

RED APPLE LEARNING CENTRES – PARENT HANDBOOK



Red Apple Early Learning Centre

487-489 Canterbury Road

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243 Doncaster Road

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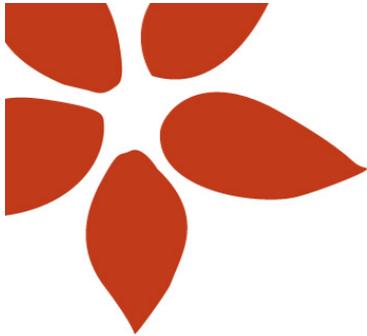


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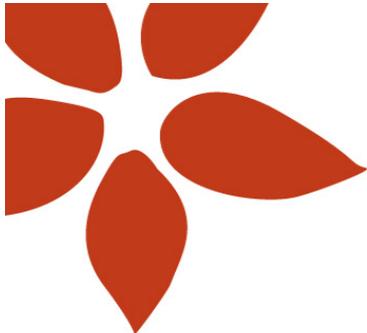
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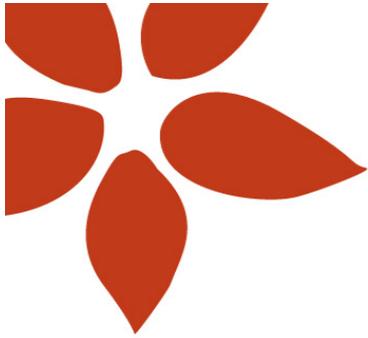
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INTRODUCTION

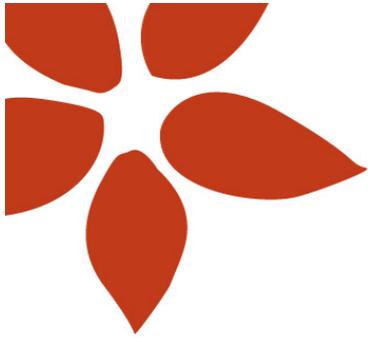
Red Apple Early Learning Centres are privately owned by RJT and Associates Pty Ltd. We have over 10 years of experience in the child care industry. We listen to our families and educators and hear what they have to say so we can continue to improve to provide the highest level of care to the children and families in the community. Our educators are very experienced and enjoy teaching the children by observing their interests and family goals to develop stimulating and fun activities for all the children.

Our curriculum is based on the National quality framework and is led by our Educational leaders who share their abundance of knowledge with the other educators.

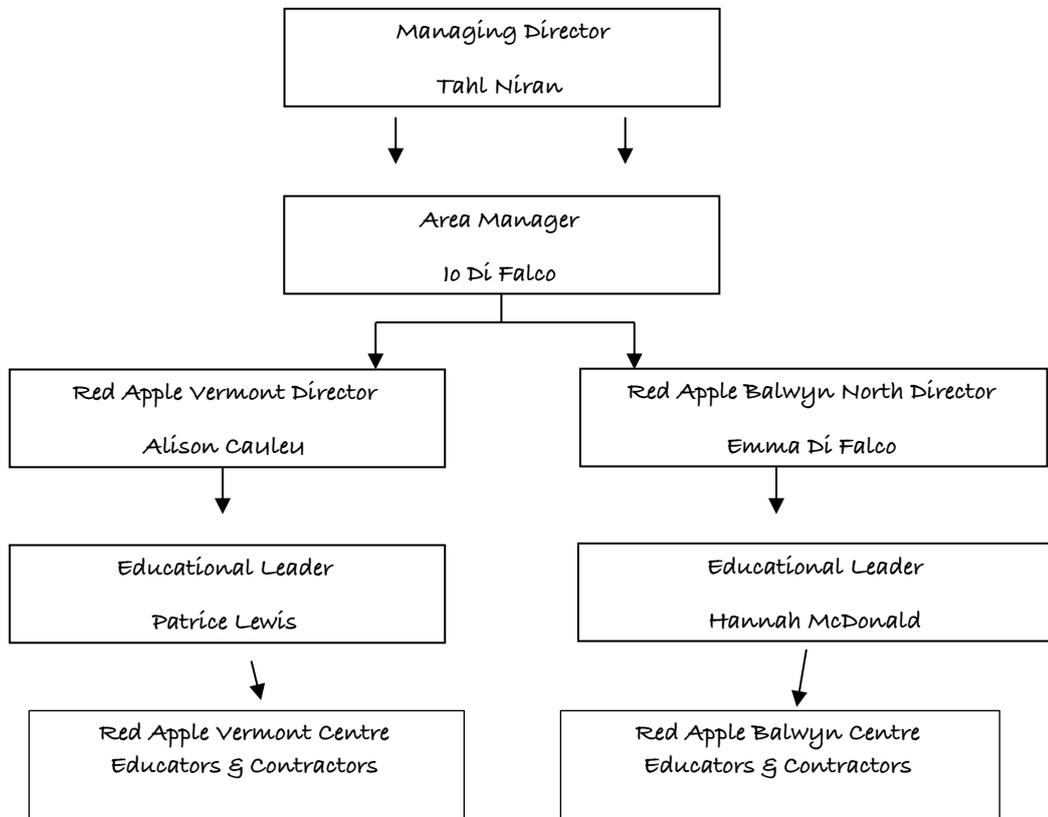
This document has been developed from our full Policy and Procedure manual. Further information or a copy of the full policy document can be obtained from the Director at any time.

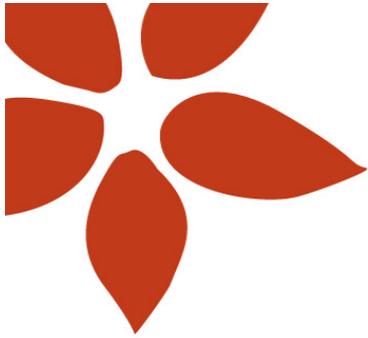
Who are we?

