



INFORMATION BOOK 2023



Rainbow Cottage Childcare Centre

WHERE FAMILIES COME FIRST

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DUBBO REGIONAL
COUNCIL

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PHOTOS

At varying times photographers from the newspaper and/or television crews, may come to the Centre to take photos for publicity purposes. If you do not wish to have your child photographed, please indicate your preference on the enrolment form.

THINGS TO REMEMBER

Please inform Educators: -

- When you are leaving the Centre with your child
- If someone different is picking up your child
- If your child is away sick or is going on holidays
- If your child has been unwell, or injured
- If custody or access arrangements have changed
- If your address or phone numbers have changed at work or at home
- If your child has any special interest or has been anywhere of interest to the child. E.g. To visit relatives, to the beach etc.

We as educator look forward to getting to know your child and family, we hope your association with Rainbow Cottage Childcare is an enjoyable experience.

Thank you

The team from Rainbow Cottage Childcare Centre

RATING SYSTEM

The Australian Children’s Educational & Care Quality Authority ensures child-care Centres meet and maintain a high quality of childcare for children and families. The National Quality Standard consists of seven areas which include: Educational Program and Practice; Children’s Health and Safety: Physical environment. Educators/staffing Arrangements; Relationships with Children; Collaborative Partnerships with Families and Communities and Leadership and Service Management. The National Quality Framework allows the educators to reflect on their actions and procedures and continue to strive towards providing you with a high quality child care service. Please look at the Certificate and Centre profile displayed in the Foyer. Rainbow Cottage receives regular visits from the assessor who looks at all the Centre’s practices over a two day period and rates the Centre according to their observations.

KEEPING IN TOUCH

To ensure families know of any events or changes at Rainbow, we send home a newsletter every month. These can be found in a special pocket for your family located near each room. Please check your pocket time you come into the Centre. Notices of illnesses or reminders are usually on the notice board in the foyer. The Centre will also use a blackboard out the front for reminders of events or happenings.

Keeping in touch goes both ways. You as a family at our Centre need to let us know what is happening—please keep your details current with us especially addresses, phone numbers, work details and any changes in custody arrangements.



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WELCOME

The educators and Management Committee would like to welcome you to our Centre and hope that you and your child/children will feel happy and secure at Rainbow Cottage. The following information is to help you and your child in the transition to Rainbow Cottage. If you have any questions arising from this book please don't hesitate to see the educators.

BACKGROUND

Rainbow Cottage opened in January 1992. It is a Long Day Care Centre catering primarily for the children of working families. We are licensed to have children from the ages of 6 weeks through to 5 years. Our licence allows us to have 58 children per day, broken down as follows:

Koala Room	0-2 years	8 children
Possum Room	0-2 years	8 children
Echidna Room	2-4 years	20 children
Wallaby Room	4-5 years	20 children

Rainbow Cottage provides care and education starting with our 0-2 year old children and culminates in a pre-school programme for 4-5 year old children in their last year at Rainbow. Children at different ages and stages are given the opportunity to mix with children their own age and children of other ages. We aim to provide a caring, homelike atmosphere conducive to meeting the needs of each child. We, the educators, strive to build a secure environment. Rainbow Cottage is a non-profit Centre. We operate for the benefit of the community. All parent fees paid go to the running and maintenance of the Centre and to improve the service offered to families.

STATEMENT OF COMMITMENT

Our service fundamentally believes that all children have the right to a life that is free from harm. Our service aims to provide an environment that is free from any type of abuse and foster a child's growth and development according to the individual requirements of each child. Educators at our service are aware of their obligations under the law in regards to the welfare of children and at all times uphold their obligation. In addition to this, our service aims to provide regular training to all educators (along with any volunteers, students etc) on child protection issues to ensure that, in the sad event a child has suffered abuse, the service can act quickly in the best interests of the child.

Education and care services play an important role in recognising and reporting child abuse and neglect, and in promoting the safety, welfare and wellbeing of children. This legislation states that all people who hold a management position, or who are employees delivering Education and Care Services, are obliged to report on reasonable grounds to suspect that a child is at significant risk of harm. **This means we are Mandatory Reporters.**

BIRTHDAYS

Birthdays are special days and can be celebrated at Rainbow Cottage. You may like to send a cake for sharing on this day. Please send either something large and simple to cut into enough pieces to share with the children or cupcakes (one per child). Please make sure there are no nuts or nut products in the cake.

FIRST AID

All educators have Senior First Aid training and will apply First Aid to any child or adult on the premises who is in need of help. All educators also have Anaphylactic and Emergency Asthma Training. An ambulance will be called if needed.

