beginning their journey in faith & education
Disclaimer: all information contained in this handbook is accurate and current to the best knowledge of the staff who compiled it and is subject to change at the discretion of the Director. Any changes will be notified through the parent newsletter and/or via correspondence to parents/guardians.
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Welcome

CENTRE DETAILS
Street Address 8 Youngs Crossing Road, Bray Park Qld 4500
Postal Address PO Box 5206, Brendale Qld 4500
Telephone (07) 3882 9032
Fax (07) 3882 9034
Email littlegenesis@genesis.qld.edu.au (General enquiries)
c.quinn@genesis.qld.edu.au (Director)
Web www.genesis.qld.edu.au

STAFFING
Director Cindy-Anne Quinn
Advanced Diploma in Children's Services
Admin Officer/Accounts Lynne Greene

HOURS OF OPERATION
Nursery, Toddlers, Junior Kindergarten and Kindergarten Blue (extended hours)
6.30am – 6.00pm
Kindergarten Gold (Sessional hours)
8.30am – 2.30pm
Junior Outside School Hours Care (OSHC) Prep – Year 2
Before School Care 6.30am – 8.30am
After School Care 2.45pm – 6.00pm
The Centre operates for fifty weeks of the year, closing for two weeks over the Christmas/New Year period. The Centre also observes the student free days and school holidays for Kindergarten Gold (sessional hours) only, according to the Genesis Christian College school calendar. The Centre will close for the following statutory holidays:
* Australia Day  * Good Friday  * Easter Monday  * Anzac Day
* Labour Day  * Queen’s Birthday  * Pine Rivers Show Day  * LG PD Day

LICENSE
Little Genesis Early Learning Centre is licensed under the Child Care Act 2002 and Child Care Regulation 2003.
The Centre is licensed to take 75 children each day in the following groups:
- Nursery  8 children  6 weeks to 2 years
- Toddlers  10 children  15 months to 3 years
- Junior Kindergarten  12 children  2 ½ years to 4 years
- Kindergarten Blue  24 children  4 years to 5 years
- Kindergarten Gold  21 children  4 years to 5 years
• Before School Hours Care  24 children  Prep to Year 1
• After School Hours Care  33 children  Prep to Year 1

Our licensing body is the Office for Early Childhood Education and Care which operates under the Child Care Act (2002) and Regulations (2003). The Early Childhood Officer visits the Centre regularly and prepares the licensing report for the Department. The telephone number for the Child Care Information Service is (07) 3224 4557.

OWNER AND MANAGEMENT

Genesis Christian College and Little Genesis Early Learning Centre are owned by the NBCSA – North Brisbane Christian Schools Association Inc. (the Association). The College is controlled by the members through the Board of Directors (generally known as the Board).

THE ASSOCIATION

Membership of the Association of committed Christian parents is strongly encouraged. There is an annual fee per family and membership is open to anyone who is at least eighteen years of age, and is in agreement with the constitution of the Association. Membership allows a member to vote for the election of Board Members, those representing the different committees of the College Government. It is through membership of the Association that parents exercise involvement in the College’s governance. Application forms for membership are available from the College Administration Office.

BOARD OF DIRECTORS

The Board is elected by the Members of the Association. Vacancies on the Board are filled through nomination by Association members and election at the annual general meeting in March each year.

NATIONAL CHILDCARE ACCREDITATION COUNCIL (NCAC)

The broad objective of the NCAC’s systems is to ensure that children in care have stimulating, positive experiences and interactions that nurture all aspects of their development. The NCAC do this by defining quality child care, providing a way to measure the quality of care provided by the service and identifying areas for ongoing quality improvement.

Address:  Level 3, 418a Elizabeth Street, Surry Hills NSW 2010
Telephone:  (02) 8260 1900 or 1300 136 554 (for callers outside Sydney)
Facsimile:  (02) 8260 1901
Email:  qualitycare@ncac.gov.au
Introduction

MISSION STATEMENT

Little Genesis is a centre where each child in its care can develop a love of learning and love for Christ.

Our goals are:
- To support each child in their discovery of the Person of Jesus Christ, God’s Son.
- To inspire each child’s love of learning through supporting their social awareness, emotional maturity, communication skills, critical learning, physical development and spiritual growth.
- To present a physical environment that is aesthetically pleasing, safe and stimulating.
- To encourage good health, nutrition and hygiene practices for children, staff and families.
- To encourage our staff to grow in their professional journey through seeking and implementing up-to-date research and theories.
- For all children to be inspired, develop curiosity and investigate the world.
- To encourage all children to be the best they can be and celebrate achievement by others and in themselves.
- To allow individuals to plan their learning and develop at their own natural pace.
- To create collaborative partnerships between children, staff and families.

CURRICULUM

The Little Genesis Programming Model “emerged” from the Emergent Curriculum methodology and incorporates its foundational principles. Through careful and considered planning we develop the necessary scaffolding upon which children are then able to contribute and build on their ideas. Our curriculum, therefore, is intrinsically emergent, constantly evolving, yet skillfully designed to inspire children to engage in the core learning areas. It gives children access and freedom to a variety of resources, materials and investigative tools.

The children are actively involved in activities that include:
- Projects and activities which support early literacy and numeracy skills
- Discussion and planning about learning through mind mapping
- Spontaneous experiences
- In-depth investigations of topics in which they have shown interest
- Complex reasoning tasks and situations
- Working together in partnership
- Self-selection opportunities

Our architecturally designed centre supports the curriculum by providing:
- Dramatic play areas
- Construction areas
- Science and nature discovery areas
- Art and creative studios
- Outdoors environment including natural and purpose build equipment
- Library and quiet areas
- Eating areas
Children are regarded as competent individuals and given credit for the things they can do. “Once children are helped to perceive themselves as authors or inventors, once they are helped to discover the pleasure of inquiry, their motivation and interest explode.” Loris Malaguzzi, Founder of the Reggio Emilia Schools, Italy.

IMPORTANT PARTNERSHIPS

Our teachers and children work in partnership as researchers seeking out answers to questions and supporting investigation. In a sense, the child becomes the architect or designer of their own learning while the teacher is their recorder of information and aid in choosing what path to take.

This partnership has meaningful outcomes for the child and develops the teacher professionally. “When teachers work with curious and questioning minds and see themselves not as disciplinarians or mere transmitters of information but as researchers learning alongside children, then new knowledge is always under construction” Curtis and Carter 2008 p9. This is a direct result of children learning as they are doing, through exploration, creative thinking, inquiry, opportunity, investigation and repetition.

Our parents are an important part of the curriculum and also partners in the learning process. Parents can offer valuable information on real life experiences they have had with their child that can then be integrated into the programme. This creates strong bonds within the Centre and acts as a further resource and pool for exploring ideas and interests.

FIRM FOUNDATIONS

We aim to create a nourishing Centre that is rich in culture and where the curriculum is enhanced with a variety of information. Everyone is part of the teaching and learning process and acts as coach, aiding children to investigate and not settle for the first answer. We believe this enables children to learn and grow to the best of their potential.

