



Bland / Temora Family Day Care

Family
Handbook



Welcome

The Coordination Unit would like to welcome you and your family to
Bland/Temora Family Day Care.

Our community based not for profit Family Day Care service has been educating and caring for children in the Bland Shire since 1985 and in the Temora Shire since 1991. We have well established relationships within our communities and experienced Educators provide quality education and care within a home environment.

This handbook provides you with an overview of how Bland/Temora Family Day Care works, what we provide and important information you need to ensure that you and your child get the most from our service.

We look forward to getting to know you and your child.

How to contact us

Visit us in person at
130 Pine Street
West Wyalong NSW 2671

Phone us on
02 6972 2795

Email us at csuadmin@blandshire.nsw.gov.au

Stay in touch via our Facebook page
Bland Shire Children's Services Unit

Coordination Unit hours
8.30am – 5.00pm Monday to Friday

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What is Family Day Care?

Family Day Care is a national network of experienced education and care professionals, committed to providing a unique inclusive and nurturing home-based child care service. Family Day Care offers a range of education and care options designed to meet the diverse needs of families.

Bland/Temora Family Day Care currently have registered Educators throughout the Bland and Temora Shire areas that are able to provide families with flexible education and care arrangements, including:

- Full time care
- Part time care
- Weekend/Public holiday care
- Casual care
- Before and after school care

The Family Day Care Coordination Unit facilitates the placement of children into care by referring families to Educators that may be able to meet their care needs.

Licensed by
Department of Education and Communities
<https://education.nsw.gov.au/early-childhood-education>

Licensed under
The Education and Care Services National Regulations
Education and Care Services National Law

Approved Provider
Bland Shire Council

Provider Number
PR-00003502

Service Number
SE-0006662

Guided by
Australian Early Childhood Code of Ethics
The Early Years Learning Framework
My Time Our Place
National Quality Standards

Our Philosophy

Educators and Staff of the Bland/Temora Family Day Care are committed to provide positive, quality childcare in a warm, safe and caring home-based environment.

Bland/Temora Family Day Care believes:

- Children should be cared for in a welcoming, safe and secure environment. Where children can laugh, play, have fun and 'be children'.
- In creating a sense of belonging, where children can develop self-confidence, feel valued and connected to others and develop relationships. Where each child is acknowledged as a unique and special individual.
- In Educators respecting children as competent, capable and active participants in their learning.
- That children need to be offered opportunities to explore, investigate, experiment and participate in shaping the learning environment.
- In providing warm, affectionate and responsive relationships that surround all young children to enable children to learn to respect and care for others.
- In the provision of a flexible environment which allow us to accommodate for varying needs of children, parents and caregivers.
- In embracing family values and differences in families' cultures and beliefs. Encouraging children, parents and Educators to share an understanding and acceptance of other cultures.
- Communication is two way and open to allow for positive relationships and interactions with families, children and Educators.
- That the partnerships between Educators and families ensures that each child's needs are met on a continuing basis and that a parent's wishes in regard to care are respected are recognised as their right as the child's primary caregiver. As well as ensuring that the continuity of care from the child's home to the Educator's home is consistent and smooth.
- In providing quality programs that include the current curriculum practises of the Early Years Learning Framework and My Time Our Place Framework.
- To provide programs that are stimulating, flexible and contain a mix of both indoor and outdoor environments to contribute to the child's current ideas, abilities and interests.
- In abiding by the Education and Care Services National Law, the Education and Care Services Regulations and the National Quality Framework.
- In maintaining a professional approach to providing our service and a commitment to ongoing education, through formal and informal training in early childhood education to ensure the highest quality of care is maintained.
- That all Educators teaching and learning goals come from a combination of their own philosophy, the service philosophy, the Early Years Learning Framework (EYLF) and My Time Our Place (MTOPE).
- In being active and involved in the community, to engage and collaborate, share and nurture relationships with community organisations, councils services and other childcare services.
- In including sustainable practices in our daily programs and daily routines whilst encouraging and educating children in sustainable practices.

