

WELCOME

We thank you for taking the time to look around our centre. We are very proud of what we offer at Prospect Community Child Care Centre and hope you enjoy your time with us.

This handbook is a general resource for all families who use our centre. A full copy of the policies relating to your child's care can be requested from the front office.

We look forward to a long and rewarding partnership with you and your family.

MISSION STATEMENT

To be recognised as a leader in providing quality care that encompasses all areas of development and meets the needs of the children, families and wider community.

We will do this by supporting families as their children progress through early childhood and the primary years, and by providing a safe and nurturing environment in which social interactions and further learning through play and exploration are encouraged.

VALUE STATEMENT

Quality Care

Meeting the needs of the individual and providing them with the opportunity for self discovery.

Respect

For the individual, tolerance and valuing diversity

Communication

That is honest, reflective, respective, open, two way and is treated in a professional and confidential manner

Environmental Responsibility

Delivering our service in an environmentally responsible way.

PHILOSOPHY STATEMENT

Prospect Community Childcare Centre is founded on the following philosophy:

Children

Each child is important and has individual needs and rights. We believe that children have a right to:

- always feel and be safe, physically and emotionally
- be unique and express their ideas, creativity and feelings naturally and freely
- have fun and to learn and develop through play
- a nurturing, learning environment which develops and extends their talents and adopts principles of equal opportunity and social justice
- a harmonious and well balanced programme which fosters the development of the whole child through the development of physical, social, intellectual and emotional skills.

We encourage:

- a sense of self-worth
- the formation of stable, caring relationships with staff and other children
- the development of independence and personal responsibility
- awareness and understanding of differences in culture, language, gender, age, needs and ability
- the development of problem solving, negotiation and self-help skills
- awareness of and respect for our environment

Parents, Caregivers and Families

We support parents/guardians in their role as primary caregivers and educators by:

- welcoming them into our centre
- encouraging their involvement and participation
- respecting and accommodating their child-rearing practices within DECS guidelines
- exchanging information with parents/guardians about their child
- providing information about other children's' and family services
- providing integrated services where possible

Staff

We support staff in their capacity to deliver high quality care consistent with this philosophy by

- Providing a flexible work environment that supports their physical, professional and emotional needs.
- Encouraging team work
- Encouraging staff input to service and program improvements
- Supporting individual professional development needs through training, mentoring and networking opportunities
- Staffing above licensing minimum standards

Community

Our Centre will:

- promote awareness and knowledge of the need for and value of quality child care
- participate with other community groups, agencies and services to share resources, and develop a support network
- endeavour to remain aware of and respond to, where possible, the changing needs within our community
- be sensitive to the wider range of social and cultural backgrounds of the community it serves.

INFORMATION PRIVACY STATEMENT

The primary purpose for which our service collects information is to enable Prospect Community Childcare Centre & OSHC, to provide your child with an individual developmentally appropriate programme that is educational, stimulating, nurturing and safe.

PCCC requires certain information be collected, in accordance with administration of Child Care Benefit, regulations or legislation that directly relate to the operation of a children's service.

PCCC discloses personal and sensitive information to the service's staff, for the specific purpose of administration and education of your child.

PCCC will obtain parent/guardian permission before disclosing a child's personal and sensitive information to a professional attending our centre for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, occupational therapists, doctors and counselors.

PCCC include your child's name, age and specific needs in their Carer's, focus children's folder. PCCC will include your emergency contact details in a class list and in Prospect Community Childcare Centre & OSHC contact directory. Access to these is generally limited to the staff at Prospect Community Childcare Centre & OSHC.

If you provide PCCC with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the Centre and why. You will also need to inform them that they can access that information if they wish to do so.

PCCC all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up-to-date. Please ensure you inform the service of any changes to the information supplied.



PRIORITY AND ACCESS GUIDELINES

The waiting list is managed according to the following eligibility for child care:

“Priority 1 – 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 under section 14 of the A new Tax System (Family Assistance) Act 1999

Priority 3 – Any other child

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families on low incomes
- Children in culturally and linguistically diverse backgrounds
- Children in socially isolated families
- Children of single parents “1

Where demand exceeds supply, it is important for services to allocate available spaces to those families with the greatest needs for child care support.

