

ROYAL CHILDREN'S HOSPITAL
CHILD CARE CENTRE

POLICY MANUAL

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PRIVACY POLICY STATEMENT

We respect your privacy.

In order to provide you with the highest standard of service our organisation is required to collect personal information from you about your child before and during the course of a child's enrolment in our service. We are committed to protecting your privacy and we abide by the National Privacy Principles contained within the Privacy Act.

Privacy of your personal information is important to us and we conduct our business with respect and integrity.

What information do we collect, why and how is it used?

Basic details are usually collected directly from parents such as your name, address, phone contacts but it is also necessary for staff to collect details regarding your child's name, date of birth, medical details, health, routines, likes and dislikes which make up a personal profile. In addition we are required to hold information regarding your child's Child Care Benefit entitlements.

All this information is vital in assisting us to provide the best possible individual care for your child and for processing payments. Some of the information we collect is to satisfy the services legal obligations under the relevant childcare legislation.

Naturally much of this information is of a personal nature and some of it might be regarded as 'sensitive' and not the sort of information that you would wish to have unnecessarily disclosed to others.

We assure you that:

- *this information will only be used by our childcare professionals in order to deliver your child's care to the highest standards
- *it will not be disclosed to those associated with the care of your child without your consent
- *you may ask to seek access to the information held about you and your child and we will provide access without undue delay
- *this access might be inspection of your child's records or by providing copies of information
- *we will take reasonable steps to ensure at all times that the details we keep about your family are accurate, complete and up to date
- *we will take reasonable steps to protect this information from misuse or loss and from unauthorised access or disclosure
- *our staff are committed to respect these principles at all times
- *if a student has a valid training requirement that involves the gathering of certain information pertaining to your child or family, the student must have consent from you

All privacy related comments, feedback or complaints should be directed to the Co-ordinator where the complaint will be dealt with to maintain our high standards of service provision.

CONTENTS:

1. INTRODUCTION:

The Royal Children's Hospital Child Care Centre

The Royal Children's Hospital Staff Creche is registered for pre-school children between 6 weeks and 5 years of age. There are 78 places allocated to the Royal Children's Hospital staff. The remaining 4 places are available for occasional sibling care. We are a fully accredited centre, utilising Hospital and Community resources within the City of Melbourne.

2. MISSION STATEMENT

To provide a Child Care Service that is a positive experience to all families which is designed to promote individual children's social, emotional, cognitive and physical development, inclusive of children with additional needs.

CENTRE PHILOSOPHY:

The Royal Children's Hospital has a strong commitment to provide a progressive and consistently high quality child care service where the needs of both the children and the families are met. As dedicated Early Childhood Professionals, we believe that children are unique individuals who learn and develop skills through the process of exploration within an educational, play-based curriculum. With this in mind, our conscientious team of staff maintain a developmentally-appropriate program implemented within an environment that is encouraging, emotionally warm and safe. We strive to promote a mutually beneficial partnership with all families and the wider community, integrating culturally diverse backgrounds, beliefs and attitudes. Our service continues to offer care and activities for children with additional needs.

3. BROAD GOALS:

For Children to:-

- develop social, emotional, cognitive and physical skills
- develop skills at appropriate ages and stages.
- participate in learning experiences
- develop knowledge of different cultures, differences between individuals and show acceptance of the differences.
- develop self confidence and self- esteem
- increase language skills
- practise principles of hygiene
- become increasingly independent
- have an optimal environment to learn.
- have a program that is responsive to their needs and interests.

4. AIMS AND OBJECTIVES:

Our aims and objectives are to provide a program and service that is based on the needs of the families and children as well as the staff.

For the Child:

- An environment which meets nutrition, health and safety requirements.
- An environment which supports and strengthens family ties, and which reflects the socioeconomic, cultural and ethnic background of it's users.
- An environment which accounts for the additional needs of children.
- An environment which fosters a deep sense of security, basic trust and acceptance of themselves and others.
- Adults who respect them as individuals, and foster their unique abilities (physical, intellectual, social and emotional), background and ethnic identities.
- An environment which helps them make sense of everyday experiences and feelings and where adults understand development and support their efforts to regulate their own behaviour.
- Adults who respond positively and who encourage autonomy, initiative and independence, responsibility, co-operation and self control, choice, etc....
- Adults who respect, trust and promote positive communication with children.
- A program that is consistent yet flexible to reflect children's interest and encompassing gender equality.

