



# **WARATAH & HUNTER CHRISTIAN OOSH**

## **FAMILY HANDBOOK**

## **WELCOME**

The staff and children at Waratah Before, After and Vacation care would like to welcome you and your family to our Centre.

We take the great responsibility of caring for your children very strongly.

Our team is a group of Educators that love what they do and enjoy caring for children.

Our passion is to see children thrive and excel in life.

We believe in building strong relationships with both children, families, and communities.

Please if you have any questions or would like an enrolment form, please do not hesitate in calling or making an appointment to speak with us about the well-being of your child while in our care.

## **OUR PHILOSOPHY**

### **At Waratah OOSH**

We are committed to maintaining this valuable stage of life by providing quality service and professional judgement through the highest level of care from our play-based learning.

Our safe, secure, and nurturing environment is created to feel like a second home for all children. The Environment we create is adapted to encourage each child's participation to engage in quality experiences.

We are committed to supporting all children's learning and progression with our active participation in Professional Development and Training Opportunities to enhance our knowledge and skills.

Our foundation is built on the inclusion of each child during their journey of 'being, belonging and becoming'. With communication and collaboration, we ensure each child has a voice and all interactions are kind, fun, confident and trusting.

Our respectful relationships with families help guide us to achieve invaluable care for our children. Our children and families, educators, local schools, and surrounding community are highly engaged in our events, program development and informed decisions.

Our service is current with the National Regulations and Law of Education and Care Services Australia, and in accordance with the 'My Time Our Place' framework.

## **At Hunter Christian OOSH**

Our Hunter Christian OOSH Centre philosophy reflects our values and beliefs. We endeavour to create a setting in which children will find comfort and security.

Our philosophy is:

- To provide a safe, well supervised environment for children to play, learn and develop.
- To create a secure place for each child to practice their creativity, self-belief and to have courage that is bold and transforming.
- To provide a total learning environment where children are free to observe, question, experiment and explore and for all children to have a great experience during their time at our centre.
- To promote honest and open communication with our families, respecting their rights and opinions. To encourage family involvement and feedback into the development and delivery of our programs.
- To keep Christ at the centre of everything we do.

Our Service is current with the National Regulations and Law of Education and Care Services Australia and in accordance with the '*My time, Our place*' framework.

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## **DAILY ROUTINE AT OOSH**

### **(a) Before School Care**

Morning care is from 6:30 am until 9.00 am.

At Waratah OOSH Children that are taken to school on our bus. An Educator will be always present while travelling to school.

An Educator will take children to classroom playground. All Pre Kindy will be signed in and all Kindy children will be taken directly to classroom.

### **(b) After School Care**

Afternoon care is from 3.00 p.m. until 6.00 p.m.

An educator will be present to collect the children at a specific location on the school grounds every day where the children will then be accompanied onto our bus and transported back to the Centre.

An Educator will be present to collect all children at specific location (OOSH line) in primary school playground. All Pre Kindy will be signed out and collected from room.

On arrival afternoon tea and refreshments will be provided.

We provide nutritious and varied food of good quality in the Centre. Children will be encouraged to develop good eating habits through good examples and education. High standards of hygiene will be maintained throughout all food preparation.

### **Vacation Care**

#### ***Vacation Care is only available at the Waratah OOSH Location***

A Vacation Care program is issued 3 weeks before the holidays begin. Hours are.

7.30 am to 5.30pm. What the children will need daily will be printed on the VC Program.

Children are **not** automatically enrolled into the Vacation care programme. All parents must book each holiday period.

We provide daily routines that meet the needs of individual children in relation to each child's social, physical, intellectual, creative, and emotional development. As the centre is the child's time for play and leisure, this will be reflected in the daily routines.

## **HOURS OF OPERATION**

### **School term**

Monday to Friday

*Before School* -6.30 am - 9.00am

*After School* - 3.00pm - 6.00pm

### **Vacation Care**

Monday to Friday (*excluding public holidays*) 7.30am - 5.30pm

### **EMAIL**

[waratahoosh@iccnewcastle.com.au](mailto:waratahoosh@iccnewcastle.com.au)

[hunteroosh@iccnewcastle.com.au](mailto:hunteroosh@iccnewcastle.com.au)

## **Delivery and Collection of Children**

*Our Service* will ensure that children arrive and leave the service in a manner that safeguards their health, safety and wellbeing.

