



Melrose Rural Care

Rural Care Handbook 2012



Government
of South Australia
Department for Education
and Child Development

Melrose Rural Care Service

29 Stuart Street

Melrose SA 5483
POSTAL: PO Box 42
Booleroo Centre SA 5482



Welcome to Melrose Rural Care

We look forward to getting to know your child.

We welcome you to this centre and hope that your time with us will be happy and beneficial to you and your family. If you have any concerns queries or ideas about your child's development, or the service provided by the centre, please do not hesitate to talk to a staff member. You and family members are welcome to visit the centre at any time! If you wish to discuss anything of a confidential nature, please do not hesitate in giving us a call or speak to a staff member to make an appointment.

Our Staff are:

Director: Jenny Stringer (Diploma of Teaching) and completing a degree in Early Childhood Education

Rural Care Workers:

Elin Griffiths, Vanessa Stone and Rachel Yates
(Diploma in Children's Services) and
completing a degree in Early Childhood Education

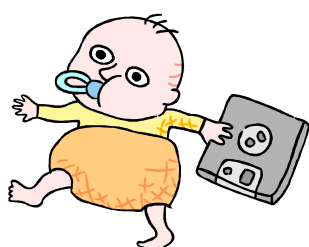
Phone: 8666 2145 (Messages can be left on this phone after hours)

Fax: 8666 2201

Mobile: 0429 697 245

Email: info@boolerookgn.sa.edu.au

Rural Care is a locally managed service with staff employed by DECD. The centre is part of the Melrose Rural Care facility.



The Rural Care Service works in close collaboration with the Melrose Rural Care, Kindergarten and the local community.



Melrose Rural Care Philosophy

Our aim is to provide high quality education and care through a partnership between parents, children, community, staff and DECD.

We believe:

- ❖ **Children develop through stages. Each child has their own learning style, special talents and needs and develops at their own rate.**
- ❖ **Perception of these may vary through cultural or family values.**
- ❖ **Healthy self-esteem is the basis of positive physical, intellectual and social growth.**
- ❖ **Children learn most effectively by hands on experience, through play.**
- ❖ **Children need to learn ways to express themselves, their thoughts and feelings. Through modeling and direct teaching in a safe environment, children learn that their opinions can be expressed kindly and will be respected.**
- ❖ **Involvement of families in our centre is a high priority. We value and encourage open communication.**
- ❖ **Our planning and evaluation is inclusive to children with additional needs. Our aims of planning and daily activities reflect our philosophy and is made available to families**

Preschool Director

Date 04/08, 2009, 2010

**Review Date 2011 or
earlier according to issued
guidelines.**

Reference: Staff discussion after professional reading.



POLICIES / PROCEDURES / GUIDELINES

So that you will have a better understanding of the Centre routines, the following is an outline of our policies & procedures. The Rural Care Service provides an Early Childcare Worker to give childcare for up to 4 children under the age of 5 and an additional 3 children between 5 and 12 years of age.

1. Operating Times

The Rural Care Program is open and children are welcome to childcare from;

Monday to Friday 8:00am - 6:00pm

School Holidays 8:00am - 6:00pm

Please note that we are closed over the Christmas / New Year break for 2 to 4 weeks

Preschool Program:

Monday 8:40am - 3.20pm on odd weeks of term, eg week 1, 3, 5 7 and 9

Wednesday 8:40am - 3.20pm every week

A full day including lunch (parents come in for lunch duty) is available for children 3.5 years to 5 years old for term 1, 2012 and for 4 year olds from term 1, 2013 in line with DECD's Same First Day policy for schools.

It is very important that you keep to these times. Before and after sessions the staff are setting up and cannot fully supervise the children's safety.

