

PARENT INFORMATION HANDBOOK



TOYBOX COMMUNITY CHILD CARE CENTRE

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Port Lincoln SA 5606

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Website: www.toyboxccc.com.au



Toybox Community Child Care Centre

Welcomes You!

“Great Beginning, Positive Future”

This Family Handbook provides you with useful and important information about Toybox Community Child Care Centre.

Toybox is a community-based, non-profit organisation governed by a committee of parents, staff, and community representatives. We aim to provide high quality childcare that meets each family's needs. We have been a part of the Port Lincoln community since 1987, when the centre was built because of a local community initiative in applying to the Commonwealth Government for a grant.

Feedback from you is an important part of making sure that your family's needs are being met. We welcome comments and suggestions to improve the quality of care. Educators will regularly ask you about your child's development, interests, and needs.

To be eligible for Child Care Subsidy (to reduce your childcare fees) and for access to online services, Parents/Guardians will need to register with Department of Human Services on 136 150 and ask “to be assessed for the Child Care Subsidy”. Alternatively, Parents can also apply online to their myGov account with Centrelink. Please attend to this before booking care.

We believe as advocates for children that educators will uphold children's rights. We acknowledge the holistic nature of children's learning through educational curriculum that supports their interests, strengths, culture, linguistic abilities, and identities.

Relationships with children:

We believe that the centre should provide each child with a safe, warm, and responsive learning environment that stimulates the children's interests and abilities. **Responsive** interactions and engaging with children support capable and competent learners.

- **Programs** that reflect choices, interests, inclusion and decision making are also flexible and balanced.
- **Programs** are play based, naturally orientated, considerate of the environment and informative.
- **Support** the dignity and rights of every child.
- **Support** children to learn and help others through collaborative learning opportunities.
- **Independence and Responsibility** are encouraged in a supportive environment.
- **Respectful** behaviours are encouraged, and conflict resolution skills are promoted.
- **Responsive** interactions assist in skill acquisition in regard to problem solving, negotiating, thinking, communicating and cooperating.
- **Resources** are inclusive and ample.
- **Practises** are inclusive, sustainable, innovative, and reflective.
- **Promoting** healthy diet and lifestyle choices.
- **Support** proven theories with regards to children's wellbeing.
- **Progression** and Development are continually reflected.
- **Protective** behaviours are supported and incorporated.
- **Attention** to basic needs is adhered too.
- **Connection** to Community is highly regarded and incorporated on a daily basis.

Collaborative partnerships with families and the community:

We recognise and respect that parents/caregivers are a child's primary carer, and we work in partnership with them, respecting and supporting them in their role.

- **Respectful** and supportive relationships with caregivers is encouraged.
- **Nurture** relationships with families and extended members of the family.
- **Support** families in their role and acknowledge their values and beliefs in respectful ways.
- **Encourage** communication via cooperative and professional interactions.
- **Provide** families with opportunities to access programs and their child's development.
- **Encourage** family involvement within the service either in voice or body.
- **Provide** families with information in regard to child rearing, developmental milestones, health and safety, wellbeing and services available to them in the surrounding areas.
- **Recognise** and support the different cultural, economic, and social backgrounds of families.
- **Ensure** an effective and informative enrolment and orientation process for families.
- **Involve** families in the decision making.
- **Collaborate** with other organisations in the community to enhance children's learning and wellbeing and build relationships with the wider community.
- **Inform** families with regards to play based, naturally orientated philosophies and theories.
- **Take** an interest in Community activities and engage with other Community groups.
- **Acknowledge** and promote the cultural and social diversity of the local community.
- **Monitor** and respond to the evolving needs of the community.

Educators:

We believe that the educators are the centre's most valuable resource, and that open communication and teamwork are essential for the provision of high-quality care.

