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adventure  
patch



# Parent Handbook

**Adventure Patch Family Day Care,**  
*(formerly known as Kingborough Family Day Care Scheme)*  
**was established in April, 1983.**  
**Our Approved Provider is Adventure Patch.**

# Contents

Welcome .....	3
Co-ordination Unit staff .....	3
Mission and Philosophy.....	4
Our Educators .....	5
a. Registration with Adventure Patch Family Day Care .....	5
b. Relief Care .....	6
c. Educator Assistants .....	6
d. Replacement Care.....	6
Relationships with Educators .....	7
Parent Involvement .....	7
Parent responsibilities.....	7
Support Services.....	9
Service Policies and Procedures .....	9
a. Access and Inclusion .....	9
b. Arrival and Departure of Children.....	10
c. Child Protection and Mandatory Reporting .....	10
d. Complaints.....	10
e. Excursions .....	10
f. Fees and charges.....	11
i. Scheme Administration levies .....	11
ii. Methods of Payment .....	11
iii. Signing for Care .....	12
iv. Absences .....	12
v. 2018-19 Fee Schedule.....	13
g. Food and Nutrition .....	15
h. Illness and Infectious diseases .....	15
Recommended exclusion periods.....	16
i. Immunisation.....	17
j. Medication .....	17
k. Privacy and Confidentiality .....	18
9Contacts .....	17
List of Service policies .....	20
Attachments:	
Medical Conditions Policy Including Asthma, Anaphylaxis and Diabetes	
Complaints Policy	

## Welcome

Welcome to Adventure Patch Family Day Care (APFDC). We hope you have a long and happy relationship with our service - your Educator, Co-ordination Unit staff and the Service. We aim to provide the highest quality education and care, which allows every child to grow and develop to their fullest potential within a safe and secure family environment.

Family Day Care is an excellent choice of education and care for your child. Family Day Care offers each child small group environments in which to engage with other children of varying ages in a safe, educational and nurturing environment. Our Educators work to provide an exciting learning environment to meet the needs of each individual child and family. Educators are self employed. This allows each Educator the opportunity to make decisions regarding their working conditions, including days, hours, fees etc.

## The Co-Ordination Unit

The Co-ordination Unit registers Educators in accordance with the *Education and Care Services National Law* and *Education and Care Services National Regulations* and our service policies. Educators are re-registered every 12 months.

Co-ordination Unit staff visit Educators on a regular basis. These visits occur on both an announced and unannounced basis; with up to 90% of visits being unannounced in nature. These visits provide support, monitor children's development and ensure the Law, Regulations and Scheme policies are constantly maintained and adhered to.

Co-ordination Unit staff are available to discuss queries or concerns that an Educator or a parent may have.

Office hours are 9.00am – 4.30pm Monday to Friday. Where a parent needs to contact the Co-ordination Unit outside of these hours in an emergency situation, relevant out of hours contact details are available via the Service Office.

APFDC offers a number of different services to Educators and parents, many of them funded through user contribution and fundraising. These may include:

- Access to ongoing professional development.
- Playgroups are conducted to encourage social interaction in a larger group setting and to allow Educators to network.

## Co-Ordination Unit Staff



Fi Morley  
Director



Janice Haba  
Admin/Playgroup Officer



Colletee Lockyer  
Field Co-Ordinator



Lisa Brooke  
Field Co-Ordinator

## Mission Statement

*"To nurture each child in a secure and enriching home environment where individual and family needs are valued and respected"*



## Philosophy



## Our Educators

Educators must complete the Service's recruitment/selection procedure and comprehensive induction and training program. They must comply with the *Education and Care Services National Law* and *Education and Care Services National Regulations* and the Service Policies and Procedures at all times.

The *Education and Care Services National Regulations* allows each Educator to care for a maximum of seven children under the age of 13, with up to four children under school age. The Educators own children are included in these numbers.