The role of the Coordination Unit



Our Coordination Unit in West Wyalong

- Ensures regulatory requirements are met by the service.
- Adheres to Government operational requirements, including accountability for Child Care Subsidy.
- Recruits, trains and monitors Educators to ensure a quality education and care service is provided.
- Visits Educators' place of work regularly to support and guide Educators on programming and appropriate routines for your children.
- Supports Educators to monitor the development of your child, through assisting with observing and completing records on the development of your child.
- Monitors workplace safety requirements in the Educator's home and carries out the annual Educator Workplace Safety Audit in consultation with the Educator.
- Provides professional development to Educators including both one on one training and group training opportunities.
- Provides Playgroups for Educators and children in their care to attend during school terms.
- Provides regular service newsletters.
- Processes Educators attendance records.
- Assists Educators with questions and concerns.
- Provides administrative support.

'Early childhood is a very important period of life. It is a period when children learn an enormous amount about the everyday world. It is also a time during which young children acquire lifelong attitudes toward themselves, toward others, and toward learning.'

National Quality Framework

Our service operates under the National Quality Framework. The NQF includes:

- National Law and National Regulations
- National Quality Standard
- Assessment and quality rating process
- National learning frameworks (Early Years Learning Framework and My Time, Our Place)

The **National Law** sets a national standard for children's education and care across Australia.

The **National Regulations** support the National Law by providing detail on a range of operational requirements for an education and care service.

Both the Regulations and the Law can be accessed via our website - <https://www.blandshire.nsw.gov.au/> or via the ACECQA website - <https://www.acecqa.gov.au/>

The **National Quality Standard** sets a high national benchmark for early childhood education and care and outside school hours care services. We are assessed and rated by the Regulatory Authority against the NQS and given a rating for each of the seven quality areas and an overall rating based on these results. Our current rating is 'Meeting the National Quality Standards'.



The NSW Department of Education Education and Care Quality Ratings

Bland/Temora Family Day Care Scheme

meets the National Quality Standard, providing quality education and care in all seven quality areas.



The National Quality Standard is made up of seven quality areas

1 Educational program and practice	Meeting	Meeting	Meeting	
2 Children's health and safety	Meeting	Meeting	Meeting	
3 Physical environment	Meeting	Meeting	Meeting	
4 Staffing arrangements	Meeting	Meeting	Meeting	
5 Relationships with children	Meeting	Meeting	Meeting	
6 Collaborative partnerships with families and communities	Meeting	Meeting	Meeting	
7 Governance and Leadership	Meeting	Meeting	Meeting	
	Significant Improvement Required	Working Towards National Quality Standard	Meeting National Quality Standard	Exceeding National Quality Standard

This service was last assessed in November 2016 against the *National Quality Standard for Early Childhood Education and Care and School Age Care* and these ratings have been awarded in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.

Date of issue: 25 August 2020

ASR-00016619

SE-00006662



The role of the Educator

Educators provide quality early education and care in a secure, safe, healthy and nurturing home environment. Each Educator in our service has successfully completed an interview and home safety check.

All Educators are required to have completed or be enrolled in minimum Certificate III in Children's Services. To assist in the safety and wellbeing of your child, Educators' hold a current HLTAID004 - Provide an emergency first aid response in an education and care setting, a cleared Working With Children Check and an annual medical. All adult members of an Educator's home and regular adult visitors to the home are also required to hold a cleared Working With Children Check.

Educators are self employed business operators and operate under the Education and Care National Law and Regulations, the same as other education and care services. Their responsibilities include adhering to the current Regulations, Work Health and Safety Legislation, Bland/Temora FDC Policies and Procedures (as part of the Bland Shire Children Services Unit) and National Quality Standards Requirements.

Bland/Temora Family Day Care Educators

- Nurture each child in a positive, responsive manner, promoting positive self-esteem.
- Program to meet the individual needs of children in their care, including opportunities for outings, physical play, creative and expressive play, language and mathematical experiences according to the Early Years Learning Framework or My Time Our Place.
- Provide families with ongoing information about their child's daily activities and development while in care.
- Fulfill administrative and business requirements of a self employed business operator.
- Participate in professional development and training.

Choosing an Educator

All Educators are carefully selected and screened before being registered with our scheme, and where possible, families are given a choice of Educator. This means that families have the opportunity of choosing the Educator with whom they feel most comfortable. The most successful placements occur where families and the Educator have similar ideas on all the important issues like behaviour management, toilet training, sleep, etc. Your child is much more likely to settle well if there is consistency in the way he or she is cared for between the child's home and the Family Day Care home.



Learning in a Play Based Program

Educators provide quality educational programs aimed to extend and enrich children's learning, provide opportunities for children to develop a foundation for learning and for children to become successful learners, all of which occurs during play.

