

# MAROONDAH VACATION CARE

## PARENT HANDBOOK



MAY 2011

MAROONDAH CITY COUNCIL

# INFORMATION

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## **WELCOME TO VACATION CARE**

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Maroondah Vacation Care is Commonwealth Government funded Child Care Program operated by Maroondah City Council and forms part of the Early Childhood Services Unit. The service is available for parents who live, work or study in the Maroondah municipality.

Vacation Care aims to encourage positive and productive relationships between children, parents and staff.

We aim to provide a high quality, professional, flexible and fun child-care service, which complies with the National Standards for Outside School Hours Care and the principles of the Quality Assurance principles and offers children:

- secure and consistent care
- a program which is fun, interesting, stimulating and appropriate for primary school aged children
- a variety of recreational experiences and opportunities
- An environment which maintains a high standard of health, hygiene, safety and nutrition and where children are guided in appropriate routines.

The programs operate between 8:00 am & 6:00 pm Monday to Friday during school holidays and provides care for children aged 5 to 12 years of age who are currently attending Primary School. The programs do not operate on public holidays.

### **Service Policies & Procedures**

Should parents wish to access the Vacation Care Program's policies & procedures manual, it may be viewed at the Council Offices. Please contact the Vacation Care Coordinator on 9294 5723.

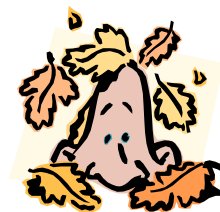
## PHILOSOPHY & GOALS

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Maroondah Vacation Care aims to adopt an attitude of total inclusion whereby all staff, children, parents and guardians are part of and experience, the encompassing feeling of acceptance and belonging within the program's community.

The aim of the programs is to create an environment for all participants that:

- fosters a feeling of happiness, confidence and enthusiasm;
- is welcoming through warm positive interaction between staff, children, parents and visitors;
- fosters a genuine sense of caring, security and well being;
- ensures the individual's physical necessities of health, safety, nutrition and quality care are protected through adherence to mandatory regulations and commonsense;
- stimulates confident participation and fosters individual characteristics, creativity and abilities;
- nurtures and strengthens acceptance of self and others, respect for each as an individual, adopts an anti-bias approach, and supports development towards confident independence;
- Identifies needs of parents and children and supports and strengthens the family unit through responsive communication and programs.



## **MAROONDAH VACATION CARE STAFF**

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### **Program Manager Early Childhood Services**

Megan Fitzgerald                      9294 5741

### **Vacation Care Coordinator**

Natalie Godley                         9294 5723

### **Vacation Care Staff**

The following staff form a pool of workers that work at Council's Vacation Care Programs throughout the year:

Roxanne White	Charlene Johnson
Emma Hogden	Alysha Dixon
Charlotte DeKretser	Annette Dummett
Craig Gooding	Kylie Markuzov
Jo Englisch	Kerrie Miller
Monique Tebby	Lisa Dossor
Karen Donnelly	Rosemary Bedwell
Tamara Dixon	Gavin Hicks
Leighton Dixon	Maree Pfisterer
Rachel Holland	Trudi Walton

## VACATION CARE PROGRAM VENUES

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Croydon Leisure Centre                      Croydon Civic Sq                      (Melways 50 J5)  
0418 316 930                      (during school holidays only)

Belmont Park                      Olympus Drive, South Croydon                      (Melways 50 K8)  
0418 318 125                      (during school holidays only)

### **Non Smoking Policy**

Council endorses a non-smoking environment for all employees. Therefore smoking is not permitted in Council premises, facilities or vehicles.

## PRIORITY OF ACCESS

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The Maroondah Vacation Care Programs operate on priority of access guidelines as determined by the Commonwealth Government. The guidelines state Priority of Access must be given to:

Children at Risk

Working parents

Parents/guardians seeking work

Parents /guardians studying for work purposes

Children with a continuing disability, incapacity or additional need

Parents/guardians using the service for recreation.

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

## **EXPECTATIONS OF PARENTS**

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Council will make every effort to provide a flexible service which meets the child care needs of parents, however, co-operation in the following matters has been found to have a very positive influence in developing a harmonious care environment. We ask parents to consider their responsibilities, which are outlined below:

### **Daily Procedures for Children Arriving & Departing from Care**

Children **MUST**, at all times, arrive at or depart from care accompanied by a parent or by an adult over 18 years of age nominated by the parent. The Centre must be informed, in writing, by the parent if any person other than the parent will be collecting the child in care. Authorised adult persons collecting children should be capable of acting in a responsible manner.