Educators are required to:

- Hold an Early Childhood Qualification or be actively working towards one;
- Maintain current First Aid qualifications, including Anaphylaxis and Asthma Management;
- Maintain a current Working with Vulnerable People Check;
- Hold Public Liability Insurance for their Family Day Care Business.

Family members over 18 and regular visitors are also required to hold a current Working with Vulnerable People Check.

Educators are expected to participate in ongoing professional development.

### **(a) Registration with Adventure Patch Family Day Care**

Prior to commencing with Adventure Patch Family Day Care families are required to complete the enrolment registration process. Depending on the location of your Family Day Care Educator, this may occur at the Co-Ordination Unit office in Blackmans Bay, or at the Educator's home.

The process consists of:

1. Completing the Enrolment Record for your child;
2. Providing proof of your child's current immunisation status;
3. Paying a Registration fee (details are outlined in the fee schedule);
4. Providing the CRN (Centrelink Customer Reference Number) for you and your child if you wish to claim Government Fee Assistance (Child Care Subsidy).
5. Accept the Enrolment Confirmation
6. Accept the Child Care Subsidy Enrolment through your MYGOV account

Once all the information has been confirmed by Co-Ordination Unit staff with your Educator, your child will be able to commence



## **(b) Relief Care**

Sometimes an Educator requires time off to attend an appointment or to attend to personal matters.

If this request is for only part of the day, the least disruptive solution is for a Relief Educator to take over while the original Educator is absent. The Relief Educator can either be a person specifically registered for that purpose, or an Educator with a normal registration with no children at her own home on that day.

This arrangement can only take place with the prior written consent of parents.

## **(c) Educator Assistants**

The National Law and National Regulations sets out the circumstances in which an approved Family Day Care Educator Assistant may, with the written consent of the parent of each child, assist the Family Day Care Educator, including in the event of unforeseen or exceptional circumstances.

An Educator Assistant may be, but is not always, a member of the primary Educator's family or household.

An Educator Assistant may only be used with the prior, written consent of the parent. Parents will be informed at the placement interview if an Educator Assistant is registered with the Educator.

The time and circumstances that children spend exclusively with the Educator Assistant is limited by the National Regulations.

Educator Assistants are people who have been through the same registration requirements as an Educator, including holding a current Working with Children Check, holding current approved first aid, asthma and anaphylaxis qualifications, child protection training and food handling training.

## **(d) Replacement Care**

There are several different reasons why a parent may need to seek replacement care through the Scheme.

### **Educator Holidays**

If your regular Educator is taking leave, you will be given plenty of notice. If you require care during this time, you must advise staff at the APFDC Co-Ordination Unit directly. Please do this as quickly as possible to ensure your requirements can be met.

### **Sickness**

If an Educator or a member of their family develops an infectious illness, the Educator may not be able to provide care to children during this time. Should this happen, it may be possible to arrange alternate arrangements through the Co-ordination Unit. It is the parent's responsibility to request replacement care.

Where an Educator is unable to provide care, no charge will be levied as the Educator has been unable to fulfil their responsibilities as outlined in the care contract.

### **Extension of Hours**

Sometimes parents working arrangements change and an extension of care hours is requested. If your original Educator cannot provide the extra care, you can request further care through the Co-ordination Unit.

## Relationships with Educators

Family Day Carer Educators educate and care for your child in the fullest sense of the word. To best support your child's wellbeing while in a Family Day Care setting, we ask you to consider the following:

- Educators and families must abide by the National Law, National Regulations, Scheme and individual Educator Policies.
- Educators must only provide education and care for children who are registered with the Scheme.
- Educator's place of business is also their home and we ask that you be considerate of this if you need to contact your Educator outside their normal working hours.

## Parent Involvement

We openly seek and welcome involvement of parents and families. We understand how busy life can be and appreciate the time you take to engage with and build open and positive relationships with your Educator. Each Educator's program frequently offers opportunities for parents and families to provide input and feedback. This is a wonderful opportunity to promote and discuss the best education and care environment for each child and family.

