

Hampton Park Community House

Auspiced by Hampton Park Care Group Inc. A587

16-20 Stuart Avenue
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2019



**Occasional Care
Information for Parents**

EVACUATION PROCEDURES

Evacuation procedures are displayed in each room and will be implemented in the event of any emergency in the Community House. If you hear the alarm while in the House, please follow these procedures carefully and follow directions of Person in Charge.

Children will be evacuated to the Basketball Court beside the Hampton Park Community House. We shall await further direction from the Emergency Service Person-in-Charge. No one shall leave the marshalling area until the Person in Charge from the relevant authority has given the all clear to do so. The Educator in charge on the day will collect parent contact details and notify parents if necessary.

FIRE DRILL

When conducting our fire drills. If performing a full house fire drill, we may be required to take your child/ren to the Basketball court beside the Hampton Park Community House. This is our official evacuation area. The roll will be called and all children will be escorted back into the children's area of the Community House when instructed to do so. (Permission for evacuation covers this is in the enrolment form.)

The Community House is a smoke free zone. Please do not smoke within the building or the children's play area.

Complaints

If you have any concerns about any aspect of your Pre-Kinder sessions, please address them to:

1. The Co-Coordinator - Mrs Queenie Tirado.
2. The Chairperson of our Management Committee by letter addressed to the Community House P O Box 440 Hampton Park or by phone on 9799 0708.
3. Department of Education and Training 8765 5787
4. Your feedback about our services is highly valued. Please feel free to discuss your views with us at any time.

An Introduction to the Hampton Park Community House

The Community House originally began life in Hayes Rd. Hampton Park and moved to its present location late in 1987, opening to the people of Hampton Park in January 1988. The new house was made possible with the help of the Ministry of Housing, the Shire of Cranbourne, the Board of Governance and the people of Hampton Park, who have supported the programs offered by the House since 1978

The House is managed by a Board of Governance who receive funds from the Department of Planning and Community Development, Department of Human Services, City of Casey and from our programs. These funds are spent on salaries of staff and the costs of running the house e.g. electricity, telephones. The House, however, could not function without our volunteer helpers who supplement our paid staff.

Licensee is Hampton Park Care Group:

Responsible Persons: Mrs Mary Murphy

Primary Nominee: Mrs. Queenie Tirado

Nominees: Mrs. Sandra Palmer, Ms Edith Schaaf

Our Aims and Objectives:-

1. To provide childcare that meets the aims of the Hampton Park Community House
2. To provide cost effective childcare that meets the relevant regulations as required by the Department of Education and Early Childhood Development.
3. To ensure that childcare offers a program appropriate to the Victorian Early Years Learning and Development Framework.

Our Early Childhood Vision

At Hampton Park Community House, we believe that:

Each child is a unique individual;

- Children's identities are closely connected with their family, culture and community;
- Developing a strong & positive sense of self-identity is crucial;
- Each child has a right to make their own choices & decisions;
- Each child learns & develops in their own way and this fosters our program;
- Each child learns best when they feel safe & secure;
- Children learn through play, routines and transitions
- Children learn from other children as well as experimenting and finding things out for themselves;

We believe the adults role in the program is to:

- ❖ Provide a safe, caring environment
- ❖ Nurture the children in their care
- ❖ Be responsive to the individual children's needs
- ❖ Interact with children at their level
- ❖ Optimise the children's learning by ensuring all children are engaged in a range of experiences across all the Learning Outcomes
- ❖ Manage children's behaviour through encouragement and positive reinforcement

Early Childhood Program

Our Aim is to provide all children a safe and secure play-based learning environment

The Early Years learning framework underpins our program

Educators notice, recognize and respond to children's learning and development based on a combination of principles, practices and the 5 learning outcomes which acknowledges that children;

- Have a strong sense of identity;
- Are connected with and contribute to their world;
- Have a strong sense of wellbeing;
- Are confident and involved learners;
- Are effective communicators.