FIRE DRILLS

Rainbow Cottage holds regular fire drills at the Centre. It is important for Educators and children to know what to do in an emergency. We will let you know through notes and the day books when fire drills are held. From time to time we also invite the fire brigade to speak to the children about safety at home.



EXCURSIONS/INCURSIONS

To ensure the programme provided for the children is interesting and varied we occasionally take them on excursions. This may be a simple picnic in the park, or trip to a local shop. We also go to concerts of visiting musicians or have visitors to the Centre. We attempt to keep the costs of excursions to a minimum, except for special events e.g. The Wiggles or for excursion requiring a bus. For children to leave the Centre on an excursion we must have written permission from a parent or guardian. Please ensure permission notes are returned on time. A risk assessment is under taken for each excursion and qualified first aider always accompanies the children We love to have parent helpers on any excursions.

The Centre also has performers visit the centre to perform short shows for the children in the Wallaby and Echidna rooms.



PARKING

When dropping off and collecting your child from the Centre there are two places you can park at the Darling Steet end of the building or on Mitchell street. When parking in the car park please remember the following— please do not park too close the fence, there is a footpath along the fence to help families get to the gate safely; the first four spaces are designated for Educators only and should not be used by families after 8.30am. Educators on our late shifts park there to be near the light when leaving late at night. Always remember not to leave anything valuable in your car including children, and make sure your car is locked when coming into the Centre.

HOURS OF OPERATION

Monday to Friday **8.00 am to 6.00 pm**

The Centre will be closed on public holidays and for two weeks over the Christmas period. The last day each year varies with families notified each year of the Christmas closure dates.

RAINBOW COTTAGE - PHILOSOPHY

Our Children

The Educators and staff of Rainbow Cottage believe the children that come to our Centre have a variety of personal experiences, values, culture and environmental factors which contribute to personal development. As educators, we acknowledge and value the differences in the children at Rainbow Cottage. We recognise that each child is unique unto themselves and their family and we will endeavor to meet and accept children's existing knowledge to support this. Children and educators will learn together and share decisions, respect and trust. We will be responsive to children's ideas, strengths, abilities, interests, play and cultural traditions, which form an important basis for curriculum decisions-making. We understand that all children have voice that we respect and value. We endeavour to use this to create and extend on the children's play and learning. We aim to follow the children's lead in a way that will extend their learning in a positive and proactive way. In doing this we will develop a sense of autonomy and independence in each individual child.

We aim to build positive relationships with children by allowing them unhurried play times, relaxed and interactive meal times, positive and respectful hygiene procedures (toileting and nappy change times) as well as being responsive to their rest, sleep and physical needs, and being mindful of their psychological aspects.

Families

We understand how important it is for families to feel welcome at Rainbow. Our aim is to provide a warm, welcoming, home-like and trusting environment for parents and their children. We accept and embrace family beliefs, customs and cultures to develop strong relationships based on mutual trust and open communication. We endeavour to provide support for our families to connect to allied health and support agencies as well as support in relation to any changes within our community. We will do this professionally and resourcefully while maintaining absolute respect for their privacy.

As educators we know how important it is to work in partnership to support the growth, development, wellbeing and belonging of children. By doing this we are able to create a familiar atmosphere for the children and create a solid link between home and Rainbow. We encourage family, grandparents and extended family's participation by sharing their experiences, knowledge, hobbies and interests with us at Rainbow.

All families have access to our story park app to share, view and communicate with us through a secure online platform and we offer assistance to families with this if needed. By utilising this app to its fullest potential we are able to connect with families on a more holistic and meaningful level. By having an 'Open Door' policy we further this connection and we hope our families feel they can visit Rainbow anytime.

Community

Our community is a key support network that we endeavour to utilise in any way we can. By doing this we will support the children's sense of self and will give the children the foundation to flourish and succeed. We believe it is important for children to understand the importance of community involvement as it will enhance their awareness, interests, abilities, inspirations and knowledge. By including excursions and incursions for the children we will be giving them an insight into the community and the wider world around them. We will include community events to extend children's learning and provide an interactive and rounded approach to play and learning. We believe this will in turn secure rich and nurturing relationships that promote personal growth and development. Community involvement will then ultimately result in acceptance, support and celebration of each other.

Environment

We believe in a positive proactive approach to our environment and encourage a discovery of respect for the land, nature and animals. We will be good role models within our environment and inspire children to care for and explore our natural world. We encourage children, educators and family's participation to create a variety of different play and learning spaces both indoors and out. These spaces cater for all children's individual play and learning styles and foster their growth and development.

We understand the importance of teaching the children about our local environment and the struggles that affect us and our community. For example drought, flood, fire etc. We will do this in an age appropriate and educational way that will ensure children develop empathy and compassion.