To support the Educator in building a sense of belonging and security for your child, it is important that you notify your Educator of anything that may impact on your child's day. This may include things from home or within your child's routine such as late nights, poor sleep or differences to sleep patterns, off their food, family issues etc. This information will help your Educator support your child during their time with your child.

We always welcome comments and feedback from families and are looking for additional ways for families to be involved with the Scheme. The Co-ordination Unit communicates with families through regular newsletters, as well as enjoying our catch up with families at our end of year BBQ. Families may also become involved through policy development, fundraising and similar experiences. We appreciate your input in these areas, as this supports APFDC to continue to meet the ongoing and changing needs of our community.

## Parent Responsibilities

We have outline the responsibilities of the Service and the Educator. The following expectations relate to parents and families utilising Adventure Patch Family Day Care:

When registering children with the Adventure Patch Family Day Care Service parents will:

- Enrol all children with the Service prior to commencing care with an Educator;
- Provide the required information including the child and parent's CRN (Customer Reference Number from Centrelink's Family Assistance Office (FAO) and the dates of birth of both the child/ren and responsible parent;
- Answer all questions on the registration form as fully as possible, including telephone numbers and emergency contact details;
- Pay the applicable registration fee;
- Advise if they or their partner are a Family Day Care Educator (including with another service);
- Notify Family Day Care staff of any changes to personal details including, but not limited to:
  - change of family circumstances;
  - change of workplace/home address/telephone number;
  - change of emergency contact details;
  - advise if they or their partner becomes a Family Day Care Educator.

In regards to payment parents must:

- Abide by charges and conditions as per Educator/Parent agreement;
- Pay all associated fees on time and in full;
- Register with the FAO regarding entitlements to the Child Care Benefit and/or Child Care Rebate, if applicable;
- Advise FAO of any alterations to income.

When leaving their children with a Family Day Care Educator, parents must:

- Deliver their child/ren directly to the Family Day Care Educator;
- Advise the Educator if any other person is to collect their child/ren:  
NOTE: Persons collecting children must have previous written permission from the parent (e.g. be noted in the child/ren's enrolment record) and be 18 years of age or older;
- Be punctual in collecting and delivering their child/ren;
- Ensure their child/ren are signed in and out;
- Provide adequate food and clothing as discussed with the Educator at the time of placement;
- Provide any required medication and relevant documentation.

In the case of a child being unwell, parents must:

- Supply the Educator with all relevant information concerning the child/ren, including any allergy or ailment that a child has developed;
- Accept responsibility for unwell child/ren and collect their child/ren as soon as possible when notified by the Educator;
- Where applicable, provide written permission for the administration of medication. This must include the name of the child, name of the medication, dosage to be administered, time, date and manner of administration. The medication must be clearly identified and prescribed only for that child;
- Children should only attend when they are well enough to do so (this includes being well enough to be able to engage in all aspects of the program).

When care arrangements change parents must:

- Discuss new days/hours of care with their Educator for any permanent changes. Accept a new enrolment confirmation (contract of hours) which will be emailed to the parent by the service.
- Provide their Educator as much notice as possible if their child/ren will not require care on a particular day;
- Provide at least two week's notice (or payment in lieu of two week's fee) before terminating their education and care arrangements. Note: Individual Educator's may require more than two week's notice.

**Please note: CCS is not payable if the payment in lieu option is undertaken; therefore, full fees will be required.**

**Educators may have their own policy in place that requires more than two week's notice.**

## Support Services

All children develop at different rates. However, from time to time parents or Educators may have concerns regarding a child's development (For example, speech development, auditory processing).

Many support services for children and families are run from the Kingston Community Health Centre including: Family and Child Health Clinic, Council's Immunisation Sessions, Children's Dental Service, and support services for children who have emotional/behavioural concerns.

The Service is also able to seek assistance from the Inclusion Support Program (ISP) to support the inclusion of all children, including children with additional needs, into a Family Day Care setting.

