



FAMILY HANDBOOK

Jalygurr-Guwan

Early Years Education Centre



CONTENTS

GALIYA MABU!!	4
HISTORY	4
PHILOSOPHY	5
GOALS	5
ENROLMENT	6
OPERATION HOURS	6
ORIENTATION	7
ENVIRONMENTS AND ROUTINES	8
HELPING TO SETTLE IN	9
FEES	10
CHILD CARE SUBSIDY (CCS)	12
SIGNING IN & OUT OF THE CENTRE	13
WHAT TO BRING	14
EARLY YEARS LEARNING FRAMEWORK	15
NATIONAL QUALITY FRAMEWORK	16
DIVERSITY & INCLUSION	17
RELIGIOUS AND CULTURAL PRACTICES	18
CHILD CARE POLICY AND PROCEDURES	19
Accidents	19
Immunisation	19
Health and Hygiene	20
Asthma and Allergies	21
Medication	21
Nutrition	21
Emergency Evacuations Procedures	22
Cyclones	22
Excursions	23
Informal Outings	24
Sun Protection	24
Overdue Accounts	25
Financial Hardship	25
PRIORITY OF ACCESS	26
GALIYA!!	27

GALIYA MABU!!

Welcome to the Jalygurr-Guwan Early Years Education Centre. Please read this information carefully to assist you in settling your child into the center and to answer any questions you may have.

As a part of our commitment to our community, we offer Long Day Care, Out of School Hours Care, Vacation Care and Mobile Playgroup. Our aim at Jalygurr-Guwan is to provide high quality care and education for your children while you are enrolled in our Service.



HISTORY

Jalygurr-Guwan was originally established by a group of Aboriginal mothers who attended the Mirdi Marlu (Little Kangaroos) playgroup in Broome. This was around a time where more and more Aboriginal women were entering the workforce in Broome and the playgroup mothers talked about the need for an Aboriginal day care service for their children.

What started as an idea grew to become reality in October 1988 when Jalygurr-Guwan Aboriginal Corporation was incorporated under the Aboriginal Councils and Associations Act 1976. The name Jalygurr-Guwan is derived from a combination of two local languages - Yawuru and Bardi. "Jalygurr" is the Yawuru word for children and "Guwan" is the Bardi word for pearl. Jalygurr-Guwan means "Children of the Pearl".

In September 1989 Jalygurr-Guwan opened its doors to begin operating as a childcare service. Soon after the Mobile Playgroup began holding sessions around Broome and surrounding aboriginal communities. Many Broome children have begun their life's journey attending Jalygurr-Guwan from a young age. The service has provided employment and training for Aboriginal women for over 30 years with many gaining their qualifications in Children's Services. The Corporation has had many

directors/committee members during this time who have put in a great deal of time and effort to ensure Aboriginal families have had access to child care and other services.

PHILOSOPHY

Jalygurr-Guwan aims to provide quality and culturally appropriate Early Years Education to the local families who attend the service.

Children are respected as individuals and we endeavor to promote a sense of pride in their culture and to develop self-esteem in them.

We work to support and encourage parent involvement in our Centre, inviting parent participation and feedback at all levels.

Staff of Jalygurr-Guwan work as a team to reflect our philosophy and we are committed to ongoing training to continue to provide a safe, caring and supportive environment for children in our care.

“Our children and our families are at the heart of our service. Our commitment to you and your child is that we take the time to invest in our Centre and our people, so that they can best support your child, nurture them, empower them and help them to grow. We know that doing this goes a long way to ensuring that the children in our care can flourish.”

GOALS

- To deliver an educational curriculum that is child lead and focus on meeting the needs of each individual child.
- To ensure each child’s Health, Safety and Wellbeing is supported and promoted.
- To provide both indoor and outdoor environments that are inclusive and fit for purpose.
- To ensure our practice is reflective of all Educators ideas and values and that the service staff ratio to meets all legislative requirements.
- To maintain and further extend strong relationships between staff and children
- To be an active part and role model in within our community.
- To maintain effective leadership that promotes a positive organisational culture and professional learning community.

