

***Yarm Gwanga Preschool &
Early Education Centre***

Phone (02) 6773 3173

Email; yarm@une.edu.au

Website: <https://www.yarmgwangachildcare.com.au>

Approved Provider is The University of New England

The Nominated Supervisor is

Ms Galia Urquhart

The licence capacity of the Centre is

Fifty-six (56)

Twenty (20) - eight weeks to under two years of age

Fifteen (15) - two years to three years of age

Twenty (20) - three years to under six years of age

PHILOSOPHY OF THE CENTRE

Vision

- We believe that every child is unique and has the right to be provided with a stimulating, play based environment.
- Our vision is guided by our evolving core values:
 - Respect
 - Inclusion
 - Collaboration
- Through regular conversations, we strive to develop and maintain strong relationships between educators, children, families and community.
- We aim to create a home like environment that encompasses warm, supportive and inclusive relationships with children and families.

Philosophy

- We believe in providing children with the highest quality of education and care, allowing each child to reach their full potential, while enhancing all areas of their growth and development.

Quality Area One – Program and Practice

- We offer an indoor/outdoor program, where possible, and promote a sensory enriched child led, play based learning environment, focussing on the child's interests, strengths and abilities.
- We take meaningful, regular observations of individual children and group interactions, with follow up experiences implemented appropriately.

Quality Area Two – Health and Safety

- We provide a healthy menu that offers well-balanced and nutritional meals that are adaptable for each child's dietary requirements.
- We provide options for rest, relaxation and sleep in a safe, warm and spacious environment for all children, indoor and outdoor.

Quality Area Three – Physical Environment

- We provide a combination of resources and experiences that enable children to both be an advocate of their own learning as well as being guided by educators.
- We will encourage children to become environmentally aware citizens.

Quality Area Four – Staffing

- Staff are consistent, friendly, respectful, trustworthy, empathetic and unprejudiced.
- Staff are always learning and taking on professional development to provide the latest and most relevant care and will apply this to children's learning, development and self-regulation.

Quality Area Five – Relationships with children

- We listen to all children and acknowledge children's feelings and help support positive interactions that aim to form relationships with children that are meaningful and create secure attachments.
- We advocate for children's voices to be heard, acknowledged and respected as individuals.

Quality Area Six – Collaboration partnerships with families and communities

- We invite and encourage family and community to be actively involved in events at Yarm Gwanga with connections through the Parent Advisory Group and the School of Education.
- We encourage children to connect with the wider community through excursions around the university and into the wider community promoting being, belonging, becoming, as they make connections that scaffold for lifelong learning.

Quality Area Seven – Governance and Leadership

- Our educational leader supports and provides guidance, feedback and suggestions as needed.
- We have regular and effective communication between management, staff and families.

Yarm Gwanga Policies Procedures and Practices

All current and detailed information for families can be sourced from the Yarm Gwanga website. The information below provides families with a general overview of information regarding orientation, enrolment and attendance at Yarm Gwanga.

STAFFING

The team at Yarm Gwanga consists of experienced and qualified staff to educate, and care for, your child. Please see notice boards for staff names, qualifications and roles (Nominated Supervisor, Responsible Person & Educational Leader)

Ratios

The Centre provides staff: child ratios as outlined in the Education and Care Services National Regulations 2013. The Centre's ratios are as follows:

1 staff: 4 Infants under two years

1 staff: 5 Children aged 2 - 3

1 staff: 10 Children aged 3 - 5.

Relief Staff

When permanent staff are absent due to professional development or leave entitlements, relief staff are employed. Relief staff will have the appropriate qualifications, experience and interest in working with young children and within the philosophy of Yarm Gwanga.

Students and Volunteers

Throughout the year TAFE, University and High School students attend the Centre for approved practical experiences. These students or volunteers are always supervised by permanent staff and given a copy of the staff handbook as a guide. TAFE and University students usually take written observations and photographs of the children. Parent permission is sought before these activities are undertaken. Parents are notified when students or volunteers will be present in the Centre.