At Little Genesis, we believe we are beginning their journey in faith and education. Our hope is that with confidence the children will continue their schooling, healthy in mind, body and spirit, secure that their ideas and thinking are valued. Such a strong foundation provides our children the opportunity for the growth of a love for learning which will assist them in their life-long education.
What to Bring and Wear __________

ALL CHILDREN
- Backpack or Little Genesis Kindergarten Bags (named with identifiable tag)
- A lunch box (named) that your child can open by themselves if appropriate
- A separate morning tea container (named)
- A separate afternoon tea container (named) – only required if in care past 2.30pm
- Spare changes of clothes including underwear (named and in a zip lock bag)
- A water bottle (named)
- A sheet – one sheet (named) in a large drawstring bag. Small light blanket for winter.

Sheets contained in a child’s own sheet bag will need to stay at the Centre for the days of attendance and placed in the storage facility until rest time. Sheets should be taken home each week for laundering and then returned to the Centre the following week.

NURSERY AND TODDLERS
The items listed below are additional to the items listed under ‘All Children’:
- 4-6 Nappies per day
- Seasonal play clothes (named)
- Bottles with formula/milk
- Comforters (pacifier/blanket/toy) for sleep – (Please check with Group Leader that items comply with SIDS prevention policy)

JUNIOR KINDERGARTEN
The items listed below are additional to the items listed under ‘All Children’:
- Nappies if applicable
- Seasonal play clothes (named)
- Comforters (pacifier/blanket/toy) for sleep – (Please check with Group Leader that items comply with SIDS prevention policy)

KINDERGARTEN UNIFORM
Uniforms for Kindergarten are compulsory and can only be purchased from the Genesis Christian College Uniform Shop. The uniform gives the Kindergarten child a sense of belonging to the program, and for security, a uniform identifies a student immediately. The uniform is sun-safe and eliminates the “clothing competition” between children. Children are to wear:
- Little Genesis navy knit shorts
- Little Genesis Kindergarten shirt
- Black shoes or white joggers
- Little Genesis Legionnaires cap (issued by the Centre at commencement)
- Little Genesis draw string bag. All uniform requirements (except footwear) are available on campus at the Genesis Christian College Uniform Shop.

Please note: Genesis Christian College School bags are not to be used by Kindergarten children.
CLOTHING

Children attending Nursery, Toddlers and Junior Kindergarten need to wear play clothes that can get dirty with sand and paint.

Thin shoulder straps and see-through tops are not acceptable as they do not provide the child with good sun protection. T-shirts need to have a sleeve to protect the shoulder from the sun. If staff feel a child is not dressed adequately, they will only be able to play under shaded verandahs.

All belongings are to be clearly marked with the child’s name. Printed cotton name tags sewn or ironed onto clothing is highly recommended. Name EVERYTHING including shoes, socks and containers.

SHOES

Shoes will be removed during the day for such activities as climbing or balancing on planks, except during winter. If for any reason you wish your child to keep their shoes on, please inform the teacher/carer and every effort will be made to co-operate. No children are to wear thongs.

WHEN YOU ARRIVE

When you arrive at the Centre, your child is to do the following:

1. Place their bag in their provided locker space
2. Find their hat
3. Place their morning tea in the container provided
4. Place their lunchbox and water bottle in the container/fridge provided

Encouraging and reminding your child to do their jobs promotes independence and assists them in preparing for the next stage of schooling.
Fees and Finances

FEES

Extended Hours Fees - 6.30am-6.00pm

Nursery, Toddlers, Junior Kindergarten and Kindergarten Blue (Extended hours) are billed at $63.50 per day. Fees are charged for fifty weeks of the year for all days including public holidays. Full fees are payable for absences due to family holidays, illness and also for days when the Centre is closed for statutory holidays.

Sessional Hours - 8:30am-2:30pm (school terms only)

Kindergarten Gold are billed at $55 per day. Fees are charged for school terms only (as per Genesis Christian College School calendar) including public holidays. Full fees are payable for absences due to family holidays, illness and also for days when the Centre is closed for statutory holidays.

Bond

The Centre charges a Security Bond of $200 for Senior Kindergarten and $100 for the Junior rooms to secure a child’s enrolment. This bond is then held by the Centre until the child’s enrolment ceases. When the child is withdrawn from the centre, the bond is then refunded or deducted from the final account.

Two weeks’ notice must be given in writing prior to the child being withdrawn from the centre. If enrolment is withdrawn without prior notice, the bond amount will be forfeited.

Accounts

Fees may be paid weekly or fortnightly and must be kept at least one week in advance. Statements are issued fortnightly and are placed in your child’s pocket, located on the wall outside their room.

Two (2) weeks’ notice is required to change booked days or to withdraw your child from the Centre. Fees will be required to be paid for that two week period.

A detailed fee policy is supplied to all parents upon enrolment.

CHILD CARE BENEFIT (CCB)

As a registered Child Care Centre, all families are entitled to Government Assistance to help with the cost of child care and early education. Parents can find out how much CCB they are entitled to by contacting the Family Assistance Office (FAO) on 136 150.

Once the Customer Reference Numbers (CRN) for the child and primary parent are provided to Little Genesis, fees are automatically reduced by the amount of CCB for which a family is eligible. Parents are responsible for lodging a claim for CCB and obtaining CRNs from the FAO at Centrelink, the Tax Office or Medicare.
LATE FEES

The Centre closes at 6.00pm. Regulations state that at least two staff must be at the Centre while there are children on site and one must be the Director, Assistant Director or Group Leader. If children are collected after 6.00pm, late fees are charged at the rate of $1.00 per minute to cover the payment of overtime to the two members of staff.

It is important that parents phone the Centre if they are going to be late. If this has not happened, the emergency contact persons, indicated by parents, will be asked to collect the child/ren. In the event that neither parents nor emergency contact persons can be reached by 6:30pm, the local police department will be informed.

SUNHAT AND SUNSCREEN LEVY

Each child will be charged a $20 Hat and Sunscreen Levy per calendar year. Children will be issued with a colour-coded hat that needs to remain at and be laundered by the Centre.
Enrolment and Bookings

PRIORITY OF ACCESS

For parents to receive Child Care Assistance, the Centre must allot placements according to the Priority of Access guidelines which are set by the Government as listed below:

1. Families where parents are working, studying for work-related purposes and/or actively seeking work.
2. Children or parents with a continuing disability or incapacity.
3. Children at serious risk of abuse or neglect.
4. Parents at home with more than one child below school age and single parents at home.

Although every effort is made to allocate to parents the days requested, priority must be given to those parents whose work commitment cannot be changed. It may be necessary therefore to ask parents from other priorities to change days.

APPLICATION FOR ENROLMENT

A Waiting List Application Form is available from the Centre or by phoning Little Genesis on 3882 9032.

Personal tours of the Centre are available through Little Genesis Early Learning Centre reception on 3882 9032. Tours are by appointment only and are not available without prior arrangement.

The Waiting List Application Form should be completed and forwarded to the Director. A non-refundable application fee of $25 and proof of date of birth should be included with the application form. Offers shall be made by the Director of the Centre as positions become available. Submission of the Waiting List Application Form and application fee does not guarantee placement.