Tahl Niran is the Managing Director of RJT and Associates and is committed to providing the highest level of service for the children, families and educators of Red Apple as well as a quality service to the local community. Tahl works closely with the Directors at both centres to assist them provide the high quality of care expected at our centres.



Management Structure





OUR CENTRES:

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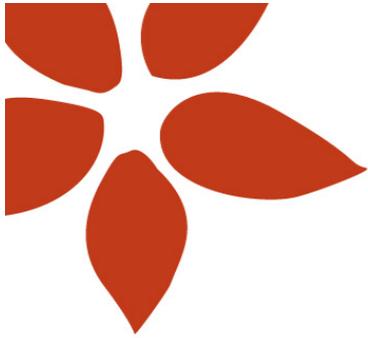
Our Philosophy

'From little seeds apples grow'

At Red Apple we pride ourselves on providing a warm and caring environment where each child feels safe and valued. Each child is respected for their uniqueness and allowed to develop according to their individual skills, abilities and cultural backgrounds. This guides our approach to Nutrition and Activity, Education, Inclusion, Community and sustainability.

Nutrition and Activity

- We know that children require healthy and nutritious food for their growing bodies:
Our menus have been designed with the consultation of Nutrition Australia with whom we are members to ensure that we are providing all the required food groups for their growing active bodies.
- We grow seasonal vegetables and herbs in our gardens which we use in our cooking, so the children have an understanding of where their food comes from.
- We believe in educating the children about the importance of healthy eating and being active from an early age and hopefully this will inspire the families



to continue this at home.

Education

- We know that children learn through play with a variety of stimulating and creative activities based around the children's interests, culture and ideas to enhance their learning.
- We listen to the children's voice and family input when making decisions around education as we believe their ideas should be heard and implemented wherever possible. Our activities are implemented in either individual, small or large groups depending on the children's current interests.
- We foster independence and confidence in each child so that they grow up to be resilient in the world around them. We embed good values in all our children so they become responsible moral citizens.
- We believe it is imperative for all our staff to further their studies and to keep up to date with current knowledge in early childhood Education.

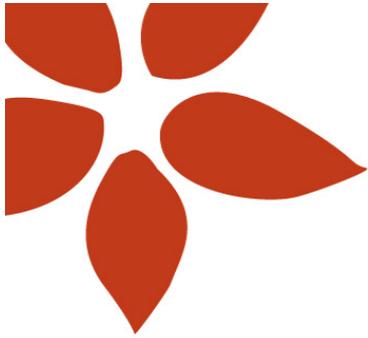
Sustainability

- We believe children should understand the world they live in and be eager to look after and respect their environment.
- We promote environmental awareness and are committed to recycling, reusing and preserving our resources, including water and electricity.
- We purchase equipment and materials made from natural materials and are continually working towards making out centres a sustainable as possible.

Community

- We want all our families to feel included in our community.
- Exposing children to the surrounding community has been embedded into our program so that all children feel valued, respected, supported and learn together within the community.
- Our families are encouraged to share their knowledge and education with the children and educators by participating in group times, stories and activities.

Inclusion



- We believe that everyone has a right to be heard.
- We celebrate all our families and educators cultures and encourage them to share these with the children at Red Apple. We accept all people regardless of religion, sexuality, race or ability.
- We want everyone to be aware of our Australian history. Indigenous and Torres Strait Islander education is an important part of our program
- We all work together so that the children's best learning opportunities are established. Collaboration between educators and families is the key to acquiring new ideas and improving education by cooperating, negotiating and team building.

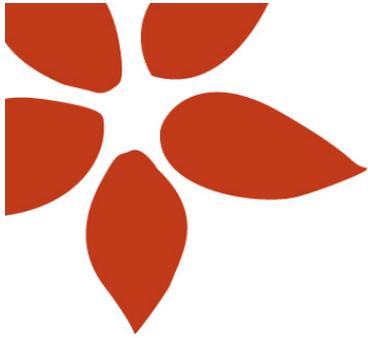
CHILD CARE SUBSIDY

The Department of Education and Training helps families to participate in the social and economic life of the community through the provision of support for child care services by:

- Assisting families with the cost of child care
- Ensuring Child Care Subsidy (CCS) is provided to families who want to access child care to support their workforce participation.
- Helping families to balance their work and parenting roles by promoting and supporting the provision of flexible child care services.

Red Apple will provide all families with information regarding the CCS application process and relevant contact numbers (Family Assistance Office 13 61 50) within the enrolment kit of each centre.

The number of hours subsidised care families can access, will be determined by an online activity test, families are responsible to notify the Family Assistance Office of any change in circumstances to CCS.



ABSENCE DAYS

CCS is paid for up to 42 absence days for each child per financial year across all approved child care services. Each child receives a new set of 42 absence days at the beginning of the financial year.

Absence days can be taken for any reason (provided the day being claimed as an absence is a day on which care would have otherwise been provided).

Additional absence days may be taken where care would have otherwise been provided and with the provision of supporting documentation such as medical certificates and provision of rosters showing rostered day off.

FEE PAYMENT

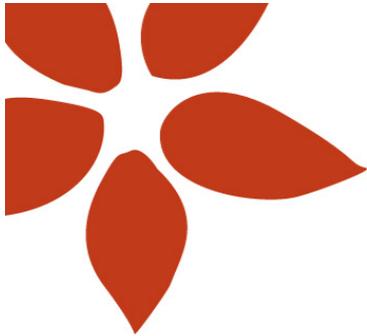
Fees will be invoiced weekly and a statement will be emailed to all parents at the commencement of the week and we request that you pay these fees by the end of each week. Fees can be paid fortnightly or monthly but must be paid in advance.