### **Arrival Procedures**

Upon arrival each day, the Attendance Sheet must be completed by you and show:

1. the actual arrival time
2. your signature
3. What time the child will be picked up
4. Who will be picking up
5. An emergency phone number contact for the day

### **Departure Procedures**

When collecting your child each day, the Attendance Sheet must again be completed by you and show:

1. the actual departure time
2. your signature

### **Child Absent from the Program**

If your child will not be attending on a particular day, please ring the program as early as possible so that it can be recorded in the Roll Book and all staff can be made aware that your child is not in care that day.

### **Arrival on Excursion Days**

On excursion days children must be at the centre at least 30 minutes before the stated departure time - this will help the group to avoid being late for booked activities. The bus will not wait for those who are late. If your child will not be attending on an excursion day please contact the Supervisor before 8:15am to prevent delays.

### **Late Pick Up**

If parents/guardians are running late and will not be able to pick up their children by 6 pm they must ring the centres and give staff an estimate of the time they will be collecting their child/ren. A late fee will apply - refer page 10.

### **Healthy Snacks, Lunches & Drinks**

Parents/Guardians are required to provide nutritious lunches and snacks for the children. We recommend sandwiches, fruit, cheese sticks, carrots, celery, fruit muffins/bars, yoghurt, fruit juice or water. Please no cans or bottles of soft drink.

### **Medication**

If a child is to receive medication during the day, parents must complete the Medication Instruction Sheet each day. Parents/Guardians also need to make sure that the medication has been signed in by a staff member and person dropping off and picking up. Parents/Guardians must ensure that medication is in the original container with the original label and the child's name and specific dosage clearly visible on the container. This also applies to over the counter medication. Refer page 29.



## Enrolments

- Bookings are essential and will be accepted if places are available. Bookings can only be made by completing the Enrolment Form before each program and returning to Council. A booking will only be confirmed upon receipt of full payment for care. Phone bookings are unable to be accepted. Families are asked to indicate on the enrolment form if their child has a disability or an additional need and contact the Vacation Care **at least 4 weeks before the program is due to commence**, to ensure appropriate training of staff. In some cases we may need to apply for additional funding to support your child in the program.
- Families who have used the service before or who currently receive ISS support in alternative services such as Before/After School care or Family Day Care must contact the service on 9294 5723 before making booking to discuss placement at Council's Vacation Care

## Cancellation of Care

Where Council is not notified of a cancellation seven days prior to the booking, the full fee will be charged. Refer to Allowable Absences on page 15.

## Custody & Court Orders

If an order from the family court exists in relation to resident or contact (custody/access) arrangements for a particular child, the parent/guardian must, upon enrolment, supply a copy of this document to the Vacation Care Coordinator prior to the child commencing care.

## **Change of Personal Details**

It is essential that you notify the Children's Services Unit of any change of address, telephone numbers or emergency contact numbers immediately so that we can amend our records.

## **FEEES**

Fees are charged on a daily basis and are payable prior to the school holidays. Fees can be posted to Maroondah City Council, PO Box 156, Ringwood or paid at any of Council's Customer Service outlets listed below:

Braeside Avenue, Ringwood

Level 2 Shop G104 Eastland Shopping Centre, Ringwood

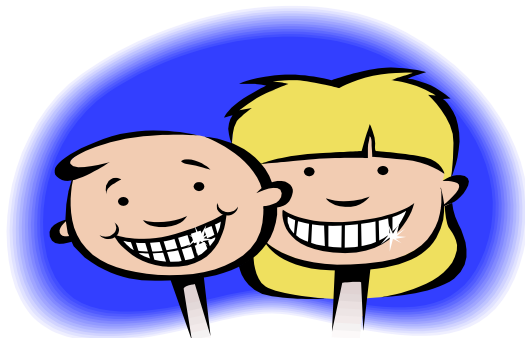
Civic Square, Croydon

## **Fee Structure**

Full day at Centre	\$42.00
Full day excursion	\$52.00

## **Late Fee**

The programs close at 6:00 pm daily and children must be collected by this time. Parents/Guardians must notify staff at the programs if they will be late in collecting their child. A late fee of \$10.00 for every 10 minutes (or part thereof) will apply per family. This penalty does not attract the Child Care Benefit.



