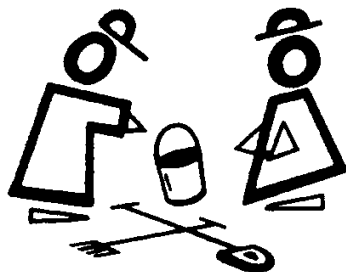


WATER STREET
OCCASIONAL
CHILD
CARE
CENTRE



70 WATER ST
CAIRNS QLD 4870
PH: (07) 4031 2983
FAX: (07) 4041 2790
EMAIL: Waterst70@bigpond.com

YOU ARE WELCOME

Water Street Occasional Child Care Centre is sponsored by the Cairns & District Child Care Development Assoc Inc; they are also the licensee of the centre. The centre is partially funded by the Federal Government and non-profit making.

All government requirements, including Federal, State and Local are strictly adhered to at all times. The centre is licensed under the Child Care Act 2002.

For information concerning Child Care Services contact the Department on 1800 637 711.

WHAT IS OCCASIONAL CHILD CARE

Occasional Child Care is flexible short-term care, which is unique, in that **every parent** in the community has access to it. We do not take full-time bookings, except in extenuating circumstances. Social change has resulted in parents of today often lacking the support of an available extended family, neighbours or friends to look after their children.

Flexible care extends the options of utilising child care to many families for such purposes as:

- Respite to pursue other activities or community work
- Attending medical appointments
- Care in times of crises or emergencies
- Further study
- Social development and early learning for the children
- Part-time or casual employment
- Shift workers

Our priority is to provide high quality care to meet the diverse needs of parents and children within the community.

CENTRE GOALS

Our centre's philosophy emphasises the social, emotional and physical well being of each and every child.

Realistic expectations are encouraged and we endeavour to keep a sense of humour. A happy and caring environment is our main goal – not only for the children but for staff and parents as well.

PROGRAMMING

Written programs are an essential part of our service, and are always on display for parents to peruse. The program is enjoyable and interesting, with age appropriate activities, and is flexible, educational and stimulating.

Occasional Care may often mean a “one off” experience for many children. We endeavour to create a secure and safe environment, with consideration for the many varied needs of each individual child.

SERVICE DETAILS

Licensed capacity 36

Hours of operation:

8.00am to 4.00pm	Mon – Fri
Public Holidays	Closed
Christmas Period	Closed for 2 weeks

FEES – This is a pay as you use service. Fees are \$7.90 per hour (subject to change), with a minimum of 2 hours. An Administration Levy of \$1.00 per family is charged once a week, this is forwarded to the Cairns & District Child Care Development Assoc.

You will be charged for the hours you book from, eg if you have a booking from 9.00am to 1.00pm, and you bring your child in at 10.00am, you will still be charged from 9.00am onwards.

Being Occasional Care, the staff at the Centre work around the hours that the children are booked for, we need to make sure that we have adequate staff ratio.

LATE FEES – A fee of \$10.00 is charged for every (5) minutes after 4.00pm for late collection of your child.

LATE POLICY – If after 4.30pm, your child has not been collected from the centre and every attempt has been made to contact the parent/s and any emergency numbers that we have, we must assume that something has happened to the parent/s. Your child/ren will then be left in the care of the personnel at the Cairns Police Station in Sheridan Street.

CHILDCARE BENEFIT (CCB) – CCB is a payment made to families to assist with the cost of childcare. All Australian residents using childcare provided by an approved childcare service are eligible for CCB. (If your child is not immunised, you may not be eligible for CCB)

CCB for approved care can be received as:

- Reduced fees through the approved child care service or
- A lump sum payment direct to families at the end of the financial year

The Family Assistance Office (FAO) will administer the CCB through Centrelink.

Parents must register with the FAO **prior to commencement**, (by either visiting one of their offices or phoning 13 6150) to obtain their CCB percentage, (which

is assessed by your families income). Whether you have decided to claim your CCB at each visit to the centre or at the end of the financial year, you are required to register. The centre requires your Customer Reference Number (CRN) and your child's CRN, to report childcare usage to the FAO, to ensure parents receive their correct entitlement. The centres CRN is 555 002 518H – please quote this number when registering for CCB.

PAYMENT OF ACCOUNT – If you choose to pay by EFTPOS you will be charged \$1.00 for savings and \$2.50 if paying by credit card.

Payment of your account is preferred on the day, unless your child is in on multiple days, then payment on the last day of the week.

BOOKINGS – Bookings may be made from week to week, once you have a booked place, it is kept especially for you.

