

# Yarraville Community Centre

## Childcare and Pre-School Kids Handbook

### 2018



**Occasional Care**  
59 Francis Street,  
Yarraville 3013

**Pre-School Kids**  
114 Blackwood Street,  
Yarraville 3013

Phone: 9687 1560

[info@ycc.net.au](mailto:info@ycc.net.au)

[www.ycc.net.au](http://www.ycc.net.au)

All Childcare Educators, Staff and the Committee of Management at the Community Centre offer you and your children a warm welcome. We do hope you enjoy your time here in 2018.

The service is registered with the Department of Education and Early Childhood Development and adheres to the *Children's Services Regulations 2009 and the Children's Services Act 1996*. The occasional childcare centre operates under limited hour's type 2 service. The Childcare Service programming and planning is based upon the Approved Victorian Early Years Frameworks for Children 0- 8years

# SECTION 1 - ACCESS TO CARE

## CHILD CARE PHILOSOPHY

To provide each child a safe and healthy environment that enables them to grow and learn through discovery and play, we believe in the development of the whole child aged from 6months to 5 years. We believe that introducing children to the Community embraces their belonging and develops their understanding of diversity and inclusiveness. Our educators strive at all times to deliver a high quality service that promotes our philosophy. The Service meets Local, State and Federal regulations and guidelines and offers accessible, affordable, high quality care to suit individual, group and family needs.

## ACCESS

Under the current children services guidelines for educator ratios Yarraville Community Centre is able to care for up to 30 children per session, at Francis St and 14 children at Blackwood St. Children are only able to attend a maximum of 5 hours per day and 15 hours per week under the current children's services regulations.

**The Occasional Care program** will operate from Francis St Yarraville Monday to Friday 9.15am -2.15pm  
Doors open 9.15am – 9.45 am and 1.45pm- 2.15pm, entry between 9.45am and 1.45pm can be gained through the Community Centre.

**The Pre-School Kids program** will operate from 114 Blackwood St Yarraville, Tuesday, Wednesday and Thursday 9.30am - 2.30pm

## CENTRE CLOSURE

Occasional Care and Pre-School Kids do not operate over the school holidays or on Public Holidays.

## ENROLMENT PROCEDURES

An enrolment form is to be completed when using the Service for the first time. Individual enrolment forms need to be completed for each child from the same family. A new form needs to be completed at the beginning of each year. Your children are not permitted to attend childcare without a fully completed enrolment form being filled in. It is the responsibility of the family to keep all enrollment, medical details up to date at all times.

You will need to supply the following information:

- Names and numbers of emergency contacts and authorised people to collect and drop off
- Relevant medical history/allergies, special needs and management plan
- A Current copy of the Certificate of Immunisation from Medicare (no blue books)
- Name, address and telephone number of child's doctor
- Current email

Original Custody and Access papers must be supplied to the Coordinator who will copy them and place on child's file

## ARRIVAL and DEPARTURE

In accordance with State Government Regulations parents/guardians are required to sign their child/children in the attendance book individually and **record the time of arrival, contact number, who is collecting and departure every time they arrive, and depart from the Centre**. This is most important to enable the staff to know exactly how many children are at the Centre in case of an emergency.

A parent/guardian's authorisation is required before a child is released into another person's care. Children will only be permitted to leave the Centre with the **authorised** person (over the age of 16 years) listed on the enrolment form. **N.B.** Proof of identification will be requested, parent will be contacted if proof of identification is not supplied

**When picking up your child/children, ensure all belongings are collected and educators advised of your departure. Please also ensure that you have signed out and recorded the time of departure, in the attendance book.**

**Please ensure that children are picked up on time.** If you know you are going to be unavoidably delayed, please contact the Centre as soon as possible, otherwise the procedure for late pick-up fee will be charged. Non attending children must be supervised at all times, they are not the responsibility of the educators, all care will be taken but they are your responsibility. Please encourage them to respect all other children, settings and displays.

## SECTION 2 – FEES AND BOOKINGS

### BOOKINGS

Bookings can be made on a school term or casual basis. Please note that bookings and payments are taken for the session and not individual hours (the exception being if your child is in care because you attend a class at the Centre).