ENROLMENT

Each child must have a completed enrolment form and paid the deposit prior to commencing care. If a completed enrolment form is not received prior to commencement along with the required documentation, a child will not be permitted to commence care.

You must provide in addition to the information on the enrolment form, a birth certificate and immunisation record.

If there are custody issues with a child or court orders regarding the child or access to the child, this must be recorded on the form and relevant documentation provided. This is imperative for the safety and security of the child and the Centre.

Please provide as many details as you can in the child profile section as this greatly assists the staff to understand and provide the best care for your child. For example, if your child has a favorite toy or blanket they have when they go to sleep, write this down.

Please note that only those people who are shown on the form as being permitted to deliver or collect the child or be contacted in an emergency will have access to the child. Written permission must be provided for any additional persons to those on the enrolment form who will deliver or collect your child. Please understand that your child will not be released under any circumstances to a person not on the enrolment form. Please advise your nominated persons that they may be required to show photo identification if they are not known to the staff.

OPERATION HOURS

Long Day Care 7:00am - 5:00pm (Sharp)

Out of School Hours Care (OSHC) 2:30pm - 5:30pm (Sharp)

Vacation Care 7:30am - 5:30pm (Sharp)

Parents running late or in an emergency must phone the Centre as soon as possible to let staff know.

The Centre will close:

- Public Holidays
- Staff training and development
- 2 weeks over Christmas and New Year

Children may be required to be collected if staff to child ratios cannot be met due to excessive staff absences where no relief staffs are available. Fees are payable for Public Holidays. Fees are not payable for staff training days and over Christmas closure period.

ORIENTATION

- Day one** Parents and child come in for a couple of hours to meet their child's, educators, peers and to have a play and get used to the Centre. Then both parent and child will leave once visit is over.
- Day two** We encourage parents to stay for up to 30 minutes to settle their child. Child will stay for lunch, after lunch the educator's will call parents to pick up their child/children at 11:00 am.
- Day three** Parents are to drop child off allowing them to stay for half a day, allowing their child to have a sleep. Educators will then call parents when their child wakes up and needs to be collected.

Following the three-day orientation period your child can start their full day of care. Your account will be charged as of this date. We do understand that every child is different and whilst this is a standard orientation, if at any point your child is too unsettled during the orientation process we will contact you.

Please be aware that you need to have regular daily communication with your child's Educators. This includes how your child is feeling, whether or not they have had a rough night etc.



ENVIRONMENTS AND ROUTINES



Our routines provide for individual play and learning as well as small and large group play and learning activities. Children's language and literacy skills are further developed during these times as children are involved in storytelling and games. Music also plays a large part during these sessions as children are able to experiment with dancing, singing and exercising their bodies.

Spaces are made available for children to engage in rest and quiet experiences. Educators provide a range of active and restful experiences and support children to make appropriate decisions regarding participation.

Our rooms are individual and unique. They tailored to suit the age and development stage of

your child, the diversity of the educators, children, families and the wider community. They are filled with laughter, fun and educational resources.

All aspects of children's learning and development is catered for including physical, social, emotional, creative, cognitive and communication.

As your child grows and develops so will their needs, interests and abilities. To cater for this, your child will gradually transition to the next room, where their skills and development can be extended.

Our transitioning procedure includes communication with families and involves a careful assessment of your child's need better word to ensure they are ready for the next step. This process also includes short visits to the new room to build familiarity and ensure a smooth transition.

HELPING TO SETTLE IN

As the old age story goes, it takes a village to raise a child. That is why it is so important for us to work together right from the start. We want to ensure Jalygurr-Guwan becomes an extension of your home life and that the relationships, cultures and activities that are important to your child are recognised. This creates an environment where they feel safe, secure and ready to learn.

Building strong relationships with you, your child and your family is very important to us and makes a real difference to the early learning outcomes for your child. We especially like to know as much as we can about your child's interests, likes, dislikes and any special needs they may have. This will become integral as our team incorporates your child's interests into our educational programs, so please take the time to share information about your child with their educators regularly.