A \$7.90 (subject to change) booking fee will be charged for all cancellations. **THIS WILL BE ENFORCED.**

ENROLMENT REQUIREMENTS

The enrolment form must be read carefully and completed on the initial visit to our centre. It is essential that all information be recorded and kept for further reference. Notification of any change of address or phone numbers must be given to the Director. ***AN EMERGENCY CONTACT NUMBER IS A PRIORITY.***

DELIVERY AND COLLECTION

Children must be delivered and collected from the centre by the same person, unless stated in writing on the enrolment form, or a permission slip completed.

It is essential that upon arrival you **MUST** sign **IN** and provide an emergency contact number, that is **legible**, and then leave your child with a staff member. When you collect your child, you **MUST** sign your child **OUT**.

INJURY, ILLNESS AND INFECTIOUS DISEASES

All injuries are recorded and treated as necessary by a staff member with First Aid Qualifications.

Contact with parents is a **PRIORITY** when a child becomes ill or injured at our centre. Emergency contact numbers are essential. An ambulance will be called if needed.

PLEASE DO NOT BRING A SICK OR INFECTIOUS CHILD TO THE CENTRE

A list of infectious diseases, which complies with recommendations made by the Tropical Centre for Disease Control, is included at the back of this brochure.

All children should be up to date with immunisations. It is the policy of this Association that all users, who for their own personal reasons do not wish to immunise their children, will be asked to remove them if an outbreak of an infectious disease occurs.

MEDICINE

All medicines are to be given to a staff member for storage in the nursery and the medication register must be completed. The parent and the two staff members administering the medication **MUST** sign the medicine card, once given.

NO un-prescribed medication will be administered. All prescribed medication must be in the original container, with the child's name, date of issue and instructions as written by the child's doctor.

Paracetamol will be given only if prescribed by the child's doctor and labelled as above.

HYGIENE, SAFETY AND EMERGENCY EVACUATION

Hygiene is strictly adhered to and your child's safety is our priority. All parents and staff must abide by the centre's health policies.

Fire drills are carried out at regular intervals, including emergency evacuation as required by the Queensland Fire & Rescue Service.

STAFFING

Director		
0 – 18mths	1 Group Leader	ratio 1-4
18mths – 2 ½ yrs	1 Group Leader, 2 Assistants	ratio 1-5
2 ½ yrs – 5 yrs	1 Group Leader, 2 Assistants	ratio 1-7
Mixed Grouping	Flexibility and relief staff as required	

Staffing and child/staff ratios are adhered to as per regulations. In-service training is available to all our staff, as is the Inclusion Support Agency for your child. This centre does on some occasions accept the assistance of volunteers and students. (All volunteers over the age of 18 are required to have a current Suitability Card.) These are additional to contact staff and always supervised. They must adhere to centre policies.

EXCURSIONS

Due to the nature of our centre, excursions are NOT part of our normal program. When possible we invite performers, magicians etc into our centre for the children to enjoy.

INCLUSION SUPPORT AGENCY

This centre welcomes children with special needs. We do our best to make experiences at our centre meaningful for all children. If you require any assistance or information please contact the Inclusion Support Agency Unit, 108 Collins Ave, Edge Hill. Ph: 4032 1713, or ask staff at the front desk.

PARENT INVOLVEMENT

Our management committee seeks the support of parents who utilise this service to become involved in the service sub-committee. Being involved actively with the service that provides care for your child, can be very enjoyable and stimulating and can provide a true sense of belonging, whilst also providing valuable support for the Director and staff.

Parents with special talents such as music, cooking, weaving etc are welcome to come into the centre and share their talents with the children and staff. Parent participation and visits are most welcome at any time. All parents are asked to help with fundraising from time to time.

INFORMATION TO PARENTS

Newsletters are issued on a regular basis informing you of the centre happenings and upcoming events. Please take the time to read them. Items of interest are on the Notice Boards situated in each area.

Parents will be kept informed, via these newsletters, of anything new happening in the Child Care Industry.

PROCEDURES FOR DEALING WITH CONCERNS

Our centre keeps an open line for communication with parents. If you have any concerns, these may be discussed with the Director or person in charge of your child's group.

If you wish to take matters further you may use the following avenues:

- Service sub-committee
President – Tonya Dow 0429483950
- Cairns & District Child Care Development Assoc Inc
President – Kathy Lochlin 4032 1177
- Office of Early Childhood Education & Care
Cairns Service Centre Department of Education & Training
Level 2, 17 -19 Sheridan St, Cairns. Ph: 4042 5301 Fax: 4042 5300

NON DISCRIMINATORY ACCESS

This centre aims to incorporate a high level of multi-cultural acceptance through its program. Children from all cultural, racial and ethnic backgrounds are accepted. Cultural diversity is respected and valued at our centre.

