



PARENT HANDBOOK

KARAWARA & KEWDALE



Karawara

P: 08 9312 8200

E: karawara@gowrie-wa.com.au

Monday to Friday 7:15am – 6:00pm

61 Lowan Loop

Karawara 6152

WA

Kewdale

P: 08 9361 8543

E: kewdale@gowrie-wa.com.au

Monday to Friday 7:30am – 6:00pm

23 Paterson Rd

Kewdale 6105

WA

Welcome to Gowrie WA's Early Education and Care Centre, known as either our Kewdale or Karawara early years centre. You may have heard of our centres by the name of Lady Gowrie Child Care Centres. We are thrilled to have you join us and we hope you and your child will thoroughly enjoy your time with us.

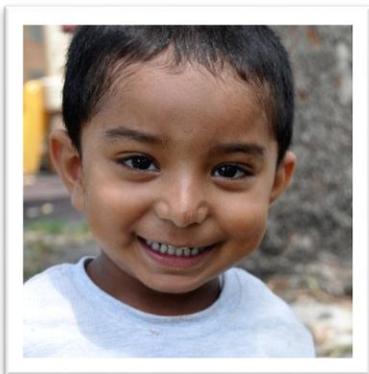
This handbook is an informational resource that is intended to guide you through your child's care and educational journey at Gowrie WA.

Please read this handbook thoroughly and feel free to ask us about anything that you do not fully understand. Please request additional information if we have not covered something in this handbook, that you are querying.

Once you have read this handbook, please sign and date the accompanying documents with this booklet that specify that you have read and understood the Parent Handbook and Enrolment Form.

For your convenience, our centres have an open door policy. You and your family are welcome to visit your centre at any time. If you wish to meet with the Children's Services Manager, we ask that you request a meeting time convenient to both parties. This helps to ensure the centre continues to operate smoothly while the Manager takes time away for the meeting.

Gowrie follows clear and robust policies, practices and procedures. Our centre policies are available in the Policy Folder located in the foyer area in the front entrance of your centre. Please feel free to look and comment on our policies at any time. Should you have any queries or if you need more information about our policies and procedures, please don't hesitate to ask.



Below are some important numbers.

The CRN number is required when applying for Child Care Benefit.

We have also listed our phone numbers.

Centre CRN Number (Karawara & Kewdale): 555000551A

Karawara

Main line: 9312 8200

If our main line is busy, please try one of the following numbers:

Front building: 9312 8214

Back building: 9312 8212

Kewdale

Main line: 9361 8543

INTRODUCTION

Welcome to Gowrie's Early Education and Care Centre. Gowrie centres are community based and make up part of our not-for-profit organisation that also consists of family and community programs and activities through our family and community centres.

For you to have received this handbook, you have chosen either our Kewdale or Karawara early years centre. We are very happy you have chosen Gowrie to care for, and educate, your child. The aim of our early years centres is to provide safe, secure, inviting and happy play based environments where children can develop their skills to become competent and confident learners and individuals. Our committed staff are passionate about providing high quality education and care, and developing meaningful relationships with you and your child. It is important to us that as parents and guardians, you feel safe in the knowledge that your child is receiving the best possible care and education.

We believe the best way to work with you and your child is by building a *partnership of care*. To build a partnership of care, our intent is to ensure, but is not limited to, the below:

- That you are welcomed, recognised, acknowledged and respected by all Gowrie staff.

- That your child develops a sense of belonging through the care of all members of the Gowrie WA team, and not just the Educators in their room.
- That you are given plenty of information about what is occurring and that you are aware we always welcome your feedback and views.
- That you are invited to be involved in making decisions about your child's experiences, care and education.
- That you and your child are greeted upon arrival and we say farewell you both at the end of your child's day.
- That you know your child is settled, happy, secure and engaged.
- That you know your child is not just looked after, but very much cared for by all Gowrie staff.

Gowrie early years centres are licensed and approved to provide care for children aged six weeks to school age, by the Education and Care Regulatory Unit. We comply, and where possible exceed, with current standards outlined in the National Quality Framework and the Early Years Framework. These requirements include but are not limited to: providing a standard of care that meets regulations as a minimum, providing appropriate activities, experiences and programmes, maintaining correct ratios of educators and children, and ensuring Educators have required qualifications and skills. Parents are welcome to contact the Education and Care Regulatory Unit by phoning (08) 6551 8333 for further information, or if you have any concerns with our service. We very much appreciate issues being brought to our attention so we are given an opportunity to clarify things based on regulations, or rectify things once they have been brought to our attention, and if appropriate and applicable.