2. Arrival and Departure/ Sign In/Out

Parents and/or Caregivers **MUST** enter the centre to deliver and collect, sign in and sign out children. **NO** child will be permitted to leave the centre until the parent or caregiver has entered the inside of the building and the child has been farewelled by a staff member. **PLEASE** advise staff if somebody other than a parent or caregiver is to collect your child. To ensure the safety of your child, we ask you to sign a form to give us permission to send your child home with a different person. If you cannot collect your child from the centre, please phone or get a written message to staff about alternative arrangements. After 6pm pick up incurs a late penalty fee of \$10 per every 5 minutes or part thereof.



3. Sun smart

Exposure to harmful ultra violet rays can cause deadly skin cancer. It is our policy that all children wear a broad brimmed or legionnaire hat for outside play during all terms. In keeping with the school's sun smart policy, shirts with sleeves are recommended. Please provide a broad brimmed hat for your child to keep at the centre and apply sunscreen prior to attending. Sunscreen will be reapplied during the day as required.

4. Food and Drink

We recognise the importance of promoting, encouraging and developing healthy eating habits particularly in young children. It is always important to send a little too much, rather than not enough. The centre has healthy food guidelines which are to be found on display in our foyer.

5. Payment of Fees

Our full fee policy is displayed in the centre's front foyer. The amount a family will pay is determined by an income assessment. All families are recommended to have a Childcare Benefit (CCB) number, which will reduce the amount each family, will pay for the service. **You will need to contact the Family assistance office on 13 61 50 and notify them that you are using our service.**

You need to give them our customer reference number and keep a record of your call and receipt number. Our approved provider name is Rural Care Worker Program, Our CRN is 407055 349C. The Special Child Care Benefit is available in special circumstances in events that mean you can't pay your normal fees.

You can also claim with your tax an amount of your out of pocket expenses when you do your tax return.

The DECD Rural Care will generate an invoice for each family and forward to the centre for distribution. All payment of fees can be made at the centre and we will receipt your money paid and forward on to Rural care. All care is billed on a weekly basis. The DECD Rural Care will also issue a receipt with the next family invoice. When starting a permanent booking you will need to pay a bond which is equivalent to two weeks of your booking. This bond will be taken off of your bill for the last two weeks of care. Please address any payment issues through the Rural Care Worker or Director; we will happily follow this through for you.

- ❖ **Rural Care:**
 - Morning (8am - 1pm) session = \$31.50 (full fee rate)
 - Afternoon (1pm - 6pm) session = \$31.50 (full fee rate)
 - Day 8-6pm = \$63
 - Out of school hours care**
 - Before School session (8am-9am) \$4.80
 - After School session (3pm-6pm) \$14.40
 - Vacation Care**
 - \$24.00 for a five-hour session.
 - \$48.00 for a ten-hour session.

❖ **Absences and Bookings**

If you do not use a permanent booking you will still need to pay for it. Childcare benefits will still apply for approved absences and up to 30 days of allowable absences. Rural Care staff can provide more information on this if required. It will help us if you let us know as soon as possible if your child will not be coming as we can then offer that time temporarily to parent on the waiting list.

Two weeks notice is required to cancel any bookings, you will have to still pay for the care even if you don't attend. Any casual bookings are only made within two weeks of the care if people on the waiting list don't accept the care for that day.

❖ **The DECD Rural Care Handbook with additional information is available in the foyer for reading.**

6. Priority of Access

The Rural Care program primarily targets families that meet the Commonwealth Government's Priority of Access guidelines for the provision of care for work or respite purposes. A copy of the "Access to the Centre and Custody Issues" policy is on display in our foyer. The service operates in accordance with SA Licensing Regulations. The Commonwealth Government resources childcare with a major purpose of meeting the childcare needs of families with recognized work or work-related commitments. The Commonwealth Government also regards children at risk of abuse or neglect as a priority group for access to quality childcare.

7. Administration of Medication

Medication is any drug, mixture, prescriptions etc used to alleviate symptoms.

Paracetamol, aspirin, cough mixture, asthma preparations/inhalers are all medications for the purpose of the policy requirement. All medication need to have the following information:

1. Written authorisation to administer the medication
2. Be in original container
3. Appropriate instructions
4. Current use by date
5. Dosage
6. Times and dates of administration

Before medication can be administered by a staff member the following forms must be completed and signed by parents.

