

# ***Wudinna RSL Memorial Kindergarten***



## ***Occasional Care Handbook 2023***

## Information for Parents/Caregivers

Welcome to the Wudinna RSL Memorial Kindergarten. Educators trust your time here will be a happy and rewarding one and look forward to working with you and your children.

- We invite you to work in partnership with our Educators team to plan for, share and enjoy your child's time at Occasional Care
- We believe it is a vital part of your child's development to have open communication between home and Occasional Care.
- We invite you to participate in activities in the centre helping us to meet the needs of your child, helping them gain skills for life and learning in a happy, safe and secure environment.
- We welcome your comments, participation and involvement in the centre.
- We invite you to assist us with programming for your child by sharing with us their needs and interests.

### **HOW TO CONTACT US**

Wudinna RSL Memorial Kindergarten

1-3 Wilkins street

Wudinna SA 5652

Phone: 86802252

Mobile: 0428239946

Email:

beck.sampson17@schools.sa.edu.au

### **EDUCATORS**

Director – Rebecca Sampson

Over 2's Occasional Care Worker- Jess

Parsons/Fiona Simpson

### **SESSION TIMES**

**Wednesday 9:00 am – 11.45am**

### Our Philosophy

At Wudinna Kindy we believe that Early Childhood is the foundation on which children build their lives as they learn life skills and make sense of the world around them through play. We believe young children learn best when they are happy, having fun, have strong relationships, a sense of belonging and they are actively engaged and interested. We encourage children to have a voice in their learning, to think critically and creatively, to solve problem, to act independently and to work collaboratively with others. We connect with our local environment through Nature play and we have a strong relationship with our local community who have a shared commitment to the future of our youngest citizens.

*Our Kindy motto is:*

*"At Wudinna Kindy we are all learning for life"*

Review by Children, Educators, Families and Governing Council  
13/02/2022

## **Our Occasional Care Program**

Occasional Care is a program funded and managed by the Department for Education (DfE). The program is:

- A 'now and then' child care service for children prior to preschool age
- Operated from preschools in rural and metropolitan areas throughout South Australia
- Administered and funded by DfE and co-funded by parent contributions.

Occasional Care enables parents/caregivers to participate in activities, fulfill work commitments, keep appointments, or have a break from their children on an occasional basis. At least one place is retained each session for emergency or unplanned care needs.

Children may attend no more than one Occasional Care session per week, unless the Director deems there are special circumstances requiring additional sessions or where the care places are not being utilised.

### **Access to DfE Occasional Care**

Families will be informed of session times booked for the term. If you have not received your letter notifying you of your child's booking, please contact the centre 86802252. Educators try to ensure that children are booked into sessions based on an equitable basis. We take into consideration priority of access, the combination of children in sessions and the number of children wishing to access Occasional Care. We must meet Ratio requirements and therefore the number of children aged 2-3 can not be more than the number of 3-4 year olds. This may mean that a 2-3 year old can not attend a session, even if there is a space.

Newly enrolled children are placed on a waiting list and contacted by phone, prior to or at the beginning of sessions if a cancellation occurs.

### **Cancellation of bookings/ fees for non attendance**

Families need to inform the centre if their child will be absent the day prior to the session. Educators will attempt to back fill the booking with another booking. If the position cannot be backfilled parents will be charged for the session.

### **Priority of Access**

Priority of access to Occasional Care sessions is based on:

- Care needs of children who are not accessing other children's services
- Aboriginal and Torres Strait Islander children
- Children from low income families
- Children with additional needs or at risk
- Children of parents with a disability
- Occasional Care is available to support families to meet both work- related and non-work related commitments.

### **Occasional Care fees**

Fees are charged on a sessional basis and unless there are exceptional circumstances payment is to be made on the day of care OR term bookings can be paid in full by direct bank transfer, at the beginning of each term – please communicate your intentions to Beck or Jess and we can give you bank details.

| Income group | Income level                                | Fees to be charged |
|--------------|---|--------------------|
| 1            | In receipt of a health care card concession | \$1.50 per session |
| 2            | Standard fee                                | \$5.00 per session |

### **Sibling Fees**

Families with more than one child enrolled receive a 50% reduction of the fee for the second and any subsequent children attending in the same term.

### **Illness/ Medication information/ Immunisation**

Children must be excluded from the centre if they are ill or have a contagious infection (please contact your doctor or centre educators if you require information in regards to illnesses or infection).