When filling a vacancy the Director will contact parents/guardians as per the above guidelines. After the eligibility guidelines have been met, priority will be given to siblings and then to those on the waiting list according to date of application.

Families requesting additional days must notify the centre of their requirements and are placed on the waiting list for this additional care. Requests for care are placed in date order.

The waiting list is to be regularly updated by the Director.

1. Child Care Services Handbook 2007-2008 (2007) For all approved child care services Australian Government: Department of Families, Community Services and Indigenous Affairs

HOURS OF OPENING



The Centre is open Monday to Friday 7.30 am until 6.30 pm 51 weeks of the year (excludes all public holidays and approximately 1 week over Christmas).

The choices of sessions available are:

- 7.30 am – 6.30 pm (full day)
- 7.30 am – 1.00 pm (morning session) – limited availability
- 1.00 pm – 6.30 pm (afternoon session) – limited availability

FEES

Being a Community Children's Centre is an integral part of our identity. This means we are a Not-For-Profit organisation, meaning that all monies received from fees are used to pay staff wages and cover operating costs.

Therefore we will ensure fees are set by the Management Committee and approved by the Department of Family and Community Services (up to the fee relief ceiling).

Actively encourage families to seek fee relief (Child Care Benefit) where possible. CCB is based on the number of children in care and the combined gross family income, which is assessed by the Family Assistance Office.

Charge a two-week bond is due in advance and accounts are billed in arrears on a weekly basis. (Bonds are adjusted according to changes in Child Care Benefit, Centre fees and usage.)

Ensure that two-(2) weeks notice in writing must be given when a child is to be withdrawn from care. A change in booked sessions needs to be pre-arranged with the Director. Notification regarding care required can be given using the "Notification of Changes" form located on the front counter.

Actively seek to inform parents about our holiday fee:

For 2 weeks per calendar year a 50% holding fee is charged for children absent due to holidays.

One week's holidays equals the number of booked days used per week. Eg 2 days care per week equals one week holiday.

However, two (2) weeks notice in writing must be given; otherwise full fees may be charged.

Inform parents that fees are payable for public holidays, sick days or whenever a child is absent, however no fees are charged during the Christmas closure.

Ensure parents receive enough notice regarding centre closures for one staff planning day per year. Fees are not charged for the staff planning day.

Fees in arrears

As the Child Care Centre & OSHC is a community based, non-profit service, the needs of the individual families in financial hardships must be balanced against the financial viability of the service and the needs of the families using the service.

Accounts must be brought to a nil balance within 2 weeks of the account date.

Families experiencing financial difficulties should contact the Director to discuss the situation. All matters will be handled in the strictest confidence.

Account Procedures

1. Any accounts with an outstanding balance as at 6 p.m. on Friday each fortnight (as stated on the bill) will have a "Friendly Reminder" notice placed on their account.

2. If the account is still outstanding after 4 weeks a 5% fine (to a maximum of \$10.00) will be charged and a letter notifying you that the debt has been redirected to our credit control system will be issued.
3. Accounts outstanding after six (6) weeks will be redirected to our debt collection system. A "Final Notice" including an \$11.00 legal fee will be sent indicating that the outstanding account is now in the debt collection process.
4. Failure to settle the account by the date requested on the "Final Notice" will result in notice that care has been withdrawn immediately.

Procedure for Payment

Payment is preferred by Credit Card/EFTPOS/Internet banking, although payment can be made by cash, money order or cheque made payable to the *PROSPECT COMMUNITY CHILD CARE CENTRE INC.*

Cheques may be lodged in the fees box in the reception desk from 8.30 am to 5.30 pm. For security reasons this box is cleared regularly.

Payments made by cheque that are refused by the bank will result in the families being charged any bank fees incurred by the centre.

