



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	\$105.00
MORNING: 7.45AM – 12.45PM	\$54.50
AFTERNOON: 12.45PM – 5.45PM	\$50.50

FEES – CASUAL RATES

DAY: 7.45AM – 5.45PM	\$112.50
MORNING: 7.45AM – 12.45PM	\$58.50
AFTERNOON: 12.45PM – 5.45PM	\$54.00

Hourly Care @ \$26 per hour

FULL TIME: Monday – Friday	\$525.00
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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

Welcome to the Port Augusta Child Care Centre

OPENING TIMES

Monday – Friday 7.45am – 5.45pm (Excluding Public Holidays)

MORNING SESSION: 7.45am – 12.45pm

AFTERNOON SESSION: 12.45am – 5.45pm

FULL DAY: 7.45am – 5.45pm

Hourly Care Available.

We are open for 51 weeks of the year; closing over the Christmas/New Year period.

Families will be charged at the rate of \$20.00 for the first five minutes that they are late collecting their child after 5.45pm and \$1.00 every minute thereafter.

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, 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 and rated as Meeting the National Quality Standards.

OUR CENTRE PHILOSOPHY STATEMENT

Port Augusta Childcare Centre Philosophy Statement

The Port Augusta Childcare Centre is a community based Centre owned and operated by the Port Augusta City Council.

Our priority is to provide high quality care and education for all children.

Quality outcomes can be achieved for children by developing and maintaining collaborative relationships with families, children and the community.

We believe that children engage in play best, when it is motivated by their own interests and their own inspirations. Our highly trained Educators will support and extend on these ideas to produce a rich and inviting curriculum using the Early Years Learning Framework.

Educators will draw upon their knowledge and skills to scaffold each child's individual learning and development. Educators will help to promote positive self concept and to build upon each child's self – esteem.

For the Children:

- We will provide opportunities to assist them to achieve their goals and build on their strengths
- We will provide a rich environment for children to develop confidence and independence
- We will provide a warm environment in which children feel respected and cared for
- We will strive to include the children by engaging their thoughts and ideas to assist in the development of the program
- We will maintain an understanding that children are capable of actively constructing their own learning
- We will develop positive relationships to support the sense of belonging within the centre
- We will provide a program that invites curiosity, experimentation and learning opportunities to develop new skills and build on existing skills
- We will work at providing a range of natural play spaces both in and outdoors
- We will respect all children and their individual feelings and experiences
- We will provide meals that are healthy and nutritious

For the Families:

- We will provide a warm welcoming environment to assist in settling children and families into the centre
- We will provide a safe, encouraging and supportive environment to enhance the wellbeing of all families
- We will provide a fun, educational and enjoyable journey for all children

- We will ensure that the role of families is respected and supported, encouraging involvement in advisory and decision making roles
- We will endeavour to develop positive relationships with families whose children attend the centre, and communicate consistently with families to support a trusting community
- We will respect families beliefs and values in regards to the education and care of their children

For the Educators:

- We will provide a high standard of care to children and their families
- We will provide the opportunities for children and educators to learn and play together
- We will attend professional development opportunities to extend on our knowledge and skills
- We will work collaboratively with families and support services to provide the best possible education and care for all children
- We will develop and maintain professional, respectful relationships with our peers to enhance productivity and create a harmonious environment
- We will maintain a team environment, sharing responsibilities equally
- We will provide opportunities for all children to participate in physical activity, i.e. dance, movement, drama and games
- We will encourage learning through play, reading, exploring, asking and answering questions
- We will create a healthy and safe environment that allows children to be creative, stimulated and curious
- We will encourage all staff to contribute wholly to the program, to support a team environment within the centre
- We will provide equal opportunities for all children to enrich their sense of wellbeing and belonging within the centre

For the Community

- We will build positive relationships with the wider community developing links and sharing information to achieve the best outcomes for children and families using the centre
- We will provide a quality service to the community
- We will endeavour to build connections with other community groups to provide the opportunities for children to develop an understanding of the wider community
- We will develop trusting relationships with external organisations to provide all stakeholders with a holistic understanding of the child
- We will ensure to maintain open, respectful, meaningful and consistent communication with the wider community

PORT AUGUSTA CHILD CARE CENTRE EDUCATORS & STAFF



Relief Educators

Anne Baker Lisa Kay Elle Rook Felicity Atkinson Arti Sharma Sarah Feltus
Macacia Marich

WH&S Representative: Janelle Brittain

Cleaners: Trish Parsons Sarah Feltus Debbie Gourd Amanda Hocking

Maintenance Officer: Barry Gourd

Volunteer: Amanda Rowe

PORT AUGUSTA CHILDCARE CENTRE EMPLOYEES

Each section within our Centre will have at least one Qualified Child Care Worker, the rest of the team consist of full time / part time and relief Educators.