## **Payment of Fees**

Families eligible for the Child Care Benefit will pay their portion of the fee, after the Child Care Benefit has been deducted by Council. If not eligible for Child Care Benefit, the full fee will be payable by parents.

Statements are forwarded to parents after their Enrolment Form has been received and full payment is required before the school holidays to confirm your child's place.

## **Outstanding Fees**

Where fees are not paid by the due date, parents will be contacted and care may be cancelled.

## **Account Statements**

After enrolments are received parents will receive a *Statement of Account*. This statement shows any outstanding balances plus the projected fees for the upcoming holiday program. Please tear off the bottom section of the first page of the account and return to Council with your payment.

After the programs have concluded parents will receive a further Statement of Account. This statement will show the current balance of your account. Balances may be shown as a debit or credit if your CCB percentage or your bookings were altered, or if payment was not received for the booked care.

## CHILD CARE BENEFIT

The Child Care Benefit (CCB) is a payment to families to assist with the costs of child care. An application form and information brochure is provided to all parents when applying for Vacation Care. **It is the parent's responsibility to lodge their Child Care Benefit form with the Family Assistance Office (FAO).**

When applying for the Child Care Benefit it is essential that you quote the Provider Numbers for both the Belmont Park and Arrabri programs to ensure that your eligibility for Child Care Benefit applies to both programs.

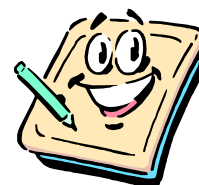
Croydon Leisure Centre	555 011 018K
Belmont Park	555 011 028B

Entitlement to Child Care Benefit is based on the family's estimate of taxable income for the year in which care is provided, with end of financial year reconciliation for any underestimate or overestimate of income.

The Child Care Benefit is determined by FAO and depends on a family's gross income and the number of dependent children. Parents are responsible for notifying the FAO of changes to income or circumstances.

If eligible, parents and Maroondah Council will be notified of the subsidy level.

The multiple child rates apply when siblings listed on the Assessment Notice are in care (or receiving CCB for an allowable absence) for the same week in any approved Long Day Care or Family Day Care service.



**It is the parent's responsibility to inform Council of:**

- other children in care with other approved child care services
- the number of eligible CCB hours used in each service, where care is shared across services
- allowable absences used in other child care services any changes to the above arrangements
- The parent who is claiming CCB customer reference number (CRN a number containing 9 digits and a letter)
- The parents who is claiming CCB date of birth
- The child's customer reference number CRN (different from parents CRN)
- The child's date of birth
- Any other siblings that attend a CCB centre
- With the following information being correct the child care benefit will be applied to the account.

**Situations Where the Child Care Benefit is Not Applicable**

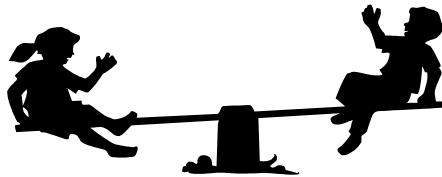
The Child Care Benefit will not be payable under the following circumstances:

- Any penalty fees paid including late collection fees
- Gap Fee
- Where Commonwealth Government limitations on hours of care have been exceeded - Non work related care in excess of 24 hours per child per week
- Where allowable absence limits have been exceeded
- Where children have not been immunised

## **Allowable Absences**

Allowable absences occur when a child is not present during normal booked hours of care. Full fees are payable for all absences from care. The Child Care Benefit is paid at the family's assessed entitlement for each day taken as allowable absences.

All families are eligible for 42 days of allowable absences for each child per financial year. Once the child has reached 42 days of allowable absences, Child Care Benefit is not paid for any further absences, unless the child is absent due to illness with a medical certificate.



## SHARING THE CARE

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### Settling In

It is suggested that the first time your child attends our programs that you arrive early so that you can meet the staff and become familiar with the centre.

It is important to discuss with staff such matters as:

- Religious observances
- Cultural beliefs
- Expectations - both the staff's and the parent's
- Requirements for child, special foods, food allergies, sunscreens, etc.
- Behaviour management
- Medication required
- Possible problems, eg separation, anxiety, etc.
- Confidentiality between all parties.

Mutual understanding and discussion of these issues will lead to more consistent care for your child/ren.



