



yarra.
FAMILY, YOUTH &
CHILDREN'S SERVICES

Family handbook.

- Kindergarten
- Kindergarten Extended Care
- Long Day Care
- After School Care
- Vacation Care
- Occasional Care

Welcome
Wominjeka

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Simadda

Soo-dhawow

Chào mừng

Yarra City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Owners and true sovereigns of the land now known as Yarra. We also acknowledge the significant contributions made by

other Aboriginal and Torres Strait Islander people to life in Yarra. We pay our respects to Elders from all nations and to their Elders past, present and future.



Welcome to Yarra City Council Children's Services.

Our aims.

We respect each child as a unique person. We understand every child develops from their experiences, family, culture and community.

All families and children are welcome in our centres and programs. The City of Yarra is a diverse community and we celebrate that diversity.

We provide:

- A safe, healthy and secure environment
 - Learning environments, both indoors and outdoors, that provide children with opportunities to explore, experiment, create, take risks and play
 - Opportunities for children to learn about themselves, others and the world around them
 - Experiences for children to gain new interests, skills and knowledge and to share them with others
 - Opportunities to support children to be strong and confident learners
 - Support in providing and meeting individual dietary requirements, including medical and cultural preferences
 - Ways for children and families to contribute and share their ideas and information
 - A place where we hope all children and families feel welcome
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FAMILY SERVICES

Our educators

All our early childhood educators are qualified in early childhood education. In our outside of school hours programs, educators have qualifications in education, or other relevant fields such as youth and recreation.

All educators in City of Yarra children's services hold a current first aid, asthma and allergy management qualification.

In addition ALL early childhood educators and teachers hold a current Working with Children's Check or Victorian Institute of Teachers registration; and have undertaken a police check.

Our educators are aware of the Child Safety Laws and Yarra's Child Safe Policy that promote safety and reduce risk to children. Educators are aware of the current child protection policy and procedures and their legal and ethical obligations to act to protect any child in their care who is at risk of abuse or neglect.

In order to provide a quality program that meets the needs and interests of children, our educators and teachers attend regular professional learning and development days and sessions. Please note, some programs may be closed during the year for professional learning days.

Our services

Long Day Care

For children aged 6 weeks to 6 years.

These programs are education and care services. They are open for at least 10.5 hours a day Monday to Friday, 50 weeks a year. Weekly bookings are ongoing for each family. Some Long Day Care services also provide integrated kindergarten. All our Long Day Care services are approved for Child Care Subsidy.

Our Long Day Care services include:

- **Connie Benn Early Learning Centre**
160 Brunswick Street, Fitzroy
7.30am to 6pm
T// 9426 1500
E// conniebennelc@yarracity.vic.gov.au
- **Gold Street Children's Centre**
64 Gold Street, Collingwood
7.30am to 6pm
T// 9205 5576
E// goldandkeele@yarracity.vic.gov.au
- **Keele Street Children's Centre**
177 Keele Street, Collingwood
7.30am to 6pm
T// 8415 0970
E// goldandkeele@yarracity.vic.gov.au
- **North Carlton Children's Centre**
481 Canning Street, North Carlton
7.45am to 6.15pm
T// 9274 2710
E// northcarlton@yarracity.vic.gov.au
- **Yarraberg Children's Centre**
4 River Street, Richmond
7.15am to 6pm
T// 9274 2740
E// mbxYarraberg@yarracity.vic.gov.au

Casual Care at Long Day Care

For children aged 6 weeks to 6 years.

We offer casual care at Council's Long Day Care centres across Yarra. These centres are specifically designed for the supervision, education and care of children. Casual Care users can access Child Care Subsidy.

We offer 5 hour and full day casual care sessions at:

- Connie Benn Early Learning Centre in Fitzroy
- Gold Street Children's Centre in Collingwood
- Keele Street Children's Centre in Collingwood
- North Carlton Children's Centre in North Carlton.

