



FAMILY HANDBOOK

TREEHOUSE CHILDCARE & EARLY LEARNING CENTRE

Welcome

Our Family Handbook provides important information you need to know to ensure the best possible start to quality education and care at Treehouse Childcare & Early Learning Centre.

We strongly recommend you read the provided information and ask questions to confirm your understanding of how our Service operates. *We have an open-door policy, and you and your family are welcome to visit our Service at any time.*



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01 Service statement of philosophy

At Treehouse Childcare and Early Learning Centre, we acknowledge the Traditional Custodians of the land on which we learn and play, the Kurna people of the Adelaide Plains.

We pay our respects to Elders past and present and recognise their continuing connection to land, waters, and community.

We believe that each child is a unique individual with their own background, interests, strengths, and abilities.

We believe that children learn best through play-based learning. Through meaningful play experiences, including nature-based play, educators support, guide, and extend children's learning to achieve positive outcomes across all areas of development.

We provide a safe, supportive, and nurturing environment where children are encouraged to make choices, participate in decision-making, and develop problem-solving skills. We support children to build essential life skills by guiding them to assess and manage risks, think critically, and make informed decisions, fostering independence and confidence.

We are committed to providing an inclusive, non-discriminatory environment where all children have equal opportunities to grow and learn. We respect and celebrate diversity, ensuring that each child's individual needs, interests, cultural identity, and developmental requirements are supported, valued, and acknowledged.

We are committed to supporting children with additional needs through an inclusive program that is responsive, flexible, and tailored to each child's strengths and learning goals. We work collaboratively with families, educators, and relevant professionals to ensure every child is able to participate meaningfully and confidently in all aspects of the program.

We aim to foster children's confidence and self-esteem by encouraging them to express their thoughts, feelings, and ideas in a respectful and assertive manner, ensuring their voices are heard and valued.

We believe in building strong partnerships with families and the wider community. We work closely to connect with local communities through collaboration and engagement, supporting children's sense of belonging and connection to the world around them.

We are committed to providing a high-quality, developmentally appropriate learning environment that extends children's interests and abilities. Our indoor and outdoor environments, including opportunities for nature play, encourage active exploration, creativity, and connection with the natural world.

We promote healthy eating habits and recognise the importance of nutrition in supporting children's physical, emotional, and mental wellbeing.

We are committed to sustainability and environmentally responsible practices. We strive to reduce our environmental impact and support children to develop respect for the environment through everyday experiences and learning.

We support our educators' wellbeing by fostering a positive, respectful, and supportive workplace culture. We encourage ongoing professional development, further study, and training opportunities to ensure continuous growth and high-quality practice.

02 Our Safety Promise



03 SERVICE INFORMATION

Our Service caters for children aged 6 weeks to 5 years. We are open from 6.30am to 6.00pm Monday to Friday, 52 weeks of the year and closed on South Australia public holidays. Notice will be given in our newsletters when these days occur.

We have 6 classrooms:

- 6 weeks to 15 months-old room – Infants Room
- 15months -2-year-old room – Waddlers Room
- 2 years-old to 2.5 years old room – Pre-toddlers



- 2.5 years old to 3 years old Toddlers
- 3-4 years old - Kindy Room
- 4 years old to school age – Pre-School

SERVICE TYPE: Long Day Care

CONTACT INFORMATION

- Phone: (08) 8261 1788
- Email: info@treehouse-childcare.com.au
- Website: treehouse-childcare.com.au

MANAGEMENT STRUCTURE

- Nominated supervisor: Zarna Shah
- Assistant director: Wymie Yeung
- Educational leader: Wymie Yeung

04 PARAMOUNT CONSIDERATION

We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. Our Service ensures that child safety, wellbeing and best interests take priority over all other considerations, including financial interests or other obligations of management, and are embedded in our daily practices, policies and procedures.

05 CODE OF CONDUCT

The Code of Conduct establishes the standards for all employees of our Service. Employees are committed to adhere to the ethical responsibilities of early childhood professionals outlined in the Early Childhood Australia's (ECA) Code of Ethics. The values that underpin our work ethic include equality, respect, integrity and responsibility.

06 OUR EDUCATORS AND STAFF

Our Service is made up of a team of high-quality professional educators who are committed to and passionate about early childhood education and care. Our staff promote the human rights, safety and wellbeing of all children and consider and respect the diverse backgrounds and needs of children.

We create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.

Our educators are continually evaluating how our curriculum meets the educational and wellbeing needs of our children and reflect on ways to improve children's learning and development and are supported by a team of highly qualified professionals. Our educational leader and early childhood teachers guide our educators in providing quality, research based educational programs.

Our educators take into account children's learning styles, abilities, interests, linguistic and cultural diversity and family circumstances when planning and implementing learning programs. We support and respect the history and backgrounds of Aboriginal and Torres Strait Islander people and aim to foster each child's sense of identity.

All staff are encouraged and supported to attend professional training and development to further their knowledge and skills.

All staff hold valid Working with Children Checks (WWCC) and all responsible persons (placed in charge of the day-to-day running of the Service) have current approved first aid, CPR, emergency asthma and anaphylaxis qualifications.

For further details on the qualifications of the educators, please see our nominated supervisor.

07 NATIONAL QUALITY FRAMEWORK

Our Service complies with the Australian Government's National Quality Framework (NQF) which consists of the legislative framework of the Education and Care Services National Law, Education and Care Services National Regulations, the National Quality Standard (NQS) and a rigorous assessment and rating system. Our educational program and curriculum are based on the Australian Early Years Learning Framework (EYLF) V2.0

We regularly self-assess our practices against the NQS and strive for continuous improvement through our Quality Improvement Plan (QIP). The QIP assists our Service to identify quality aspects of care we are already providing and assists in developing future goals for further improvement. Families are welcome to provide feedback and suggestions for improvement. Additional information about the NQF can be found at ACECQA/NQF/about.

