grandchild, has substantial autonomy for the day-to-day decisions about the child's care, welfare and development, and is on income support.

The provider must first enter into an agreement with the individual on the planned arrangements for care of a child. The agreement through which families can receive Child Care Subsidy is called a Complying Written Arrangement. A Complying Written Arrangement is an agreement to provide care in return for fees. Complying Written Arrangements must have certain information. If the Complying Written Arrangement includes this information in writing, it can be made through the same enrolment form or process the provider uses to enrol a child.

An arrangement must be recorded, either on paper or electronically, and must be kept by the provider. An arrangement can cover more than one child if multiple children in a family will attend the same child care service (each child must have their own enrolment).

There are four types of arrangement:

- Complying Written Arrangement
- Relevant Arrangement
- Additional Child Care Subsidy (child wellbeing)—provider eligible arrangement
- arrangement with an organisation (third party).

ABSENCES

Fees are payable for any days that your child may be absent from the service for any reason. Child Care Subsidy will be payable for fees paid for each occasion of absence from care up to 42 days per financial year. This includes public holidays. This means that after your child has had more than 42 days of allowable absences

from the service in one financial year – you will then be required to pay full fees for any further days of absence from the service.

LATE FEES

A late fee of \$10 for the first 10 minutes and \$1 per minute after this is charged when you collect your child after 6pm. If possible, we would appreciate you collecting your child at 5.50pm, this gives the staff time to secure the Service.

EARLY BIRD FEE

If you require your child to start care before 7.30am you will be charged an extra \$10 on top of your daily fee.

Volunteer Levy

The Volunteer Levy was introduced to encourage families to participate in the running and maintenance of this Community based Centre.

- The \$100.00 Volunteer Levy is payable each term, along with childcare fees, in January, April, July and October.
- Families who choose to help out the service by completing as least two “jobs” in each term will have their levy “rolled over”. (Essentially, families who help out the service will only pay one instalment of \$100.00, which will be “rolled over” every term and eventually refunded when their child leaves the service).
- Being a valued member of our Management Committee automatically ensures your levy is carried forward to the following year. Our AGM where Management Committee positions are chosen is held in September each year.
- Families who choose not to volunteer will not have their levy “rolled over” and are required to pay the \$100.00 levy every term.

Each family's Volunteer levy will be placed into a trust account. Non refunded Volunteer Levies will be used to pay a handyperson/staff member to do maintenance jobs. The Volunteer levy is not considered as part of the service's income, for it is hoped that the majority of families will have their initial \$100.00 fee “rolled over” every term. Every family using the service (including parents holding management Committee Positions and Staff) are required to pay the initial \$100.00 Volunteer Levy, in advance.

The following activities are considered “Jobs”

Attendance at a Monthly Committee Meeting: (Attend 2 Meetings for 1 job credit)
Committee Meetings are held once a month. At the moment, the days and times of the Monthly Meeting varies month to month so that a variety of work schedules can be accommodated. All families and Educators are welcome to attend a meeting. The Agenda is also on the notice board in the foyer if you would like to add an item to the agenda.

Volunteering for a fundraising event: Upcoming fundraising events that you may wish to help out with include: working at a stall at the Lions Markets in Town square, May Day celebrations, Christmas concert, Outdoor movie nights, selling raffle tickets at the

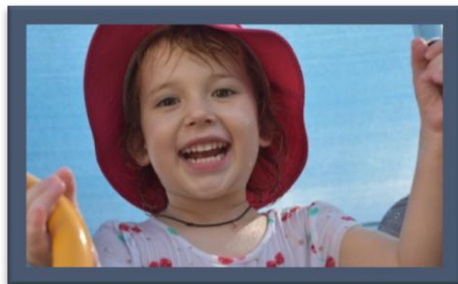
Town Square/markets, or assisting the Fundraising Co-ordinator with pocket fundraisers. If you wish to help with a fundraising activity, please see Julie, Susanne or Amanda.

Completing maintenance/cleaning jobs: A variety of maintenance, working bees and cleaning jobs are advised by email from time to time. Some of the jobs can be taken home, whilst others need to be completed at the centre. Please see Julie, Susanne or Amanda if you wish to complete any volunteer jobs.