### ***Delivery of Children:***

- Children are not to be left at the service unattended at any time prior to the opening hours of the service.
- The Electronic Sign in must record children's accurate time of arrival.
- Educators will be aware of each child's arrival at the service and exchange any information via the communication book or directly to the Educator.
- If a child requires medication to be administered whilst at the service, the person delivering the child must document this in writing as per the services Administration of Medication procedures.

### ***Collection of Children:***

- Children must be collected by the closing time of the centre at 6pm during school terms and 5.30pm during Vacation Care. Late fees will begin after these times.
- Any person who is collecting a child from the service must be listed as an authorised nominee on the child's enrolment form with their contact details.
- The authorised nominee who is collecting a child must use their personal individual electronic sign in to record the accurate time of collection.
- Educators should be notified as soon as possible if the authorised nominee will be later than expected and the child will be informed to avoid unnecessary anxiety and late penalty fees.
- If a person who is not on the collection list arrives to collect a child, written authorisation will be sought from an authorised nominee before the child can leave

the service. The Responsible Person will also request photo identification from the person collecting the child.

- In the case of an emergency where a child's authorised nominees cannot collect the child and someone not on the collection list will be collecting the child, the service must be notified by phone as soon as possible by an authorised nominee. Written authorisation should be gained where possible however verbal consent and an identification check will be sufficient in the case of an emergency.

### ***Absent and Missing Children:***

- Families are required to notify educators as early as possible if children will be absent from the service, either via communication book, text message or message left on centre's answering machine before 2.00pm. After this time, a No Cancellation fee will apply of \$25.00 per child.
- If a child only attends after school care the families must notify educators when a child has returned from an absence, so they know to expect the child at the service.
- Should a child not be at designated area when expected for collection, educators will:
  - Approach the school office and ask for information regarding the child's attendance at school.
  - If the child was absent from school, call the child's authorised nominees at a suitable time to remind them of their notifying responsibilities and find out when they should expect the child to return to the service.
  - If the child was present at school and school staff are unaware of their whereabouts, educators will ask the school staff for assistance in searching for the child in the school area.
  - If the child is still unable to be located, continue to call the authorised nominees on the contact list until contact has been made. Maintain contact with the authorised nominees until the child has been located.
  - Continue to keep in contact with the school during this time.
  - If the child remains missing, contact the police and keep the authorised nominees and school informed of the situation.
  - Educators will notify the Department of Education and Communities (DECS) within 24 hours of the incident occurring.

## **ENROLMENT AND ORIENTATION**

*Our service* accepts enrolments to the service for primary school age children in accordance

with funding priorities and guidelines. An orientation process is in place for children and their families.

Children of Preschool age can attend Vacation care in January immediately before they commence Primary school to enhance the transition into the service.

- **Inclusion of children additional needs**

Provision of places for children with additional needs will be made wherever possible, with a regular review period. Access to care will focus on the needs of the child and the service's ability to meet these needs. Ongoing arrangements will be at the discretion of the Nominated Supervisor in consultation with parents and centre staff.

- **Waiting list**

Where demand for care exceeds the service's number of approved places, families will be placed on the service's waiting list. When completing waiting list details families will be advised of the Priority of Access Guidelines.

Waiting lists will be refreshed annually. A request for updating family details and contact numbers will be sent to each family on the waiting list. If the service does not receive an updated reply by mail and the form is not returned to the service, families will be removed from the list, as it is presumed the family is no longer requiring care.

- **Enrolment**

Enrolments will be created in line with the Priority of Access Guidelines and the Child Care Management System (CCS).

Enrolments will not be accepted from families without full completion of the enrolment form. To secure the enrolment, parents are required to pay the administration fee decided by the service.

- **Attendance and enrolment records**

An enrolment record for each child will be kept at the service which includes all details outlined in Regulations 160, 161 and 162.