Hours of Operation

Please note that Gowrie centres have a close down period during Christmas and New Year. Each year the dates may/will differ, so please check with the centre to find out when we will be closed each year. The centre will display our closure dates by October each year.

Karawara's centre hours are from 7.15am to 6.00pm Monday to Friday, 50 weeks per year.

Kewdale's centre hours are from 7.30am to 6.00pm, Monday to Friday, 50 weeks per year.

Enrolment

No child will be accepted in to a Gowrie centre, without a completed enrolment form, and a signed copy of the acknowledgement of this handbook and other requirements. The enrolment form is important and provides us with paramount information that assists us to provide high quality care for your child. Please ensure that any changes to information on the form is made available to the centre in writing, to the Early Years Manager. It is the responsibility of the parent/guardian to ensure all information is up to date, true and correct, and valid at all times.



Child Care Benefit and Child Care Rebate

Child Care Benefit (CCB) is a Government subsidy for families to reduce the fees they pay for childcare, to a registered or approved child care service. In most cases, families receive this subsidy as a fee reduction at the time they pay their fees. CCB is income tested.

Child Care Rebate (CCR) is also a Government subsidy. CCR helps families cover out-of-pocket costs of childcare, and unlike CCB, it is not income tested. Even if your family income is too high for you to receive CCB, you may be eligible for CCR.

You can apply for these subsidies through the relevant government department.

Centre Fees

Current centre fees are \$104 per day for Karawara and Kewdale (subject to change with notice). If the Board of Gowrie decides to increase fees due to an increase in costs and operations, they will usually be made to coincide with new budgets and align to a new financial year.

It is the centres' policy that all accounts are to be at a nil balance each week. Accounts in arrears will be subject to care being cancelled.

Payment of fees can be discussed with the Early Years Manager. Any changes to your financial situation that may affect your CCB or CCR, must be reported to the relevant government department. This is the responsibility of the parent, not the centre or Gowrie.

Attendance and Absence/Holidays

Once a child is enrolled at the centre, payment of fees will continue on days booked during the child's absence for illness, public holidays, holidays, and any other times you are previously notified of. When a child is absent for any reason we must be notified. Please note, we do not offer replacement days when your child has been away due to illness or holiday. The centres are open 50 weeks per year, however we are closed on Public Holidays, and during the Christmas/New Year period. Bookings that fall on days when Gowrie has chosen to break ie Christmas/New Year, will not be charged for.

Notice of Withdrawal

Four weeks' written notice is required when withdrawing your child from a Gowrie centre. Shorter notice can be arranged with consultation with the Early Years Manager.

Arrival and Departure

For safety and security reasons, and as a regulatory and government requirement, **ALL children must be signed in on arrival, and signed out on departure.** The times must be noted. Signatures and times on the attendance records are important; if no signatures or times are entered it may be deducted from your tax return at the end of the financial year, at full fees.

No child will be allowed to leave our centres with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Officer.

Late Collection

If parents/guardians are unavoidably detained and unable to collect their child by the agreed time, they must telephone the service and let the staff know when

they expect to arrive. If they need to arrange for another person to collect the child, they must provide full details about this person. If a parent/guardian has not contacted the Service and the child has not been collected by 6pm, Gowrie staff will attempt to contact the parent/guardian by phone. If this is not successful, staff will call the emergency contact people listed on the child's enrolment form to arrange for their immediate collection.

Gowrie charge a late fee to parents/guardians who are late to collect their child from the service. The fee is \$2 per minute. This fee is to cover the costs of the Educator's time and service operational costs. Staff will contact Crisis Care (9223 1111) if a parent or guardian is more than 30 minutes late without explanation and no one else can be contacted.

Court Orders

Parents must notify their centre of any Court Orders affecting residency of their children or custody arrangements, and provide copies to their centre. Without a current Court Order we cannot stop a parent collecting your child should they attend the centre.

