

Cummins Area School

RURAL CARE

Parent Information Book

2017

Rural Care Worker Number CRN

407N0550349C

Phone 86762508

Mobile 0458704258

CONTENTS

OUR PHILOSOPHY

CUMMINS RURAL CARE

STAFFING

CENTRELINK

PRIORITY OF ACCESS GUIDELINES

ATTENDANCE

CHANGES AND CANCELLATION OF BOOKED CARE

CANCELLATIONS

CONSENT FORMS

FEE CHARGES

PAYMENT OF FEES

OVERDUE ACCOUNTS

ALLOWABLE ABSENCES

PUBLIC HOLIDAYS

HEALTH

IMMUNISATION

SUN SMART POLICY

FOOD AND DRINK

CLOTHING

POLICIES

PROTECTIVE BEHAVIORS

BEHAVIOUR MANAGEMENT POLICY

EVACUATION AND INVACUATION PROCEDURES

ADMINISTERING MEDICATION

CUMMINS PRESCHOOL AND RURAL CARE PARENT COMMITTEE

GOVERNING COUNCIL

OTHER SERVICES

Our Philosophy Statement

We believe.....

Each child is an individual with their own strengths, interests and needs. The voice of each child is essential in leading their learning. Building a network of secure, respectful relationships between educators, children, families and community is paramount. It develops confidence in children making them feel respected and valued. In learning through play and nature, children will develop their identity, social awareness, wellbeing, confidence and communication. We believe that positive experiences in the early years influence a child's wellbeing now and in the future.

Therefore we.....

- Value the diversity and voice of each child as well as their families and community
- Value and build upon children's interests and provide intentional learning experiences that engage curiosity and development
- Recognise spontaneous, teachable moments and use them to build on children's learning
- Actively support the inclusion of all children in play
- Communicate openly and clearly with families
- Foster dispositions and risk benefit mindsets for lifelong learning
- Create an environment that is open-ended, well resourced, stimulating and enjoyable
- Commit to seeking feedback and ongoing professional development to keep updated and informed in best pedagogy, principles and practice

CUMMINS RURAL CARE

This booklet is designed to inform you of what Rural Care is and how it works. We would like to welcome you to the Cummins Rural Care program. We will endeavour to meet the needs of your child/children and your family and welcome you to discuss at any time, the needs, interests and concerns you may have.

Our aim is to identify and help meet the needs of individual children and their families by providing a positive, stimulating, challenging and exciting educational environment while implementing our curriculum around *The Early Years Learning Framework in Australia*, in all of our programming and planning. This framework is based on the following 5 outcomes

- Outcome 1: Children have a Strong Sense of Identity
- Outcome 2: Children are Connected with and Contribute to their World
- Outcome 3: Children have a Strong Sense of Wellbeing
- Outcome 4: Children are Confident and Involved Learners
- Outcome 5: Children are Effective Communicators

We operate from 8.00am to 6.00pm Monday to Friday.

Morning sessions run from 8.00am to 1.00pm and afternoon sessions run from 1.00pm to 6.00pm, with priority given to full day care.

STAFFING

The Rural Care worker is a contracted DECD employee, Early Childhood Worker (ECW2), with line management from the Principal of Cummins Area School and the Rural Care Coordinator. The Coordinator ensures the development, implementation and evaluation of the education and care program across the centre. ECW2 person specification requires a Certificate 3, or a Diploma in Children's Services.

Principal of Cummins Area School

Tammy Williams

Preschool & Rural Care Coordinator

Prue McPharlin

Early Childhood Workers:

Caro Pilgrim (Diploma of Children's Services)

Jessica Harkness (Diploma of Children's Services)

Lynette Grocke (Diploma of Children's Services)

Rianna McLachlan (Diploma of Children's Services)

Nell McRostie (Diploma of Children's Services)

Holly Rowett (Certificate 3 in Children's Services)

The centre also employs a pool of relief staff. If changes are to be made due to holidays, illness or training days, we will try to notify all families so your children will be prepared.

CENTRELINK (FAMILY ASSISTANCE OFFICE) ASSESSMENTS

Parents will have access to Commonwealth Childcare Benefit subsidy (CCB), to assist reduce the cost of care to families. If unable to access a local Centrelink office please call the Family Assistance Office on 136150 or visit the website at www.familyassist.gov.au

Please quote Rural Care Worker Program CRN 407N0550349C

Those families who are already in receipt of Family Tax Benefit will already have provided their income details to Centrelink. In such cases all the family needs to do in their application is to advise the name of the service they will be using. This is easily done over the phone.