#### PERMANENT BOOKINGS -

- Permanent bookings must be paid for in advance with an upfront fee due by the beginning of term. **OR** Two equal payments with the 1<sup>st</sup> payment to be made prior to the 1<sup>st</sup> week of term, and 2<sup>nd</sup> payment to be paid on the 5<sup>th</sup> week of term.
- A permanent booking guarantees your child/children an ongoing place for the nominated session.
- There are no transfers or refunds issued for days not attended.
- Notification of payment dates will be posted in the childcare room and on the doors. No invoices will be sent to parents/guardians.
- Any late payment of fees will automatically accrue an \$8 administration fee in addition to any outstanding fees owing.

#### CASUAL BOOKINGS-

Casual Bookings can only be made up to one week in advance of the date required.

Ring the Centre between **10.00am-5.00pm**. **Bookings will not be accepted on the answering machine.**

If sessions are booked out we will keep a wait list for casual bookings. If a vacancy occurs we will contact parents who are on the list.

#### WAITING LIST –

A waiting list will be maintained in order of registration, places are offered in order of registration or in accordance with the Priority of Access determined by the Dept' of Education and Early Childhood Services

### FEES AND CHARGES

Parents/Guardians are required to pay fees for each session your child is booked into. Permanent bookings can only be accepted if accompanied by an upfront payment in advance.

#### Occasional Care

|                                      | Full Fee | Concession Fee<br>(pay in one or two installments) |
|--------------------------------------|----------|--|
| (a)Term booking one session per week | \$47     | \$40   |
| (b)Casual booking per session        | \$50     | \$42   |

#### Three year old group

|                                      |                        |                         |
|--------------------------------------|------------------------|-------------------------|
| (c)Wed & Thurs                       | Term1 (9wks) - \$617   | Term1 (9wks) - \$583    |
|                                      | Term2 (11wks) - \$754  | Term2 (11wks) - \$713   |
|                                      | Term3&4(10wks) - \$685 | Term3&4(10wks) - \$648  |
| (d)Or Tuesday, Wednesday or Thursday | Term1 (9wks) - \$356   | Term1 (9wks) - \$339    |
|                                      | Term2 (11wks) - \$435  | Term2 (11wks) - \$415   |
|                                      | Term3&4(10wks) - \$395 | Term3&4 (10wks) - \$377 |

A **Late pick up** fee of \$15.00 per 15 minutes applies if a child is not picked up by the end of the session.

The **“Late pick up”** fee will be charged in the event of a child not being picked up on time.

#### Family Assistance Office Occasional Childcare Rebate

Upon receipt of full term payment parents will be allocated a FAO (Family Assistance Office) Child care receipt. This receipt enables the families to claim back a gap amount based on the family income. These receipts can be claimed any time within a 12 month period by presentation at a FAO office.

If you require further information please phone the Centrelink Payment Team on 136 150. Our provider number is **307884180L (for Occasional Care) and 307821804K (for Pre-School Kids)**

# CHILDREN'S HEALTH AND WELL BEING

## ACCIDENTS / ILLNESS

The Centre is not able to care for sick children. If your child is clearly unwell in the morning, has a temperature, or has been given Panadol or Nurofen and would not be able to join in the day's activities then they are not to attend the Centre. Please inform staff of any illness that your child has had since they last attended childcare.

If your child becomes ill or has an accident that requires further attention during Care, the Centre will notify you or your nominated emergency person to collect your child. Only you or your emergency contact person can collect your child.

If the injury/accident is not serious, it will be recorded in the accident book which you will be asked to sign, indicating that you have been made aware of the incident and what action was taken by staff.

## VACCINATIONS

As of the 1<sup>st</sup> of January 2016, the 'No Jab, No Play' legislation commenced. All children enrolling in Early Childhood Education and Care Services are required to be up to date with their vaccinations. Only Medical exemptions are accepted and must be signed by your Doctor.

## MEDICATION BOOK

If your child requires medication, the name and dosage must be clearly written in the medication book, the medicine itself must be clearly labeled. Prescription medicine must be in the name of your child. The medication book is located in the childcare room. If you have administered medication to your child **prior to** entering the Centre, you must notify Staff and record the details in the space provided in the medication book.