Cash payments must not be left in the fee box and no responsibility will be taken by the Child Care Centre for fees stolen from this box.

Late Collection

The Child Care Centre is licensed by the Department of Education and Children's Services (DEC'S). The Children's Services (Child Care Centre) Regulations 1998, state that at any time, the number of children cared for in the centre does not exceed the maximum licensed number.

Therefore parents/guardians must collect children before the end of each session. Failure to do so will result in late fines being issued according to our "Late Collection Policy."

Childcare Benefit Allowable Absences

Families are eligible for 30 days of allowable absences for each child per financial year. Days which count as allowable absences are any casual absences and absences caused by holidays or illness without a medical certificate.

Parents should request a sickness certificate from their Doctor whenever children are absent from the centre.

ORIENTATION AND SETTLING IN

Starting child care can be a big change for children and parents. In order to make this as smooth as possible we encourage all parents and children to spend as much time as necessary in the Centre prior to starting. This gives the children an opportunity to begin to become accustomed to the room and the staff who will be caring for them. It also gives parents an opportunity to observe the way the Centre works.

We also encourage parents to phone throughout the day to discuss with staff how their child is adjusting and plan strategies to support this.

PARENTAL INVOLEMENT

The early years of life are seen as vital to your child's individual development and therefore in keeping with the notion of partnership, family members are free to visit and participate in the daily life of the centre at any time.

Families have a lot to offer and besides being involved on the Management Committee or on a sub committee, we encourage family members to share their family life with the Centre's children. This could include sharing cultural foods, important ceremonies and festivals, music, stories, different languages or dance.

Fundraising is necessary to purchase new equipment etc and parents are asked to support this process anyway they can.

THE MANAGEMENT COMMITTEE

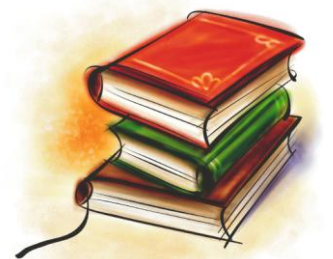
The Prospect Community Child Care Centre is managed by a committee of parents, staff and local community representatives. Members are elected each year at the Annual General Meeting. Parent based management provides for families to be involved in an advisory, consultative and decision making capacity. The success of the Centre is therefore very much dependent on the involvement of parent users, and interested community representatives.

Membership or input into the Management Committee is encouraged. All parents are welcome to attend Management Committee Meetings and/or to participate in any active subcommittees (e.g. finance, policy staffing, property, and fundraising) and in this way contribute to their child's welfare in the Centre.

A list of Management Committee members is displayed in the centre.

THE PROGRAMME

In essence the centre programme reflects the centre's philosophy and addresses the centre's broad goals. The programme also takes into account feedback and observations from all the centre's key stakeholders, most importantly from the children themselves.



The programme incorporates learning experiences appropriate for each child, as indicated by individual development records maintained by staff. The programme also reflects the interests and competencies of the staff, the children and their families. It also includes planned and spontaneous events and emphasises individual and small group experiences.

The programme includes all aspects of the children's experiences at the centre, coordinated within a flexible programme plan. As far as possible, the programme allows children to make their own choices based on individual interests, needs, age, strengths and energy levels.

The programme will promote the importance of play.

Specialist advice is sought to ensure children with additional needs are being met.

The programmes are evaluated regularly by staff and provide for parent input. Evaluation includes identification of strengths, weaknesses and highlights progress for individual children. This provides staff with information for further planning and improvement.

Learn, play & grow with us

ANTI BIAS AND GENDER EQUITY

- Avoid sexist language when giving praise.
- Avoid stereotypical comments such as "Aren't you a big brave boy? You didn't cry".
- Use non-sexist language such as police officer and fire fighter.
- Encourage cross gender play choices.
- Ensure dress ups reflect male, female and neutral attire.
- Ensure jigsaw puzzles, books and pictures show males in caring/nurturing roles and females in adventurous/occupational roles.
- Encourage all children, regardless of gender to expand their aspirations and to participate in as many areas of the curriculum as possible.