The settling in process is a unique journey for each individual child and although we'd like to say the process only takes two weeks, in reality, it could be shorter than this - or longer. We'll reach that destination when your child arrives into the care environment feeling confident and ready to learn. That's when we'll know we've made strong, lasting connections.

By building a strong relationship with us and your child's primary educator, we can support you to build on your child's learning and development at home. We encourage you do this by asking questions, getting involved and continue the learning activities at home.

Working together, engaging in your child's interests, learning and discovering with them is the best way to ensure a high quality education for your child. It also helps to build the foundations for their success not only at Jalygurr-Guwan but throughout their school years.



FEES

Jalygurr-Guwan endeavours to maintain the fees and costs as low as possible while maintaining a high standard of quality care to enable all members of the community to have access to the Centre. Please note that Jalygurr-Guwan is Child Care Subsidy approved provider. We encourage you to apply for the Childcare Subsidy (CCS) to receive a reduced rate to your fees.

A deposit of \$250 for part-time or \$500 for fulltime placements must be paid to Jalygurr-Guwan prior to your child's care commencing.

Billing

Jalygurr-Guwan families are billed on a fortnightly basis. This is to coincide with all pay periods.

- Fees are expected to be paid one week in advance.
- Fees must be paid on either a weekly or fortnightly basis.
- Statements/Invoices are emailed to account holder.
- Two weeks' notice must be provided if you are terminating your child's care or there will be a forfeiture of the initial deposit.

** Please see the policy section of this handbook for information regarding late payments and bad debts.*

Late Pick up Charges

Late fees will be charged at \$1.00 per minute per child after closing hours, and will be charged and payable in the week in which they occur.

If a child is collected late from the Centre on more than 3 occasions in 12 months, the family will be excluded from care.

Payment Methods

Jalygurr-Guwan Accepts the following methods of payments Direct Debit (Debit Success), Direct Deposit and EFTPOS. Our service has a no cash policy.

Holidays

If you are planning holidays, a Holiday Application form is available from the office. This form must be filled out two weeks prior to the holiday absence to receive 50 per cent off your fees for up to four weeks each financial year.

Absences

All children's booked days, including public holidays and absent days must be paid to retain your child's place.

Two weeks' notice is required if you wish to cancel a booking. Failure to do so will require parents to pay two weeks full fees. All accounts must be finalised within seven days and any outstanding accounts will be forwarded to debt collection agencies.

Families will be entitled to 42 absence days per child, per financial year, and may be entitled to additional absence days in certain circumstances (including illness of the child, a parent or sibling). When a child does not attend care on a day they are scheduled to attend, Jalygurr-Guwan is able to claim an absence for the child up to 42 times in a financial year, so long as on the day the absence is claimed, Child Care Subsidy would have been claimed (i.e. the child would have otherwise been in care, and the family hasn't already reached their fortnightly entitlement of subsidised hours based on their activity test result). In shared care arrangements, the allocation of 42 absences per financial year relates to the child, not each individual claimant.



CHILD CARE SUBSIDY (CCS)

The Child Care Subsidy (CCS) is a payment made by the Australian Government to help families with the cost of quality child care and early education. This is paid directly to the service to reduce your weekly fees. Three things will determine a family's level of Child Care Subsidy:

1. A family's combined income will determine the percentage of subsidy they are eligible to receive.
2. An activity test will determine how many hours of subsidized care families can access, up to a maximum of 100 per fortnight.
3. The type of child care service will determine the hourly rate cap.

Some basic requirements must be satisfied for an individual to be eligible to receive the Child Care Subsidy. These include:

- The age of the child (must be 13 or under and not attending secondary school).
- The child meeting immunisation requirements.
- The individual, or their partner, meeting the residency requirements.

The number of hours of subsidized child care that families will have access to per fortnight will be determined by a three-step activity test.

In two parent families both parents, unless exempt, must meet the activity test.

In the case where both parents meet different steps of the activity test, the parent with the lowest entitlement will determine the hours of subsidized care for the child.

