



Parent Information Book 2017

CRN 555 001 440V

Introduction

Welcome and thank you for choosing Kids on Campus as your preferred Early Childhood Education Centre.

Our centre is a licensed and registered long day care centre with the Department of Education and Early Childhood Development (DEECD). This license is subject to conditions including child/staff ratios, staff qualifications, and programming, management and building requirements. Our licence is subject to ongoing review by DEECD, spot checks and renewal processes.

Kids on Campus also operates under the National Quality Standards to ensure that we offer the best service to families. Kids on Campus exceed national standards and take part in ongoing evaluation and improvement to ensure procedures practices are current and in the best interest of children, educators and families.

Kids on Campus are not-profit organization. All income generated is feed back into the service to pay expenses and resource the service. Kids on Campus offer Long Day Care and has provisions to care for a limited number of school aged children. We provide an after school care program through the term, and a vacation program during school holidays.

The service also operates a DEED funded Kindergarten program for children aged 4-5 years. This program is implemented by a qualified teacher.

The staff at 'Kids on Campus' continually monitor their programming methods to ensure that high quality programs are offered to the children at all times. Programs consist of daily programs and experiences, and specialised programs.

At Kids on Campus, we value and promote family involvement. All parents are welcome to spend time with their children throughout the day, and we appreciate any involvement; which may include participating in our programs, ideas and/or suggestions. We place great emphasis and importance on communication to and from parents about their children, centre policies or the operation of our service

If you have any queries regarding our Enrolment information, Policies and Procedures, require any further information, or just want to ask a question, please contact our administration officer or myself on 02 6055 6635.

Thank you

Lisa Wiltshire

Director

PRIVACY STATEMENT

Kids on Campus is committed to protect the privacy, security and confidentiality of personal information provided by you to us.

The information you provide will be used for the safety and well-being of your child.

Kids on Campus is required to provide information to various government agencies.

Where you have been asked to provide information, it will only be used for the purposes to which you have consented or for which we may use it as authorised by law.

Centre Programs

Room Establishment

Kids on Campus has six main rooms. All room placements consider the needs of the individual child. All individual routines are catered for and a transition program is provided in preparation for children moving between rooms. Children have the opportunity to spend time with siblings, extended family members and peers throughout the day. Our rooms are named using words from the local Indigenous Language from the Wemba-Wemba tribe.

- **“Amaroo” – meaning Lovely:** caters for children aged from 6 weeks to 18 months
- **“Kalina” – meaning To Love:** caters for children aged 12months to 2.5 years
- **“Merriwa” – meaning Good Place:** caters for children 2 years to 3 years
- **“Rumbalara” – meaning Rainbows End:** caters for children aged from 2.5years – 4 years
- **“Yakuwa” – meaning To Dream:** caters for children aged 4 years+
- **Kindergarten Room:** caters for children aged 4 years and up. This is an approved Kindergarten program for children going on to school in the following year.
- **Vacation Care:** caters for children aged 4 to 12 years during the Victorian and New South Wales School Holidays

Hours of Operation

7.30am – 6.00pm

We are **closed** on the following public holidays: Australia Day - 26th January; Victorian Labour Day - 2nd Monday in March; Easter - Good Friday and Easter Monday; Anzac Day - 25th April; Queens Birthday - 2nd Monday in June; AFL Grand Final Parade Day; Melbourne Cup Day; Christmas & New Year Break. Fees are charged as normal for all Public Holidays.

We are unable to accept children before 7.30 am as this is outside our licensed hours of operation. Children who remain in care after 6pm will be charged additional fees.

Excursions

Kids on Campus often participate in excursions. Some excursions are planned and others may be spontaneous. Parents are requested to complete a routine excursion permission note (on the enrolment form) each year. This form gives the staff permission to take the children out to locations nearby by foot. All non-routine excursions require a separate permission note.

At times children are invited to attend excursions with the centre which require travel by Taxi. Child Restraints are not required in modes of public transport.

Developmental Program

At Kids on Campus programs are based on play based learning. We believe that all children should have the opportunity to grow and learning at their own individual rate. The programs the children take part in are developed in partnership with children, parents, educators and the broader community. We actively encourage parent input in our programs. You can find our programs displayed in the rooms.

Developmental Records

Each child has an education journal which you can access at any time. These journals contain photos, observations, artwork and records of your child's growth and development. Please see the room leader to discuss your child's progress. To cover the cost of children's journals to be printed in full-colour the service charges families \$15.00 per child each year.