PARKING

Parking is available at the front of the service. However, this can often be difficult in peak times of the day. Please be careful to park in the car spaces provided. These car parks are limited to a 30 minutes parking time. There is a disability car space available but can only be used if you have a disability label on your car. Please ensure your car is securely locked and do not leave your valuables inside such as your handbag or wallet. Please also remember that it is not safe to leave other siblings in the car whilst you drop off your children. Children move around the car park with their parents, so please remember to be alert and drive slowly and carefully when entering and leaving the service. Note: Drivers park on the service grounds at their own risk. The service accepts no liability for any damage to vehicles.

NEWSLETTERS/EMAILS/SMS



Service Newsletters/Emails/SMS are provided regularly and inform of Service happenings, events, policy changes and general information.

POSTERS AND DISPLAYS

Always be on the lookout for posters with messages and reminders.

POCKETS/LOCKERS

Don't forget to check your child's pocket at each visit. All the important information, fundraisers, bookings, accounts etc. are put in your pockets. Your child will also have their own locker to store their personal belongings, it will have an identifiable photo/sticker for your child to recognise.

MONTHLY COMMITTEE MEETINGS

Families are invited to attend monthly committee meetings where they are encouraged to give input into decisions being made at the centre. Committee Minutes are emailed to families each month and are available in the front foyer.

WHAT TO BRING TO KINDERGARTEN- See attached detailed sheet.

If we have to provide items for your child, charges will be as follows:

Hat - \$15.00	Meal - \$5.00	Sheets - \$3.00
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TOYS AND HOME TREASURES

To avoid any breakage or loss of precious items, we encourage your support in keeping these items at home. We cannot assume responsibility for loss or breakage. Encourage your child to bring something from nature, a special book, photo etc. to share with the group. We understand children like to bring along a soft toy in their sheet bag for rest time. This is fine.

LOST PROPERTY

Lost property is often a cause of stress for not only children and families, but staff as well. **PLEASE NAME EVERY ITEM YOUR CHILD WEARS OR BRINGS TO THE SERVICE.** While care is taken by all staff, the centre takes no responsibility for any lost property if it is not named.



POLICIES

SUN PROTECTION

Simply Sunshine Childcare Centre is an approved Sun Smart centre through the Queensland Cancer Fund. We provide sunscreen for all children; however, we ask that you apply sunscreen to your child at the beginning of the program. We will reapply as per instructions on the sunscreen. Outdoor activities will be set out in shelter of the sun where possible. The harshness of the sun dictates that children wear a sun smart hat, sunscreen and shirt with sleeves. We encourage the parents to dress their children in shirts with collars and sleeves as these are the most appropriate according to the Queensland Cancer Fund. Sleeveless dresses and singlet tops are not suitable. Hats are to be clearly named. A spare hat will be supplied to your child if they do not bring one at a charge to the parents for laundering. Please see your child's Educator if you require your child to wear a specific sunscreen as this needs to be stored as per safety regulations.

CLOTHING

Smocks for messy activities are provided, however please dress your child in sensible, sun smart, comfortable play clothes. Long dresses and skirts pose a hazard whilst children are playing and climbing outdoors. Children should be able to manage their own buttons/zips for the purpose of toileting. We also recognise barefooted play for children's safety, growth, and the development of sensory awareness. Sandals, thongs and boots are a hazard to outdoor play areas. Nerve endings in the feet can sense a variety of textures. Bare feet can climb grip and promote more effective balance and control. Cold days and excursions are an exception. Socks and joggers will be required. Please be assured that the playground is checked daily for hazards that may pose a risk to children.

HANDWASHING

Handwashing is the most significant way to reduce the spread of communicable diseases and minimise cross infection. We support healthy practices at all times and **you can assist us by modelling and supervising hand washing every morning on entering the service.**

All staff, students, volunteers and children and parents should wash their hands:

- On arrival at the Service. (Alternatively, antibacterial hand gel may be used);
- Before and after eating, or feeding a child;
- Before and after handling food;
- Before and after giving medication and providing medical procedures or first aid;
- Before and after changing a nappy;
- After using the toilet or helping a child use a toilet;
- After cleaning up blood, faeces or vomit;
- After wiping a nose;
- After touching pets and other animals;
- After playing outside;
- Before and after using gloves and when changing gloves;
- After cleaning, gardening and handling garbage; and,
- Before going home. (Alternatively, antibacterial hand gel may be used).