For the Families:

- Offer a safe environment that is accessible to all.
- Supports them in providing an environment which promotes the overall developmental needs of their children.
- Is flexible and responsive to diverse and changing needs
- Accommodates differences in age of children
- Respects and responds to the needs, values and cultural diversity of the parents
- To have an active exchange of information between parents and staff on a daily basis which will be treated with appropriate discretion.
- To offer support and referrals when needed.
- To have the opportunity to contribute ideas, skills and resources.

For the Staff:

When implementing a program it is also necessary to meet the needs of the staff members:

Our goal as a staff team is to facilitate an open and effective working relationship whereby the staff are supportive and respectful of one another's needs.

Within this broad goal, we have a number of specific Objectives:

- For staff to share ideas and resources with one another.
- For staff to feel comfortable in providing positive and constructive criticism.
- For staff to be approachable and respect confidentiality

- For staff to respect, trust and promote positive communication between one another.
- For staff to have the opportunity for regular learning and training both internally and externally.
- For staff to encourage and nurture the children's awareness, tolerance and acceptance of other cultures.
- For staff to respect varying parental styles, being non-judgemental of individual family beliefs and values.
- For staff to ensure parents are well informed about the program and their child's day.
- For staff to facilitate interactions which provide opportunities for each child's individual development.
- For staff to foster a positive approach in guiding the behaviour of children.

ADMINISTRATION AND OPERATION:

5. HOURS OF CARE:

6:45 a.m. - 6:30 p.m. Monday to Friday

6. ACCESS TO CARE:

The service is designed for families who work at or are employed by The Royal Children's Hospital.

7. PRIORITY OF ACCESS:

At the discretion of the Co-ordinator and dependent on available places, special consideration for places may be offered on the following grounds.

- Sibling already in the centre.
- Appropriate mix of ages for rooms
- Family require additional days.

♦ Integration of Children with Disabilities

Programs/ activities designed for the intergraded child will be included in the centre program and will be available for all children to participate in.

8. CONDITIONS OF REVIEW OF CHILD CARE PLACES:

All current users will receive a form in October of each year, requesting information about their care requirements for the following year. These placements will be confirmed in writing by the Co-ordinator in November. Vacancies will be then filled by those families on the waiting list as per the procedure above. All community places (if any) will be reviewed at the end of each year.

9. WAITING LIST:

The waiting lists shall be maintained and kept in order of date of application
Should a vacancy occur, it shall be filled from the first suitable family on the waiting list dependent on the date of application
Families who do not wish to take up an offered place shall remain on the waiting list. A refusal of an offer will not prejudice a family from a future offer.

10. ENROLMENT PROCEDURE:

Families should make an appointment with the Co-ordinator to visit the centre and to collect an application form.

Places will be offered according to availability in the required room and in accordance with priority of access guidelines.

Should current users require additional time, their names shall be placed on the waiting list and priority given to them when additional time becomes available.

11. COMMENCING AT THE CENTRE:

The centre Co-ordinator will contact families when offering a place at the centre.
All placements must be taken up within two weeks of the offer being made.
It is recommended that families visit the service prior to their child starting at the centre. This gives parents and the child a chance to meet the staff, become familiar with the environment and routines.
Children cannot be cared for at the centre until an enrolment form has been fully completed and signed by a parent or guardian.
Children may often be unsettled when they first start day care. Parents will be encouraged to settle their child well before leaving them for a full day. Parents should speak to the staff who will be caring for their child about the best way to settle their child. (This may mean arranging short days for the first few days in care.)
The staff in the room will contact a parent for an early pick up if the child is distressed.

12. LEAVING THE CENTRE:

Minimum paid notice of two weeks is required from families wishing to leave the centre.

FINANCE:

13. FEES:

The fee structure will be set out each year by the centre co-ordinator and finance department. We are a non- profit organisation and aim to keep fees to a minimum.
Fees are payable from the agreed date of commencement and must be kept up to date at all times. Fees are payable for everyday of your child's enrolment, including Public Holidays, sick days and holidays. Fees are excluded during the Christmas closure period.

14. CHILD CARE BENEFIT:

Child Care Benefit is a payment made to families to assist with the cost of child care. All Australian residents are eligible for Child Care Benefit (CCB)

CCB can be received as:

- Reduced fees through the child care service

- A lump sum payment direct to families at the end of the financial year in which the service is used.

Parents can register with the Family Assistance Office PH: 136150. The CCB is based on the family's estimate of their modified taxable income for the year in which the care is provided.

15. SALARY SACRIFICE:

Salary sacrifice is available in some Hospital Departments- Please refer to your Department Head for further information.