08 EDUCATION STANDARD BOARD

The Education and Early Childhood Services (Registration and Standards) Board, now known as the Education Standards Board (the Board), was established in 2012 in accordance with the Education and Early Childhood Services (Registration and Standards) Act 2011 (Act).

The Board is an independent statutory authority responsible for the registration and regulation of early childhood services and registration of schools for domestic and overseas students. This work is carried out to ensure high-quality education services and high standards of competence and conduct by providers.

The Board's priority is to minimise any risks to the safety, health and wellbeing of children. We respond with regulatory action that is responsive and proportionate to the risks and harms being addressed.

To contact our regulatory authority, please refer to the contact details below:

- Email educationstandardsboard@sa.gov.au

- Phone
- Education Standards Board
- Toll free 1800 882 4138

09 EDUCATOR TO CHILD RATIOS (SA)

We comply with the National Regulations for educator to child ratios across our Service to ensure adequate supervision is provided for all children. Ratios are calculated across the Service (not by individual rooms). This provides us with flexibility to respond to children's interests and needs at different times during the day.

AGE OF CHILDREN:	EDUCATOR TO CHILD RATIOS:
Birth to 24 months	1:4
Over 24 months and less than 36 months	1:5
36 months up to and including preschool age	1:10

10 EDUCATIONAL PROGRAM

We are committed to providing a developmental and educational program which caters for each child's individual needs, abilities and interests. Our educational program is delivered through an intentional, play-based pedagogy aligned to the Early Years Learning Framework (EYLF) V2.0. Our program continues to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

We encourage children to be responsible for their own learning through choices in experiences, interests and routine. We use conversations, actions and play as the basis for teaching which involves the children being partners in teaching by seeking out ideas, opinions, thoughts and questions. We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest-based projects to further enhance their learning and knowledge. We value children and family input and encourage family involvement in order to gather a comprehensive and holistic view of the child.

We know that children learn effectively through play and educators who are diligent in their responsiveness to each child support this. Applying strong intentional teaching practices provide the children with an authentic and meaningful learning environment that challenges, supports and nurtures a child's development.

If we, as educators, have any areas of concern about your child's development, we will inform you and share our observations and advise of follow up assistance e.g. speech therapy. We understand this may be a sensitive topic and it is always your decision to follow up intervention. Educators are willing to discuss any aspect of learning and development with parents/guardians and support discussions with allied health professionals.

11 EARLY YEARS LEARNING FRAMEWORK (EYLF)

The Early Years Learning Framework (EYLF) V2.0 guides early childhood educators, early childhood teachers and approved providers to inform educational programs and practices that emphasise play-based learning and extend and enrich children's learning and wellbeing from birth to 5 years and through the transition to school.

The vision of the EYLF is:

All children engage in learning that promotes confident and creative individuals and successful lifelong learners. All children are active and informed members of their communities with knowledge of Aboriginal and Torres Strait Islander perspectives. (EYLF, V2.0, p.6).

Fundamental to the EYLF is a view of children's lives as characterised by belonging, being and becoming.

From before birth, children are connected to family, community, culture and place. Their earliest development and learning take place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

BELONGING

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Children belong to diverse families, neighbourhoods, local and global communities. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, trusting relationships and affirming experiences are crucial to a sense of belonging. Belonging is central to being and becoming in that it shapes who children are and who they can become.

BEING

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the present, as well as the past in children's lives. It is about children knowing themselves, developing their identity, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about children being in the here and now.

BECOMING

Children's identities, knowledge, understandings, dispositions, capabilities, skills and relationships change during childhood. They are shaped by different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as children learn and grow. It emphasises the collaboration of educators, families and children to support and enhance children's connections and capabilities, and for children to actively participate as citizens.

(EYLF. 2022. V.2.0. p.6)

The diversity in family and community life in Australia means that children experience belonging, being and becoming in many ways. They bring their diverse experiences, home languages, perspectives expectations and

cultural ways of knowing, being and doing to their learning. Educators understand, respect and work with each child's unique qualities and capabilities. (EYLF. 2022. V.2.0. p.8).

Children's learning, development and wellbeing are communicated through 5 Learning Outcomes.

- a strong sense of identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning
- effective communication skills

12 Service Goals

Service Goals



For Children

- Provide a safe, inclusive, and nurturing environment where all children feel a strong sense of belonging, respect, and wellbeing.
- Deliver high-quality, play-based learning experiences that support children's development across all learning areas and encourage curiosity, creativity, and exploration.
- Support children to become confident, capable learners by developing life skills such as problem-solving, decision-making, and the ability to assess and manage risk in a safe and supportive way.
- Respect and celebrate cultural diversity, including Aboriginal and Torres Strait Islander cultures, ensuring all children feel valued, respected, and included.
- Encourage children to express their thoughts, feelings, and ideas confidently, fostering self-esteem, independence, and respectful communication.
- Promote children's connection to nature and the environment through meaningful outdoor and nature-based learning experiences.

For Families

- Build strong, respectful, and collaborative partnerships with families to support each child's learning, development, and wellbeing.
- Encourage open communication, shared decision-making, and active family participation in the centre program.
- Ensure families feel welcomed, respected, included, and valued as part of our centre community.
- Work closely with families and local communities to strengthen children's sense of belonging and connection to the world around them.