5 hour casual sessions run from 8.30am to 1.30pm.

Full day sessions are up to 10.5 hours.

We offer 2.5 hour, 5 hour and full day casual care sessions at:

- Yarraberg Children's Centre in Richmond

2.5 hour casual sessions operate Wednesday and Friday:

- 8.30am to 11am
- 11.30am to 2pm
- 2.30pm to 5pm

5 hour casual sessions run from 8.30am to 1.30pm

Full day sessions are up to 10.5 hours.



Occasional Care

Occasional Care is available at Connie Benn Early Learning Centre.

There are 2 hour, 3 hour and 4 hour sessions available.

Occasional care is booked casually up to 3 times per week. Bookings for occasional care open two weeks in advance.

Connie Benn Early Learning Centre
160 Brunswick Street, Fitzroy

T// 9426 1500

E// occasionalcare@yarracity.vic.gov.au

Sessions:

- **Monday, Wednesday and Friday**
8.30am to 12.30pm (4 hours)
1pm to 5pm (4 hours)
- **Tuesday and Thursday**
8.30am to 12.30pm (4 hours)
8.30am to 10.30pm (2 hours)
10.30am to 12.30pm (2 hours)
12.30pm to 3.30pm (3 hours)



Kindergarten

For children aged both 3 and 4 years.

The 4 year old sessional kindergarten program is funded for 15 hours a week and operates during school terms.

The pre-kindergarten (3 year old kindergarten) sessional program is for 4 hours a week and operates during school terms.

Children can also access a 3 and 4 year old integrated kindergarten program within the long day care setting (a daily Long Day Care fee is charged for these programs).

Our Sessional Kindergartens include:

- **Connie Benn Early Learning Centre**
160 Brunswick Street, Fitzroy
9am to 4.30pm
T// 9426 1500
E// conniebennelc@yarracity.vic.gov.au

4 year old kindergarten

- Rotational Session across Monday, Tuesday and Wednesday
- Thursday and Friday

- **North Carlton Children's Centre**
481 Canning Street, North Carlton
T// 9274 2710
E// northcarlton@yarracity.vic.gov.au

4 year old kindergarten

8.30am to 4pm

- Monday and Tuesday
- Thursday and Friday

3 year old kindergarten

Wednesday 8.30am to 12.30pm

Extended Care available

- 4pm to 6.15pm Monday, Tuesday, Thursday and Friday
- 12.30pm to 6.15pm Wednesday
- 7.45am to 6.15pm during school holidays

- **Princes Hill Kindergarten**
280 Pigdon Street, North Carlton
T// 9380 8359
E// PrincesHillKindergarten@yarracity.vic.gov.au

4 year old kindergarten

8.30am to 4pm

- Monday and Tuesday
- Thursday and Friday

3 year old kindergarten

- Wednesday 8.30am to 12.30pm



- **Richmond Kindergarten**
27 Duke Street, Richmond
T// 9428 5173
E// RichmondKindergarten@
yarracity.vic.gov.au
4 year old kindergarten
8.30am to 4pm
 - Monday and Tuesday
 - Thursday and Friday**3 year old kindergarten**
 - Wednesday 8.30am to 12.30pm

**Integrated Kindergarten is
also available at the following
Long Day Care Services:**

- Connie Benn Early Learning
Centre
- Gold Street Children's Centre
- Yarraberg Children's Centre



Outside school hours care

After School Care

After School Care operates at two primary schools in Yarra:

- Collingwood College
- Richmond West Primary School

After School Care programs operate every day that the school is operating from the end of the school day until 6pm.

At the request of the school, a full day program may be offered to families when a pupil free day is scheduled.

A full day program can only be offered if minimum attendance requirements are met.

All our After School Care services are approved for Child Care Subsidy.

Vacation Care

For school aged children during school holidays. The Vacation Care program operates at three sites across Yarra, 10 hours per day, 8am to 6pm.