To confirm a booking, a holding of \$200 is payable. This holding fee is forfeited if care does not commence, this \$200 is credited to your account and will come off your first week of fees, our preferred method of payment is ezidebit. Payment can also be made by eftpos, credit card, direct bank debit, cash or cheque.

Families who arrive after the closing time, will be charged a late fee of \$2.00 per minute. This fee covers the overtime paid to educators that remain behind.

Parents are responsible for paying fees on a weekly basis including non-care days such as public holidays.

If a child is absent through illness fees are still payable to hold their position open.



Families need to provide the centre with two weeks prior notice in writing if child (ren) are to be withdrawn from the centre during which time normal fees will be charged

CONDITIONS OF ENROLMENT

In order to commence care for each individual child an enrolment form must be completed in full.

Enrolment is seen to be completed when the following has occurred:

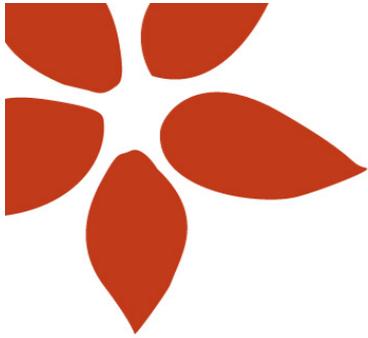
1. An enrolment form has been completed and returned to our office
2. A copy of your child's current immunisation record (from medicare)
3. A holding fee of \$200 is paid
4. A copy of any restrictions on custody or access is provided
5. You have received and signed a copy of our parent information handbook/policy document
6. An anaphylaxis or asthma plan is provided.

PRIVACY

Red Apple takes its obligations under the Privacy Act 1988, Information Privacy Act 2000 and the Victorian Health Records Act 2001 and other applicable privacy laws seriously. We respect the privacy of the personal information that we hold. This policy applies to the information we hold about children and families.

Red Apple will only collect and store information about children and families which is relevant to the care of the children attending the centre. Red Apple will only share information about children and families with the specific permission of the child's family.

Red Apple is required to share information about a child or family if the rights and safety of the child are at risk – permission is not required at this time from the family.



We will notify families of the contact person for each centre to make requests to access their child and family information and will not hold information for any longer than is required and will ensure that the records are shredded or disposed of in another secure manner ensuring that the information cannot be accessed.

COMPLAINTS

We hope your time at Red Apple is a pleasant and happy one. In the event though that you have a concern or complaints (e.g. regarding fees charged or loss of personal items), these should be directed to the centre co-ordinator or where relevant the team leader of the relevant room.

Notifiable complaints (e.g. breach of act and regulations) should be directed to the Area Manager and/or the Centre Director. The contact details of all parties is available on the centre notice board.

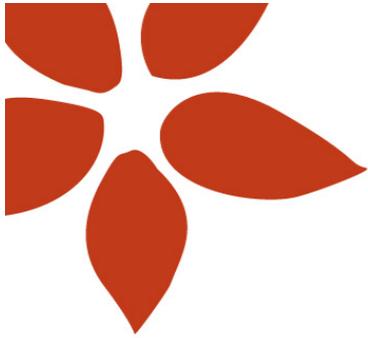
Red Apple will also report notifiable complaints to the Secretary of the Department of Education and Early Childhood Development within 48 hours of receipt of the complaint by Red Apple.

Contact details of the Department of Education and Early Childhood Development representative are made available on the notice board of the centre to allow parents to make contact where necessary.

ARRIVAL AND DEPARTURE (DROP OFF AND PICK UP)

All children attending the centre must be signed in and out on the kiosks at the front door by the person dropping off or collecting them. You will be requested to pick a numeral code and your current telephone number which you will use to sign in with.

Family members are expected to collect their child from care prior to the advertised closing time of the centre. Educators will take all required steps to ensure that children are collected on time and are placed in appropriate care if contact cannot be made with the family and designated family/emergency contact persons after the service closes.



If a child is not collected after 30 mins of the closing time, the educators will endeavour to contact the family or designated family/emergency contact. If this contact cannot be made, the educators will need to contact the police (via 000 phone number) to make a welfare check on the designated person if no contact can be made after 30 minutes of closing time.

CHILDREN'S RECORDS

Each child has an individual file which is maintained in a current and secure manner at all times.

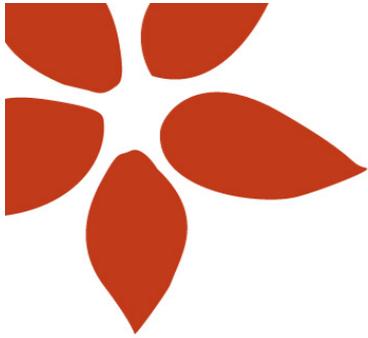
Red Apple meets all Government requirements for the maintenance of individual files for children and the type of records required for program planning and the implementation of the Child Care Subsidy (CCB) system.

In addition, educators hold children's files that include; observations, interpretations, detailed information from families, planning records, and evaluations regarding the child's health and development.

PARENT INVOLVEMENT

Red Apple welcomes and encourages all involvement of families within the service. Red Apple organises events during the year where parents and families are encouraged to attend, eg weekend excursions, parent information evenings etc.

We are committed to ensuring that all families receive information in a timely manner and through a range of methods. This includes Storypark, emails, newsletters, display boards, notices, telephone calls and face to face communication with educators.



CUSTODY AND ACCESS

All parents/guardians are able to access the service during the hours of operation unless a relevant court order is held by the service that specifies otherwise.