Staff Interaction with Children

Staff are committed to building a positive relationship with parents and children at Yarm Gwanga. In an effort to nurture in children a positive self-image, staff will role model positive language and behaviour, help children develop skills in solving problems and gain a sense of their own power and capability. Children will be treated fairly and equally by all staff at all times, and children's ability, gender, religion, culture, economic status and family structure will be respected.

CENTRE HOURS

Hours of Operation

The Centre operates from 8.00 am to 5.45 pm, Monday to Friday. The Centre is closed on NSW public holidays and for two (2) weeks over the Christmas/New Year holiday break.

During Intensive School periods only the Centre may be open Saturdays and Sundays between 8.00 am to 5.45 pm to cater to the care needs of Students and Staff participating in UNE Intensive Schools.

Session Times

Full Day Care: 8.00 am - 5.45 pm

Morning session: 8.00 am - 1.30 pm

Afternoon session: 1.30 pm - 5.45 pm

For the well-being of the children in care a regular pattern of attendance is preferable.

APPLICATION FOR CHILD CARE

Waiting List

Parents who are interested in placing a child's name on the waiting list should contact the Director on 02-67733173 and complete an online waiting list application on the Yarm Gwanga website.

As there is a heavy demand for places in the Centre, especially in the under two year old age group, parents are asked to notify the Centre of any changes to the information submitted, including whether a child still requires care.

Enrolment of Children

As this is a very important time in a family's life, parents are asked to make time to come in and chat with the Director and Staff before enrolling a child in the program. At this time the policies, procedures and practices of the centre can be discussed, the family orientation checklist completed and your questions answered. It is also a good opportunity to observe the program offered at the Centre by spending time in the room that your child will be in.

The smartcentral enrolment must be completed in full before a child can begin attendance at the centre. It is the responsibility of the parent to update information on Smartcentral as changes occur.

Immunisation Records for your child / children will be required at this time; the Centre must be emailed a copy of your child's Immunisation History Statement or this can be directly uploaded by a family onto Smartcentral. Families are responsible in ensuring that Yarm Gwanga receive a copy of the Immunisation History statement each time a child receives an immunisation.

Depending on the availability of care, children may be enrolled at any time throughout the year.

Delivery and Collection of Children

Parents must ensure that children are digitally signed in on arrival and signed out on their collection from the centre using their unique PIN number. All children must arrive at the Centre, and be collected from the Centre, accompanied by a responsible adult. Contact must be made with a member of staff by this adult.

Persons Authorised to Deliver and Collect Children

At the time of enrolment, you will be asked to specify the adults who are able to pick up or deliver your children to the Centre through your completion of the online enrolment form on Smartcentral. The list of people with access may be changed by written notification to the Director. Children will not be permitted to leave the Centre with anyone not nominated by the parent as having access. If authorised persons are not known by staff then Photo ID will need to be sighted.

When custody disputes occur, it is particularly important to keep this list updated. If the Courts have issued custody orders, to one or both parents, the Centre must also have a copy of these orders. We ask you to adhere to these arrangements for your child's protection.

FEES

All information related to The Yarm Gwanga Child Care Fees Rule, Yarm Gwanga Fees Overdue Procedures and the Yarm Schedule of Fees can be found on the Yarm Gwanga website.

Absences

The Centre must be notified by 10am if your child is unable to attend the Centre for any reason. This allows for catering purposes and for those children wanting to attend that day on a casual basis. No reduction in fees will be allowed where your child is absent for any reason, including sickness.

UNE Intensive School Care

Bookings for enrolment of children into the Centre for UNE Intensive Schools must be made at least one month in advance of the Intensive School period.

Once your child/children have set booked days you are liable for full fee payment for the period of the booking, even if you withdraw from, or fail to attend, your Intensive School.

Weekend care is available only during the UNE Intensive School periods subject to minimum enrolments.

Yarm Gwanga Vacation Care

Yarm Gwanga Vacation Care operates between 8.30am to 5.30pm Monday to Friday during NSW School Holiday period and is held on campus at Sport UNE. The qualified and motivated staff provide a stimulating and developmentally appropriate program which caters for children from Kindergarten to Year 6. The program which includes a weekly excursions, is available prior to each Vacation Care period.