If your child has a medical condition or need to take medication please inform Educators. We requires a current copy of your up to date immunisation schedule on file this can be accessed via your myGov.app. If your child is not up to date with their vaccinations, please contact the Director who can explain the “Catch-up schedule” process/

### **What to bring to Occasional Care.**

- ✓ Packed fruit and/or healthy snack in a labeled lunch box
- ✓ A labeled water bottle
- ✓ A set of spare clothes
- ✓ A broad brimmed hat
- ✓ Nappies and wipes if still in nappies
- ✓ Any comforters such as dummy or blanket

**We encourage children to be as independent as possible. Parents can support this by providing food, containers and clothing that children can manage themselves.** Please make sure everything is labelled clearly including all clothing and shoes.

### **Clothing**

Please dress your children in “work clothes”. Play is children’s work and

they need to be comfortable exploring the Occasional Care environment without the worry of keeping clothes clean etc. Suitable supportive shoes or sandals need to be worn. Shoes with high heels and thongs are not recommended.

### **Labeling/spare clothes**

Make sure everything is clearly marked with your child's name. Children may need to be changed at Occasional Care due to accidents, water play, wet weather etc, as children feel more comfortable in their own clothes we ask that a spare set remain in their bag.

### **Separation and anxiety.**

Your child may have difficulty separating from you initially; this is quite natural for a young child. We are aware how difficult this can be and are here to support your child.

If you have concerns about this anxiety occurring we will support you to create a plan for your exit and return. It is our preference that you settle your child into an activity, say goodbye then leave (with the support of educators). More information about Separation is available on request.

### **Arrival and departure**

An adult must accompany children inside the centre at the beginning and end of each session.

On arrival at Occasional Care please:

- Place children's bags on top of bag rack, organising their snack, water bottle, hat etc. We encourage children to manage this process themselves if they can, with the support of their parents
- Apply sunblock.
- Please sign in at the beginning and end of each session. It must be stated if a different person is to collect the child.
- Place daily fees in envelope with child's name written on.
- We ask parents to drop off and collect children at the stated times to allow Educators time to set up equipment and plan for the day.

Please let us know if the pick up time alters while your child is at Occasional Care e.g. early or late collection. We actively encourage the children to greet Educators at the beginning of each session and to say goodbye when they leave. Parking is available behind the centre – alternatively at the back of Standley Park (opposite the front of the kindy).

### **Money**

Please place Occ Care fees in named envelopes (supplied) with details written on the envelope eg name, amount, what money is for. Occasional Care fees are to be placed in the Occasional Care fees box at the beginning of each session.

All parents are asked to pay fees and to help with fundraising to help to pay for materials, resources, facilities, and outdoor upgrading and maintenance.

### **Governing Council**

The Governing Council consists of parents/guardians of children involved in any of the services in the centre. You are welcome to attend the monthly meetings which are held at the centre generally after kindy. Occasional Care has a parent representative on the Governing Council who is able to raise any issues or ideas you may have.

### **Curriculum**

The curriculum we use for planning and programming is the Early Years Learning Framework - "Belonging Being and Becoming".

We believe that parents are the primary educators and we aim to work closely with parents, sharing children's learning, establishing a partnership which will help achieve maximum quality outcomes for your child's care and education.

### **Communication**

Jess and Beck will communicate any information regarding Occasional Care to you. Notes will be distributed by Jess at the end of sessions.

### **Change of circumstances**

Please notify us about any change of circumstance which may affect your child's custody, bereavement, marriage, medical conditions, change of address, phone, name etc. *This information will be kept confidential.*

### **Immunisations**

The Wudinna RSL Memorial Kindergarten must sight the Immunisation status of your child. A record of each vaccination is to be provided to the service for sighting within 2 weeks of the vaccination being administered. We are required to exclude non immunized children in the event of an occurrence of a vaccine preventable disease according to the childhood immunisation schedule. As of August 2020 it is expected that the "No Jab, No Play" legislation will come into effect which will mean all children using our Centre must be up to date with Immunisations.

**When can my child start preschool?**

- If your child turns four before May 1<sup>st</sup>, they will start preschool on the first day of Term One in that year.
- Children with additional needs may start preschool early. This will be decided on an individual basis.
- Aboriginal children and children under the Guardianship of the Minister, can attend four sessions of preschool each week once they turn three.