ENROLMENT AT GENESIS CHRISTIAN COLLEGE

Placement at Little Genesis Early Learning Centre does not guarantee enrolment into Genesis Christian College. Families wishing to enrol their students into Genesis Christian College should make a separate application for enrolment with the College from Prep – Year 12. Enrolment policies and procedures for Genesis Christian College are outlined in the College Prospectus.

TRANSITIONING THROUGH THE CENTRE

As children become old enough and/or in the opinion of the staff, mature enough, for a new room it may be necessary to transition them through the Centre. Parents are always consulted as to whether they are happy for their child to be transitioned.

CANCELLATION OF BOOKINGS

Two weeks’ written notice is required from parents when they wish to cancel care or days. Payment is required for the two week notice period. Bonds will not be refunded if written notice is not received, or if outstanding amounts are equal to or greater than the bond amount.
“Infections are common in children and often lead to illness. At home, children are reasonably well protected from infectious diseases because they don’t come into contact with many people. The adults they meet are generally immune to many childhood illnesses because they had them as children or they have been vaccinated. Because of this immunity, adults cannot transmit those infections to children. Spending time in Kindergarten and child care centres or other facilities and being exposed to a large number of children for some time, provides an opportunity for infectious diseases to be spread.

*It is not possible to prevent the spread of all infections and illnesses within child care centres."

Mr John Tainton
Chair - National Childcare Accreditation Council Australia
Staying Healthy in Childcare publication distributed by The National Health and Medical Research Council (NHMRC).

**WHEN YOUR CHILD IS ILL**

In the event of a child becoming ill at the Centre, the Director or Reception staff will contact parents, requesting that the child be collected and taken home as soon as possible. The Centre does not have the facilities to care for sick children and will contact parents if:

- their child’s temperature is higher than 38 degrees
- their child has diarrhoea
- their child has vomited
- their child is generally not coping with the day’s activities
- their child is not their usual self

Policies and procedures are developed based on the recommendations of the Staying Healthy in Childcare publication distributed by The National Health and Medical Research Council (NHMRC). A copy of the publication is available at the Centre for parents.

No child can attend the Centre until vomiting and diarrhoea has ceased for 24 hours.

When antibiotics have been prescribed, children need to be on them for 24 hours before returning to the Centre.

Please notify the Centre at once if your child has been exposed to any communicable diseases (e.g. German measles) so that we can notify other parents. The Centre will post notices of illness on the room where cases have been reported.

**CONTAGIOUS CONDITIONS/DISEASES**

The Centre appreciates the parents'/guardians' value of a safe and healthy environment for children and ask parents/guardians to withdraw their child from the Centre immediately when it is known they have a contagious condition. These conditions include: conjunctivitis, chickenpox, cough and cold viruses, diarrhoea, German measles, measles, mumps, nausea, ringworm, school sores, head lice and whooping cough. Please ensure that you do not send your child back to the Centre prematurely and that they have made a full recovery before returning. If a child has a temperature (38°C or above), they are to be kept home for a minimum of 24 hours without fever or, if in doubt, the family doctor is to be contacted.

The Centre reserves the right to insist on a doctor’s letter stating a child is well enough to attend and is no longer contagious to other children.

**HEAD LICE**

Please do not send children to the Centre if they have head lice or head lice eggs. Head lice must be treated and children are not to return to the Centre until after treatment has occurred and all lice and eggs are removed from their hair. Staff will check the child’s hair on their return to the Centre and if more are found, the child will be excluded. All lice and eggs must be removed to prevent a recurrence; this is most effectively done by an adult under a bright light, using chemical treatments and a lice comb.

Head lice is an issue that requires a proactive approach and all families are encouraged to check their children daily, treat quickly and notify the Centre of an outbreak. Communication with the Centre is very important so the appropriate action of alerting others to check their own children can be carried out. The presence of head lice is not a sign of dirty hair or bad hygiene. In fact, head lice prefer a clean environment.

If a child is found to have head lice, the parents will be contacted and required to collect their child from the Centre.

**IMPETIGO (SCHOOL SORES)**

Impetigo is characterised by collections of small, crusting blisters that usually form on the face or limbs. The condition looks unsightly, but it isn’t dangerous and doesn’t cause any lasting damage to the skin; however, it is highly contagious. A child with a case of impetigo should be kept home from care until the sores are fully healed. The child may return earlier if appropriate treatment has begun, the exposed sores are fully covered with a waterproof dressing and the child has a doctor’s certificate/clearance letter. Impetigo is more common during warmer months.

**IMMUNISATION**

Parents must supply a record of their child’s immunisation upon enrolment. Children must be fully immunised or have exemption documentation to attend the Centre and claim Child Care Benefit. Children who are not immunised can be enrolled by the Centre but must be withdrawn for the exclusion period if a vaccine-preventable disease is confirmed within the Centre (e.g. a case of measles etc). The exclusion table adopted by the Centre is that recommended by the National Health and Medical Research Council and displayed at the Centre.

**MEDICAL INFORMATION**

All children must have up-to-date medical information lodged at the Centre. Please let the Centre know if any new situations arise as the year progresses so that records can be kept up-to-date at all times. **Current telephone contact numbers and emergency contacts are vitally important.**
MEDICATION

State and Territorial Governments protect the health and safety of the community from the injurious effects of medicinal drugs by a range of acts and regulations which include lists of drugs and poisons categorised as follows:

- Schedule 2 (S2) Pharmacy Medicine (Pharmacy only sale)
- Schedule 3 (S3) Pharmacist Only Medicine (Supervision of sale by pharmacist)
- Schedule 4 (S4) Restricted Drugs (Prescription Only Medicine)
- Schedule 8 (S8) Controlled Drugs (Prescription Only Medicine)

Paracetamol and other analgesics are S2 medications. These and all other medications, both prescription and over-the-counter drugs, cannot be administered to children by staff without authorisation.

1. The parent must make a written request to the Director on a Medication Request Form obtainable from the Centre Reception.

All prescription medication must be in a container labelled by a health care professional or pharmacist filling a medical prescription. The following details need to be provided:

- Name of the medication
- Name of the doctor prescribing the medication
- Name of the student
- Dosage
- Time medication needs to be administered
- Commencement and conclusion dates
- Any special arrangements

The same procedures apply to over-the-counter medication. The Centre will not accept any medication which is not labelled in this way.

2. The medication must be delivered to the Teacher/Group Leader before the start of session each day.

The Group Leader will record each day that they have received the medication which will be placed in the kitchen fridge. A copy of the Medication Request Form will be sent to the child’s room stating the time that the child is to be administered their medication.

The Group Leader will record that the medication has been administered to the student by an authorised member of staff as per the Medication Request Form.

Parent helpers, children and visitors are not permitted to administer any prescribed medication.

NON-AUTHORISED MEDICATION ADMINISTRATION

Staff are not able to administer a dose of paracetamol if children have a high fever. A tepid bath will be used to reduce the fever. When a child has a fever and they are showing signs of being unwell the child should be collected from the Centre as soon as possible. If parents are requesting staff to administer paracetamol throughout the day, we believe the child is not well enough to attend.
ANAPHYLAXIS

Anaphylaxis is a severe, life threatening allergic reaction. The reaction can develop within minutes of exposure to the allergen. An increasing number of children experience a severe reaction when they eat or have contact with nuts and other allergens.