Vacation Care program operates 8 weeks per year at Richmond West Primary School Vacation Care and Atherton Gardens Vacation Care.

Collingwood College Vacation Care operates 9 weeks per year.



Outside School Hours Care Services (OSHC)

- **Collingwood College OSHC**
Islington Street, Collingwood
T// 9416 2820 or 0438 205 224
E// aftercare@yarracity.vic.gov.au
 - After Care Hours: 3pm to 6pm
 - Vacation Care hours: 8am to 6pm
- **Richmond West Primary School OSHC**
25 Lennox Street, Richmond
T// 9429 7502 or 0412 418 194
E// aftercare@yarracity.vic.gov.au
 - After Care Hours: 3pm to 6pm
 - Vacation Care hours: 8am to 6pm
- **Atherton Gardens Vacation Care**
125 Napier Street, Fitzroy
T// 9429 7502 or 0412 418 194
E// vacationcare@yarracity.vic.gov.au
 - After Care Hours: 3pm to 6pm
 - Vacation Care hours: 8am to 6pm



How do I enrol or book into the services?

Long Day Care and Kindergarten

Long Day Care and Kindergarten places are allocated in line with City of Yarra's Priority of Access Policy. To learn more about our Priority of Access Policy go to yarracity.vic.gov.au/priority

To request a place in Long Day Care or Kindergarten, families will need to complete a Central Registration form.

Central Registration forms can be located:

Online

yarracity.vic.gov.au/childcare

In person

At one of our customer services centres including Collingwood Town Hall, Connie Benn Centre, Bargoonga Nganjin, North Fitzroy Library and Richmond Town Hall.

Phone

9205 5555

Email

info@yarracity.vic.gov.au

Once a place becomes available and you are next on the list, you will receive an offer. When you accept the place, you will be asked to enrol and orientate into the service.

Enrolment

The priority of access applies to all children's services, but families do not need to go through the Central Registration process to access:

- Occasional Care
- Casual Care
- After School Care
- Vacation Care
- Kindergarten Holiday Program

Once families enrol in one service, they do not need to complete any additional enrolments to access other children's services managed by Yarra City Council.

Getting ready to enrol

During the enrolment process, you may be asked to provide information, or attach documents that you may need to organise before completing the form. Please get the following ready before enrolling:

- Australian Immunisation Register certificate. This can be downloaded through the Medicare app on your MyGov account.

- If your child has a medical condition or specific need such as asthma, allergies, intolerances, autism, cerebral palsy – a medical management plan/s signed off by your medical practitioner needs to be provided. The plan can be no more than 6 months old.

Note that in addition the following may also need to be completed once the enrolment is received before your child commences:

- A risk minimisation plan
- A communication plan
- An ongoing medication form
- A support plan
- Have your Direct Debit details available
- Child Care Subsidy details available including your family CRN and your child/ren's CRN/s

How to enrol

Our enrolment forms are completed via an enrolment portal which needs to be accessed via a desktop computer.

To complete the enrolment click on the link which can be found under the “how to enrol” section on our website, yarracity.vic.gov.au/occasionalcare

Assistance available

We can offer assistance over the phone or you can make an appointment. Call 9205 5555.

Drop in assistance is available at the following locations

- **Collingwood Town Hall**
140 Hoddle Street, Abbotsford
Tuesdays 10am to 4pm
- **Connie Benn Centre**
160 Brunswick Street, Fitzroy
Wednesdays 10am to 4pm



Child Care Subsidy

What is Child Care Subsidy?

Child Care Subsidy (CCS) is financial support from the Australian Government to assist families with the cost of childcare.

The subsidy is subject to eligibility. The subsidy is also indexed according to a family's income and activity assessment.

Which services can CCS be applied to?

CCS can be applied to Long Day Care, Casual Care, Kindergarten Extended Care, After School Care and Vacation Care.

CCS does not apply to sessional kindergarten or occasional care.