Low income families on \$66,958 or less a year who do not meet the activity test will be able to access 24 hours of subsidized care per child per fortnight without having to meet the activity test, as part of the Child Care Safety Net.

Step	Hours of activity	Maximum number of hours of subsidy per child
1	8-16 hours	36 hours
2	More than 16 hours to 48 hours	72 hours
3	More than 48 hours	100 hours

*Per fortnight. Source: www.education.gov.au/child-care-subsidy-activity-test.

SIGNING IN & OUT OF THE CENTRE

Each child must be signed in and out of the Centre every day they attend. This is a legal requirement and is in the interest of your child's safety.

These records are used in case of emergencies and for the calculation of the Child Care Subsidy (CCS).

If a child is away, ill or on holidays the corresponding days will be logged into QikKids.

On arrival at the Centre you are asked to:

- Sign your child into the Centre using the QikKids IPad. (located in the foyer)
- Present your child to the educator in charge.

When you collect your child, we ask that you:

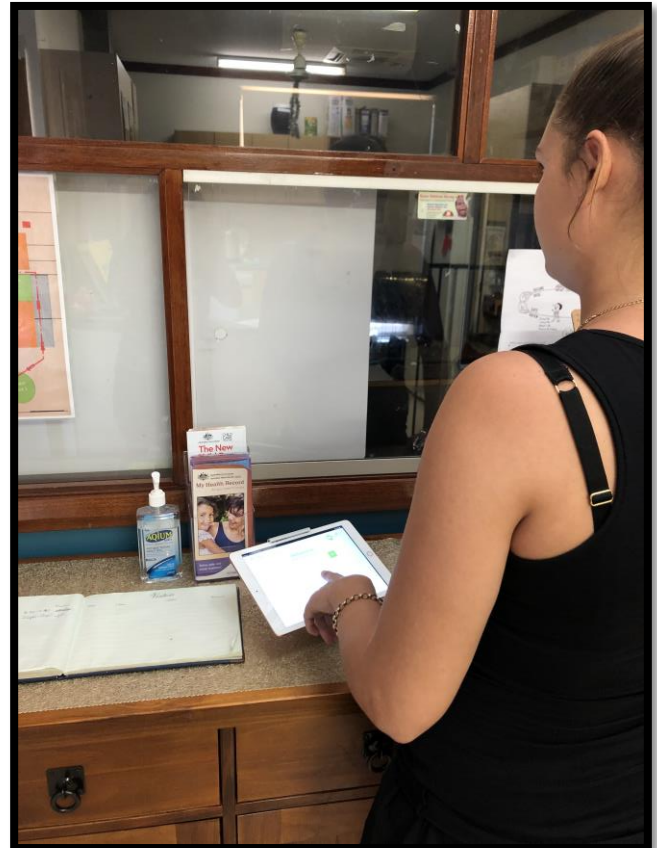
- Come into the room and greet your child.
- Collect your child's belongings.
- Discuss with Educators how your child's day was and say goodbye.
- Sign your child out of the Centre using the QikKids IPad. (located in the foyer)

To ensure the safety of all children, no child will be released into the care of any persons not registered as authorised by the parent/guardian in QikKids.

If team members do not know the person collecting your child by appearance, the person must be able to produce some form of photo identification to prove that they are authorized to collect the child as per the authorized information.

In the event that a child has not been collected by closing time then the parents/guardians will be contacted on the emergency telephone numbers provided. Charges apply to children who are collected late.

If the child has still not been collected 30 minutes after closing time then staff will follow the Department of Communities Abandoned Child Procedures including contacting the Child Protection and Crisis Centre 24 hour service.