Programs are designed with both individual children's learning and group experiences in mind and acknowledge a child's capacity to initiate learning and to ensure positive learning outcomes.

The Early Years Learning Framework guides our programs for children aged 0 to 5 years. Supporting the EYLF framework is the view that children's lives are characterised by belonging, being and becoming.

Belonging: knowing where and with whom you belong. It recognises children's connections with others and the role of those relationships in defining their identity.

Being: the here and now. Childhood is a time when we make meaning of our world. Through play we seek answers, create new experiences and have fun.

Becoming: children learn and grow through their experiences. These experiences shape children's identities and the adult they become.

My Time, Our Place, guides our programs for school-aged children. This framework builds on the Early Years Learning Framework and extends the principles, practice and outcomes to accommodate the contexts and age range of school age children. MTOP ensures that school age children have opportunities to engage in leisure and play-based experiences which contribute fully to their ongoing development.

More information on The Early Years Learning Framework and My Time, Our Place is available from www.acecqa.gov.au

‘Playtime is precious. Play builds brain pathways for thinking, creativity, flexibility, empathy and many other lifelong skills.’

Toy Library

Educators have equipment such as cots, car seats and strollers. Many educators purchase new resources each year to add to their environment. They also have access to a library of stimulating, educational toys to support the ongoing interests and developmental needs of your child.

Excursions

Part of the Educator's routine will include taking children out and about (e.g. on walks in the neighbourhood, to the park, shops and Playgroup), either on foot or by car. The excursions complement the Educator's program and are a valuable learning experience for your child. All excursions are carried out following the Excursion Policy, with a risk assessment and permission note completed prior to the excursion.

Routine excursions are assessed annually and parents approve these on enrolment. An ongoing risk assessment will also be conducted for the excursion.

At all times on excursion Educators follow the service Transport Policy.

Playgroup

Our Family Day Care Support Officer runs playgroup on a regular basis, in both West Wyalong and Temora. Activities and experiences at Playgroup are carefully planned in order to help your child learn while they play. The Playgroup sessions also assist Educators by providing them with ideas and models for their own program activities at home. Families are very welcome to come to Playgroup to join in with their children at play.

Transport

Educators may be able to transport children to and from for example, Preschool or School, which are a part of the normal routine. At all times Educators follow the service Transport Policy.

Where necessary, the Coordination Unit will also assist an Educator to transport children safely.

Part Three – Fees and Attendance

Child Care Subsidy - CCS

- Child Care Subsidy helps parents with the cost of care. CCS is based on your family income, your child's age, hourly charge of care and how you and your partner meet the activity test as assessed by Services Australia. Applications are submitted via your MyGov account and accessing Centrelink.
- More information can be found at <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy> or by phoning 136 150 Monday to Friday 8am to 8pm.

Fees

Families are asked to note the following:-

- Fees are charged on booked hours, not attendance hours.
- Educators are self-employed, and as such, charge their own fees following the guidelines set out in the base fee schedule. We recommend that you discuss fees with the Educator at the time of your first interview.
- Fees are payable in full according to your Educator's Fee Schedule.
- All fees for care are paid directly to the Educator, who will then issue a receipt.
- Full fees will be charged until eligibility for Child Care Subsidy has been completed.

A levy is charged to families to cover administrative costs incurred by the Coordination Unit, to assist in purchasing new resources, and to assist in the costs of running Playgroups. This levy is collected by the Educator each week and will be receipted by the Educator as part of your total fee.

Priority of access

Where the demand for care exceeds the available childcare places, our service aims to prioritise 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.

Immunisation

To attend Family Day Care, children must be fully immunised, or on an approved vaccination catch up program, or have a medical reason not to be vaccinated. The **National Immunisation Program** (NIP) Schedule is a series of immunisations given at specific times from birth through to adulthood. The current schedule can be viewed at the Australian Government Department of Health website -

<https://www.health.gov.au/health-topics/immunisation/immunisation-throughout-life/national-immunisation-program-schedule>

Children who are fully immunised are required to provide an Immunisation History Statement prior to commencing care. This can be obtained by accessing MyGov and Medicare.

If your child is not fully immunised, you are required to provide either a fully completed and signed Immunisation History Form (if on a catch up program) or Immunisation Medical Exemption Form. It is important that if your child is not immunised that you discuss this with your Educator at your first interview as this is an important consideration in offering a place, for the safety of your child and others in the care environment.