Educators are not allowed to release a child into the care of anyone who is not authorised as per the enrolment form. In this instance educators will first inform the person that they are aware of the court order and its contents. If the person persists in accessing the child then the educators will stall them from leaving the centre whilst the police are contacted.

Educators will notify a parent with custody as soon as is practicable where a person breaks a court order and seeks access to a child.

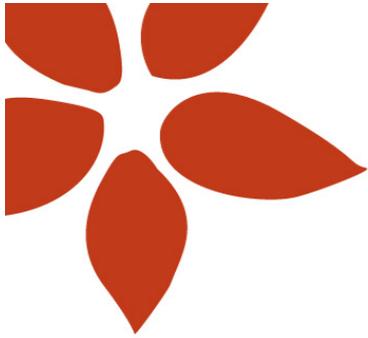
Parents are responsible for ensuring that a copy of any court orders relating to their child are provided to the centre upon enrolment or as they occur. These documents will be attached to the child's enrolment form in their file. Parents need to ensure that any changes of care or custody arrangements are provided to management immediately.

CHILD PROTECTION

Red Apple educators will act on their duty of care to protect the rights of young children from harm at all times.

Red Apple are required by law to comply with all legislative requirements in regard to the reporting of suspected child abuse in any form.

All our educators are required to do annual training on Child protection



PROGRAM PLANNING

At Red Apple we use Storypark to plan for your child this is accessible to all families so that you can keep up to date with what your child is up to. Our main goal is to ensure that every child feels safe and secure in its environment. The Red Apple environment should always enable each child to grow and blossom into an independent child with a strong sense of self. A strong self-esteem is the best gift we can help develop in a child. Each day needs to be a journey of discovery, learning and growing.

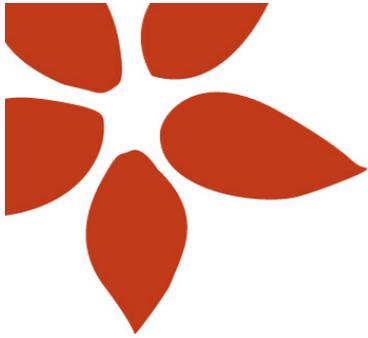
Red Apple will provide a program that is stimulating, developmentally appropriate and meets the strengths, competencies and interests of individual children as well as the group as a whole.

The planned program will be developed in collaboration with children, families and educators in a flexible and balanced manner focusing on relevant routines and experiences for each age group.

CHILDREN'S INDIVIDUAL NEEDS

The aim of our program is to help stimulate and develop each individual child to its full potential, no matter what race, gender, religion or disability. To help achieve this, all educators must look at each child's individual stage of development.

Red Apple is committed to maintaining comprehensive developmental notes for each child attending the centre, this includes observations, specific objectives both long term and short term and evaluations of these objectives.



PLANNING FOR NATURE AND THE ENVIRONMENT AND BUSH KINDER

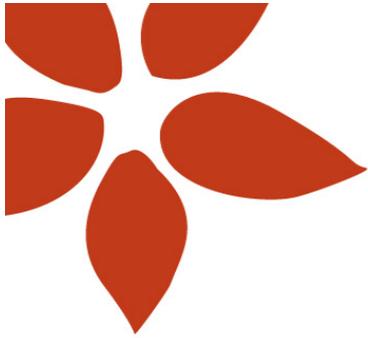
Red Apple is committed to the use of natural and recycled materials within the planned program of the service. We will provide children with opportunities to relate to nature and also to understand the importance of caring for our environment. We have vegetable and herb gardens in the centre which the children help to attend. They enjoy picking the vegetables and taking them to the kitchen. Our kinder children take part in the weekly bush kinder program where they walk around to the local park and learn to play in and respect nature. The children are encouraged to use natural materials like rocks leaves, sticks etc to enhance their play in nature. They are assisted to make informed decisions about safety in the environment eg climbing trees and being around water.

PLANNING FOR OUTDOORS AND PHYSICAL ACTIVITY

At Red Apple we know that the children thrive being in the outdoor environment therefore we encourage our children to play outdoors in all weather conditions. We encourage the children to be active and provide a range of fun activities to show children that physical activity is fun and important to keep us fit and healthy.

EXCURSIONS

At Red Apple we believe that it is really important for our children to be part of the local community and therefore we take our children out for excursions into the local neighbourhood, to local parks, playgrounds, fire stations and shops etc. Parents are requested to fill out permission forms when they enrol at the centre to give educators permission to take their children out of the centre.



INCLUSION AND ANTI BIAS

All children, families and educators attending a Red Apple Early Learning Centre are treated equitably through fairness, acceptance, respect and support regardless of their needs, interests, culture, beliefs, gender, and linguistic, economic and social backgrounds.

Materials and equipment presented at the centres will reflect the community that we are a part of in a positive light, showing people of all shapes, sizes, colours and sexes in a non-stereotypical way.

Our centres are non-denominational and do not teach children religion in any form. The centres offer programming which is sensitive to all cultures, religions and ethnic groups. We promote learning about traditions and customs of other groups within our community.

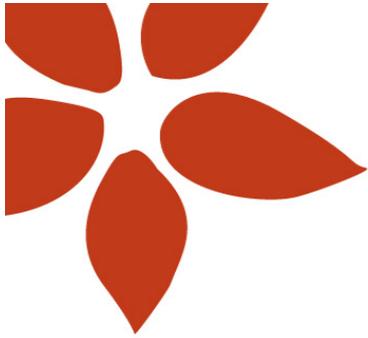
All materials and equipment provided show men and women of all types undertaking a range of roles at home and through various occupations. Materials and equipment used reflect the diversity of the local community but do not portray cultural stereotypes

We aim to set up an environment that is accepting, supportive and respectful of all children regardless of their ability, gender, race, language or culture through discussions and modelling of equitable behaviour.