PRIORITY OF ACCESS GUIDELINES

The Australian Government has determined Priority of Access Guidelines for allocating places in childcare services. These guidelines set out the following three levels of priority

Priority 1 - a child at risk of serious abuse or neglect

Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy the work/training/study test under section 14 of the Family Assistance Act

Priority 3 – any other child

PLEASE NOTE – individual services will have restrictions on care placements as the service reaches its approved ceiling. In these situations families with a child booked in care for non work related purposes (eg respite) may be asked to vacate their booking in preference for a family requiring care for a child in Priority 1 or 2.

ATTENDANCE: Please contact the centre as soon as possible if your child is ill or is going to be absent so that we can allocate that days care to another child/family.

Please remember to record and initial the time your child arrives and departs Rural Care on the Daily Attendance Sheet, this is a legal requirement.

CHANGES AND CANCELLATION OF BOOKED CARE

Please note: notice of **14 days** is required to change or cancel booked care. If this notification of changes form is not received by the 14 days, **the full fee will be charged.**

CANCELLATIONS: Parents with a permanent booking are required to give **14 days** notice to change or cancel a booking. A 'notification of changes form' **MUST BE SIGNED**. Where 14 days notice is not provided, parents **will be** required to pay for the cost of the care.

CONSENT FORMS: These are to be completed by caregivers/parents at least 2 weeks before children start at Rural Care.

FEE CHARGES

Standard fees apply

- If children are absent from booked care including school holidays when the Rural Care Program continues to operate.
- Where booked care falls on a public holiday
- For school closure days when advised by Rural Care Staff (We don't usually have these)

Fees are not charged for Rural Care program approved closure days or over the Christmas Break, when Rural Care closes for two or three weeks. All charged absences are eligible for any Australian Government assistance as an allowable absence. All children are entitled to up to 42 absence days per year in which you can claim the child care benefit (CCB). These can be used for any purpose and include public holidays.

PAYMENT OF FEES: All fees are due and payable on receipt of your invoice weekly, preferred payment is BPAY. Fees are reviewed yearly.

AFTER HOURS FEES: A LATE FEE WILL BE INCURRED WHERE A CHILD IS COLLECTED FROM THE SERVICE AFTER CLOSING TIME, THE FEE BEING \$10 FOR EVERY 10 MINUTES OR PART THERE OF AS DETERMINED BY THE SITE LEADER, UNLESS IT IS AN EMERGENCY SITUATION.

OVERDUE ACCOUNTS: We reserve the right to cancel care if fees are more than 3 weeks in arrears and arrangements to pay are not being adhered to. Rural Care services will take legal action to recover fees owed to the centre.

ALLOWABLE ABSENCES: The Family Assistance Office has restricted the amount of days your child can be absent and still claim the childcare benefit (CCB) for these days. The limit is 42 days per financial year. Included are days allocated for rostered days off, sickness with a medical certificate and rotating shifts.

PUBLIC HOLIDAYS: Fees are charged for public holidays. They are not charged when the centre is closed over the Christmas/New Year holiday period. The centre is usually closed from Christmas Eve for 3 weeks.

HEALTH: As certain illnesses or infections are highly contagious, it is required under the Health Act, those children, who have such ailments like Chicken Pox, Mumps, Measles, Ring Worm, School Sores or Head Lice, be excluded from attending the service. Please notify the Centre if your child has an infectious disease or illness. Also **please do not send** a child who has a cough, cold or green nasal discharge, which may affect other children in the service.

IMMUNISATION: The National Accreditation Standards require that we keep accurate and up to date records of children's immunisation status. Please keep us informed as children are immunised. Immunisation status may also affect your receipt of Childcare Benefit (CCB).

If your child is not up to date with their immunisations and there is an occurrence of a vaccine preventable disease at the service, your child will be asked to stay away from the service for a period of time known as ***the exclusion period***.

While individuals, families and public health are ultimately responsible for the prevention and control of infectious diseases, government early childhood services also have a role to play in preventing the spread of vaccine preventable diseases.