1. Authorisation to administer medication form
2. Medication Plan form
3. First Aid Plan form for children with Asthma, Epilepsy etc.

Preferred nappy creams and sunscreen are to be supplied by the family, clearly labeled and with instructions for their use.

8. Grievance

We support the right of any member of the community to have their grievances addressed. A time needs to be arranged with the staff member about the grievance. If the grievance is still not resolved, please arrange to see the Director. There is a grievance policy to be found in our foyer display.

9. Child Protection

It is the responsibility of all staff to treat children with dignity and respect, to act with propriety and to protect children in their care. As mandated notifiers staff are obliged by law to report if they suspect on reasonable grounds that a child has been or is being abused or neglected.

10. Children's program

The centre provides a program that is developmentally appropriate and meets the needs of all of the children attending the service. The program is based on the South Australian Curriculum Standards and Accountability Framework (SACSA), integrated with the Kindergarten program and will promote the development of each child's social, physical, emotional and intellectual potential, including language skills and creativity and will complement their home environment. We believe play is the very best way young children learn so we provide many different activities and as far as possible, uninterrupted time for them to play and learn. Play is fun, messy and safe so play clothes are most suitable. We stock a supply of spare clothes in case children need to be changed. The program is located on the information board in the entrance foyer.

10. Immunisation

The centre requires parents to have children given age appropriate immunisations by health professionals. On enrolment parents need to fill in the medical form giving details of immunisation. Staff will ensure records are routinely updated to give the latest medical history. The centre will advise parents of any childhood diseases reported, symptoms to look for and the length of time the child/children needs to stay away from the centre if the disease is contracted.

All children aged up to seven years who were born on or after January 1st 1996, starting care for the first time must be immunised to access Childcare Benefit. Information is available on the Childcare Benefit application form or by contacting the Family Assistance Office (FAO) on 136 150.

12. Parent Corner and notice board

A parent notice board is located inside our centre entrance door. It contains relevant information for you to read and keep up to date with what is happening at the centre. The parent shelf in the foyer holds pamphlets, spare newsletters and any other relevant information for parents.

13. Belongings

Each child's bag can be hung on a hook on veranda or if they still using nappies, in the change-area. We have pockets for each family for newsletters and accounts and notices. Please check your pocket regularly.

14. Reminders!

What you child needs to bring

Nappies / wipes

Specific baby toddler needs (bottles, dummies etc)

Food / drinks

Change of clothing

Sun hat

Sunscreen and nappy creams

Health needs/ Medicine

17. Articles named

Please make sure your child's belongings are named, especially bags, hats, removable clothing (e.g. Coats & jumpers), lunch boxes, lids and water bottles.

18. Enrolment details

If you have a change of address, phone number, emergency contact, children's medication etc. that differs from that given to us at the time of enrolment, please speak to staff to update your details. Families who use the Rural Care service must also notify FAO of any family circumstances or changes etc.

19. Medication/Illness

If your child requires medication during a session, please see a staff member, as forms needs to be completed and signed.

Please do not send your child to the centre if they are feeling unwell. The best place for them is at home, where they can receive the care that they need. Also, it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at the centre we will contact you.

If your child has a communicable illness it is important that they remain at home during the contagious stage, we are unable to accept children with communicable illnesses.

20. Forms

When you enroll your child there are a number of forms that need to be filled out and returned. Please make sure you return them to the centre before your child begins at the centre. The enrolment package asks details about your child and yourself as a parent or caregiver please use this opportunity to contribute to your child's program. It also

contains permission for the centre to take photos of your child, head lice checks, going on walks around the Melrose township.

21. Additional Services Available

❖ Out of School Hours Care

We offer an OSHC program for children aged 5 to 12 years from BSC (Before School Care) to 9:00 and ASC (After School Care) to 6:00pm Monday to Friday. For bookings please see a staff member or ring the centre on 86 662 145.

