

Hampton Park Community House

Auspiced by Hampton Park Care Group Inc. A587

16-20 Stuart Avenue
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2018



**Occasional Care
Information for Parents**

EVACUATION PROCEDURES

Evacuation procedures are displayed in each room and will be implemented in the event of any emergency in the Community House. If you hear the alarm while in the House, please follow these procedures carefully and follow directions of Person in Charge.

Children will be evacuated to the Anzac Memorial beside the Hampton Park Community House. We shall await further direction from the Emergency Service Person-in-Charge. The Educator in charge on the day will collect parent contact details and notify parents if necessary.

No one shall leave the marshalling area until the Person in Charge from the relevant authority has given the all clear to do so. Until then everybody must remain in the marshalling area.

FIRE DRILL

When conducting our fire drills. If performing a full house fire drill we may be required to take your child/ren to the Anzac Memorial beside the Hampton Park Community House. This is our official evacuation area. The roll will be called and all children will be escorted back into the children's area of the Community House (Permission for evacuation covers this is in the enrolment form.)

The Community House is a smoke free zone. Please do not smoke within the building or the children's play area.

Complaints

If you have any concerns about any aspect of your Pre-Kinder sessions please address them to:

1. The Co-Ordinator - Mrs Queenie Tirado.
2. The Chairperson of our Management Committee by letter addressed to the Community house P O Box 440 Hampton Park or by phone on 9799 0708.
3. Department of Education and Training 8765 5787
4. Your feedback about our services is highly valued. Please feel free to discuss your views with us at any time.

An Introduction to the Hampton Park Community House

The Community House originally began life in Hayes Rd. Hampton Park and moved to its present location late in 1987, opening to the people of Hampton Park in January 1988. The new house was made possible with the help of the Ministry of Housing, the Shire of Cranbourne, the Committee of Management and the people of Hampton Park, who have supported the programs offered by the House since 1978. Our house logo (on the front cover) is a representation of the house and the caring that is extended to all the people of our local community.

The House offers a variety of programs which are aimed at reaching the needs of our local community- these programs include Pre-Kinder groups, Childcare, crafts , learning programs, out of school hours etc. We also offer a family support service via referral.

The House is managed by a Board of Governance who receive funds from the Department of Planning and Community Development, Department of Human Services, City of Casey and from our programs. These funds are spent on salaries of staff and the costs of running the house e.g. electricity, telephones. The House, however, could not function without our volunteer helpers who supplement our paid staff e.g. playgroup/ Pre-Kinder leaders.

Licensee is Hampton Park Care Group:

Responsible Persons: Mr John O'Callaghan

Primary Nominee: Mrs. Queenie Tirado

Nominees: Mrs. Sandra Palmer, Edith Schaaf

Our Aims and Objectives:-

1. To provide childcare that meets the aims of the Hampton Park Community House
2. To provide cost effective childcare that meets the relevant regulations as required by the Department of Education and Early Childhood Development.
3. To ensure that childcare offers a program appropriate to the Victorian Early Years Learning and Development Framework.

Our Early Childhood Vision

At Hampton Park Community House we believe that:

Each child is a unique individual;

- Children's identities are closely connected with their family, culture and community;
- Developing a strong & positive sense of self-identity is crucial;
- Each child has a right to make their own choices & decisions;
- Each child learns & develops in their own way and this fosters our program;
- Each child learns best when they feel safe & secure;
- Children learn through play, routines and transitions
- Children learn from other children as well as experimenting and finding things out for themselves;

We believe the adults role in the program is to:

- ❖ Provide a safe, caring environment
- ❖ Nurture the children in their care
- ❖ Be responsive to the individual children's needs
- ❖ Interact with children at their level
- ❖ Optimise the children's learning by ensuring all children are engaged in a range of experiences across all the Learning Outcomes
- ❖ Manage children's behaviour through encouragement and positive reinforcement

Early Childhood Program

Our Aim is to provide all children a safe and secure play-based learning environment

The Early Years learning framework underpins our program

Educators notice, recognize and respond to children's learning and development based on a combination of principles, practices and the 5 learning outcomes which acknowledges that children;

- Have a strong sense of identity;
- Are connected with and contribute to their world;
- Have a strong sense of wellbeing;
- Are confident and involved learners;
- Are effective communicators.