We will continue our journey towards a sustainable future for the wellbeing of all in the community and promote sustainability in our centre. We do this through a range of different avenues as well as many discussions and routines with the children about sustainable practices. By inspiring the children today we will ensure a healthy society tomorrow.

Educators

As educators we value and respect our own and each other's individual uniqueness, skills and abilities. We will share our knowledge and experiences with each other as well as be open, honest and active in our communications between ourselves and with families.

We will support workplace policies, standards and sustainable practices ensur-

NUTRITION AND MEALS - Nutrition Policy (abridged)

Rainbow's nutrition policy aims to provide children with a safe balanced and nutritious diet. By doing this we hope to provide children with opportunities to learn about food and nutrition. **Rainbow supplies all the children who attend the Centre with morning and afternoon tea.**



- The snack food provided for morning and afternoon tea are fruit/veg and/or prepared food e.g. Muffins, slice, sandwiches, crackers with vegemite. Our Centre Support Worker provides children with a great range of foods each week. Milk is served at morning tea and water is available to the children all day.
- Any allergies/dietary restrictions are carefully monitored. Please provide written information to the Centre about your child's allergy or food restriction including reasons and reactions.
- We do not provide any **Peanut Butter or nut products at the Centre** due to allergies or potential allergies.
- Cooking experiences with children are part of the programme on a regular basis.
- Drinking water is always available to the children
- Children over two years of age should be discouraged from having a bottle of milk for sleeping due to the increased risk of dental problems. Children also eat more for lunch when not full from milk or expecting a bottle of milk to fill them up.

ART WORK



Each child enjoys activities at the Centre that are available to take home such as painting, gluing, drawing and box construction. The children put a lot of effort into their creations and learn to use their imagination and creativity. When your child has been creative at the Centre, it is important that you take home their work. Talk to them about their creation, and show all the family. This shows the child you value their effort and makes them feel important. Not all children will choose to be involved in art or craft activities every day. Art work makes great individualised wrapping paper, cards and presents for the family and friends.

LUNCH

Children are required to bring their lunch and drink to Rainbow Cottage. In keeping with the Nutrition Policy we suggest that your child's lunch may include: Sandwiches, yoghurt, fruit, sultanas, salad, baked beans, last night's leftovers (we will gladly heat then for you), water, wraps, cold meat and salad and noodle dishes.

What **NOT** to include in your child's lunch box: Chips, muesli bars, chocolates, lollies soft drink, cordial, Roll ups, Rice Bubbles Snacks as they are often high in fat, sugar or preservatives, nuts including peanuts. These items will be sent home. Please do not send peanut butter or other peanut product for your child—peanut allergies can be prevalent in young children and we are a nut free service.

MEAL TIMES

Each of the rooms has a different lunch time as they operate on different schedules. Please note the following:

- Children eat in small groups to promote a social atmosphere
- Educators follow the individual routines of babies where possible
- Our menu is displayed on the notice board in the hall.

DRINKING WATER

Rainbow Cottage provides access to drinking water for all children at the Centre. In the 0-2 age group. Educators offer the children drinks regularly during the day. Parents are asked to take their child's drink bottle home daily, wash and returned each day their child has care at Rainbow. The children have access to their bottle under Educators supervision. The bottles are regularly refilled during the day.

This approach reduces the risk of cross infection between children and gives the children easy access to drinking water.

ing they are fair, non-discriminatory and are in the best interests of the children, families and community. Our aim is to be active in providing a nurturing learning environment not only for children but for ourselves as educators. We will always act as role models for our children, families, new educators and trainees and we will ensure that we are approachable and understanding in our interactions with all families, educators and the wider community. We will explore all aspects of cultural diversity within and outside of our service to enhance our knowledge to share with the children. We will continually attend training opportunities to extend our knowledge to stay up to date with changes to our industry.

MANAGEMENT OF RAINBOW COTTAGE—DUBBO REGIONAL COUNCIL

Rainbow is operated by Dubbo Regional Council which is responsible for the the premises, administration and staffing of the Centre. A voluntary Parents Advisory Committee provides community input to the Centre policies, and organises family and fund raising events and working bees to maintain and upgrade the playgrounds. Parents wishing to become involved in the management of the Centre may do so by becoming members of the Parents Advisory Committee. Dubbo Regional Council has oversight of the community Committee which consists of:

- Up to 12 parent and community representatives who fill the executive and committee positions
- The Centre Co-ordinator

The Committee aims to keep the families informed of their decisions and happenings by contributing to the Centres Monthly Newsletter. **The Committee Meetings are held on Tuesday every six weeks', starting at 6pm at the South Dubbo Tavern. All Parents are welcome to attend these meetings.**

