Charles Darwin University

Child Care Centre

Parent Handbook
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MISSION STATEMENT

The Charles Darwin University Child Care Centre exists to provide a caring service in an educationally stimulating environment for the young children of (primarily) University students and staff, with the primary focus, on the individual child and his/her family.

PHILOSOPHY

By placing children with the Charles Darwin University Child Care Centre, parents are entrusting an enormous responsibility to the Centre. To ensure that the Centre provides the highest quality of care, standards that follow, a solid philosophy have been set.

The Centre aims to meet the needs of children and their families, and to offer experiences that will foster their development as caring, assertive, and happy and independent human beings to prepare them for life. The primary focus is the individual child and his/her family.

The Centre’s encourages an “OPEN DOOR PHILOSOPHY” where all family members are welcome to visit the centre at any time throughout the day.

Descendants and families from Aboriginal and Torres Strait Islander backgrounds are acknowledged and embraced within the childcare curriculum.

ABOUT THE CENTRE

The Charles Darwin University Child Care Centre is administered by the Finance and Asset Services Division of the University.

The Centre is licensed for 50 children from preferably 6 weeks to 5 years and is for use by the students and staff of the University. If during the child’s placement, parents complete courses and/or are no longer working for the University, the child’s continued placement cannot be guaranteed.

The groupings are as follows:

- Babies to approximately 12 months 8 children
- Toddlers 12 months to approximately 2 years 8 children
- 2 to 3’s 12 children
- 3 to 5’s 22 children

The Centre’s policy is that children remain in their designated group until they are developmentally ready to move on to the next group. The room size will depend of the need of families. From time to time room capacity will change and this will be reflected by required, staff: child ratios at all times.

This is only a general break down, and is dependant on the needs of the clients and the centre at the time.

CHILD CARE CENTRE STAFF

Positions of staff at the centre:

- Manager Qualified
- Child Care Worker Level 4 Qualified Diploma of Children’s Services
- Child Care Worker Level 2 Child Care Certificate 3 in Children Services
- Support Worker Level 2 (Cook)

It is the Centre’s policy to employ staff who are qualified and experienced in the care and education of children. All staff are required to hold a current Working with Children Card (Ochre card) Senior First Aid Certificate and a current Fire Awareness Certificate. Under the new National Quality Framework as from 01/01/14 staff must have a minimum qualification of certificate 3 or studying towards . Staff are required to attend in-service and training sessions to enhance their skills for working with young children. Relief staff
may be employed at these times to enable staff to attend these sessions. Relief staff may also be
employed when permanent staff are on rostered days off, sick leave or holidays.

HOURS OF OPERATION
The Centre is open between the hours of 7.30am and 6.00pm Monday to Friday. The
Centre is closed on public holidays and for two weeks over the Christmas/New Year period. There is a Late
Fee of $5.00 per minute after 6pm.

ENROLMENTS
Full-time, daily and casual care is provided and children attend on their specified days and times only. Permanent changes in enrolment may not be possible until vacancies occur. **Public holidays cannot be substituted for alternate days as the Centre maintains only permanent bookings.** Parents may request an extra day due to their work commitments. This extra day will be added to the already booked
days. Any sick days/holidays when children don’t attend a full fee will be charged.
An interview will be conducted with each family prior to admission at which time parents will complete all
necessary documentation for enrolment. Parents are encouraged to come for orientation with their child
prior to starting so their child becomes familiar with the surroundings and staff. This helps both the
child/parent settle much easier into the centre.

STUDENTS AND VOLUNTEERS
Throughout the year we have visits from students attending school and University along with volunteer
workers interested in the field of early childhood. Making the Centre available to interested parties
heightens the children’s awareness of the community in which we live. Children enjoy the company of new
and interesting people in their lives and therefore we feel it is an important part of the program to include
students and volunteers where possible. The Centre is a learning environment for all. All volunteers or
students are to have a Working with Children card (Ochre card) before commencing at the child care
centre.

