



PortAugusta
CITY COUNCIL

PORT AUGUSTA CHILDCARE CENTRE

**127 STIRLING ROAD
PORT AUGUSTA SA 5700**
Telephone/Answering Machine: 08 8642 5702
Fax: 08 8641 9157
Email: childcare@portaugusta.sa.gov.au

WELCOME YOU AND YOUR FAMILY

FEES – PERMANENT RATES

DAY: 7.45AM – 5.45PM	\$113.00
MORNING: 7.45AM – 12.45PM	\$58.50
AFTERNOON: 12.45PM – 5.45PM	\$54.50

FEES – CASUAL RATES

DAY: 7.45AM – 5.45PM	\$120.50
MORNING: 7.45AM – 12.45PM	\$62.50
AFTERNOON: 12.45PM – 5.45PM	\$58.00

Hourly Care @ \$29.50 per hour

FULL TIME: Monday – Friday	\$565.00
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OFFICE HOURS:

Monday to Friday 8.00am – 5.00pm

WELCOME

Welcome in a variety of languages

BIENVENUE	-	FRENCH
WILKOMMEN	-	GERMAN
FOON YING	-	CANTONESE
KALOS ORISATE	-	GREEK
IRASHAIMASU	-	JAPANESE
BENVENUTO	-	ITALIAN
VALKOMMEN	-	SWEDISH
DOBRO POZHALOVAT	-	RUSSIAN
ISIBINGELELO	-	ZULU
VELKOMMEN	-	DANISH
JEE AYA NU	-	PUNJABI
SWAGATAM	-	HINDI

Welcome to the Port Augusta Child Care Centre

OPENING TIMES

Monday to Friday	7.45am – 5.45pm (Excluding Public Holidays)
MORNING SESSION:	7.45am – 12.45pm
AFTERNOON SESSION:	12.45pm – 5.45pm
FULL DAY:	7.45am – 5.45pm

Hourly Care Available.

The Centre is closed over the Christmas/New Year period.

Please note that additional fees apply for late collection of children after 5.45pm.

INTRODUCTION

The aim of this booklet is to give an overview of the Port Augusta Child Care Centre, its Philosophy and Policies. The Centre has a Policy Manual in the Front Foyer, available to you at any time. We encourage all families to access these manuals and provide comments to policies displayed in the front foyer for review.

We hope that this will make it easier for you to become familiar and comfortable within our Centre and therefore make the children and families adjustment to the Centre more relaxed.

We welcome you and wish you an enjoyable and fulfilling association with our Centre. Families are welcome to visit the Centre at anytime and participate in activities with their child.

If at any time you have any concerns please feel free to discuss these issues, routines or suggestions with our friendly Educators/Staff. We value any input you may have to improve the quality service we provide.

The Educators & Staff at the Port Augusta Child Care Centre believe the first five years are the most important in a child's life. Children learn through play, interactions and experiences provided so children can develop and enhance their skills while reaching their full potential.

ABOUT THE CENTRE

The Port Augusta Child Care Centre is a 75 place Community Based Long Day Care Centre owned and operated by the Corporation of the City of Port Augusta. We are a non profit organisation.

We cater for children from 6 weeks of age to school age. We take school age children up to 8 years during school holiday periods and before school and after school care.

Please see the Range of Age Policy located in the Policy Folder.

The Centre has three (3) sections:

BABIES	6 weeks – 2 years
TODDLERS	2 years – 3 years
KINDY	3 years – 5 years

We are licensed for:

20 children under two years old
55 children over two years of age

Fees are set in consultation with the Port Augusta City Council and the Centre Family Advisory Committee. These fees are used to pay for Educators/Staff salaries, food, utilities, administration costs, repairs and maintenance of the Centre, and to purchase new equipment for the Centre.

ASSESSMENT & RATING PROCESS

The National Quality Framework incorporates an assessment and rating process to promote continuous quality improvement. Education and Care services are assessed and rated by authorised officers of the Board against seven quality areas in the National Quality Standards.