**For parents requiring further information, please talk to your Educator or contact the Co-Ordination Unit.**

## Scheme Policies and Procedures

In order to support quality education and care, APFDC has Policies and Procedures relating to many areas of education and care, including but not limited to food and nutrition, excursions and routine outings and sleep and rest practices. A full list of policies is included at the end of this booklet. It is your right to access these policies and we welcome your involvement in their development and review. Further information is available from your Educator or from the Co-Ordination Unit.

The following is a reference to policies that most affect families at the beginning of their education and care journey with us:

### (a) Access and Inclusion

Adventure Patch Family Day Care offers children fair and equal access to care irrespective of gender, socio-economic status cultural background or disability.

### Priority of Access Guidelines

There are no mandatory requirements for filling vacancies, and providers can set their own policies for prioritising who receives a place.

However, as vacancies in a service arise, providers are asked to consider prioritising children who are:

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

This reflects the Australian Government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the [Framework for Protecting Australia's Children 2009 -2020](#).



## **(a) Arrival and Departure of Children**

When delivering your child to the Family Day Care home, the authorised Educator must receive the child. If the Educator is not present you must not leave your child with other members of the household.

Educators may not release children to anyone other than the parent, or other adult person authorised by the parent in line with the requirements of the National Regulations. (Adult means a person aged over eighteen.)

If school aged children are arriving at, or leaving the Educator's home independently, then arrangements agreed to by the parent and Educator must be put in writing and signed by both parent and Educator. There should also be a plan in place to be followed if a child fails to arrive at the Educator's home at the regular agreed time.

Where particular parenting/access arrangements or where any court order are in place, these matters must be discussed with the Scheme and Educator before the child is registered, or as soon as arrangements are in place. Copies of any court order, parenting order or parenting plans must be provided to the Educator and the Scheme on enrolment or as soon as they are enacted.

## **(b) Access to Children**

Parents not subject to a court order, parenting order or parenting plan may have access to their child at any time during the hours that the child is being educated and cared for, including being able to receive information about the child on an ongoing basis.

## **(c) Child Protection and Mandatory Reporting**

It is mandatory for staff and Educators to notify of any suspected abuse (including neglect) of children to Child Safety Services. Educators and staff have been trained in issues relating to Child Protection.

APFDC's Child Protection Policy outlines staff and Educator responsibilities as mandatory reporters.



## **(d) Complaints**

We hope your association with our service is a long and positive one but we are realistic enough to realise that communication may break down from time to time for a variety of reasons.

If you have a query or concern you are encouraged to raise the matter first with your Educator. If you are not comfortable with this, or do not achieve the desired outcome we encourage you to contact the Co-Ordination Unit and speak with our Director.

If a solution or satisfaction is still not reached there is a formal complaints procedure which can be followed. A copy of the Complaints Policy is part of this enrolment pack.

## **(e) Excursions**

Many Educators provide excursions as a valuable part of their programme. They provide children with the opportunity to enjoy the world, mix with groups of different sizes, celebrate the arts, attend play group etc.

Educators must have a documented Risk Assessment in place for all excursions and routine outings. You can ask to sight these at your Educator's home. At the time of registration your Educator will ask you to sign a routine excursion permission form for routine outings such as visits to the Co-Ordination Unit or playgroup, Kindergym, shopping or an outings to a local park.

Where your Educator decides to offer Non Routine Excursions you will be required to complete a specific consent form for this excursion that will contain all the relevant details in regard to the excursion, including the venue, times and how the children will be transported. Further information in regard to excursions and routine outings is available in the full Excursion Policy.



While being transported all children are to be secured in the appropriate child restraint. All Educators who transport children must provide documentation that they hold a current licence, the car is regularly serviced, and child restraints are checked annually by an approved fitter.

## (f) Fees and Charges

Fees for care are charged by Adventure Patch Family Day Care, and are collected by educators on behalf of the Service.

Educators are regarded as small business operators. Each individual Educator offers a unique service and brings different skills, experiences and training to the role. Fees are set within the parameters set by the Service. Your Educator will provide you with the fee for their individual business.