- **Employ** Educators who are nurturing, motivated, respectful, ethical, reflective, innovative, and skilled individuals.
- **Support** each other in professional development.
- **Liase** with other Community agencies and Centres to facilitate supportive networks, information sharing, and professional support.
- **Value** and support educator's involvement in the development of the service.
- **Promote** collaborative, reflective, supportive, innovative, and creative interactions and connections with each other.
- **Ensure** educators have full knowledge and skills to implement the current Curriculum framework and current theories and practices to ensure high quality care.
- **Provide** a hygienic and safe environment for children, educators, and families.
- **Ensure** child to educator ratios are always maintained.
- **Uphold** a secure and safe environment for children.
- **Uphold** "The Image of The Child" amongst the whole staff team.
- **Promote** play based, naturally orientated, sustainable programs.
- **Critique** and reflect NOT criticise.

OUR VISION:

To offer excellence in Education and Care by Catering for the needs of children, families, and the community.



OUR GOALS ARE TO:

- Meet the changing needs of families through the provision of flexible programs.
- Implement programs that support successful learning and cater for each child's interests, strengths, needs, cultural and linguistic abilities.
- Provide children, educators and families with an environment that is friendly, safe, fun and supportive.
- Recognise, value, and promote the important contribution of the staff team.
- Recognise, value, and promote the important contribution of Families.
- Strive to maintain best practise to attain high quality in every aspect of children's education and development and for that to be recognised through the Assessment and Rating process.
- Be an active part of the wider community.
- Support the principles of equity, inclusion, and diversity in regard to Early Childhood.
- Support children's rights.
- Acknowledge and where appropriate practise current philosophies and theories which can support children's growth and development.

Links and references:

NQF-National Quality Framework

EYLF – Early Years Learning Framework

Regulations 73,74, 75,76, 77, 84, 85,86, 97, 107, 108,113, 114, 115, 137-143, 145-152, 155, 156, 157, 158-162(2) (j), 165, 166, 168(2)(a)(b)(e)(h)-172, 175, 181-184, 323

Toybox CCCC is a NON-SMOKING centre. Please DO NOT smoke on the premises.

Toybox CCCC Parent handbook Reviewed January 2013. Revised July 2014. Revised October 2014. Revised March 2015. Reviewed July 2017. Updated July 2018. Revised March 2018. Revised August 2019. Revised July 2020

OPENING HOURS:

Toybox Community Child Care Centre is open from 7.45am to 6.00pm weekdays.

We are closed for 2 weeks over Christmas / New Year and on public holidays.

Full day 7.45am - 6:00pm

We also offer 2-hour sessions of care (subject to vacancies – please ask for further details.)

TYPES OF CARE:

Permanent	Regular days are booked; sessions are full day.
Casual	Care booked as needed (subject to vacancies). Must be cancelled by 1pm the day prior or charges will apply.
Emergency	Can be provided if places are available.
Hourly Paid	Up to two hours of care for Orientation only, subject to availability

STAFFING:

Educators employed at Toybox have or are studying towards holding qualifications.

These qualifications range from:

- Advanced Diploma in Children's Services
- Diploma in Children's Services
- Certificate III in Children's Services
- Bachelor in Early Childhood (Teachers degree in Early Childhood and Primary)

Educators also have certificates in:

- Police Clearance
- Child Safe Environments
- First Aid
- Asthma First Aid
- Anaphylaxis Management

Toybox CCCC is a willing supporter of volunteers and students (placement for childcare studies or work experience). Responsibility for the children remains with the educators as students/volunteers are never left unsupervised, either inside or outside as per licensing requirements.

ENROLMENT INFORMATION:

Upon enrolment we need the following forms completed:

- Enrolment Form (agreeing to terms of enrolment, booking / billing procedures).
- Any health-related plans concerning your child.
- Upon child orientation we need the following forms completed:
- Child Profile Form (information for educators who will be working with your child).

Changes to bookings can be either made in person, email, telephone or in writing with someone in the front office.