CHILDRENS REQUIREMENTS

BABIES – 1 nappy for each 2 hours plus 2 spare nappies, food and drinks, etc for the time baby is at the centre. If your baby is breast fed, please inform Nursery Staff. **ALL BOTTLES AND THEIR ATTACHMENTS AND CLOTHES BAG TO BE LABELLED**

OTHER AGE GROUPS – change of clothing and a waterproof bag (no plastic shopping bags in children's bag – for safety reasons) for any soiled articles. Whole piece of fresh fruit for morning tea, a nutritional lunch and drinks as required, if your child is staying until 3.30pm or later, please include afternoon tea.

- Shoes are not compulsory; however a **HAT** is a **MUST**.
- Please provide sun-screen and insect repellent to your child before attending the centre if required.
- **All** of your child's belongings (clothes, bags, lunch boxes, drink bottles, shoes, milk bottles and attachments etc.) must be **clearly** marked for ease of identification.
- Please provide a set of spare clothes in case of accidents.
- **NO** responsibility will be taken for toys brought into the centre.
- A piece of good quality fruit is to be bought to the centre on the day of attendance, as this is distributed at morning tea.

EXCLUSION TIMES FOR INFECTIOUS DISEASES

CHICKEN POX – excluded until all blisters have dried or at least 5 days after the rash first appeared.

CONJUNCTIVITIS – exclude until discharge from eyes has ceased.

DIARRHOEA AND VOMITING – exclude until 24hrs has elapsed since the last vomit or bowel motion.

NOROVIRUS – exclude for 48 hours after the diarrhoea and vomiting has ceased

MEASLES – excluded for at least 4 days after the appearance of the rash

RUBELLA – excluded for at least 4 days after the appearance of the rash.

GLANDULAR FEVER – exclusion not necessary, however the child should be well enough to attend the centre.

MUMPS – excluded for at least 9 days after the onset of the swelling.

RINGWORM, SCABIES, LICE – excluded until the day after treatment has commenced.

HEPATITIS A – excluded for 7 days after onset of the jaundice. Re-admit on receipt of a medical certificate.

HEPATITIS B – exclusion not necessary.

IMPETIGO (school sores) – exclude for 2 days after medical treatment has commenced. Sores must be covered with watertight dressing.

TUBERCULOSIS – re-admit on receipt of a medical certificate.

WHOOPING COUGH – excluded until 5 days of an appropriate course of antibiotics or 21 days from onset of coughing. Medical clearance from a doctor is required

HAND FOOT AND MOUTH DISEASE – Exclude until all blisters have dried out

ALL PARENTS MUST COMPLY WITH THE ABOVE EXCLUSION TIMES, PLEASE READ AND ACKNOWLEDGE.

FOOD RESTRICTION POLICY

As Adopted by Water Street Occasional Care Centre

Rationale: As a result of the increase in the number of children with nut allergy (peanuts in particular) in the early years of childhood and the severity of the risks associated with nut allergy (potentially life threatening), the Cairns & District Child Care Development Association, Inc., has developed this policy.

Objective: To manage the risk of potential allergic reaction (Anaphylaxis) for children with a nut allergy

Policy: Nuts and nut products are not to be purchased by the centre or brought into the centre by families, staff or students. No nut products are to be kept in children's bags at any time while at the centre.

Products containing or may contain nuts are:

Peanut butter, Nutella, satay sauce, some biscuits, cakes, cereals, chocolate and muesli bars.

Procedures:

All families are informed of this Policy at enrolment.

Families with a child who has any known or suspected allergies to nuts must complete an "Allergy Information" form including an "Action Management Plan" or written instructions from the child's doctor, as per Allergy Policy.

All permanent, casual staff and students are to be informed of this Policy at commencement of employment by the Centre Director or delegated staff member.

HEAD LICE POLICY

If head lice are noticed on a child, the centre will telephone the parent/carer and ask them to collect their child, or to come into the centre and treat the infected area. Parent/Carer is to supply own treatment.

WATER ST OCCASIONAL CHILD CARE CENTRE PHILOSOPHIES CHILDREN ARE OUR PRIORITY

- We aim to make each and every visit to this centre a safe and enjoyable ***“Occasion.”***
- We emphasise the **SOCIAL, EMOTIONAL** and **PHYSICAL** well being of each and every child.
- We emphasise the need for a **HAPPY** and **CARING** environment – not only for the child – but for the staff and parents as well.
- Realistic expectations are encouraged.
- We endeavour to keep a sense of humour.

HAPPY CHILDREN make HAPPY PARENTS

HAPPY PARENTS make HAPPY STAFF

HAPPY STAFF make HAPPY CHILDREN