School Readiness Program

Kids on Campus implements a school readiness program for all children intending to enter primary school the following year. The school readiness program incorporates activities suitable for our preschool aged children. These activities include opportunities for children to develop literacy, numeracy and social skills.

Environmental Awareness

Kids on Campus values the importance of being environmentally friendly. We promote recycling, saving water and reusing resources to the children. Kids on Campus have a number of vegetable gardens which the children maintain. We are planning becoming more environmentally sustainable in the future.

Our Educators

We pride ourselves on having exceptionally high qualified and motivated educators who ensure quality care and early childhood education is maintained at all times. Our programs are planned and implemented by Early Childhood teachers, Diploma Qualified Staff and are overseen by a qualified teacher. We have a number of qualified educators with the Diploma in Children's Services and their Certificate 3 in Children's Services. Educators at Kids on Campus are also committed to ongoing professional development and self-evaluation.

Kids on Campus also employ trainee staff who are completing their qualifications and Casual Staff and Special Needs Assistants are employed when required. **ALL** staff employed have completed a Working With Children's Check and a National Police Check.

Family Day Care

Family Day Care is a professional home-based early childhood education service that provides a flexible, affordable education and care for children from 6 weeks of age. Family Day Care the only formal childcare service that operates 24 hours a day, 7 days a week and all government subsidies are available.

Kids on Campus are a service provider for Family Day Care within the Wodonga district. Kids on Campus contract qualified and experienced educators and support them in operating their own Family Day Care business. Kids on Campus Family Day Care educators are required to complete a thorough selection and all educators receive ongoing professional development and training.

Parent Communication

Please check door notices as well as the notice board when you visit the centre for information updates. All children are allocated a communication/information pocket located near the room entrance. Please check it daily for notes, newsletters, accounts and receipts. Our service also emails families notices and information so please provide the service a current email address.

Any information parents provide about their child helps our staff to effectively program for all the children's needs. To keep you informed about the day-to-day activities of the centre there are various strategies and procedures in place to provide for regular communication.

Staff members are available to greet you and your child on arrival. When collecting children, please speak to an educator to find out about the child's day. Also, information is kept in a variety of written formats according to your child's age.

Student Placements

Kids on Campus strongly supports the industry-based training of students in the various disciplines of Early Childhood Studies. We accommodate students on their practical placements. At times students are required to take observations on your child. If your child is chosen to be a 'focus child' you will be asked to complete a separate permission form. Observations taken a completely confidential and do not include children's names or any personal details.

Opportunities for Improvements

All complaints or concerns are to be addressed to the Centre Director who will give the matter immediate attention. Every effort will be made to resolve any issue in a fair and informed manner without prejudice. Information regarding a complaint or concern will remain confidential and all reasonable steps will be taken to develop and implement systems to protect the privacy of the people involved.

Please refer to the Line of Communication and Opportunities for Improvements displayed on the Information Board. Complaint forms may also be accessed in the centre foyer.

Personal Toys

We ask that children **not bring their own toys to the centre** except for a special comfort toy during sleep times. A consistent comforter is considered to be one toy or blanket brought each day for sleep. A variety of multiple toys does not meet this requirement. Books or special toys brought in to show to the group are to be left with an educator so they can be shown and shared at group times. They will be returned to the parent at the end of the day. **Please assist Centre staff by not bringing any item that could be dangerous to children's safety. We take no responsibility for toys that are misplaced or broken.**

Enrolment Process

Kids on Campus is available to TAFE students and staff as well as the **general public**.

Priority of Access

The Department of Family, Community Services and Indigenous Affairs (FaCSIA) determines Priority of Access rules.

- **Priority 1** – a child at risk of serious abuse or neglect
- **Priority 2** – a child of a single parent or parents who satisfy the work/training/study test under section 14 of the A New Taxation System (Family Assistance) Act 1999
- **Priority 3** – Any other child

All parents/guardians are required to complete a form detailing their current employment/training status to enable us to apply these rules. This information is retained in your child's file for each calendar year.

Enrolment

Families will need to complete a "Request For Care" form to advise their care needs and ensure that the families CCB is active on the centres software. Following confirmation of availability and active CCB a formal enrolment form will be given to families.