- **Child's attendance once enrolled**

The service's responsibility for the child begins once placed in the Educators care by parent or guardian. If a child is to be absent on a day they are booked in, the family must notify the service before 2pm. The rules for Allowable Absences under CCS will be followed in relation to all absences.

### **Permanent Booking**



A permanent booking is ongoing throughout the entire school terms. Any change must be made in writing at the beginning of each school term. Understanding the full policy and agreement with condition of this booking (Please see Fee Policy)

### **Casual Booking**

Casual bookings are provided only when requested and if places are available. Casual bookings can be made via email or communication book within the Centre, requesting certain days. Please note that these days may not be available with short notice, and a confirmation of acceptance will be given.

*Please note that bookings on required days are only transferred when fees for booked days are paid.*

### **Vacation Care**

Sessions must be booked separately every term in writing. Bookings will be made in writing and will only be confirmed once full payment of fees and excursions has been settled.

- **Cancellation of enrolment**

Cancellation of an enrolment may be initiated in two different situations:

- A parent advises the service that no further care needs to be provided.
- The service identifies that care is no longer required or being provided -  
(CCS Ending Enrolments)

The family must give two weeks' notice if they wish to cancel a child's enrolment; Please note families are required to still pay out the term.

CCS guidelines will be followed once an enrolment is cancelled.

### **Article II.**

- **Confidentiality and storage of records**

Enrolment information will be kept in strict confidence per the services Confidentiality Policy. All enrolment records will be kept in a safe and secure place and kept for the period specified in the Regulations (Regulations 158, 159, 160, 183).

### **Article III.**

- **Orientation**

Families who are enrolling their child for the first time will be given a Parent Handbook. Families should read this handbook so that their child is prepared for their first day at the service and to give them time to complete all relevant forms.

Parents should advise Educators when they are greeted that it is their child's first day at the service and the Educators will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorities have been signed and show them around the Centre.

The parent will then meet with the Nominated Supervisor or certified supervisor on duty who will answer any questions the parent may have. The Educator will introduce the child to the other children and engage them in an activity. The Educator will remain with the child until they are settled and comfortable in the new environment.

## **INTERACTIONS WITH CHILDREN**

*Our Service* will provide an environment that reflects the principles in “My Time, Our Place” where the development of secure, respectful and reciprocal relationships with children are fostered and encouraged and genuine respect for diversity and a commitment to equity is reflected in all our interactions with children.

We will endeavor through our interactions with children to nurture their optimism, happiness and sense of fun and we will aim to recognize and respond to barriers which may impact on children achieving a positive sense of self identify.

Educators will respect children’s opinions and encourage their participation in the planning of the program and in establishing a code of behavior for the Centre.

Appropriate language is to be maintained at all times.

Educators will use appropriate voice tone and level when talking to children. Educators will be supportive and encouraging and communicate to children in a friendly positive and courteous manner.

Educators will give praise and positive feedback to the children as often as possible.

Educators will form friendly and warm relationships with the children in their care.

When communicating with children Educators will ensure that they are understood and to communicate at the child’s level.

Children will never be singled out or made to feel inadequate at any time.

Educators will not threaten or verbally abuse the children in any way.

### **EDUCATORS**

As outlined in our policy all Educators are to meet National Standards. Educators will be made aware of their duty of care and their responsibility in relation to supervision, health and safety of the children.

### ***Dealing with consistently inappropriate behaviours***

Where a child demonstrates unacceptable behaviour consistently, educators will:

- Ensure the child is aware of the limits and what is appropriate behaviour.
- Look for and assess possible causes for the behaviour such as environmental factors.
- Discuss the issue with the child and their family members.
- Record all incidents that occur in relation to inappropriate behaviours, making note of the events leading up to the incident, the date and time, who was involved and how the incident was handled.
- Develop an action plan for the management of the specific behaviours and include a plan for regular discussions with all educators, children's families, school professionals etc. to review the action plans effectiveness and progression.