## BUSHFIRE ACTION PLAN

*The Bushfire Action Plan tells us what we will need to do in the event of a fire in our area.*

*Please read and ensure you understand your responsibilities. If you have any questions please contact the Kindy.*

### BEFORE

- Ensure the Kindy has updated telephone numbers
- Develop your family's Fire Action Plan
- Ensure we have alternate pick-ups if needed and that contacts are up to date.

### On CODE red or CATASTROPHIC days

**Please be aware that Occasional Care DOES NOT run on catastrophic days**

Educators will contact you about cancellations prior to the Catastrophic day.

### IN THE EVENT OF A FIRE

- Please do not come to the school library to pick your children up until it is safe to do so (this includes yourselves being safe - don't drive through fire affected areas).
- Your children will be looked after until you can get into us. Do not take children back to a fire affected areas.
- Try to contact us on the the kindy mobile (0428239946) and let us know what you plan to do. This will help us assure your children you are ok as well as give us a time line.

### RECOVERY

Communicate any concerns including children's emotional state with educators so we can be really informed to help your children.



## BEHAVIOUR EXPECTATIONS

*At Wudinna RSL Memorial Kindergarten we believe that everyone has the right to feel safe all of the time (educators and children). We accept that children feel angry, frustrated, and upset sometimes and we encourage children to express their emotions appropriately. We believe that behaviour changes quickly when handled in a positive manner. Educators and parents need to share the responsibility, to be fair and consistent, to create a safe and secure environment, and to model appropriate behaviours.*

At Wudinna RSL Memorial Kindergarten we encourage positive behaviours. The behaviours we encourage are:

- Sharing and turn taking
- Taking responsibility for ourselves and our things
- Playing safely
- Being respectful of others and property

The behaviours considered inappropriate at our centre are those that may hurt others or themselves physically, emotionally, mentally or socially.

A copy of our relationship code (formally a behaviour code) is available upon request or alternatively can be accessed via our website [www.wudinnakgn.sa.edu.au](http://www.wudinnakgn.sa.edu.au)

## GRIEVANCE PROCEDURE - COMPLAINTS

*We recognise that sometimes things go wrong and you may feel that your expectations are not being met. If you have an unresolved issue or a complaint, please raise it. It is important to work together, talk, listen and find solutions so we can improve our services to the community. The following information will walk you through the steps you can take when you have a complaint or concern.*

### Types of concerns and complaints

You may choose to make a complaint if you believe that a government public education or early childhood service has:

- done something wrong
- failed to do something they should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of services
- the behaviour and decisions of educators
- a policy, procedure or practice.

### Steps for raising your concerns:

**Step 1:** Always speak to the educator concerned first.

**Step 2:** If you're unhappy with the result Contact the preschool director

**Step 3:** If you feel the matter has not been addressed

You can lodge your complaint to the Customer Feedback unit, phone 1800 677 435

## SUNSMART GUIDELINES

*In Wudinna our summers can be extremely hot with temperatures in excess of 40°C. Our guidelines help to reduce to possibility of heat stress and skin damaged caused by the sun.*

At Wudinna RSL Memorial Kindergarten we:

- Provide children with sunscreen and encourage application several times during the day.
- Schedule outdoor learning activities in the shade wherever possible.
- Provide children refills of water (main's water) and encourage drinking through out the day.
- Have a NO HAT TODAY, NO OUTSIDE PLAY expectation.
- Role model wearing hats whenever educators are outside.

*Children may be exempt from using the centre's sunscreen, however parents need to supply the centre with their own sunscreen to be used exclusively for their child.*

Parents please:

- Supply a broad brimmed hat for your child to wear.
- Dress your child in appropriate clothing that provides greater sun protection. Provide your child with a named drink bottle containing water each day.
- Start your child's kindy day by applying sunscreen.

## INCLEMENT WEATHER PROCEDURE

*At Wudinna we live in an environment that can produce extreme weather conditions and extreme temperatures. The following procedure is set out to ensure the health and safety of educators and children at our centre.*

Our centre is well air-conditioned and remains at a comfortable temperature on hot days. Once the outside temperature reaches 35°C the director may make the decision to keep children inside during opening hours pending a risk assessment. This also applies during other extreme weather conditions ie dust storms/wind, thunder and lightning etc.

In extenuating circumstances when the temperature inside becomes uncomfortable (ie due to an air conditioner malfunction or extended power outages) parents will be called to collect their child/ren.