If an outbreak occurs, unimmunised children will be excluded from care for the required period of time.

Further information can be found at

https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx

Absences

Absences and Child Care Subsidy - Initial 42 days absence

Child Care Subsidy and Additional Child Care Subsidy are payable for up to 42 absence days for a child in a financial year, in relation to sessions of care where an individual still incurs a genuine fee liability to pay for the care. A reason does not need to be provided for a child's initial 42 days of absence.

Additional absence days

Once 42 absence days have occurred in a financial year, Child Care Subsidy and Additional Child Care Subsidy can only be paid for any additional absences where they are taken for a reason defined in the Family Assistance Law.

These reasons can include any of the following:

- the child, the individual who cares for the child, the individual's partner or another person with whom the child lives is ill
- the child is attending preschool
- alternative arrangements have been made on a pupil-free day
- the child has not been immunised against a particular infectious disease
- the absence occurs during an immunisation grace period and a medical practitioner has certified that exposure to the infectious disease would pose a health risk to the child
- the absence is because the child is spending time with a person other than the individual who is their usual carer as required by a court order or a parenting plan
- the service is closed as a direct result of a period of local emergency
- the child cannot attend because of a local emergency (for example, because they are unable to travel to the service), during the period of the emergency or up to 28 days afterwards
- the individual who cares for the child has decided the child should not attend the service for up to seven days immediately following the end of a period of local emergency

When a child becomes ill

In an attempt to limit illness, children who have an infectious disease must not attend the service. This helps to prevent cross infection and children in care and your Educator becoming ill. The Educator or Co-ordination Unit may request a medical clearance before your child can recommence care. Due to the Educator being self-employed, the Educator is able to refuse care until a medical certificate is provided as proof that the child is no longer ill.

If your child becomes sick, you or your elected Authorised Nominee as listed on the enrolment form will be asked to come and collect your child. Your child will be made comfortable in an appropriate place and supervised until they can be collected. An Incident, Injury, Trauma and Illness Record will be completed by your Educator and must be signed by the parent or Authorised Nominee.

Educator Holidays / Illness

Educators will endeavor to give as much notice as possible prior to the Educator taking holidays. No fees are payable during days taken off by the Educator. Alternate care may be arranged for your child during Educator holidays by contacting the Co-ordination Unit. Should an Educator have an emergency such as illness or an accident, the Family Day Care Co-ordination Unit staff may provide emergency care for the children in the Educator's home until the child's family arrives or makes alternative arrangements to pick the child up. The Family Day Care Co-ordination Unit may be able to arrange another Educator for your child if needed, until the original Educator can resume work. Every effort will be made to offer a temporary Educator if required.

Public Holidays

Depending on your Educator, care may or may not be provided on Public Holidays. Please check your Educator's Fee Schedule for more information as to care availability and fees charged for public holidays. Fees may be charged for booked hours whether your child is in care or not, including Public Holidays and absences.



How to enrol

1. Contact our Coordination Unit with your request for care. Your request for care will be matched with the Educators' vacancies.
 - If there are no vacancies that match your request you may stay on the Waiting List until vacancies exist.
 - You are always welcome to contact us at any time to ask about the progress of your request for care. Contacting us is particularly important if any of the details you initially provided us change e.g. requested days or hours of care etc.
2. When your request is matched with an Educator's vacancy, you will be contacted by the Educator to secure an interview.
 - You can interview each Educator with a vacancy, view their care environment and decide which Educator best suits your requirements and family values.
3. Once you and the Educator agree that care will commence, they will provide you with an Enrolment Pack. Complete the Enrolment Form, other required documents and provide an Immunisation History Statement.
4. Visit Centrelink online via MyGov to be assessed for Child Care Subsidy (CCS). If there is a delay, accessing your enrolment for CCS you will be required to pay your Educator full care costs.
5. Once you have applied for CCS and the Coordination Unit has processed your enrolment, please accept the enrolment via MyGov. This allows your CCS to commence.

Confidentiality and freedom of information

Bland/Temora Family Day Care collects, stores and uses personal information for the purposes of administering the service. In order to provide the highest standard of service, our organisation is required to collect personal information about children and families before and during the course of a child's enrolment in our service. We are committed to privacy and as a government service, Bland/Temora Family Day Care is obligated under the Freedom of Information Act to allow clients access to

their personal records, upon request. The information is confidential and will not be disclosed to third parties without prior consent, except in specified law enforcement or public health and public safety circumstances.