***Where a child demonstrates behaviours that are physically harmful, educators will:***

- Remove the child from the situation as quickly as possible.
- Record the details of the incident including:  
*date, time, people involved, people injured, and the action taken.* A formal documentation is then forwarded to Regulatory Authorities
- Ensure that the family members of all children involved in the incident are notified.

***Exclusion for unacceptable behaviours***

- Should unacceptable behaviour continue, and the above strategies have not worked effectively.
- Where, in the interest of the child and other children at the centre, exclusion is seen as a necessary step, this will be decided by management and will only be considered after:
  - Adequate support and counselling has been provided.
  - Family members have been notified and given the opportunity to discuss the child's behaviour and strategies for creating change.
  - Referrals to other agencies have been suggested where necessary.
  - Educators and management have given careful consideration to the issue.
  - Clear procedures have been established for accepting the child back into the centre.

**ACCESS TO CENTRE PREMISES**

OOSH is an organization which prides itself on its long history of involvement with

local communities. In this context, you understand that parents, childcare students, trainees, and volunteer members of the community may work at the Centre from time to time. These people may be involved in assisting the Centre Educators to provide a service to your child/ren.

## **EXCURSIONS**

Excursions outside the Centre can play a valuable part of our program here at OOSH. Our excursions take place during our Vacation Care period and the Vacation care program will explain what excursion is on which day.

## **PHOTOGRAPHS, FILMS, & AUDIO TAPES**

Educators have a commitment to protect the privacy of parents and children. Educators need to take photographs or videos of the children for Centre purposes and observations.

## **ENGAGEMENT OF STAFF PARENTS OUTSIDE EMPLOYMENT**

Sometimes parents want Educators to baby-sit their children outside of Centre hours. We discourage this practice because, in part, it blurs the boundaries between Educator's professionalism and this can create legal complications.

## **TRANSPORT**

- It is not part of Educators employment to transport your child/ren in Educators members' own car at any time other than in an emergency.
- If you decide, despite this, to ask any Educators member to transport your child/ren, we take no responsibility for the Educator members action while she/he is transporting your child/ren, even if those actions are negligent; and /or cause injury to any persons or loss of or damage to any property. Please see Daily Routine for daily OOSH transportation

## **FEES**

Upon being offered a place at the service, the family is required to pay an upfront fee which includes families Enrolment, Bond, and Advance fees.

- **Bond**

Upon being offered a place at OOSH, parent(s) or guardian are required to pay bond fee as a security and 2 weeks advance payment. The Bond secures your child/rens placement at the service.

- **Child Care Benefit**

Most Australian families are eligible to receive Child Care Benefit. Families who are eligible for the Federal Government's Child Care Assistance subsidy will only be required to pay the daily gap fee applicable to their financial circumstances. To have CCS applied to their account, families must first register with the Family Assistance Office

- **Bookings and cancellations**

Each family is expected to make bookings in advance, for the care sessions required. Bookings will only be accepted when families have completed the service's Enrolment Form in full, orientation and payment for those sessions booked have been paid for.

Families wishing to cancel their child's place at the service are required to provide two (2) weeks written notice to the Centre. Please note that all permanent booking will require full term payment to be finalized.

- **Absences**

Fees are payable on sick days if those days fall on a day that a child is booked into the service. If failure to cancel families will incur an extra charge.

The service will provide families with information about approved and allowable absences and will adhere to the Child Care Management System (CCS) in relation to absences.

A **No Cancellation Policy** for all absences, and **No Cancellation Policy** for Vacation Care (including excursion) at this Centre.

A permanent booking at OOSH means that the days you require on a permanent basis will be booked in on a term basis. If any cancellations or changes are made

during terms the permanent booking will still require full payment along with any changes necessary.

Any changes to days can only be made before the following term and during the break.

If a child is booked in on a day that has been deemed a 'Pupil Free Day" by the school, regular fees will be charged.

Daily absences must be made before 7.30am for Before School care and 2 pm for After school care. This is so families do not accrue an extra charge.

- **Payment of Fees**

Fees must be paid once Invoiced, within the stated due date. Families will be provided with a statement of fees charged by the service will be provided to all families (Regulation 168).