Security Pin Code

A security pin code will be provided to families to obtain entry to your centre. Security pin codes are registered under your name and are unique to you. They are not to be shared with anyone else.

Waiting List

When our centres have their full quota of enrolled children, children's names will be put onto a waiting list once a wait list form has been completed and returned to the centre. Once a position becomes vacant, parents will be contacted about placement. Our waiting list does give priority to working parents as per Priority of Access Guidelines.

Priority of Access:

Sometimes, there may be a waiting list for child care services and to ensure the system is fair, the Australian Government has 'Priority of Access Guidelines' for allocating places in these circumstances. The guidelines only apply to Child Care Benefit approved child care, (Gowrie early years centres are approved child care services). They are used when there is a waiting list for a child care service or when a number of parents are applying for a limited number of vacant places.

- Every Child Care Benefit approved child care service has to abide by the guidelines. We inform you of them through this handbook inclusion, as part of your child's enrolment.
- First Priority: a child at risk of serious abuse or neglect
- Second Priority: a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
- Third Priority: any other child.

Within these main categories priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold for that financial year, or who or whose partner are on income support
- children in families from a non-English speaking background
- children in socially isolated families
- children of single parents.

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- are notified when your child first entered care that your service follows this policy
- are given at least 14 days notice of the need for your child to vacate.

Communication

What is the best way to communicate with you? Everybody has a different communication style and different availability times for communication. We understand that mornings and afternoons can be a little rushed, and are not always the best time to discuss your child. We have many types of communication we use for families in the centres. Below is a list of ways we communicate with families:

- Face to face verbal interactions at arrival and departure times.
- Regular newsletters which will be sent via email and available in print if requested.
- A message section on the daily communication sheets (if applicable to your child), where brief notes can be left between the educators and parents.
- A notice board where various messages and notices are displayed presenting current issues and upcoming events.
- Updates via social media (www.facebook.com/gowriewa) and Instagram (username: gowriewa)

- Parent meetings can be held where parents can raise any issues or topics they feel relevant and contribute to decision making. Please speak with the educators or Centre Manager to set up a meeting time and date.
- Communication boxes are located in the centres. We encourage parents/guardians to leave written messages, for the purpose of expressing concerns, providing positive feedback, or evaluative input that they feel they need to let educators know about. These can be anonymous.
- Occasionally the educators will ask parents to complete short surveys in order to maintain up to date records and seek parent feedback on various topics.
- Policies will be reviewed and kept up to date, and are available to receive parent/guardian feedback and input.

Confidentiality and Discretion

- Information received through written and spoken communication with families will be treated with discretion.
- At any time if you require a private discussion with any member of our team, please inform us. This can happen face-to-face or by phone.

What can you expect from the educators?

- Educators will make efforts to communicate effectively with families.
- Educators will inform families promptly and sensitively of any out of the ordinary incidents affecting their child.
- Educators will share with children's families some of the specific interactions they had with the children during the day.
- Educators will provide information on children's eating and sleeping patterns at the centres through verbal communication and through the daily communication sheets (if applicable).
- A record will be kept of any family/educator joint decisions that affect your child's progress, interest and experience. These may include new events such as toilet training.

Please feel free to contact us at any time to discuss your child's progress, relationship, interest and experiences.

Philosophy

At Gowrie early years centres, we understand that each child is a unique individual in their own right. We believe their abilities, interests and backgrounds are a very important contribution to our centres, and to the wider community. We will work with families to provide quality care and an educational program within a warm and secure environment, that meets the needs and interests of children.

Within the care environments, we will promote the development of skills, lifelong learning experiences, exercise, good nutrition, and sleep and rest periods. We will ensure each child feels love, security and a sense of belonging. We will provide cognitive stimulation and education through a variety of experiences and activities and we will promote the importance of play.

At Gowrie early years centres, we will endeavor to positively build upon the child's self-image, independence, belief in oneself and confidence in their well-being by fostering in each child a positive approach to themselves and also to lifelong learning; to learning with a sense of responsibility; to self-regulation and to positive self-esteem.

Our staff will scaffold the development of each child who can grow his/her separate identity and quality as an individual, yet still work and contribute constructively within a large group. We believe every child and parent has the right to access high quality education and care, to assist them in their journey through childhood and parenthood.