WHAT TO BRING

Walga-Walgas - 4mths to 2yrs

- Nappies x 6
- Change of clothes x 3
- Rashie and bathers for water play
- Formula and bottles (if required)
- Comforter (if required)
- Water bottle

Wangkajas - 2yrs to 3yrs

- Nappies x 5
- Spare underwear if toilet training x 5
- Change of clothes x 3
- Rashie and bathers for water play
- Water bottle

Jarlangardis - 3yrs to 5yrs

- Change of clothes inc underwear x 3
- Rashie and bathers for water play
- Water bottle
- Shoes
- Please leave all personal toys at home

Birndanys and Marndans 5yrs - 12yrs

- Change of clothes inc underwear
- Rashie and bathers for water play
- Water bottle
- Shoes
- Please leave all personal toys at home

Clothing

Please dress your child in play clothes that wash easily. In choosing what your child should wear to Jalygurr-Guwan, please consider the following:

- Your child will be working with messy materials such as paint, glue, water and sand so clothing must be able to stand a little wear and tear.
- Clothing must provide some protection and be comfortable for both indoor and outdoor experiences.
- Children will be climbing, running, jumping and swinging so they will need clothes that neither restrict their activity nor reduce their safety (e.g. slippery shoes, long skirts)
- Children will need clothes which allow for growing independence i.e. pants that can come off easily for toileting.



EARLY YEARS LEARNING FRAMEWORK

The Early Years Learning Framework is a National Early Learning Framework for children from birth to five years. As the early years are a vital time for children to learn and develop, the framework has been developed to ensure your child receives a quality educational program.

Educators will use the framework in partnership with families to develop learning programs responsive to children's ideas, interests, strengths and abilities and recognize that children learn through play.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming:

- **Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationship they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Through the Framework's five learning goals educators will assist your child to develop:

- A strong sense of their identity.
- Connections with their world.
- A strong sense of wellbeing.
- Confidence and involvement in their learning.
- Effective communication skills.

Keeping up with your Child's Progress

Using the Early Years Learning Framework educators will observe your child's learning so they can build on it and plan the next steps. They will do this by listening, watching and talking to your child. Each child will have their own digital portfolio or collection of learning. This may contain photos and children's work to show what your child is learning. This learning journey is available for you to view at any time.

To ensure you are connected to your child's early education, parents have access to an app and receive notifications to their smartphone or email with details of their children's day, including photos and the learning outcome's they're achieving. Ask our Team Leader for more details. Your child's room will also show on-going learning through daily journals/books, photographs, project work, learning stories and a program documenting the day's progress.

NATIONAL QUALITY FRAMEWORK

The National Quality Framework is a government initiative which sets a National Quality Standard creating greater consistency for early childhood education and care services across Australia.

This initiative aims to improve educator-to-child ratios in services, increased skills and qualifications, national regulations and a quality ratings system which will help you to make informed choices about the education and care you choose for your child. Our Centre's aim is to for continuous improvement towards the National Quality Standard across all areas of our service and have a quality improvement plan in place to show what is happening here at Jalygurr-Guwan to achieve this. This will look at areas such as educational programs and practice, children's health and safety, physical environment, staffing arrangements, relationships with children and collaborative partnerships with families and communities.



** Jalygurr-Guwan is regulated under the Western Australian Child Care Services (Child Care) Regulations 2006 and Child Care Services (Out of School Hours Care) Regulations 2006 by the Education and Care regulatory Unit.*

** For more information about the National Quality Framework, please speak to Educational or visit www.acecqa.gov.au*

DIVERSITY & INCLUSION

Jalygurr-Guwan believes that by valuing differences in backgrounds, culture, abilities and experiences of children, families and staff will contribute to creating an environment free from bias and prejudice, in which children will learn the principles of fairness and respect for each other's uniqueness.

Our staff actively seek information from the children, families and the community about their social backgrounds, cultures and beliefs. We use this information to provide children with a variety of experiences that enriches the environment at Jalygurr-Guwan.



Children are encouraged to use their home language and are not discouraged from speaking the language they feel most at ease with. Most of the Carers at Jalygurr-Guwan are of Aboriginal descent and can speak to the children

in the various aboriginal dialects.

Culture is an integral part of Jalygurr-Guwan and children are taught to celebrate their culture and background.

Jalygurr Guwan embraces all children. We will aim to develop an inclusion plan for children identified as having additional needs to ensure they are integrated within the service and receive the benefits of high quality care.