How do I register for Child Care Subsidy?

For more information on how to register for CCS:

- Visit the Department of Human Services website: humanservices.gov.au/childcaresubsidy
- Apply through your MyGov account
- Contact Centrelink on 13 61 50

Starting care

Settling in

Introducing your child into care can be an emotional time. It is fair to expect some tearful goodbyes in the early days; however there are many ways to assist your child with this transition.

Every child is a unique individual with different needs, personalities, routines and interests. The expert of each child is the child themselves, and their family.

Before your child starts care we welcome you to visit the service with your child so you both get to know the educators and become familiar with the environment. This could be through planned orientation sessions or visiting the service.

It also helps the educators when you and your child complete the service "About Me" forms so we know your child's interests and routines. This helps us start planning for the needs and interests of your child from day one.

What to wear

- Footwear that is age appropriate and does not hinder physical play (not thongs or sandals that children cannot run in).
 - Clothes that are suitable for messy play. The children in our services explore sensory play and the outdoor environment in a way where they may get messy.
 - Clothing appropriate for the outdoor conditions. Our services are indoor and outdoor programs. Children should have coats and woolly hats during the colder months.
 - Sun smart clothing between the start of September and the end of April. This includes:
 - Clothes that cover the shoulder and top of the arms.
 - Hat with a brim and/or covers the neck.
 - Families that do not want sunscreen applied to their child are to provide clothing with more coverage.
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What should my child bring to care?

All Services

Medication

If your child requires medication to be kept at the service as part of a medical management plan, it is a requirement that we have a service supply of that medication on site at all times.

Sun Smart Hat

From the start of September until the end of April your child will need wear a hat with a brim when playing outside.

Water Bottle

Children should have a refillable water bottle for use in the centre.

Long Day Care, Casual and Occasional Care

- Breast milk or formula powder in a bottle (not mixed or prepared).
- Change of clothing, clearly labelled in case of accidents.
- A reusable wet bag for soiled clothing.

Kindergarten, Kindergarten Holiday Program and Vacation Care

- Snacks and lunch.



Partnerships with families.

Families are the first source of knowledge and advice for educators about their culture and their children's abilities, life experiences, preferences and interests. Educators need this information to develop educational programs.

Families will also have their own beliefs and values about the education and care of their child. Through respectful relationships with families, educators can gain a good understanding of what's important for families and how to best meet the needs of their children.

Children succeed when there is an open exchange of information that links the home with the service.

Each family has preferred ways of communicating so we will use a variety of ways to exchange information with you. These ways can include:

- information on notice boards or handouts
 - information by email
 - visual diaries near the children's rooms
 - informal chats at social functions and community events
 - regular newsletters about the service, programs, events, news, recipes and articles about children's learning, health and development. We welcome contributions from families.
 - information shared through conversations, sometimes brief on, most of the days your child attends
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The most important communication is often at arrival and departure times. As these can be busy times it may not be possible to have a long conversation.

Families are welcome to make a time with the educators if they would prefer a more in depth conversation. Our educators will also communicate through phone calls if any issues arise during the day.

Getting involved

You are welcome to visit any time. Let us know when you would like to come and what you would like to do when you visit. It might include:

- joining in the children's activities
- reading or telling stories
- gardening with children
- showing the children a skill you have like music, craft, cooking
- helping out at working bees, or
- helping out on an excursion.

You might also prefer to be involved in ways other than a visit:

- contributing to a newsletter;
- helping to develop a service's philosophy;
- participating in community events after hours;
- donating recycled materials from home for the children to use (for example, corks, plastic bottle tops, fabric, spare paper, old wrapping paper, greeting cards, pieces of ribbon, or polystyrene trays);
- giving feedback on policy reviews; or
- coming to a family information evening.

Family Partnerships Committee

We also invite families to join our Family Partnerships Committee. This provides families an opportunity to help guide the direction of Children's Services in Yarra.