Books, materials, notices and posters with captions in languages other than English are provided within the program.

We provide and encourage children to take the opportunity to use their home language within the centre environment and provide children with the opportunity to hear their first language through music, chants, simple rhymes and audio books.

We acknowledge and respect traditions, celebrations and rites of passage of children such as birthdays and naming days.



Christmas and any other cultural events are identified that are deemed important to the service community. Children are encouraged to celebrate festivities related to their culture or lifestyle within the group.

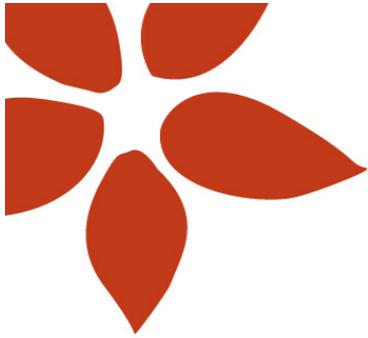
We request, value and include parental ideas, resources and information in the children's program regarding their child's individual needs, family beliefs and traditions and child rearing practices where possible

Orientation / Settling in

Settling into day care initially can be quite difficult for everyone involved (children and parents). Red Apple is committed to making the transition as easy as possible for both parents and children. Young children often feel confused by their new surroundings, new routines and new faces. It can be difficult for some children to accept new caregivers and to understand that you will return later in the day.

However, children are very adaptable and usually within a short period of time they are able to settle in. Every child is different and the time it takes them to settle can vary greatly, that is why we look at each child's individual needs while they are settling in. Observing children's interests when they commence care and include this into the program to create an atmosphere where children feel comfortable and are able to experience areas of interest. Providing quiet areas where children are able to spend time away from other children, allowing and encouraging children to observe and participate in solitary play.

Parents often take a little longer to accept leaving their child in the care of others. It is not unusual to see a child happily settling down to morning activities with their new friends, whilst their parent walks past with a tear in their eye. The educators are here to help parents through this period, it is important that parents feel comfortable and at ease while their child is under our care. Educators will reassure parents that their child will settle and that each child settles in a different way.



The time it takes to settle depends on the child and also the number of days they attend care per week (a child who attends care 1 day per week may take longer to settle than a child who attends for 3 or more days per week).

QIAS – Principle 2.3. The centre has an orientation process for children and families both new and transitioning between groups at the centre.

Red Apple likes to ensure that all new children and families settle into care in a smooth and successful manner therefore before starting care, families are encouraged to come and spend time in their child's room at no cost. Parents are encouraged to ask any questions they may have at this time. Information about children's routines, likes and dislikes is gathered from parents and shared with carers to ensure a smooth transition to care.

Red Apple will ensure that all children and families moving to another group within the service are provided with information and orientation to ensure that the move is smooth and successful.

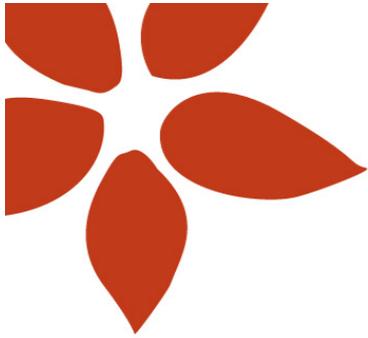
NUTRITION AND MEALTIMES

Red Apple is committed to providing a nutritious, balanced diet for children attending the centre reflecting the children's tastes, religious, cultural and health concerns. We have developed a range of meals that children really enjoy.

Parents will be asked to advise the centre of any special dietary requirements at enrolment.

We will provide parents with information regarding healthy eating and how to discuss food with children including the importance of eating meals as a family or group. Information is provided via noticeboards, information discussion and provision of written material and Storypark.

The centres provide breakfast, morning tea, lunch, afternoon tea and supper snacks to children on a daily basis. Meals will be provided at approximately 1.5 to 2-hour intervals. Meals and snacks are appropriate to the children's developmental needs and



supply 75-100% of their "Daily Recommended Nutritional Requirements" as outlined by the Australian Dietary Guidelines.

Children will be provided with water and milk throughout the day.

A menu board to advise parents of daily meals is displayed in a prominent place and filled in on a daily/weekly basis. Recipes are chosen from a variety of cultures.

Some raw vegetables and fruit, and all nut varieties are not offered to children under the age of five and eliminating this risk through cooking and omission. Our centre is a No nut and No egg centre to protect the children with allergies to these foods

Parents are responsible for providing educators with details of actions to take if food items are taken and a reaction occurs – through medical advice from GP or specialist and the completion of the individual medical action plan.

Parents are also asked to provide made up formula in their child's bottle with their child's name clearly marked.

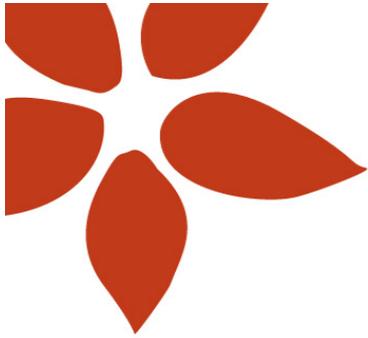
ASTHMA

In consultation with parents, Red Apple will determine if a child has asthma. If so, each parent is required prior to enrolment, to provide the centre with an asthma action plan.

The service will ensure that the First Aid Kit contains a blue reliever puffer (e.g. Airomir, Asmol, Epaq or Ventolin), a spacer device, concise written instructions on Asthma First Aid procedures and 70% alcohol swabs.

Educators will administer emergency asthma medication if required, according to the child's written Asthma Action Plan. If no written Asthma Action Plan is available the asthma emergency procedures outlined by the Asthma Foundation are followed.