The service employs cleaners who support the health and hygiene policies at all times. We conduct regular safety audits on our equipment, buildings and playground, however if you have any concerns, please see staff.

HEALTH

Symptoms of illness:

- unusual behaviour (child is irritable or less active than usual, cries more than usual, seems uncomfortable or just seems unwell)
- feverish appearance
- diarrhoea (an increase in the frequency, runniness or volume of the faeces)
- loss of appetite
- conjunctivitis (tears, eyelid lining is red, irritated eyes, followed by swelling and discharge of pus from eyes)
- unusual spots or rashes
- patch of infected skin (crusty skin or discharging yellow area of skin)
- grey or very pale faeces

- unusually dark, tea-coloured urine
 - yellowish skin or eyes
 - sore throat or difficulty swallowing
 - headache, stiff neck
 - severe, persistent or prolonged coughing (child goes red or blue in the face, and makes a high pitched croupy or whooping sound after coughing)
 - frequent scratching of the scalp or skin and
 - breathing trouble
- What to do when a child has these symptoms:
- Keep your child away from the service
 - Contact appropriate staff to enquire if others are suffering similar symptoms
 - Exclusion periods are based on recommendations set out by National Health and Medical research Council in 'Staying healthy' (copy can be found in the foyer)
 - A child who has been hospitalized must stay home for at least 48 hours after the release from hospital

As we do not have the facilities to take adequate care of sick children for any length of time and as infection can move swiftly through a group, we will ask you or your nominated contact to collect your child within the hour should any of the above symptoms arise.

ALLERGIES & CHRONIC ILLNESS

If your child suffers from any allergy or chronic illness (a persistent or prolonged health condition that is treated, rather than completely cured), please advise our admin staff when enrolling. If your child is already enrolled, please update our admin staff about your child's changed medical status.

If your child experiences anaphylactic reactions, before commencement it is your parental responsibility to provide the service with a labelled and in-date Epipen and a current medical action plan from your GP or specialist prior to commencement. Likewise, if your child suffers from Asthma, it is your parental responsibility before commencement to provide the centre with a container that contains an in-date inhaler specific to your child's needs, a spacer, and a current medical action plan from your GP.

Your child's medication will be kept in a secure location in their room and will be returned to you when your child finishes at the service. We ask that you please make note of the medication's expiry date and that it is replaced before or at expiry. All staff are fully trained in administering Asthma medication and Epipens.

If your child experiences any other type of allergy (food, environmental etc), room staff will be advised and care will be taken to avoid the allergen. Please note: we are unable to keep and administer any medications for allergic reactions (with the exception of Epipens). Admin staff will contact you immediately, and ask that you attend the service to administer medication to your child and/or collect your child.

Please remember that the more aware and prepared our staff are about your child's condition, the better we can care for them.

ADMINISTERING MEDICATION

Our service policies on giving medication to children while attending the service take into account not only the well-being of children but also the legal protection of the staff at the service. We urge you to read this section carefully so you will be able to inform your child's doctor of the services policy.

Where possible, medication should be administered by the parent at home. If your child is required to have medication whilst attending the service you must complete a medication form. All details must be completed clearly and an exact dosage and time to be given.

Please do not write 'when needed' as staff are not qualified to determine when your child requires medication.

You must hand the medication to the staff member on duty. Please do not leave it in your child's bag. Please make sure a staff member is clear of the instructions required with the administration of the medication. All medications are stored in locked boxes.

Staff will only give the medication if they are able to follow the Doctors directions, directions and dosage are printed on a pharmacist's dispensing label, and the medication is in its original container. This will show the patients name, the name of the medication, dosage, frequency of administration.

Staff will not be able to administer medication in any way that varies from the dispensing label instructions, unless a letter from the Doctor is supplied.

Staff are not allowed to give over the counter medications except for Paracetamol, unless a doctor's letter is provided or a pharmacy label is attached to the container.

Staff are able to give your child an initial dose of paracetamol for high fever where previous permission has been given. We will endeavour to contact you before the initial dose is given. As staff are only able to administer paracetamol once, you must then ensure you collect your child within the hour. Refer to policy for more information.

Staff are not permitted to give injections to children, unless the child is experiencing an anaphylactic reaction and the family have provided an Epipen. All staff are trained for this event.

Please ensure staff are aware of how to operate any asthma devices before you leave the centre. An asthma plan must be provided by your child's doctor. See policy for more information.