PERMANENT BOOKINGS:

- Fees are charged for permanent bookings when your child is absent (even if you notify us).
- A 50% reduction applies up to 4 weeks absences per year. When families are away on holidays this is called 'holding fee' and 2 weeks notice (in writing) is required for eligibility, excluding illness days.
- Two weeks' notice for cancellation of permanent bookings and withdrawal from the Centre is required. (Centrelink requirements otherwise fee may be charged for nonattendance last 2 weeks of care)
- All sick days are charged (as absences).

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CASUAL BOOKINGS

- To avoid being charged for cancellations, changes to bookings must be notified by 1:00pm the day before (for casual bookings only).
- Changes to bookings need to be arranged at the front office.
- All casual sessions cancelled on the day and sickness will be charged at full fee.
- All casual sessions cancelled before 1:00pm the day before will not be charged for.

Children with Additional Needs

We support children with Additional Needs at our centre and within the program. We value support and advice from the Inclusion Support Team and other local community health care professionals e.g. Speech Therapy, Occupational Therapy, when required.

Parental Leave

For families that have children booked in for permanent days it is a requirement of the centre that when your new child is born that your booked days drop to 1 day a week. This will be in line with Parental Leave taken from your place of work. Your booked days are kept on hold until you return to work and will commence as they were. The days that have been vacated are then opened to working families that may need extra care or to a new family starting the centre.

FEES & ACCOUNTS:

Toybox is a non-profit organisation with fees set each financial year by the Governance Committee.

- Accounts are emailed directly to you weekly.
- Fees are payable weekly or fortnightly (unless arranged at the front office).
- Fees can be paid by EFTPOS, Direct Deposit or Credit Card via phone.

Account details are Bendigo Bank Pt Lincoln, **BSB 633 000**, Account number **154414445**.

"HOLDING FEE" FOR ANNUAL LEAVE

- Fees reduced by 50% for up to 4 weeks per calendar year for holidays/absents per family.
- Childcare subsidy still applies for the first 42 absences per year.
- 2 weeks notice must be **given in writing** to receive holding fee on your account.
- Forms are available from the office.

LATE COLLECTION

If children are not collected by 6pm a late fee will apply on your next account.

- \$40.00 per 15 minutes or part thereof will be charged.
- Educators will ring phone numbers on the enrolment form.
- If no one can be contacted by 6:30pm the police will be called to collect the child.
- If children are collected late from a 2-hour session, you may be charged for the full session.

CHILD CARE SUBSIDY:

Toybox will report your child's attendance data to DESE (Department of Education, Skills & Employment) each week to allow calculation and payment for you to receive the Child Care Subsidy.

The Account Holder for the Child Care Subsidy will need to maintain their myGov account and update any details as required by Centrelink, we have no authority to check any issues with payment on your behalf. Any queries for Eligibility must be directed through Centrelink.

If returning to work or studying "Transition to Work" funding through Additional Child Care Subsidy may apply. Families can apply through their myGov account, in person at Centrelink or contacting 13 61 50. Eligibility criteria will apply.

For Toybox to link up with Centrelink-Parent's must inform Toybox of their Customer Reference Number (CRN) and the enrolling child/children's CRN and their child's and their own dates of birth (on enrolment form) **prior to commencing care.**

If children are using different services during the week, parents should nominate how many of their Child Care Subsidy hours are claimed at each service. Parents need to tell us if their children are using other services in the same week. For further information from Centrelink visit myGov.

OVERDUE PAYMENT - CHILDCARE FEES

We reserve the right to refuse care if fees are more than 2 weeks overdue.
Or if arrangements to pay are not being adhered to.

If you are having trouble with fee payments, please discuss this with the Admin Officer or Director as soon as possible to arrange a payment plan.

Please refer to

- Acceptance and refusal of Authorisation Policy
- Enrolment & Fees policy

NATIONAL QUALITY FRAMEWORK AND STANDARDS 2012:

In recent time, the government introduced the National Quality Framework and Standards that all centres are required to meet.

The National Quality Framework aims to raise quality and drive continuous improvement in education and care services.

The new system replaces state and territory licensing and quality assurance processes.

