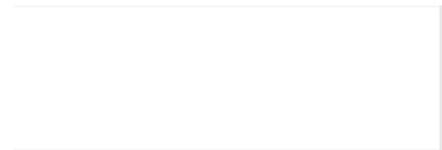




beginning their journey in faith & education



Version 8
Effective Date: 11.11.2020
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Disclaimer: all information contained in this handbook is accurate and current to the best knowledge of the staff who compiled it and is subject to change at the discretion of the Service Leader. Any changes will be notified through the parent newsletter and/or via correspondence to parents/guardians.



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Acknowledgement of Country




Little Genesis Early Learning Centre encourages and promotes diversity, fairness and respect for everyone and acknowledges that Aboriginal peoples and Torres Strait Islander peoples are Australia’s first peoples. We would like to acknowledge the Yuggera people as the traditional custodians of the land on which our service sits and pay our respects to the Elders past, present and future, for they hold the memories, the traditions, the culture and hopes of Indigenous Australia.






Welcome

FROM THE SERVICE LEADER:

The Little Genesis Early Learning Centre is a Christian focused early childhood learning environment where children from the ages of 6 weeks to 6 years are educated and cared for. Little Genesis staff use their valuable knowledge and skills to implement an early childhood curriculum that encompasses all ages including infants, toddlers and kindy kids.

At Little Genesis, we are dedicated to every child in our care – to their educational, physical and spiritual development. We aim to provide our children with a high standard of care in a safe environment. We encourage positive behaviour, high moral standards and values that the support the Christian home. Just like you, we want the best for our children.

We strive to foster within every child a love of learning and a love for Christ. At Little Genesis, we believe we're beginning a child's journey in faith and education.

Let them play!

Play-based learning is an essential component of early childhood education and is often the most valuable context for children's learning. In fact, the Early Learning Framework is built on the understanding that the principles of early childhood pedagogy guide the practice of early childhood educators.

Little Genesis Early Learning Centre enthusiastically incorporates play based learning as a tool in achieving the best educational outcomes for their children. Every age group, from infants in the nursery through to curious Kindergarten children, benefit from a range of teaching strategies that put play first.

Little Genesis Early Learning Centre adds to the documented effectiveness of play-based learning by implementing its own set of core values and beliefs. The centre operates around, "Faith, Hope and Love" and believes that families and community form an integral part of childhood curriculum.

The organised programs delivered by the qualified educators at Little Genesis have clearly defined visions for young learners. Importantly though, these programs provide enough flexibility and space for children to learn according to their own individual style and at their own pace. The educational framework strives to inspire a natural love of learning in children that will set them up for a positive educational journey.

CENTRE DETAILS

Street Address	8 Youngs Crossing Road, Bray Park Qld 4500	
Postal Address	PO Box 5206, Brendale Qld 4500	
Telephone	(07) 3882 9032	Fax (07) 3882 9034
Email	littlegenesis@genesis.qld.edu.au (General enquiries)	
Web	www.littlegenesis.qld.edu.au	

STAFFING

Service Leader (Nominated Supervisor)	Mrs Patricia Anstee (Diploma of Children Services)
Assistant Service Leader (Educational Leader)	Ms Kristi Harris (B.E/B.Arts,B.Ed(E.Childhood)
Admin Officer (M/T)	Mrs Kate White (Dip. Children's Services)
Admin Officer (W/Th/F)	Mrs Lynne Betts (Dip. Business, Cert4 Accounting)



HOURS OF OPERATION

Centre opening hours: 6.30am – 6.00pm

Nursery/Toddlers, Junior Kindy, Pre Kindy, Kindy Blue & Kindy Gold Extended: 6.30am – 6.00pm

Kindergarten Gold Sessional: 8.15am – 2.45pm (Five-day fortnight during school terms)

CHRISTMAS AND PUBLIC HOLIDAY CLOSURE

The Centre operates for fifty weeks of the year, closing for two weeks at the end of the year, reopening on the Tuesday following the Christmas/New Year period. The Centre also observes school holidays for Kindergarten Gold (sessional hours) only, according to the Queensland public school calendar. The Centre will close for the following statutory holidays:

* Australia Day * Good Friday * Easter Monday * Anzac Day
* Labour Day * Queen's Birthday * **Pine Rivers Show Day**

REGULATORY AUTHORITY

Little Genesis has approval to care for 75 children each day in the following early childhood classes:

- | | | |
|---|-------------|------------------------------|
| • Nursery/Toddlers | 8 children | 6 weeks to 2 years 11 months |
| • Junior Kindy | 10 children | 2 years to 3 years 11 months |
| • Pre Kindy | 13 children | 3 years to 4 years 6 months |
| • Kindergarten Blue | 22 children | 3 years to 6 years |
| • Kindergarten Gold (Sessional & Extended combined) | 22 children | 3 years to 6 years |

Kindy Gold consists of a combination of sessional and extended hours enrolments. There are a number of children enrolled within a sessional model, which operates during school term time only, a five-day fortnight, and from 8.15am to 2.45pm only. These sessional enrolments attend according to the QLD state school calendar. There is also an extended hours model within the Kindy Gold program, where children are enrolled for extended hours, and attend the centre year-round.

The Department of Education and Training (DET) incorporates Early Childhood Education and Care, are the regulatory authority for children's services across Queensland.

Our Centre is regulated by the regional office at North Lakes and an office for Early Childhood can be contacted on Ph. (5433 6106)

In January 2012 the new National Quality Framework (NQF) commenced. This was Australia's first overarching national strategy for early childhood development. From this date, our Centre operates under an applied system comprising the Education and Care Services National Law and Regulations.

Little Genesis engages in continual quality improvement and self-assessment and is rated against the National Quality Standard every few years. For more information regarding the National Quality Standards and the office for Early Childhood and Education, refer to the DET website: www.det.qld.gov.au/earlychildhood.

OWNER AND MANAGEMENT

Genesis Christian College and Little Genesis Early Learning Centre are owned by the Company, Genesis Christian College Ltd. The College is controlled by the members through the Board of Directors.



Introduction

MISSION STATEMENT

At Little Genesis, we believe we are beginning children's journey in faith and education. Our hope is that with confidence the children will continue their schooling, healthy in mind, body and spirit, secure that their ideas and thinking are valued. Such a strong foundation provides our children the opportunity for the growth of a love for learning which will assist them in their life-long education.

We believe:

- F** *For each child's agency to be promoted, enabling them to make choices and decisions, as experiences are developed to meet children's needs and interests.* QA1:2:3
- A** *All families' expertise, culture, values and beliefs are respected and recognised, and they share in the decision making about their child's learning and well-being* QA6:1:2
- I** *In our program, all aspects, including routines, are organised in ways that maximise opportunities for each child's learning.* QA1:1:3
- T** *The children have the right to learn regardless of culture, socio-economic status or ability, and the dignity and rights of every child are maintained at all times.* QA5:1:2
- H,** *Helping children to feel secure, confident and included, the educators build trusting relationships by responsive and meaningful interactions.* QA5:1:1

- H** *Healthy eating and physical activity are promoted through planned and spontaneous experiences that are appropriate for each child.* QA2:1:3
- O** *Our children's individual health needs are supported, and hygiene practices are implemented to promote a healthy environment.* QA2:1:2
- P** *Processes are in place to ensure that there is effective self-assessment and quality improvement across the service.* QA7:2:1
- E** *Engaging with and building relationships with our local community is foundational, as families and community form an integral part of our culture.* QA6:2:3

& ...