BEHAVIOUR MANAGEMENT

This Centre is strongly committed to providing a positive environment for young children. Discipline will focus on the positive rather than the negative aspects of the child's behaviour. We will praise the children when they have done well, we will offer an alternative when a conflict arises. At no time will physical punishment be used at the Centre. It is the behaviour, which is rejected, not the child.

BEHAVIOUR MANAGEMENT AND BABIES

Behaviour management starts at birth, along with other teaching and learning. It begins with meeting babies needs. A secure start for a child fosters a much greater capacity in the child to give, wait and share. What babies need when they start moving and exploring their environment are:

- Carer's who are ready to distract, guide, re-direct attention and interest and remove temptation.
- Carer's who give lots of attention when babies are happily, talkative, playful, as well as when they are crying.



BEHAVIOUR MANAGEMENT AND TODDLERS

Before looking at behaviour management for toddlers we need to look at several different characteristics which influence their interaction with other people.

Toddlers do hurtful things to other children when playing and exploring, without understanding that they hurt. Their primary object is to explore the world as they are in the process of learning their actions have cause and effect. This may mean that they push a child with the intention of seeing the effect of their action without an understanding of the hurt they are causing.

BITING

Reasons for biting and ways for dealing differ with under 3's and over 3's. Over 3's usually have more understanding of how hurtful and disapproved of biting is, and they should be able to control their urge to bite. Under 3's may bite because:

- they are teething
- they may bite compulsively
- they have been bitten by older children and are passing on the same behaviour
- they may bite because something happens
- frustration may be expressed through biting

BEHAVIOUR MANAGEMENT AND 3-5 year olds

Developmental levels

Over 3's-

- Know more about appropriate ways of behaving
- Have more self control
- Are fairly skilled in the use of language
- Can understand language well
- Are less egocentric than younger children



NUTRITION

Good nutrition is of vital importance to young children. The centre will aim to provide a healthy, nutritious and varied menu for babies and children. We will also provide a positive, safe eating environment and within our curriculum teach children about food and nutrition.

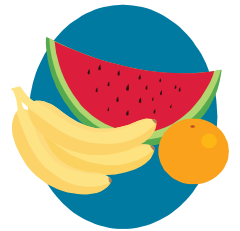


The nutrition policy was developed in accordance with information provided by the Start Right Eat Right Award in consultation with staff and parents and will be reviewed bi-annually.

The Centre Cook and Director have undertaken specific "Start Right Eat Right" training in nutrition for young children and all staff has undertaken training in food handling. Adequate training provisions will be made for new staff to ensure policies and guidelines are met. The Director is responsible for ensuring staff are kept up to date with specific nutrition and food handling training requirements.

PROVISION OF A HEALTHY NUTRITIOUS MENU

For children in this centre, the food provided makes a significant contribution to their overall intake of energy, vitamins and minerals. Our fortnightly menus will be consistent with the Australian Dietary Guidelines for Children and Adolescents and aims to provide children attending this centre with 50% of the recommended daily intake for key nutrients, meals that meet individual dietary needs and meals that are culturally appropriate. The centre will incorporate multicultural recipes within its menus to provide the opportunity for children to be introduced to other cultures in this way.



Meals will be prepared in a clean and hygienic kitchen according to the requirements of the food safety legislation including the requirements for handling, storage, transport and display of food and the centre policy. All staff will have undertaken training in Foodsafe food handling.

SPECIAL OCCASIONS



To ensure nutritional adequacy in all our meals, the use of added sugar, salt, preservatives, colourings and flavourings will be avoided where possible; therefore, unfortunately birthday cakes provided to the centre cannot be consumed here. This is also due to new legislation in food handlers which came into effect early 2008.

You may place an order for a vanilla slab cake to be made at the centre and served as "birthday cake" for your child at afternoon tea (or after lunch for AM Session children) An amount of \$7.50 will be added to your account if you choose this option and we request 1 weeks notice in writing.