The 7 Quality areas are listed below:

QUALITY AREA 1:	Educational Program and Practice.
QUALITY AREA 2:	Children's Health and 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 and service management.

Educators are responsible for providing a curriculum/program (using the **Early Years Learning Framework**) for the children that cover the following areas:

OUTCOME 1:	Children have a strong sense of identity.
OUTCOME 2:	Children are connected with and contribute to their world.
OUTCOME 3:	Children have strong sense of wellbeing.
OUTCOME 4:	Children are confident and involved learners.
OUTCOME 5:	Children are effective communicators.

An independent assessor will visit our centre to moderate our performance

Please refer to

<https://www.acecqa.gov.au/resources/national-registers/services/toy-box-community-child-care-centre>

Other accredited certificates and achievements of importance to us are:

- Sun Smart Centre – Cancer Council of SA
- Asthma Friendly Centre – Asthma Foundation of SA

ENVIRONMENT AND SUSTAINABILITY:

Toybox CCCC is committed to an environmentally sustainable future. The centre currently recycles, we collect food scraps and compost them, we grow vegetables and fruit, have worm farms and we are conscientious about power usage and our carbon footprint.

We involve families and children in our ongoing goal to educate about sustainable practises.

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We encourage the use of resources that are considerate on the environment and that have a long-term use. We use biodegradable products wherever possible.

Please refer to

- [Environment and Sustainability Policy](#)

CHILD PROTECTION:

All Educators are mandated notifiers and are legally obliged to report any suspicion of abuse to the appropriate authorities.

For your information, the Child Abuse Report Line is a 24-hour facility operated by Social Workers. The phone number is 13 14 78.

Please refer to

- [Child Protection Policy](#)

GOVERNANCE COMMITTEE:

Toybox Community Child Care Centre is governed by a committee of between 8 and 14 members:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Director of Centre
- 1 educator representative
- Parent Representatives
- Community representatives

The Governance Committee is elected in September each year at the Annual General Meeting. The committee meets monthly and is responsible for major decision-making, determining policy, staffing and financial management. Day to day management issues are decided by the Director. If you would like to be on the committee, please do not hesitate to speak with the Director.

Please refer to

- [Governance Policy](#)

COLLABORATIVE PARTNERSHIPS WITH FAMILIES:

Your involvement is an essential part of our operation. Although parents cannot always find the time to be involved with the Governance Committee, there are other ways in which you can be of great value to the centre. Other possible ways are:

If you have a skill, talent, or idea that you think may be of interest to us, please let us know.

- Assist with Fundraising Events and Working Bees.
- Help to repair toys.
- Assist in Garden maintenance & Building Maintenance.
- Fix odd jobs.
- Assist with excursions.

COMMUNICATION WITH PARENTS:

There are several ways we communicate with parents at Toybox. Some of these can include but are not limited to:

- Quarterly newsletters
- Display Flyers in Foyer
- Notices on the room doors
- Toybox Facebook page
- Toybox Website
- Emergency SMS program

Good communication between parents and childcare educators is important in providing for the best possible care for children.

We welcome parent involvement in activities and invite you to participate in program planning.

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CHILDREN'S BELONGINGS

Toybox offer plenty of opportunities to explore and participate in messy activities. Smocks are provided; however, your child needs to be dressed in comfortable play clothes which can get dirty or stained.

Children will need:

- Clearly named bag and water bottle
- At least TWO changes of clothes (more if toilet training)
- Enough disposable nappies for the day (nappies are provided for babies under 3 years old, we do not provide pullups if you are using this product you will need to supply your own and inform the team leader of the room)
- Bottles, dummies, comforters etc. (if needed)
- Weather appropriate outdoor wear (hats, coats)
- Safe footwear.

Please **do not send your child** to childcare in:

- High heeled shoes
- Slip-ons' or thongs
- Clothes which leave shoulders uncovered (sunsafe),
- Anything which restricts children's play.