- L** *Learning and development for each child is assessed as part of an ongoing cycle of planning, documentation and evaluation.* QA1:3:1
- O** *Our team interactions show mutual respect, equity and recognition of each staff member's strength and skills.* QA4:2:1
- V** *Valuable outdoor and indoor spaces are designed and organised to engage and are adapted to support every child in quality play, using a combination of built and natural environments.* QA3:2:1
- E** *Environmental awareness is highly regarded and is fostered by encouraging children to show respect for the environment, through participation in our programs.* QA3:2:3

***“And now these three remain:
Faith Hope and Love.
But the greatest
of these is Love.”
(1 Corinthians 13/13)***



Curriculum

Children learn through responsive and reciprocal relationships with people, places, and things. Little Genesis is based on The Early Years Learning Framework (EYLF) for Australia, Belonging, Being and Becoming. The framework provides educators across Australia the opportunity to have consistent early childhood focuses when developing and planning quality programs in our early childhood settings. Spontaneous and intentional learning experiences that are socially and culturally relevant are included in educators teaching practice. The Kindergarten classes use the Queensland Kindergarten Learning Guidelines.

Our Early childhood curriculum reflects the holistic way children learn and grow.

The children are actively involved in activities that include:

- Projects and activities which support early literacy and numeracy skills
- Discussion and planning about learning through mind mapping
- Spontaneous experiences
- In-depth investigations of topics in which they have shown interest
- Complex reasoning tasks and situations
- Working together in partnership
- Self-selection opportunities

Our architecturally designed Centre supports the curriculum by providing:

- Dramatic play areas
- Construction areas
- Science and nature discovery areas
- Art and creative studios
- Outdoors environment including natural and purpose-built equipment
- Library and quiet areas
- Eating areas

VISITING SHOWS: ALL PROGRAMS

As part of enhancing our program, we include regular visiting shows into our Little Genesis Calendar. These shows are included on our Yearly Planner which is supplied to all families at the commencement of the school term. If your child attends the Centre on the day that the show is booked, the cost will be added to your family account. If your child does not attend the Centre on the booked day, and you would like them to attend the show, you are welcome to come in with your child for the duration of the show and the cost will be added to your account. Notice of impending shows will also be advertised at Reception throughout the year, with the cost displayed.

EXCURSIONS: PRE KINDY / KINDERGARTEN CLASSES

As part of the program, Kindergarten classes will schedule and participate in term excursions throughout the year. The Pre Kindy class may also be invited to participate in excursions throughout the year. Information concerning these excursions will be made available to families throughout the year, and costs etc. will be advertised. These costs will be added to your family account.



RISK ASSESSMENTS:

Risk Assessments are completed for all excursions and program activities which are carried out outside the Centre. These are available for families to review 2 weeks prior to the excursion/activity date. Please ask at the administration counter if you wish to view the risk assessment for your child's class excursion/activity.

EXCURSION/ACTIVITY PERMISSION AND AUTHORISATION FORMS

All permission and authorisation forms will be handed to or emailed to parents in order to obtain permission for their child to participate in an activity or excursion. These permission forms would be emailed to parents' nominated email address. Copies will also be available at the sign-in area. Please complete this form and return to your child's Teacher or Educator. Only children with signed permission/authority forms will be permitted to undertake excursions/activities in accordance with Child Care Regulations.

Authorisation for Excursion Form (A1)

Authorisation for Excursion Form	
To:	
<p>Our service has organised an excursion for your child to attend. All of the relevant details are provided below for your convenience. The service has conducted an Excursion Risk Assessment which is available for your review two days prior to the excursion date. For your child to attend, you are required to read this information and complete the Authority for Excursion Form. To complete this Form, you must be listed on the child's enrolment record as either their parent or an Authorised Nominee.</p>	
Child's Full Name	
Time and Date of Excursion	
Is the Excursion a Regular Outing?	<small>(If yes, the Authorisation for Excursion Form will cover the child for 12 months - the Authorisation can be cancelled at any time.)</small>
Reason for Excursion	
Route (to and from)	
Destination (s)	
Transportation (to and from)	
Time away from Service Premises	
Anticipated Ratio of Adults/Children	
Number of Children Involved	
Proposed Activities	
Items to Be Taken by the Child and Provided by the Parents:	
<p>Authority for my Child to Attend the Excursion</p>	
Parent/Guardian's Full Name	
Relationship to Child	
Updated Emergency Contact Details	<small>(if different from the child's Enrolment Form)</small>
<p>By signing the Authorisation for Excursion Form, I agree to and understand the following –</p> <ul style="list-style-type: none"> My child has my permission to attend the excursion listed. If the excursion is a regular outing, my child has permission to attend for 12 months after the date listed below. I am listed on the child's Enrolment Form as a Parent or Authorised Nominee. I have read all of the details provided by the service and understand that I can access the Excursion Risk Assessment at the service. The contact details, including all emergency contact details, listed on my child's Enrolment Form are up-to-date. If not, I have provided the updated contact details above. 	
Signature (Parent/Guardian)	Date
_____	_____