WHAT A GOOD CHILDCARE OFFERS
- Lots of affection and enjoyable adult company
- Opportunities to play with their friends and the toys they like
- Time to follow their interests, to explore and learn and to discover new toys, equipment, games and friends
- Time and places to be quiet, to relax and rest or be alone
- Freedom to express their feelings
- Clear and reasonable expectations of behaviour that is respectful of others
- Predictable timing of important events like snacks, lunch, sleep and going home
- A variety of different spaces are good for children
  - room for active, noisy play
  - places to sit quietly and get away from others for awhile
  - somewhere cosy to listen to stories and music
- A locker for each child to keep clothes and belongings
- Lots of natural light and fresh air
- A pleasant outlook to other rooms or the playground
- Attractive displays of children’s paintings, creative work and photos
- A playground with many different types of equipment and places for children to explore alone and with friends
- Appropriate levels of staffing by law to ensure regulatory staff: children ratios are met
- Confident, positive staff who enjoy and are proud of their work
- Staff who are warm and positive towards children and fellow staff
- Staff who relate to children at their eye level
- Staff who care for all children equally, welcoming their different family and cultural backgrounds
- Staff who give praise, recognition and encouragement to all children and to each other
- Staff who are happy for you to pop into the Centre at any time and without an appointment
ABOUT THE PROGRAM

With the introduction of the Early Learning Years Framework its aim is to extend and enrich children’s learning from birth to five years and through the transition to school. The centre provides a program that is based on an approved learning framework, which considers the developmental needs, interests and experiences of each child and takes into account the individual differences of each child.

A nurturing environment with programs that are developmentally appropriate and enable children to learn, grow and live creatively. We recognise the importance of the parental role and our primary focus is on the individual child within the context of his/her family. Programs are largely unstructured and based on self selection of materials and experiences in order to meet the needs of the individual child as well as the needs of the group. We endeavour to provide as wide a selection of developmentally appropriate materials and resources as possible and children are encouraged to participate in all areas of the program. We recognise that children learn through playing. We endorse the concept of cross-cultural and non-discriminatory programs.

A daily journal is provided in each child’s playroom. Parents are free to comment on and contribute to the daily journals. Our general aims and objectives are:

- To provide a safe, comfortable and caring environment directed towards meeting each child’s developmental needs
- Support and enhance the child’s home life by respecting the needs, composition and relationships with family groups
- To encourage and plan for interaction among all age groups within the Centre, to support sibling relationships and to promote caring and tolerance both individually and as a group
- Promote the development of positive attitudes towards self and others
- Maintain regular communication with parents, including the exchange of information concerning the child’s development
- Encourage participation by parents and the community in the activities of the Centre
- Hold regular staff meetings, open discussions and informal communication sessions, so that all staff members interact and participate in planning and evaluating the program
- Provide opportunities for staff to develop and further their own skills and abilities in relation to preparing, planning and implementing developmentally appropriate programs for children
- Integrate learning and education about human diversity which includes culture, ethnicity, gender and disabilities and guide children towards valuing and respecting such diversity
- Help children realise their full potential

**Magic Moments/Learning stories will be emailed to families to give them up to date information on their child’s interests and likes. This allows for opportunities to share information and ideas. The emails will be checked by management and forwarded to parents for confidentiality reasons.

BEHAVIOUR MANAGEMENT

Children are at all times encouraged to act in a manner which promotes harmony, well-being and respect for themselves, others and the environment. Stern punishment, smacking or debasement of children is not permitted, nor is any other form of punishment which results in the humiliation or frightening of a child. Children are guided positively towards more acceptable behaviour by being given choices which are acceptable, thereby promoting self-discipline as a learning experience. While pointing out the consequences of their actions, children must be taught gently and firmly to control their own behaviour. They must be given a minimum of clear guidelines as too many rules confuse. Reminders are given as memories are short as they develop these skills. Children are encouraged to settle their own disputes with positive adult guidance.
STAFF RESPONSIBILITIES
Staff have certain responsibilities to the families who use the service. These include:

- A commitment to encourage a full staff/parent partnership
- To provide a quality program to encourage the development of young children
- To follow policies about safety, hygiene and the well-being of children as set out in the Centre Operating Plan
- To incorporate, whenever possible, parents’ concerns and preferences with the care of their children
- To convey information about a child to the parent
- To adhere to the Early Childhood Association Code of Ethics for Early Childhood Staff
- To adhere to the principles and standards underlying the New National Framework
- To abide by the Mandatory Reporting policy and procedures under the current Community Welfare Act and the Care & Protection of Children Act – Where any person who believes that a child is suffering (or has suffered) maltreatment is required to report this fact to either an officer from Department of Education (Early Childhood) or a member of the police force.
- All staff will be in possession of a current OCHRE Card as required by the Licensing authority under the Community Welfare Act and the Care & Protection of Children Act.

NUTRITION
The Centre provides morning tea, lunch, afternoon tea and a late afternoon tea. Children are also able to have breakfast at the Centre up to 8.30am if it is provided by parents.

Drinks of milk and water are provided at each meal-time and cold water is freely available at all times.

Food at the Centre is selected on the basis of providing children with a balanced diet, which is low-fat and free of salt and preservatives.

Parents are welcome to offer suggestions and recipes which are family favourites or special to their culture. Please note any special dietary requirements on the enrolment form and also inform the Child Care Centre Support Worker - Cook. Please do not bring any sweets, cordial or soft drinks to the Centre (Special occasions accepted).

EXCURSIONS
The program endeavours to provide meaningful experiences for children. Not all situations can be provided for in the Centre however, so from time to time excursions are organised.

For safety reasons we aim for an adult: child ratio of 1:3. It is not compulsory for children to attend these excursions, but we believe they are beneficial for young children. If you have any hesitation please air your concern with the Manager. Parents are encouraged to be involved. If any other family member is interested, they are welcome to lend a helping hand as well!

If an excursion is planned, a note will be displayed adjacent to the sign in/out sheets in each room. You must sign next to your child’s name if you wish for him or her to attend.

DAILY REQUIREMENTS
Children do get dirty as they participate in activities. It is recommended that comfortable, easy to wash play clothes are worn.
All items brought into the Centre should be clearly named and be recognisable by the child. Parents are asked to check their child’s belongings each afternoon. Lost and unnamed articles will be placed in a “Lost Property Box” in the front foyer. Please check this frequently.

Please provide each day:

- 2 changes (or more) of clothing including underwear
- Enough nappies, trainer pants, etc. for each day (if applicable) plus plastic shopping bags for storage of the above

Please note:

- Sun hats (are provided by the centre and remain the child care centre’s property). When children leave, the hats will be allocated to another child. Hats are washed weekly and are not shared between children.

HEALTH CONSIDERATIONS
With a large number of children at the Centre at any one time, it is inevitable that children will come into contact with a variety of ailments and may have regular colds.

However, if your child has a contagious illness such as conjunctivitis, diarrhoea, vomiting, etc, for the health and safety of other children and the staff, he/she will not be able to attend the Centre. Please refer to the attached - Schedule 1. All children will be sent home if their temperatures rise above 38 degrees Celsius. See attached schedule.

It is suggested that parents arrange alternative care to cover the times their child is unable to attend the Centre.

It is advisable that all children receive vaccinations as per the Territory Health Department’s recommendations. This will help to ensure your child’s well-being. We require proof of your child’s immunisation record. If this has not been provided, they will be excluded from the Centre should there be an outbreak of a disease that requires exclusion. Schedule 2 attached.

For further information, please refer to our Health and Safety Policies and Procedures in the Centre’s Operating Plan or Staying Healthy in Child Care 5th edition (copy in reception area).