An enrolment form needs to be fully completed including the details of at least 2 emergency contact persons. Families must also provide a current Immunisation History Statement. The enrolment form must be signed by a person with lawful authority to do so. Orientation visits can be arranged prior to the date when care is required to commence.

Permanent Bookings

- A booking fee of \$100.p.p is required **before** the commencement of care for each child. This fee will be refunded upon your child exiting the service, provided that your account is balanced and no other fees/charges are due.
- Each day booked is to be paid for regardless if your child is absent.
- Permanent booked days **cannot** be swapped.
- Additional days may be booked if positions are available.
- A minimum of two weeks' notice in writing is required to cancel a permanent booking. A cease of care form must be completed.
- Throughout the Australian working year we have public holidays. The centre is closed on Public Holidays. Fees are calculated on an annual basis, taking into account public holidays, and so there is no reduction in fees for weeks which include public holidays. Child Care Benefit and Child Care Rebate cover you for public holidays.

Casual Bookings

- Casual bookings are available on request only and when there is a vacancy in the appropriate room. Casual bookings cannot always be guaranteed.

- To make a casual booking your account must already be up to date.
- Fees will not be charged if a casual booking is cancelled at least 24 hours beforehand.
- Permanent daily bookings have priority of access.

No Jab No Play Policy

The Victorian Government has passed new immunisation legislation named 'No Jab, No Play', which will take effect on 1 January 2016.

'No Jab, No Play' aims to reduce the risk of vaccine-preventable diseases through increased immunisation rates in the community.

The legislation requires all children enrolling in early childhood education and care services to be up to date with their vaccinations or to have an approved exemption. This includes long day care, kindergarten, occasional care and family day care.

Families of children who are on track with the vaccination schedule for their age will not be affected.

Vulnerable and disadvantaged children will be eligible to enrol in a service under a grace period – without having provided proof of up to date immunisation – to allow families to continue accessing services while they seek advice and assistance to get their child's vaccination schedule on track. Early childhood services have been provided with resources to help families.

Questions or concerns about immunisation or particular vaccines should be directed to a doctor or immunisation nurse.

Christmas Close Down.

The Centre closes for approximately two weeks over Christmas. Exact dates are advised at the end of the year. Fees are not payable during this period.

Centre T-Shirts & Hats

Shirts and hats are available to purchase at the centre. Please see the office.

Fee Structure

In order for our centre to provide a high quality environment and an appropriate program for children, we must remain financially viable, while ensuring child care fee levels are at an affordable level for families. We recognise that rising child care fees have created difficulties for many families, and we have developed our fee system to maximise all family's access to subsidies. You will find our fees compare favourably to other centres in the area. However it is imperative all families pay their child care fees each week, returning their account to a zero balance, to ensure Kids On Campus in return is able to continue providing child care to all families.

As a not for profit centre, we aim to minimise the costs of administration, in particular the collection of child care fees, while ensuring families know what is expected of them, and know about the subsidies available to assist with fees. We ask that all families appreciate the importance of these procedures and contribute to the regular payment of fees without creating unnecessary work for staff in collecting outstanding fees. **All accounts must return to a zero balance each week for your child's place to remain available.**

Fees are reviewed by the Centre Management at the end of each financial year and before the end of the calendar year. Included in these fees are all meals, snacks, linen and nappies.

Current fees – excluding Government Subsidies

- \$415.00 - Full Time Rate (Monday to Friday)**
- \$405.00 - Second Child Full Time Rate (Monday to Friday)
- \$90.00 - Daily Rate (7:30am to 6pm)**
- \$83.00 - Second Child Daily Rate (7:30am to 6pm)
- \$55.00 - 3 hour Session Care (Conditions Apply)**
- \$90.00 - Vacation Care (Additional Cost May Apply)

Late Pick Up Fees

A late fee of **\$2.00 per minute**, per child, will apply from 6.00pm until the child is collected and leaves the building.