The Curriculum

All educators at Gowrie centres have had training and experience in areas of long daycare and early childhood education, or are currently undertaking training and building their bank of experience under the mentorship and support of our highly skilled, experienced and passionate leadership team. Due to Gowrie's high expectations and standards, and via the commitment of our valued and committed educators, we are able to provide developmental and educational programmes for each group of children, that are play based, fun and engaging.

Our educators develop a daily program. Educators do this by observing children in their care and planning their programmes based on the needs and interests of the children.

All Gowrie centres adhere to the **Early Years Learning Framework**. The Early Years Learning Framework Learning Outcomes are as follows:

Outcome One: Children have a strong sense of identity

- Children feel safe, secure, and supported.
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency.
- Children develop knowledgeable and confident self-identities.
- Children learn to interact in relation to others with care, empathy and respect.

Outcome Two: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.
- Children respond to diversity with respect.
- Children become aware of fairness.
- Children become socially responsible and show respect for the environment.

Outcome Three: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing.
- Children take increasing responsibility for their own health and physical wellbeing.

Outcome Four: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesizing, researching and investigating.
- Children transfer and adapt what they have learned from one context to another.
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials.

Outcome Five: Children are effective communicators

- Children interact verbally and non-verbally with others for a range of purposes.
- Children engage with a range of texts and gain meaning from these texts.
- Children express ideas and make meaning using a range of media.
- Children begin to understand how symbols and pattern systems work.
- Children use information and communication technologies to access information, investigate ideas and represent their thinking.

If your child's educator feels there is an area of concern, they will inform you and advise where help may be sought, e.g. speech therapist. It is always your decision to follow this up. Educators are willing to discuss any aspect of development with parents.

CHILDREN AND PARENTS

The First Weeks

The introduction into group care can be difficult for children and parents. Children's welfare and happiness are the priority for educators especially when welcoming new children to the centre, and when assisting the family to settle into the centre environment. It is recognised that the needs of families vary greatly. We attempt to do our best to work with and meet each family's individual requirements as part of the orientation process.



The following outlines some helpful hints for parents on settling their child into care:

- Make sure you familiarise your child with the environment and the people in the environment (children and adults) by coming in for visits with your child before commencing care.
- Ease your child into care with short stays to begin with. Please feel free to discuss visits with the educators and/or Early Years Manager.

- Provide a favorite toy, blanket or comforter to support your child when they are separating from you or settling to sleep. This can help your child feel more secure.
- If your child is unsettled, short visits with you may help your child to gain trust with an unfamiliar environment. These visits can be made on a day when your child is not booked to attend. Please speak to the educators and/or Centre Manager to set visit dates up.
- Interactions between educators and parents or educators and other children can produce positive role models and be reassuring. This experience can help to establish trust in an unfamiliar setting.
- Try to talk about child care at home. Mention the names of the educators and other children. Talk about the things the child will be able to do at child care that are fun and enjoyable.
- Talk to the educators about your child, for example, what they like to do; successful ways of settling them to sleep; foods they like and dislike, songs and activities they enjoy and so on. This helps the educators to get to know your child, and to provide care that meets your child's needs.
- When leaving your child, it is best to make sure you say goodbye and then leave the child's area. Hesitating and not leaving after you have said your goodbye, confuses a child and can make them unsettled and/or upset. Reassure your child that everything is alright and you will return later prior to saying goodbye. This can help your child to settle.
- It sometimes helps to establish a routine when leaving. For example, you could give your child a cuddle or a quick story before handing them to an educator, and then leaving.
- At first, some children protest strongly to being in child care, while others may take a day or two to realise that you are leaving them, and begin to protest after several days. Children soon learn that you do return and in the meantime, they are well cared for. Most children settle very well in to child care. Our team of educators do all we can to help your child settle. If you have any concerns or need reassurance that your child is ok, we urge you to call us. You are welcome to call whenever you would like to. There are sometimes during the day when it is difficult for us to get every phone call, so please try again or leave a message and we will get

back to you. Our staff will always call you if your child has not settled or is not settling.