If you would like more information on how to participate, please call **9205 5476** or email deanne.halpin@yarracity.vic.gov.au





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FAMILY SERVICES

Our program philosophies.

Each service has an individual philosophy that meets the needs of their children, family and educators. During your orientation, we invite you to ask us questions about our philosophies and encourage your contribution and feedback.

What you can expect to see in our service programs.

Inclusion

Yarra is committed to the inclusion of all children and families in our services. We welcome all family types, all cultures and all abilities to be a part of our learning community. We encourage children, families and the local community to share their ideas, their culture and their interests with our education and care services so we all have a shared understanding.

Social and emotional support for children

Looking after the wellbeing of children is fundamental to what we do.

We know that to be engaged in learning, children need to feel safe and secure. Whenever possible, we try to have consistent educators in the spaces as we know that helps children to settle and feel safe. We work with families to orientate children to the space and make time to talk to you about how best to support your child.



Support for children with specific needs

We have supports in place for children with specific needs, whether it is a medical need, a disability or children who find it difficult to settle.

In our long day care and OSHC programs we regularly access Inclusion Support Programs. These include ISP - a Commonwealth funded program and Kindergarten Inclusion Support, a State funded program for funded kindergarten programs.

We have a Preschool Field Officer who helps educators in kindergarten programs to run inclusive programs.

Our educators regularly undertake professional development to help support the needs of all children.

Play-based curriculum

We understand that not all children learn the same way so we tailor our play based, open-ended activities to the individual child. It might look like the children are 'just' playing, but educators create play opportunities for children to learn skills like letters and numbers, how to share, how to think creatively as well as how to be global citizens in a rapidly changing world.

So when you see children playing with blocks, you are seeing a creative problem-solver; an early engineer learning about concepts like balance, stability, weight, symmetry, measurement, estimation and comparison.

Environmental sustainability

We know that it is vital for children to engage with the environment from a young age.

We give children opportunities to connect with nature and their natural world through visiting parks and green spaces, gardening, composting, and teaching them to respect nature.

We encourage children to use resources thoughtfully, from the paper they use in their learning to the water they wash their hands with.

We are making our learning spaces more environmentally sustainable by phasing out the use of single use paper towel, turning off lights, heating and cooling in unoccupied spaces and being more mindful when purchasing equipment, ensuring it is sourced sustainably and ethically.

Voice of the child

The UN Conventions on the rights of the Child 1989 has four guiding principles, one of them is:

Participation: children are experts in their own lives and experiences, and should be consulted on decisions that affect them. Every child has the right to express his or her opinion, and can provide advice and valuable insight into how their rights can best be protected and fulfilled.

It is important for us to listen to children. By listening to children, it promotes self-esteem and self-worth and children learn that their opinions matter and feel valued and supported. These are vital skills for learning.

As a Child Safe organisation we know that by giving children a voice and listening to what children are saying it promotes child empowerment and safety. Standard 7 in The Child Safe Standards is about empowering children and states “Children have a right to be heard and have their concerns and ideas taken seriously”.

Community connectedness

We know that a child is part of a family and community that shapes who they are. Children grow emotionally, intellectually and physically through engaging with their community. In engaging in our local community, we are giving children a sense of belonging, which is crucial in building their identity. We engage with our local community by community walks, shopping locally, inviting community members into the service and through child consultations by City of Yarra over matters that are meaningful to them, for example, playground and green spaces design.

Messy play

Messy play is an important part of learning and can be lots of fun. Whether children are digging in the garden, gluing and painting or digging in a mud patch, they are learning. Messy play allows children to learn about maths, science, reading, writing, emotions and so much more. Educators will use art smocks when they are needed and sometimes have some protective clothes for rainy days.



Important processes and procedures.

All our services are licensed by the Department of Education and Training and we have obligations that are required by law.

This means that we have certain processes and procedures to help families and educators to keep children safe. It is important for families to be familiar with these as they are requirements.