**Morning Session - \$ 18.00**

**Afternoon Session - \$24.00 \***

**Vacation Care - \$57.00 per day + excursion fee**

**Enrolment fee - \$50 per family**

**Bond - \$95.00**

*\*Shortland public and Heaton Public incur a \$2 bus fee.*

**Booking will only be confirmed once full payment has been made for that session.**

- **Service closure**

No fee is charged while the service is closed over the Christmas/New Year period.

- **Debt recovery**

The Approved Provider reserves the right to take action to recover debts owing to the service. This can include the engagement of debt collectors to recover the monies owed.

- **Late collection fee**

The service operates from 6:30 am - 9am, 2pm-6pm weekdays. The Educator are unable to accept children in the service outside of these hours. Should children be present after the closing time, a late fee of \$10 for first 5 min, \$20 every 5min thereafter will apply per child.

### ***Methods of Payment***

*For Waratah OOSH Fees can be paid by:*

- *Internet banking - from your bank account or credit card to the service's bank account.*
- *Acc# 780 339 659- BSB 637 000 - Waratah OOSH Centre*
- *Cheque – made out to- Waratah OOSH Centre*
- *EFTPOS available in office during office hours*
- *Cash can be paid in office or to staff with signature of payment*

*For Hunter Christian OOSH Fees can be paid by:*

- *Internet banking - from your bank account or credit card to the service's bank account.*
- *Acc# 722 537 300- BSB 637 000 – Hunter Christian OOSH*
- *Cheque – made out to- Hunter Christian OOSH*
- *EFTPOS available in office during office hours*
- *Cash can be paid to Educator/ Supervisor, with signature of payment*

- **Acknowledgement of responsibility to pay fees**

Families are required to read and sign, *Payment of Fees and Disclaimer/Informed Consent* of the service's Enrolment Form.

- **Printing Fee**

A \$2.00 printing fee is charged per page for every Receipt and Invoice printed.

## **ILLNESS AND INFECTIOUS DISEASES**

We will take all reasonable steps to prevent the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of State Health Authorities.

Children with infectious diseases will be excluded from the service for the period recommended by the Department of Health.

Where there is an outbreak of an infectious disease immediately a notice will be placed at sign in desk for all parents to see.

Parents /guardians are advised upon enrolment and in regular reminders not to bring sick children to the service and to arrange prompt collection of children who are unwell.

A child or adult will be considered sick if he/she:

- *sleeps at unusual times, is lethargic.*
- *has a fever over 37<sup>0</sup>.*
- *is crying constantly from discomfort.*
- *vomits or has diarrhoea.*
- *is in need of constant one to one care.*
- *Symptoms of an infectious disease.*

If a child is unwell at home parents are not permitted to bring the child to the centre. Children who appear unwell when being signed in by their parent/ guardian will not be permitted to be left at the service.

If a child becomes ill or develops symptoms at the centre the parents will be contacted to take the child home. Where the parents are not available emergency contacts will be called to ensure the child is removed from the service promptly.

### **Management of Infectious Disease Outbreak**

Children will be excluded from the service if they are ill with any contagious illness. This includes diarrhoea and conjunctivitis.

The period of exclusion will be based on the recommendations outlined by the Department of Health. The recommendation will be available at the service for viewing.

All Educators have the right to refuse access if concerned about the child's health.

Children with diarrhoea will be excluded for 24 hours after the symptoms have disappeared or after a normal stool.

A doctor's clearance certificate will be required for all infectious diseases such as measles, mumps diphtheria, hepatitis A, polio, tuberculosis, typhoid and paratyphoid before returning to the service.

Parents will be informed about the occurrence of an infectious disease in the service ensuring that the individual rights of all Educators and children are not infringed upon.



## **ADMINISTRATION OF MEDICATION.**

Our service seeks to ensure the proper care and attention to all children through specific guidelines regarding use of medications.

To ensure the interests of Educators, children and parents are not compromised, medication in its original packaging will only be administered with the explicit permission of the parents or in the case of an emergency with the permission of a medical practitioner.