SPECIAL EVENTS
Any special days for your child such as birthdays and any other significant days are acknowledged at the Centre. Cultural days that have special meaning to your family also will be incorporated into the program. We need your help to ensure your families customs and beliefs are shared so please talk to staff if your child’s room as we want all families to feel they belong…. Please make arrangements with the Staff before the day if we need to do any special preparation.

TOYS AND SPECIAL BELONGINGS
We request that you do not bring these into the Centre as they can be easily lost or broken. Staff cannot accept responsibility for loss or damage. If items are used for sleep time/rest time or just to feel secure then this is encouraged. Please speak to the staff regarding your child’s needs.
**PARENT INFORMATION**

Each child will be allocated a "pocket" where all ongoing information will be supplied, including the Centre’s newsletter, fee statements and receipts.

Check notice-boards in your child’s room regularly for items of common interest and announcements. Each room provides an information board for parent’s to peruse.

Communication book, for parents and staff, to share information.

Incident/accident book, for minor accidents, that occur during the day. Parents are required to sign the book acknowledging they are aware of the incident.

Medication book - this book is to ensure the correct medication is given to a child with parent’s authorization. *Only Prescribed Medication* can be administered by staff. Parents and care-givers are required to sign the book in acknowledgement.

The Manager and staff are also happy to talk with parents on a daily basis. Should you have any concerns relating to any aspect of the service or programs, they can be referred to the immediate staff member in charge of your child’s group and/or the Centre's Manager.

****See attached Current Immunization Schedule:

**PARENT RESPONSIBILITIES**

To enable the Centre to run smoothly and to be of benefit to all, parents are asked to:

- Fill in the sign in/out sheets. This is a legal document and is located in each child’s playroom
- Occasionally notices are placed adjacent to the sign in/out sheets eg. Excursion notices. Please read and sign these
- Convey daily information regarding your child to the appropriate staff member or leave a message in the diary located in each room
- Please notify the Centre if your child will not be attending
- Fill in the medication form located in each child’s playroom should this be necessary. We do not supply any medication. **Please note that all medication must be handed to a staff member for safe storage and Not kept in a child’s bag, or fridge in Children’s Dining Room**
- Label your child’s clothing. This helps relief staff who may not “recognise” certain clothing
- Pay fees when they are due. Please discuss this with the Manager should this not be possible and make alternative arrangements
- Please notify staff when you are leaving or collecting your child. If a child is to be collected by someone other than parents or an “authorised” person, prior notification must be given. An unauthorised person will not be permitted to collect your child
- Keep enrolment details up-to-date, including emergency contacts
- Observe the Centre’s hours of operation. A late fee of $5 per minute will be applicable
- Attend monthly Parent Group/Accreditation Meetings and any social functions as organised by this committee
- Assist in the collection of resource materials for prop boxes, collage, etc
- Share special skills eg. music, story telling, cooking, puppet making

**CHILD CARE BENEFIT**

Child Care Benefit (CCB) is a payment made by the Australian Government to families to assist with the cost of childcare. This is available to all eligible families on a means tested basis.

Therefore all families are encouraged to contact the Family Assistance Office (FAO) to process a claim for CCB. The FAO allocates a Customer Reference Number (CRNs), for both the parent/guardian and the
child, when the family lodges a claim for CCB as reduced fees or notifies their intent to claim CCB as a lump sum (following the end of the financial year).

Families bring this information to the Centre and a formal enrolment is created for the child. This enrolment provides the link between the family; the service; The Department of Education, Employment and Workplace Relations (DEEWR) and the FAO.

Child Care Benefit (CCB) is paid in certain circumstances when a family is charged for care that the child does not attend under the Child Care Management System (CCCMS) each child is eligible to receive CCB for an initial 42 days of absence per financial year.