The National Quality Standards comprise seven quality areas that include:

- Quality Area 1 – Educational Program & Practice
- Quality Area 2 – Children’s Health & Safety
- Quality Area 3 – Physical Environment
- Quality Area 4 – Staffing Arrangements
- Quality Area 5 – Relationships with Children
- Quality Area 6 – Collaborative Partnerships with Families and Communities
- Quality Area 7 – Leadership & Service Management

The Port Augusta Childcare Centre has been assessed as Meeting the National Quality Standards with results below.

Service Approval Number: SE-00010800

Assessment and Ratings ID: ASR-00013616



EDUCATION AND EARLY CHILDHOOD SERVICES
Registration and Standards Board of South Australia

PORT AUGUSTA CHILD CARE CENTRE

achieved the following ratings:

Quality Area 1	Educational program and practice MEETING NATIONAL QUALITY STANDARD
Quality Area 2	Children’s health and safety MEETING NATIONAL QUALITY STANDARD
Quality Area 3	Physical environment MEETING NATIONAL QUALITY STANDARD
Quality Area 4	Staffing arrangements MEETING NATIONAL QUALITY STANDARD
Quality Area 5	Relationships with children MEETING NATIONAL QUALITY STANDARD
Quality Area 6	Collaborative partnerships with families and communities MEETING NATIONAL QUALITY STANDARD
Quality Area 7	Leadership and service management EXCEEDING NATIONAL QUALITY STANDARD

OUR PHILOSOPHY STATEMENT

Port Augusta Childcare Centre philosophy is reviewed annually by our families, family advisory committee, management and educators to provide a vision for high quality care for your child as well as the community.

At Port Augusta Childcare we believe in relation to children and education:

We aim to enrich each child's learning by using the Early Years Learning Framework to guide programming to be supportive, free of bias, create a happy and stimulating environment to create curiosity, confidence, and independence and encouraged to have a voice, while learning through play as well as intentional teachings.

To provide healthy and nutritious meals/snacks while catering to each child dietary needs and religious beliefs.

In relation to the families and community:

We aim to create bonds, share information, interests and goals. Helping each child to have a sense of being, belonging and becoming at the centre and the community as a whole.

We endeavour to create a welcoming environment, respect the role of the family, being supportive as well as encouraging and welcoming involvement at the centre through our family advisory committee.

Helping the children who attend the centre to embrace our multi-cultural community, embracing inclusion and acceptance.

To build connections with community groups, build connections with external organisations

For the educators:

To provide high quality childcare by embracing our policies, procedures and practices.

Celebrating our success as well as identifying our areas of improvement and room for growth.

Respecting each educator's beliefs, options, and ideas by working together as a team to enhance opportunities, create a harmonious and safe environment for all.

At Port Augusta Childcare Centre we will strive to improve our service to meet the National Quality Standards through self-improvement, critical reflection, with involvement from families, educators and the children

PORT AUGUSTA CHILD CARE CENTRE EDUCATORS & STAFF



Relief Educators

Casual Educators	Natalie Armour Deborah Tuip	Emily Theile Lisa Robertson	Brooke Groth	Jade Mackintosh
WH&S Representative:	Janelle Brittain			
Maintenance Officer:	Barry Gourd			
Volunteer:	Amanda Rowe			

PORT AUGUSTA CHILDCARE CENTRE EMPLOYEES

Each section within our Centre will have at least one Diploma Qualified Child Care Educator, with the remainder of the team consisting of full time / part time and relief Educators.

All Educators have undertaken first aid training, Qualified Educators hold a Senior First Aid Certificate.

All employees/volunteers of the centre have undertaken RAN training (Responding to Abuse and Neglect)

The Centre has the services of some very experienced relief staff that are currently working toward the Diploma in Community Services (Child Care) you will see them regularly in your child's section.

From time to time, the Centre may have Volunteers or Students in the rooms, learning about Childcare. They are under supervision and undertake duties. Responsibility for the children remains with the qualified Educators.