What to Bring

It is important you have supplied some things for day care that help us to care for your child. They include:

- A bag, labelled with your child's name, that contains the following:
 - A change of labelled clothing that is weather appropriate (younger children, especially those toilet training, will need extra changes)
 - A full-brimmed wide hat, or hat that has a peaked front and flaps that cover the child's ears and neck.
 - A labelled security item for rest time (only if needed)
 - Six Nappies per day for babies, toddlers and pre-kindy (if your pre-kindy child is in nappies)
 - Any items required due to allergies or intolerances
 - Any other items as discussed with your child's educators

Bag Space

Each child is allocated an area for their bag. Please place your child's bag in that space, to assist your child and the staff.

Clothing

Parents are advised to send their children to the centre in comfortable, inexpensive clothing. Children need to be able to freely move around during their play and should not be restricted by clothing. While paints, dirt and the like will come out in the wash, accidents do happen, so it is best to send the children along in everyday casual clothing.

The centres only have a limited supply of spare clothing. Please supply at least one change of clothing and underclothing in case of accidents, for 3-5 year olds. Please ensure that toddlers have about three complete changes of clothing and plenty of training pants.

Please do not dress your child in clothing with cords, e.g. shorts, hats etc., as these have the potential to become caught on equipment and may cause serious harm to your child.

Please label your child's clothing and ensure you replace labels if they fade in the wash. As mentioned above, please ensure clothing is weather appropriate, and take in to consideration changing weather conditions throughout a day.

Belongings and Possessions

Please ensure **all** belongings are clearly labeled. Lost property that has been found will be available for parent collection in your child's room. Parent cooperation in labeling assists the centre in keeping your child's belongings safe and together.

It is appreciated if personal possessions (toys etc.) are not brought in to the centre. However, a soft toy or security item is acceptable for rest time and when settling a child. This can be discussed with your child's educators. Any possessions brought in must come entirely at the parent's own risk, with regards to breakage, damage or loss.

The Daily Routine

Although the routines of each room and age group will vary, there are some aspects that remain the same. We endeavor to provide a home and family like environment at the centres where the children feel comfortable and secure at all times. Our daily routines reflect this.

Throughout the day, children will be experiencing a number of different activities that are part of the educational and developmental programs operated by our educators. Each room will display their routine, making them available for parents to read and discuss with our educators. Our room routines are flexible and we adapt them to suit weather conditions, the temperaments of the children, and any unforeseen situations or circumstances.

Your Child's Birthday

Your child's birthday is a very special event in his/her life. To celebrate your child's birthday, your centre will organise a lovely afternoon tea.

Due to a range of food allergies, we request parents do not supply any food or snacks.

Behaviour Guidance Management

Gowrie educators follow a Behaviour Guidance Management Policy, which extends across the centre, providing consistency of expectation in all care

rooms. This policy allows children to develop self-discipline, a respect for others and for property, and respect for one's self.

The policy aims are:

- To give all children the opportunity to expand their experiences of life in a productive, safe environment that allows individuals the right to safety, tolerance, self-expression, cultural identity, dignity and the worth of the individual, along with honesty in dealing with peers and caregivers.
- To be taught to respect the rights and needs of others by foreseeing the outcome of their behaviour and the consequences of their behaviour.
- To encourage the individual social development of each child.

If you require further information on this policy, please ask the educators or refer to the policy book.

Rest and Sleep

Rest time routines vary according to children's individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide bedding for children depending on their rest and sleep requirements. Please feel free to discuss your child's rest needs with the educators.

Transitioning to Other Care Rooms

As your child develops and ages, Gowrie WA endeavours to ensure we are providing them with the most appropriate program and environment. Your child's environment allows for opportunities for your child to further develop and also practice skills they are yet to establish. Environments have a positive balance of challenges, risks and care practices to ensure every opportunity is given to your child to develop meaningful relationships with educators, and develop at a pace unique to them.