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

- Absence, due to illness, of the child, parent or sibling. This MUST be supported by a Medical Certificate.
- An outbreak of infectious disease when the child is not immunised.
- A parent being on a rotating shift or rostered day off.
- A temporary closure of the school or a pupil free day.
- Due to a local emergency, the service is closed or the child is unable to travel to the service.
- Shared custody arrangements due to a court order, a registered parenting plan, a parenting plan or a parenting order.
- Attendance at preschool.
- Exceptional circumstances.

**documentation must be provided in all cases after 42 initial days used…

ABOUT THE FEES

Payment of fees: These must be kept one week in advance at all times. Invoices (covering four weeks), will be issued prior to the end of the month and cheque payments are to be put into the fees box in the front foyer.

Any parent withdrawing their child from the Centre is required to give two weeks paid notice.

Fees are charged for all absences from booked care. A Full Fee will be charged for holiday absences. Please refer to Schedule 2 for more detailed information on fee costs and the policy requirements. Online payment is now available on the CDU Webpage and there is an eftpos machine available for parent’s convenience.

* Please note that No Cash payments will be accepted. Cash payments can be made at the University cashier situated on the ground floor of Orange 1.

Regulations Governing Vacant Positions for children within the centre.

The Priority of Access Guidelines must be used to allocate available child care Places where there are more families requiring care than the service can offer.

The following priorities must be adhered to when allocating a place:

Priority 1: a child at risk of serious abuse or neglect

Priority 2: a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test.

Priority 3: any other child.

Priority should also be given for the following categories when positions become available.

1. aboriginal and Torrs Strait Islander families
2. families which include a disabled person
3. families with a individual, low income or on family support. Low income means an adjusted taxable income below $37,960.
4. Families from non-English speaking background.
5. Socially isolated families
6. Single parent families
SCHEDULE 1

MEDICAL EXCLUSION LIST

In this Schedule, medical certificate means a certificate of a registered medical practitioner. “Adapted from Staying Healthy in Child Care 5th edition.”

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of Cases</td>
<td>Exclusion of Contacts</td>
</tr>
<tr>
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<tr>
<td></td>
<td>received, but not before 7 days after the onset of jaundice or illness.</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immunodeficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash.</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.</td>
</tr>
<tr>
<td>Meningitis (bacteria - other than</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of Cases</td>
<td>Exclusion of Contacts</td>
</tr>
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</tr>
<tr>
<td>meningococcal meningitis</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
</tr>
<tr>
<td><strong>Meningococcal infection</strong></td>
<td>Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.</td>
<td>Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Pertussis</strong> (whooping cough)</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Poliomyelitis</strong></td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until medical certificate of recovery is produced.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until receipt of a</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of Cases</td>
<td>Exclusion of Contacts</td>
</tr>
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</tr>
<tr>
<td></td>
<td>medical certificate from the treating physician stating that the child is not</td>
<td></td>
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<tr>
<td></td>
<td>considered to be infectious.</td>
<td></td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded unless considered necessary by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the Secretary.</td>
</tr>
<tr>
<td>Verotoxin producing <em>Escherichia coli</em> (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the</td>
<td>Not excluded.</td>
</tr>
<tr>
<td></td>
<td>Secretary.</td>
<td></td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**NOTE:**

*Where this is doubt about attendance, the final decision rests with the Manager, who may require a Doctor's Certificate.*

*Panadol will only be administered to children with a letter from a medical practitioner.*
Parents please refer to below immunization schedule for your child. It is important the centre has up to date records of your child’s immunizations.

If a notifyable disease e.g. measles is reported or found within the centre all children we don’t have up to date records for will be excluded.