SPECIAL DIETS FOR FOOD ALLERGIES, FOOD INTOLERANCES AND OTHER SPECIAL DIETARY NEEDS

Babies and children with individual dietary needs will be catered for in consultation with parents and the appropriate professionals. Babies and children with any diagnosed dietary restrictions and/or allergies will require:

- ❖ A health care plan (including first aid for severe allergies)
- ❖ A letter from a medical professional and /or dietician confirming the need for dietary restrictions and the specific dietary considerations for the baby/child.

SKIN PROTECTION



The Prospect Community Child Care Centre is a SunSmart Centre and has adopted a SunSmart policy based on information provided by the Anti-Cancer Foundation South Australia. The purpose of this policy is to reinforce the importance of ongoing skin protection and to ensure that all children and staff are protected from skin damage caused by the harmful ultraviolet rays of the sun.

The policy states:

Children will wear hats all year round whenever they are playing or doing activities outside. The hats will preferably be broad brimmed or legionnaires.

Twenty minutes before going outside, 30+ sunscreen will be applied and re-applied every 2-3 hours during the summer months to all children over 12 months of age. It is recommended that staff wear sunglasses whilst outside. Children are welcome to bring named sunglasses to the centre.

The centre will avoid exposing the children to direct sunlight on days over 38°. Children will be encouraged to avoid direct exposure to the sun when playing between 10am and 2pm (11am and 3pm daylight saving time). Under cover or shady areas will be used.

Children who do not bring a hat to child care will not be able to play outside.



WHAT TO BRING

Each child will need to bring a named bag containing the following:

Nursery

- Change of clothes
- Prepared and named bottles (if appropriate) and a named drinking cup
- Toy or comforter for sleep time (optional)
- Sun hat (legionnaires or broad brimmed)
- Jacket, hat and boots for cold/rainy weather

Toddler/Kindy Room

- Change of clothes
- Prepared and named bottles (if appropriate) and a drinking bottle
- Toy or comforter for sleep time (optional)
- Sun hat (legionnaires or broad brimmed)
- Jacket, hat and boots for cold/rainy weather

ALL ITEMS BROUGHT TO THE CENTRE MUST BE CLEARLY NAMED

SPECIAL ITEMS FROM HOME

We believe children have the right to feel safe and happy while in care at the centre. We understand that children may require a comforter from home to help with their settling into care. We acknowledge that at times it is difficult to remove a child's item from home and return it to home with the parent in the morning.

Therefore we will discourage all children from bringing toys other than sleep comforter's to care. Children's own personal items/toys are **NOT** to be brought into the Centre, other than those used for sleep-time or as comforters or books. This will avoid possible damage or loss for which the Centre cannot take responsibility. This will also eliminate "competition" of toys amongst children and stop other children asking to bring possessions. Special arrangements can be made with staff in the case of "security" possessions.

Parents will be asked to take home any toys brought into the centre with the exception of books which need to be clearly named.

ACCIDENT AND EMERGENCY PROCEDURES

It is the Centre's responsibility to ensure its practices minimise accidents. Every effort is made to prevent accidents; however should an accident occur the staff will take appropriate action according to the centre policies.

If an accident does occur an accident report form will be filled in detailing the date, time and nature of the accident, treatment used and who attended the injury. This report will be read and signed by the parent/guardian on the day of the accident or within 24 hours.

In the event parents/guardians have been notified of an accident occurring and fail to sign the accident report staff will note this on the accident report form and the parents/guardians will be asked to sign the form as soon as possible.

A staff member will accompany any child transported by emergency services from the Centre. On rare occasions, there can be an unavoidable need for a staff member to transport a child to emergency care (for example, where an ambulance is not available, or when this is part of the child's emergency plan) in such cases a taxi will be called.

Should an ambulance be required, every effort will be made to contact parents/guardians or emergency contact people.

The Centre maintains a subscription to cover emergency ambulance travel for children attending child care if parents do not have their own insurance. This does not cover the cost of any adults other than staff in Child Care who may be injured or ill.