At times sections may become rather busy and full. We may have to approach families accessing respite care to change their day to allow spaces for parents that are working or studying. This is explained further under Eligibility and Priorities.

ELIGIBILITY & PRIORITIES

The following categories of priority of access to the Centre are used:

1. Child at risk of serious abuse or neglect.
2. Children with special needs: Physical or mental disability, non-English speaking background, Aboriginal families or parents with a disability.
3. Working parents: Single or both parents are employed.
4. Studying parents: Single or both parents studying/training for future employment.
5. Respite care: Families unable to qualify in the above categories.

IMMUNISATION STATUS

It is a Federal Government legislative requirement that all families provide the Centre with a copy of their child's Immunisation History Statement on enrolment.

This can be obtained through the myGov app/website and Medicare.

Please contact the Centre Manager if further explanation is required.

FAMILY ADVISORY COMMITTEE

The Family Advisory Committee comprises of Families, Centre Manager, Staff representative and a Council representative, who contribute small amounts of their time to ensure the effective running of the Centre. The Family Advisory Committee meetings are held once per month, on the first Monday of each month, at 6.00PM. Meetings usually only last one hour and a free crèche is provided. Members of the Family Advisory Committee get involved with decision-making, policy setting, marketing and the promotion of the Centre and other important issues that directly affect the Centre and the children.

FUNDRAISING LEVY

Families were asked to vote on a proposal for a voluntary fundraising levy in January 1999. This was in favour and families at present are currently contributing \$2.00 per week per family towards our fundraising efforts. This money is used for big projects and equipment for the children. This abolishes any other fundraising events, raffles, lolly drives etc.

SIGNING IN AND OUT

It is a licensing requirement that all children must be signed into and out of the Centre. **It is very important that these times are recorded correctly and within the times booked.**

Attendance sheets are used by the Centre in case of an Emergency Evacuation. Audits of the Centre, including sign in sheets may be undertaken by the Education Standards Board at any time.

SETTLING IN NEW CHILDREN

On enrolment all new children and families undergo an orientation process which entails meeting the families and establishing the child's needs. Each section has its own information booklet with a separate checklist to be completed on enrolment.

Choosing a quality, safe, caring setting is the first step in ensuring a nurturing environment for your child. As your child is being settled into our Centre, we encourage families to have as many visits as possible to settle their child into care. Families are encouraged to book their child in for a morning or afternoon session prior to starting.

Each child is unique. Some may settle easily and only require a few visits; others may need a lot of visits. If your child does not usually separate easily, it is best to plan for at least two weeks of visits before placement into the Centre. Please inform the Educators about your child's sleep patterns, behaviour, changes in your family that may affect your child etc.

If you have any special cultural or religious practices, for example, saying Grace before commencement of meals, dietary requirements etc. please inform the Educators in your child's section.

COMMUNICATION BETWEEN CENTRE STAFF AND FAMILIES

We believe that effective communication between the Manager, Educators, Staff and yourself is of utmost importance and we always welcome your feedback.

Communication sheets are available in the front foyer for you to fill in before each attendance and for Educators to fill in during the day about how your child has spent their day. You are also encouraged to share with educator's information about your child, for example, how their night was, or if there have been changes to their routine etc. when you bring your child in each day.

Newsletters are published monthly and are placed in your child's information pocket along with other notices etc. It is important to keep your pockets neat and tidy. Educators keep record charts, for your information regarding your child's day, such as intake of food and drinks, sleep, nappy changes etc. In each section a developmental program is displayed on the wall. This informs you of the experiences and activities your child will be involved in.

The Centre is also using "Story Park" as a method of communicating your child's development with you. Please speak to Educators regarding access to this software system.

Interviews about your child's progress/development can be set up with your child's section Team Leader at a suitable time. Children's portfolios can be accessed at any time. These are located in your child's room.

If you have any concerns or questions please speak to the Team Leader of your child's section.