Child Care Subsidy

We are an Australian Government approved child care centre, which means families who are eligible for the Child Care Subsidy (CCS), Additional Child Care Subsidy (ACCS), or other payments will be able to link to our centre through their [myGov](#) account. The CCS, ACCS and other Child Care Package payments reduce the true cost of child care fees for eligible families, and is paid directly to our centre, based on the information provided to Centrelink.

There are key factors which decide how much your CCS entitlement will be:

1. Your combined family income
2. The amount of Approved Activity hours completed each fortnight by the lower-income earning parent
3. The type of child care session enrolled in e.g. long day care or out of school hours care

Your CSS entitlement will be a percentage subsidy applied to your child care fees, and a set amount of hours that percentage subsidy will apply for. To estimate your Child Care Subsidy or other entitlements you may be eligible for, please visit [centrelink](#).

Daily Program

Quality care by trained staff ensures that through activities and experiences, your children enhance their social, emotional, physical and intellectual development.

An educational program is provided for all children catering to the needs of individual children in care.

The progress of all children is monitored, thus providing staff with guidelines for individual needs. The program is available for viewing in our EarlyWorks app or at the front desk.

Developmental Planning for Children's Individual Needs

Parents are advised at the time of enrolment that staff will work with their child on an individual basis. This means that planning is undertaken with individual children's developmental needs as priority.

Staff complete individual observation records for the children in their care. All programs and observations will reflect the Early Years Learning Framework; the practices, principles and outcomes that make up the framework. Family input and observations of their children are also an integral part of this process and thus communication between staff and parents is extremely important. The centre utilises Earlyworks, a digital

software programming system. This system provides a platform for two way communication, daily verbal feedback, and comments, parent involvement and contributions to the program.

Parent Involvement

Parents are encouraged to discuss children's needs, interests and skills with staff on a daily basis through Earlyworks. Appointments can be made with the Educators in your child's room to discuss any suggestions, ideas or concerns you have about your child's program. Interviews can be arranged with staff and parents to discuss children's development, at a time, which is suitable to both.

Parents are encouraged to participate in the activities of the Centre, attend open days and join in celebrations, excursions etc. If anyone has time to volunteer an hour or so to assist us with activities for the children such as multicultural activities, reading, playing an instrument or repairing toys and equipment, you are most welcome to come and discuss your skills and availability with the staff.

Special religious, medical or cultural requirements (e.g. diet, celebrations or medical) must be notified by parents at the time of enrolment of the child into the Centre so that these requirements can be considered in the program.

Parents are invited to participate in the formulation of policies, procedures, and curriculum guidelines for the Centre by passing on ideas to staff verbally and in writing. Questionnaires will be circulated throughout the year giving parents the opportunity to comment on the program offered at the Centre. Families are encouraged to be involved in social activities, working bees, excursions, involved in the program and also the Yarm Gwanga Advisory Group. Please do not hesitate to speak to any of the Educators or Nominated Supervisor about any of these activities or any ways you would like to be involved. We welcome and appreciate the involvement of our families in the program at Yarm Gwanga.

Clothing

Children should be sent in casual "play" clothes as our activities often involve messy play (paint, clay etc) Children should be clothed in an appropriate manner which will allow them to explore and play freely and not restrict them using equipment while at play. Clothing should also allow easy access for toileting i.e. elasticised trousers, track pants – rather than buttons, zips, belts etc. Children should be appropriately protected from the sun during outdoor play - please refer to sun safety policy for further directives on hats and clothing. Please let the educators know of any children's individual clothing needs or preferences.

A spare set of clothes should be sent each day. These clothes need to be size and season appropriate. If your child is toilet training, more than one set of spare clothes will be required.

Shoes with soles that grip are a good idea for children who will be climbing. A hat in the summer, and a warm coat and beanie in the winter are also essential. All clothing (and other belongings) must be clearly labelled. We recognise the differences between each child and family's preferences in relation to clothing. These needs will be met provided they are within the service's requirements. We respect the need for clothing requirements to be aligned with each child's social and cultural background and personal preferences.

Nappies

Sufficient disposable nappies must be provided for each session that the baby attends (6-8 nappies for smaller babies and 4-5 nappies for older babies and children).