IMMUNISATION

Our centre strongly supports the immunisation program.

If for health or personal reasons your child is not immunised, we ask that you please provide the centre with a copy of your completed Immunisation Exemption Conscientious Objection form when enrolling your child. If your child's immunisation status changes at any point, we ask that you please update our admin staff.

If the centre should have an outbreak of any of the illnesses referred to in the table, our policy and enrolment agreement state that non-immunised children may be excluded from Simply Sunshine Kindergarten for their own protection.

Simply Sunshine Kindergarten will not be liable for any illness your child contracts during an outbreak.

<https://www.health.gov.au/sites/default/files/national-immunisation-program-schedule-portrait.pdf>

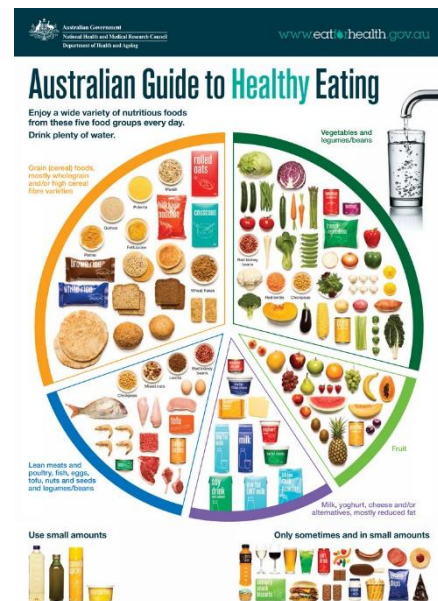
NUTRITION

We encourage a healthy nutritious lunch for all children. Adequate nutrition is essential for the development that takes place in early childhood. Having good eating habits and a balanced diet supports children's health and wellbeing, and minimises the risk of illness. Eating habits developed in the early years are likely to have a lifelong influence.

Healthy eating in childhood minimises health risks and improves health throughout life. Many lifestyle diseases such as obesity, cancer, heart disease and diabetes can have their beginning in poor nutrition habits early in life.



Experiences in early childhood can influence young children's eating behaviours and nutritional intake. Simply Sunshine work with families to encourage and support healthy eating for children, there are many opportunities to encourage and role model this within our program. Foods from the basic food groups provide the nutrients essential for life and growth. These foods may also be called 'Everyday Foods'.



Meals suggestions for early childhood settings

Lunch Ideas:

- A sandwich, small pita wraps or small bread roll with fillings such as:
 - shredded chicken with cheese and lettuce
 - tuna, corn and lettuce
 - turkey breast with cucumber and lettuce
 - ham, chutney and alfalfa sprouts
 - cold roast meat, chutney, lettuce and tomato
 - vegemite and cheese
 - cream cheese and grated carrot
 - avocado, tomato and lettuce
 - mashed banana
- A few crackers, cruskits or rice cakes with cheese/meat/spread
- A small, cold slice of frittata
- A homemade savoury muffin – zucchini slice, quiche or
- corn and cheese fritters
- One or two slices of homemade pita pizza



Snack Ideas:

- Small, fresh pieces of fruit: a mandarin, banana, apricot, pear, plum or a bunch of grapes
- Sliced fruit: apples, oranges, melon or pineapple
- Two or three crackers with cheese or vegemite
- One or two small pikelets – try including grated fruit or vegetables in the mix
- A flavoured scone – pumpkin or cheese
- A few vegetable slices or sticks served with dip (be sure to blanch tough or fibrous vegetables until soft)
- A small tub of yoghurt
- A cheese stick

<https://naqld.org/app/uploads/2016/02/guide-to-packing-a-school-lunchbox2.pdf>

What not to include: 'sometimes foods'

- Flavoured mineral water
- Flavoured milk
- Cordial
- Breakfast Drinks i.e. Up and Go
- Fruit drink and fruit juice are
- Sweet drinks such as soft drink
- Chips, roll-ups, lollies, LCM bars
- Peanuts/Nuts in any form (Allergies)
- Lollies, sweet cakes, sweet biscuits

'Sometimes foods' do not comply with the centre "Nutrition Policy" "Sometimes foods" have little nutritional value and are not essential for good health. Eating a lot of sometimes foods is associated with ill health and discouraged at Kindergarten. "Sometimes food" do not provide much nutrition and can fill children up, leading to a decreased appetite for healthier foods. Sweet drinks can also lead to tooth decay and weight gain, and are not part of a healthy lunchbox. Please do not send them in your child's lunch box as they will be sent home.