The Centre is committed to provide a safe and healthy environment for all children and especially the well-being of children at risk of anaphylaxis. Our staff are educated in dealing with these situations on an annual basis and all staff are aware of which children are at risk.

As part of our preventative strategy at Little Genesis we remove as many products and food items as possible that contain nuts. Complete removal is difficult due to manufacturing and processing schedules. To assist in reducing the risk we ask that:

| NO NUT PRODUCTS, INCLUDING PEANUT BUTTER, NUTELLA OR MUESLI BARS CONTAINING NUTS ARE TO BE SENT IN LUNCH BOXES |

Little Genesis is a nut free centre. At times it may be necessary for us to operate as an egg or other allergen free centre as children with severe allergies may be present. Parents will be advised if this occurs and would be expected to comply with the centre’s requests not to include any of these foods in the child’s lunchbox at that time.

Anaphylaxis Management Plans should be updated each year and the relevant medication, EpiPen or antihistamine should be kept in the First Aid Cupboard in the Centre. A detailed Anaphylaxis Policy is provided in our Policies and Procedures Manual.

EMERGENCY MEDICATION

If a child has a serious medical condition that requires emergency treatment, e.g. EpiPen, it is the parents’ responsibility to supply this medication so we can provide adequate care for their child.
Safety

EMERGENCY CONTACT PERSONS

In the event of illness or emergency, initial contact will always be made to a parent/guardian. Only the persons nominated by parents will be authorised to collect a child.

CHANGES TO CONTACT DETAILS

Please notify the Centre immediately if there are any changes in your address, phone numbers, or emergency contact persons. An Update of Details form will also be distributed annually in order to collect any new/changed contact information from families.

MINOR ACCIDENT REPORTS

Any accident or injury which occurs to a child during care at Little Genesis (no matter how minor) will be documented on an Accident/Incident Report Form. Staff will inform parents/guardians of any accident/injury either by phone or at collection time and parents/guardians will be required to sign the form to acknowledge that they have been informed of an accident or injury to their child. In the event of a child’s injury involving a bump to the head or teeth the parent will be contacted by telephone immediately to allow the parent/guardian to assess the situation in consultation with staff.

COURT ORDERS AND SHARED CUSTODY ARRANGEMENTS

If there are Family Law Court orders, restraining orders, shared custody arrangements or parenting plans pertaining to the child, the Centre must be supplied with current copies of such orders and parents are expected to keep the Centre informed of any changes to orders or agreements. Failure to provide current orders may result in cancellation of care.

CHILD PROTECTION POLICY

Little Genesis recognises that protecting children from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within the Centre will always be of primary consideration.

We expect children to show respect to staff and volunteers and to comply with safe practices. We expect all employees to ensure that their behaviour towards and relationships with children reflect proper Christian moral and lawful standards of care for children. The Centre will respond diligently to a report of suspected or actual harm or risk of harm to a child.

Queensland legislation defines harm as: Any detrimental effect of a significant nature on the child’s physical, psychological or emotional well-being. It is immaterial how the harm is caused. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation
- Domestic or family violence

The Centre has a comprehensive Child Protection Policy which covers the actions to be taken if a member of staff or a parent of the Centre becomes aware or reasonably suspects that harm has been done to a child of the Centre by other staff, people outside the Centre or by other children.
SECURITY

To enable the Centre to maintain the highest standards of security we ask parents to ensure gates and doors are closed behind them. We also ask parents not to allow children to use the push button release on the main entry door.

FIRE DRILLS

Fire Drills are held regularly and we ask all people in the Centre at these times to join in the drill with the children and staff members. Evacuation procedures are outlined in all rooms with diagrams and steps to follow. In the case of an emergency the Centre will follow the evacuation procedures and relocate the children to a safe place. Parents will be notified as soon as possible to collect their children if needed.

CAR PARK PROCEDURES

As the Centre shares the car park with Genesis Christian College, parents of the Centre should be aware of the peak congestion periods between 8.15-8.45am and 2.45-3.15pm. If using the Centre only, parents should endeavour to park in the Little Genesis ‘10-minute’ parking zone. Please hold your child’s hand in the car park, teach your child to use the footpath to the Centre, not the road, and be a good role model. Please don’t allow your child to exit the Centre unless you are with them.

Motorists are also requested to observe the following:

- Please use the 10-minute drop-off parking zone.
- There is no parking permitted in the pick-up and drop-off zone of Genesis Christian College.
- Encourage children to embark and disembark from vehicles as quickly as possible.
- Practice a routine with your children – bags in the boot first and then passengers on board.
- There is to be no dropping-off or picking-up of students along the front of the Centre on Young’s Crossing Road.
- Adhere to the 10 kilometre speed limit within the College grounds.
- Give way to pedestrians using the two zebra crossings.
- Remember that small children do not have good peripheral vision and all students can sometimes do silly and unpredictable things when crossing roads.
- Do not park in the Handicap spaces unless an appropriate sticker is displayed and refrain from parking in any other designated spaces.
- Be considerate to all other drivers.
- Be respectful to volunteers and staff who are controlling traffic conditions and the safety of the students.
- Take extreme care while driving in the College grounds.
- Parents are not to reverse park in the Little Genesis parking areas, where towbars impinge on footpath and walkway access for children. Front end parking only in these areas.
Hygiene

To minimise cross infection at the Centre, several procedures are followed including regular hand washing. Staff members wear disposable gloves when attending a sick child or changing soiled clothing. Toys and equipment are disinfected regularly.

HAND WASHING

To reduce the spread of infection and germs, staff and children wash their hands:

- Before handling food, including babies’ bottles
- Before eating
- After changing a nappy
- After removing gloves
- After going to the toilet
- After cleaning up blood, faeces or vomit
- After wiping a nose, either a child’s or one’s own
- Before giving medication
- After handling garbage
- After coming in from outside play and
- Before going home

FOOD SAFETY

All staff have been trained in Food Safety; we are committed to keeping our staff up to date on all current practices. The prevention of food-borne illness involves attention to hygiene, proper handling and preparation of food and care during food storage and distribution. Therefore, each room has a fridge to store food and drinks and adequate food safety equipment is supplied in each room.
Food and Nutrition

At Little Genesis, we want to ensure that all children who attend have food and drink that is safe, nutritious and culturally diverse.

Good nutrition is vital to growth and development of young children and the foods we provide them often becomes the basis for lifelong food choices. The Dietary Guidelines for Children and Adolescents recommend that children eat a wide variety of nutritious foods and that care is taken with children’s food so that it is served to young children safely and hygienically.

**NO NUT PRODUCTS, INCLUDING PEANUT BUTTER, NUTELLA, OR MUESLI BARS CONTAINING NUTS ARE TO BE SENT IN LUNCH BOXES**

**Nutritional Tips**
1. Children eat different amounts of food according to their growth patterns. For smaller appetites, pack smaller serves - cut sandwiches into quarters and chop up fruit so that there is still time to play.
2. Calcium is lacking in many children’s diets - provide a calcium-rich food like milk, cheese or yoghurt every day in their lunch box.
3. Fruit has more fibre and fewer calories than fruit juice. Make fruit a regular lunch box item.
4. Use only small amounts of oil, margarine and butter.
5. Offer water to drink instead of juice.
6. Have plenty of fruit and vegetables available.
7. Choose snack foods based on breads, fruit, vegetables and dairy foods that are filling and nutritious.