RELIGIOUS AND CULTURAL PRACTICES

Broome has a rich multicultural background and we are aware that families may have specific religious or cultural practices that will need to be observed at Jalygurr-Guwan.

We want to ensure all families experience a sense of belonging. To achieve this we provide opportunities for all children to develop an understanding of different cultures and help foster in each child an awareness and acceptance of these cultures by integrating multiculturalism into our programs.

We aim to help foster in each child an awareness and acceptance of other cultures through integrating multiculturalism into our programs. This can be achieved through providing and offering a range of books, music, cooking, activities, singing, clothing, play equipment and more.

Please let us know and we can continue to observe these. If you wish to share your own special festivals, food or snacks etc. please let the Educators know.



CHILD CARE POLICY AND PROCEDURES

Jalygurr-Guwan has a number of policies and procedures pertaining to the care of your child. Our policies are located in the Centre foyer and are available to review at any time. For more information on our Centre policies please speak with our Service Manager.



Accidents

Our educators take a proactive approach to safety and conduct thorough risk assessments of all play areas so that each child can feel safe and free to explore their environment.

A Senior First Aid qualified staff member is present at all times. Should an accident or sudden illness occur, Educators will immediately commence first aid and you will be contacted to collect your child. In emergency situations you will be advised of the plan of action regarding further medical treatment.

During an emergency, if you or your authorised nominee cannot be contacted the Nominated Supervisor will provide the ambulance officers with information regarding your child and a team member known to the child will accompany them to the hospital and stay until you arrive. Full documentation of the incident will be made available.

Immunisation

Jalygurr-Guwan strongly recommends and supports immunisation programs. Parents who elect not to immunise their child must be aware that they are placing other children not yet old enough to be immunised at risk.

Non-immunised children will be excluded for a period of 14 days for a reported case of an infectious disease and 14 days after the last reported case in the Centre. This is in line with recommendations by the Public Health Unit.

Proof of immunisation must be provided at the time on enrolment in accordance with the regulations. Children of parents who are unable to provide proof of immunisation will be excluded under the same conditions as non-immunised children.

Health and Hygiene

Children and educators are actively encouraged to practice good personal hygiene to minimize the instances of illness. We also believe that if your child is ill, the best place for them is to be at home where they can recover faster. If your child presents at the Centre with signs of illness, the Room Leader may advise that they are not well enough to participate in the day's activities. You will be asked to make alternative arrangements until they are well or the exclusion period has ended (you may be asked to provide a medical clearance letter before your child can return). Although this can be inconvenient for parents, it is in the interests of all children and families at the Centre to minimise the risk of infection.

Should your child become ill during the day, documentation and first aid will commence and you may be contacted to collect your child from the Centre and seek further medical advice.

Children with infectious illnesses are unable to attend the Centre. The following symptoms will alert you to the fact that your child could be unwell and unable to attend the Centre:

- Unusual spots or rashes
- Feverish appearance.
- Conjunctivitis (tears, redness of eyelid lining, irritation followed by swelling and discharge)
- Breathing trouble (particularly important in an infant under 6 months old)
- Mucus discharge from the nose (thick, green or bloody)
- Diarrhea and or Vomiting
- Loss of appetite
- Sore throat with trouble swallowing, headache or stiff neck
- Infected skin patches (crusty or discharging yellow areas of skin)
- Severe, persistent or prolonged cough
- Frequent scratching of the scalp or skin
- Small blisters which can form on the feet, hands or mouth
- Yellowish skin or whites of eyes
- Temperature is 37.5 degrees or above
- Unusual behaviors, child is cranky or less active than usual, cries more than usual.

Breast Feeding

Returning to work is recognised as a barrier to breast feeding and this often coincides with the commencement of childcare. Early Learning Centres therefore play an important role in supporting to continuation of breast feeding. We welcome breastfeeding mothers to come to the service throughout the day or on their lunch breaks to feed their child.