For Educators

- Support a positive, respectful, and collaborative workplace culture that values wellbeing, teamwork, and reflection.
- Encourage ongoing professional development, further study, and training to ensure high-quality early childhood practice.
- Empower educators to guide children's learning through play-based experiences and to support children in developing independence and life skills.
- Promote reflective practice to continuously improve teaching, learning, and outcomes for children.
- Foster educator wellbeing by maintaining a supportive environment where staff feel valued, respected, and heard.

13 DOCUMENTATION OF LEARNING/ PORTFOLIOS

Educators observe children and facilitate their learning to provide each child with a personal, confidential digital/hard copy portfolio by documenting their learning throughout the year.

Our Service uses a variety of documentation to demonstrate learning which may include:

- your child's profile
- goals from families and educators
- observations- learning stories, captioned photos
- objectives for further development
- work samples- drawings, photos, recorded video
- checklists and transition statements.

The individual child's portfolio is maintained and used as a direct tool for evaluation and future planning within the Service's program. This makes the program reflect the value of individuality and is not used as a means of comparison between peers or stereotypes.

14 COMMUNICATION

We work in partnership with you and your family. We support and encourage communication with your child's educators about your child's unique needs and their general enjoyment of their day at our Service.

Everybody has a preferred time and method of communication. Sometimes, mornings and afternoons can be a little rushed, and not the best time to discuss your child's progress. You are encouraged to talk to our nominated supervisor to arrange to meet your child's educator at a mutually convenient time.

Our Service uses Xplor playground to provide real time updates about your child.

We have many types of communication we use for families, including:

- newsletters
- phone calls
- emails
- letters
- face to face
- daily floor books
- family weekend forms
- mid-year and end-of-year interviews
- formal meetings

15 ENROLMENT INFORMATION

Prior to your child commencing at our Service, you'll be required to complete an enrolment form, provide documentation.

ENROLMENT FORM

If you require assistance completing the enrolment form, please contact our nominated supervisor or reception staff for assistance.

We will require the following documentation:

- your child's Medicare number (if available)
- completed medical condition documentation, as required
- certified copies of any court order, parenting orders or parenting plans
- an immunisation history statement from the Australian Immunisation Register (This must show that your child is up to date with vaccinations for their age OR your child is on a recognised vaccine catch up schedule OR has a medical condition preventing them from being fully vaccinated)

Enrolment records will be required to be updated annually or whenever your circumstances change

16 FAMILY LAW AND ACCESS

We request that management is kept up to date with any parenting court orders or parenting agreements under Family Law if applicable. Our Service will uphold any responsibilities or obligations in relation to Family Law and access to the Service. We require certified copies of any court order, parenting orders or parenting plans, relating to your child as part of the required enrolment documentation and request that if situations change, a copy of the court order is provided to our Service. We will only allow children to leave the Service with the written permission of the custodial parent/guardian. Without a court order we cannot stop a parent collecting a child.

The approved provider will ensure that any child related documents containing personal information about individuals will only be disclosed with written consent. Individuals may withdraw their consent in writing before any information is disclosed.

All documentation relating to custody and access are held and maintained securely in accordance with our Record Keeping and Retention Policy.

17 INCLUSION OF ALL CHILDREN

If your child has a disability or requires additional support, please speak to our nominated supervisor prior to enrolment. We provide a supportive and inclusive environment that allows each child to fully participate in quality education and care.

We aim to develop and sustain supportive relationships with families and encourage discussions about how we can support your child to have equitable access to resources and participation. If your child has a National

Disability Insurance Scheme (NDIS) package, we may need your consent to make contact with Services and/or therapists who are working with your child to seek information regarding their learning plan to support continuity of learning.

Our Service may be able to apply for additional support through the Inclusion Support Program (ISP) to assist your child's access.

18 AUTHORISED NOMINEES

You will be requested to provide information about authorised nominees on your child's enrolment form. These are persons that you provide permission to:

- collect your child from the Service
- provide authorisation for medical treatment for your child from a medical practitioner, hospital or ambulance service
- provide authorisation for the transportation of your child by an ambulance service
- provide authorisation to go on an excursion.

Please understand that it is essential we have up-to-date information on your child's enrolment record in case of an emergency. It is important that you notify the nominated supervisor (or responsible person) of any changes to enrolment information including:

- your residential address
- health of your child
- telephone/mobile phone numbers
- contact details for any parent or authorised nominee
- family changes (parenting orders)
- emergency contact information details etc.

19 AUTHORISATIONS

The enrolment form will include additional authorisations for our Service to seek medical treatment and emergency transportation for your child, if required. Authorisations will also be requested for application of sun cream and permission to administer paracetamol in the event of a high fever.

Parents must also provide the name, address and contact details of any person authorised to authorise our Service to transport your child or arrange transportation for your child. This may be for authorisation for your child to go on an excursion and/or for your child to be transported by our Service.

20 PHOTOGRAPHS/SOCIAL MEDIA/PROMOTION

As part of the enrolment process, we will ask for your authorisation to take images and video of your child during normal activities and excursions. Images and video may be used as part of our observation and

programming process and shared with our Service app Xplor playground. Images and video may also be shared with our parent community through social media and/or to promote our Service to the community through marketing and promotional materials.

This authorisation can be withdrawn at any time by providing a written request to the nominated supervisor. Images and videos will be stored securely at the Service and access available to authorised personal only. They will be deleted and destroyed when no longer required, or if retained for compliance purposes, kept for a period of 3 years after the child's last day of attendance.

Our Service adopts and aligns with legislative requirements for taking images or videos of children and ensures that only Service issued approved devices are used to take images or video of children. We have strict protocols for appropriate storage of images and video.