POLICIES

Rainbow Cottage has documented policies and procedures as required by legislation. These policies guide the educators in their dealings with the children, parents and each other and set a benchmark for appropriate practice in the industry. Your input and comments on the policies are important because we care for your children. A policy book is on display in the foyer for you to look at anytime. The following is a list of the policies on display:

- Education, Curriculum and Learning Policy
- Delivery and Collection of Children Policy
- Transportation of Children
- Excursion Policy
- Lockdown/Shelter under Roof Policy
- Acceptance and Refusal of Authorisations policy

- Immunisation and Disease Prevention Policy
- Emergency Management and Evacuation Policy
- Suns Smart Policy
- Administration of Authorised Medication Policy
- Food, Nutrition and Beverage Policy
- Health Hygiene and Safe Food Policy
- Water Safe Policy
- Sleep, Rest and Relaxation Policy
- Infectious Diseases Policy
- Medical Conditions Policy
- Incident, Injury, Trauma and Illness Policy
- Work Health and Safety Policy
- Supervision Policy
- Child Protection Policy
- Providing a Child Safe Environment
- Environmental Sustainability Policy
- Physical Environment Policy (Workplace Safety, Learning and Administration)
- Code of Conduct for Educators/Staff Members
- Staffing Arrangements Policy
- Volunteers and Students
- Mobile Phone, Electronic Devices and Social Networking Usage Policy
- Relationship with Children Policy
- Parental Interaction and Involvement in the Service Policy
- Enrolment Policy
- Additional Needs Policy
- Fees Policy
- Dealing with Complaints and Parent Feedback Policy
- Continuity of Education and Care Policy
- Educator and Management Policy
- National Quality Framework Policy

ACCESS GUIDELINES FOR ENROLMENT/RE-ENROLMENT

Guidelines for access to the Centre have been set down by the Department of Education and Communities, which is the major funding body. Positions at the Centre are allocated on a needs basis to working parents, and to parents actively seeking employment and/or studying. The Centres waitlist is also consulted when allocating places. Those children of families with special needs have high priority access to any available childcare places. A waiting list is drawn up each year to accommodate those families unable to get a place straight away. Vacancies are offered in accordance with the Department's access guidelines. Each year families are required to apply to re-enrol for the following year with priority of access guidelines above applying when allocating places.

WHAT TO BRING

- Bag - big enough for art work
- Lunch and drink (babies bottles should be plastic not glass) clearly labelled and placed in fridge
- Full set of spare clothes—underwear, socks, T shirt, shorts, jumper, track pants (more if toilet training)Hat—all year round
- Comforter if needed
- Coats for Winter
- Sheets - cot size

Clothes - Children should be dressed in clean comfortable, washable play clothes that will not inhibit the child from participation in activities and allow him/her to toilet independently. It is important that your child's clothes provide protection from UV and the sun **please do not send your child in sleeveless shirts or dresses.**

Footwear — The best footwear for children in a Centre are joggers, other alternatives could be sandals for summer (covered toe) and boots (lace up or riding style) please do not send your child in thongs, clogs, gum boots or shoes with a high heels. Children can not climb and run safely with this footwear and similarly shoes would fit the child correctly and should not be too small or too loose. Ill fitting shoes can inhibit the development of skills such as climbing, jumping and hopping.

Nappies - Parents with children in nappies will be required to provide nappies, approximately 6—8 per day. Children in nappies are checked and changed at regular times during the day, extra nappies are also needed between these times. Please ensure the nappies have your child's name written on them.

PLEASE LABEL ALL YOUR CHILD'S POSSESSIONS

WHAT NOT TO BRING

Toys - they can get lost, broken or stolen and can be a source of competition amongst children and cause stress to parents and Educators. However a comforter for rest time is certainly welcome. If comfortors are brought by children in the Possum or Koala rooms they will be kept in their locker till rest and home time. We encourage children in the Echidna and Wallaby rooms not to bring toys to the Centre unless its for news.



- All children at Rainbow cottage will be encouraged to rest during the day to enable their bodies to recharge and be able to participate in afternoon activities.
- Educators aim to find out the rest and sleep needs of every child, and provide an appropriate rest or sleep environment for the children.
- Educators will not make a child sleep against their wishes.
- Children who want to rest or sleep will be able to (Educators will not make a tired child stay awake).
- A comforter such as a dummy or special cuddly toy will be given to babies for sleeping and removed once they fall asleep as per the current regulations and as stated in our "Sleep and Rest" policy.
- Educators will let a child sleep for 1 hour (minimum 40 minutes) before waking the child if a reduced sleep is requested by families.