### Parent/Guardian Involvement

Families are encouraged to participate in relevant aspects of the program:

- Getting ready for special events and theme days
- Providing feedback on programs via New Family Questionnaire and Annual Service Users Review
- Being encouraged to contribute knowledge of their own culture to enhance the overall program
- Sharing skills/hobbies to enhance the overall program
- Participating from time to time in Children's Services Focus Group

## **Communication Systems**

We aim to maintain positive and open communication between all parties involved in the centre. Communication with parents will be maintained in a variety of ways such as:

- Greeting and farewell
- Personal conversations
- Notice boards
- Parent handbooks
- Newsletters

Staff are encouraged to maintain regular, open communication with parents.

Staff should inform parents personally about anything relating to their children as an ongoing process. This could be praise about the child's day or activities, any problems the child might have had in the day, issues of behavior that may have been a concern.

Staff are encouraged to regularly talk to parents about the child's interests or activities and respond to suggestions from the parents.

Staff are encouraged to regularly talk to parents about the child's cultural needs and celebrations and respond to these.

Parents/Guardians are welcome to contact the centre to see how a child is settling in, and ask staff about their child's participation and well-being.

Parents/Guardians and staff are requested to maintain confidentiality at all times.

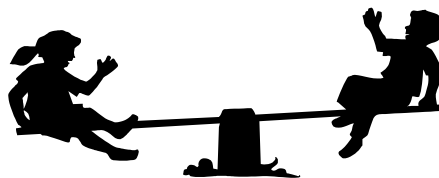
## **Expectation of Children**

The emphasis in the holiday programs is on the children having fun and enjoying a wide range of recreational activities. Children are encouraged to respect the rights of other children and behave in a way that does not interfere with the enjoyment of others. Children will be encouraged to be involved in the development of their program's behaviour guidelines.

## **Accidents, Injuries and Illness**

Strict guidelines have been developed to deal with all accidents, injuries and illnesses occurring at the programs.

- In the event of an accident, injury or illness, your child will be comforted and given appropriate first aid and parents notified.
- Immediate medical attention will be sought if staff consider it necessary including calling an ambulance. Parents will be responsible for all costs associated with any of the above services.
- In the case of a serious accident or illness and we cannot reach a parent, the nominated emergency person will be contacted. Please ensure that these telephone numbers are up to date. It is imperative that persons listed as emergency contacts are easily contactable and live within close proximity (no more than 30 minutes) of the Centre.
- All accidents, injuries and illnesses are recorded on an Incident Report Form. Parents/Guardians must sign this form after being informed of the accident by staff.



## **Behaviour Management**

Behaviour guidance is the teaching/learning process by which children develop socially acceptable and appropriate behaviour as they continue to grow to maturity.

We aim to provide an environment where all children, staff and families feel safe, cared for and relaxed, which encourages co-operation and positive interactions between all persons.

- Children attending the Vacation Care programs are expected to follow the program's limits and expectations. These limits and expectations have been established based on safety, respect for others, order, cleanliness and the development of a caring environment.
- The standard of behaviour and limits set will be appropriate to the children's development, capabilities and needs.
- Children will have the opportunity to be involved in developing rules.
- All rules will be clearly expressed in a positive way and positively reinforced.
- Staff, parents and children will be made aware of the rules.

### **Guidance Methods Used:**

- Redirection to another activity.
- Offering verbal encouragement that acknowledges strengths, values, and contributions, respects independence and acknowledges improvement in behaviour.
- Planning ahead to prevent any problems.
- Adults and children to work together to set limits and reinforcing these limits in a clear and consistent manner.
- The use of positive language.
- Staff to supply appropriate modelling to help encourage children to verbalise their feelings and ideas and discuss alternative solutions.
- An evaluation of the day's activity program will be undertaken.
- Staff role model the types of behaviour that we expect from children i.e. using appropriate language.
- We ask that families also respect these guidelines while at the program.

### **For all children, HP Leaders should:**

- Have appropriate developmental age and stage expectations for each child.
- Be sensitive to all children and acknowledge that many factors (i.e., health, family, experience, temperament) influence behaviour.
- Ensure children do not feel frightened, ashamed, embarrassed or insecure.
- Positively reinforce all children's positive behaviours.

### **Recognition and Acknowledgement may include:**

- Verbal recognition
- Certificates
- Position of responsibility or leadership
- Positive notes to parents
- Privileges e.g.: choice of DVD to watch, 20 mins on play station etc.

### **Behaviour Management Plans**

When a child's behaviour may impact on the health and safety to themselves, other children, carers or other adults, the following procedure should be followed:

The Vacation Care Co-ordinator, supervisor, parent and child will develop a behaviour management plan.