Arrival and departure of children

In addition to the parent/guardian, the nominated persons you have recorded on your child's enrolment form are authorised to collect your child from care. In the event of needing to include additional nominated persons on your child's enrolment, you must contact the service before the collection of

your child to provide the person's information and permission in writing.

At Long Day Care, Kindergarten, Occasional and Vacation Care Programs you must sign your child in on arrival for care and sign out upon departure.

At After School Care, the educators of the service will sign your child into care on arrival, but your child/children must be signed out by you at the end of the day.

Please make sure other children do not leave with you when you collect your child and close all doors and gates you use at the service.



Medications

Our services do not provide medication. Educators may administer prescribed medication, over-the-counter medications and alternative treatments such as homeopathic medications you provide when legal requirements are met.

You must complete and sign a medication form, which the educator can provide, before they can give your child any medication.

All medication:

- must be within its use-by date
- must be in its original packaging with the instructions
- be given directly to an educator (except in school age programs)
- must never be left in a child's bag
- will never be given by a person who is not a Yarra staff member
- must have the child's name on it

Non-prescription medications will only be administered for two days in a week and must be suitable for the age of the child. A registered practitioner or provider must confirm in writing a request for these medications to be administered for more than two days in a week.

Any child who has commenced a course of antibiotics cannot attend the centre for 24 hours from commencement of taking the medication.

Children in our school-age care programs can be given permission to administer their own medication if a permission form is completed. Please discuss your needs with the service supervisor.

For more information on medication, illnesses and injuries please refer to the policy and procedures manual available at your service.

Immunisation (No Jab, No Play)

Long Day Care, Casual Care, Kindergarten and Occasional Care

By law, to be able to enrol, children need to have an Australian Immunisation Register certificate (available through Medicare or through the MyGov link to Medicare) or be eligible to access a grace period when on a catch up plan. Children who cannot be immunised need evidence of this.

If your child was vaccinated overseas, you need to take evidence of this to your Australian vaccination provider or doctor. They will update the Australian Immunisation Register (AIR) for your child.

Outside School Hours Care

Children who are not immunised or not up-to-date with their immunisation are still able to enrol to use after school care and vacation care.

Illness and accidents

We understand the concerns and difficulties of families with sick children, especially when families have work commitments. It helps all families and children when children who are unwell remain at home to prevent the spread of illness.

A child with vomiting, fever or diarrhoea should be kept at home until 24 hours after they are free of symptoms. If you are unsure please phone the service and speak with an educator.

If your child becomes unwell while at the service, we will call you to ask you to collect your child. If we cannot contact you, we will contact a person you have authorised to collect your child and continue to try and contact you.



In the rare circumstance a child is seriously ill or has an accident while at the service and needs urgent medical attention, we will give appropriate first aid and call an ambulance. We will call you as soon as possible.

To reduce the spread of illness we have policies and procedures for educators on hand washing. Educators also remind children to wash their hands and when needed assist children with this.

It also helps us if families encourage and help children to wash their hands as they arrive at our services.

Infectious diseases, medical conditions

The Government Health Department sets the regulations for children with infectious diseases to be excluded from services. This list is on display at all services.

When your child returns to the service you need to provide a medical certificate so we know your child is well enough to come back.

Please let us know if your child has an infectious disease so we can:

- watch for other cases of the illness
- notify all families, as required under regulations. Your personal details, including the child's name, will not be made public

Children who are not immunised against an infectious disease cannot attend if there is an outbreak of that disease.

Allergies

If your child has an allergy, you need to provide us at the time of enrolment, or as soon as your child is diagnosed, with an Allergy Action Plan completed by your child's doctor or medical service. We will use this information to develop a Risk Minimisation and Communication Plan. You will need to sign the Risk Minimisation and Communication Plan and provide us with any medications referred to in the plan before your child can attend.