Toilet Training

When your child displays readiness to use the toilet or potty at home please discuss the issue of toilet training the child at the centre with staff before commencing the procedure at Yarm. Children can experience

challenges establishing a regular routine especially in childcare and thus open communication between parents and staff is essential.

Children undertaking toilet training require:

- nappies and or pull up nappies are a helpful aid;
- training pants throughout the process.
- plenty of spare clothes for the accidents!

Please Note: Parents are asked to donate a large box of tissues and a bottle of sunscreen to the Centre at the beginning of each year or their enrolment.

Meals

We provide children who attend, for a full day, with at least 50% of their daily recommended dietary intake of nutritious and culturally appropriate food in a safe hygienic environment.

The Centre provides a nutritious two course lunch each day for all children attending the morning or full day sessions. These meals are based on "Good for kids Good for life Program", produced by Hunter new England Area Health Service.

Afternoon tea is also offered to all children each day. Parents are asked to bring a piece of ripe fruit each day which is utilised in the morning tea platter for children to share.

Drinking Water is always available to children throughout their day at Yarm Gwanga.

Where children have special dietary requirements, including allergies, discussions are held between parents, Educators, Nominated Supervisor and Cook as to how these needs can be accommodated. All special requirements need to be written on the enrolment form or an attachment and given to the Nominated Supervisor at the time of enrolment. Please feel welcome to speak to your Educators, the cook or nominated supervisor about your child's meals and drinks while at Yarm including if you have suggestions or ideas for our menus. We also appreciate and welcome donations of seasonal produce that can utilised in our meals.

If infants require formula or milk bottles, parents are asked to provide the formula already prepared, in non-glass bottles **clearly marked with the infant's full name** to be left in the infants' room fridge or in the fridge in the kitchen for Toddlers.

A seasonal menu is displayed in the foyer of the centre and on the Yarm Gwanga website.

Staff involved in the preparation or serving of food for the children are expected to follow hygienic practices; wash hands with soap and water, use serving utensils, wear gloves if handling food, cover or refrigerate food to prevent contamination the cook will undertake a Food Safety Supervisor Course.

Sleep / Rest Time

Our service believes in a short period of rest each day for every child to ensure their growth and development. We will aim to respect and cater for each child's specific needs. We will provide a quiet and restful environment for sleep and rest periods that is within hearing and observation range for educators to closely monitor children. We will recognise the differences between each child and family's preferences in relation to routines for rest. These needs will be met, provided they are within the service's requirements. We respect the need for rest requirements to be aligned with each child's social and cultural background and personal preferences. We will communicate daily with parents about their child's routines. Educators will work with children to help them learn about their need for rest and comfort. Children will be encouraged to communicate their needs where possible. Our sleep/rest policy is based on recommendations from Red Nose. If a family's beliefs and practices conflict with Red Nose, the service will only endorse an alternative

practice if the service is provided with written advice from and the contact details of a registered medical practitioner.

Families are asked to provide the following items for your child. All items are to be clearly marked with your child's name. 1 single cot sheet (seasonally appropriate) and 1 small blanket or sleeping bag/ suit. The sheet will be sent home each week for washing and must be returned the following week on your child's 1st day of attendance for the week.

If you would like your child to rest only for a specified amount of time please let the staff in your child's room know.

Birthdays

Birthdays are a special day for a child, and we like to help them celebrate their day.

You may like to send a cake along on your child's birthday, so that he/she can celebrate their birthday among friends and parents at the Centre during morning or afternoon tea.

Excursions

Excursions that enhance the children's experiences are included in the program.

Excursions off campus, and those involving transport, require written parental consent at the time. These excursions will be notified before the time concerned with excursion detail and an accompanying risk assessment.

Health and Safety

Immunisations

Proof of immunisation (Immunisation History statement) is required by the Centre upon enrolment along with updates as your child is immunised.

Sick Children / Communicable Diseases

The Centre cannot provide care for sick children.

If you suspect your child of having an illness or infectious condition you are required to keep your child at home. This will protect the other children and the staff from unnecessary exposure to illness.

Excluding sick children is an important way of preventing the introduction or re-introduction of infection into the Centre.

Parents will be contacted if a child is observed by staff to be unable to continue with their program of activities due to illness. If parents are unable to be contacted the 'emergency contact' person, designated by parents on the enrolment will be asked to collect the child.