## ASTHMA, ANAPHYLAXIS, MEDICAL CONDITIONS AND ALLERGIES

On enrolment, it is vital to inform staff if your child is at risk of Anaphylaxis, suffers from Asthma or any other known Medical Condition, Illness or allergy i.e. food, sunscreen, Band-Aids etc. You are required to provide the Centre with your child's current (must be less than 12 months old) Management Plan, current colour Photo and any medication before you can leave your child at the centre. If your child is at risk of **Anaphylaxis has Asthma or any other known Medical Condition** then before your child's first session you will need to meet the Childcare coordinator to go through the **Anaphylaxis policy and the risk management plan** and fill in the YCC action plan, attach a photograph of your child, and provide the epi-pen or medication to childcare staff. No child who has been prescribed an adrenaline auto-injection device is permitted to attend the service without that device.

## INFECTIOUS DISEASES

If your child develops an infectious condition such as conjunctivitis, gastro-enteritis, hand/foot/mouth head lice, etc. It is advised that you seek treatment for your child from your family doctor before returning to occasional care. A Medical Certificate will need to be provided, as your child will not be able to attend the Centre whilst the condition prevails. Children found with any symptoms, will be required to be collected ASAP.

Most contagious diseases require children to be excluded from the Centre for a period of time. A list from the Health Department is posted on the notice board in the childcare room and the Centre follows those recommendations.

## REPORTING

Yarraville Community Centre is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Everyone working at YCC is responsible for the care and protection of children and reporting information about child abuse.

## THE EVACUATION PROCESS

Detailed procedures including map of building for the Centre is located in the childcare room, as well as the 'Policy' folder. The staff and children practice regular evacuation procedures, so everyone is familiar with the procedure. In the event of an evacuation, you will be contacted as soon as possible.

## SLEEP AND REST

At Occasional Care we offer sleep and rest times as your child requires, Babies may need 2 sleeps through the day while toddlers may require a sleep or rest after snack. This is generally from 11.30am onwards after snack time. We allow sleeping children to sleep unless directed by you to wake up after a set time. If your child requires sleeping bag, dummy, toy, comforter or bottle please supply and advise educator via the day book, what their routine is, and any special techniques that you use. An educator is in the immediate vicinity of sleeping children at all times. Sleep times and checks are recorded for your information at the end of the day Babies will sleep in the cot, Children rest on a mat together, with a sheet and are given a small pillow and blanket to be comfortable. We also have rest and relaxation areas for times when your child may need or be wanting some solitude. Children requiring sleep earlier will do so as directed by the parent

# SECTION 3 - WORKING WITH FAMILIES

## ORIENTATION

Orientation plays an important role in selecting the right Service for you and your child as well as settling your child into care. You will be given a tour of the Service, meet the Educators and chat with the Coordinator about the day's events and what the service offers, questions will be answered as well as given all relevant paperwork required including this Family Handbook and Enrollment Forms which can also be accessed on our website [www.ycc.net.au](http://www.ycc.net.au)

## SETTLING YOUR CHILD INTO CARE

When children attend the Centre for the first time, it is advisable to start with a short separation time, as all children need a chance to settle into a new situation. Your child will also feel more at ease if you appear relaxed, confident and reassuring. All parents are welcome to assist in settling their child into activities. When your child begins we suggest shorter days if possible, to help your child with their new routine.

It can be distressing for a child if he/she does not understand where their parent has gone and when their parent will return, therefore the process of saying 'good-bye' to a child is very important. If you are uncertain when to separate from your child, please ask educators for assistance. You are also welcome to call the Centre, to see how your child is coping.

We encourage you to talk to the childcare educators about any queries when dropping off or picking up your child/ children, complete the day book and to contact the Centre during the day with any concerns. If there are any problems one of the educators will contact you

Each child is unique and his/her settling-in time will vary depending on age and stages of development, previous experience away from parents, personality and preparation before commencing at the Centre. To assist with this talk about the Centre, drive past and point to where they will be going and be excited about some of the activities that they might do, if possible pop in and let them see the centre.