**Great Ideas for the Lunchbox**

- All kinds of fresh fruit (bananas, apples and strawberries)
- Small tub of yoghurt
- Sandwiches made from wholemeal or whole grain bread
- Boiled eggs
- Rice cakes and rice biscuits
- Sultanas or dried fruit
- Meat and chicken
- Rice
- Noodles
- Tinned Spaghetti and baked beans
- Tuna and salmon
- Wraps with meat and salad
- Home made muffin pizzas
- Home made savoury muffins
- Soup
- Crackers with spreads
- Fruit muffins or fruit loaf
- Cherry tomatoes, carrot and celery sticks
- Cheese
- Cold meat with lettuce, celery, parsley, mixed with salad
- Tuna with salad dressing: add chopped celery, apple slices or raisins
- White fish with chopped celery and salad dressing
- Rice salad with shredded lean meat or chicken
- Chicken drumstick
- Quiche
- Rissoles, meatballs or kebabs
- Sushi rice roll

“Sometimes Foods” are to be kept for consumption at home. We are dedicated to the promotion of healthy eating and physical activity, therefore, strictly no “sometimes foods” will be given to children whilst in our care.
Parents/Guardians are to provide children with a variety of nutritional foods from the five food groups. This consists of breads, cereal, rice, pasta, grains, vegetables, legumes, fruit, yoghurt, cheese, milk and/or alternatives, lean meat, fish, poultry.

The exception applies only to birthdays or special cooking activities within the Centre. Parents are free to provide patty cakes or similar for their child’s birthday.

**Examples of “Sometimes Foods”**:  
- Chocolate and confectionary.  
- Artificially flavoured and coloured fruit snacks.  
- Sweet biscuits, cakes, cream buns, donuts, chips and high-fat savoury biscuits.  
- Fried foods.  
- High sugar-content, artificially coloured and flavoured puddings. (These are often sold in the guise of yoghurt. Please check labels to ensure yoghurt is in fact yoghurt)  
- Pastry-based foods such as pies, sausage rolls, pasties.  
- Fast food and take-away food.  
- Soft drinks, cordial, sports drinks, flavoured milk and flavoured mineral water.

Children need to be provided with sufficient food for morning tea, lunch and afternoon tea. Children in Senior Kindergarten rooms are to bring a piece of fruit or vegetable for morning tea. These will be cut up and shared with the entire group. They may also bring additional food for morning tea; however, this will not be served until they have eaten some fruit or vegetables.

Please refer to the “Get Up and Grow” Family book in our Parent Resources and Library in our Centre for comprehensive information regarding recommended daily nutritional intake for babies, toddlers and preschool aged children.

The following are links to web sites that have great lunch box ideas:


**NURSERY & TODDLERS’ BOTTLES**

Formula/breast milk must be provided daily. We ask that parents provide one extra bottle feed for children under twelve months old to allow for growth spurts, hot weather and good food safety practices.
Communication

At Little Genesis, we believe that constant communication needs to take place between parents and staff throughout the day via staff/parent conversation, interaction, daily notices, telephone conversations and email. We aim to develop trusting relationships with all families to enable us to work in partnership with you.

SHARING HOME LIFE

Events in the family life such as major illnesses, visits of grandparents and relatives, accident or death of relatives or pets may be a cause of major concern or excitement for children and markedly affect their behaviour. It is important for the home and the Centre to share this information and we would appreciate parents informing teachers of any unusual happenings of this nature for the benefit and well-being of the children.

MEETING WITH STAFF

An opportunity for our Staff to share information with parents is valued and from time to time the Centre may request an interview with parents for that purpose. Staff on duty are responsible for the safety and well-being of the children in their charge. Therefore, they are not available for lengthy consultations while overseeing their children. If you wish to speak at length, please advise the Director who will arrange supervision for the children and a quiet place for you to talk.

COMMUNICATION WITH PARENTS

Information pockets are located outside the classroom for newsletters, accounts and other communication for parents. Regular checking of the contents of the pockets will ensure messages are received. Communication pockets will only be used by Little Genesis and Genesis Christian College. Junk mail including private advertising of home-based businesses or party-plan will not be permitted. Children’s birthday invitations are allowed.

ROLE OF PARENTS

We actively encourage parents to become involved with their child’s education. Mothers and fathers are welcome to come into the Centre at any time to observe what is going on and ask what we are doing and why. As well as observing, parents often bring with them special skills such as cooking, carpentry, gardening, music, storytelling and so on, and these become a valuable part of the program. The teacher may have particular areas of the curriculum in which they ask the parents to participate.

We value your participation and involvement in any of the following ways:

- Sharing languages and/or cultural information/experiences from parent’s unique cultural background.
- Sharing skills and interests in the education program.
- Spending time reading stories and playing with your child.
- Participating in special activities, excursions and celebrations.
- Assisting the Staff with educational programs.
PROCESS FOR DEALING WITH ANY CONCERNS OF PARENTS, STAFF MEMBERS OR CARERS

The procedures for addressing complaints are as follows:

Make an appointment at the Centre Reception, indicating the topic you wish to discuss, with the relevant staff member. If your concern is about:

- Your child’s progress or room activities, you should see the Group Leader or Kindergarten Teacher.
- Concerns which are outside the child’s room but affect your child, you should see the Director.
- Fees, you should see the Administration Officer, Director or Finance Officer.
- Other matters including the staff, you should see the Director.

Centre Staff reserve the right NOT to hold an interview with a parent or guardian who is emotionally distressed. At all times during the interview respect for one another is to be shown, or the interview will be terminated by staff. The Centre also reserves the right to have another staff member, who has some knowledge of the incident or who is involved in the subject of discussion, present at the interview.
Behaviour Guidance

INTRODUCTION

The Bible reminds us that the purpose of discipline is to help each of us to grow in a loving, Christ-like manner, this is an important part of our understanding of Christ. Discipline also protects and safeguards us physically, spiritually and emotionally so that we may grow into responsible servants of Christ, acting at all times in a God-honouring and upright manner (Hebrews 12:11 and Proverbs 12:28).

RATIONALE

Effective behaviour guidance is evident when there are positive relationships between teachers, children and parents. All staff recognise and respect the rights and responsibilities of others.

The growth and development of a child is the prime responsibility of parents (Proverbs 22:6). At Little Genesis we encourage accountability for behaviour in all children (Proverbs 3:6). Staff strive to work in partnership with parents to help children develop into mature, responsible, well-adjusted young people (Isaiah 54:13).

The Behaviour Guidance Policy is devoted to providing a unified and cohesive code of behaviour for the Early Childhood environment.

GOAL

Staff aim to provide a positive, fair and consistent policy and to assist all by documenting clear guidelines (this policy statement) for children, parents and teachers to follow.

The goal of this policy is to develop a safe, caring and secure environment where children accept responsibility for their own behaviour and respect the rights of others.

For a more comprehensive look at the Behaviour Guidance policies utilised at Little Genesis, please refer to the Centres Policies and Procedures manual.