Child Care Benefit (CCB %)

- Child Care Benefit (CCB) is a payment from the Commonwealth Government to assist families with the cost of child care.
- Families can choose to receive CCB as a weekly fee reduction or as a lump sum payment, after the Australian Taxation Office has processed their tax returns, at the end of the financial year. It is the parents' responsibility to notify the Family Assistance Office (FAO) that their child will be attending our Centre. To ensure there is no delay in receiving your Child Care Benefit you will need to advise the FAO before you begin care. Even if you choose to receive your CCB at the end of the financial year you will still need to register. The Family Assistance Office phone number is 13 61 51 and their website is www.familyassist.gov.au
- In order for families to receive CCB all attendance information must be correctly completed by families by recording the exact time of arrival and departure and signing both of these.
- All families must have active CCB before enrolment begins
- **Kids on Campus Customer Reference Number – 555 001 440V**

50% Child Care Rebate (CCR)

If you receive Child Care Benefit (CCB) for approved care, you may also be eligible to receive the Child Care Rebate (CCR). From the 1st July 2012 the CCR will cover 50% of out of pocket expenses for approved childcare up to a maximum amount per child. Out of pocket expenses are total childcare fees less Child Care Benefit.

To receive the Child Care Tax Rebate you need to also be eligible to receive the Child Care Benefit for approved care. You must register with the Family Assistance Office. You and your partner must meet the work/training/study requirements to be eligible for the CCR.

The Child Care Tax Rebate will be paid at the end of the financial year after you have lodged your tax return.

JET Assistance

- Jobs, Education and Training Childcare Fee Assistance (JETCCFA) provides extra assistance with the cost of approved childcare. This is for eligible low-income parents undertaking activities such as job search, work, study or rehabilitation. This is part of an activity agreement to help parents enter or re-enter the workforce. Please contact the Family Assistance Office on 13 61 50 for more details.
- Families who are eligible for JET must provide the centre with a confirmation letter of their JET eligibility before commencing care. The centre will charge families the full rate of care (minus eligible CCB) until this letter is received. Fees must be paid weekly.
- Once the centre has received JET confirmation your account will be rectified. Parents are required to bring their JET letter into the centre in order for JET Assistance to be applied.
- **Need additional information?**

If you require further information regarding payment of fees, Child Care Benefit, absence days, holidays etc. please call in to the Office or phone 02 6055 6635 or contact us via email arobinson@wodongatafe.edu.au

Payment of Fees

- Accounts detailing fees charged and payment made are issued weekly via the family communication pocket or via email. Your information pocket is located as close as possible to your child's room door.
- Fees are to be paid weekly unless otherwise arranged with the director.
- Our preferred method of payment is debit and credit card. Payments can then be automated for your convenience. Other methods of payment we accept include Internet Banking, Eftpos, and cheque.
- Cash payment may be made to the centre. **All cash payments must be receipted by the director or administration staff. The service will NOT be responsible for cash payments made without a receipt.** Fees can be placed in an envelope (labelled with the child's full name and the amount enclosed) and posted in the fees box situated in the administration office door **after** the cash has been receipted by the office staff.
- An ATM is available at the TAFE student canteen.
- Other staff members may only accept fees through EFTPOS if they are relieved from their duties to care for the children.

Overdue Accounts

Fees must be paid on a weekly basis unless arranged otherwise with the director.

Procedure for overdue fees:

- A "**Yellow**" letter advising families that fees are overdue will be issued. This letter will outline that the family has 1 week to pay the account or make a suitable payment arrangement.
- If families do not respond to this letter will be issued with a "**Red**" letter stating that they must pay immediately or their child **will** lose their position at Kids on Campus.
- Details of the outstanding account will be forwarded to the Finance Department of Wodonga Institute of TAFE for debt recovery action. This includes the freezing of all results for student parents enrolled at Wodonga TAFE. Overdue fees will also inhibit any future enrolment Wodonga TAFE.
- All accounts must be paid in full by the end of each Victorian school term to secure your child's position in the upcoming term. Reminders will be given to parents leading up to the end of the term to pay all outstanding fees. No accounts will be forwarded onto the next term.
- Families who are issued with a Red Letter will be required to maintain their account in credit at all times or their child's position at the centre may be cancelled and the place made available to another child.
- Families who default on a Payment Plan will have their child's position at the centre cancelled and the place made available to another child.

Enrolment Deposit

- In order to secure a booked place an enrolment deposit (or booking fee) of \$100 is required from each child on enrolment. Your booking is **NOT** secure unless you have paid the enrolment fee.
- If you have not paid a booking fee to secure your booking your place may be given to another family.
- If you pay a booking fee and your child does not attend care at our service the booking fee amount **will not** be refunded.
- The enrolment deposit is refunded when care at the centre is cancelled and when all fees for child care have been paid.
- The preferred method of payment for this amount is by EFTPOS or Credit Card so the centre can easily refund your deposit when required.
- Booking fees are not applicable to students of Wodonga TAFE once proof of enrolment has been given to the service. If students of Wodonga TAFE have outstanding fees at the completion of their course student results and certificates will not be issued.