Additional assistance, within the resources of the program, may be required should the child's behaviour need to be closely supervised.

In severe cases that involve compromising the safety and well being of the child, other children within the program or staff, the parent may be requested to pick up their child from the program.

### **Emergency Evacuation Procedures**

An emergency evacuation plan has been developed at each program and all staff are familiar with these procedures.

Throughout the holidays, staff will explain and practice the emergency procedures to ensure that all children are aware of the procedures.

### **Emergency Procedures on Excursions**

The following steps are a guide to procedures to be followed in the event of an emergency situation arising during an excursion:

- all staff alerted
- emergency services notified as required
- First Aid administered
- Supervisor to allocate tasks to available staff
- Vacation Care Coordinator to be notified at the earliest convenient opportunity
- Staff will co-operate with and take direction from emergency services personnel
- Vacation Care Coordinator to notify all other appropriate Council staff

### **First Aid**

First aid kits are available at each program and are also taken on excursions.

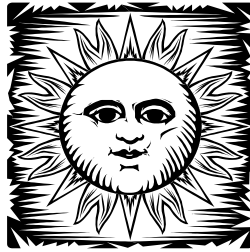
All of the staff members are qualified in Level 2 First Aid will be in attendance at all times. All staff are required to keep their First Aid Certificates up to date.

### **Activities and Excursions**

All activities organised within the programs will be gender inclusive, developmentally appropriate and sensitive to cultural context.

Cancellation of activities and excursions due to adverse weather conditions or other unforeseen circumstances (ie Total Fire Ban) will be at the discretion of the Vacation Care Coordinators, Program Manager and Holiday Program Supervisors.

If an excursion is cancelled and an alternative excursion planned, parents/guardians will be advised and written permission obtained for the child/ren to attend the alternate excursion. Parents/guardians will be asked to sign a Change of Excursion Venue form when they sign their child/ren into the program upon arrival that day.



## **Sun Protection**

From September to April, during Council's vacation care programs staff will be encouraged to act as role models for the children and will ensure that children wear hats together with SPF 30+ broad spectrum sunscreen when outdoors. Council has a NO HAT, NO OUTDOOR PLAY POLICY.

The programs provide sunscreen. If your child is sensitive to skin products, you will need to provide your own sunscreen.

Where possible outdoor activities will be programmed before 11 am & after 3 pm And full use of available shade will be made throughout the day at the centres and whilst on excursions.

If participants become distressed on days of extreme heat they will be moved into the shade and provided with drinking water. Parents will be notified and the children will only resume activities when fit to do so.

On days when the temperature is forecasted to reach 30 degrees or above planned outdoor excursions or activities may be cancelled and the children will be offered alternate experiences that will not be affected by the heat.

## **What Foods are Safe to Prepare for Lunch?**

Provided food is properly prepared and stored at the correct temperature until lunchtime, most foods are safe to eat.

Foods which are usually stored in a refrigerator are not suitable for lunches unless they can be refrigerated until eaten. Exceptions are foods like salad vegetables, fruits and spreads, such as vegemite, which are not highly perishable.

If you are sending your child to the programs with food that needs to be kept cold, please ask staff to place your child's lunchbox in the refrigerator or place a frozen ice brick in the lunchbox or use an insulated lunch box or small esky.

If you cannot keep the food cold, avoid including the following foods in the lunchbox - all meats, dairy products such as yoghurt, soft cheeses and milk and any other highly perishable food that you would normally keep in the fridge.

**PLEASE NOTE THAT STAFF CANNOT HEAT CHILDREN'S SNACKS OR LUNCHES.**

## **Clothing**

We recommend that children wear comfortable clothing to the programs that is appropriate for the weather and the activities and excursions being offered that day. Children should wear comfortable sneakers or sandals, suitable for climbing and running. Please no thongs/flip flops. In particular children should bring a hat to wear when playing outdoors during the September and April months.

Please ensure your child's bag; clothing and belongings are clearly named.

## **Spending Money**

Parents/Guardians are encouraged to ensure that their child/ren do not take money to the programs. During excursions children will not have the opportunity to spend money.

## **Transport**

During excursions children will be transported by a commercial bus company.



## **Lost Property**

Vacation Care staff will not be responsible for lost personal items. After the holidays, lost property is taken to the Council Office in Croydon. Any unnamed and unclaimed lost property will be donated to charity after 3 weeks.