PARENT/ADULT BEHAVIOUR

The Centre expects all adults to behave in a reasonable and mature manner when in and around the Centre and on Genesis Christian College property. All adults need to be appropriately dressed (i.e. men should not enter the Centre without a shirt, women should be modestly dressed and footwear should be worn by all adults).

Adults are expected to use non-offensive language at all times.

TERMINATION OF ENROLMENT

In the event a child’s behaviour is having a detrimental effect on other children, staff or parents, the Centre reserves the right to limit the child’s hours in care, terminate or suspend the child’s enrolment at the Director’s and Principal’s discretion.
General Information

ABSENCES
If your child is absent or is going to be absent, please contact the Centre either by telephone or with a note to the Director or Group Leader.

BIRTHDAY CELEBRATIONS
If your child has a birthday during the school year, you are welcome to send a cake or cup cakes to share the celebration with your child’s group. Please ensure all cakes do not contain nuts and provide a list of ingredients to your child’s teacher.

EXCURSIONS/VISITORS
The program will also be enhanced through the children’s excursions and visiting shows. Programs include Hello Africa show, Rainforest and Reef Experience, Cool Companions visit, Animal Nursery Farm visit, Grandparents’ Week, and our annual Christmas Celebration. A calendar of activities will be supplied at the beginning of each year.

KINDERGARTEN DROP OFF (SESSIONAL ONLY)
It is important that parents and their children arrive promptly for Kindergarten sessions. Punctuality is important in delivering and collecting your child. The sessional Kindergarten room (Kindy Gold) doors do not open until 8.30am. Alternatively, if your child is late, he or she is missing out on group time, and will not know what will be happening during the sessions. If you are late to collect your child in the afternoon, they may worry that they have been forgotten. No child likes to be the last collected every day. Kindy Gold pick up time is strictly 2.30pm.

NO SMOKING ENVIRONMENT
A No Smoking policy is strictly applied in all areas of Little Genesis Early Learning Centre and Genesis Christian College campuses and carparks.

NO TOYS
Children are not permitted to bring toys to the Centre as they could become lost or broken. The Centre will not be responsible for lost toys that are brought to the Centre.

OPEN DOOR POLICY
The Centre has an Open Door Policy and welcomes parents to visit at any time. When children see a connection between their parents and teachers, it assists in making them feel safe and secure. If you have any skills, interests or knowledge that you would be willing to share with the Centre, including things that may enhance the children’s program, please let us know.

Parents who wish to take advantage of the Open Door Policy need to be actively involved with their child. This is a great time to take advantage of the resources available and build an active interest in the classroom with your child.
PERSONS AUTHORISED TO COLLECT CHILDREN

No child will be allowed to leave the Centre without parents’ permission or without an authorised adult of 18+ years. For this purpose we request parents to authorise persons who may collect their child/ren and/or in case of sickness. Parents are expected to keep the collection permissions list up-to-date at all times. Only the persons nominated by parents will be authorised to collect a child. Current photo identification will be required.

PHOTOGRAPHS

Periodically the Centre staff will take photographs as a pictorial record of the educational programs and of children’s participation in them. These photographs are displayed for parents to view. All parents are required to complete an Image Permission Form on their child/ren’s enrolment.

TRANSITIONING INTO THE CENTRE

Children react to new experiences in many different ways. Here are a few suggestions that may help to promote your child’s positive feelings toward attending Day Care or Kindergarten.

- Talk about starting Day Care or Kindergarten as a sign of your child getting bigger, a reward for growing up.
- Encourage evidence of independence so your child feels proud about doing things for themselves.
- Provide appropriate opportunities for your child to speak to other adults so that confidence and self expression are developed.
- Remember, this is just one of the many stages in your child’s life - be positive and excited about this new stage because children sense these emotions and will develop these feelings also.
- Talk to your child about simple scenarios so that they have some strategies already – e.g. What do you do when you need to go to the toilet? Who could help you?
- Stay at the Centre until you and your child feel comfortable with the separation. Do not feel that you are expected to leave, but when you do want to go, talk to staff members so that your child can be supported if necessary.
- For younger children we encourage you to visit and telephone as much as required.
- Regular and clear communication between you and your child’s carers is essential.

A child’s thoughts on starting Child Care

1. Please plan the beginning of the day so that I don’t have to be rushed there or I may become confused, worried or irritable.
2. Please don’t push me inside the door and run. It makes me feel unhappy, as if you want to get rid of me. Come and look with me at all the interesting things I can do.
3. Please don’t slip away without saying good-bye, or I will be afraid that you may leave me for good. When you leave, tell me when you will be back and try hard to be on time, or I will worry.
4. Sometimes I spend a long time making something and I am proud of it. If you call it rubbish, the time seems wasted, but if you show you value it too, even to say I have been working hard on it, that makes me feel happy and successful and ready to tackle more difficult things.
5. Please come and visit me at Kindergarten and I will feel proud to say to my friends, “That’s my Mummy and Daddy,” and know that you really care about what I am doing.
6. Please don’t discuss me when I am in earshot. I don’t miss much and I worry about what I hear. The teacher will be happy to find somewhere out of earshot to talk to you.
7. When you come for me, please don’t ask the teacher if I’ve been good. I try to be, but sometimes things go wrong and the teacher and I have worked it out and I don’t want to be reminded of my mistakes.
8. What makes me feel good is if you show that you are really pleased with me, and are ready to look if I have something to show you, as the process of making it was very important and this object is the result.
9. But most of all, just love me!

SIGNING IN AND OUT

Each day, parents are required to sign their child in at reception. The child must also be signed out, giving the actual time collected, and staff must also be informed of the child’s departure. The child must be signed in and out, and accompanied to and from their room by an authorised adult of 18+ years. These records are used for attendance checks and it is a legal requirement that they are completed correctly and on a daily basis. These attendance sheets are used during emergency evacuation to ensure all children are accounted for.

SLEEP AND REST POLICY

The program must incorporate a balance of activities for children including opportunities for rest and relaxation.

Rest time provides:

- An opportunity for the child to sleep/unwind
- A time to help the child learn to relax
- A time of uninterrupted quiet

Establishing patterns of rest and relaxation, like good eating habits, are benefits which a child can carry into later life. The children spend an average of one hour on their beds and then quiet activities are provided for those children that are still awake. If your child falls asleep, we will not wake them unless you specify you would like them to sleep only a short time.

SUN PROTECTION

The outdoor program is an important part of the Centre and consideration of sun safety is paramount. Despite avoiding exposure to the sun in the hottest part of the day, children and staff are still required to wear sunscreen and a hat when outside.

To assist in the skin care of children using our Centre we provide hats for children from Nursery age upwards. The hats are clearly named and colour-coded to rooms and are regularly washed and dried. Staff and Children are required to wear the provided Little Genesis hats. This is to assist in maintaining hygiene, prevent head lice and ensure children have hats. The hats remain in the Centre and are not to be taken home.

The Centre provides Cancer Council sunscreen (30+) with and without insect repellent.

Parents are to apply sunscreen to their child every morning and staff will reapply every 4 hours while in the sun.