Cancellation of Care

Families who wish to cancel care are required to give **two weeks' notice in writing** to the director using our Cease Care form.

Absences

Full fees are payable from the beginning of the last week in January each year i.e. the week in which public primary schools begin operation, at the latest.

Places cannot be held after this date. When vacancies occur after this date, fees are due from the confirmed date of commencement.

Full fees are to be paid for all absences including when a child may be absent from the centre due to periods of annual leave taken by parents, term breaks from classes, illness (of the child, a sibling or parent), or any other reason particular to the family's circumstances.

If your child is sick, away or unable to attend, you are still responsible for paying the daily fees.

Financial Difficulties

If at any time parents are experiencing financial difficulties and are in need of assistance, please contact the Centre Director, where a payment plan can be set up and put into action.

Fundraising

This is always an important part of any busy centre. Parents and staff organise a variety of fundraising events throughout the year. The support of all families is highly appreciated. All funds raised are used to buy additional toys and equipment for the Centre. Please let us know if you would like to be involved in fundraising or have a great fundraising idea.

Starting your child

What you should bring on a daily basis

- * Bottles with water
- * 2 spare home nappies
- * Wide brimmed hat
- * Formula (if required)
- * Dummy (if required)
- * Security item (if required)
- * Boots and coat (depending on weather)
- * At least 2 changes of clothes (including underwear & socks)

Please label ALL items with your child's name.

Products we use at Kids on Campus

- * Band-Aids and standard first aid products
- * Alcohol free baby wipes
- * SPF 30+ sunscreen
- * Stingoes/Antiseptic Spray/Cream & Wipes
- * Curash/Suda cream
- * Disposable Nappies

Please Note: If parents do not wish the staff to use any of the above products, please supply your own and notify the staff accordingly.

Bottles, Formula and Alternative Fluids

- Parents are to supply their child's formula either in its **original tin or in a container supplied to store formula only**
- Parents are to supply the formula scoop with their tin or container of formula
- Parents may supply formula in a pre-measured container
- To avoid contamination parents **must not supply** powdered formula in re-used food jars or containers
- All containers and tins need to be clearly labelled with the child's name
- All containers and tins need to have clear details of how to make the formula
- Parents must provide enough bottles filled with the required amount of **water** each day
- **Bottles must not come to the service already made**
- Staff will not wash and re-fill bottles during the day
- Staff will empty left over milk and rinse bottles with cold water and place in the child's bag to take home for cleaning and sterilizing
- Sterilizing equipment is not available at the service
- Bottles are to be clearly labelled with the child's name.
- Made up formula will not be kept more than 12 hours
- Staff will only heat bottles in the bottle warmer, the microwave will not be used
- Staff will not pre-make bottles, they will be made fresh as required
- Alternative fluids – cooled boiled water in sterilized bottles can be given as a drinking alternative during the day.
- Young infants will be fed their bottle by staff
- Older infants able to hold their own bottle may do so after consultation with the parent
- Bottles are not permitted in bed
- Staff will record the amount of formula consumed by the child on the daily record

Bottle Fed Breast milk:

- Stored breast milk will only be kept for a day, unless it has been stored in the freezer, bottle to be labelled with time and date and the name of the child.
- Frozen breast milk will not be defrosted or heated in a microwave

- Breast Milk will be heated in the Bottle Warmer for no more than 10 minutes
- Frozen Breast milk will only be stored for up to 3 months
- Please see guideline above in relation to supplying and cleaning bottles
- Staff will record the amount of breast milk consumed by the child on the daily record

Clothing

- To ensure children are comfortable and can play and participate safely in programmed activities, we ask parents bring their child to the Centre in appropriate play clothes and shoes.
- 2 extra sets of clothing could be brought in each day to help guarantee your child to have a set of clothes to change into after any wet or messy play activity. It is preferable that children wear loose T-shirts providing shoulder and upper arm protection during the summer months.
- Enclosed shoes are preferred and should be suitable for a range of outdoor play experiences including climbing, running, bike riding and sandpit play.
- When children are toilet training, it is best if their clothing is easily managed, preferably shorts with elasticised waists, no buttons, zips or braces.