## **Newsletters**

The Children's Services newsletter is distributed each term to all parents who are involved in any of Council's Children's Services programs ie, Vacation Care, Family Day Care and Occasional Care.

## **Photographing Children**

Council is often approached by the local media for a "photo opportunity" to promote the programs or a special event such as the Maroondah Festival or Australia Day. Council officers also take photos of the children which are displayed at the holiday programs and are sometimes used for promotional purposes on display boards and in Council publications.

On the enrolment form, parents/guardians are asked to give permission for their child/ren to be photographed under these circumstances and staff will ensure that children without permission will not be included in photos.

## **Parent Involvement**

Maroondah Vacation Care encourages all families to participate in all aspects of the service to ensure that the service is flexible and accountable in meeting the needs of the families.

## **Privacy/Confidentiality**

Confidentiality will be maintained at all times. Personal or sensitive information gained from parents or through Maroondah Vacation Care will remain confidential.

Maroondah City Council adheres to privacy legislation in accordance with the Information Privacy Act 2000 and the Health Records Act 2001.

## **Child Protection**

It is the prime responsibility of the staff at this service to share their concerns so that appropriate action can be taken. Our focus is to support families who may be in distress, not to be judgemental or undermining. Processes prior to and during notification are detailed in the Local Government Child Protection protocol and should be adhered to as closely as possible. A copy of this protocol is available at each venue.

1. In the case of identified actual or suspected child abuse, staff must immediately report their concerns and/or observations to their Vacation Care Coordinator.
2. The staff member and Vacation Care Coordinator will then clarify and detail the protective concerns.
3. The Vacation Care Coordinator will advise Program Manager, Children's Services of the protective concerns.
4. The Program Manager, Children's Services will then notify Child Protection Victoria of their concerns.

## **Grievance Procedure**

A successful care relationship requires open, honest communication between parents, guardians and staff. We welcome your feedback at all times. Should you have a concern or complaint, please do not hesitate to raise this with any of the Program Leaders or Vacation Care Coordinator.

Should your complaint be of a serious nature, or if you are unhappy with the manner in which your complaint was handled, please contact the Program Manager Early Childhood Services on 9294 5742. All grievances brought to the attention of the Vacation Care Coordinator & Program Manager will be discussed as appropriate at the next Team Meeting.



## Staffing

### **Staff: Child Ratios**

A minimum of two staff will be in attendance at all times during hours of care and the following Staff: Child ratios shall be maintained at all times in accordance with the Children services regulation 2009 Guidelines:

- 15 children to one staff member for centre based activities
- 30 children to 1 Qualified staff member.
- 8 children to one staff member on excursions
- 5 children to one staff member for swimming excursions
- 1 child to one staff member (where a child has been assessed as requiring one to one support)

### **Staff Selection**

The Children's Services Unit is responsible for the employment of all vacation care staff.

### **Expectations of Staff**

Vacation Care staff are required to:

- Have a paid Working with Children Check before they are employed by Council
- Have Level 2 First Aid qualifications
- Have Anaphylaxis training qualification
- Have a qualification in children services that is approved by the Early childhood Australia Inc or that comply with the Children services regulations 2009
- Be friendly and approachable
- Greet parents and children when they arrive at the programs
- Maintain prudent supervision of all children at all times
- Participate in Quality Assurance process
- Be familiar with the Children services regulations 2009
- Provide age appropriate activities for the children
- Be a positive role model with whom the children can interact and/or identify
- To be familiar with the contents of the Vacation Care Staff Handbook

## **SUPPORT FOR STAFF & PARENTS**

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### **What are "Additional Needs"?**

1. Children who have a disability, developmental delay or challenging behaviour.
2. Children from non-English speaking backgrounds
3. Koori and Torres Strait Islander children.

The Inclusion Support program can support the inclusion of children with additional needs with parents' permission by:

- providing information to families and children's services workers
- assisting in the development of programs, strategies and suggestions for equipment for children with additional needs
- Providing referrals to other sources of assistance eg. Allied professionals/specialist services/support organisations offering in-service training opportunities to children's services workers on relevant topics.

### **COMMUNITY DIRECTORY / RESOURCE FOLDER**

Staff and families have access to a Community Resources Folder at each venue which has a wide range of pamphlets under the broad headings of health, emergency accommodation, counselling, development & disability, family support, material aid, diversity, parenting, child protection

## HEALTH POLICIES

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### Illness

Respect for each other during illness is essential.

Infections such as conjunctivitis, gastric upsets and heavy colds spread quickly and can be quite serious for children.