Regulations provide all early education and care services with educator to child ratios. As we know, children develop at different rates i.e.: one child at 20 months may be walking with ease and unaided, while another may be finding his/her balance and walking with only when assisted. For examples such as this, we aim to discuss with you the best environment for your child based on development, rather than their age. We know from extensive research over many years, that a child learns through play, their environment, and by facing

challenges and measured risks. We work to enhance your child's development by considering the best environment for them, based on developmental needs. This is a fine balance, as we must acknowledge that at times, children may move to a room based on their development that is operating at a different educator to child ratio. For example, a child who is 20 months and not walking independently, may be better placed in a room where other children are not walking and running around them. Due to their age, this may be in a room with a ratio of one educator to four children. The child who walks independent and cruises the room and outdoor areas to take part in play may be best placed in a room of children at a similar level of development. The children in that room may be two years and four months old, for example, and on a ratio of one educator to five children, based on ratios set by the regulatory unit. This results in the child who is 20 months and walking with ease is counted in a ratio of 1:5 based on his/her developmental stage. Regulations state that a child who is developmentally ready to transition to a new room (and ratio group) can do so within six months of the age where ratios change. For any queries or more information about transitioning, please speak with your centre coordinator

Parent Involvement

We highly encourage parent involvement to ensure we maintain the quality of our service. Your contribution of ideas, experiences and skills are welcomed and greatly valued. You may be able to share your skills and experiences in music, craft, cooking, storytelling etc. to enhance your child's program at your centre.

As previously mentioned, parents are welcome to visit or call their centre at any time. If you have any concerns, please see your child's educator or the Early Years Manager. We have a grievance policy and procedure should you wish to formally raise any concerns.

Grievances, Complaints and Feedback

If for any reason you have any concerns or are not happy with the centre's level of care or care environment, we would like to know immediately. You can discuss this verbally with the centre educators or you can contact the centre manager via email or phone. Contact details are on the cover of this handbook. Your feedback is important to us. When any matter is raised, the centre will follow our Grievance Procedure Policy. All centre policies, including the Grievance Procedure Policy are available to parents.

We strive to provide excellent care for your child. If you feel we have done something well, we welcome and celebrate any positive feedback.

HEALTH AND SAFETY

The centres provide a healthy and safe environment for children, staff and families to grow and develop in. The centres have a health & safety and hygiene policy regarding illnesses, infections, and medications. Children with contagious illnesses and/or infections are required to be kept at home and you may be asked to produce a medical certificate (doctor's letter) should we require assurance that the infection/illness cannot be passed to others when the child returns to their centre.

We refer to the Staying Healthy: Preventing infectious diseases in early childhood education and care services guidelines in relation to minimizing the risk of infectious diseases in our centre, and to keeping our environments clean and healthy.

Staying Healthy is best practice advice to help child care centres make good decisions for children in their care. The advice aims to reduce the risk of serious infections and infectious diseases spreading through child care centres to the children's families, the workers and the community.

When we ask for a doctor's letter, we simply do so should the child's condition have changed since the visit to the doctor. This is not a reflection in the doctor's advice but emphasises our attempts to maintain a safe and clean environment and in an attempt to protect children from the spread of infectious illness and infections.

The Staying Healthy guidelines involved extensive consultation with the childhood and education section, experts and the public. It was reviewed by experts prior to publication, including paediatricians, communicable disease experts, a representative from Early Childhood Australia and population health experts. The principles outlined in Staying Healthy include effective hand hygiene, exclusion of ill children and adults, and immunisation. Additional to this is use of gloves, cough and sneeze etiquette, and effective environmental cleaning. These principles are applicable to every early education and care setting. However, it is acknowledged that not every centre will be able to implement the principles and the document allows for individual centres to use and implement the principles for keeping children healthy according to their

philosophies and processes. Gowrie makes every attempt to meet the guidelines outlined in Staying Healthy.



Food Allergies

We are allergy-aware, nut-free centres. Please inform the Early Years Manager if your child has any allergies. Please ensure all allergies (and intolerances) are added to your child's enrolment form and should any details change, it is your responsibility to advise our centre via the Early Years Manager, in writing.

Nutrition and dietary requirements

Gowrie provides nutritious snacks, meals and drinks for your child each day they are in care. The weekly menu is displayed in our centres, and you can find out more information about what your child has eaten each day, by talking with the educators.

Should your child have any food intolerance, allergies or reactions to food, please notify us in writing. You will note on your child's enrolment form that we have a section relating to food. It is your responsibility to ensure all information relating to your child's diet is provided, and to update it should information change.

Illness

No child will be accepted to the centre with obvious signs of any highly contagious infection or illness. Our policy states the incubation period, symptoms and exclusion periods of such diseases, in line with Staying Healthy. Children who are not immunised will be required to be exempt from their centre.