In order for Educators to properly care for children the service has an expectation that parents will inform Educators if children are receiving medication at home or school, the nature and purpose of the medication and possible side effects it may have for the child. Educators will use this information to support the child's participation in the service (*"My Time, Our Place"* 4.3)

- Prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date. Non-prescription medication will not be administered at the service unless authorised by a doctor.
- Authorisation from anyone other than the parent/ guardian or medical practitioner cannot be accepted.

Parents/ guardian who wish medication to be administered to their child will complete the medication form providing the following information;

- *Name of child*
- *Name of medication*
- *Details of the date, time, and dosage to be administered.*
- *Signature of parent /guardian*
- Medication must be given directly to a supervisor, not left in the child's bag.
- If anyone other than the parent is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication.

An exception to the procedure is applied for asthma medication for severe asthmatics in which case the child may carry their medication on their person with parental permission.

- Where medication for treatment of long-term conditions such as asthma, epilepsy, or ADHD is required, the service will require an individual medical management plan from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the service environment.

## **MANAGEMENT OF COMPLAINTS**

All complaints and grievances will be investigated and documented in a timely manner. We will identify complaints and grievances as opportunities to improve the quality of our service.

### **PROCEDURE**

- The service will support an individual's right to complain and will help them to make their complaints clear and try to resolve them.
- A complaint can be informal or formal. It can be anything which some individual thinks are unfair, or which makes them unhappy with the service.
- Every parent will be provided with clear written guidelines detailing the grievance procedure, in the parent handbook.
- All confidential conversations with individuals who have a complaint or grievance will take place in a quiet place away from children, other parents or Educators not involved.
- If an individual has a complaint or comment about the service, they will be encouraged to talk to the Co-ordinator who will arrange a time to discuss their concern and come to a resolution to address the issue.
- If the complaint is not handled at this level to the satisfaction of the person making the complaint, they should discuss the issue with the Chairperson or liaison person of the Management, either in writing or verbally.
- The Management will discuss the issue with the Co-ordinator and develop a strategy for resolving the problem, this would be discussed further with the individual or if necessary, a meeting will be organised with the Co-ordinator and individual to resolve the problem.
- All complaints will be recorded and dated indicating the issue of concern and how it was resolved. All information on complaints and grievances will include evidence that complaints are investigated within satisfactory timeframes and have led to amendments to policies and procedures where required.
- The Co-ordinator or Management will inform the person making the complaint of what has been decided regarding the issue. Educators will also be informed of any relevant issues that they need to address or be aware of.
- This could be done verbally or if the issue has been dealt with on a more formal basis, then the committee or Co-ordinator will write personally to the individual making the complaint.
- If any complaint cannot be resolved internally to the person's satisfaction, external options will be offered such as an unbiased third party.

## **NUTRITION**

*Our service* believes that good nutrition is essential for a child's healthy growth and development. For this reason, the service will provide nutritious, good quality food consistent with the *Australian NSW Guidelines 'healthy eating and Physical Activity for Early Childhood'*.

We will aim to provide a relaxed and enjoyable environment for children to eat their meals and snacks ("*My Time, Our Place*" 1.1). All food served at the service will be consistent with the child's own dietary requirements and take into consideration the children's like and dislikes as well as meet any cultural requirements of families ("*My Time, Our Place*" 3.2).

A menu developed using the principles set out in the Australian Dietary Guidelines for Children and Adolescents, will be on display for families and children. The menu will be an accurate representation of food and drink that is being served.

All children's individual needs such as allergies, cultural requirements, and health needs etc. will be addressed in the menus and parents advised if they will be required to supply specific foods for their child.

Food and drink consistent with the menu will be provided for morning and afternoon tea as well as a bowl of seasonal fruits available.

Fresh drinking water will be always available for the children and Educators.

During vacation care, parents will be asked to provide their child's lunch and drinks, unless otherwise stated on the program. No menu will be required where food and drink is not provided by the service.

Children and Parents will be encouraged to share family and cultural traditions, ideas and recipes to contribute to the menu.