Whenever major accidents occur, debriefing and or discussion concerning the outcomes will occur with the affected staff, children and parents.

MEDICATION POLICY

REQUESTS FOR THE STORAGE AND SUPERVISION OF MEDICATION

The staff will store and supervise medication that has been prescribed by a Doctor or analgesics and other chemist medications which can be purchased over the counter without a prescription, for the individual child, for the period of time specified. This ensures the medication is medically warranted.

Items such as nappy rash creams will be administered by the staff without a medication plan, but they must be written up in the medication folder.
Oral medications such as teething gels will not be administered.

It should be noted that analgesics (such as Panadol) can mask signs and symptoms of serious illness or injury and will not, therefore, be used by child care staff as a standard first aid strategy.

Medication must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Families may supply thermal carry packs to maintain safe temperature storage and for the ease of medication on excursions.

MEDICATION PLAN



The Prospect Community Child Care Centre requires a medication plan be provided by the prescribing Doctor and/or Pharmacist to assist staff with safe dispensing of medication. Whether that medication is prescribed or purchased over the counter medication.

In all cases the exact name of the medication and the instructions should match those on the pharmacy/package label.

The only exception is when medication is included in a first aid kit for use in a standard first aid procedure; this is the case for asthma first aid.

MEDICAL FEES

The Centre is not responsible or liable for any medical fees or costs which may arise from medical treatment sought whilst the child is at the Centre, or as a result of the child being at the Centre.

Parents have been asked to provide details of their health insurance provider and Medicare number on their enrolment form to cover the above instances.

CHILDREN'S ILLNESS POLICY

As children can become sick in a very short time, staff are alert to, and aware of, the common signs of illness. Staff will monitor closely a child with early signs of illness or atypical behaviour or development, and consult with other staff and the child's parents, caregivers or guardians.

Excluding sick children is one way of limiting the spread of infection in the centre. When a child is ill they will need to be away from the centre for the safety of others and cared for by his or her parent, caregiver or guardian.

For the safety of all centre users, a child with a temperature or who is sick, should not be brought to the centre. A child who has vomited or had a loose bowel motion are asked to stay away from the centre until 24hrs after the last loose bowel motion or vomit.

The minimum exclusion periods recommended by the NHRMC are listed on the back of the parent handbook and clearly state the exclusion criteria required by the centre.



If your child has any contagious illnesses, the centre needs to be notified, so we can notify other families using the centre.

COMMUNICABLE DISEASES NOTIFICATION

In the case of a communicable disease, a notice will be put up in on the door of the relevant room detailing the date of the outbreak and numbers of children affected, and endeavour to provide parents, caregivers or guardians with any information regarding the illness.

If parents, caregivers or guardians have any concerns about their child's health, it is advisable to discuss them with staff. The centre is open from 7.30am and staff are able to speak with parents on the telephone if you are unsure whether to keep your child away from child care.

Parents, caregivers or guardians must ensure that the centre has been advised, and is up to date with any allergies that your child may have to food, medicines, creams etc. (refer to enrolment form).

PROCEDURE FOR CHILD BECOMING ILL AT CENTRE

If a child becomes ill whilst in care, centre staff will make every effort to contact the parents, caregivers or guardians or nominated emergency contact person immediately. Parents, caregivers or guardians will be asked to collect ill children from the centre as soon as possible to avoid cross infection. Staff will consult with the Team leader and/or the Director if this is required.

In cases of contagious illnesses such as discharges from the eyes and nose, vomiting and diarrhea (2 of either vomit or diarrhea within 3 hours), parents, caregivers or

guardians will be contacted and asked to collect the child from the centre immediately.

Children with conjunctivitis should be seen by a Doctor and prescription medication sought. *(Please refer to the medication policy before bringing medication to the centre)*

Children must stay away from the centre until the discharge, vomiting and diarrhea has ceased for at least 24 hours. Children may return to the centre prior to the 24 hour period elapsing only when accompanied by a Doctors Certificate.