Families are asked to respect that staff are not allowed to share information on any other children, families or staff members and staff are encouraged to not join any family's social media.

21 MEDICAL CONDITIONS- ALLERGIES, ASTHMA, DIABETES OR EPILEPSY

It is vital that we are aware of any medical condition including diabetes, epilepsy, allergies, eczema, asthma, risks of anaphylaxis of your child including any potential triggers. Families are required to indicate any medical condition, allergy or asthma on the enrolment form.

Our Service requires a medical management plan or ASCIA Asthma/Anaphylaxis Action Plan to be completed by your general practitioner to assist in managing your child's needs. This must be provided prior to your child's commencement at the Service. In consultation with the nominated supervisor, you will be asked to develop a risk minimisation plan and communication plan to assist our educators and staff. Any prescribed medication that your child may require must be provided each day they attend our Service.

To ensure the safety and wellbeing of your child, please update your child's medical management plan/ action plan every 12 months or whenever a change in their medication or treatment occurs. (Australasian Society of Clinical Immunology and Allergy) (ASCIA).

22 CHILD CARE SUBSIDY (CCS)

We remind families that there are some compliance areas that the Service has no influence over such as Child Care Subsidy (CCS), and timing of payments to the Service and your account. When families enrol their child into our Service, it is the family's responsibility to provide us with the required information to receive CCS. This includes the correct Customer Reference Number (CRN) and date of birth of the child and parent/guardian who is claiming CCS payments for the child, so we can confirm the attendance and ensure that you are receiving the appropriate subsidy.

Child Care Subsidy offers assistance to families to help with the cost of child care aged 0-13 years. There are 3 factors that will determine a family's level of CCS, which include:

- Combined annual family income
- Activity test – the activity level of both parents

- Service type – type of child care Service and whether the child attends school

Families who wish to receive CCS as reduced fees must apply through the MyGov website. This includes completing the CCS activity test. Child Care Subsidy is paid directly to our Service to be passed on to families as a fee reduction. Families will contribute to their childcare fees and pay the difference between the fee charged by our Service and the subsidy amount received. This is called the 'gap fee'.

Families are required to advise Centrelink of any changes to circumstances within 14 days to avoid a debt. Changes to circumstances may impact CCS payments. Should you wish to raise concerns regarding the management of CCS, please speak to the nominated supervisor as soon as possible.

Families can raise concerns regarding management of the Child Care Subsidy to the Department of Education via the Online contact form. Additionally, information about any potential breach of Child Care Subsidy can be reported anonymously by submitting an online report directly to the Department of Education. For more information visit the Department of Education website: Reporting fraud via a tip-off.

23 COMPLYING WRITTEN AGREEMENT (CWA)

A Complying Written Agreement (CWA) is an agreement between our Service and a parent or guardian to provide childcare in exchange for fees. The CWA includes information about your child's enrolment including your child's full name and date of birth, the date the arrangement is effective from, session details and details of the fees to be charged. Before Child Care Subsidy can be paid, you must confirm the enrolment information via the MyGov website.

24 ABSENCES

We encourage families to notify the Service as soon as possible if your child will be absent for any day or session you have booked. It is recommended that absences are notified to the Service by email or through our app.

Child Care Subsidy will be paid for any absence from an approved early childhood Service your child attends for up to 42 days per child per financial year. Full fees are payable for absences after the initial 42 days. Additional absences beyond 42 days may be approved for specific reasons with supporting documentation. Please talk to the nominated supervisor about additional absences.

You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your Centrelink online account. You can also do this using the Xplor Home Families mobile app.

Our Service charges fees for public holidays. CCS may be paid for sessions that fall on public holidays. Public holidays will be counted as an absence if your child would normally have attended the Service on that weekday, and fees have been charged for that day for your child. If your child has not attended our Service for 6 continuous weeks, your child's enrolment will be cancelled, and Centrelink will stop paying your CCS subsidy. If the Service is required to close due to periods of local emergency such as bushfire or flood or a pandemic, gap fees will be charged.

Child Care Subsidy (CCS) is generally not payable for absences on the first or last days of enrolment. If a child is due to start enrolment on a set date and does not attend, CCS will not be paid until the child physically attends.

Also, if the child does not attend care on their last booked day, CCS may not be paid for any period after the child's last physical attendance at the service. There are some circumstances where CCS may be paid in these situations, please speak with the nominated supervisor for further information.

25 WITHDRAWAL FROM CARE/REDUCING ENROLMENT DAYS

We require 4 weeks written notice to withdraw and/or reduce enrolment days for your child/ren from any permanent booking. Please see the nominated supervisor to obtain the required form to complete.

Children are not able to attract CCS for any days after the last day your child physically attends our Service. There are some circumstances where CCS can be paid after the last day your child physically attends with an approved reason.

26 PERMANENT AND CASUAL BOOKINGS

Permanent bookings are an ongoing booking that:

- remains the same from one week to the next
- must remain unchanged for a minimum of 3 weeks
- are chargeable regardless of attendance.

Casual bookings are one off booking that:

- can be booked at the last minute for emergency care. This is provided that we have vacancies. If there is no vacancy, we will put your child on a casual waiting list and will contact you if a vacancy becomes available
- are designed to support families taking on casual work and shift work
- can be cancelled at no cost, provided 24-hour notice via email is given.

27 WAITING LIST

Casual waiting list: We will create a casual waiting list for casual bookings that have been requested for a session that we are at capacity. If positions become available, we will allocate them in order of application whilst adhering to recommendations of Priority of Access.

Permanent waiting list: If you would like to increase your child/ren's permanent sessions but there are no permanent vacancies, your child/ren will be placed on a waiting list until a position becomes available. Positions will be allocated in order of application, whilst adhering to our Priority of Access process.