Conversations between Educators and families should be conducted in an environment that respects privacy when sensitive situations arise or upon request.

Orientation visits and settling your child

Your Educator will discuss the importance of orientation visits for your child before they commence care. We encourage you and your child to visit the service at an agreed time before commencing enrolment. Educators will offer comfort and reassurance to each child in a way that is suited to the child during separation from their family.

Commencing care can be an anxious time for both parent and child. Please feel very welcome to phone your Educator if you would like an update of your child's day. Please be reassured that if your child is distressed, your Educator will phone you.

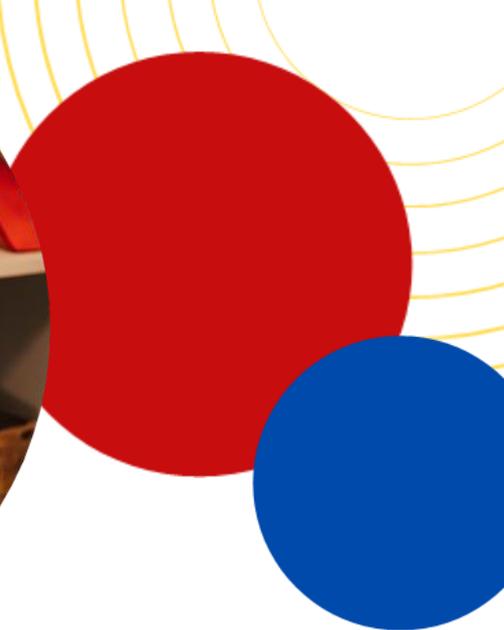
Signing in and out with an electronic pin code

It is a legal requirement that all children are signed in when arriving, and signed out again when they leave the service at the end of the day. On enrolment, parents and Authorised Nominees as listed on your child's enrolment form will be sent an email to set up an electronic pin. This pin will be used when signing your child in and out of care. Your Educator will assist you with the procedure at first.

If someone new will be dropping off or picking up your child, please make sure they are aware of the sign in/out procedure. Only Authorised Nominees listed on your enrolment form will be allowed to sign your child out of the service. Please let them know we will ask for their photo ID at the time they arrive to collect your child if unknown to the Educator, and will verify their information with what is recorded on your child's enrolment form. If an Authorised Nominee other than yourself will be attending the service to collect your child at the end of the day, you must advise your Educator as soon as possible. If the Educator has not been informed, and one of your Authorised Nominees arrives to collect the child, we will contact you to confirm the arrangement.

Under no circumstances will children be released to:

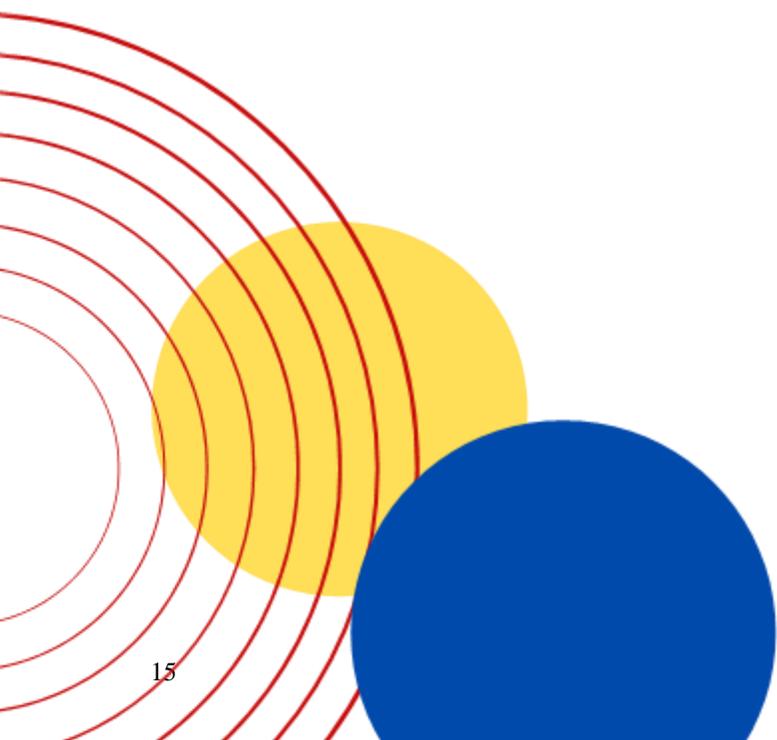
- any person who does not have photo ID and is unknown to the Educator
- a person who is not listed as an Authorised Nominee on the enrolment form
- a parent/guardian who is not permitted access according to their child's court orders or a parent/guardian whereby the court order limits the parent/ guardian's access to the child and the attempted access is not permitted within these orders
- anyone aged under 18 years who is not the parent of the child