The health and safety of all children is of major concern to staff and parents using our programs. Children who are ill are best cared for in the comfort and security of their home and should not attend the Vacation Care programs as the centres do not have the facilities for the care of sick children.

More importantly, staff/child ratios prevent the staff from providing the degree of individual care and comfort that an ill child deserves and may jeopardise the safety and well-being of the other children.

When a child develops an illness during the day, it may be necessary for staff to telephone the parent or emergency contact to request that the child be collected.

Parents/Guardians should therefore ensure that they have alternative arrangements available for their child if he/she is sick and, where possible, emergency contacts should be within reasonable distance and available to help you meet such alternative arrangements.



In accordance with Department of Health regulations, children should not be sent to the Vacation Care Programs if they:

***Have a Fever***

A child with a fever of more than 38°C must be kept at home (or will be sent home). It is advised that the child stays home fever-free for at least 24 hours.

***Are taking prescribed antibiotics***

A child who has been prescribed antibiotics for an acute illness should be kept at home for at least 24 hours.

***Have Diarrhoea***

A child who has watery stools should not return to the Centre until they have been free of diarrhoea for at least 24 hours. If however your child has an allergy or condition, which causes diarrhoea, please alert staff to this when you enrol your child.

***Are Vomiting***

A child who is vomiting should be kept at home until the vomiting has stopped. Micro-organisms that cause vomiting and diarrhoea are highly contagious and will spread through the Centre very rapidly.

**Head Lice**

While children are in school and in care many families will have contact with head lice. While head lice are not considered an agent for infectious disease they are included on the school exclusion table. A child who has head lice should not return to care until treatment has commenced and no evidence of any louse or nits are present. A child who has head lice whilst attending the vacation care program will have his/her parent/s contacted to come and collect him/her by the Coordinator.

## **Medication**

To protect your child from incorrect administering of medicine, strict policies have been developed.

Children may only receive medication at the Vacation Care programs if:

1. The parent or guardian provides written permission by completing a Medication Instruction sheet located in the roll book at the programs;
2. Medications are in their original container;
3. The child's name and specific dosage are clearly visible on the container;
4. The parent/guardian hands the medication to a staff member and has to be signed in and out by that staff and parent/guardian on arrival to the program and picking up of child at the end of the day - medication must **not** be left in a child's bag.
5. Non-Prescription and Alternative Medicines can only be used on the basis that the child has seen a doctor and the doctor has directed by script or in writing that such medication is appropriate. This includes cough suppressants, decongestants and other similar medicines. Similarly alternative, homeopathic, naturopathic and traditional medications must not be administered to children in care on the instruction of parents without the direction of a Doctor. A Permission to Administer Medication Form needs to be signed on a daily basis.

When medication is administered, two members of staff will be present and sign the Medication Instruction Sheet. Medication will be stored in a secure place during the day.

## **Asthma**

The only exception to the medication procedure applies when a child requires regular or emergency medication for asthma and the parent has completed and signed an Asthma Action Plan. This provides staff with details of known trigger factors, regular medication and importantly, an Emergency Treatment Action Plan. Parents may need to consult the child's doctor when filling in this plan.

It is important that information is updated whenever the management plan is changed. **All parents are required to complete and sign relevant sections of the Asthma Record Form, irrespective of whether or not their child suffers from Asthma.**

## **Anaphylaxis**

We have Children enrolled at the Vacation Care who have *severe nut allergy*.

These children cannot be exposed to nuts in any form as this will trigger an anaphylactic reaction - this is a reaction requiring an immediate injection of adrenalin, ambulance and hospitalisation.

This has very serious consequences for the vacation care and in the children's best interests we have made the unanimous decision to

***ban all nuts and foods containing nuts.***

***No child is to bring any of the following foods to Vacation Care:***

- **Peanut butter sandwiches or dips & crackers**
- **Nutella sandwiches or dips**
- **Biscuits and cakes with nuts in them**
- **Mueseli bars with nuts**
- **Chocolate containing nuts**
- **Dried fruit & nut mixes**

Parents/Guardians that have a child that has been diagnosed as having anaphylaxis need to make sure that the child has the EpiPen ®with them and is signed in to the program if the EpiPen ®is out of date or the EpiPen ®has been forgotten the child will not be allowed to attend until a new one has been issued by the child's doctor or it has been found.