## WHAT TO BRING – ALL ITEMS MUST BE LABELLED

Please bring:

- **A box of tissues each term for all children who have a permanent spot**
- Spare underwear and changes of clothes, complete sets including socks, weather depending
- A drink or bottle for water
- Appropriate footwear (**no thongs please unless they have the back ankle strap**)
- Lunch and snack. **No lollies, chocolate, nuts, eggs**, (please read the healthy lunch policy further on in this handbook) **The Service is a Nut and Egg Exclusion Zone**
- First and fourth term – a sunhat – legionnaire, broad brim or bucket (baseball caps do not supply appropriate coverage) and sunscreen (please apply sunscreen prior to childcare)
- Second and third term – a warm coat and hat for outside play.
- Sleeping bag, dummy, bottle, comforter for sleeping children if required - Occasional Care
- Nappies (3-4) & baby wipes and nappy crème. - Occasional Care

Please Note:

- Due to limited space we are unable to store prams at the Centre whilst your child is in care.
- Please refrain from bringing your child's toys from home (unless required at sleep times) as it has a tendency to cause upset with other children.

## PARENT PARTICIPATION

There are many ways you can contribute to the Centre's program. Please feel free to contribute ideas or help in the program at any time. If your child has a particular interest, either at home or in general - let us know. We can incorporate their interests into the program.

If you have any specific skills you would like to share with the children (art, cooking, outdoor activities, reading, music etc.) you are invited to make yourself known! The educators and children would love for you to make a visit.

## CHILDREN'S PERSONAL BELONGINGS

Educators will encourage children to take responsibility for their own personal belongings, unpacking their bags at the start of session, placing their drink bottles into the Esky's/Basket, Educators will assist and support children who are still developing independence. Educators will encourage children to keep their belongings together (shoes & socks) and support them in gathering belongings at pack up times

Educators are not responsible for personal toys and belongings brought from home

## **PROGRAM DEVELOPMENT**

We follow the principles of the VEYLF, and aspire to the 5 Outcomes – Children have a strong sense of Identity, Connected with and Contribute to their World, Have a Strong Sense of Wellbeing, Confident and Involved Learners and Effective Communicators

During sessions children will be given the chance to make independent choices as well as guided in singular and group activities, planned activities will also be available and introduced to the children for them to interpret, develop and extend. Children will be given all choices in planned, themed, stencils, independent and imaginary activities. Sustainability activities also include our worm farms, sensory and vegetable gardens, repurposing and recycling resources while educating them in the importance of water as a precious resource.

A selection of activities plus more may be on offer at any given time:

Art and Craft, Library/Reading Area, Outdoor Activities, Gardening, Sandpit/Water play, Playground Equipment, Sports Equipment, Parachute, Cars & Trucks, Construction in & out, Babies in & out, Cooking inside and out, Dramatic Play Areas, Role Play, Home Corner, Games, Recyclable Construction Musical Instruments, Science, Nature Discovery

Children will participate in Discussions individually and group. Songs will be chosen by the children along with the Educators Children are encouraged to participate in leadership through discussion, play, song and dance.

Children will be encouraged to assist in set up as well as pack up of activities.

## **PHOTOGRAPHY**

Educators from time to time will take photographs of your child/children with Permission from the Parents. There are 3 areas within the Enrollment Form to give permission, for the Centre Only, Centre and Publicity, Centre, Publicity and Website. If Centre only please be assured that the photos are never shared beyond the Photo Album that is available at all times for perusal, the children love looking at themselves in the Album at Occasional Care. Photos are also emailed to Parents to give you a snapshot look at the precious memories that your child is developing. Permission to share with other families is gained separately as friendships develop

## **EQUAL OPPORTUNITY**

It is the aim of the educators at the Centre to regard all children equally, regardless of gender, religion or race. Educators will provide equal opportunities for boys and girls to develop to their full potential. This means that all learning experiences provided are accessible to all children. Inclusion of children who have cognitive and/or physical developmental delay is encouraged.