SECURITY & COLLECTION OF THE CHILDREN

This is a matter of great importance to the Staff/Educator as well as to you as a parent. If you arrange for another person to deliver or pick up your child, please make sure that the following procedures are clearly understood:-

- Each child should be brought into the Centre and accepted by an Educator.
- At the end of the session he/she will be released only to you or to another person stipulated by you in writing or by telephone.
- Families must let Centre staff know if someone else will be collecting their child and that person must provide current identification with them at collection.
- Educator/staff must be notified when children are leaving (even if an educator is present and you think that they have seen you leave with your child), please tell them personally.
- Families must sign their children in and out of the Centre on the Attendance Sheets located either side of the front doors. This is a licensing requirement.

Parents are to inform educators/staff of any relevant issues, for example custody arrangements. Where there is a custody order, the Manager of the Centre must sight the order and record details of the order for future reference. Please refer to our

Policy Manual for policies on collection of children. Please make sure as you enter and leave the Centre that all gates are securely closed.

For the safety of all our children, please do not provide the front door security code to others not involved in the collection of your child.

CENTRE POLICY MANUAL

A copy of the Centre's Policy Manual is kept in the front foyer area of the Centre. It includes policies relating to Educators/Staff, families and children covering topics such as fire procedures, health issues, management practices, child issues, collection of children etc.

Please take the time to read the Policy Manual to familiarise yourself with our Centre's policies. If you require clarification of any of these policies, please speak to the Administrator or a Team Leader from the Sections.

Policies will be placed in the front foyer for Families input for review. It is appreciated if you could assist with filling out the Evaluation Form provided; this is part of our Continuous Improvement.

CENTRE FEES

The Port Augusta City Council, in consultation with the Child Care Centre Family Advisory Committee, sets the Centre's fees. It is a priority that fees are kept as affordable and as low as possible while still providing a standard of excellence. When enrolling, Families will pay a Bond which will be equivalent to 1 week full fees in advance paid prior to commencing care. Casual care must be paid before the commencement of care.

Each week accounts will be placed in your child's information pocket located in the front Foyer. The account will show how much is due from the previous week, plus any outstanding balance. Care for your child may be cancelled if fees are overdue by more than two weeks or exceeds your bond, and your child will not be able to attend the Centre until the overdue amount is paid in full. A debt collection agency is used by the Centre to recover outstanding debts and debt collection fees will be added to overdue accounts.

Fees are payable Monday to Friday from 8.00am – 5.00pm. If the front desk is unattended, families can place the fees in an envelope provided and write their name and the amount on the front. The envelope should be placed in the locked box located on the left-hand corner of the front desk. This box is cleared daily, and your receipt will be placed into your child's pocket.

Fees are also payable via the internet at www.portaugusta.sa.gov.au click on eservices, then select online payments, pay childcare fees and follow the prompts. You will need to have your credit card details ready.

EFTPOS Facilities are available at the Centre

COMPLAINTS PROCEDURE FOR FAMILIES

The Port Augusta Child Care Centre has a grievance procedure which sets out guidelines for families who have concerns regarding the Centre.

If you have any concerns about any aspect of the care given at the Centre, please do not hesitate to contact the Team Leader of your child's section or the Manager.

BOOKINGS

Bookings can be made during office hours at the Centre, by telephoning 8642 5702.

It is preferable that bookings be made giving as much notice as possible, to enable the Centre to roster sections appropriately. It is also wise to book in early, as there have been times when we already had the licensed amount of children booked in.

Bookings can be made after hours by telephoning 8642 5702. You will need to leave details of your child's name, day and time of required care and a contact telephone number. For example, "I need care for Joe Bloggs on Monday from 1.00pm until 5.00pm I can be contacted on 8612 3456". The early morning staff members check the answering machine each day and write in any additional bookings. In the event of care not being available that day Staff will contact you as soon as possible after checking the messages. Care will be prioritised as per the eligibility and priorities listed in this booklet. Please refer to the appropriate section.