WATER

The best drink for your child is water.
 Include a water bottle in your child's lunchbox every day.
 Water is essential for life and should be the main drink each day.
 Young Children in particular are at risk of thirst and dehydration, we encourage children to drink a lot of water during the day, especially in summer. The Centre has water readily available throughout the day.
 Water is also served with all meals at the Centre.



SAFE FOOD HANDLING

Food must be cut and prepared prior to arrival. Families are asked to assist their child with putting their lunch box in the refrigerator in their room upon arrival at the Service. The lunch box is to be clearly labelled with the child's full name. Parents are asked not to supply insulated lunch boxes or bags because these prevent the foods from being cooled effectively by the refrigerator. We are also a plastic free zone. All food must be stored alternatively in labelled containers, paper lunch wrap, foil or paper bags. Please ensure you pack food that does not require heating.

CONVENIENCE & HEALTH - IT CAN BE DONE!

SPECIAL CELEBRATIONS

On special occasions (birthdays/parties, cooking experiences and multicultural days) some of the discouraged foods may be consumed, but healthy foods will also be incorporated. Parents can bring cupcakes for Birthday celebrations. Please notify the Educators prior so we can advise of any dietary requirements for specific children.

For more information and ideas regarding Nutrition and physical activity for children, speak to our staff about the "Get up and grow: Healthy Eating and Physical Activity for Early Childhood resources we have available in the foyer.

DENTAL CARE

In order to protect young children's teeth, we encourage families to send along healthy and nutritious meals for your children. Children are encouraged to finish their meals with a drink of water to help rinse food from their mouth. Educators encourage dental hygiene and incorporate this into their program and a dentist technician visits the children to discuss dental hygiene with staff and the children each year.

SLEEP/REST/QUIET TIME

Education and Care Services National Regulations state "Each child's comfort is provided for and there are appropriate opportunities to meet each child's needs for safe sleep, rest and relaxation." We believe this should be a relaxing, happy time and so rest time is suited to the needs of each child. After a short period of quiet relaxation, where children who do need their daytime sleep are given the chance to fall asleep, we provide quiet experiences including books, drawing, puzzles etc. for children who do not sleep. Where families request that their child remain awake, staff will not encourage the child to sleep however, if the child falls asleep while resting, staff will not wake the child.

Due to hygiene requirements and storage, please use the provided sheet bag to contain all bedding for rest time. If bedding is too large for the supplied bag it is not permitted at Kindergarten. Bedding can be purchased from the Service, please contact the administration office.

RELATIONSHIPS WITH CHILDREN

The policy is designed to ensure everyone is aware of what practices and approaches that Educators take when building relationships with children. Educators

use the environment as a third teacher incorporating the children's interests and ideas into the program. Educators support collaborative relationships and open communication between families and Educators regarding children's behaviour and well-being. Educators acknowledge children as active competent learners and create a safe place that is welcoming and stimulating. Educators promote secure attachments and warm trusting relationships and interactions. Educators seek to strengthen resilience, critical thinking and informed risk-taking. Educators promote communication and problem-solving skills. Together with social learning and awareness, and capacity to express and acknowledge feelings. Educators recognise that parents as the child's first and most influential teachers and work in partnership to maintain positive relationships based on trust and mutual respect.

INCLUSION AND ANTI-BIAS

The Service's philosophy is based on a commitment to equality and fairness for all children, particularly their right to fully participate in every aspect of the program. The philosophy, together with its Inclusion Policy, is reviewed regularly as part of the Service's self-assessment and quality improvement process. The *Inclusion Policy* is explained to all staff, educators, students and volunteers before they commence at the Service, and to all parents when they enrol their children. At that time, they are given the opportunity to ask any questions needed to clarify their understanding.

PARENT INVOLVMENT

The Service recognises the important role played by parents in the education of their children and values parent participation and involvement on a variety of levels e.g. sharing skills interests in the educational program, attending parent meetings and social functions, and becoming involved in the committee management level.