We plan to optimize the children's' learning by ensuring all children are engaged in a range of experiences across all the Learning Outcomes.

ILLNESS

- Please do not bring a child who is ill to Occasional Care.
- Notify the Co-Ordinator immediately if an infectious condition is diagnosed. Common infectious diseases will be notified to parents via a notice on the notice board. Any more serious communicable disease may be notified to parents via a general meeting with health advisors available. Any immunization preventable disease will be reported to the Department of Education and Training according to regulations.
- Consult with the Co-Ordinator before bringing your child back to Pre-Kinder. Some conditions may require a certificate of health before the child can return. Requirements are listed in the Pre-Kinder room.
- If your child becomes ill whilst in our care, we will notify you to collect your child. If you are unable to be contacted we will contact your emergency contact person.
- Medication will be administered by the Educators when parents have filled out and returned the medication form.

NAPPY CHANGE ROUTINE

Children's nappies will be checked during childcare sessions and changed as necessary.

Nappies will be opened when checked so that Educators are aware of the child's skin condition. ie: if there is nappy rash etc.

Change times will be recorded on a daily running sheet for the parent's information.

EMPLOYMENT OF QUALIFIED STAFF POLICY

As a restricted service the Hampton Park Community House employs qualified staff.

The Hampton Park Community House will ensure that the child/Educator ratio as set out in Regulations 55 (2) and 55 (3) Children's Service Regulations 2009 will be met at all times.

SUNSMART POLICY

Our Sunsmart policy requires all children attending the Centre wear Hats from September through to April (inclusive). We ask that parents apply sunscreen at home. (If required ask Educators for a copy of the policy)

HEALTHY EATING POLICY

The Hampton Park Care Group Inc. is committed to educating children about healthy eating. All children are encouraged to bring along healthy, nutritious food and drink. The Centre will consider age, culture, special dietary requirements, eating patterns and healthy concerns. (If required ask Educators for a copy of the policy)

ASTHMA POLICY

If your child has an Asthma First Aid Plan approved by your family doctor please provide to the Centre, prior to the child attending the Centre. (If required ask Educators for a copy of the policy)

FOOD ALLERGIES AND ANAPHYLAXIS POLICY

To help protect children who are at risk of anaphylaxis and Food Allergies the Centre ensures families provide information on the child's health, medication, allergies, their doctor's details and an Anaphylaxis First Aid Plan or Emergency Medical Plan approved by their doctor following enrolment and prior to the child attending the Centre.

We ensure that regulation and other guidelines are adhered to in respect of administering medication and treatment in emergencies, particularly parental or guardian written consent and Medication Authority Form has been completed and signed.

Educators are appropriately trained to manage the situation. (If required ask Educators for a copy of the policy)

MEDICATIONS

Must be handed to an Educator and medication consent book filled in. Never leave medications in your child's bag. Medications will only be issued from the original container with the label intact. Prescription medication must have the prescription label attached and should have full dosage information described. Please ask your doctor for a letter of explanation if the prescription states 'give as directed'.

ENROLMENT

On or before your child's first visit to childcare, parents/guardians must complete an enrolment form. Forms are available from reception or from the website. Please advise us if any of the information given changes ie; address telephone numbers. It is now a requirement that we must have a current "**Immunization Status Certificate**" to attend childcare.

❖ Update as Needed

WHAT TO BRING

- * Dress your child in comfortable play clothes and sturdy shoes - no thongs please
- * A change of clothes is a big help in case of accidents
- * We have a Sun smart policy (hats required all year particularly Sept. to April) and sunscreen applied at home
- * In Winter a coat for outdoor activities.
- * Clothing likely to be taken off (jumper, coat etc.) should be well Labeled.
- * Your child will need to bring a healthy snack (fruit, dry biscuits etc.) and drink (preferably water) in a named container for their morning or afternoon snack. This will fall in line with our Healthy Eating Policy.
- * If your child is in nappies, please include a plastic bag for soiled items and either a face washer or wet wipes for clean ups
- * If you bring a bottle or dummy for your child, please ensure they are labeled and capped