Sun Protection

The inclusion of a wide brimmed hat, T-shirts with sleeves and other sun safe clothing is needed between during daylight saving hours. Children who do not have the required items for sun protection must play in a shaded area. The centre will provide SPF 30+ Sunscreen. If your child requires a specific skin sensitive sunscreen please supply this to the service for your child.

Arrival & Collection of Children

- It is a requirement under the DEECD Licensing that all children are signed in and out daily. In addition, the sign in/out sheets are used in accounting for all children during emergency procedures.
- Parents are requested to use the front entrance only for entering and departing the centre. The back gates are for emergency purposes only.
- Communication on a daily basis is essential in the provision of quality care. The daily exchange of relevant information about the child promotes continuity of care between home and the centre enabling children to develop security and learn to trust staff. Partnerships between staff and families are promoted through the active exchange of information about each child.
- When arriving at the centre, please talk to a staff member before leaving the centre. It is very important that parents or persons authorised to collect children, inform staff when they are leaving with their child. At this time staff can give the parents a brief summary of your child's day including anything special that may have happened.
- If someone other than parents or guardians is to collect the child, please inform the room staff as well as writing the information on the sign-in sheet.
- For the safety and well-being of your child, staff will not allow children to leave with any person who is not authorised to collect them.
- **NO CHILD CAN BE PICKED UP BY A PERSON OTHER THAN A PARENT UNLESS WRITTEN OR PHONED PERMISSIONS HAS BEEN GIVEN TO THE DIRECTOR OR STAFF. STAFF WILL CHECK ALL PERSON IDENTIFICATION WHEN COLLECTING A CHILD.**
- Parent intending to spend time at Kids on Campus with their child must sign in at the front door in case of an evacuation.

Please Note: Unless a court order exists to the contrary, any parent or guardian is welcome to spend time with their child throughout the day and take part in the activities. If an intervention order, parenting order or parenting plan is in operation, please provide a copy of relevant written information to the Centre Manager

Emergency Medical Situation

If a child suffers injury or illness or trauma while attending the centre, staff will respond immediately in accordance with their First Aid training and provide comfort and reassurance to the child.

The parent/guardian will be contacted as soon as practicable of any medical emergency situation concerning their child. Where an ambulance is required, a staff member will accompany the child only when possible.

Illness & Injury at the Centre

If children become ill whilst at the centre, the staff will attempt to contact a parent or guardian immediately. Parents are requested to collect their child as soon as possible so that he or she can be taken home. If parents cannot be contacted, the staff will endeavour to contact the persons nominated as emergency contacts as per enrolment form. If no contacts are available and the child requires urgent medical attention, an ambulance will be contacted.

All accidents will be recorded on an Accident/Incident & Illness Form and will be given to the parents to sign and will be kept in the child's file. Parents may request a copy of this form. Parents will be contacted if a more serious accident occurs.

If a child requires hospitalisation, an ambulance will be contacted and the child will be transported to hospital. Parents will be notified that their child is in transit to the Hospital. A staff member will accompany the child; usually this will be the director.

Please Note: All costs associated with the ambulance are the responsibility of parents or guardians.

Sick Children

Children must not attend the service if they are unwell. If a parent/guardian is unsure of whether or not their child should attend the Centre the parent/guardian is to contact the centre manager prior to the child's attendance

Children suffering from fever, diarrhoea and vomiting must be excluded from the centre until 24 hours after the last incident of either diarrhoea or vomiting.

Skin rashes with acute onset are to be cleared by a Doctor (providing a medical certificate) as non – infectious or the child will be excluded. Children attending the Centre with thick nasal discharge will be excluded from the centre allowing to return on production of a medical certificate stating the discharge is non-infectious.

If the child has any symptoms of an Infectious Disease they must not attend to centre. Please refer the Centres Health Policy and Infectious Disease Exclusion List at the office.

If a Medical Certificate is supplied and the child recovers at an earlier date than outlined in the Medical Certificate a clearance letter from the doctor must be supplied to confirm that the child is well enough to return to the centre again.

Our staff reserve the right to refuse daily admission to the centre if a child is obviously unwell or infectious.

Ongoing Medical Conditions

If your child has an ongoing medical condition for example: Anaphylaxis, Allergies, Asthma, Diabetes, Epilepsy etc please advise the centre and give detail of the condition on your child's enrolment form. In addition you are required to provide the service with a letter or plan from your doctor or specialist outlining the condition, signs and symptoms and medical treatment required. With your permission your child's medical plan will be displayed in the centre to ensure all staff are aware of your child's needs.