## **EDUCATORS**

Yarraville Community Centre will employ all Childcare Educators in accordance with the Children's Services Regulations **1998** and maintain educator/child ratio for qualified and overall educator/child ratios during the operational hours. Occasionally educators may be away, Casual staff will be called to fill the shift or from an external agency. You will be notified via the Family Communication Book located at the entry.

All Childcare Educators employed by the Centre report to the CEO. All staff and volunteers must agree to abide by our Child Safe Code of Conduct which specifies the standards to conduct required when working with children.

## **BEHAVIOUR MANAGEMENT**

The Centre has developed a Behaviour Management Policy, which is on display in the Occasional childcare room.

Behaviour management is a very personal area in child rearing practice. It is usually associated with the parents'/guardians' values and aims of child rearing. The Centre Coordinator and Educators will provide information and support, linking into other Centre and community networks as required.

Redirection in a positive manner is more effective and of greater value to children than physical or verbal punishment. We aim to recognise why a child behaves in a certain way and encourage more acceptable forms of behaviour.

Educators will have set the limits in which the group or individual child can operate in a safe and stimulating physical and emotional environment according to the child's level of development. All limits are to be explained to each child, parent/guardian and other educators. It is expected that parents/guardians, students etc. will complement the requirements of discipline in the Centre.

## GRIEVANCE PROCEDURE / COMPLAINTS

From time to time you may have issues that you wish to raise or difficulties that you need to discuss. The following guidelines have been developed to assist you to deal openly with any conflict, which may arise. Please note: Your discussions will be confidential, and in no way affect the treatment of your child.

1. If the problem centers on your child or his/her daily routine, then the primary care givers should be approached.
2. The CEO is also available to discuss issues, which you feel strongly about regarding your child. If the CEO is unable to deal with the matter, it will be tabled at the next Committee of Management meeting.
3. Complaints about issues such as security, staff, health and safety should be directed to the CEO.
4. The Children's Services Centre Regulations may be of assistance if you feel that there have been any breaches of professional conduct and/or health and safety issues. These regulations are on display at all times on the notice board and are available for you to inspect.

You may contact the Children's Services Adviser: 03 8397 0246, Email: [wmr.qar@edumail.vic.gov.au](mailto:wmr.qar@edumail.vic.gov.au)

PLEASE NOTE THAT ALL NOTIFICATIONS OF SERIOUS INCIDENTS OR COMPLAINT ARE TO BE LODGED THROUGH THE ACECQA NQAITS PORTAL.

To register and submit notifications please go to <http://www.cecqa.gov.au/notifications>

## HEALTHY LUNCH

We have found that children's lunch boxes often contain "junk foods". These foods have little nutritional value and we ask you to please keep these treats for home.

Children will happily eat healthy food, but will choose less healthy food if it is an option. Healthy eating habits are easier to model if all children are doing the same thing. Little treats will be sent home to be eaten later  
Fruit/ Vegetable (any fruit or vegetable) is preferred for Snack Time. Fruit can either be pre cut or left whole. For the younger toddlers in the session perhaps stewed fruit could be an option  
Please remember your child will only be given to eat whatever you have packed in their snack and lunch box, please pack a little extra as children develop appetites when busy in Care

If your child is on a special diet or restriction or if your child has food allergies please inform educators if this will have any implications for Snack and lunch time.

Lunch time is a social event for the children; they enjoy eating together and "comparing" lunch boxes. We strongly encourage you to pack healthy lunch for your child.

It is also important to remember our **Allergy** and **NUT and EGG EXCLUSION ZONE** policy.

If any parents are unsure about certain foods, please feel free to discuss your concerns with any child care staff member.

## CELEBRATIONS

Birthdays are special to children, Parents are invited to bring in extra special fruit that can be made to look extra special or supply to educators who will cut up the fruit and place on a platter and have a fruit party with the Children.

Please check with Educators as to what fruits can be brought in remembering that some children are at risk to certain fruits, also check to see how many children are in on the day that you wish to bring in as we wouldn't want children missing out.

Please refer to our Nut Exclusion Policy and do not supply any nuts

## SMOKE FREE ZONE

In accordance with the State regulations and Law, The Centre is a smoke free zone and No smoking is permitted within the immediate vicinity of the Childcare area's.