Family Day Care fees are based on an hourly rate. To ensure all parties are aware of their responsibilities, please note the following:

- Your Educator is required to give you two (2) weeks' notice in regard to any fee changes. Payment is required in line with the care contact, Fee Policy and for the hours booked, unless care extends beyond these hours (e.g. if you book 9am-5pm and attend 9am-3pm, you will be asked to pay 9am-5pm. If you book 9am-5pm and care is extended to 9am-6pm, you will be required to pay 9am-6pm);
- Giving notice: There is a minimum two weeks notice to be given by either party, or two week's fees will be required in lieu. Child Care Subsidy cannot be paid for fees paid in lieu of notice (i.e. full fee will be required);  
**Note:** Educators may have a policy that requires more than two weeks' notice. Where this occurs, families will be notified at the time of enrolment and the appropriate notice must be given;
- Payment is expected if your child is absent for any reason - holidays, illness and public holidays;
- Payment is not expected if the Educator is unavailable for any reason.

## (i) Scheme Administration Fees

An Enrolment Fee, per child, is payable when your child is enrolled. In addition to your Educator's hourly rate, there is also a service administration fee (incorporated into the Educators hourly rate).

## (ii) Method of payment

This should be negotiated with your Educator prior to commencement. Where paying in cash, correct money should be given, as Educators are unlikely to have large amounts of cash on the premises

Educators are required to provide you with a copy of the timesheet/receipt showing all payments made by you in regard to the previous fortnight.



### **(iii) Signing your child in and out**

It is a regulatory requirement that all child/ren are signed in and out of care. The Educator will provide a timesheet/attendance record for this purpose either paper or electronically. If the Educator uses the electronic system each parent and their authorised contact will be issued with a pin.

It is the parent's responsibility to sign/pin the attendance record when delivering and collecting their child/ren.

Parents are also requested to sign/pin the Educator's timesheet/attendance records each week to ensure the hours and payment recorded are a true and accurate record. Where applicable, Child Care Subsidy will only be paid when parents have signed/pinned the timesheet to verify they have paid their contribution.

Please note: you are required to sign/pin the attendance record for days when your child is absent.

### **(iv) Absences**

Parents are required to pay in full for absences.

Where applicable, Child Care Subsidy may be paid for absences from care for up to 42 days per financial year. This includes public holidays.

Where applicable, Child Care Subsidy will be paid for absences if:

- Attendance records are correctly completed by the scheme and absences are initialed by the parent;
- Supporting documentation is provided where necessary;
- Parents have paid their usual contribution to the fee.

Where applicable, Child Care Subsidy will NOT be paid when absences occur on the first or last day of care.

Educators are entitled to charge full fee for all absences, including holidays.

Once the initial 42 days absence days have been exhausted, additional absences may be claimed in certain circumstances.

Child Care Subsidy will not be payable if the child was absent on the first or last day of care.

### **Non-Attendance for 8 weeks**

Your child's Child Care Subsidy enrolment will cease if you child has not attended care for 8 weeks. If your child returns to care after 8 weeks a new enrolment confirmation must be accepted and the enrolment confirmed within your MYGOV account.

## 2019-20 Fee Schedule and Conditions

Adventure Patch Family Day Care has set a fee parameter of \$8.70 to \$18.50 per hour for all care provided from July 1st 2019 to June 30th 2020.

This price range covers various types of care including core hours (8am-6pm Monday to Friday), out of core hours (6pm – 8am Monday to Friday), weekend care and public holidays. Educators fees and charges are approved by the Co-ordination Unit and are required to stay within the set fee parameters of the service.

Educators may require a minimum number of booked hours per day.

Fees cover all contracted hours and any additional time the child is being educated and cared for by an Educator. Fees do not cover food, nappies, travel, excursions, or late payments.

### Registration Fees:

A fee of \$20.00 per child is payable at the time of registering your child with Adventure Patch Family Day Care

### Administration Levy:

An administration levy of \$1.50 per hour per child applies and is included in your educators fee. This amount will be included in each family's fortnightly account.