If urgent medical attention is required, children will either be taken to the closest Doctor or to hospital if required.

WHAT IS GASTROENTERITIS?

- gastroenteritis (gastro) is an illness which
- starts by causing a child to feel unwell, and not wanting to eat or drink because she feels nauseated (i.e. as though she may vomit). Often a child will vomit (be sick or 'throw up'), for the first 24 to 48 hours,
- then causes the child to have runny poo (diarrhea) and often tummy pains, which can last for several days.
- The child may also have a fever, runny nose, cough, and headache.
- It affects people of all ages but it is more common and more severe in babies and young children.
- The amount of time it takes to develop vomiting and diarrhea after exposure to someone with gastro depends on the type of infection, but a common cause of gastro is rotavirus and this can develop 1 to 3 days after exposure. Other causes can take up to a week to develop.
- Vomiting and diarrhoea can also be caused by many other health problems such as food poisoning, infections in other parts of the body (such as pneumonia or ear infections) and appendicitis.

(as per <http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=303&id=1845>)

What is conjunctivitis?

- Conjunctivitis is caused by an infection of the lining of the eyelids and outer protective layer of the eye (the conjunctiva). It can be caused by a germ (virus or bacteria) or by allergies.
- It may not always be clear which type of problem is present as each will cause reddening of the conjunctiva.
- If it is caused by bacteria both eyes are almost always infected, although it may start in one eye. There is likely to be a gritty feeling and pus.

- Conjunctivitis from a virus may involve one or both eyes, causing red itchy eyes and watering of the eyes.
- If it comes from an allergy there are often other signs of hay fever including itchy nose and sneezing, the eyes feel itchy and run a lot.

Important note:

Sore eyes, or where there is a lot of pus or watering from the eyes, should be seen by a doctor as soon as possible. If one eye only is painful or has pus or is watering, this may be due to something on the eye or under the eyelid.

(as per <http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=303&id=1779>)

In instances where a child takes ill at the centre with a high temperature:

What is a normal temperature for a baby?

(as at 10 January 2011 as per <http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=304&id=1798>)

“Fever is when the temperature of the body rises above normal, generally above 38 degrees (38°C) when the temperature is taken under the arm or in the mouth. Fever usually occurs as a result of an infection.

The normal body temperature varies between about 35.8°C and 37.4°C.”

In the case where a child's temperature reaches 37.5 ° and above, we will contact the parents, caregivers or guardians or emergency contact persons to discuss the child's medical condition and whether they should continue to stay in child care. Parents will be strongly advised to collect their child from the centre and take them to a doctor for medical advice.

What staff are to do to help reduce the child's temperature:

Staff will follow procedures to reduce the child's temperature as they await the arrival of a parent or guardian, for example:

- “The main thing you can do for fever is to help your child feel better by comforting, holding, cuddling and soothing her.
- Cover the child in light clothing.
- When a child has a fever, the child will often feel that she is cold and she may want to be wrapped up in a blanket.
- Wrapping a child with a fever in a blanket or thick clothes can push the child's temperature up, as the body cannot lose heat through the skin.
- Extra drinks are needed. Give extra breast feeds, water or diluted fruit juice.
- Tepid sponging is not recommended.



usually goes up, not down.

- Tepid sponging (sponging with warm water) does not bring a child's temperature down for long; it will go back up as soon as the sponging is stopped.
- Sponging does not affect the part of the brain that controls temperature.
- Using cool water can be uncomfortable for a child, and if the child cries or shivers, the body temperature

- **Never place a sleeping, drowsy, or unconscious child or baby in a bath.**

- Also avoid fanning the child. (www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=304&id=1798)

The centre will not administer pain relief such as Panadol, Dimetapp, Nurofen etc without a Doctor's prescription and supported by a medication plan.

This policy is based on information sourced from DEC's', Asthma SA, the Nurses Board of SA, St John, the Red Cross and the Child and Youth Health website.

Thank you for choosing our centre.



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Email prospectcc@ozemail.com.au

Web www.prospectcc.com.au