Asthma

If your child has asthma, your doctor or medical service must complete an Asthma Action Plan in consultation with you. The educators will use this Asthma Action Plan to develop, with you, a Risk Minimisation Plan for your child. You must sign the Risk Minimisation Plan and provide us with any medication referred to in the plan before your child can attend.



Anaphylaxis

If your child is diagnosed as at risk of anaphylaxis, you will need to complete an Anaphylaxis Action Plan with and signed by your child's doctor or medical service. You must provide an adrenalin auto injection device (Epipen® or Anapen®), within its expiry date, in case a reaction should occur while your child is attending our service. Educators will develop a Risk Minimisation Plan with you. This must be completed and returned with the required medications before your child can attend.

All Action Plans and Risk Minimisation Plans must be reviewed by your child's doctor or medical service annually or as circumstances change.

Other medical conditions

If your child has other medical conditions such as diabetes, epilepsy, cystic fibrosis etc you need to advise us on the enrolment form. Your educator will help you to identify and complete any additional necessary documentation and/or to meet additional requirements. In some instances we may require educators to attend appropriate training to support your child's medical needs before they can attend, such as if your child requires blood sugar monitoring or tube feeding.

Daily program information.

Meals

Long Day Care, Casual Care, Extended Care and Occasional Care

Our Long Day Care programs provide morning tea, lunch, afternoon tea and breakfast on request.

All families are supported with their choices regarding feeding. Families who would like to bring breast milk can be assured that we will store and warm it correctly. If your child is using formula you will need to supply the formula and bottles.

Any food we provide is healthy and nutritious. In our long day care service a weekly menu is planned based on children's daily nutritional needs. This is displayed for families' information and feedback. Our cooks have Food Handlers certificates and our Food Safety Plan meets the Food Safety Act. We cater for allergies and most food preferences.

Kindergarten, After School Care and Vacation Care

- Children need to bring their own snacks and lunch to Sessional Kindergarten and Occasional Care.
- After School Care programs provide afternoon tea.
- Vacation Care Programs provide afternoon tea. Children need to bring their own morning tea and lunch.

We ask you to provide healthy snacks and lunch when sending food with your child. Good eating habits begin in early childhood.

Our programs have fridges for storing food so you can send yoghurt, dips or cheese. Fruit, sandwiches, wraps, vegetable sticks, salad, pasta meals, pita bread are some ideas. It is helpful to send your child's food in an insulated lunch box. Please note that School-Age Care programs cannot provide food storage.

Please do not send treat food such as chips, sweet biscuits, lollies, cake, chocolate, fruit juice or sugary drinks. Educators will help children pack these to take and eat at home.

For more information visit raisingchildren.net.au/preschoolers

Sleep and Rest

All children are able to have times of rest, sleep or relaxation as needed.

Educators will speak with families of babies about their routines at home so these can be followed in the centre.

Safe sleeping guidelines are followed in our services for all sleeping children. Bedding is washed in the centre at least weekly and each child has their own bedding supplied by the centre.

Children are not required to sleep but may be encouraged to rest or have a quiet time during their day. Quiet experiences such as stories, puzzles and art are always available to children at this time, or some children may go outside with an educator to allow others to sleep.

Photographs

We do not allow anyone to take photos or video of a child in our programs without the written consent of the child's parents or legal guardian. We understand that families may like to take photos of their child's friends or special events at our services however we do ask that you respect our policy and speak to an educator before you do this.

Toys and Comfort Items

Children are welcome to bring items they need to help them feel safe and secure, especially at rest times. We know these are an important part of their routines.

While children can bring other toys from home, our services are well resourced with equipment. Items from home, including personal mobile electronic devices, are encouraged to stay in children's bags so they are not lost or damaged and they go home safely.

Sun protection

Over exposure to the sun's Ultraviolet (UV) radiation can pose significant health risks for children, including sunburn, dehydration, eye damage and skin cancer.