If your child is sent home from the Centre unwell he / she should not return to the Centre until they have fully recovered, or are no longer infectious to the other children and staff.

It is always advisable when using a child care centre to have a "support" person to care for your child when they are too ill to attend 'group care'.

The exclusion periods for communicable diseases and Yarm Gwanga's health and hygiene policies are based upon the policy document 'Staying Healthy in Childcare Preventing infectious diseases in early childhood education and care services' published by the National Health and Medical Research Council, Australian government publication. A copy of the minimum exclusion periods relating to infectious diseases is displayed in the foyer of the centre and on the centre website.

Medication

The first dose of any medication (including antibiotics) will not be given by the centre staff to any child. It is advisable that your child remain away from the centre 24 hours following commencement of medication.

Antibiotics

When your child is sick and prescribed antibiotics it is advisable for them to be kept in a quiet environment like home, for a day or two until they are feeling able to cope with the busy child care centre. Please phone the Director to discuss your child's individual care if you are unsure whether they should return to the Centre.

Administering Medication

It is a legal requirement under the Education and Care Services National regulations (2011) that parents record instructions for staff in relation to administering medication to a child in care. This can be done by adding a new (medication) form on your EarlyWorks app. Each time a child requires medication parents **MUST** record the following information:

- a) the **name** of the medication
- b) the **date, time and dosage** to be administered
- c) the parent's signature giving permission to staff to administer the medication.

Each time staff give medication the following information must be recorded:

- a) the signature of the staff person administering medication
- b) the signature of the staff person who checked the dosage.

Always verbally notify staff that your child requires medication and remember ***NEVER LEAVE MEDICATION IN YOUR CHILD'S BAG.***

Medication will only be given to a child if the prescribed medication or over the counter medication is in its original package with the **child's name, current date and dose/times to be given and be approved by a medical practitioner.**

Incidents & Accidents

If your child has an accident while at the centre our procedure is to apply First Aid treatment (all staff have the required First Aid Certificates); phone the Ambulance if serious, and then phone parents. If parents cannot get to the centre to go with the child to Hospital a member of staff will accompany the child and wait with the child for parents to arrive. An accident report is written by staff on all accidents or incidents that occur at the centre. This report will specify what happened, the first aid treatment given, and will be signed by the witnessing staff members and parent.

Hygiene policy and procedures

Our service aims to promote and protect the health, safety and wellbeing of all of children, educators and families using procedures and policies to maintain high standards of hygiene and provide safe food to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate WHS standards. A holistic and consistent approach to health, hygiene and safe food across the service will help to effectively meet this aim. Importantly, we will work with each child to promote health and safety, encourage effective hygiene, food safety and dental care, and maintain a healthy environment that is safe for each child. Regular discussions between educators and children will be integrated throughout the program at appropriate intervals.

Information on health, hygiene, safe food and dental care principles and practices will be displayed in the appropriate areas and drawn to the attention of all educators, students, children and families on a regular

basis. This will include nappy-changing and toileting procedures displayed in toilet and nappy-changing areas, food handling posters in the kitchen and correct hand washing procedure posters in bathrooms and nappy change areas.

Sun Protection

Preventing sunburn and overexposure to UV radiation assists in reducing the probability of skin cancer and further skin damage. Sun protection policies and procedures are a lifelong commitment to infants, young children and adults to reduce the incidents of skin cancer and eye damage. Yarm Gwanga has a duty of care to ensure that all staff, children, families and visitors are provided with a high level of sun protection during the hours of the services operation. It is understood by staff, children and families that there is a shared responsibility to ensure that the sun protection policy and procedures are accepted as a high priority.