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

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 are given duties suitable for their development. 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.

We are a very unique Centre as we have the Miriam High Special Needs Unit on our premises. On the following page is a bit of information regarding Miriam High Special Needs Unit.

MIRIAM HIGH SPECIAL NEEDS CENTRE

From Monday through to Thursday at various times the children from Miriam High Special Needs Centre (MHSNC) will be integrating within our sections of the Centre. This is to promote and help children learn and understand that some children have additional needs. Staff from the MHSNC will accompany these children when in these sections. Children attending MHSNC have a range of additional needs which may include autism, language, behaviour or physical disabilities, so please be mindful that the children may join appropriate age groups. The MHSNC children may function at a lower level than other children their aged. These visits will be kept to very small groups (5 children at any one time) apart from morning tea and lunch.

Because of the children's disability and or additional needs some of the behaviour and noise levels may fluctuate depending on the needs of the child. Children are accompanied by MHSNC Staff who would be happy to answer any queries directed to them and explain to other Centre Educators and Families the needs involved.

FAMILY ADVISORY COMMITTEE

The Family Advisory Committee comprises of Families, Centre Administrator, 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, generally on the first Monday of each month, at 5.45pm. 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

All children must be signed into and out of the Centre. **It is very important these times are correct and within the times booked.**

Attendance sheets are used by the Centre in case of an Emergency Evacuation.

SETTLING IN NEW CHILDREN

On enrolment all new children and families undergo an orientation process which entails meeting the families and 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 1 hour 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, please inform the Educators in your child's section.

COMMUNICATION BETWEEN CENTRE STAFF AND FAMILIES

We believe that effective communication between the Administrator, 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.

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 to 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.
- 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 requirement of the Department of Family and Community Services. If your child is absent for any reason, please mark "out" and initial the sheet.

Parents are to inform educators/staff of any relevant issues, for example custody arrangements. Where there is a custody order, the Administrator of the Centre needs to 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.

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 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. Child Care Benefit on outstanding debts will be recovered from the family through the Family Assistance Office of Centrelink.

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 policy 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 Administrator.

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 given 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.

Families wishing to permanently cancel care are requested to inform Administration Staff as soon as possible, at least 5 working days prior to the date of effect.

If less than 24 hours notice of cancellation of care is given, a charge of 50% of the fee will be levied.

If your child does not attend a booked session and no notification is received, then normal charges will apply.

Care from Mondays must be cancelled by 10.00am the Friday prior for no charge.

In summary:

Notice Given

More than 24 hours notice.

Less than 24 hours notice prior to commencement of booking.

No notification received.

Charges

No charge

50% of fee if Centre is notified

Full Fee charged

BEHAVIOUR GUIDANCE POLICY

This policy is in our Policy Manual feel free to look it over.

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 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, 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 worked out 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.

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 applies.

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, hand over to Educators. Families to provided or purchase a buckets 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 are available from the Centre.

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

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 Dietician from Nutrition and Dietetics.

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

All food is supplied here at the Centre, including morning tea, lunch and afternoon teas.

For children with special dietary requirements, please let the Administrator know so we alert this to our Catering Officer so she can help out with any 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 like to 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. 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 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 disease.
- 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 pending on the seriousness of your child's well being we are required 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. The Centre does not have facilities to look after sick children.
- If your child is sent home with symptoms of a disease or illness, educators will fill out a medical form so you can take your child to the Doctor and have the form completed.
- Please notify the Centre as soon as possible if your child has any contagious disease or illness and be aware of the speed in which such illnesses may spread eg: conjunctivitis or gastro.
- 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.
- 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 etc.

- We have six monthly enrolment updates as per Government requirements .
- The Centre and car park is a totally smoke free environment.

A child that requires 1:1 care reduces the educator/child ration 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) Headlice (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

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 signed off 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 Educator/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.

VOLUNTEERS

Families are welcome to apply to the Centre to work as Volunteers. Because of the number of volunteers that pass through the Centre, it is necessary to have guidelines, so that everyone knows what is happening. Volunteers are required to undertake a Police Check and adhere to the following guidelines before commencement.

The Centre has a copy of these guidelines in our Policy Manual.

FAMILY INVOLVEMENT

Please become as involved in our Centre as much as you can. Ways you can achieve this are:-

- **Attendance at family nights, special events etc.**
These are held periodically during the year, including Christmas & Easter
- **Becoming involved in the Family Advisory Committee**
Held First Monday of every Month at 5.45 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.**

Even if it's only a small job, every bit helps.

We encourage family involvement in any way we can, even through your input of suggestions for activities, recipes, reviewing policies and filling out questionnaires.

We hope you and your family enjoy your time at the Port Augusta Child Care Centre and your child develops to their full potential to begin their adventurous and full filling lives.