Education of healthy eating habits will be developed through ongoing example, specific activities, notices, posters, and information sheets to parents.

The denial of food will never be used as a punishment.

Containers are to be cleaned and stored appropriately.

Children's cooking activities will be encouraged to develop life skills. At all times, safe and hygienic practices will be followed as per the service hygiene policy.

Educators are required to attend regular professional development on nutrition and food safety. practices and document changes to practice thus.

## **SUN PROTECTION**

Our service aims to balance the risk of skin cancer from too much sun exposure with maintaining adequate vitamin D levels in our children. We aim to take a sensible approach to sun protection in our service that empowers children to take responsibility for their own health and wellbeing (***“My Time, Our Place” Outcome 3***)

We aim to ensure that all children in attendance at the service when the UV forecast is 3 or above will be protected from harmful rays of the sun.

Evidence suggests that childhood exposure to UV radiation contributes significantly to the development of skin cancer in later life. Ultraviolet (UV) radiation cannot be seen or felt and can be high even on cool and overcast days. This means our service educators will teach children not to rely on clear skies or high temperatures to determine the need for sun protection and provide them with exposure to resources and materials that will reinforce this message and assist children to understand the complexities of their environment (***“My Time, Our Place” Outcome 2***).

### **PROCEDURE**

#### **Scheduling of Activities.**

The following procedures will be implemented when scheduling activities when the UV Rating is 3 or above.

Outdoor activities will be scheduled where appropriate outside of peak UV times or planned for shaded areas and sun protection used for all children.

In non-daylight-saving time (April-Sept) outdoor activities can take place at any time if sun protection (hats, clothing, sunscreen, shade) is used when the UV index is 3 or above.

Where the UV index for that day is not known, sun exposure will be minimised between the hours of 10am and 2pm (11am and 3pm during day light saving).

When planning excursions, sun protection will be included in the risk assessments for service participation.

All sun protection practices will be maintained while staff are escorting children to and from school and on any excursions.

## **Shade**

Structured outdoor activities will be held in shaded areas whenever possible when the UV index is 3 or higher.

The service will identify shade options at various times of the day and the year within the outdoor space and promote these to the children. Educators will set up activities and play spaces to make best use of the shade.

Children will be encouraged to use available shade when playing outside during times when the UV index is high.

## **Clothing**

When outdoors children will be encouraged to wear sun safe clothing with sleeves, collars or covered necklines.

Midriff, crop, or singlet tops do not provide adequate protection and are not permitted. The Family Handbook will remind families and children of the appropriate clothing to wear to the service to meet the sun protection policy.

Children will be encouraged to wear sun safe hats that protect the face, neck, and ears when outside. Recommended hats are bucket hats and broad brimmed hats. Baseball caps and visors are not recommended.

Children who do not have a hat must play in a sheltered area. Staff are to enforce the rule that where a child has not got a hat or is wearing clothing that is not recommended as appropriate, they must access shaded areas in which to play

Upon enrolment in the vacation care program, parents will be advised of suitable protective clothing and hats for children to wear at the service and encouraged to apply a sunscreen to their child prior to attending the service during the spring and summer vacation care periods.

## **Sunscreen.**

SPF 30+ Broad Spectrum water-resistant sunscreen will be available at the service for children and is greatly enforced for children to bring their own sunscreen.

Educators will ensure there are regular reminders (minimum every 2 hours) to apply sunscreen prior to outdoor play during the months of October to March between 11am and 3pm or when the UV index 3 or above.

During vacation care parents are encouraged to apply a sunscreen to their child prior to attending the centre and reminded to supply personal sunscreen that can be applied throughout the day and a suitable hat.

Where children have allergies or sensitivity to the sunscreen, parents will be asked to provide an alternative sunscreen, and the child encouraged to play in the sheltered areas.

### **Family Resources**

BeYou: <https://beyou.edu.au>

Beyond Blue: <https://www.beyondblue.org.au>

Lifeline: <https://lifelinedirect.org.au/hunter>

Awabakal: [www.awabakal.org](http://www.awabakal.org)

1800 Respect: <https://1800respect.org.au>