If your child requires ongoing medication you need to complete an Authorisation form to give our staff permission to administer medication to your child. If your child administers their own medication, for example a puffer for asthma a separate Authorisation form needs to be completed. Please see the office for these forms. Children requiring medication for ongoing medical conditions must not attend the centre unless the appropriate medication is on site

Prescription Medication

- Prescription Medication must not be left in children's bags.
- All prescription medication must be given to a staff member upon arrival at the centre.
- A staff member will administer authorised medications only if a medication form is completed and signed by a parent. A second staff member will witness and check the dosage before the medication is given and both will complete and sign the medication record at the time the medication is given.
- For chronic conditions such as asthma, epilepsy or severe allergic reactions, a current Management Plan needs to be completed and authorised by a medical practitioner.

- Children requiring medication for ongoing medical conditions must not attend the centre unless the appropriate medication is on site.

When administering prescription medication to children the staff will ensure that:

- Prescription medication has been prescribed for the individual child to whom the written request for medicine administration has been made.
- The composition, strength, expiry date and dosage are stated clearly on the packaging and must be provided in the original container with the original label.

Non-Prescription Medication

Our Staff are **unable** to administer non-prescription medications. If paracetamol is required for non-infectious conditions such as broken bones or chronic pain it may be supplied how this must be prescribed by a medical practitioner. Please see the Children’s Health Policy for more information

Visiting the Centre

To ensure we are accountable for all persons in the centre if there is an emergency, please sign the visitor’s book if you are planning to stay for any length of time other than dropping of or picking up your child.

Meals

We are flexible with your child’s needs and are happy to discuss any individual dietary requirements with you regarding your child. Kids on Campus plan a nutritious menu on a 4 week rotation based on Nutrition Guidelines. Kids on Campus employ a Catering Company who prepares nutritious morning tea, lunches and afternoon tea for the children. Water is provided throughout the day and at lunchtime.

A menu is displayed daily in the foyer. Parent involvement, feedback and comments are always welcome.

Due to allergic reactions to certain foods and the current food safety requirements, we ask that NO food be brought into the centre from home. This is to ensure the safety of all children, and especially children with severe allergies.

We also remind parents that we do not serve nut based foods however we may serve food that contain traces of nuts or food that have been processed on machines that also processed nut products. We do not serve Nutella, Peanut Butter and Nut Bars etc.

Birthdays

Parents/Guardians can supply a birthday cake for their child on the condition that it is a store bought cakes in its original packet due to any allergies or dietary requirements of the centre’s children. We also do not allow the use of birthday candles in our centre.

Menu Sampler

Nursery meals are as below and served with mashed vegetables on a daily basis. Soft meats and infant cereals will also be served when appropriate.

Morning Tea served with milk or water	Lunch served with water	Dessert	Afternoon Tea served with milk or water
Toasts & Spreads Baked Bean Nachos Raisin Toast Muffins & Spreads Fresh Fruit Cereals Crackers	Corned Beef & Vegetables Tuna Mornay Stir-fry Chicken Spaghetti Bolognaise Casseroles Beef Nachos Chow Mein	Fresh Fruit Yoghurt & Fruit Fruit & Custard Fruit Salad Frozen Yoghurt	Mixed Sandwiches Anzac Biscuits Fresh Fruit Crackers Muffins Fruit Platters Dips Cheese

Centre Policies

The centre has a number of policies and procedures. A policy and procedure manual can be found in the foyer at all times. Parents may request copies of policies and procedures. Policies and procedures are reviewed on an ongoing basis and your input is valuable. Please look out for any policies under review in the foyer and add your suggestions. All policies and procedures are written in consultation with parents, staff, management and committee members.

Internet Banking Details

Account Name: Wodonga Institute of TAFE

BSB Number: 083-971

Account Number: 02-778-6373

Reference: Enter your ID Number, CCFees & Surname, e.g. **410CCFeesSmith** for each payment so that we can trace your payment.

Authority to Debit Credit Card Account

I authorise Kids on Campus to debit my Credit Card Account for my child care fees each week.

Cardholder's Name: _____

(Please Circle)

Visa Card – Master Card – Bank Card

Card Number: _____ - _____ - _____ - _____

Expiry Date: __ / __

Signature: _____ **Date:** _____