On hot days children are encouraged to drink water regularly and tap water will be provided. At Wudinna Kindy we have a sun smart policy which compliments this procedure.

Occasional Care will not operate on days classified as Catastrophic.

A copy of our full policies are available on our website [www.wudinnakgn.sa.edu.au](http://www.wudinnakgn.sa.edu.au)

## MEDICATION GUIDELINES

*There are specific guidelines outlined in the Department for Education Medication management procedure that support families with the accurate and safe administration of medication.*

Educators will store and supervise only medication that has been prescribed by a doctor for the individual child, for the period of time specified. The only exception is where medication is included in a first aid kit (including asthma first aid) for use in a standard first aid procedure.

Analgesics and other medications that can be purchased over the counter will not be administered by Educators without a prescription. (Analgesics can mask signs and symptoms of serious illness and injury and will not be administered as a first aid strategy).

Educators will only supervise medication prescribed during the period of care (for example, medication required 3 times a day is generally not required during the Occasional Care day: it can be taken before and after session and before bed).

If you require educators to administer medication to your child you must have a Health Care Plan from your doctors stating the child's name, frequency of dosage and size of dosage.

A permission note from parents reiterating the above information is also required.

\*\*\*Medication cannot be administered without a signed Medication authority from Doctor \*\*\*

Administering educators (two educators must be present for administration) will communicate name, dosage, and time of administering to parents and will log this information in a medication log.

### Regular or permanent medication (such as an epi-pen or asthma medication)

- Educators must be supplied with a health care plan for Asthma. Educators will support children to administer medication in accordance with the plan.
- Educators must be supplied with the following documentation for Anaphylaxis:
  - ✓ Anaphylaxis (severe Allergy) care plan,
  - ✓ Action plan for allergic reaction and
  - ✓ a medication agreement for Allergic reactions.

**Medication and permissions must be given to educators at the beginning of each session and not left in bags.**

## REST AND SLEEP PROCEDURE

From time to time children may fall asleep while at kindy/Occasional Care. We have designed a procedure to ensure your child is safe when resting at our centre.

***This procedure is consistent with the requirements of the:***

- ***Education and Care Services National Law and Regulations***
- ***DFE Safe sleeping for infants and children Procedure July 2017***
- ***Safe infant sleeping standards policy directive (SA Health)***
- ***Red Nose***
- ***Kidsafe SA safe sleeping recommendations***

- ✓ a quiet place will be designated for rest and sleep away from interactive groups. This space will allow for a calm play experience
- ✓ children are to sleep and rest with their face uncovered
- ✓ the sleep and rest environment and equipment will be safe and regularly checked for hazards. This includes all equipment complying with the Australian standards.
- ✓ Supervision, planning and placement of educators across the service will ensure educators are able to adequately supervise sleeping and resting children.
- ✓ Educators will closely monitor sleeping and resting children and our sleep environments. This involves checking/inspecting sleeping children at regular intervals and ensuring that we are always within site and hearing distance of sleeping and resting children so that we can assess a child's breathing and the colour of their skin.
- ✓ Service providers will consider the risk of each individual child and tailor sleep and rest to reflect the levels of risk identified for children at our service. Factors considered include the age of the child, medical conditions, individual needs and history of health or sleep issues.
- ✓ In the even that a child falls asleep, Parents will be notified at the earliest possible convenience. We are respectful of family wishes with regards to sleeping and will do our best to accommodate.

## NAPPY CHANGE PROCEDURE

*Rationale: Children will have their nappies checked regularly and changed when required.*

*Educators will interact with children in a warm respectful manner while changing nappies. Safety and hygiene will remain paramount at all times.*