ARRIVAL AND DEPARTURE

- * On arrival the parent/guardian must sign in on the attendance sheet and record the time with a signature. On departure the parent/guardian must sign out and record the time.
- * These sheets are our evacuation record in case of an emergency and it is essential that they are filled out accurately as required by our governing regulations.
- * Deliver your child to an Educator when you arrive and make sure that a Educator is notified when you take your child home. It is the House policy that no child shall remain in Occasional Care in a distressed state for an extended period of time. Every effort will be made to contact parents.

If you cannot collect your child yourself tell a Educator and have the relevant information recorded and sign against it.

Make sure your child is also aware of these plans.

CHILDCARE BOOKINGS All bookings may be made at the Reception desk when you are enrolling for a course or for Occasional Care between the hours of 9am and 3pm.

FEE STRUCTURE0

We have 3 session times

Session 1	9:30am to 2:30pm	Cost: Permanent \$50	Casual \$50
Session 2	9:30am to 12:30pm	Cost: Permanent \$30	Casual \$30
Session 3	12:30pm to 2:30pm	Cost: Permanent \$20	Casual \$20

- If going to occasional care following/preceding pre-kinder session Cost \$25

Permanent Bookings (permanent bookings are Term by Term)

- Two Weeks' written notice must be given to cancel a permanent booking
- All Full Fee Clients who do not wish to be Invoiced must make payment on arrival.
- Non Attendance is full fee **or** CCS Gap

Casual Bookings

- Casual bookings should be paid for upon booking, if this is not possible any cancellations are still to be paid for. No subsequent bookings will be taken until arrears are paid for.
- Refunds will not be given for casual Occasional Care bookings

Absentees

- CCS Clients will receive a number of absentee days per year, this does not apply to the Gap Payment or Full Fee clients.

WE HAVE IN PLACE THE FOLLOWING POLICIES:

- Late pick up Policy
- Managing children's behavior policy
- Head lice Policy
- Sun smart Policy
- Healthy eating Policy
- Asthma Policy
- Anaphylaxis Policy

A complete copy of these and other policies are available for parents to read on request

LATE CHILDREN

If Children are not collected by 10 minutes after the session has finished, people listed as emergency will be called to collect your child.

If you are running late please contact the Community House.

Fees for Late children

Children collected from childcare after sessions end will be charged \$1.00 per minute for the first ten minutes and \$4.00 per minute after that.

Therefore if you were 15 minutes late you would incur a \$30.00 late fee.

The community house has a duty of care to users however Educators are not legally responsible for children outside of set hours. Therefore, if a child is not collected one hour after the normal closing time then the relevant authorities will be notified if emergency contacts are also unavailable.

(If required ask Educators for a copy of the policy)

MANAGING CHILDREN'S BEHAVIOUR

Our behavior management policy is based on providing a democratic atmosphere where the key components are *Social Equity, Mutual Respect, Trust, Shared responsibility, Co-Operation and Encouragement*

All Educators are directed to encourage the positive aspects of all children's behavior. When children are displaying negative behavior they will be redirected to another activity until they are able to participate in an acceptable manner. If the negative behavior continues children will need to stay by the side of an Educators for a couple of minutes. Parents will be informed of any persistent behavior problems.

HEAD LICE POLICY

Hampton Park Community House has developed a parent-managed head lice program to help parents manage head lice. The Educators are instructed on how to detect head lice and how to manage head lice.

Parents will be notified if head lice is detected in the Centre by a sign on the door and also by the sign-in sheets. No child will be identified as having head lice.

If head lice are detected the parents/caregivers will be notified and appropriate action needs to be taken. The child can return to the Centre when they have been treated with an appropriate method. This treatment should be repeated in 7 days to ensure the infestation does not re-occur due to eggs that may have survived the first treatment. (If required ask Educators for a copy of the policy)