Educators will communicate to parents where medications are to be kept for their child and notify parents, as soon as possible, that their child has had an asthma attack,



even if they appear to have made a complete recovery as per Children's Services Regulations no 88.

Parents are required to inform educators, either upon enrolment or on initial diagnosis, that their child has a history of asthma. You are also required to notify the educators, in writing, of any changes to the Asthma Action Plan during the year and at least update annually.

Parents are to ensure that their child has an adequate supply of appropriate asthma medication (including reliever) at all times, that their child has their own spacer device and that they comply with all requirements and procedures in relation to the Medications Book.

CLOTHING AND FOOTWEAR

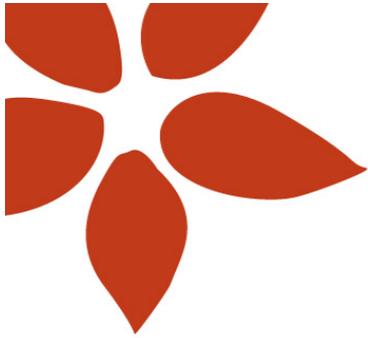
The clothing children wear while in care influences the quality of their experiences as clothes can affect their health, safety, comfort, play and learning. These issues apply to the clothes children wear to child care, the extra clothes provided by families, clothes provided by the child care service and to dress-up clothes.

Dressing children is one of the many aspects of children's care where services and families share responsibility and need to work in collaboration to promote positive outcomes for children.

Red Apple educators will ensure that all children are dressed to meet the requirements of the experiences they are participating in and the weather conditions present at the time along with consideration of cultural practices in regard to dress and dressing procedures.

The term 'clothing and footwear' encompasses:

- safe sleepwear;
- sun protective clothing, including hats;
- clothing for messy play, including art and craft aprons;



- appropriate clothing for changing weather conditions and temperature of play environments;
- clothing to facilitate self-help, including role play props and clothing; and
- safe footwear for play experiences such as climbing and running.

Children are encouraged to wear closed toe shoes whilst at the centre to ensure that when playing outdoors they are prevented from catching feet on climbing frames and also to prevent any splinters or items entering the shoe.

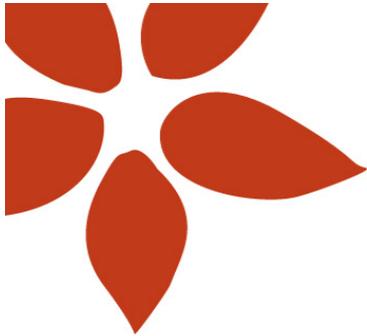
Educators will provide parents with some tips regarding the types of clothing to use when children are learning to dress themselves to assist in a successful experience.

Educators will also ensure that where a 'messy experience' is provided in which children's clothing could be soiled or coloured that appropriate protective clothing is offered such as art smocks.

If a child's clothing becomes soiled and the child does not have spare clothing with them the centre has some supplies of spare clothes which could be accessed in this situation. Often children find this very difficult and prefer to wear their own therefore families are encouraged to always carry spare clothing in their children's bags.

SLEEP AND REST

At Red Apple we follow the safe sleeping practices recommended by Red Nose. Red Apple educators will ensure that all children are offered the opportunity to rest whilst at the centre. Rest times are pleasant times where children are provided with appropriate support and resources to sleep as required by the individual. Children are encouraged to rest but if they prefer, they are able to have quiet play or play outdoors whilst their friends are resting.



If you have specific sleep requirements, please discuss these with educators at enrolment.

POSITIVE GUIDANCE

For children, behaviour expresses who they are, how they feel and what they need. Caring and sensitive responses to behaviour will help each child to grow, feel confident and worthwhile, while being able to manage feelings and relate socially to others, able to learn and make the most of opportunities.

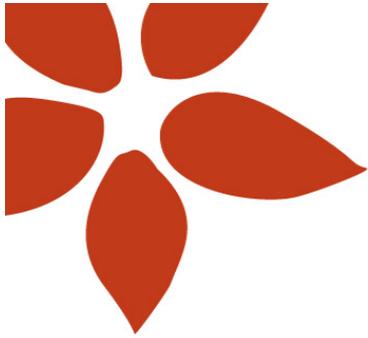
Each child, and set of circumstances, needs to be considered individually in their own unique context. Without this approach we fail to do justice to each child. All children need to know that the environment at their centre will be safe for them and that behaviour which affects the safety and well-being of others is not allowed.

Red Apple educators will ensure that children feel safe and secure whilst in care, by providing positive and frequent interactions with all children, a consistent educators team and environment and regular interactions with each child's family.

Our goal at Red Apple is to assist children to develop:

1. An understanding of their own needs and rights
2. Self control of their own actions and reactions
3. Respect for the needs and rights of others

The team at Red apple enable children to achieve these goals through positive strategies that are developed to assist children to learn appropriate ways of behaving. Behaviour guidance is based on the notion that reinforcement of behaviour will increase the likelihood of that behaviour occurring again. Therefore, positive reinforcement of appropriate behaviour is the most successful way to guide children to appropriate behaviour and to effective relationships with others.



Children will be provided with support in gaining a positive self esteem and self control through age appropriate expectations and consistent strategies.

The Red Apple team is committed to a positive, encouraging approach to behaviour guidance that:

- Differentiates the child from the behaviour
- Takes into account the individual child as well as the group
- Supports parents and team working together on matters of concern
- Deals with inappropriate, difficult or dangerous behaviour
- Recognises the developmental influences on behaviour at different stages.
- Is sensitive to cultural differences
- Is sensitive to the child as a whole

ARTICLES & TOYS FROM HOME

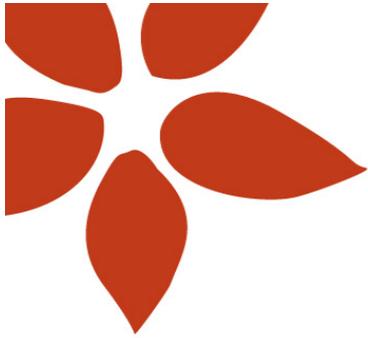
Children are encouraged to leave their toys at home unless they are articles of comfort to be used at rest time or times of distress.