16 PAYMENT OF FEES:

Payroll deduction is available for employees of the Royal Children's Hospital. You are also able to pay by cheque or EFTPOS. Receipts will be issued and can be collected in each room's pockets system.

17. LATE FEE:

Late fee of \$15.00 per 15 minutes or part thereof, will be imposed on parents picking up their children later than the centre closing time.

Staff will make every effort to contact parents who are more than 15 minutes late in collecting their child. This will include: -

- 1) Ringing work telephone numbers
- 2) Ringing home telephone numbers
- 3) Contact emergency telephone numbers, until some one is able to collect the child

OPERATION:

18. CENTRE CLOSURE / HOLIDAYS:

The centre is closed over Christmas, usually for 2 -3 weeks, you will be notified of dates as soon as determined early in the year. At either end of the closure period the staff will have one day to clean and inspect equipment and another day for preparation for re-opening.

Fees are not payable during this closure period. The Centre will be closed on the following Public Holidays:

- | | |
|----------------------|-------------------|
| * Australia Day | * Labour Day |
| * Good Friday | * Easter Monday |
| * ANZAC Day | * Queens Birthday |
| * Melbourne Cup Day. | |

You are required to pay fees on these days.

19. ABSENCE FROM THE CENTRE:

If your child is to be absent, please notify the centre as early as possible. Also, please let us know if your child has or had any infectious illness, so we may notify other parents if necessary.

Child Care Benefit (CCB) is paid if you are charged for days when your child is absent from creche eg due to holidays or a day off. These absent days are called allowable absences and each child has 30 days of allowable absences per financial year, across all approved long day care centres. If you have a special reason eg illness with a medical certificate, the absence will not be counted as one of the 30 allowable absences. Please let us know if you have a doctors certificate so that we can obtain a copy. At the each of each quarter we provide a statement to all families with amount of absentees.

20. ARRIVAL AND DEPARTURE:

When entering or leaving the centre, please ensure that the door is shut properly. Each time you bring your child to the centre, parents are asked to come into their child's room, as the staff would like to greet both you and your child.

Saying Goodbye:

When you are ready to leave your child, please say goodbye and do not sneak out. Let your child know that you will be coming back at a time they can relate to eg. After lunch, rest time or afternoon tea as children have no concept of "soon". Please feel free to stay as long as you want to settle your child, but once you have said goodbye, please follow through and proceed to leave. Children need to build a sense of trust with the caregivers and need to know that their parents feel confident in their new surroundings, before they will feel secure. By sneaking away, rather than saying goodbye to your child, the separation process will only take longer.

The staff are always available to comfort a distressed child and will do everything possible to settle your child. Please feel free to call during the day to see how your child is getting on. Staff are aware of how unsettling leaving your child can be for parents and are more than happy to discuss any concerns you may have.

Leaving your Child with a Staff Member:

It is a Children's Service Regulation that the children must be brought into the room and left with a staff member. This is to ensure children are adequately supervised at all times. Again when you collect your child, the staff will want to say goodbye to you both as well to provide communication about your child's day.

Daily Attendance Book:

The daily attendance book must be signed and the time entered whenever you leave your child or pick up your child from the centre. During an emergency evacuation, the attendance book will be used to check what children are here. If they are not signed in, they may be left in the building, or if they are not signed out, staff risk their own lives to locate a child who has already gone home.

21. AUTHORISATION TO COLLECT YOUR CHILD:

No one will be allowed to take your child from the centre, unless we have signed written approval, signed by the child's parents, to authorise such. People who may pick up your child on a regular basis must be put on your child's enrolment form and children under 16 are not permitted to collect children from the centre.

If the situation should arise, whereby someone arrives to collect a child and there is no written authorisation for them to do so, the following steps will be taken:

- 1) Staff will find out the person's identity and check the attendance book for written approval of this arrangement.
- 2) If there is no written authorisation the child's parents or emergency contact numbers will be contacted for verbal approval.
- 3) If the parents or emergency contacts cannot be contacted, the child will not be allowed to go with this person.

This procedure is established to protect the child and their family. I am sure parents will understand and support our decisions.

22. GRIEVANCES:

Unhappiness can pose a major problem for the staff and parents and disrupt the quality of the program for the children. Problems and their possible causes need to be identified so that action and solutions can be discussed. In the foyer we have available to all parents a "Quality Improvement Form" for your suggestions and or complaints. When filled in the forms are to be placed in the locked fee box in the foyer. If you have a grievance, consult the person involved.