What to bring

Please

- Supply the Educator with a change of clothes for each of your children in care, including underwear, shoes and jumper.
- Provide your child with a broad brimmed hat, 30+ sunscreen and clothing which will provide adequate sun protection.
- Supply the Educator with an adequate amount of nappies, creams etc. or pants as necessary.
- Any other supplies as requested by your Educator.



Supporting children with additional needs

Enrolment is a good opportunity to discuss the individual needs of your child, what strategies are successfully used at home, and what supports may be needed to put in place whilst at the service. Children with additional learning needs are encouraged to fully participate in the program, and a variety of supports can be offered to help achieve this. Where eligible, government funding for the service may be available to provide additional supports for the children's learning environment. In order for us to provide appropriate education and care we may also request for current and relevant information and reports about your child and any assessments completed by specialised professionals.

Feedback

Bland Shire Children Services Unit values feedback from families in order to improve our service delivery and to ensure that we continue to meet your needs. Feedback may be taken in the form of compliments, suggestions, enquiries, concerns or complaints.

In the event of a complaint being made, families are asked to raise the complaint directly with the Educator or to the Children Services Unit Coordinator, in an attempt to resolve the matter as soon as practicable. Our Complaints Policy will be followed in all instances.

First aid treatment

In the event your child experiences an injury, the Educator will apply first aid in accordance with their training. The Educator will document any first aid treatment, which is to be signed by you or an Authorised Nominee when collecting your child.

For any injuries sustained to a child's head, you will be contacted as a courtesy. Your child will be monitored closely for any changes in their behaviour.

The Educator or staff may seek urgent medical, dental or hospital treatment or an ambulance for your child if deemed necessary. This is at the cost of the family and not the service.

Infectious diseases

The Educator will inform you as soon as practicable if they become aware of any outbreak of a specific infectious disease which has affected or is likely to affect children at the service.

We ask families to:

- Inform your Educator if your child has been unwell at home in the past 24 hours, particularly in relation to temperatures, vomiting and diarrhoea.
- Assist the Educator in reducing the spread of infection by keeping children at home if they appear unwell.
- Present a Doctor's Certificate to the Educator if the child is sent home, or recovering from an infectious illness.
- Ensure your Educator is advised if your child has taken any medication in the past 24 hours.

In the case of Covid-19 (Coronavirus) for any person in your family, please do not come to care but speak immediately to your Educator or the Coordination Unit for up to date procedures.

EXCLUSION GUIDELINES

RECOMMENDED MINIMUM EXCLUSION PERIODS FOR INFECTIOUS CONDITIONS FOR CHILD CARE SERVICES AS OUTLINED IN 'STAYING HEALTHY 5TH EDITION'

Children, educators and staff who are unwell should stay home from child care services. Even if they do not have a condition that requires exclusion, the best place for an ill child to rest and recover is with someone who cares for them. 'Staying Healthy - Preventing infectious diseases in early childhood education and care services - 5th edition, pg 15'.

The recommended exclusion periods are based on how long a person with a specific disease is likely to be infectious. These are the minimum exclusion periods—people may need to stay home for longer until they are well enough to return to the service.