We plan to optimize the children's' learning by ensuring all children are engaged in a range of experiences across all the Learning Outcomes.

FOOD ALLERGIES AND ANAPHYLAXIS POLICY

To facilitate effective, health management and management of emergencies in children who have food allergies, and children who are at risk of anaphylaxis, the Centre ensures families provide information on the child's health, medication, allergies, their doctor's details and an Anaphylaxis First Aid Plan or Emergency Medical Plan approved by their doctor following enrolment and prior to the child attending the Centre.

We ensure that regulation and other guidelines are adhered to in respect of administering medication and treatment in emergencies, particularly parental or guardian written consent and Medication Authority Form has been completed and signed.

Educators are appropriately trained to manage the situation.

NAPPY CHANGE ROUTINE

Children's nappies will be checked during childcare sessions and changed as necessary.

Nappies will be opened when checked so that Educators are aware of the child's skin condition. ie: if there is nappy rash etc.

Change times will be recorded on a daily running sheet for the parent's information.

WE HAVE IN PLACE THE FOLLOWING POLICIES:

- Late pick up Policy
- Managing children's behavior policy
- Asthma Policy
- Head lice Policy
- Sun smart Policy
- Healthy eating Policy
- Anaphylaxis Policy

A complete copy of these and other policies are available for parents to read on request

EMPLOYMENT OF QUALIFIED STAFF POLICY

As a restricted service the Hampton Park Community House employs qualified staff.

The Hampton Park Community House will ensure that the child/Educator ratio as set out in Regulations 55 (2) and 55 (3) Children's Service Regulations 2009 will be met at all times.

ASTHMA POLICY

To facilitate effective care for a child with asthma, Educators at the Centre will ensure families provide information on the child's health condition and doctor's details. An Asthma First Aid Plan approved by the child's doctor is required by the Centre, following enrolment and prior to the child attending the Centre.

HEAD LICE POLICY

For many families and Educators head lice continues to create concerns. While it is known that head lice do not carry any infectious disease, the Management and Educators at Hampton Park Community House have developed a parent-managed head lice program to help parents manage head lice. The Educators and Manager will be instructed on how to detect head lice and how to manage head lice.

Parents will be notified if head lice is detected in the Centre by a sign on the door and also by the sign-in sheets. No child will be identified as having head lice.

If head lice is detected the parents/caregivers will be notified and appropriate action needs to be taken. The child can return to the Centre when they have been treated with an appropriate method. This treatment should be repeated in 7 days to ensure the infestation does not re-occur due to eggs that may have survived the first treatment

SUNSMART POLICY

Our Sunsmart policy has been developed to ensure that all children attending the Centre are protected from skin damage caused by the harmful ultraviolet radiation (UV) rays of the sun. Please apply sunscreen at home. It is to be implemented throughout the year, but with particular emphasis from September through to April (inclusive).

HEALTHY EATING POLICY

The Hampton Park Care Group Inc. is committed to educating children about healthy food and healthy eating habits by providing information to parents/caregivers and children. The Centre has a commitment to ensuring that all children that attend bring along healthy, nutritious food and drink. The Centre will consider age, culture, special dietary requirements, eating patterns and healthy concerns.

FOOD HANDLING

As a registered organization, we now require parents to advise us before they bring in any food to be shared amongst the children. Any cooking done with the children will follow the appropriate food handling regulations.

ENROLMENT

On or before your child's first visit to childcare, parents/guardians must complete an enrolment form. Forms are available from reception or Educators. Please advise us if any of the information given changes ie; address telephone numbers. It is now a requirement that we must have a current "**Immunization Status Certificate**" to attend childcare.