KINDERGARTEN CURRICULUM

The Little Genesis Kindergarten program encompasses several compulsory additions to their curriculum for which there is an annual levy of \$100 payable by Kindergarten families.

This annual levy is divided up into four amounts, which are added to each Kindergarten family's account at the beginning of each term (\$25 x 4). The Annual Activity levy covers the following activities:

- **GROSS MOTOR PROGRAM / TENNIS**

The Kindergarten classes participate in a variety of gross motor programs throughout the year. These programs are located either in the Genesis Christian College Gym, or on the school oval or shelter shed. Children develop coordination through activities which may include gym exercise, movement classes, tennis, or ball games.

- **READING EGGS PROGRAM**

The developing and acquisition of language is central to all children's early childhood development. Reading Eggs is a program which is incorporated into the Kindergarten year.

Reading Eggs "makes learning to read interesting and engaging for kids, with great online reading games and activities. And it really works! Children love the games, songs, golden eggs and other rewards which, along with feeling proud of their reading, really motivate children to keep exploring and learning (www.readingeggs.com.au)".

The subscription charge (which is covered under the levy) allows your child to use this education experience for a full 12 months. This is introduced in Term 3 and utilized in the classroom. Families are given individual sign ins to continue the learning at home.

- **SWIMMING PROGRAM**

During Term four, Kindergarten classes will offer a Water Safety and Swimming program as part of their curriculum. Our service provides opportunities for children to extend on essential life skills around water safety. All levels of ability will be catered to during this four-week program.

Further information concerning the Water Safety and swimming program will be made available to families prior to the program's start date, including day/times, what to bring etc. The cost of the swimming program forms part of the activity levy.



Our Early Childhood Classes

Please see below our Little Genesis Early Childhood classes, paying particular attention to their expectations, routines and procedures. Each class has a “What to bring” list. Please ensure that every item is clearly marked with your child’s name. Printed cotton name tags sewn or ironed onto clothing is highly recommended. Name EVERYTHING including shoes, socks and containers.

NURSERY/TODDLERS

Our Nursery/Toddler room includes children from the ages of 6 weeks to 2 years of age. One qualified Diploma and One Certificate 3 educator develop intimate, responsive, and trusting relationships to ensure our babies and toddlers thrive and learn in our early childhood program.

When you arrive at the Centre:

1. Sign your child in, using the Kiosk monitor at reception.
2. Place your child’s bag in the provided locker space in their room.
3. Complete daily information sheet.
4. Hang up your child’s hat and apply sunscreen to your child.
5. Place their morning/afternoon tea in the container provided.
6. Place their bottle(s) and formula in the specified area.
7. Place their lunchbox and water bottle in the allocated space / fridge provided.

What to bring:

- 6-8 nappies per day.
- Seasonal play clothes (named).
- Bottles with formula/milk (named, including lids/caps).
- A water bottle (to be named and taken home each day for washing).
- Pacifier, if applicable (named).
- Sleep soft toy or blanket (named) *PLEASE SUBMIT AUTHORISATION FORM AS SHOWN ON NEXT PAGE.
- Backpack (named with identifiable tab)
- A lunch box (named)
- A separate morning tea container (named)
- A separate afternoon tea container (named)
- Spare changes of clothes including underwear (named and in a zip lock bag)
- A sheet set (named) in a small drawstring bag. Details as follows: Flat sheet: Approx. 120x160cm, Fitted Sheet: 65cm x 140cm, or standard cot sheet set size. Bag 40x45 cm. A small light blanket for winter.