If your child needs the security of a special soft toy or blanket, we encourage you to bring it each day. Please label it with your child's name so that we can easily return it at the end of the day.

We welcome things such as nature finds, photographs, books etc. Expensive and fragile toys are best left at home where they can be safe. Please leave war toys at home as we discourage violent play at Red Apple.

SUN SAFETY

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer are therefore preventable.



UV rays cause sunburn, not heat, so children can be burnt on windy, cloudy or overcast days.

Sunlight reflected from sand, water and light-coloured surfaces can also burn children

A healthy balance between too much and too little UV radiation from the sun is important for health. Too much UV from the sun can cause sunburn, skin damage and skin cancer. Australia has one of the highest rates of skin cancer in the world. Two in three Australians will develop some form of skin cancer before they reach the age of seventy. Overexposure to UV during childhood and adolescence is known to be a major cause of skin cancer.

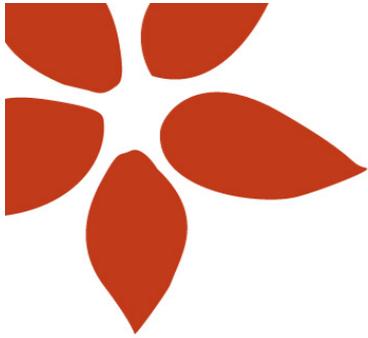
Too little UV from the sun can lead to vitamin D deficiency. Vitamin D regulates calcium levels in the blood. It is also necessary for the development and maintenance of healthy bones, muscles and teeth.

To ensure a healthy balance between too much and too little UV is maintained, sunscreen is used whenever the UV index levels reaches 3 and above.

Red Apple aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support Sun Smart practices
- increase awareness of the importance of protecting the skin from UVR and knowledge of ways to reduce exposure
- develop through discussion and modelling information on what UV is, and why you need to cover up to encourage lifelong sun protection behaviour.

With this information in mind special care is taken between the times of 10am and 2pm (11am and 3pm during daylight savings time) when UV index levels reach their peak during the day.



Red Apple provides sun shelters over our outdoor play areas. Children will be encouraged by educators to use these available areas of shade for outdoor play activity. Red Apple educators wear sun protective clothing and hats, and sunglasses when outside, apply SPF 30+ broad spectrum, water resistant sunscreen and seek shade whenever possible

Red Apple provides a Sun smart hat to all children on enrolment at the centre and children are encouraged to wear these hats when outdoors.

Parents are also asked to sign a permission section on the child's enrolment form to allow the use of sun cream. If your child has an allergy to particular types of sunscreen, please talk to our educators.

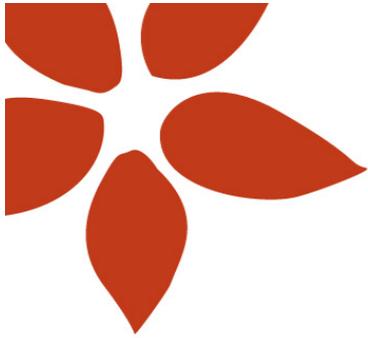
In addition, parents are able to decide (in consultation with the centre educators) if their child should wear sun cream if they have very dark skin.

IMMUNISATION AND INFECTIOUS DISEASES

Red Apple applies the State Government requirements in relation to the exclusion practices for children who have infectious disease or who have been exposed to an infectious disease.

Red Apple will notify families of any infectious diseases present at the service without breaching confidentiality requirements. Details will only be provided on the number of cases and the type of illness. This will be in the form of a written notice detailing the disease its symptoms and procedures used to control the infection. This will be translated into the languages of families within the centre where possible.

In addition, we will provide families with information about immunisation and common infectious diseases, display information regarding immunisation schedules, immunisation providers and exclusion requirements for families to refer to on the main noticeboard of the centre.



We are required to ensure that children are excluded from attendance at the centre in line with the Departments Exclusion Table (found in the foyer). We are required to contacting the Department if there is an outbreak of a notifiable disease.

MEDICATION

Medication will only be administered with written permission from the authorised person or in the case of an emergency oral authorisation from the authorised person or oral authorisation from a medical practitioner or paramedic. Medication will be kept out of reach of children in keeping with the environmental conditions required of the medication (fridge in the kitchen or container in a room or on a high shelf).

Panadol will only be used in the centre for emergency situations with the permission of the child's family.

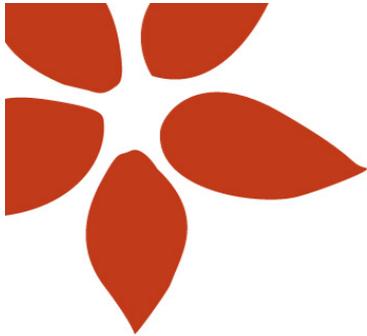
In an emergency, if the parent is unable to be contacted the service will contact the family doctor first and then a registered medical practitioner for advice and permission to provide medication. Evidence of the process undertaken will be placed on the child's individual file.

Parents are responsible for completing the medication book upon arrival at the centre if their child requires medication throughout the day. This includes prescription creams used when changing a nappy.

Description:

Three times a day: - Three times over the child's waking hours. Eg; if the child is awake 12 hours of the day, medication will be given minimum 6 hourly.