The Wallaby Room (preschool age) offer the children a rest each day. Many children at the start of each year still require a sleep in this room. All children are therefore required to rest on a bed while the children who need a sleep go to sleep. The children who do not sleep, are able to participate in quiet activities. Later in the year when fewer children are sleeping, the Wallaby room use beds only for those children requiring a sleep. The children rest and listen to stories before participating in quiet activities.

Koala and Possum room families with babies in cots **please assist the educators by making your child's cot on arrival.** Settling the children to sleep can be a very busy time and having the cot made up makes this easier for educators to settle your baby to sleep. We appreciate your assistance.

Please approach educators with any specific sleep requests and they will gladly discuss these with you in line with the Centre's Sleep and Rest Policy. The Sleep and Rest Policy is available to read from the folder in the foyer or request a copy from the office.



HOW TO PAY FEES

- Fees are payable weekly in advance, and are due on the first day of your child's attendance each week. Payment can be made by EFTPOS or authorised direct debit at the office.
- Each family must read and sign a fees policy agreement which is an undertaking to keep their child's fees up to date.
- The amount paid should be the correct amount of your child's weekly fees. Please speak to the co-ordinator or Office staff to find out your child's weekly fees.
- Fortnightly statements are provided to families which list payments made over the previous two weeks.
- Your child's place is booked for the whole day and they may attend during opening hours. You are responsible for the payment of fees for the day/s your child is enrolled. This includes times when your child is absent due to illness or public holidays.
- **Public Holidays:** Your child's fees are payable if they would normally attend on a public holiday.

HOLDING DEPOSIT

A fee of \$120 per family is payable on enrolment. This is refundable when your child leaves the Centre providing no fees/accounts are outstanding. When your last child finishes at the Centre your holding bond can be used to pay your final fee account or refunded from Dubbo Regional Council.

LEAVING THE CENTRE

Two weeks written notice in an email must be given when withdrawing a child from the Centre or reducing the number of days of care. Withdrawal of children from the Centre in November and December is not generally allowed. If, however, the vacancy can be filled, the Co-ordinator may consider such a request.

EQUIPMENT LEVY

An additional equipment levy of \$35.00 per term (\$140 for the year) is charged per family. The money is used to purchase craft supplies and equipment for the Centre throughout the year.

OVERDUE FEES

All families are asked to read the Rainbow Cottage fees policy and to sign both policy and fees statement saying you agree to keep your fees up to date. If fees are not kept up to date the Centre has the right to terminate the child's position at the Centre. We strongly urge you to see the Co-ordinator if you are having difficulty paying fees.

CHILD CARE SUSBSIDY

Child Care Subsidy (CCS) is available to most families. It is a means tested subsidy depending on your families income. Families are required to apply on line at the MyGov web site and will receive confirmation of the CCS percentage to be applied to your childcare Fees. The number of subsidies childcare hours you are entitled is based on your work/study/volunteer activity. You will be asked to provide this information as part of your application for the CCS. Total CCS is capped at \$10,655 per child in 2023. **Parents are strongly advise to organise their child's customer reference number and complete the Mygov application so they are confirmed for the CCS payment prior to their child commencing at the Centre . This means they will receive the child care subsidy payment subsidy from the day of commencement. Until the CCS payment is approved, the Centre will charge families full fees.**

ELECTRONIC SIGN IN — Centre iPads & iCheckin

- Children **MUST** be signed in and out of the Centre by an authorised adult. The enrolled parent will be required to confirm attendance if a child is signed in or out by an authorised person. It is the parents responsibility to sign in and out. A failure to do so may result in the suspension of your CCS.
- Electronic sign in allows for instantaneous attendance information to be provided to MyGov through the iEnrol.
- In cases of emergency, we need to be sure who is in the Centre.

In accordance with our license, children are unable to be left before 8.00 am and must depart no later than 6pm.

PARENTS WILL BE LIABLE FOR A LATE FEE FOR EACH 15 MINUTES OR PART THEREOF THAT THEY ARE LATE PICKING UP THEIR CHLD. THE FEE IS \$30/ FIRST CHILD, \$16/SECOND CHILD, \$9/THIRD AND SUBSEQUENT CHILDREN. IF YOU ARE GOING TO BE DELAYED PLEASE CONTACT THE CENTRE IF AT ALL POSSIBLE.

ABSENT DAYS — Each child is allowed to have 42 days of absences per financial year for illness, holiday and any other events and no note or certificate is necessary for reason of absence. For any absences over the 42 days the child will not receive Child Care Subsidy unless there are special circumstances. Proof of these circumstance may be required by the government should you meet one of the special circumstances.