If the problem cannot be resolved between you, then: -

- ◆ discuss the issue with the Co-ordinator
 - If you are not content with the outcome, then: -
- ◆ put your complaint in writing to the Divisional Director
 - ◆ -alternatively the matter can be reported to a:-

Children's Services Advisor
Department of Human Services
145 Smith St.,
Fitzroy 3065
Telephone: - 9412 5333

23 FUNDRAISING:

We have a staff fundraising committee who organise fundraising activities throughout the year eg raffles, chocolate drive, bulbs etc. The money raised goes towards purchasing equipment for your children.

24. CAR PARKING:

We have an agreement with the car park manager that parents are able to access the car park free of charge to drop off and pick up their child.

Upon entering the car park collect a ticket. This ticket must be signed by a staff member at the creche.

25 CONTINUITY OF CARE:

To provide a high quality service we believe it is vital to have continuity and consistency within our staff. This is reflected in our roster as well as minimising outside relief workers. In order to maintain continuity throughout the year, staff changes are carried out at the start of each year.

Our recommendation is :

- One staff member stay in the room
- One staff member move up
- 3 years maximum in any room

ROUTINES:

26 . EXCURSIONS:

We may seek your permission to take the children on an excursion within the hospital grounds eg Starlight room, hospital playground or an excursion away from the hospital eg zoo. You will be notified of all the details and required to sign a permission form. It is a regulation that there will be adequate supervision and staff have first-aid qualifications

28. THE MENU / FOOD AND NUTRITION POLICY:

Policy: Our Menu is designed in consultation with Ballarat Health Services (BHS) and their Nutritional Staff to provide food for the children that is based on the “ Dietary Guidelines for Children and Adolescents” (prepared by The Royal Children’s Hospital, Nutrition Department 2004).

Breakfast is served between 7:00 am. and 7:30 am. Children may bring in their cereal. After this time staff have other responsibilities and duties to attend to as more children arrive at the centre.

Ballarat Health Services supply our morning and afternoon teas, late snacks and cooked midday meals each day. Our 8 weekly rotating menu is displayed in the kitchen as well as all rooms. It is a Centre policy to provide nutritional food of a wide variety including cultural dishes and children are encouraged to sample those dishes that may be new or different to what they are use to. All children will receive a portion, whether they eat it or not is their choice.

Nut Policy Due to the increasing number of children using our service the Royal Children’s Hospital Creche ask that parents do not send their children to the centre with any product that may contain traces of nuts eg. Peanut Butter toast or sandwiches. Also Birthday Cakes are not to have nuts in or around them.

Birthday Cake Policy: The Royal Children’s Hospital Creche operates under an approved Food Safety Program which helps to ensure the food provided for your child(ren) is **safe**. We encourage and allow families to help celebrate birthdays, providing it meets the standard for food safety.

Poor food handling and incorrect transporting practices, could result in children becoming very ill with food poisoning symptoms that could be fatal.

We have revised our Food Safety Policy and from now on only purchased cakes or ice-cream cakes still in the original wrap, with current use by or best before dates can be bought into the centre.

Perishable foods are **not permitted**. No cream cakes or peanut ingredients are permitted. Our children are in a vulnerable age group, so we ask for your support and co-operation in this area of food safety.

HEALTH AND SAFETY:

29. SUN CARE POLICY:

This policy is adopted to ensure that all children attending the Royal Children's Hospital Child Care Centre are protected from skin damage caused by the harmful ultraviolet rays of the sun. It is to be implemented throughout the year, but with particular emphasis in the warmer months.

As part of the general skin protection strategies:

- 1) The centre will require children to wear hats which protect the face neck and ears when ever they are outside.
- 2) Children who don't have their hats with them may be asked to play in an area protected from the sun or will be given a spare crèche hat to wear.
- 3) Children will be encouraged to use available areas of shade for outdoor play activities.
- 4) Outdoor activities will be scheduled before 10.00 am and after 2.00 pm, where ever possible (11.00 am – 3.00pm day light saving time)
- 5) Staff will act as role models by :
 - × wearing appropriate hats and clothing outdoors
 - × using a SPF 30 sunscreen for skin protection
 - × seeking shade wherever possible
- 6) SPF 30 broad-spectrum, water resistant sunscreen needs to be provided for children's use as necessary
- 7) Teaching about skin and ways to protect it from skin cancer will be incorporated into the curriculum.
- 8) The policy will be reinforced in a positive way through parent newsletters, notice boards and meetings.
- 9) We encourage the older children to apply sunscreen to their own arms and legs.
- 10) We use cotton balls to apply sunscreen to children's faces.