### Timesheets (Paper):

Parents and Educators must complete the timesheets daily to record hours of education and care undertaken and reasons for overtime or absences. There is to be one timesheet per child. Timesheets also need to be signed at the end of each week whereby the parent certifies that he/she agrees with the fees being charged.

### Timesheets (Electronic):

Parents must sign their child in and out of care daily using a designated pin which is issued by the scheme. The electronic timesheet must be 'signed' via pin at the end of each week.

### Agreements for hours of care:

Parents and Educators MUST agree to hours of care prior to care commencing. (Please note: all agreements must start and finish to the nearest quarter hour). This information will be entered on to our system and become the permanent hours unless notice is given that there is to be a permanent change to these hours. An enrolment confirmation will be emailed to families to accept/decline.

Any time there is an agreed change to the days and/or hours of care, a new enrolment confirmation will be issued for acceptance.

Once accepted a Child Care Subsidy enrolment will be sent to MYGOV by the service. Parents must then log into their MYGOV account and confirm this enrolment.

## Transport Fees

(applies to all agreements): Educators are entitled to charge parents who require transport by motor vehicle (eg: pick up and drop off, to pre-school, school). Parents must be advised of the relevant rate prior to transporting children. Please refer to your Educator's fee schedule. Transport fees are charged per kilometre, or per trip, rounded to the next kilometre. Transport fees are **not** covered by Child Care Subsidy.

## Changing or Ceasing Education and Care Contracts (applies to all contracts):

Parents are required to provide a minimum of two weeks' notice to their Educator if they plan to make permanent changes to their contract (e.g.: decrease or increase hours) or cease education and care permanently with the Scheme. Parents can opt to pay full fees in lieu of this notice period.

N.B. No Childcare Subsidy is be paid where fees are paid in lieu of notice. Where a child is absent on the first or last day of care no Child Care Subsidy is payable. Individual Educators may require more than 2 weeks' notice of a change to the education and care contracts.

## Allowable Absences (applies to all contracts):

Each child is allowed 42 days of absences per financial year while being covered by Child Care Subsidy. The following absences will be counted towards these 42 days:

- Holidays are included in the 42 days. Parents are required to pay fees for these days.
- Occasional Absences are included in the 42 days. Parents are required to pay fees for these days.
- Sick days with or without a medical certificate are included in the 42 days. Parents are required to pay fees for these days.
- Public Holidays are included in your allowable absences. Parents are required to pay fees for public holidays if care is normally contracted for that day.

Where families are claiming Child Care Subsidy and they exceed 42 days of allowable absences in the financial year, Child Care Subsidy will only be paid in exceptional circumstances, and with supporting documentation. Please speak with Scheme staff if you require further information.

## Meals (applies to all contracts):

In consultation with the Educator, parents may choose to either provide adequate meals and drinks for their children, or pay their Educator the agreed amount for meals and snacks provided. Parents must be informed of the meals costs prior to providing meals for children. Please refer to your Educator's fee schedule.

## Fee changes

Educators must complete a fee schedule form and apply to the service for approval no later than two (2) weeks before the commencement date of any new fee schedule.

Where there is a change in fees Educators must provide two (2) weeks' notice, in writing, to families.

## **(g) Food and Nutrition**

Adventure patch Family Day Care promotes the provision of food that provides children with a balanced and nutritious diet.



Educators are expected to encourage parents to provide food and drinks that are nutritious, adequate in quantity, varied, offered at frequent intervals, and appropriate to the developmental needs of each child.

It is important when providing food that parents take into account the length of the child's day in Family Day Care.

Drinking water should be available at all times. Children are encouraged to drink water instead of juices.

Please ensure food is stored and transported safely. Further information is available in the Scheme's Healthy Eating and Food Handling Policy.