SETTLING IN

Each child will differ in their ability to cope with separation, some children settle quickly, others take a little longer—either is normal. Before your child starts we suggest that you and your child visit Rainbow to familiarise them with the Educators and Centre.

On the first day we encourage you to stay as long as possible, to settle your child into an activity or game. It may however be easier to leave and return, spending time with your child later in the day. Each child is an individual; even siblings differ in how they react to separation. It is important that you warn your child you are leaving and then **ALWAYS SAY GOODBYE**.

A “ritual” can be a great way for children to adapt to separation. E.g. Always waving from a particular window, two big hugs and kisses or some other way unique to your child’s needs.

If at any stage you have a concern with your child settling or are unsure about how to manage the settling in process, please talk to the Educators. If you are worried or concerned at any time during the day about how your child is settling in, please feel free to phone and check on his/her progress.

Does your child attend any other child care service - including Family Day Care, preschool, long day care, informal care or being cared for by family or friends?

We like to be able to provide a consistent environment for your child. Knowing where they go during the week can help us understand your child better and allow us to work with the other caregivers to provide for your child in the best possible way. We may request permission to speak to other services about your child to enable us to work together.

SLEEP AND REST

Sleeping at a child care Centre is likely to be different from the home environment. A number of factors may effect the child’s sleep patterns during early settling in at a Centre:

- Sharing a sleeping area with a number of other children
- Noise levels from other children in the room
- Each child’s individual reaction to separation from their family
- Anxiety about new routines i.e.- in a Centre compared to at home.

All children are observed individually as well as in groups and the learning stories and developmental milestones are recorded electronically on Story Park and sent to families. A Portfolio of art activities is kept in the rooms and will be handed to the children at the end of the year. From these observations educators plan, fun and educational experiences. As well as learning through play activities; we aim for the children to learn to socialise with the other children, to be competent in making decisions about what activities they will choose to do, and to develop some independent skills such as caring for their belongings. Each room has a curriculum wall with copies of the daily journal, learning stories and programming information. Daily programming is developed through out the day according to the children's specific interest and play for that day. Educators always welcome any comments or contributions from parents and are happy to discuss your child's progress with you. Information about a child's development is also provided to parents in the yearly report by October. Families are encouraged to send in pictures of their children engaged in a fun activity for the Family Input wall. These will be used by educators to program around the children's interests and special family occasions.

SCHOOL PREPARATION

Rainbow Cottage offers an educational programme in the preschool room (Wallaby Room) that helps to prepare children for school. Over the years we look at and plan for each child's development in the following areas—social (interactions with children and adults); cognitive (thinking activities and problem solving); fine motor (small movement such as cutting and pencil grip); gross motor (large movement such as hopping and balance); self help (looking after their belongings, putting on their shoes); language (listening, talking and following directions); and emotional (separation and self esteem). Activities planned for these areas are supplemented by group activities and learning through routines such as morning tea. We like to share information between educators and parents—both verbal and written, about your child's skills and abilities through out the year. We currently using the "Pals" and "Jolly Phonics" resources to prepare the preschoolers for school.

LOCKERS AND SYMBOLS

Each child is allocated a locker and a symbol for the year. Please place bags etc in this locker. Soiled clothing will be placed in a plastic bag in an allocated area in the class room be collected at the end of each day.

CASUAL CARE

The Centre can occasionally provide casual care for your child if another child is absent on a day that the care has been requested. Casual care is only available when we have been advised of a child's absence in advance due to illness or holiday plans.

If you require any casual days (i.e. additional days now and then) please contact the office and we will let you know if we have and available.



EMERGENCY CONTACTS AND PEOPLE AUTHORISED TO COLLECT YOUR CHILD

The Centre requires parents/guardians provide at least two emergency contacts in the enrolment form of friends or family authorised to collect your child from the Centre or to act on your behalf in the event of an emergency when parents cannot be contacted.

- **Please inform educators if someone different is picking up your child—including if they are on your list. We cannot allow your child to leave with an unauthorised person.**
- We recommend if the person to collect the child is not the parent, that a responsible person of at least 18 years of age collects your child.
- Educators will ring and check if we are unsure if a person is authorised to collect your child—the persons may be asked for identification.

PHONE NUMBERS FOR THE CENTRE AND EACH OF THE ROOM

Centre—6801 4480
 Coordinator - 6801 4481
 Possum Room—6801 4483
 Koala Room—68014484
 Echidna Room-6801 4485
 Wallaby Room-6801 4486

HEALTH AND SAFETY AT RAINBOW COTTAGE

Immunisation

All children who attend the care are required by legislation to be vaccinated. Children must be fully vaccinated to receive the Child Care Subsidy. The Centre requires parents to provide the Centre with a copy of their child's most recent Immunisation History Statement (HIS) with enrolment forms at the beginning of the year or during the year if children receive a vaccination.