28 PRIORITY OF ACCESS

Our Service aims to assist families who are most in need and may prioritise filling vacancies with children who are:



- at risk of serious abuse or neglect
- a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment.

29 SERVICE POLICIES AND PROCEDURES

You will find a copy of our Service policies and procedures at front counter. We expect our staff and families to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the NQF and Family Assistance Law.

Educators cannot make exceptions for individuals unless the nominated supervisor or management do so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures adhere to the needs of our families and meet required regulations. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.

30 FAMILY CONDUCT GUIDELINES

The Family Conduct Guidelines work in conjunction with our Service's Enrolment Policy, Dealing with Complaints Policy, Privacy and Confidentiality Policy, and the ECA Code of Ethics.

The Family Conduct Guidelines are in place to emphasize commitment and ethical responsibilities each family adopts when enrolling their child/ren. If parents or family members are consistently in breach of these guidelines and following an evaluation by the nominated supervisor and/or the approved provider, any related enrolment/s may be at risk of being terminated.

Families and educators are expected to communicate openly, respectfully and collaboratively, sharing relevant information to support each child's development and learning while adopting qualities such as honesty, inclusivity and confidentiality. We encourage families to arrange a time away from the learning environment for in-depth discussions, where the educator can give families their full attention and make decisions that have been given careful consideration. All stakeholders are expected to show respect toward educators, children, and families, model appropriate behaviour in all interactions, and understand that any threatening conduct may result in Police involvement.

To maintain confidentiality, families and staff are responsible for protecting personal information and refraining from sharing sensitive details or photos on social media. If you have a complaint or grievance, contact your child's educator to arrange a suitable time to discuss the issue or complete a 'Complaints/Grievance Form', forms can be returned to the Service in person or via email. Management will uphold confidentiality unless the complaint involves a notifiable incident, in which case the regulatory authority will be informed as required.

31 ORIENTATION

Orientation is an important start for your child and family to connect to our Service. We encourage each child to attend our Service in the company of a family member before they start their first day with us. This gives you and your child the opportunity to gain an understanding of our program, the layout of the room, where to put your child's belongings, provide educators with additional information about your child and how we can best support their transition and settling in period. The nominated supervisor will contact you to arrange suitable times and days for visits.

If your child is reluctant to attend, please discuss this with their assigned educator so that they can develop strategies with you to support the transition from home to the Service.

You are NOT allow to take photos in our environment to show and discuss at home with anyone.

32 ARRIVAL AND DEPARTURE

Each day, you must sign your child in upon arrival and sign out upon departure and note the date and times. We are required by legislation to maintain our attendance record at all times. This record may be used in the event of an emergency situation at the Service.

Our staff have a duty of care to your child and will only allow your child to be released into the care of either a parent, guardian or an authorised nominee as listed on your child's enrolment record. If your child needs to be collected by another person for some reason, an authority to collect form must be provided in writing to the nominated supervisor. Our staff may ask to view photo identification of the adult collecting your child from care to confirm their identity.

33 THE FIRST DAY/WEEK

The first day in a new Service is a big step for you and your child. Please don't be alarmed if your child experiences some separation anxiety. This is normal and our experienced educators will assist you and your child through this transition period. There may be tears and extra tight hugs when saying goodbye for the first few weeks but there are always cuddles, reassurance and genuine care from educators for both the children and their families. Sometimes this experience is upsetting more so for the family, not the child. We understand this and offer support through phone calls during the day, photos and open communication.

34 SAYING GOODBYE

What works best is a set routine so try to establish the care routine from the orientation process. Being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Rest assured; we'll contact you if your child becomes distressed.

35 WHAT YOU NEED TO BRING

BAG/BACKPACK

For independence, we work towards all children being able to recognise and open their own bag or backpack. You can help by allowing them to be involved in selecting their bag and taking ownership of it. Please ensure it is large enough to hold all their belongings and is clearly labelled.

SPARE CLOTHING

Every now and then, accidents occur, and it may be necessary for your child to get changed into a fresh set of clothes. Please include a complete change of clothes every day which can stay in your child's bag... just in case!

DRINK BOTTLE

A labelled drink bottle is required every day for water. Children are able to refill their drink bottle, when necessary, throughout the day. We always provide water and cups, but a drink bottle is a great start to school readiness.

These items will remain in your child's lunch box for home time. A healthy lunch box environment is a group effort by all families and staff.

36 MEALS

Our Service promotes healthy eating habits and provides delicious and nutritious food for your child each day. We provide a nutritionally balanced breakfast, morning tea, lunch, afternoon tea and supper. We follow the Australian Dietary Guidelines to ensure our meals are prepared to meet the dietary requirements for all children. Our menu is carefully planned and prepared by a qualified cook.

We cater for the dietary requirements of all children enrolled at our Service. Please discuss your child's special requirements, allergies and any other medical conditions with the nominated supervisor.

37 BREASTFEEDING AND FORMULA

We are a breastfeeding friendly service. Mothers who are breastfeeding are welcome to attend the Service during the day to feed their infant. We have a private, clean and quiet area for mothers to breastfeed their infants or express breastmilk.

Families that are breastfeeding should speak to the nominated supervisor or responsible person to be aware of our policies on storing and serving breast milk.

Families that are formula feeding should also consult our nominated supervisor or responsible person to be aware on how we need the formula prepared and stored. Regular communication is encouraged to ensure your infant's needs are met as they grow. Please refer to our Breastfeeding Policy and Bottle Safety & Preparation Policy.