If families require extra bookings, other than their permanent days, fees will be charged as a casual booking.

CANCELLATION OF CARE

It is your responsibility to let the Centre know about cancellations, holidays and sickness etc.

Effective for care after 28th November 2020:

Families wishing to permanently cancel all care are requested to advise Administration Staff in writing as soon as possible, at least 14 working days prior to the date of effect or fees will be charged.

The cancellation policy refers to care being cancelled permanently.

Please note that Childcare Subsidy is payable for 42 allowable absences per financial year, which supports families if their child does not attend due to holidays and sick days, while retaining their spot at childcare.

The Centre will continue its practice of not charging for Public Holidays and when the Centre is closed between Christmas and New Year.

BEHAVIOUR GUIDANCE POLICY

This policy is in our Policy Manual feel free to read at any time.
Please remember that we cannot fix a problem if we do not know that it exists.

Our behaviour management is based on providing a democratic and positive environment for young children where self-esteem for the children is raised.

Discipline will focus on the positive rather than the negative aspects of the child's behaviour.

Children can be involved in decision-making at their developmental level, and Educators ensure that behaviour is guided in a way that will enhance their self-esteem, and give them life skills and encourage co-operative behaviour.

At no time will physical punishment be used at the Centre. It is the behaviour which is rejected, not the child.

The Educator understands that positive adult behaviour will promote warm and friendly interaction for adults and children.

Educators will role model appropriate behaviour in a positive manner. We would like all children at our Centre to be happy, safe, caring and thoughtful.

PEACE

The Centre promotes non-violent methods of play. We do not allow toys in the Centre that promote violence or violent play and we discourage both speech and behaviour of a violent nature. Children will be encouraged to use peaceful conflict resolution skills and the Educators will model these.

Toys of violent nature brought in from home will be taken by Educators and placed in the office for safe keeping until the Child leaves the Centre.

ANTI-BIAS CURRICULUM

Our program begins when the first child arrives in the morning and continues through the day until the last child leaves in the evening. We aim for total equity with special attention paid to the areas of non-stereo typing of sexes, cultural acceptance and awareness, and social justice.

In our program (displayed in each section) we provide a variety of activities and experiences to stimulate and extend your child's knowledge in all developmental areas.

EXCURSIONS

Authorization to include your child in short local walks under Educator supervision is included in the enrolment form. Any excursions further from the Centre requiring vehicle transport, e.g. to Gladstone Square or specific events such as Concerts will be planned well in advance and a separate Consent Form will be issued. Educators will also develop a Risk Assessment which can be requested before the excursion.

Appropriate safety requirements for excursions are considered by the Educators, depending on the type of activity and age of the children. The adult: child ratio (including volunteers, families and educators/staff) for walks and excursions will be incorporated into the Risk Assessment.

All families have the option of declining any offer for children to be involved in an excursion and the Centre will make alternative arrangements within the Centre for your child.

A Trained Educator must accompany children on outings. There must also be a holder of a Senior First Aid Certificate present at all times. Educators must take a mobile phone, First Aid Kit, Asthma Kit and medication for the children who need it on the day and drinks, food consistent with the centre's food policy. The Centre's mobile phone number is 0418 823 247.

Name tags are placed on the children before they leave the Centre and only removed when children return to the Centre. A roll call will be conducted on leaving the Centre, arrival at the destination, leaving the destination and on return to the Centre.

CLOTHING AND SUN PROTECTION

All items of clothing, including footwear, need to be clearly marked. Children need to be dressed in clothes that are suitable for play and which can be easily put on and taken off. At least one extra change of clothes including underwear and socks should be brought to the Centre each day.

We are a fully Accredited Sun Smart Centre. Babies under 12 months will not be taken out in the direct sunlight during the months when Daylight Saving Time or at the discretion of the Team Leader.