Condition	Exclusion of Case	Exclusion of Contacts
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Candidiasis	See 'Thrush'	
Chicken Pox	See Varicella	
CMV (Cytomegalovirus infection)	Exclusion is NOT necessary	Not excluded
Conjunctivitis	Exclude until the discharge from the eyes has stopped unless doctor has diagnosed a non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Fungal Infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting the appropriate antifungal treatment	Not excluded
German Measles	See Rubella	
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Glandular fever (Mononucleosis, EBV infection)	Exclusion is NOT necessary	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 <i>Contact a public health unit for specialist advice</i>
Head lice (Pediculosis)	Exclusion is NOT necessary if effective treatment begins before the next day at child care (ie the child doesn't 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 seven days after	Not excluded <i>Contact a public health</i>

Condition	Exclusion of Case	Exclusion of Contacts
	the onset of jaundice.	<i>unit for specialist advice about vaccinating or treating children in the same group</i>
Hepatitis B	Exclusion is NOT necessary	Not excluded
Hepatitis C	Exclusion is NOT necessary	Not excluded
Herpes simplex (cold sores, fever blisters)	Exclusion is not necessary if the person can maintain hygiene practices to minimise the risk of transmission. If the person is unable to 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/AIDS)	Exclusion is NOT necessary. 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)	Exclusion is NOT necessary	Not excluded
Hydatid disease	Exclusion is NOT necessary	Not excluded
Impetigo (school sores)	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 well	Not excluded
Listeriosis	Exclusion is NOT necessary	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority	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 well	Not excluded
Meningococcal	Exclude until appropriate antibiotic treatment	Not excluded

Condition	Exclusion of Case	Exclusion of Contacts
infection	has been completed	<i>Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same group as the case</i>
Molluscum contagiosum	Exclusion is NOT necessary	Not excluded
Mumps	Exclude for nine 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 five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing	<i>Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics</i>
Pneumococcal disease	Exclude until well	Not excluded
Roseola	Exclusion is NOT necessary	Not excluded
Ross River virus	Exclusion is NOT necessary	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least four days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
School sores	See Impetigo	
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours	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	Exclusion is NOT necessary	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded <i>Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics</i>
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 as they are high risk for developing severe disease. Otherwise, not excluded.

Condition	Exclusion of Case	Exclusion of Contacts
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Whooping cough	See Pertussis	
Worms	Exclude if loose bowel motions are occurring. Exclusion not necessary if treatment has occurred	Not excluded

Medications

Educators will ensure that any medication being administered to children has the required documentation completed and the administration is authorised.

Prescribed medications must only be administered when a Medication Form is completed. As per the Early Education and Care National Regulations and in the interest of children's safety and well-being, the Educator will only administer medication if it is in its original container with the dispensing label attached listing the child as the prescribed person; dosage and the frequency it is to be given. Educators will not administer cough medicines or paracetamol to a child unless prescribed or a letter from the child's doctor is provided.

Child Protection

Family Day Care has many policies outlining areas in which the safety, welfare and wellbeing of children is paramount. One of our important policies concerns Child Protection.

Our Child Protection Policy is designed to protect children in care from risk of harm. To this end, the policy states that Educators and staff are mandatory reporters and MUST report any current concerns that they may have regarding children at risk of significant harm.

For further information, please contact the Coordination Unit, or consult the Children Services Unit Child Protection Policy on Bland Shire Council's website at

www.blandshire.nsw.gov.au

Emergency procedures

It is the policy of Bland/Temora Family Day Care to ensure immediate action is taken for unplanned, sudden or unexpected events or situations that require evacuation from each service. Drills are performed with the children to help them understand the reasons why evacuation may be needed, as well as their role in an emergency.

Evacuation drill procedures and floor plans are located at each emergency exit point. Fire extinguishers, fire blankets and smoke detectors are also in each service and their locations are shown on the evacuation floor plan. Please read the evacuation procedure and floor plan so you are aware of the process and the steps we take to ensure your child's safety in the event of an emergency evacuation.

In the event that the service premises must be evacuated, all persons present will assemble at a safe location near the family day care residence. Your educator will discuss this location with you. Your child's safety is our first priority and families will be alerted to any evacuation as soon as practicable and safe.

Policies

Bland Shire Children Services Unit is committed to high quality early childhood education and care, and as such we have many policies and procedures that guide and support staff and Educators in their work with children and families as well as the overall management of our services.

To assist in our sustainability efforts and provide family access to our policies at all times, our policies are available on the Children Services Unit page of the Bland Shire Council website at www.blandshire.nsw.gov.au. Please familiarise yourself with these and feel welcome to ask your Educator or the Children Services Unit any questions you may have. We always appreciate your input and feedback when reviewing policies.

If you require a hard copy of any of our policies, please contact the Children Services Unit and we will arrange for a copy to be sent to you.

We welcome you and your child to what we trust will be an extension of your home. By working together, we will provide an environment that promotes quality care and education.