If you do have skills to share, we would like to hear from you. Skills such as reading a story, sharing a song, playing an instrument, cooking, gardening, teaching a different language, showing and displaying a particular hobby-pottery, spinning, weaving, print-making, wood working etc. Your time and effort will be greatly appreciated.

EXCURSIONS

At times Educators will arrange excursions for the children at the service. Before your child can attend, you will be required to complete an excursion permission form detailing the destination, times, date, mode of transport and Educators responsible for the excursion.

To ensure safety and supervision of all children the Education and Care Services National Regulations are followed at all times. We may also require some families to volunteer their time, to make excursions possible.

GRIEVANCE PROCEDURE

If the grievance concerns - fees, bookings, management or administration issues, then this should be taken firstly to the Centre Manager, then the Director, and then the Committee if the issue is still unresolved.

If the grievance concerns - any matter or incident related to the care or well-being of a child, this matter should be referred to the Lead Educator, then to the Nominated Supervisor and then to the Approved Provider.

<p>Nominated Supervisor (Amanda Stephan) Address: 19 Griffin Street, Moranbah, QLD, 4744 Email: director@simplysunshine.com.au Phone: (07) 49418 407</p>	<p>Approved Provider Moranbah Neighbourhood Centre Association Incorporated Address: 19 Griffin Street, Moranbah, QLD, 4744 Email: childcare@simplysunshine.com.au Phone: 0749418407 President Hayley Brown Email: hbrow241@eq.edu.au Phone: 0401869895</p>
<p>If you are unsatisfied with their response, you can contact The Department of Education (Early Childhood Education and Care), which is responsible for supporting and assessing early childhood education and care services as they implement the National Quality Framework. The Department ensures services comply with the National Law. Contact Details are below:</p>	
<p>Regulatory Authority Central Queensland Region Mackay Office Level 4 44 Nelson Street Mackay Qld 4740 PO Box 760 Mackay Qld 4740 Phone: 484 28354 Email: mackay.ecec@det.qld.gov.au</p>	<p>Regulatory Authority Brisbane Office Address: PO Box 15033 City East, QLD 4002 Email: ecec@dete.qld.gov.au Website: www.education.qld.gov.au Phone: 1800 637 711 Fax: (07) 3234 0310</p>

PRIVACY & PERSONAL INFORMATION

At the beginning of your child's enrolment, the service will obtain you and your child's personal information through your completion of an enrolment form. Once your child begins to attend the service in a casual or permanent capacity, this information may be updated initially, and will then be updated annually as per licensing requirements. We ask that you inform administration staff immediately of changes to any contact or medical information (i.e. development of a condition, changes to an existing chronic condition etc).

All information is processed and stored with great respect to the privacy of each family, as is the destruction and/or archiving of out-dated information.

If at any time your child's information is required by a third party (i.e. to apply for additional needs staffing assistance), this will be only done with the written and verbal authority of the family.

While most personal information is managed by administration staff; room staff have access to some personal information. This information is limited to medical and contact information, as well as our 'getting to know your child' form. This information is used as required to assist our staff in providing correct medical care, to be familiar with your child's requirements/likes/dislikes and when/if required, to contact parents or authorised contacts in the event of an emergency out of administration hours.

It's important to note that all management, administration and child care staff, the management committee are legally bound to respect the privacy of the Service's families and children, by signing of a privacy contract upon commencement of their employment or management committee position.

Should you have concerns that your or your child's confidentiality has been infringed in any way, please discuss your concerns with the Service Director. Alternatively, the Centre Manager can be contacted if the Director is not contactable.

STUDENTS/VOLUNTEERS AND VISITORS

Students from universities, TAFEs and RTOs need to spend time working in childcare Services in order to complete the practicum requirements of their courses. Members of the local community and services such as the fire brigade, police and ambulance may also contribute to the Service's program, and the same applies to volunteers. The safety of children is paramount. All students and volunteers wishing to participate in the program must provide this request in writing, outlining the purpose and the length of participation in the program. All visitors must sign the "sign in and out book" and be appropriately inducted. (Please see our Students/Volunteers and Visitors Policy for further information). All students and volunteers will be under the guidance of a qualified staff member at all times and must provide evidence of suitability (i.e. Blue Card).

STAFF TRAINING/PROFESSIONAL DEVELOPMENT

The Service supports educators studying for formal qualifications. Progress towards the completion of the qualification is recorded. The Service provides educators with a range of professional development and training opportunities to extend their knowledge and to challenge and extend their thinking. However, educators are also expected to independently seek ways to build their professional knowledge and skills and share this knowledge and experiences with others.