Asthma and Allergies

If your child suffers with asthma or allergies, please provide the service with an action plan and medication from your doctor. If your child requires an adrenalin auto injector as a form of treatment you must provide this medication.

Medication

If your child requires medication while in care, a medication record must be filled in and signed by a parent. The medication must be in original packaging and accompanied by a prescription label/doctor's letter which states who the medication is for and the dosage. Medication must be handed to a Diploma Qualified Educator and will be stored in a locked fridge/cupboard. Under no circumstances is any type of medication to be left in children's bags. Please refer to the Medication Policy for further information.

Nutrition

Jalygurr-Guwan employs a Kitchen Coordinator in accordance with the regulations who is responsible for preparing carefully planned and nutritious meals. The meals are designed to supply a major part of each child's daily nutritional requirements. We use meal times as a part of a child's learning experience by offering as wide a variety of flavours and textures as possible.

Jalygurr-Guwan will provide morning tea for children who arrive during the period of 7:15am-8:30am, lunch at 10:30-11:00am and afternoon tea at 2:30-3:00pm. Children are encouraged to use their self-help skills, toddlers and kindy children will sit down to a lunch with crockery plates and cups and we encourage the use of cutlery.



We discourage 'sometimes' food to be brought into the service. Sometimes' foods include chocolate and lollies, sweet biscuits, cakes, ice creams, chips, fried foods, pastries and take-away foods. 'Sometimes' drinks include soft drinks, fruit drinks, cordial, sports drinks, flavoured milk, flavoured mineral water, and energy drinks and fruit juice.

If your child has an intolerance or allergy to any particular food, please ensure you have stated this on the enrolment form and consulted the Service Manager or Team Leader in the child's room.

Jalygurr Guwan enjoys celebrating each child's special day. We will bake a cake on the premises for the children to celebrate during afternoon tea.

Emergency Evacuations Procedures

Jalygurr-Guwan takes safety seriously and endeavours to provide a safe environment in which children may play in and explore their world free from harm. If an emergency or natural disaster occurs at the Centre the children and staff are well practiced in the required procedures to ensure as far as possible the safety and wellbeing of each person present.

Emergency evacuation procedures are clearly displayed.

Safety drills are practiced at least twice a year. The children are involved in fire drills.

We also have action plans for natural disasters such as cyclones and severe storms.

Fire extinguishers are installed and maintained in accordance with Australian Standard 2444. Smoke detectors are fitted in accordance with the manufacturer's instructions and are fully maintained.

Cyclones

BLUE ALERT cyclone warning:

- The centre remains open
- We keep children inside
- We pack away outdoor toys and equipment
- We close all windows and doors
- We listen to the local radio and look at the Bureau of Meteorology website for warning updates
- We ensure parents have left their best contact numbers on that day

YELLOW ALERT cyclone warning:

- The Centre will close and parents will be required to collect their child/ren within one hour of the warning being issued
- Staff will be sent home in order of priority as the child numbers decrease

RED ALERT cyclone warning:

- The Centre is closed

FOLLOWING THE CYCLONE:

- The Service Manager will let staff and parents know when it is safe to return to the Centre.

Excursions

Children will not be taken on an excursion unless:

- there is an excursion plan;
- each parent has given authorisation for the child to be taken on that excursion and has provided contact details in the event of an emergency;
- the staff member in charge of the excursion has a list of the children and relevant contact details.

An authorisation from the parent must be signed which includes the following information:

- the date of the excursion;
- the destination;
- the proposed times of departure and return.

A first aid kit will be taken on all excursions.

The excursion plan will include:

- the nature, date and location of the excursion;
- the proposed times of departure and return;
- transport and supervision arrangement for the excursion;
- the program of activities;
- safety measures and emergency plans.

Contact Staff Requirements for Excursions:

- The staff member in charge of the children will be at least 18 years of age;
 - If the children are not travelling in a C Class vehicle, there will be one staff member to four children;
 - If the children are travelling in a C Class motor vehicle, there will be one staff member to seven children.
 - The staff member in charge of the excursion will carry a mobile phone.
- Children will not be transported in a motor vehicle without the permission of the parent.