Medication

Educators will be able to administer medication to children who are recovering from illness, and who are approved to be in the centre due to not being infectious. A medication form must be completed and signed by parents before any medication will be given. All prescription medication must be prescribed for

your child and not another family member, unless stated otherwise by a doctor's certificate. Medication must be in date and in its original packaging.

The medication must be handed to an educator to store in a locked container in a fridge. Please DO NOT leave medication in your child's bag.

Any child who has commenced an antibiotic course must not attend their centre for 24 hours from commencement, if suggested by the doctor OR Staying Healthy. This is enforced to minimize infections and illnesses in our centres.

Asthma

The centres aim to provide a safe environment for children who have asthma. It is centre policy that an Asthma Record Plan be completed by parents/guardians in consultation with the family doctor. It is also a requirement that the record plan be reviewed by your family doctor annually or as circumstances change. This must be completed and returned before enrolment commences. These will be available at the time of enrolment. These are the responsibility of the parent/guardian.

Anaphylaxis

The centres aim to provide a safe environment for children who have allergies. It is centre policy that an Anaphylaxis Record Plan be completed by parents/guardians in consultation with the family doctor and that the parent provides a EpiPen (in date) in case of a reaction. It is also a requirement that the record plan be reviewed by your family doctor annually or as circumstances change. This must be completed and returned before the child commences care and is the responsibility of the parents/guardians. The forms can be obtained from the centre when enrolling the child. It is also the responsibility of parents/guardians to ensure epipens are replaced when they near their 'use by' date.

Sun Protection

We are sun-smart centres. Our centres' policy is "no hat, no play". This policy will be enforced. Parents are asked to provide a wide brim hat or hats with a peak that protects the face with added protection to the ears and neck via a flap, to wear during outside activities. Appropriate hats can be purchased at your

centre. All hats must be labelled with your child's name. The most suitable hat is one that shades the ears and neck, as research has shown a high incidence of skin cancer on people's ears.

Accidents

In case of an accident or illness occurring at a centre, the Early Years Manager or Supervising Officer at the time, will contact parents if necessary. As a matter of extreme importance, parents must ensure that their centre has up-to-date emergency contact numbers. An incident report will be completed outlining the accident/incident. It will be signed by the educator who observed the incident/accident and the person who administered first aid, as well as any witnesses. Signatures of The Early Years Manager and parents will also be required.

Emergency Drills

Throughout the year, the centres will hold emergency drills which occur at any given time throughout any given day. These are carried out in a well-organised and orderly manner. Educators are trained in using the fire extinguishers that are in the centres. An emergency evacuation plan is available in every room.

Using the Centre Safely

- Please never leave children unattended in cars, including while collecting other children from our centre
- Carparks are dangerous places for children. Please always hold children's hands when arriving and leaving our centre
- Please never leave a door or gate open. Please close all gates and doors even if you have found them open.
- Please never leave your children unattended in a room. It is important you notify an educator that your child has arrived. Please take your child to an educator when you enter the centre.
- Children are not permitted into the kitchen and laundry areas unless they are in the care of an educator who is supervising them.

Occupational Health and Safety (OHS) Feedback

We welcome all feedback regarding safety within our centres. If you see something that concerns you regarding safe work practices, the safety of

building and equipment, or general OHS, please contact your Early Years Manager immediately.

OUR EDUCATORS

Suitable qualified educators are employed in all age groups and the child/educator ratios are adhered to according to licensing requirements. All educators are required to have their Working with Children Check completed, and attend monthly staff meetings. Our team members are regularly involved and encouraged to attend further development and training. All staff are required to hold a first aid certificate at the time they are employed by Gowrie. First aid training is offered to our staff. All our staff are supported and mentored by members of our leadership team.

For further details on the qualifications of the educators, please see your Early Years Manager.

CONCLUSION

Thank you for choosing Gowrie to care for and educate your precious child. We look forward to working with you as we watch your child grow, develop and learn. We hope you and your child find Gowrie to be a place where they and you feel happy, safe and secure, and that positive relationships are built between you and our team members. We are proud to be assisting your child to have a positive and fulfilling educational journey through their early childhood years.