Toys bought from home

We are not responsible for the whereabouts and safety of toys brought from home. We prefer and ask that all children do not bring in toys from home.

SETTLING IN A NEW CHILD:

We welcome new families to come for a few visits to the centre before starting care. We recommend these "orientation visits" as it:

- Helps children become familiar with the centre (while still with a familiar adult for comfort)
- Helps parents to get to know Educators and for Educators to spend time asking questions about your child. You will be asked to fill in a Child Profile sheet. Giving us as much detail about your child helps create a smooth transition and helps the child build a bond with their Educators.
- Give families an insight into the routines their child will be involved in at the centre.
- Gives opportunities to see the program.
- Show families how much the children learn in this environment and the different ways in which they learn.

Please refer to

- [Families Interaction and Involvement in the Service Policy](#)
- [Physical environment Policy](#)
- [Relationships with children Policy](#)

SECURITY AND COLLECTION OF CHILDREN:

Toybox Community Child Care Centre has the following guidelines:

- No person under the age of 18 years (other than parents/guardians) will be permitted to collect children from the centre.
- Notify the centre of any relevant issues (e.g. custody orders). These need to be sighted and recorded by the Director/Admin Officer.
- Notify Educators if you arrange for another person to deliver or collect your child.
- The person collecting your child/ren will be required to show identification before they are signed out.

It is a legal requirement for you to sign your child in and out at the beginning and end of each day on our attendance sheets.

You must complete the following:

- Writing the time of arrival and time of departure
- Initialling on arrival and departure

Please refer to

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- [Collection Policy](#)

PROGRAMMING:

We aim to provide a safe learning environment with a comfortable, warm, atmosphere which encourages children to feel secure. Within our environment children challenge themselves and learn with confidence. Families can access their child's program at any time by asking a staff member in their room.

We use the Early Years Learning Framework - "Belonging, Being & Becoming" for our program. This is a National Framework, which covers children in education and care services. Please ask educators in your room for more information or refer to this website: <http://www.acecqa.gov.au>

- Educators plan and implement a room program and goals for their room.
- Children are "planned for" individually throughout the year.
- Educators continually observe children and maintain records of each child and the program is based on these records to ensure that the needs and interests of each child are being met.
- We create digital portfolios for each child which shows their development, their interests and what we have learnt about your child. We relate observations on your child back to the Early Years Learning Framework.
- You are very welcome to make a time to talk to the educators about your child's development and learning and we are happy to share and exchange information with you.
- We give you opportunities to be involved in planning for your child, and in evaluating the program.
- The day is planned to ensure a balance of indoor and outdoor play, quiet and energetic times, group times, routines such as hand washing and meals, and time for children to participate in activities of their choice.
- After lunch Toddlers and Kindy children have the option to sleep, rest, or play quietly, while the Babies sleep routine depends on their individual needs.

COMPLAINTS / GRIEVANCE PROCEDURES:

The Educator's priority is the well-being and safety of the children in their care. It may not be possible or appropriate to discuss parents concerns and issues 'on the floor'. Parents can request an interview with Team Leaders and/or the Director to discuss their child's involvement in the program, concerns and issues or any suggestions, complaints, or grievances they may have.

Please refer to

- [Families Interaction and Involvement in the Service Policy](#)
- [Grievance Policy](#)

FOOD & NUTRITION:

We follow guidelines from Get Up and Grow, resources to support families can be found in the foyer. It is aimed at encouraging healthy eating, reducing salt, sugar and fat intake, and reducing the risks of choking. It also enables families to understand the importance of a balanced lifestyle, when to introduce foods and physical activity. We provide balanced and nutritional morning and afternoon snack. Families are only required to supply Lunch.

[Food, Nutrition and Beverage policy](#) is available for all families to read and a guideline is offered in your Orientation pack.

Toybox Community Child Care Centre is a "NUT AWARE" centre.

Breast feeding and Bottle Feeding

Parents are encouraged to continue breastfeeding, as our Centre offers "breastfeeding friendly" zones. We have 3 areas in which to choose from. An area is available in each of the age groups so if you have an older sibling you may choose to feed while spending time with the older sibling too.