Contact Staff requirements for Water Activity Excursions:

- There will be one contact staff member or volunteer for each child under three and one for every two children over the age of three.
- At least one staff member will have a current basic rescue certificate and a resuscitation certificate or its equivalent.

Informal Outings

Depending on the weather, children and staff numbers we go on informal 'spur of the moment' outings without being transported. For example, bush walks, visits to the shops, library, parks and other organisations/child care Centres. YOUR SIGNATURE ON THE ENROLMENT FORM GIVES PERMISSION FOR YOUR CHILD TO GO ON SUCH OUTINGS.

Excursions requiring the use of transport or involving swimming will have a separate permission slip with all details provided for you to sign (with a minimum of 24 hours' notice given). If your child will not be going on the excursion other care will be arranged at the Centre.



Sun Protection

Our Centres take care to protect children and team members from direct exposure to the sun by all state regulations and the child care building code in regards to the amount of manufactured and natural shade available in the playgrounds.

We recommend that parents pack clothing for children that will protect them from the sun, longer sleeved t-shirts and loose clothing which covers all of their body (i.e. no midriffs, singlets or bare backs). Sunscreen will be applied to those children with prior written permission in accordance with the blanket permission form guidelines relating to the use of Foreign Substances. Sunscreen will be applied to these children 20 minutes before going outside and is then regularly reapplied. Jalygurr-Guwan provides a hat for all children.

For more information on the Centre's Sun Protection policy, please ask the Centre Manager.

Overdue Accounts

Failure to pay fees will result in the following actions:

- If fees become one (1) week in arrears you will receive a reminder letter.
- If payment is not received within the fortnight a 1st Warning Letter with an attached payment agreement plan will be sent out.
- If the payment plan is breached a 2nd Warning Letter with a new payment plan.
- If this final payment plan is not adhered to a 3rd and final Warning letter will be sent.

As a result of the 3rd Warning letter your child's care will be suspended until the debt has been cleared. Please note if care is suspended there is no guarantee that your child's place will still be available once the fees are paid off.

- Non-payment of fees will result in the account being forwarded to Debt Recovery Services.



Financial Hardship

Jalygurr-Guwan will endeavour to support families through times of hardship. If you are experiencing difficulties in paying your fees please let administration know as soon as possible. Families who are having genuine difficulty paying their fees need to commence a payment plan with the Service Manager. The payment plan designed to clear debts while maintaining regular payments, and will be sustainable for both parties. The recommended payment each fortnight is 25%-50% (this % may change depending on families ability to pay) of the family's regular fees in addition to any new fees accruing. The Service Manager will write the payment plan and terms of agreement, and the family and service director will sign a copy for each to keep.

PRIORITY OF ACCESS

The Federal Government has determined Priority of Access Guidelines for allocating places in child care services.

These guidelines set out the following three levels of priority:

- A child at risk of serious abuse or neglect.
- A child of a single parent who satisfies, or of both parents who satisfy the working/training/study test under section 14 of the Family Assistance Act.
- Any other child.

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

- Children in Aboriginal or Torres Strait Islander families
- Children in families on lower incomes
- Children in families with a non - English speaking background
- Children in socially isolated families
- Children of single parents
- Children in families which include a disabled person



There are some circumstances in which a child who is already in care may be required to leave the service if a family with higher priority requires care. If this happens then at least 14 days' notice will be given to the family.

Priority of placement will be at the Service Manager's discretion.

Waiting List- A waiting list is managed by the Service Manager and all families are required to apply for a place prior to enrolment. There are policies which govern how the waiting list is managed.

GALIYA!!

Jalygurr-Guwan is not just a child care, it's a part of our community and with this brings a nurturing that can't be match by any other service. We are here to be a part of your family's journey which we hope will continue for future generations.

Being a part of the Jalygurr-Guwan community is something that will grow in your child's heart forever. It is a place where they will make lifelong friends, connections and set them up with the gifts to take on our big world.

We hope to see you and your family soon!!