## **(h) Illness and Infectious Diseases**

Respect for one another during illness is essential. Infections such as diarrhoea, conjunctivitis and gastric upsets spread quickly. If they are introduced into the Educator's home and spread to the Educator's family, the Educator may have to close their service. This means that families will not be able to access education and care.

Educators are not obliged to accept children who are obviously unwell. Each Educator may have their own policy on Illness and Unwell Children. If children become unwell while at the Educator's home, parents will be contacted and asked to collect them.

It is a responsibility of parents to report illnesses to their Educator. It may be important that other parents are advised that their child has been exposed.

The Co-ordination Unit Staff and Educators reserve the right to request a medical certificate from the family doctor stating that the child is declared fit to return.

### **Infectious Diseases Policy - Exclusion of Children**

The following page lists the recommended exclusion periods for children with common infectious diseases from National Health and Medical Research Guidelines. Your Educator may have their own policy on illness and infectious diseases that has requirements in addition to those stated here.



# Recommended minimum exclusion periods

ADAPTED FROM STAYING HEALTHY | 5TH EDITION | 2013

Condition	Exclusion of case	Exclusion of contacts*
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Glandular fever (mononucleosis, Epstein Barr virus (EBV) infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded. Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded. If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated and incompletely vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours <sup>b</sup>	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred	Not excluded

\* The definition of 'contacts' will vary according to the disease—refer to the specific fact sheet for more information.

<sup>b</sup> If the cause is unknown, possible exclusion for 48 hours until cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours.  
Adapted from SA Health Communicable Disease Control Branch: <http://www.dh.sa.gov.au/pubs/branches/branch-communicable.htm>. Note that exclusion advice is consistent with Series of National Guidelines (SNGs) where available.

Staying Healthy, Preventing infectious diseases in early childhood education and care services | 5th Edition | Printed June 2013 | NHMRC Ref. CH55a



## Immunisations

Child Care Subsidy can only be paid for children who are fully immunised and meet the immunisation requirements. Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR). Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.

An Educator has the right to refuse children who do not have up to date immunisation.

## State Government Requirements

The Tasmanian Public Health Act requires the Scheme to keep up-to-date records of the immunisation status of all children registered with the Scheme. Parents must provide immunisation documents that show the child:



- is fully vaccinated for their age; or
- has a medical reason not to be vaccinated; or
- has a conscientious objection, including religious beliefs, to vaccination; or
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

The child cannot be enrolled in the service unless the mandatory documentation is received. Parents are also required to provide copies of updated immunisation history statements as their child receives further immunisation.

Acceptable proof of immunisation includes a copy of your child's "Blue Book", a letter from your child's doctor outlining the immunisations received, or a copy of your child's immunisation history statement from Medicare.

For further information, please see the enclosed FACT SHEET: NO Jab, No Pay from Australian Government Department of Health.

### (i) Medication

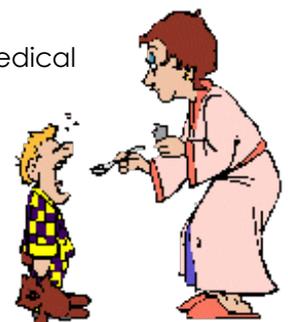
No medication can be administered to a child unless the 'Authority to Administer Medication' form is completed by the parent. This applies to all medications including over the counter preparations such as Panadol. All medications must be in the original container, and be clearly marked with the child's name, the dosage required, and an expiry date.

### Asthma, Allergies and ongoing medical conditions:

If your child has been diagnosed with asthma, an allergy or with another ongoing medical condition, you must inform the Educator and service at the time of enrolment (or as soon as the diagnosis is known). Medical Minimisation Plans are filled out in conjunction with the family and educator for medical conditions.

The Educator and Scheme require a current Medical Action Plan that has been developed in consultation with your doctor that sets out both normal medication procedures and an emergency action plan. Children must not attend without required medication and action plans.

Action plans must be maintained as current and reviewed by the child's doctor yearly.