### IMPLEMENTATION

#### **Educators will:**

- ✓ Ensure that students and volunteers are not responsible for changing nappies and are supervised if required to do so.
- ✓ Wear gloves when changing nappies
- ✓ Wash their hands before and after changing a child
- ✓ Ensure they have access to items needed for nappy change before placing a child on the change table e.g. gloves/nappy
- ✓ Never leave a child unattended on the change table.
- ✓ Undress and dress children who are unable to do so themselves while naming what they are doing and following the child's initiative. Educators will support children who can dress and undress themselves with regards to child's right to privacy and dignity.
- ✓ Place any wet/soiled clothing in a plastic bag before placing in the child's bag and replace with clean clothes (either the child's clothing from home or spare clothing from the Centre's lost and found. Place paper towel under the child's nappy when changing
- ✓ Remove the child's nappy in a downward motion and fold over the soiled side
- ✓ Clean the child's bottom with wipes at every change
- ✓ Remove the nappy, wipes and paper towel and enclosing the nappy parcel in the gloves by peeling back from their wrists, turning them inside out and place in the bin.
- ✓ Place a clean nappy on the child.
- ✓ If the child needs nappy cream applied, the correct medical forms must be returned and the cream supplied by parents (see *Dealing with Medical Conditions Policy*). Apply nappy cream with a new glove.
- ✓ Take child off of the change table using the steps where possible
- ✓ Wipe change area with disinfectant and paper towel and place in the bin
- ✓ Help the child to wash their hands. Educators can role model by washing their own hands.
- ✓ Help child to resume their play
- ✓ Record the nappy change on the chart

**Families Will:**

- Ensure their child has clean changes of clothes in their bags in case of accidents.
- Wash and return any spare clothes their child borrows from the Centre.
- Provide nappies and wipes for their child.
- Complete a Medication Authority form if sending nappy cream to the Centre with their child. When purchasing nappy cream, please ensure the pharmacist label is not placed over the cream's use-by date.

**Procedure Form:**

Nappy change procedure displayed in each bathroom.

Educators to document the nappy change for families to view.

**National Quality Standards:**

Standard 2: Children's Health and Safety

## TOILETING PROCEDURE

**Rationale:**

*While the majority of children enrolling in preschool are toilet trained, a number of children of using our service are not developmentally ready. Wudinna RSL Memorial Kindergarten promotes the inclusion of all children, including those with health care needs. Most children's toileting needs can be managed by the site practices outlined below. The duty of care for our children is our priority.*

- Educators will always support children in the above circumstances and endeavour to change them in a manner that provides privacy, minimises anxiety and encourages independence.
- The Department for Education advises that it is not essential to have two people present although at times it may be necessary. The Department for Education also allows for children to be changed by Educators of the opposite gender. Educators will endeavour to inform another Educators should they need to change a child and do so within hearing of other Educator. This is for the protection and safety of all concerned.
- Some children who enrol in Preschool/Occasional Care programs are not toilet trained and may require some support in this area. It is important that this information is provided when the child is enrolled in order for Educators to plan for appropriate support.
- Toileting support involves reminding a child to use the toilet or supporting the child in independently using the toilet. We encourage families to teach their children how to: pull down/up their own pants; how to wipe their own bottom; how to flush the toilet, etc. Please ensure your child wears clothes that they are able to manipulate independently, i.e. easy buttons, zips, etc.
- Educators may be able to support a toilet training program but they are unable to take full responsibility for toilet training, this is a family responsibility.

- Families are responsible for providing all aids and equipment their child may need i.e. nappies, pull-ups, wipes and spare clothes (including underpants)
- The kindergarten will provide the resources that Educators may need to complete their duties, i.e. gloves, hand wash, changing facilities.
- Children wearing pull ups need to be in a fresh pull up when they arrive at kindergarten, if they soil or become noticeably wet and/or uncomfortable Educators will change the child according to the practices outlined above.
- Children who are wearing a pull up will be checked at mealtimes, however it is comes to our attention earlier they will be changed as necessary.
- Wet or soiled clothing will be sent home for washing. Used nappies will be disposed of by the Kindergarten. Soiled underpants may be disposed of at Educator's discretion due to hygiene and WHS practices. (Inadequate place to store soiled underpants).
- If a child needs support that is additional or different to the practices and procedures outlined above an individual continence care plan is needed in consultation with your child's doctor. Please speak to the Director for further information and support with this process.

#### **CHANGING OF CHILDREN'S CLOTHING PROCEDURE**

- ✓ Educators will support preschool children to change their own clothing where appropriate.
- ✓ When assisting children to change clothing, ensure another adult is nearby
- ✓ Wear Gloves
- ✓ Collect clothing out of child's bag OR Spare clothing kept in bathroom cupboard
- ✓ Put soiled clothing in plastic bag tie to seal the bag (Double bag if necessary)
- ✓ Wash hands and child's hands
- ✓ Put clean clothing on with clean hands (not used gloves)
- ✓ Record incident on **toileting accident form** and put into child's pigeon hole/bag to communicate accident to parent/caregivers.
- ✓ tie bag of soiled clothing onto child's bag or place inside bag if this is not possible

**National Quality Standards:** Standard 2: Children's Health and Safety.