Vaccination Schedule

Birth	Hepatitis B (Hep B)
6 weeks	Diphtheria, tetanus, pertussis, polio, Haemophilus influenza type B , Hipatitis B, Pneumococcal, Rotavirus, Meningococcal B (Aboriginal Children only)
4 Months	Diphtheria, Tetanus, Haemophilus, influenza type B , Hipatitis B, polio, pneumococcal, Rotavirus, Pertussis, Meningococcal B (Aboriginal Children only)
6 Months	Diphtheria, Tetanus, pertussis, Haemophilus influenza type B, Hipatitis B, polio.
12 Months	Meningococcal ACWY, Pneumococcal, Measles, mumps and rubella
18 Months	Measles, mumps, rubella, varicella, Diptheria, tetnus, per- tussis
4 Years	Diptheria, tetanus, pertussis, polio

Allergies

You will need to inform educators if your baby/child is allergic to anything or has a potential allergy to anything (i.e. a family member has an allergy). It is important that educators know in detail of any possible adverse allergic reactions for your child and parents are required to complete a Risk Minimisation form in conjunction with the room staff each year your child attends the Centre. We ask that parents keep us informed of any changes as babies and young children's allergy status changes as they grow. The Center requires a completed anaphylactic, food or other allergy action plan from your doctor which can be posted with the child's photo on the wall of their room and in the kitchen for the information of all staff. We are a nut free service.

Asthma

Rainbow Cottage Asthma policy requires that children who have asthma have an Asthma Management report from their Doctor to ensure correct treatment is given to the child. This report is used by the educators to administer the correct dosage of Ventolin during an asthma attack.

Some examples may be a love of reading, knitting, playing a musical instrument, singing, hairdressing, truck driver (children love to see things like trucks & graders) or an essential service such as police, paramedic or fireman.. Educators are happy to explain to any family why activities are designed as they are. Parents can also be involved in the management of the Centre (Management page 7).

CONCERNS/QUERIES

You are a consumer and have a right to complain under the ACT 1994. Educators welcome your thoughts, concerns and see it as a positive way to increase the quality of care. A copy of our "Complaints and Feed back Policy" is available from the office or can be viewed in the policy folder in the Center foyer. We are licensed by the NSW Department of Education, they can be contacted on 1800 619 113 if required.



DAILY PROGRAMME

Each playroom follows a daily routine, depending upon the interest of children and the season. This routine reflects the interests, needs and developmental levels of the children, including some free play time and some small and large group experiences. This routine is flexible and alters to meet the needs and interests of the children. The environment is planned to reflect the philosophy of the Centre.

- We sit on chairs—sitting on tables is not safe for children and is not hygienic when children use the tables for activities and meals.
- We are kind to our friends and family—at the Centre we discourage children who hit or who are unkind to others—this includes children being unkind to their own family members while at the Centre.

THANK YOU FOR CONSIDERING THE GUIDELINES WHEN IN OUR CENTRE

CHILD PROTECTION

At Rainbow Cottage the protection of all children is of utmost importance. The children are taught protective behaviour skills, especially standing up for themselves and being able to tell people no or stop and that they don't like what is happening. The Centre runs the "office of children and Guardian" Safe program in the preschool room to teach the children about personal boundaries. Another way we help to protect all children is by being mandatory reporters. What this means is that if the educators suspect that any child is at risk of harm then we must report that risk to the NSW Department of Communities and Justice by calling the child protection line 132 11 (24 hours/7 days).

PARENT INVOLVEMENT

Parents are welcome at the Centre at all times. The door is always open! Parents can be involved with the Centre by helping educators with the children for on excursions, collecting and bringing in suitable craft materials, or by helping out at working bees. We love any parent or family member who has a special skill, job, interests or hobby to come in and share with the children.



Medication

If your child requires medication while at the Centre a Medication Form must be filled out and signed daily, authorising administration of the medication. Medications will only be administered at the Centre if a child is well enough to attend the Centre. The Centre follows the guidelines on the medication packaging very closely. Educators will look for the following information on the medicine—Doctor's instructions, the name of the child, use by date and dosage on prescription medication; Age recommendations (i.e. Some medications are not to be given to children under 2 years of age), dosage, time between doses and use by date on over the counter medications. Educators will not give cough and cold medication to children under two and will only give over the counter medications once during the day. The Centre's policy is that if a child needs these medications more than once during the day they are not well enough to be at the Centre. The Medication Forms are available in the rooms and should be completed by parents and handed to the educator with the correctly labelled medication. Please ensure the form is filled out completely, indicating time and dosage. As educators cannot make a medical judgement to administer medication "as required" cannot be accepted.