Children from all Sections must have sunscreen applied before outside play. Children are also to wear hats when outside. **NO HAT, NO OUTSIDE PLAY!** This is the rule that is enforced all year round. Remember that it does not need to be sunny for UV rays to cause damage to skin.

We ask families to donate a bottle of sun screen on enrolment or when stocks are low. As you can imagine we go through quite a lot of sun screen as we are continually encouraging the children to apply sun screen when we go outside.

Children requiring a special brand of sunscreen must be provided by parents, clearly marked with your child's name.

Please do not leave sunscreen in your child's bag, please hand to Educator for safe keeping.

Families are to provide or purchase a bucket style hat and **ensure that children do not wear sleeveless tops or dresses throughout the year especially from the beginning of September through to the end of April and when the ultraviolet radiation (UVR) level is 3 and above.**

BASEBALL CAPS ARE NOT ACCEPTABLE.

Bucket Hats with the centre logo are available at the centre. Cost \$10.00

THONGS, SLIP ON SHOES AND SLIPPERS ARE NOT TO BE WORN AT THE CENTRE FOR SAFETY REASONS



NUTRITION

We aim to provide and satisfy children's nutritional needs by providing a healthy diet that is low in salt, sugar and fat, and high in fibre. Our menu is set in consultation with a qualified Dietician.

We have a 4 week rotating menu. The Centre has a Catering Officer who prepares your child's meals.

All food is including morning tea, lunch and afternoon teas.

If your child has special dietary requirements, please advise the Manager as soon as possible to enable our Catering Officer to prepare alternative meals.

The menu is displayed on the Family Information Board and differs daily. The Centre encourages Educators to eat with the children to foster good eating habits and encourage healthy eating. Information about your child's food intake is recorded in each section along with each day's menu.

We provide water and cow's milk to children each day. Infants, who require individual formulas, will need to supply sufficient amounts prepared in clearly labelled bottles or cups by families.

WE ARE A NUT FREE CENTRE. As we have several children who have severe allergies to nuts we ask that no nut products are brought into the Centre. This includes muesli bars, peanut butter sandwiches etc.

We also discourage children from bringing in other food items from home as this can be harmful to children with severe allergies and it is unfair to other children. We would appreciate your assistance in this matter.



SPECIAL ITEMS FROM HOME

It is preferred that children's own personal items are **NOT** brought to the Centre. This will avoid possible damage or loss, for which the Centre is not prepared to take responsibility and conflict with other children. Special arrangements can be made in the case of "security possessions".

RESOURCES AND INFORMATION FOR FAMILIES

We also have a range of pamphlets in the foyer area with information regarding immunization, water safety, other services, car safety, literacy and asthma.

Please feel free to ask Educators/Staff for any information you may require.

HEALTH MATTERS

Families are asked to be equally concerned in order to maintain high health standards and to observe the following points:-

- For the safety and welfare of other children as well as your own, please do not bring a sick child to the Centre and keep your child at home for the recommended time for communicable diseases.
- If your child becomes unwell or develops a fever during the day, it may be necessary for us to request that you collect your child as soon as possible. If we are unable to contact you or your emergency contacts and depending on your child's health we may need to ring an ambulance to transport your child to hospital. **The Centre is not liable for the cost of the ambulance.**
- If your child has an illness which is infectious or contagious or are unwell, they are to be withdrawn from the Centre. A child that requires 1:1 care reduces the Educator/child ratio and reduces the safety of the remaining children.
- Families are asked to keep their child away if any of the following are evident.
 - (a) Diarrhoea and vomiting
 - (b) Eye discharge
 - (c) Thrush
 - (d) Infectious skin disorders
 - (e) Head lice (until treatment has been administered)
 - (f) Generally unwell requiring additional care
 - (g) Outbreak of a vaccine-preventable disease when child/adult is not vaccinated. Notification of disease is placed on the front door of Centre so families are aware of outbreak.
 - (h) An injury that necessitates the child to receive 1:1 care by staff
 - (i) Temperature
 - (j) Measles, Mumps and Chickenpox
 - (k) Hand, Foot and Mouth
 - (l) Croup
 - (m) Cold Sores

The Centre does not have facilities to care for sick children.