38 CLOTHING

It is helpful to your child if they are dressed in non-restrictive, serviceable and easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes need to allow children freedom to run, climb, hop and jump as well as being easy for the child to take off and put on by themselves. Joggers and sandals are appropriate shoes to wear.

Thongs, slippers and gumboots are not suitable, and we prefer that these are NOT worn to the Service. Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves (no midriff tops) and hats that are broad brimmed are essential for effective sun safety.

39 TOYS

The Service has an abundance of developmentally appropriate toys and equipment available, and we ask that children do not bring in toys from home. This eliminates toys getting lost, broken, disappointment for other children and responsibility on educators to track numerous toys throughout the day.

40 BEHAVIOUR GUIDANCE

We encourage children to engage in cooperative and pro-social behaviour. We give children the opportunity to self-regulate their behaviours during play to develop their confidence and self-esteem.

Educators follow a Behaviour Guidance Policy that extends across the whole Service giving consistency of expectation in all rooms. We use a positive approach to guiding children's behaviour to help them develop a respect for others, for property and respect for self. Inappropriate discipline towards any child is strictly prohibited at the Service and will not be used under any circumstances.

Educators will identify and implement strategies to guide and support children's behaviour and develop individual behaviour guidance plans as required, however the Service may review a child's enrolment status if their behaviour poses a risk to themselves, others, or continues despite the use of supportive strategies and collaboration with the family. If you require further information on this policy, please ask educators and refer to our Policy manual.

41 WELLBEING

Wellbeing is more than just feeling happy, it is about our overall health- physical, social, emotional and mental. We provide opportunities for your child to develop a strong sense of wellbeing through dance, movement, yoga, mindfulness, music and relaxation.

42 PHYSICAL PLAY

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning and wellbeing. We feel physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experience on a daily occurrence for them to challenge their large and small muscles, allowing them to gain increasing control over their bodies as they learn the importance of physical play.

Physical play provides children with the opportunity to:

- develop strong bones and muscles
- improve strength and balance
- develop flexibility and coordination
- develop fundamental movement skills
- develop spatial awareness
- develop mathematical concepts
- be confident as they learn to control their bodies and understand their limits
- learn to cooperate and share with others
- promote healthy growth and development.

43 REST AND SLEEP

Rest and sleep routines vary according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide cots and beds for children and play soft music in the background. Your child may wish to bring a security item to have at rest time. Please feel free to discuss your child's rest or sleep needs with educators. Each day we provide information about the times your child rested or slept. Quiet activities, such as puzzles and books are available for those children who do not sleep.

44 SUSTAINABILITY

Our Service is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure and teaching. Further, we support children to appreciate that sustainability embraces social and economic sustainability as we engage in concepts of social justice, fairness, sharing, democracy and citizenship.

In order to empower our sustainability program, we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, developing an appreciation of the natural world, encouraging them to participate in a recycling program and reducing energy and conserving water. We aim to provide children with the skills and knowledge required to take an active role in caring for the environment and to think about ways they can contribute to a sustainable future.

45 BIRTHDAYS

It is very exciting for a child to be having a birthday. If a cake is required for a child's birthday it is recommended to order from our centre as this reduces the major allergy risks and helps us to provide a hygienic celebration.

46 SUN SAFETY

We work with the National SunSmart Early Childhood Program to ensure children's health and safety is maintained at all times. We use a combination of sun protection measures whenever the UV Index Levels are predicted to reach 3 or above. We monitor the UV index levels daily and schedule outdoor activities when levels are safe. Our outdoor environment provides shade for play experiences, and we conduct regular risk assessments to ensure the play space and equipment is safe for children. We complete daily playground surface temperature checks during summer months or extreme hot weather to check for potential hazards.

Children and educators must wear hats and appropriate clothing, including footwear, when outside. Educators will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (SPF50+ broad-spectrum water resistant), which is reapplied according to the manufacturer's recommendations. We ask that children come to the Service with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application. Consent to apply sunscreen is included in our enrolment form.

47 FAMILY INVOLVEMENT

We welcome and encourage the involvement of all parents/families at our Service. Your ideas, experiences and skills are greatly valued and will enable us to extend each child's interests, abilities and knowledge. There are many ways for your family to be involved. We understand that our busy lives can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

YOUR HOME CULTURE

We aim to foster relationships among families and community and invite you to share aspects of your culture, history, language and celebrations with our Service. Your involvement greatly assists us to enrich the lives of all our families and children.

RECYCLABLE ITEMS

We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes (not toilet or egg or milk because of hygiene and allergy issues) paper or anything interesting from your work is much appreciated.

SPECIAL EVENTS

Our Service organises special events throughout the year. We will communicate these to families in a timely manner. We encourage parent input in all aspects of these events. Some of these include fundraising, celebrations and information sessions.

SUGGESTIONS

Parents/guardians are welcome to visit or call the Service at any time. If you have any suggestions or ideas on how we best can work together in the Service, please let us know.

If you have any concerns, please see your child's educator or the nominated supervisor. We have a grievance/complaints procedure if you would like to formally raise any concerns.

48 COMMUNITY INFORMATION

We have a community notice board at the entry to our Service. This board is used to display relevant programs, menus, notices, updates and reminders for children and families. Please ensure you check this on a regular basis.

Our staff can also provide information for families about a range of topics including early intervention; supported playgroups; CCS; Aboriginal Child and Family centres; health clinics.

49 HEALTH AND HYGIENE

Our Service has effective and systematic risk management systems in place to identify any possible risk of hazards to our learning environment and practices.

All staff diligently practice and model personal hygiene measures such as hand washing, cough and sneeze etiquette and disposal of tissues. We request that all children and visitors to our Service wash their hands or use the alcohol-based hand sanitiser upon arrival.