Please refer to

- [Food, Nutrition and Beverage Policy](#)

HEALTH & SAFETY:

Occupational Workplace Health and Safety

Regular safety checks are carried out at the centre by the Workplace, Health and Safety Officer to ensure the premises adhere to the strict licensing requirements. Fire and safety equipment are checked twice a year.

If parents have any concerns, please let the Director know.

Sun Protection

The centre has a "Sunsmart" Policy which aims to ensure that children attending the centre are protected from skin damage caused by the sun. (Please refer to our 'SunSmart Policy')

Please apply 30+ sunscreen to your child before they come. You are required to supply a hat for your child. The hat needs to be brought for every attendance. As per SunSmart guidelines we request that you supply a hat such as a "bucket" style; a "legionnaire" style or "broad brimmed" style hat. Please identify the hat with their name somewhere on it. We request that you be responsible for washing your child's hat. The hat will be sent home after every session.

- Toybox provides sunscreen for use from 1st September to 30th April
- Educators will apply sunscreen at regular intervals throughout the day
- **DO NOT** leave sunscreen in your child's bag. (If you wish to supply your own please see your child's carers)

For further information, please visit www.cancersa.org.au

Please refer to

- Sun Smart Policy
- Workplace Health and Safety Policy

Parking

- Please **do not leave children unattended** in the car park, leave cars unlocked or leave valuables in the car at any time.
- Please arrive via the IN entrance and leave via the OUT.
- Please do not park in the driveway (along the building on either side).

Centre Disaster Plan

In the event of an emergency requiring the evacuation of the centre, we have a disaster plan which is posted on every exit in the centre.

In an emergency the persons listed on the Emergency Contacts for your child/ren will be contacted via Emergency SMS Message, message posted on Toybox Facebook page, phone call and/or email.

In an emergency only parents or a person authorised by the parent will be permitted to collect the children.

In an emergency, if the main centre number (08) 8682 6633 is unavailable, you can contact the centre via our emergency mobile **0455 117 947**.

Please refer to

- Emergency Management Policy

Unwell Children

- The best place for children when they are unwell is at home.
- Children should not be brought into the centre unless they are able to cope well with the normal childcare routines and activities.
- We recognise the difficulties of finding alternative care for a sick child but stress that **we do not have the facilities or the educators to look after sick children.**

Medication

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Prescribed medications will only be administered by a qualified educator (and witnessed by a second educator) subject to the following conditions:

- It is not the first time the child has been given the medication.
- It has been authorised by a Medical Professional.
- It is in the original container (with label attached).
- It has the original label detailing the child's name and required dosage (sibling's medication will not be used).
- It has not reached its expiry date.
- The parent / guardian has completed and signed a Toybox "Medication Authority" form.

No orally ingested over the counter medication (e.g. Panadol or Nurofen) will be administered by Educators or consumed at the Centre.

All over the counter creams/lotions are required to be labelled with the child's name, dose, and expiry date please- Label can be attached by chemist.

Please do not leave ANY medication in your child's bag.

Health Care Plans

- If a child has needs, such as regular medication or a medical condition, please provide the Centre with a Health Care Plan and/or Medication Plan that has been filled out by your doctor.
- There are also specific plans for Asthma, Anaphylaxis, and other conditions.

Allergies

Please ensure that we have been advised of, and are up to date with, any allergies your child may have to food, medicines, bites, etc. You will be required to supply a care plan for your child. If they require an Epi Pen you will need to supply the centre with one on each session.

Accidents and Illness

Accidents are recorded. Parents are required to complete the following:

- Sign the accident record when collecting their child

If a child becomes unwell while at the centre the following will occur:

- **Parents / guardians will be notified and asked to take the child home**
- **The child will be made comfortable and if necessary, separated from others**
- **You will be asked to collect your child if they have a temperature and require one on one care**

For any accidents and illness of more serious concern or incidents above the shoulders the following procedure will occur:

- Parents will be notified by telephone as soon as possible.
- You are welcome to come in and check your child.
- You may be asked to collect your child to seek medical attention.
- If necessary, emergency medical advice/treatment will be sought.