SAFETY

Effective supervision is critical to the safety and wellbeing of children while they are being educated and cared for at early education and care services, including while on planned excursions. The requirements of effective supervision are detailed in the Early Education and Care National Regulations 2011 and the Guide to the National Quality Standard 2011. They address matters such as the number of educators, their qualifications and experience, their level of involvement with the children, regular checks of the physical environment and risk analysis, and the need for communication between team members.

Educators conduct daily safety checks of the building, equipment and general environment, and take any corrective actions necessary (e.g. remove unsafe item) and /or inform the Nominated Supervisor of any matter requiring attention so that a risk assessment can be undertaken). Refer to the Service's *Safe Play Spaces Policy*.

All educators employed at the Service possess qualifications which meet or exceed the regulations (e.g. academic, first aid, CPR, asthma and anaphylaxis, working with children check).

ACCIDENTS

In case of accidents that cannot be dealt with at the service, staff will call an Ambulance. Parents of an injured child will also be called promptly. An “incident” register is kept the centre to comply with the Education and Care National Regulations. If your child arrives at the service with an injury, we ask that you let the staff know and you will be requested to complete an “injury on intake” form.

EMERGENCY, EVACUATION & LOCKDOWN PROCEDURES

The Service has procedures to follow in the event of any emergency necessitating evacuation. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure the swift, safe and calm evacuation of all children, staff, families and visitors. Evacuations are rehearsed regularly so that educators and children are confident in knowing what to do. We all return to the building. The fire equipment is regularly checked. A notice is displayed in the foyer when we have a drill. In the event of the service needing to be evacuated due to an undesirable event the children will remain in the safe evacuation point and you will be contacted to collect your child.

The Service has lockdown procedures in response to any critical incident or foreseeable threat of harm to staff, children or visitors. Such an event could be:

- A hostage situation;
- A siege;
- Violent, intoxicated and/or drug affected persons;
- Dangerous animals;
- Unidentified external disturbance; or,
- Severe storm.

In case of a Lock down, windows and doors will be locked by the Assistant Educator and the telephone and roll collected. Children will be moved by the Lead Educator into a confined area where they will stay down low and be kept quiet. Police will be contacted. Parents will be contacted when authorised to do so.

TOBACCO, DRUG AND ALCOHOL-FREE ENVIRONMENT

The Service provides a healthy and safe environment for children, employees, families and other visitors while on the premises (i.e. the building, grounds and car parks). Staff, parents and any other visitors to the Service are not permitted to smoke on or adjacent to the premises or within view of the children. ‘No Smoking’ signs are displayed in the entrance and or foyer area. No alcohol or any unlawful substance is consumed in any part of the premises at any time when children are at the Service. Prescription medications such as asthma preventatives and treatment, and paracetamol are acceptable, but will be managed in accordance with the Service’s (Administration of Medication Policy).

SAVING RECYCABLE MATERIALS

Our program works to extend each child's imagination and creativity. To do this we use many recyclable materials found in homes as well as items we purchase. It is always helpful if families are able to contribute items from home that they may otherwise throw away. So, if you happen to be having a clean-up at home remember - child care educators are great recyclers. Please help us by saving the following items and bringing them in (all clean please) The service has a recycle wish list.

SUSTAINABLE PRACTICES

Educators intentionally teach children about caring for the environment (e.g. energy efficiency, water saving), and involve them in planned experiences that develop life skills such as growing and preparing food, waste reduction and recycling. The Service seeks to provide a physical environment that includes natural features such as plants, trees, edible gardens, sand, rocks, mud and water, and to allow children unhurried time in that environment.

Sustainability is embedded in the Service's everyday routines and practices. These include:

- Recycling, and use of recycled resources
- Energy efficiency
- Water conservation
- Purchasing
- Worm farm/Composting.

The Service takes every opportunity to involve families and the broader community in its sustainability practices and in educating children about the environment.

Simply Sunshine Kindergarten has an open-door policy. Our programs are displayed every day and feedback is valued!

Simply Sunshine Kindergarten look forward to working with you in providing a wonderful Early Childhood Education and Care experience for your family

Amanda Stephan
Nominated Supervisor (Director)