There is a smoking designated area on the carpark side of the Community Centre.

Anybody found smoking near the childcare areas will be asked to move away to designated area

## **NUT and EGG EXCLUSION POLICY AT YARRAVILLE COMMUNITY CENTRE.**

A Nut and Egg Exclusion Policy has been introduced to Yarraville Community Centre Occasional Child Care. Our paramount concern is for the safety and well-being for all children, Educators, families and the visiting community.

It is the aim of our Centre to provide a nut exclusion environment for the safety of children and Educators who have anaphylactic allergies triggered by nuts and eggs in any form. The key to preventing an anaphylactic reaction is to avoid exposure to the trigger.

Anaphylaxis is the most severe form of allergic reaction, it is potentially life-threatening, and always requires an emergency response.

It is possible to minimise the risk factors within the Centre, and we ask all parents/carers to adopt the following strategies.

\*Please do not send nuts or eggs in your child's lunch box or backpack, even if it may not be harmful to your child as they will not be allowed to eat them whilst in care.

\*Please **do not** send foods containing eggs, nuts or peanut products, in particular:

- peanut butter sandwiches, dips or crackers
- hazelnut spread (nutella) sandwiches or dips
- biscuits and cakes containing nuts
- muesli bars with nuts
- chocolate bars containing nuts (eg. Snickers also an unhealthy option)
- dried fruit and nut mix snack packs
- egg sandwiches
- boiled eggs
- egg in fried rice, quiche (egg in muffins or cakes are acceptable)

### **Also an important reminder to parents/carers:**

\*Please encourage thorough washing of hands and face with a damp cloth if children have eaten these foods for breakfast before coming to child care, as peanut residue can also trigger a reaction.

\*Please check food labels to ensure that nuts are NOT stated in the ingredients, before placing products in clearly named lunch boxes. This would be greatly appreciated by educators

As anaphylaxis is a treatable condition all educators undergo regular training which includes the use of an EpiPen® in the event that emergency treatment is required.

Any parents of children who have a known allergy to nuts/peanuts must make themselves known to the Coordinator and educators with regard to the severity of the child's allergy, before attending our Centre.

It is important that the medications supplied must be in its original container, with a written plan and verbal instructions given to an educator.

We do not have the capacity to supply other food in the event your child's food has nuts or eggs in it, you or your emergency contact will be called to bring in a nut/egg free snack/lunch.

This policy is enforced to cover all children, Educators and Staff

**WE WOULD APPRECIATE YOUR COOPERATION AND SUPPORT IN IMPLEMENTING THIS POLICY.**



## BEHAVIOUR MANAGEMENT POLICY

This policy must be on display in the Childcare Room at all times whilst the service is operating.

Yarraville Community Centre will ensure that interactions between educators and children contribute towards the establishment of a democratic atmosphere where the basis for the children's future development is formed.

### KEY COMPONENTS TO ENABLE DEMOCRATIC ATMOSPHERE

**SOCIAL EQUALITY:** Children and adults are of equal worth. The Child Care Centre educators will show respect to all children, acknowledging that each child is of equal worth no matter what their age, gender or background. The adult is an effective leader and acts as a guide. Children have a right to be heard, to participate in decision-making and to take responsibility for their own behaviour. Children will have their independence acknowledged by contribution.

**MUTUAL RESPECT:** Children have a right to be treated as adults would wish to be treated. Educators will listen to children and will not be judgmental or humiliate them. Each person will accept the other for whom and what they are and will show understanding of the other's beliefs and values. Educators will show respect for the children's feelings and avoid sarcasm or revenge.

**TRUST:** Educators will show trust between themselves and the children. They will allow children the right to take responsibility for their own behaviour. Children will be encouraged to act appropriately within their development level. Consistent limits will be applied to enable this to occur. This will give children the courage to grow and develop a positive attitude towards themselves and others.

**SHARED RESPONSIBILITY:** Educators and children will have the opportunity to contribute to, and share, responsibility for the effective functioning of the group. Children will be encouraged to share responsibility when it is appropriate to their level of development. The sharing of responsibilities will enable children to feel they belong and are accepted.