With meals: - Does not necessarily mean with breakfast, lunch and dinner. It must still be given within waking hours. With meals means it can be given with a light snack eg. Biscuits, fruit, sandwich, a glass of milk.



CHILDREN'S INDIVIDUAL MEDICAL PLAN

Red Apple provides parents with the opportunity to share their child's health and medical information with the service educators and ensures that these details are held in accordance to the required State and Federal Government Acts and regulations.

Individual medical plans will be designed for each child who has a serious health concern such as asthma, diabetes, severe allergies, and epilepsy and so on; these plans will be created with input by parents and medical educators and reviewed at least 6 monthly or where there is a change in condition.

Children cannot commence care at the centre until an individual medical plan has been created for the child under a doctor's advice and supervision.

HYGIENE AND INFECTION CONTROL

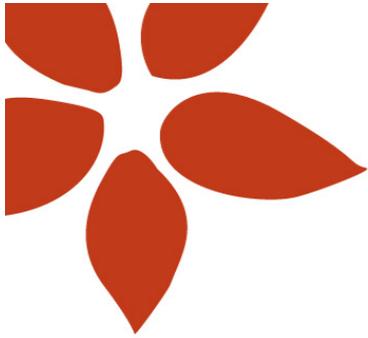
All educators will encourage children to participate in appropriate personal hygiene practices and will model these at all times themselves. Educators will undertake hygiene practices including universal precautions for the handling of bodily fluids which ensure that cross infection is prevented.

In relation to bottles:

If your child has a bottle, please bring in sufficient ready-made bottles for your child's day. Bottles must be labelled with your child's name and date. Bottles should be placed in the refrigerator in the nursery. Bottles are heated in the microwave or if breast milk in warm water. Used bottles are rinsed and returned to your child's bag.

In relation to water:

On arrival at the centre your child will be provided with a named water bottle (Babies and Toddlers) which is available at all times during the day. Bottles are washed in hot soapy water and sterilised at the end of each day. All other rooms water jugs are available at all times with clean cups in each room and outdoors.



In relation to Dummies and soothers:

If your child requires a dummy, please bring it to the centre with a dummy cover or in a sealed named container. When not in used it will be rinsed and placed back in the container. We prefer to use dummies only when a child is distressed or at sleep times.

In relation to Children's hygiene:

Red Apple Early learning Centre encourages children to wash their hands and faces after eating and art activities to reduce the risk of infection spreading through the centre.

The educators teach children about the importance of hygiene through songs and activities.

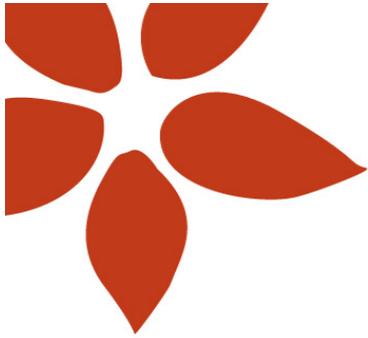
In relation to Nappies:

Good quality disposable nappies are supplied free of charge. Nappies are changed when wet or soiled.

ANAPHYLAXIS POLICY

This children's service believes that the safety and wellbeing of children who are at risk of anaphylaxis is a whole-of-community responsibility. The service is committed to:

- providing, as far as practicable, a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the children's program and experiences.
- raising awareness about allergies and anaphylaxis amongst the service community and children in attendance.
- actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for their child.



- ensuring each educators member and other relevant adults have adequate knowledge of allergies, anaphylaxis and emergency procedures.
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

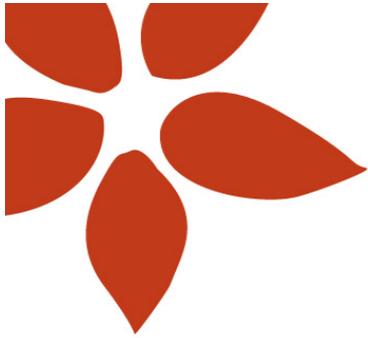
ILLNESS OF CHILD

Unfortunately, it is often at the busiest time of our lives that our children become ill and it may be difficult for families to provide care at home. However, childcare is not an appropriate place for a child that is ill. Control of communicable illness is of primary concern at Red Apple Early Learning Centre. If your child has had a high temperature over 37.8 degrees or diarrhea, we request that your child does not attend child care for a minimum of 24 hours from the last symptom. Our policies and procedures have been developed with the help of the Health Department, general practitioners and paediatricians.

In order to protect the entire group of children, as well as your own child, we ask that you assist us by keeping a sick child at home.

Should a child become sick whilst in care, Red Apple educators will contact a family member as soon as is practicable to notify them of their child's illness and arrange for them to be taken home. Parents are requested to consider their child's health and wellbeing when they become ill and keep their child at home until they recover.

The centres are required by regulation and in accordance with the Department of Human Services to ensure that sick children are excluded from care if they have any infectious/contagious disease. In addition, any family member of contacts living in the same residence as the person with the disease must not attend during the period stated. (see Appendix 1 for details of diseases and contacts)



SMOKE FREE ENVIRONMENT

Red Apple Centres are all smoke free premises as per Government requirements. For these reasons we need to ensure that parents, educators and visitors smoke completely off the premises, this includes the centre car park.

TOILET TRAINING

All educators are eager to support children and families in their decision to commence toilet training.

Parents are encouraged to discuss their interest in toilet training their child so that our team can support them through sharing practices between care and home.

We will provide parents with information regarding different toilet training ideas. We will discuss signs of readiness or lack of readiness if required to help you with your decision to toilet train your child.

We do ask parents to supply a couple of clean changes of clothes. Educators will place soiled clothes in the reusable nappy bag provided upon enrolment for parents to take home. Please wash and return the bag to the centre so that it can be reused.