On enrolment parents agree to be liable for any medical expenses incurred in the treatment of their child.

In the event of any serious accident, an ambulance will be called, and parents notified. If your child needs to attend hospital, an employee of Toybox (generally the Director) will remain with your child until such time as you can meet us. This will also be reported to the regulatory authority, a copy can be provided on request.

Immunisations

Changes to South Australian public Health Act 2011 requiring all immunisation records to be provided for each child enrolled or attending the site.

- **Parents must provide the Immunisation History Record obtained from either their myGov website or the Medicare app. No other record (blue book) will be authorised.**
- **This information is to be held for Chief Public Health Officer and information given to them within 24 hours if requested.**

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- Children attending the centre should be immunised according to the recommended schedule available in the pamphlet holder in the foyer.
- Children who are not immunised may be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council exclusion guidelines, even if the child is well.

For further information please see

www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/immunisation

Infectious Diseases

Children and educators diagnosed with an infectious disease must be excluded from the centre in accordance with the National Health and Medical Research Council guidelines and centre policies. When an infectious disease is present or suspected in the centre, parents will be notified via notices on the Health Updates Board located in the front foyer and given information about symptoms and exclusion. It is the responsibility of the parents/caregivers to notify the centre if your child is diagnosed with an infectious disease.

We request if children are unwell and absent from the centre that parents/caregivers give us a reason for their absence due to recording illnesses on the centre illness register.

Our policy is based on the latest edition of 'Staying Healthy in Childcare', published by the Commonwealth Government and the National Health and Medical Research Council. (www.nhmrc.gov.au).

If you have a clearance from a medical practitioner to attend the service please provide this to the service.

Conditions and exclusion periods (guidelines)

- The definition of "contacts" will vary according to the disease - refer to the specific fact sheet for more information**
- If the cause is unknown, possible exclusion for 48 hours until the cause is identified. However, Educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours. Adapted from SA Health Communicable Disease Control Branch**
<https://www.sahealth.sa.gov.au/>

Note that exclusion advice is consistent with the Communicable Disease Network Australia Series of National Guidelines (SoNGs), where available. N.B. Applies to Educators and Families

It is recommended to have this handy to refer to:

CONDITION	Exclusion of case	Exclusion of contacts a
Campylobacter infection (Gastro)	Exclude until there has not been a loose bowel motion for 24 hrs b	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium (Gastro)	Exclude until there has not been a loose bowel motion for 24 hrs b	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hrs b	Not excluded

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Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis (Gastro)	Exclude until there has not been a loose bowel motion for 24 hrs b	Not excluded
Glandular fever (mononucleosis) Epstein-Barr virus [EBV]infection)	Not excluded	Not excluded
Hand foot and mouth disease	Exclude until blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head Lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
& Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid Disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts care not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the

		appearance of the rash in the last case
Meningitis (Viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours b	Not excluded
Rubella (German Measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hrs b	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hrs b	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis	Exclude until medical certificate is produced from appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics, or specialist TB clinics
Varicella (chicken pox)	Exclude until all blisters have dried- this is usually at least 5 days after the rash first appeared in non-immunised children, unless in immunised children	Any child with an immune deficiency) for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hrs b	Not excluded
Worms	Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred	Exclude until there has not been a loose bowel motion for 24 hrs

Please refer to

- Immunisation & Disease Prevention Policy
- Incident, Injury, Trauma, and Illness Policy
- Infectious Diseases Policy
- Medical Conditions Policy
- Administration of Authorised Medication Policy

CENTRE POLICIES:

For detailed information on any of our policies and practices, please see the policy handbook, copies of which are available in the foyer.



Toybox CCCC Parent Handbook:

Reviewed January 2013
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