**CO-OPERATION:** Educators will work together with children in a co-operative flexible manner so that the needs and opinions of all are considered. Educators will act as appropriate models to encourage this. Through co-operation, children will experience a sense of self-worth and an understanding that all staff believe that their needs are as important as their own.

**ENCOURAGEMENT:** Educators will take every opportunity to encourage appropriate behaviour from the children. Acceptable and constructive behaviour will be encouraged so that the child's sense of belonging will be developed.

## Yarraville Community Centre Inc. Sunsmart Policy

The Sunsmart Policy has been developed to ensure that all children attending Yarraville Community Centre occasional care and pre-school year old activity groups are protected from the harmful rays of the sun. It will be implemented throughout the year, but in particular from the beginning of September until the end of April, and whenever the UV index level reaches 3 and above.

### Rationale

A healthy balance between too much and too little ultraviolet (UV) radiation from the sun is important for health. Too much UV from the sun can cause sunburn, skin damage, eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world. Two in three Australians will develop some form of skin cancer before they reach the age of 70. Overexposure to UV during childhood and adolescence is known to be a major cause of skin cancer.

Too little UV from the sun can lead to low vitamin D levels. Vitamin D regulates calcium levels in the blood. It is also necessary for the development and maintenance of healthy bones, muscles and teeth.

### A. As a part of general Sun smart Strategies:

**From 1<sup>st</sup> September to 1<sup>st</sup> May in Victoria, when average UV Index levels reach 3 and above.**

1. The centre requires all children to wear hats, which protect the face, neck, and ears whenever they are outside. (legionnaire, broad-brimmed or bucket hats, baseball caps are inappropriate)
2. When outside, children are required to wear loose fitting clothing that covers as much skin as possible. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. (Please note: Singlets tops do not offer enough protection and are therefore not recommended.)
3. Children who do not have hats with them will be asked to play in an area protected from the sun or indoors.
4. Children will be encouraged to use available areas of shade for outdoor play activities.
5. Babies under 12months are kept out of the direct sun.

## **6. Educators will act as role models by:**

- a. Wearing appropriate hats and clothing outdoors.
  - b. Using a 30+ sunscreen for skin protection.
  - c. Seeking shade whenever possible.
7. SPF 30+ broad spectrum, water resistant sunscreen will be provided for all educators and children's use.
  8. All parents are responsible for applying a minimum of SPF 30+ to their child, during the summer months and daylight saving months. This must be applied 20 minutes before attending the centre. Sunscreen will then be re-applied every two hours whilst children are in the sun,
  9. Teaching about skin and ways to protect skin from the sun will be incorporated into programmed activities.
  10. The Sunsmart policy will be reinforced in a positive way through information on notice boards and print material from time to time.
  11. Educators and parents will be provided with educational material on sun protection.
  12. Activities are to be set up under shade.
  13. Management will review the Sunsmart policy on an annual basis and revise the policy as required.

## **From 1<sup>st</sup> May to 1<sup>st</sup> September in Victoria, when average UV Index levels are below 3.**

To help maintain winter vitamin D levels, sun protection measures are not used from May until August unless the UV Index level reaches 3 and above.  
Sun protection measures are only required when in alpine regions or near highly reflective surfaces such as snow or water.

## **B. When enrolling their child, parents will be:**

1. Informed of the Sun smart policy.
2. Asked to provide a suitable hat for their child's use. Wide Brim Hat, no baseball caps.
3. Where a skin allergy occurs provide a labelled container of SPF 30+ broad spectrum, water-resistant sunscreen for their child's use,
4. Required to fill out and sign our sunscreen consent form giving authority for educators to administer sunscreen
5. Encouraged to practise Sun smart behaviours themselves.

For any other queries [www.sunsmart.com.au](http://www.sunsmart.com.au)

*Children's Services Regulations (2009): Section 97, Outdoor space (1c)*

*CCQA Principles: Quality Improvement and Accreditation System (QIAS) Quality Practices Guide (2005) – Principle 6.5*

*Occupational Health and Safety Act 2004*