WHAT TO BRING

- * Dress your child in comfortable play clothes and sturdy shoes - no thongs please
- * A change of clothes is a big help in case of accidents
- * We have a Sun smart policy (hats required all year particularly Sept. to April) and sunscreen applied at home
- * In Winter a coat for outdoor activities.
- * Clothing likely to be taken off (jumper, coat etc.) should be well Labeled.
- * Your child will need to bring a healthy snack (fruit, dry biscuits etc.) and drink (preferably water) in a named container for their morning or afternoon snack. This will fall in line with our Healthy Eating Policy.
- * If your child is in nappies, please include a plastic bag for soiled items and either a face washer or wet wipes for clean ups
- * If you bring a bottle or dummy for your child please ensure they are labeled and capped

ARRIVAL AND DEPARTURE

- * On arrival the parent/guardian must sign in on the attendance sheet and record the time with a signature. On departure the parent/guardian must sign out and record the time.
- * These sheets are our evacuation record in case of an emergency and it is essential that they are filled out accurately as required by our governing regulations.
- * Deliver your child to an Educator when you arrive and make sure that a Educator is notified when you take your child home. It is the House policy that no child shall remain in Occasional Care in a distressed state for an extended period of time. Every effort will be made to contact parents.
- *

If you cannot collect your child yourself tell a Educator and have the relevant information recorded and sign against it.
Make sure your child is also aware of these plans.

CHILDCARE BOOKINGS Bookings may be made at the Reception desk when you are enrolling for a course or for Occasional Care between the hours of 9am and 3pm.

FEE STRUCTURE

We have 3 session times

Session 1	9:30am to 2:30pm	Cost: Permanent \$30	Casual \$35
Session 2	9:30am to 12:30pm	Cost: Permanent \$20	Casual \$25
Session 3	12:30pm to 2:30pm	Cost: Permanent \$17	Casual \$22

- If going to occasional care following/preceding pre-kinder session Cost \$17 for a permanent placement or else casual rates apply
- If attending a Community House class and there is an available space the cost is \$5 less than the session charge.

Please note there is no concession available

Permanent Bookings

- All payments must be made on arrival.
- Non Attendance of permanent bookings must be paid for at 50% of the normal fee if the child does not attend.

**(As the Community house is a not for profit organization and we do not have CC rebate for illness etc., all absences including sickness, holidays are required to pay the non-attendance fee.)*

Casual Bookings

- Casual bookings should be paid for upon booking, if this is not possible any cancellations are still to be paid for (*see above). No subsequent bookings will be taken until arrears are paid for.
- Refunds will not be given for casual Occasional Care bookings

LATE CHILDREN

If Children are not collected by the nominated person 10 minutes after the session has finished, people listed as emergency contacts on your child's enrolment form will be called to collect your child.

If you are detained from picking up your child for any reason, it would be appreciated if you would please contact the Community House.

Fees for Late children

Children collected from childcare after sessions end will be charged \$1.00 per minute for the first ten minutes and \$4.00 per minute after that.

Therefore if you were 15minutes late you would incur a \$30.00 late fee.

The community house has a duty of care to users however Educators are not legally responsible for children outside set hours. Therefore, if a child is not collected one hour after the normal closing time then the relevant authorities will be notified if emergency contacts are also unavailable.

ILLNESS

- Please do not bring a child who is ill to Occasional Care. If unsure please speak to staff on duty.
- Notify the Co-Ordinator immediately if an infectious condition is diagnosed. Common infectious diseases will be notified to parents via a notice on the notice board or general memo. Any more serious communicable disease may be notified to parents via a general meeting with health advisors available. Any immunization preventable disease will be reported to the Department of Education and Training according to regulations.
- Consult with the Co-Ordinator before bringing your child back to Pre-Kinder. Some conditions may require a certificate of health before the child can return. Requirements are listed in the Pre-Kinder room.
- If your child becomes ill whilst in our care, we will notify you to collect your child. If you are unable to be contacted we will contact your emergency contact person.
- Medication will be administered by the Educators when parents have filled out and returned the medication form.

MEDICATIONS

Must be handed to an Educator and medication consent book filled in. Never leave medications in your child's bag. Medications will only be issued from the original container with the label intact. Prescription medication must have the prescription label attached and should have full dosage information described. Please ask your doctor for a letter of explanation if the prescription states 'give as directed'.

MANAGING CHILDREN'S BEHAVIOUR

Our behavior management policy is based on providing a democratic atmosphere where the key components are *Social Equity, Mutual Respect, Trust, Shared responsibility, Co-Operation and Encouragement*

All Educators are directed to encourage the positive aspects of all children's behavior. When children are displaying negative behavior they will be redirected to another activity until they are able to participate in an acceptable manner. If the negative behavior continues children will need to stay by the side of an Educators for a couple of minutes. Parents will be informed of any persistent behavior problems.