❖ School Holiday Care (Vacation Care)

We offer vacation care for children aged 0-12 years from 8am-6pm Monday to Friday. The centre is usually closed for 2 weeks over the Christmas/New Years break. For bookings please see a staff member or ring the centre on 86 662 145.

❖ Pupil Free Days

The centre is closed on Public Holidays and there is a closure period (between 2-4 weeks) as determined each year usually over Dec/Jan period. Families are notified of the Christmas closure period before the end of November each year.

When the local schools have a pupil free day, we are able to provide child care for 3 children up to the age of 12.

❖ Playgroup

Playgroup is run by parents, for parents with small children. The session operates on Thursday mornings from 10am -11.30am, at the kindergarten. The cost is \$2 per family.

Please feel free to come along and join in or just sit and watch. If you would like an in depth chat with the director about the centre or you child, please arrange an appointment time at a convenient time.

❖ Children with special needs

We have wheelchair access to the centre and toilet facilities. We liaise with DECD Flinders District Office, NOVITA Children's Services and the Tiny Tots team for assessment of speech pathology, occupational therapy, human resources etc. Please contact us to make an appointment to address your child's needs.

We have regular contact with the community health team and CAYHS for information for families and support. Please come and familiarise yourself with the selection of information materials, fact sheets, books, puzzles, videos and literacy kits available to families in our front passage for borrowing. We liaise with many services such as Kidsafe, community health, allied health, Cancer council of SA and CAYHS.

22. Expectations of families

We expect that you familiarise yourself with the information contained in this booklet and read the policies that are available in the centre's foyer.

We expect that you address any concerns that you have with staff.

We expect that you keep the centre informed of any changes to family information and whether there are changes to your requirements. Please come and talk to us if you have any questions about your child's care or ideas on how we can improve our service.

23. Evaluation of our orientation process

As part of our continuing Quality Improvement process with families and the National childcare accreditation council we will value your input to evaluate our orientation process.

We have a feedback form for you to fill out. Thank you.

Centre policies

- ❖ Melrose Rural Care philosophy
- ❖ Sunsmart policy
- ❖ Toileting procedure
- ❖ Sickness policy
- ❖ Infectious diseases policy
- ❖ Infection control policy
- ❖ Arrival and Departure Policy
- ❖ Access to the Centre and custody issues
- ❖ Custody and Access of children policy
- ❖ Medication Policy
- ❖ Fees Policy
- ❖ Food Handling and storage practices
- ❖ Diversity and Inclusion policy
- ❖ Dental Care Policy
- ❖ Excursion policy
- ❖ Confidentiality policy
- ❖ Changing of children's clothing procedure
- ❖ Behaviour guidance procedure
- ❖ Asthma Policy
- ❖ Procedure for water receptacles
- ❖ Nappy changing procedure
- ❖ Psychological Health Policy- Staff
- ❖ Health and food guidelines
- ❖ Health and hygiene procedures
- ❖ Food and Nutrition policy
- ❖ Single Staff Safety guidelines
- ❖ Safe sleeping policy
- ❖ Occupational Health Safety and Welfare Policy
- ❖ Headlice Policy
- ❖ Environmental protection Policy
- ❖ Children's Program
- ❖ Children of staff guidelines
- ❖ Child protection policy
- ❖ Grievance Policy for students, Parents, community and staff
- ❖ Infectious Diseases
- ❖ Staff sickness
- ❖ Biting and Spitting Policy
- ❖ Rural Care Policy -DECD
- ❖ Immunisation Policy
- ❖ Policy on the storage of Dangerous Objects, products or plants
- ❖ Bottle heating and cleansing procedures
- ❖ Basic guide to daily routines
- ❖ Emergency Procedure and Action guide
- ❖ Guidelines available -South Australian Curriculum Standards (SACSA)
- ❖ Right Bite Eating Guidelines
- ❖ Bullying guide for parents/Staff
- ❖ National Accreditation Council Improvement Guide Handbook (NCAC)