Our educators teach and model correct hand-washing techniques to children and regularly clean and disinfect high touch objects throughout the Service to reduce the spread of infection.

50 WHEN SHOULD I NOT SEND MY CHILD TO THE SERVICE?

Please monitor your child's health and do not bring your child to the Service if they are suffering from an infectious disease/illness or are generally unwell.

To minimise the spread of infections and diseases, and maintain a healthy environment for all children, educators and staff, we implement recommendations developed by the National Health and Medical Research Council (NHMRC)- Staying healthy: Preventing infectious diseases in early childhood education and care services, 6th Edition. Our policies and procedures for Dealing with Infectious Diseases is available for all families to view.

Our Service is a busy and demanding place for the bodies and minds of our children. We are not equipped to care for sick children; however, we will do everything we can to comfort a child who has become sick whilst in our care.

If your child becomes ill whilst at the Service, we will contact you or an authorised nominee to collect your child within a 30-minute time frame where possible. If your child is unable to be collected, educators will contact the child's emergency contact for collection. When your child is collected, you will be provided with an

Injury, Incident, Trauma and Illness Record completed by the educator, which includes information about your child's illness, their symptoms, general behaviour and any action taken. You will be requested to sign and acknowledge the details in this record.

Children who are on antibiotics are to be kept away from the Service for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease. If your child has been had diarrhoea and/or vomiting, they will be excluded until there has not been any diarrhoea or vomiting for at least 24 hours. For certain illnesses, a medical clearance certificate may be required before your child returns.

51 INFECTIOUS DISEASES

The National Health and Medical Research Council have supplied the following information regarding minimum exclusion period for children from an early childhood education and care service. Please inform staff if your child has any of the following infectious diseases so that we can notify the Public Health Unit and other families of any infectious disease/illness. (Confidentiality is always maintained).

Exclusion for common or concerning conditions (Australian Government, National Health and Medical Research Council, Staying Healthy 6th Edition 2024)

52 IMMUNISATION

The Public Health Act 2010 requires all families to provide an Immunisation History Statement from the Australian Immunisation Register (AIR) for their child prior to enrolment in an early childhood education and care Service. The immunisation history statement must show that each enrolled child is up to date with immunisations for their age. The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Immunisation Register (AIR).

In the case of an outbreak of any vaccine preventable disease, management will contact families as soon as possible. We ask that families immediately inform our Service if someone in their family is diagnosed with an infectious disease to help minimise the risk to other children, families and educators. If your child is not fully immunised and an outbreak of a vaccine preventable disease occurs at the Service, your child will be considered as not being immunised and will not be able to attend the Service.

We are legally required to notify the Public Health Unit of any cases of vaccine preventable diseases occurring at our Service. For an up-to-date immunisation schedule, please refer to your enrolment pack.

53 MEDICATION

If your child requires medication whilst at our Service, you must complete an Administration of Medication Record to give your consent for an educator to administer prescribed medication to your child. Medication must be given directly to an educator for appropriate safe storage.

Educators can only administer medication that is:



- prescribed by a registered medical practitioner (with instructions attached to the medication or in written form from the medical practitioner)
- in its original packaging and have the original label clearly showing your child's name
- before the expiry/use by date.

Any child's prescribed medication such as asthma inhalers, adrenaline auto injectors (EpiPen®) or Insulin (for diabetes), must accompany the child each day to our Service or parents ensure our Service has adequate supplies of the required medication at all times.

Upon collection of your child at the end of the day, you or an authorised person will be requested to sign the Administration of Medication Form.

54 INCIDENTS, INJURY OR TRAUMA

We aim to minimise the risk of accidents and injury as much as possible however, through play, exploration and adventure, children sometimes have accidents. We always have an educator with a first aid, emergency asthma, anaphylaxis management and CPR qualification on shift at all times we provide education and care to children. First aid kits are located throughout the Service.

Parents or authorised nominees will be notified of all occurrences or alleged occurrences of incidents, injuries, trauma or illnesses, and asked to acknowledge and sign an Incident, Injury, Trauma and Illness Record within 24 hours. In the event of a minor injury, first aid will be provided as required. If your child injures their head, even if it is a small bump, you will be contacted by phone to advise of the injury. Our educators will continue to monitor your child closely and advise if you should come and collect them, if emergency medical treatment is required following a head injury, educators will contact emergency services.

If an injury or incident is serious and we believe urgent medical attention is required, the nominated supervisor/responsible person will contact an ambulance immediately. We will attempt to contact a parent/guardian or an authorised nominee to advise of the situation. If you are unable to meet the ambulance at the Service, we will send one of our educators/staff members to accompany your child in the ambulance. Please note that the cost of Ambulance cover is the responsibility of each family.

An Incident, Injury, Trauma and Illness Record will be completed, and a parent will be required to acknowledge and sign this record within 24 hours. A copy of any documentation from the hospital or treating doctor will also be requested. Our Service will also be required to notify the regulatory authority in the event of any serious incident or injury. In these circumstances, you may be contacted by our approved provider and the regulatory authority to follow up the incident and actions taken by our Service.

55 SAFETY IN OUR SERVICE

EMERGENCY AND EVACUATION PROCEDURES

Our Service conducts risk assessments regularly and develops emergency management plans for a range of possible hazards. Throughout the year we follow our policies and procedures to carry out emergency and evacuation rehearsals. These may occur at any given time throughout the day and week to ensure all children know what to do in case of an emergency.