The need to provide adequate protection from the sun must also be balanced with the benefits of UV exposure that assists the body to produce vitamin D, which is important for healthy bones, muscles and general health.

Shade

We will ensure there is sufficient shelter and trees providing shade within the services. Outdoor activities will be planned so that children are protected from the sun.

Babies under 12 months of age are kept out of direct sun when UV levels are 3 or above.

Children are encouraged to use available areas of shade for outdoor play activity and those without hats or appropriate clothing will be required to stay in shaded areas.

Clothing

In addition to shaded areas for outdoor play children are required to:

- wear hats that protect the face, neck and ears, e.g. legionnaire, bucket or broad brimmed hats.
- wear sun safe clothing – tops that cover the shoulders and arms; knee length or longer style shorts and skirts (please note: singlets do not offer protection and are therefore not permitted.)
- we recommend children wear sunglasses that meet the Australian Standards.



Sunscreen

We strongly encourage families to consent to the application of sunscreen. However, we acknowledge that some families would prefer that we do not apply sunscreen to their child. In this instance we encourage parents to provide a long sleeve sun protection top.

Where we do have consent to apply sunscreen we will:

- apply SP30+ (or higher) broad spectrum water resistant sunscreen 20 minutes before going outdoors and re-apply sunscreen every two hours when outdoors.
- from 3 years of age, encourage children to apply their own sunscreen under supervision of educators to help develop independence.

Excursions, regular outings and in-house visits

Excursions and in-house visits are valuable experiences for children. They enhance children's learning, offer an opportunity to explore different environments and engage in meaningful ways with communities.

Excursions and regular outings are occasions when children leave the premises of the children's program with the written authorised permission of a parent/authorised person.

These may be routine visits to the neighbouring school, community centre or local library or larger excursions, to the zoo, for example.

In-house visits are when representatives of external organisations come into the educational service premises and provide experiences for children to enjoy as part of the educational program, such as the Responsible Pet Program.

Governance.

Policies

The City of Yarra Children's Services have policies and procedures to support the operational requirements for each program. The policies and procedures are referenced from The Educational and Care Service National Law, The Educational and Care Service National Regulations, The Children's Services Act 1996 and The Children's Services Regulations 2009.

There are copies available at all services for families to look at or ask for a copy.

Our policies are reviewed and updated regularly and we include families, children and educators in this process. If you have any feedback on a policy or would like to know more, please speak with an educator at your service.

Privacy and Data Collection

The City of Yarra Council is covered by the Data Collection and Privacy Act 2014 and the Health Records Act 2001.

You will be given a Collection Notice to read and sign before we ask for this information, to explain why we collect the information, who we share it with and our other legal requirements. We take our responsibility for your information very seriously and will not share your information without your consent.

The National Quality Framework and Standards

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- Belonging, Being and Becoming, (2009).
- My Time, Our Place (2011)
- Victorian Early Years Learning and Development Framework (2nd edition, 2016).



For more information about the Frameworks visit:

- acecqa.gov.au
- education.vic.gov.au and search 'state law'.

The National Quality Standards set a new national benchmark for the quality of education and care services. The National Quality Standards are:

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with families and communities
7. Governance and Leadership.

The National Quality Rating Process

City of Yarra Children's Services will be assessed and rated against each of the 7 quality areas of the National Quality Standards. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their child's education and care.

Emergency Procedures

The City of Yarra Council has a critical incident management policy and procedure that includes emergency evacuations and all children's services are required to develop and regularly practice Emergency Management Plans, such as evacuations or lockdowns.

Each children's service must rehearse and document the emergency and evacuation procedures at least every three months that the service is operating.

Vision statement.

Provide high quality, inclusive education and care services that think creatively to find innovative solutions to meet our community's needs.



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Languages

العربية	9280 1930	Italiano	9280 1931	Other	9280 1940
中文	9280 1937	Español	9280 1935	REF 18568	
Ελληνικά	9280 1934	Tiếng Việt	9280 1939		