## (j) Privacy and Confidentiality

Adventure Patch Family Day Care protects the privacy and confidentiality of individuals by ensuring that all records and information about individual children, families, Educators, staff and management are maintained in a secure place and are only accessed by or disclosed to those people who require the information to fulfil their responsibilities at the service, or by people who have a legal right to the information. All documentation will be maintained in linw with legislative requirements, for example:

- If the records relates to an incident, injury, trauma or illness suffered by a child while being educated and cared for, the documents are retained until the child reaches 25 years of age;
- Attendance records, enrolment forms, weekly programs, child assessments, developmental records/routines must be kept at the service until the child leaves the service and then archived until the end of 3 years after the child's last attendance.

During the course of your relationship with your Educator you may exchange a lot of personal information which you would not wish to be shared with anyone else. As part of the National Quality Framework, Educators are required to have a demonstrated understanding of the need for confidentiality in their relationships with parents and families. Parents are requested to also respect the privacy of their Educator.



## CONTACTS

The approved provider of Adventure Patch Family Day Care is:

**Adventure Patch**  
1 Diamond Drive  
Blackmans Bay, 7052

The CEO, Lynne Moran, is directly responsible for Adventure Patch Family Day Care and can be contacted on 6229 4914 or [lynne@adventurepatch.org.au](mailto:lynne@adventurepatch.org.au)

The Tasmanian Regulatory Authority is:

**Education and Care Unit**  
**Department of Education**  
GPO Box 169  
HOBART TAS 7001

1300 135 513

Email: [ecu.comment@education.tas.gov.au](mailto:ecu.comment@education.tas.gov.au)

The Commonwealth Government regulator contact is:

Business Manager Education Team  
Tasmanian State Office  
Australain Government Department of Education  
GPO Box 9880  
HOBART TAS 7001

13 3684

Individual Child Care Subsidy Assessment queries should be directed to Family Assistance Office on 13 61 50.

## POLICY MANUAL CONTENTS

If you would like to view any policies please ask your Educator or contact the Scheme Office

### QA 1 Educational Program and Practice

- Educational Programs

### QA 2 Childrens Health and Safety

- Accidents, Injury, Trauma and Illness
- Administration of Medication
- Child Protection
- Child Safe Environment
- Plants and Vegetation
- Toxic Products
- Trampolines
- Delivery and Collection of Children
- Emergencies and Critical Incidents
- Critical Incident Management Plan
- Excursions
- First Aid
- Health Hygiene and Infection Control
  - Recommended Minimum Exclusion Periods
- Healthy Eating and Food Handling
- Medical Conditions Including Asthma, Anaphylaxis and Diabetes
  - Anaphylaxis Guidelines
  - Asthma Guidelines
  - Diabetes Guidelines
- Nappy Changing and Hand Washing
- Overnight Care
- Sleep and Rest
- Sun Protection and Vitamin D
- Supervision of Children
- Visitors to Family Day Care Residences and Venues
- Water Safety

### QA 3 Physical Environment

- Animals and Pets
- Assessment of Family Day Care Residences and Venues
- Tobacco, Drug and Alcohol Free Environments

### QA 4 Staffing

- Code of Conduct
- Code of Ethical Conduct
- Educator Assistants – Assessment and Approval
- Educator Recruitment and Registration
- Educators Families and other Household Members
- Monitoring, Support and Supervision of Family Day
- Care Educators
- Occupational Health and Safety
- Professional Development and Training

### QA 5 Relationships with Children

- Diversity and Inclusion
- Guiding and Supporting Children's Behaviour
- Interactions with Children

### QA 6 Partnerships with Families and Community

- Enrolment and Orientation of Children
- Students and Volunteers

### QA 7 Leadership and Service Management

- Acceptance and Refusal of Authorisations
- Complaints
- Fees Management
  - 2018 - 19 Fee Schedule
- Governance and Service Management
- Grievance Procedure
- Media and Advertising
- Non Compliance
  - Non Compliance Process
- Privacy and Confidentiality
- Records Management
- Register of Family Day Care Educators