SUN SMART POLICY: When playing outdoors, children and staff are required to wear hats whilst attending Rural Care and Preschool. Please provide a wide brimmed hat with your child's name clearly labelled on it. Sunscreen is also available at the centre and we encourage you to apply this if required in the mornings. ***Clothing that covers your child's shoulders is also required as a part of our sun safe policy.***

FOOD AND DRINK: We believe that healthy eating habits should be encouraged and use The Right Bite information from the Government of SA, www.decs.sa.gov.au/eat-well-sa. We encourage water only in your child's water bottle and require a packed lunchbox to accommodate our mealtimes. We realise that mealtimes are flexible but use the following as a guide:

Morning tea 10.00am – we encourage a piece of fruit at this time, followed by a snack of their choice

Lunch 12.00pm

Afternoon tea 3.00pm

We usually have some toast in the mornings as well around 9.00-9.30am; this is supplied by Rural Care.

CLOTHING: Rural Care is not the place for good clothes. Although we provide smocks for all our messy activities, it is inevitable that their clothes **will** get dirty. Clothes should be comfortable and allow for free movement, and shoulders need to be covered, (eg no singlets) so as to comply with our Sun Safe Policy. Please send at least one change of spare clothes for your child, as we have water activities daily.

Always soak paint stained clothes in cold water

Footwear: Children should wear sandals, sneakers, shoes or boots. Please do not send your child in thongs as climbing, running and bike riding can be dangerous in such footwear.

PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS, THIS INCLUDES BAGS, LUNCHBOXES, WATER BOTTLES, SHOES AND CLOTHING

We have two staff on from 8 – 1pm who see you arrive but when the staff change over at 1pm it really does assist the afternoon staff in determining your children's belongings by having everything clearly labelled.

POLICIES: We have an extensive range of policies available for families to read and comment on. The policy folder is located next to our sign in sheets. If you would like a copy of a policy, or would like to borrow the policy folder, please talk to a staff member.

KEEPING SAFE: The Child Protection Curriculum is implemented in schools, kindergartens and child care centres. The two main themes are

- We all have the right to be safe
- We can help ourselves to be safe by talking to people we trust

BEHAVIOUR MANAGEMENT POLICY: A copy of this is available on request.

GRIEVANCE PROCEDURE:

Our staff are here to ensure you and your child enjoy a happy and healthy experience at Cummins Rural Care. Should a problem arise that you feel you need to resolve with our staff, then please let us know. Communication is the key. The first person to speak to is always the Educator. In almost all cases, parents together with the Educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please contact the coordinator, who can then work with you and the educator to resolve the problem. All grievances will be taken seriously and our best efforts will always be forthcoming.

We follow the Cummins Area School parent grievance procedure that can be found in the centres policy folder, or you can ask for a copy at the centre or at the school.

EVACUATION/INVACUATION PROCEDURE: Emergency procedures are displayed at the EXIT doors. We practice evacuation and invacuation procedures each term.

ADMINISTERING MEDICATION: Staff are unable to administer medication without signed approval from the child's parent & doctor. In the interest of child safety, do not send any medication to the centre without this signed form. Forms are available at the centre. We are not able to administer non-prescription medications to your child (eg paracetamol)

CUMMINS PRESCHOOL AND RURAL CARE PARENT COMMITTEE: We encourage you to join this parent group which raises funds throughout the year to enhance the grounds, building and resources for all children attending Preschool and Rural Care.

GOVERNING COUNCIL: Cummins Area School is managed by a parent committee called Governing Council, which is elected at the Annual General Meeting. The parent meetings are held at the school, each month. To join this committee all you need, is to have an interest and a desire to have a say in your child's education and welfare. The Governing Council is responsible for

- Planning the use of school funds
- Assisting Staff with the management of the school
- Promoting interest in the school throughout the community
- Encouraging parents to become involved in the school program and activities
- Maintaining buildings, grounds and equipment
- Assisting in planning the future direction of the school

Meetings are friendly, welcoming and a great way to have your say, support your child's education, and keep in touch with what's happening around our school.

OTHER SERVICES

If you are concerned about your child's development (speech, language, physical, learning, social behaviour, etc) please have a chat with a staff member. We can put you in touch with people who provide special services to help you and your child. We have a Speech Pathologist and an Occupational Therapist who visit the centre regularly. A CaFHS Nurse also visits regularly through the Playgroup Program on Friday mornings.

This is your centre to enjoy with your children. Settling in to the centre is as individual as your child. The centre aims to individualise the settling in process to suit your family's needs. We welcome phone calls and text messages from you during the day to find out how your child is going. We also try to update our Facebook page daily so you can see what your child has been doing during the day. We encourage you to talk to staff about your child's day. Please, never leave your child without saying goodbye and feel free to talk to staff if you are concerned or upset at the separation process. Visits with your child are welcome and encouraged prior to your starting date.