Sick Children and Infection Control

Rainbow Cottage is unable to provide the facilities to care for sick children. We appreciate the difficulty that working parents face in taking leave from work, however if your child is ill at Rainbow he/she may risk spreading infection to other children and educators. Alternative care must be found for an ill child. We encourage families to arrange an alternative care option to implement in the event that their child becomes ill. If your child is sick with vomiting, diarrhoea or high temperatures our policy excludes them from attending the Centre for 48 hours after the last voiding episode (vomit or diarrhoea) or till their temperature has been normal for 24 hours. A child prescribed antibiotic is excluded from the Centre for 24 hours from the time they commenced taking the medication provided they have a doctors certificate clearing them to return to day care.

We will contact you if - your child becomes ill at Rainbow or if your child is unable to cope with the daily routine. Educators are unable to provide the one on one care that sick children require. The Authorised Supervisor will make a decision if the child needs medical attention or should be sent home to contain the spread of a virus, cold etc. You are asked on enrolment to sign a form to say the Centre can give Paracetamol to your child in the event of a high temperature. The educators will always try to contact you first before giving Paracetamol which will only be administer once. Rainbow Cottage will provide paracetamol for this purpose only.

One of the best ways to avoid illness is good hand washing techniques; children and Educators always wash their hands before eating, serving food, after nappy changing and after helping children with the toilet at Rainbow.

Please note the infectious diseases recommended exclusions times.

CONDITION	EXCLUSION OF CASES
COVID 19	As per the latest Covid protocols as directed by NSW Department of Education and NSW Department of Health.
Common Cold	No Exclusion—Child requiring 1:1 attention should be kept at home
Chicken Pox	Excluded until all blister have dried (usually about 5 days)
Conjunctivitis	Exclude until all discharge has ceased
Runny nose (green or yellow discharge)	Not excluded—keep home if unwell
Diarrhoea or vomiting	48 hours after last loose motion/vomit
Ear Infection	Exclude while any fluid is coming from ear—please keep your child at home if unwell
Head Lice	No exclusion as long as head lice management is in place
Hand, Foot and Mouth	Exclude until all Blisters have dried or medically cleared as able to return to care.
Impetigo (School Sores)	Exclude antibiotic treatment for at least 24 hours—please cover any exposed sores
Influenza	Exclude until well
Measles	Exclude for 4 days after the rash first appears
Mumps	Exclude for 9 days after symptoms first appear
Ringworm (Tinea), Scabies	Exclude until the day after treatment is started
Roseola	Exclusion not needed
Rotavirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours
Rubella (German Measles)	Exclude for 4 days after the rash appears
Tonsillitis (incl. Step throat and scarlet fever)	Exclude until antibiotic treatment administered for at least 24 hours and feels well
Whooping Cough	Exclude until 5 days of antibiotic has been taken

Ask the office for a further information or if an illness is not listed.

PLEASE NOTE: Child Care educators do not monitor the effects of a medication as they have no training to do this. Children must be kept at home for observation for 24 hours when they commence a new medication or antibiotics.

DANGEROUS PRODUCTS

Rainbow Cottage has some dangerous products on the premises. These are mostly cleaning related products. Rainbow Cottage stores these products in labelled containers out of reach of children. Areas where chemicals are kept are always locked and must be opened by an adult. Rainbow Cottage holds the MSDS (material safety data sheet) on each chemical held and these are kept in the office, each class room and in the kitchen. Rainbow Cottage talks to the children about the safety of products and about not entering the laundry where chemicals are kept.

Ways to keep the Center safe from dangerous products:

- Have the poison Information Number near the phone 131126
- Store all dangerous items in locked cupboards out of reach of children
- Keep chemicals in original containers with MSDS within quick access
- Never store chemicals in cordial or soft drink bottles
- Do not leave children unattended when you are using chemicals or other dangerous products
- When finished store dangerous items immediately do not leave out to put away later
- **Dial 000** in an emergency

RAINBOW COTTAGE SAFTEY GUIDLINES

At our Centre we have some guidelines that all families' need to follow. These guidelines are set for the safety of all children at the Centre including siblings.

- We walk in the rooms and hallway—running could cause us to trip and fall or knock someone else over.
- Only Adults open the front door—when children open the door there is a risk that little children could go out the door undetected, the door handle also breaks if opened and swung on by children who are not tall enough to reach the handle.
- We wait at the gates for our parents—do not let your child open the gates.
- Please do not let your child stand or swing on the gates—this causes them to break and to not close safely.