**The National Immunization Program (NIP) Schedule (0 - 4 Years)**

Valid from 1 July 2013

<table>
<thead>
<tr>
<th>Age</th>
<th>Disease immunised against</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>2 months</td>
<td>Diphtheria, Tetanus, Pertussis, Polio, Hib, Hepatitis B, Pneumococcal, Rotavirus</td>
</tr>
<tr>
<td>4 months</td>
<td>Diphtheria, Tetanus, Pertussis, Polio, Hib, Hepatitis B, Pneumococcal, Rotavirus</td>
</tr>
<tr>
<td>6 months</td>
<td>Diphtheria, Tetanus, Pertussis, Polio, Hib (refer to note 1), Hepatitis B (or at 12 months), Pneumococcal, Rotavirus (refer to note 2)</td>
</tr>
<tr>
<td>12 months</td>
<td>Measles, Mumps, Rubella, Hib, Hepatitis B (or at 6 months), Meningococcal C</td>
</tr>
<tr>
<td>18 months</td>
<td>Measles, Mumps, Rubella, Varicella, Pneumococcal (refer to note 3)</td>
</tr>
<tr>
<td>4 years</td>
<td>Diphtheria, Tetanus</td>
</tr>
<tr>
<td>Vaccine</td>
<td></td>
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<tr>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Pertussis</td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td></td>
</tr>
<tr>
<td>Measles (refer to note 4)</td>
<td></td>
</tr>
<tr>
<td>Mumps (refer to note 4)</td>
<td></td>
</tr>
<tr>
<td>Rubella (refer to note 4)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

1. Four doses of Hib vaccine are due at 2, 4, 6 and 12 months of age when 'PRP-T Hib' containing vaccine is used.
2. Three doses of Rotavirus vaccine are due at 2, 4 and 6 months of age when RotaTeq vaccine is used.
3. Four doses of Pneumococcal vaccine are due at 2, 4, 6 and 18 months of age when Synflorix vaccine is used.
4. MMR vaccine is only to be given at 4 years if MMRV vaccine was not given at 18 months.

*Parents if you require any more information please refer to the following website:*

(*www.immunise.health.gov.au*)
SCHEDULE 3

HOURS OF OPERATION
7.30AM - 6.00PM

CDU CHILD CARE CENTRE FEE POLICY - JANUARY 2012

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Weekly fee</td>
<td>$410</td>
</tr>
<tr>
<td>Weekly fee (Fulltime student)</td>
<td>$405</td>
</tr>
<tr>
<td>Daily fee</td>
<td>$90</td>
</tr>
<tr>
<td>Per hour</td>
<td>$28</td>
</tr>
</tbody>
</table>

- Childcare Benefit will apply to those families who are eligible. The Centre can provide advice on how to apply for Childcare Benefit with Centre link. Full fees will apply if proof of notice of assessment has not been provided. Advice on allowable absences with Childcare Benefit will also be given.
- As per the Centre Policy, fees (Full-time or part-time) are to be kept ONE WEEK in advance at all times.
- Fees for casual care are to be paid fully in advance i.e. Payment is to be made at the beginning of day of care or week of care.
- Cheque payments can be made at the office at any time. Please hand to Manager and have a receipt issued. If cheques are dishonoured then they will no longer be accepted and families must also pay the dishonour fee required by the bank. No Cash payments accepted at the centre but EFTPOS facilities are available and CDU online payment.
- A late fee of $5 per minute will be charged for children not collected by 6.00pm. This fee will be waived on the first occasion only if the Centre has been notified prior to 5.45pm on that day and extenuating circumstances.
- Two weeks notice must be given to the Centre to alter bookings. These will be subject to availability in the age groupings.
- Invoices plus overdue fee reminder letters will be issued weekly to those families whose fee payments are not one week in advance at all times. After 3 weeks of non-payment, parents will be requested to sign for a fourth letter and care for children of these families will cease. Prosecution may occur if accounts are not settled. Student’s results may be withheld until all fees are paid in full.
- Please Note***Children having Recreational Leave or Holidays from the centre. Full fees are applicable. Notice must be given to the Manager at least one week prior by filling out the appropriate documentation which can be found in the reception area.
- All un-kept bookings missed through sickness or misfortune must be paid for in full.
- Fees are charged for booked time. Extra time is charged at the hourly rate. Days can not be exchanged if unable to attend. This will be treated as an extra day and daily fees are applicable.