Emergency and evacuation rehearsals are carried out in a well-organised and orderly manner and will simulate a range of possible emergency situations such as fire (bush fire), lock down or flood. Under regulations, we are required to practice emergency and evacuation rehearsals every three months. Parent/guardian authorisation will be obtained for emergency evacuation rehearsals which require children to leave the Service premises to our secondary evacuation point.

Educators are trained to use fire safety equipment located within the Service. An emergency evacuation plan and lock down procedure are displayed in every room and exit locations are clearly indicated. Educators will follow the instructions of emergency services and the regulatory authority in times of emergencies.

56 DROP OFF AND PICK UP TIME

Early childhood education and care Services are busy places especially during the morning drop off and afternoon pickup. We ask that parents be extremely mindful of danger when arriving and departing from our Service.

- Please always hold your child's hand in the carpark area
- Be alert of reversing drivers in the car park as it is very difficult to see small children
- Use the kerbside, rear passenger door when getting your child into and out of their restraint
- Never leave a child or infant in the car unattended
- Never leave the front entry door/gate open
- Always do a visual check around your vehicle before driving
- Please ensure children do not enter areas in the Service that are for adults/staff only.

57 WORKPLACE HEALTH AND SAFETY

We are committed in providing an environment that is safe and healthy for every employee, volunteer, child, family and visitor. We have made every reasonable effort to minimise the risk of serious injury and request all persons to our Service to adhere to our policies regarding workplace health and safety.

Each morning, our educators conduct daily safety checks of the indoor and outdoor environment and will alert management of any potential risk or hazard to children to ensure this is rectified before children use the equipment or area.

We welcome all feedback regarding the safety of our Service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general work health and safety issues, please contact the nominated supervisor immediately.

58 SOCIAL MEDIA

We use social media to communicate, share information and celebrate what is happening in our Service with enrolled families and our Service community.

We promote the safety and wellbeing of all children and are committed to ensure safe online environments when engaging in digital technology including social media. Our social media accounts are managed by the nominated supervisor, and we set the highest level of privacy and security settings on the accounts. Content is regularly scanned, and any offensive language or comments removed immediately, and these users blocked.

Photographs of your child will only be added if written authorisation has been provided. We maintain appropriate privacy of families, children and educators by not publishing any personal information online. Stay connected and find us on Treehouse Facebook.

59 **PRIVACY AND CONFIDENTIALITY**

We are committed to protecting the privacy and confidentiality of children, individuals and families and have policies in place to ensure strict confidentiality is maintained.

Information, including personal information (addresses, telephone numbers, email addresses) will not be disclosed to any individual without obtaining prior written permission of the respective person, including educators, staff, family members and parents. Families must ensure they do not share data or personal information of other family members, children or staff members from the Service with anyone, including other families of the same Service. See Privacy and Confidentiality Policy.

All families are not to use or share images obtained from the Service, via the Service's app, Facebook pages or other format. Families are not to share photographs taken during special events for publishing on any social media or for sharing in any format.

Families are asked to respect that staff are prohibited to share information about other children, families or staff members without expressed written consent to whom the information relates to. Additionally, families are not to connect with staff on social media platforms except the regulated Service's private Facebook page.

To plan programs for your child/ren, we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. (This may include Child Information Sharing Scheme or Family Violence Information Sharing Schemes in our state/territory).

We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time or request a copy of information in the file.

Our Privacy and Confidentiality Policy is available to view at any time. This policy sets out how we ensure our Service acts in accordance with the requirements of the Australian Privacy Principles and the Privacy Act 1988. We ensure all personal information is protected, records and documents are maintained and stored in accordance with National Regulations and that all staff understand the requirements of the Notifiable Data Breaches (NDB) scheme. Any Privacy complaints will be managed promptly and in a consistent manner as outlined in our Dealing with Complaints Policy.

Our Service is required to keep and maintain detailed records about children, parents and staff in accordance with relative legislation contained in the NQF and Family Assistance Law. We ensure all records are stored in a secure and locked location. We must keep records for the prescribed periods of times as legislated related to



child enrolment, attendance, medication records, incident, injury, trauma and illness records, child assessments and any relevant legal information/documents. Full details about record keeping are available in our Record Keeping and Retention Policy.

Please list what skills talents, interest and culture that you and your family (not forgetting grandparents) are able to share with the Service.

60 PRIVACY STATEMENT

Our Service will not use personal information for any purpose that is not reasonably required for the appropriate or effective operation of the Service. The privacy of all information provided is paramount, which we as a Service, will protect at all times.

Personal information gathered by the Service may be accessed by and exchanged with staff educating and caring for a child, by administrative staff or for legal requirements. Personal information collected may include, medical information, income and financial details, contact information, children's developmental records, legal information, employment/martial information, qualifications, staff entitlements and information required under NQF legislation.

We may disclose personal information where we are permitted or obligated to do by Australian law. This may include

- Government employees
- Authorised officers during assessment and rating
- Software companies that provide computer based educational programs which use children's personal information
- Lawyers in relation to a legal claim
- Debt collection agency where fees are outstanding
- Officers carrying out an external dispute resolution process
- Protecting individuals from serious misconduct or to prevent a serious threat to a life, health or safety.

Personal information is stored in a safe and secure manner, using locked filing cabinets or password protected database and computer. Information is backed up electronically and stored securely. Hard copy information is stored securely at the Service and archived in accordance with regulatory requirements when no longer needed.

Our Service will gather written authorisation prior to disclosing personal information. This may include, displaying medical plans or early intervention services.

We are committed to safeguarding and protecting the privacy of personal information and adhere to the Australian Privacy Principles. By providing our service with personal information, you consent to the collection, storage and use of personal information in the ways described in our policy and collection statement.