To cover the cost of sunscreen and a hat, parents will be charged $20.00 per year (hat and sunscreen levy).
VOLUNTEERS/STUDENTS

Occasionally, there will be new faces in the Centre when volunteers and students visit to gain experience in the early education field. These new faces will also include relief staff who will sometimes be present at the Centre.

Suitability Cards will be required by all volunteers and students where applicable. These visitors will be under the supervision of permanent staff members at all times. All parent helpers and volunteers will be required to officially register in the Visitor sign-in book at the Centre Reception. There, you will be issued with a temporary visitor’s pass that must be openly displayed on your person.
Junior OSHC

CONTACT DETAILS

Office hours 6.30am - 10.30am
2.00pm - 6.00pm
Telephone 3882 9032
Fax 3882 9034
Email c.young@genesis.qld.edu.au

HOURS OF OPERATION

Before School Care 6.30am – 8.30am (8.25am drop-off at school)
After School Care 2.45pm – 6.00pm
Student Free Days 6.30am – 6.00pm
Vacation Care 6.30am – 6.00pm

ELIGIBILITY

Term 1, 2010: Children in Prep to Year 2 at Genesis Christian College
Term 2, 2010: Children in Prep to Year 1 at Genesis Christian College

FEE STRUCTURE

Before School Care
$12 per session. Breakfast is available before 7.30am for an extra cost of $1 which includes cereal or toast and a drink of milk or juice. Special breakfasts will be offered on occasion for the same cost.

After School Care
$16 per session. This includes an afternoon tea of sandwiches, fruit, cheese, dried fruit, vegetables, and home baking from time to time.

Vacation Care
$40 per day or part thereof (any time between 6.30am and 6.00pm). Breakfast is also available as per Before School Care. Note: Excursions are an additional charge on top of vacation care activities. All children booked in on these days are required to attend the excursion. Excursion fees will be added to your weekly statements unless otherwise stated.

Non-Cancellation Fee
$5 will be added to the cost of any After School Care session if your child is absent and we have not been advised.

Late Pick-up Fee
The Centre closes at 6.00pm. Regulations state that at least two staff must be at the Centre while there are children on-site and one must be the Director, Assistant Director or Group Leader. If children are collected after 6.00pm, late fees are charged at the rate of $1.00 per minute to cover the payment of overtime to the two members of staff.
FEE PAYMENT

Statements are issued fortnightly and are placed in the parent Junior OSHC pockets. Statements may be posted to families who only attend on a casual basis. All bookings must remain one week in advance. Failure to keep your account in credit may result in the cancellation of care. Payment must be received by the due date on your statement, otherwise a $25 administration fee will apply. Payments can be made at the Little Genesis Reception via cash, cheque or EFTPOS facilities. BPay facilities are also available, using the BPay reference numbers on the bottom of your family statement.

A fee box is located at Little Genesis Reception for your convenience. Please place your cash, cheque or Credit card slip (located on reception counter and on the back of your statement) in an envelope clearly marked with the child’s name and Junior OSHC and drop it into the fee box.

Late payment fees will be continually added until the bill is settled or until other arrangements have been made with the Centre’s Director. Repeated failure to pay fees by the due date will result in deregistration of your child and cancellation of all further bookings until the debt is settled and one full week fees paid in advance. If cancellation of booking is imposed, there may be a waiting list for a permanent place. At this point, any further care given to your child will need to be paid in advance before the care is given.

ENROLMENT

A registration form is required prior to enrolment and before any bookings can be made. The information contained in the registration form is vital. Therefore adequate details are necessary to ensure your child/children’s safety. Parents are responsible for informing the OSHC Coordinator of any changes to phone numbers, addresses, medical details, emergency contacts etc. Please write these numbers and details clearly in case they are ever needed in an emergency situation. All information provided is strictly confidential.

BOOKINGS

All bookings will be charged regardless of whether the child attends or not. Children will not automatically be booked into Vacation Care. A separate enrolment form needs to be completed in order for the booking to proceed. Enrolment forms will be available three weeks prior to holidays. Before and After School sessions are suspended temporarily during the school holidays.

It is the parent’s responsibility to bring their child to care for Before School Care, Vacation Care and Student Free Days, or cancel care if it is not needed. We will not chase up children who do not arrive for these sessions. Parents will still be charged for the session irrespective of the child’s attendance.

ARRIVALS AND DEPARTURES

Morning

ARRIVAL: Children are to be accompanied by a parent/guardian who must be over the age of eighteen years to sign the child in. This allows staff to extend a personal welcome to the child, meet the parent and exchange any relevant
information. Parents and children are not allowed access to the Centre prior to 6.30am.

**DEPARTURE:** All children are walked over to Genesis Christian College at 8.20am. Prep children are escorted to their class and Year 1 children are walked into the school grounds.

**Afternoon**

**ARRIVAL:** Children need to come straight from class to the Primary Covered Area and let the OSHC leaders know they have arrived. They then stay there until all children are present and accounted for. Children are then walked over to Junior OSHC. Prep children are collected by the leaders from their classrooms and walked to the Primary Covered Area.

**DEPARTURE:** Children must be signed out by parents/guardians over the age of eighteen years when they leave.

**Vacation Care**

**ARRIVAL:** Children MUST be accompanied by a parent/guardian over the age of eighteen years who signs them in.

**DEPARTURE:** Parent/guardian must sign child out. Staff will inform you about your child’s day and pass on any messages.

As parents, you are the most important part of your child’s life. You are the most important source of knowledge about your child. It is when there is close co-operation, communication and participation between parents and staff that the needs of children are fully and adequately met. We encourage parents to stay with their children on their first day/s until they feel safe and happy with their surroundings. When collecting your child/ren, please feel free to ask questions and allow your child to show you his or her craft work or any activities they have been involved in.

**FAILURE TO ARRIVE**

If children are booked in but do not arrive for After School Care, Genesis Christian College is contacted first to see if the child was reported sick to First Aid and subsequently went home. If neither of these events occurred and the child can’t be found in the school grounds, the parent/guardian is contacted. Should we not be able to confirm the whereabouts of the child, the police will be contacted. Parents are responsible for notifying OSHC of their child’s absence. Please do not assume the College will inform OSHC if your child is away as the teachers and administration staff are not aware of which children attend OSHC. Please phone the Centre as soon as you are aware your child will not be attending After School Care. This will alleviate any unnecessary concerns regarding your child’s whereabouts and safety.

**WHO CAN COLLECT MY CHILD**

Only people specified on the Enrolment Form and are over the age of eighteen years may collect your child/ren. If these people are unavailable, other arrangements can be made through a signed letter given to OSHC staff or by advising the Coordinator or senior staff member by telephone of the name of the person who will be collecting the child. Photo identification such as a driver’s licence will need to be checked when the child is picked up if
the person is not known to Centre staff.

**Note:** The Centre will not release any child without prior authority from the parent/guardian. If OSHC has not been notified, the parent will be rung to confirm that the person in question is authorised to collect the child/ren. If we cannot contact the parent/guardian we will not let the child be signed out by the person in question.

Should an emergency arise that could cause you to be late in collecting your child, please call the Centre so that we can notify your child and the staff of the change in routine.

**MEAL TIMES**

During After School Care the Centre provides children with afternoon tea. Children are offered a variety of fruits, cheese, vegetables and sandwiches. On occasions we will have home baked snacks. We will always try to cater for everyone’s dietary requirements.