Protective behaviours & Practices:

- **Hats-** All children must wear an approved sun protective hat when outdoors, which adequately covers the face, back of neck, ears and crown of the head whenever they are outside or on an excursion. Children who do not have a hat will be directed to play in shaded areas, on the veranda or indoors. Spare hats may be available for children who do not have a hat. Staff will ensure hats are laundered after each use to minimise cross-infection. Suitable hats include: a broad brimmed hat with a brim size of at least 6cm, a legionnaire hat, a bucket-style with a brim size of at least 5 cm and a deep crown. (Baseball caps do not provide protection for the neck, ears and cheeks and are not accepted sun safe protective hats)
- **Clothing-** When outdoors all children will wear clothing that protects as much of the skin as possible, especially the shoulders, back and stomach. Shirts or dresses with collars and sleeves, trousers, or longer-style skirts and shorts. It is expected that shirts will have a collar to protect the nape of the neck. Sleeveless shirts, dresses, singlets and midriff tops are not considered as appropriate clothing to protect children from the sun. Children may need to change their clothing or be asked to play under cover.
- **Sunscreen-** SPF 30+ broad spectrum, water resistant sunscreen is applied to exposed skin of children and staff (reapplied every two hours) 20 minutes before going outdoors. Some children may present with an allergic reaction to sunscreen. In this instance, families will be asked to provide a hypoallergenic sunscreen. Sunscreen is to be used only as a supplement to clothing and hats, it is not to be used by itself. Staff will ensure that sunscreen is not out of date.
- **Eye Protection-**Yarm Gwanga supports the use of a sun protective hat to protect eyes from UV radiation.
- **Maintaining hydration levels-** Infants and children's body/water ratio mass is significantly different than from adults, therefore the risk of dehydration from outdoor play and hot weather is high and can be dangerous. Water will be offered to children throughout the day regardless of indoor/outdoor settings. Children in the preschool room are encouraged to bring in water bottles from home and encouraged to access them throughout the day. Cooled filtered water may be offered to infants and young children after bottle feeds if children show signs of continued thirst.
- **Excursions-** Sun protection will be considered when excursions are being planned.
- **Role Modelling by staff, students, volunteers & families-** Staff, families and visitors will act as positive role models and demonstrate SunSmart behaviour when attending the service, by: Wearing sunglasses that meet the Australian Standard 1067, Applying SPF 30 + broad spectrum water resistant sunscreen 20 minutes before morning and afternoon play, Using shade whenever possible, Wearing SunSmart clothing that protects as much of the skin as possible, especially the shoulders, back and stomach. This includes: Loose-fitting shirts or dresses, with collars and sleeves, that cover the shoulders and chest: midriff and singlet tops are not appropriate, Longer style trousers, skirts and shorts, Closely woven fabrics **and** Wearing a SunSmart hat. This includes: Broad brimmed hat with a brim size of at least 7.5cm.

Emergency and Evacuation Procedures

In the event that Yarm Gwanga needs to be evacuated, we aim to conduct this in a rehearsed, timely, calm and safe manner to secure the safety of each person using the service. The safety and wellbeing of each child, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so.

- Emergency and evacuation procedures that are based on the service's floor plans will be prominently displayed in locations that are near each emergency exit
- Yarm Gwanga will maintain an up-to-date and compact register of emergency telephone numbers that must be taken in an emergency or evacuation that is to be located in the office
- Emergency telephone numbers will be displayed prominently throughout Yarm Gwanga including near telephones
- Fire extinguishers, fire blankets and other emergency equipment will be tested as recommended by the manufacturer by recognised authorities. All tests will be documented.
- All educators, including relief educators and staff members, will be aware of the service's policy and procedures relating to Emergency Management and Evacuation.

Rehearsal Evacuation Drill (Every Three Months)

- The service will add to each child's sense of security, predictability and safety by conducting rehearsal evacuation drills every three months. All persons present at the service during the evacuation drill must participate accordingly.
- The evacuation drill will be overseen by the Fire Safety Office at UNE for further advice. The safe area will be a designated area outside the service's boundary. This procedure will be necessary to allow emergency vehicles access without risk to educators or children.

MANAGEMENT

The approved Provider is the University of New England and the Director of UNE Life at UNE is the contact person. The daily management of the centre is the responsibility of the Nominated Supervisor. Issues such as enrolments, fees, staffing, program supervision, maintenance, publicity, equipment and liaison with Departments and UNE management come under the role of Nominated Supervisor.

Grievances

Problems are best resolved by open communication and at Yarm we have found that if parents have a problem or issue concerning the care of their child, these are best raised with the Educators in the child's room so that a negotiated solution can be found between the parties directly involved. You can also talk to the centre director.