30. MEDICATION

If a child requires medication while at the centre, parents need to ensure they fill out the medication book in their child's room. This involves listing the child's name, the request to administer medication, the name of the medication, the time and date the medication was last administered, the circumstances under which the medication should be next administered, dosage, time required and signing instructions. Parents need to also verbally inform staff, ensuring the instructions are fully understood.

All Medication needs to be authorised, including eye drops, cough mixture, Panadol, asthma pumps and nappy rash creams. Only those with authority on the enrolment form are able to request medication be given or applied.

Medication which has been written in the book as "if needed" or "when required" will not be administered. Parents need to provide more concrete instructions. If you are authorising Panadol for example, state when you would like the medication administered to your child eg: when temperature reaches 38.5 degrees.

Before staff administer the medication they will need to cross check the child's name, with the prescribed name on the medication, check the prescribed dosage, the use by date and then the dosage witnessed by another staff member.

- Only medication prescribed by a doctor for that child will be given.
- No medication will be given if the medication book is not completed.
- Medication is not to be left in the child's bag.

31. BLOOD TRANSMITTED DISEASES:

Appropriate procedures will be followed in the event of a serious accident or blood spillage. Disposable gloves shall be worn when handling blood spillages and are available throughout the centre at all times. On Going staff education and in-service training for infection control guidelines shall be made available.

All staff shall be encouraged to be immunised for Hep B.

32. IMMUNISATION

It is compulsory that your child is immunised and that you ensure that your child's immunisations are up to date. Please keep us informed by completing the immunisation update sheet available in all rooms or from the office.

33. ACCIDENT AND ILLNESS

All accidents that occur at the centre are recorded by staff in the accident book. If required parents will be contacted at the time or otherwise verbally informed when they come to collect their child/ren.

In case that an accident occurs, all qualified staff must have relevant first aid training. If a child becomes ill throughout the day a record is documented on signs and symptoms and you will be contacted and kept informed. You may be asked to collect your child if symptoms persist. Parents are asked in the interest of the child and other children not to bring sick children to the centre. No Child will be permitted to attend the centre for the prescribed period if they have an infectious disease as outlined by the Department Of Human Services "Minimum Period of Exclusion from School, Pre-School and Child Care Centres.

33. FIRE EVACUATION PROCEDURE:

An evacuation procedure for the staff and children in case of a fire or another disaster has been established at the centre. This is randomly practised throughout the year to ensure staff and children are familiar with this procedure.

It is essential that parents sign their child in and out of the sign in book, located in the child's room. Upon evacuation, staff take the attendance records, and do a head count according to what children are signed in / out on that particular day.

A copy of the procedure is displayed on the notice board, as well as in every child's room.

STAFF AND THE PROGRAM :

34. EMPLOYMENT OF QUALIFIED STAFF:

We employ staff above the required State Regulations prescribed ratios 1:15 > 3 & 1:5 < 3 We have 19 full time staff members- 11 Qualified Early Childhood Workers and 7 experienced Child Care Workers. (Qualified = a minimum 2 year and up to a 4 year full-time Early Childhood Qualification, Child Care Worker = a minimum 6 month and up to a 12 month Qualification.) We encourage the staff to further develop their qualifications and to regularly attend Inservice Training. The Qualified Staff are allocated two hours for

planning time each week. This involves observing the children and keeping records on each individual child. These observations form the basis of the weekly program.

35. THE EDUCATIONAL PROGRAM PROVIDED FOR THE CHILDREN:

The program encourages children to be actively involved in the learning process to learn from a wide variety of developmentally appropriate activities and materials and to pursue their own interests in the context of life in their community and in the wider world.

The main part of the program focuses on the preparation of materials that meet the developmental activities and needs of children by using comprehensive developmental check lists.

The program is a vital part of children's experience in the centre. It includes the daily timetable, the availability and use of resources (materials and equipment), the routine activities and the transitions between activities. The program is also supplemented by the incidental, unplanned events that arise daily.

Incidental events are added to the program eg. 3 to 5 materials to extend children's dramatic play. Their interests are added to language areas etc...

Program planning should reflect the knowledge that young children learn through concrete experiences and active manipulation of the environment, as well as through interactions with and guidance from parents and staff, and that such learning contributes to their development and independence. The program should emphasis individual and small group (3-4 children) experiences more than whole group experiences.