Parent/guardian also need to::

1. Inform staff about child's allergies either on enrolment or on diagnosis.
2. Provide a medical management plan prepared and signed by a Doctor providing child's name, allergies, symptoms, a photo of the child and clear instructions on treating an anaphylactic episode.
3. To provide an anaphylaxis action plan and written consent to use the EpiPen ® in line with this plan.
4. To provide staff with a complete EpiPen ®kit and regularly check expiry date.
5. Ensure a treat box is available for special occasions and is clearly marked as belonging to the child at risk of anaphylaxis.

Our paramount concern is for the safety and well being of all children in our care. To keep these Children safe and well at vacation care, we must all comply with this decision. Leaders will most certainly do everything they can to assist, reinforcing the policy through group discussions. Detailed information is *available* on the website: <http://www.allergyfacts.org.au/>

## **Health Related Problems**

It is essential that parents/guardians inform staff of any health related problems. A child's life could depend on staff having the correct information, eg. A history of convulsions or severe allergic reactions. Allergies or chronic conditions from which your child suffers should be discussed with staff so that they are aware of your child's needs and can take necessary precautions.

## **Infectious Diseases**

If your child is diagnosed as having an infectious disease, it is your responsibility to notify the Vacation Care staff immediately (See Appendix A). In some cases it may be necessary to recommend that medical advice be sought immediately.

This may be particularly important if there is a possibility of a staff member or parent being pregnant. The consequences of pregnant women contracting infectious diseases such as rubella, hepatitis, etc, can have severe repercussions on the unborn child.

Parents/Guardians will be notified of any cases of significant infectious diseases at the program via a sign on the front door of the centre. If you are seeking extra details of any disease, please speak to the Vacation Care Supervisors.

## **Immunisation**

Immunisation is a simple, safe and effective way to protect children against certain diseases. The risks of these diseases are far greater than the very small risks of immunisation. Immunisation protects children (and adults) against harmful infections before they come into contact with them in the community. For a copy of the Maroondah City Council's Immunisation Information Sheet please visit Council's website [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au), or contact Council's Public Health Unit on 9294 5627 Also have a look at appendix 2 with upto date immunisation information.

## Appendix 1

### Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

#### Statutory Rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

(a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or

(b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (\*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

#### Schedule 7 — Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	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	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Diphtheria	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	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	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	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
<b>Measles*</b>	Exclude for at least 4 days after onset of rash	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
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded

<b>Pertussis*</b> (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	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
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

### Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit the [www.health.vic.gov.au/ideas](http://www.health.vic.gov.au/ideas).

January 2010

## Appendix 2

### Immunisation Timeline from Maroondah City Council web page

Council provides regular free day and evening immunisation sessions for babies, pre-school children, and adults. We also offer immunisations for secondary school students at their school.

In Victoria, the routine schedule of vaccines provided free under the National Immunisation Program is as follows:

<b>Age</b>	<b>Diseases</b>	<b>Brand name</b>
Birth	Hepatitis B	HB Vax11 Paediatric
2 Months	Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B & Haemophilus influenzae type B	Infanrix hexa
	Pneumococcal	Prevenar
	Rotavirus	Rota Teq
4 Months	Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B & Haemophilus influenzae type B	Infanrix hexa
	Pneumococcal	Prevenar
	Rotavirus	Rota Teq
6 Months	Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B & Haemophilus influenzae type B	Infanrix hexa
	Pneumococcal	Prevenar
	Rotavirus	Rota Teq
12 months	Measles, Mumps, Rubella	Priorix
	Haemophilus influenzae type B	Hiberix
	Meningococcal C	NeisVacC
18 Months	Chickenpox	Varilrix
4 Years	Diphtheria, Tetanus, Pertussis, Polio	Infanrix IPV
	Measles, Mumps, Rubella	Priorix
Year 7	Hepatitis B	H-B-VaxII
	Chicken pox	Varilrix
	Human Papilloma Virus (girls only)	Gardasil

Year 10	Diphtheria, Tetanus, Pertussis	Boostrix
Non-Immune Women (planning pregnancy or shortly after delivery)	Measles, Mumps, Rubella	Priorix
50 Years	Diphtheria, Tetanus	ADT
From 50 years (Aboriginal and Torres Strait Islander people)	Infuenza	Influenza
	Pneumococcal	Pneumovax 23
5 years From 6	Infuenza	Influenza
	Pneumococcal	Pneumovax 23

**For further information :**

Contact Council's Immunisation Team on 9294 5627 or visit our Service Centre in Civic Square, Croydon