- If your child is sent home with symptoms of a disease or illness, educators will fill out a medical form for your Doctor to complete prior to the child returning to Childcare.
- Please notify the Centre as soon as possible if your child has any contagious disease or illness such as conjunctivitis, gastro, chicken pox and be aware of the speed in which such illnesses may spread .
- Please ensure that the Centre is advised of any on-going illnesses such as Asthma etc. so that Educators are aware of the required plan of action in the event of an attack.
- Before your child attends the centre any Medical Plans must be supplied along with any medication that is required, in date with a medical script label. The Centre keeps these up to date by doing a monthly audit on plans and medication dates. Medical plans must be supplied before your child starts for Asthma or any medically diagnosed conditions/allergies.
- Upon enrolment you will be required to fill in a Risk Management Plan. You must notify the Centre of any changes to your medical plan or child's dietary requirements. New forms will be required to be filled in 6 monthly.
- Risk Minimisation Plans are also required for any other dietary requirements such as: life style choices, Religious, Vegan, Vegetarian, Gluten-free, Nut free or Dairy Free
- Please ensure that the Centre has been advised of and kept up to date with any allergies your child may have to food, medication, creams, insects etc.
- We conduct six monthly enrolment updates as per Government requirements.
- The Centre and car park is a totally smoke free environment.

MEDICATION

Due to Regulations we are unable to administer non prescribed medication.

Trained Educators in the Centre may only administer medication prescribed by a Medical Practitioner. Panadol, cough medicines etc which have not been prescribed will not be administered by Trained Educators unless a covering letter from your child's Doctor is presented with the medication.

Medications may only be administered by a Trained Early Childhood Educator and checked by a second employee.

Our policy on medication and illness is detailed in our Policy Manual.

MEDICATION GUIDELINES

- Medications must be delivered to the Centre in the original container.
- Prescribed by your child's Doctor or covering letter from Doctor.
- Handed to an Educator.
- Name of child and correct dosage on label.
- Date of expiry checked.
- Medication Form given, to be accurately filled out by parent and educator to check that all details are correct or medication will not be given.

Medication form is filled out accurately and completed by Trained Early Childhood Educator and co signed by another employee.

If children have been given panadol at home for a temperature, we will take child's temperature and if child still has temperature, the child will need to go home.

If your child suffers with Asthma, you must present a plan from their Doctor. The Centre is Asthma Friendly and has Educators/Staff who have attended Asthma Training. We also have an Asthma Kit.

TRANSLATION SERVICE

The Centre has the ability to access translation services for families through the Multicultural Unit, Inclusive Directions, Migrant and Ethnic Services and Centrelink if required.

The Centre is happy to work with families who are bi-lingual to incorporate key words from the language spoken at home into daily care.

VOLUNTEERS

Families are welcome to apply to the Centre to work as Volunteers. For child safety reasons, it is necessary to have guidelines to ensure all parties understand their roles and responsibilities. Volunteers are required to undertake a Criminal History Assessment to work with children prior to commencement and complete the volunteer enrolment and induction program..

FAMILY INVOLVEMENT

The Centre welcomes your involvement in the Centre's activities. There are various ways this can occur including : -

- **Attendance at family nights, special events etc.**
These are held periodically during the year, including Christmas & Easter
- **Becoming involved in the Family Advisory Committee**
Generally held first Monday of every Month at 6.00 pm Crèche provided.
- **Volunteer work, either within the Centre, or fixing toys, sewing materials, mending books etc.**
- **Join our “closed face book” group to keep informed on events and newsletters etc.**
- **Input regarding activities, recipes, design of yards etc.**
- **Reviewing policies and procedures.**
- **Completion of surveys.**

We hope you and your family enjoy your time at the Port Augusta Child Care Centre and your child enjoys learning new skills, creating memories and building new friendships