Leaders supervise the children as they wash their hands with liquid soap and sit down. Each child is provided with a plate/bowl and children serve themselves from containers, using tongs.

During Vacation Care the Centre caters for afternoon tea and parents are asked to provide their child/ren with morning tea and a healthy lunch. If your child has a bigger appetite, it may be necessary to put some extra food in their lunch box.

Meal times are supervised by the leaders, and children are encouraged to eat their sandwiches, fruit or yoghurt first before any snacks brought from home. We encourage all families to pack their children healthy and nutritious lunches. Sharing of food is not allowed.

It is advisable to send your child’s lunch in a cooler bag or with a freezer block, should they have any perishable items. Fridge space is limited and is often filled with items for the children’s morning and afternoon teas or cooking activities.

Fresh cool water is provided at all times, and children are reminded and encouraged to drink water regularly, especially during sporting and other outdoor activities. Children are also encouraged to bring a water bottle.

Due to health regulations and the large number of children attending Vacation Care we are unable to cook or heat up food. We appreciate your assistance in not sending such foods for children’s meals. This does not apply to cooking activities.

**SETTING UP RESOURCES AND EQUIPMENT**

Coloured pencils, felt pens, glue, paper and other art and craft activities and supplies are provided and can be freely accessed by the children.

Areas are set up with activities and games that the children have asked for or are displaying an interest in. We will be using the Little Genesis Programming Model.

Children may have access to computer games from time to time on Vacation Care and Student Free Days. We have a variety of ‘G’ rated games that the children may choose from. Children are not permitted to bring their own games or game consoles to Junior OSHC.
Outdoor play equipment is freely available including hula hoops, skipping ropes, balls and catching implements and a variety of obstacle course equipment. Occasionally we may have excursions to Genesis Christian College to use basketball hoops, soccer fields etc. It is our aim to make the children feel as much at home as possible while they attend the Centre. When children consider the Centre as an extension of their home, they feel more relaxed and able to explore and choose for themselves according to their own individual interests.

We have a storeroom with a variety of items for monitored activities such as craft, painting, outdoor sporting equipment etc, which we use for our planned activities.

While we have a set program of activities for the day, especially during Vacation Care, children can choose for themselves what they would like to do. Most children enjoy a sport or craft activity during the day, but some just like to create their own fun during supervised free play, in the sand pit, on the play equipment or in the Centre’s playground.

**STAFFING**

The Coordinator for Junior OSHC and is on duty between 6.30am-11am, and 2pm-6pm daily. There is also a Junior OSHC assistant who is on duty before and after school times.

The staff to child ratio is 1:12. That is one staff member for every twelve children who attend Before and After School Care or Vacation Care.

The ratio for excursions is 1:8, and if children are swimming it will be 1:5. Two staff members will be on duty at all times.
Policies and Agreements

ENROLMENT AGREEMENT

(Extract from Enrolment Policy)

I/We the parent agree to the following terms and conditions regarding attendance of my/our child/ren at the Little Genesis Early Learning Centre.

I/We undertake to support the aims of the Centre and to support the policies, ethos, regulations and programmes of work of the College as they may be determined from time to time.

Before my child commences enrolment I/we have visited the Centre and discussed with the Director the enrolment of our child, met our child’s carers and have read the Parent Handbook.

I/We understand that a Priority of Access system is applied at the Centre under conditions laid by the Federal Government whereby the children of working parents must be given priority over those of non-working parents.

I/We understand and accept that fees must be paid at least one week in advance at all times of attendance and that normal fees are payable at all times including for any periods of absence of my/our child for illness, holiday, public holiday or for any other reason whatsoever.

I/We understand that if fees are not paid, my/our child’s continued enrolment at the Centre cannot be guaranteed.

I/We agree to notify the Centre promptly of any absence on the enrolled day. I/We agree to give two (2) weeks’ notice of intention to change booked days or to withdraw my/our child from the Centre, and to pay two weeks’ fees during this notice period. Should fees in arrears be handed over to a Collection agency, we/I understand that we/I will be liable for all associated fees and charges.

I/We agree to keep the child home while he/she is suffering from any infectious or contagious illness, or when he/she is in such poor health as to be unfit for normal day care conditions as outlined in the Centre’s Health Policy.

I/We agree that if, in the case of sudden illness or accident, the parents cannot be contacted, the Director as agent for the parents will have the discretionary power to seek immediate medical attention.

If, at any time, my child is in need of emergency medical, hospital or ambulance service and neither parent can be located, I/we give my/our consent for their use at my/our expense.

I/We will ensure that the child is accompanied to and from the Centre by a responsible person over the age of 18 years, that the child will be signed in and out at the appropriate locations on each day of attendance, that any absences will be signed for as required and that the staff member in charge is notified of arrivals and departures.

I/We have read and understood the Behaviour Guidance Policy of Little Genesis Early Learning Centre and agree that our child will be bound by the terms of the document and subject to the Centre’s policies.

I/We understand that the Centre may suspend or terminate enrolment at its discretion for failure to comply with the conditions contained in the Behaviour Guidance Policy, or serious breaches of the policies of the Centre.

I/We will provide true and accurate information pertaining to our child’s learning and development, behavioural management records and/or physical, psychological or educational needs. Failure to provide true and accurate information may result in withdrawal of enrolment.
PRIVACY POLICY

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to make you aware of a range of matters relating to our ongoing collection, use and disclosure of your personal information and to seek your consent for our use and disclosure of that information in the manner described below.

1. The Centre collects personal information, including sensitive information about children and parents before and during the child's enrolment at the Centre. The primary purpose of collecting this information is to enable the Centre to provide care and education for your child.

2. Some of the information we collect is to satisfy the Centre’s legal obligations.

3. Laws governing or relating to the operation of the Centre require that certain information is collected.

4. Health Information about students is sensitive information within the terms of the Privacy Act 1998. We ask you to provide medical reports about children from time-to-time.

5. From time-to-time the Centre may disclose personal and sensitive information to others such as other schools, government departments, testing agencies, medical practitioners, and people providing services to the Centre for administrative and educational purposes.

6. If we do not obtain your personal information we may not be able to enrol or continue the enrolment of your child.

7. Personal information collected from children is regularly disclosed to their parents. On occasions, information such as children's activities and other news and photos are published in Centre newsletters. If you do not agree with this you must advise us in writing immediately.

8. Parents may seek access to personal information collected about them and their child by writing to the Director. There will be occasions when access is denied, such as where access would have an unreasonable impact on the privacy of others or result in a breach of the Centre’s duty-of-care to the children or where children have provided information in confidence.

9. The Centre engages in fundraising activities from time-to-time. Information received from you may be used to make an appeal to you or disclosed to organisations that assist the Centre’s fundraising, solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. If you provide the Centre with the personal information of others, we encourage you to inform them that you are disclosing that information to the Centre and that they can access that information if they wish and that the Centre does not usually disclose that information to third parties.

IMPORTANT: Unless and until you advise us in writing that you do not consent to our use and disclosure of your personal information in the manner described in this notice, we will act on the basis that we have your consent to each such use and disclosure.