The environment is manipulated to cater for individual and group needs by using observations and anecdotal evidence to change and vary the concrete experiences thus meeting these needs.

Parents are welcome to discuss their own child individual records by speaking to the staff.

A balanced program is one that:

- Provides active and quiet activities
- Provides indoor and outdoor activities
- Provide whole group activities, small group activities, individual activities
- Provide gross and fine motor activities
- Gives all children access to all activities
- Has a multi-cultural perspective
- Encourages a partnership with parents
- Is age appropriate

36. DISCIPLINE AND GUIDANCE POLICY:

Children will be expected to exhibit behaviour that comes within a framework set up to recognise the rights of individuals, and the rights and needs of the group. Physical punishment (eg. smacking, deprivation of food) and psychological punishment is unacceptable. Expectations of children will be age appropriate and based on individual development. We will ensure that the behaviour management of children is applied equitably, consistently and we will continue to ensure that individual needs of children are met.

Guideline

It is the view of the centre that given positive encouragement, children will learn to grasp the concept of limits and that these limits help them learn logical consequences. The children learn the importance of their own space and individuality, therefore learning about their own actions and how these impact upon themselves and others. For example, "If I climb on a chair, I could fall and hurt myself or someone else".

Method

a) **State Limits:**

The setting of limits prevents injury, promotes safety and social interaction and is in itself a major learning process.

Limits are defined and clearly stated in a positive manner that is always clear to the child.

b) **Re-direction:**

In the event of unsettled behaviour, redirection of the child to another activity is taken place.

c) **Repetition:**

If unsettled behaviour continues, re-direction is repeated until the child becomes settled in a secure and calm area.

d) **Positive Role Modelling:**

The stating of limits, re-direction and repetition takes place in all areas as no one set defined area is used for the purpose of behaviour management.

In consultation with parents we are able to work in conjunction with Children's Services Resource Developmental Officers (CSRDO) who assist staff and families with resources and consistent strategies.

37. SUPERHERO AND MILITARISTIC PLAY:

To help children to realise that, whoever they are, they are personally responsible for their actions, what they do and say, and how it affects other people.

A common form of play for children at certain developmental stages (about 3 years of age) is superhero and /or military role play. It allows children to test their limits and feel powerful in their world. Superhero play expresses the desire to be all powerful, to fly, to be invulnerable. This is fine provided that children understand, that superheros must respect other people and their environment, and have no special rights because of being a superhero. Militarism and military play are deeply entrenched in many diverse cultures. The use and abuse of military power are familiar (often in minor ways) to many children. We do not allow the making of guns or other weapons (and to a lesser extend other weapons such as swords). In our society the use of guns can allow the separation of actions from their consequences. So, at our Centre guns/ weapons have no place in dramatic play. To provide opportunities in the program for dramatic play. To support children's investigation of their abilities and limits through play and help them to learn about their impact on other people, and their options.

38.. MULTI-CULTURAL:

We provide a multi-cultural program and our service is also accessible and appropriate to children of non- English speaking backgrounds. We have bilingual staff as well as access to a variety of multi-cultural resources eg. Hospital interpreter, Multi-cultural resource centre etc.

Staff are encouraged to attend inservice training on multicultural programming for the centre.

Our environment includes a variety of books, music clothing, craft, posters, games, displays and songs that reflect diversity in culture.

We provide a variety of food available both through the cultural diversity of the children attending the centre and a large range of products that Australia has to offer.

39. GENDER EQUITY:

The aim of our non sexist day care environment is to provide all children with a wide range of experiences so that they have an equal opportunity of developing to their fullest potential. It means encouraging both boys and girls to be assertive and gentle, caring and physically strong, active, creative and logical. It means encouraging both boys and girls to develop and express a full range of emotions and behaviours.

Our anti- bias perspective program seeks to avoid discrimination on the basis of gender, race, religion or ability.

40. ILLNESS AND EXCLUSION FROM THE CENTRE:

There are times when a staff member from the centre may need to call you if your child does become ill during the day. Please be assured we do not take this decision lightly when we ring to call you away from work. The close proximity of many people, such as we have in this situation, increase the risk of cross infection, not only between children but staff members as well. If you have authorised medication to be given to your child, remember to sign the Medication Book at the end of the day to ensure it has been given.

Refer:

"Staying Healthy in Child Care"

Documents that are prepared by The National Health & Medical research council and distributed by the Commonwealth department of Health and Family Services.

We refer to this book as advise in regard to the infectious period and controlling the spread of infection.