[Nursery/Toddlers: Sheets to be taken home daily to ensure storage space is adequate for all children.](#)

When you collect your child:

- Make contact with your child’s educator as you collect your child.
- Check your child’s daily chart and sign any paperwork.
- Collect your child’s belongings, including hat.
- Check your child’s pigeonhole (in hallway).
- Sign your child out, using the Kiosk monitor at reception.



According to the “Red Nose – Saving Little Lives” publication regarding safe sleeping, it is strongly advised that no soft surfaces or bulky bedding articles be in an infant’s cot. If a parent requests that their child has a comfort soft toy or blanket, the authorisation form below will need to be filled out and kept on file at the Centre. This applies to soft toys also.

Parental Sleep Toy Request and Authorisation



Parental Sleep Toy Request and Authorisation

Date: / /



I have read and understood the information above, from the “Safe Sleeping Brochure”, with regards to the “Red Nose – Saving Little Lives” recommendations of not having soft toys/blankets in children’s cots.

Child’s Name:	
Toy/Comforter: (describe)	

I _____ (parents name) hereby request and give permission to Little Genesis Early Learning Centre educators to allow the use of the above comforter in the cot with my child _____.

Parent Signature: _____

Little Genesis Early Learning Centre
 Youngs Crossing Road Gray Park
 PO Box 5205 Brendale Qld 4500
 t 3862 0032 f 3862 0034
 e littlegenesis@genesis.qld.edu.au
 www.genesis.qld.edu.au

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JUNIOR KINDY

Our Junior Kindy room includes children from the ages of 2 years to 3 years. One qualified Diploma and One Certificate 3 educator endeavor to provide experiences that encourage physical, social, emotional and language skills. The resourcefulness and the knowledge of our parents are invaluable and central to the development of our early childhood program.

When you arrive at the Centre:

1. Sign your child in, using the Kiosk monitor at reception.
2. Place your child's bag in the provided locker space in their room.
3. Complete daily information sheet.
4. Hang up your child's hat and apply sunscreen to your child.
5. Place their morning/afternoon tea in the container provided.
6. Place their lunchbox and water bottle/cup in the container/fridge provided.

What to bring:

- 4-6 nappies per day.
- Seasonal play clothes (named).
- Bottles with formula/milk (named, including lids/caps).
- A water bottle (to be named and taken home each day for washing).
- Pacifier, if applicable (named).
- Sleep soft toy or blanket (named) *PLEASE SUBMIT AUTHORISATION FORM AS SHOWN ON THE PREVIOUS PAGE.
- Backpack (named with identifiable tab).
- A lunch box (named).
- A separate morning tea container (named).
- A separate afternoon tea container (named).
- Spare changes of clothes including several items of underwear (if not in nappies) (named and in a zip lock bag).
- A sheet set (named) in a small drawstring bag. Details as follows: Flat sheet: Approx. 120x160cm, Fitted Sheet: 65cm x 140cm, or standard cot sheet set size. Bag 40x45 cm. A small light blanket for winter.

Junior Kindy: Sheets to be taken home daily to ensure storage space is adequate for all children.

When you collect your child:

1. Make contact with your child's educator as you collect your child.
2. Check your child's daily chart.
3. Collect your child's belongings, including hat.
4. Check your child's pigeonhole (in hallway).
5. Sign your child out, using the Kiosk monitor at reception.



PRE KINDY

Our Pre Kindy-room includes children from the ages of 3 years to 4 years. One qualified Diploma and One Certificate 3 educator endeavor to provide experiences that help develop literacy and numeracy skills and social skills that establish and maintain friendships.

When you arrive at the Centre:

1. Sign your child in, using the Kiosk monitor at reception.
2. Encourage your child to place their bag in the provided locker space in their room.
3. Hang up your child's hat and apply sunscreen to your child.
4. Place their morning/afternoon tea in the container provided.
5. Place their lunchbox and water bottle/cup in the container/fridge provided.

What to bring:

- Seasonal play clothes (named).
- Little Genesis hat (named).
- A water bottle (to be named and taken home each day for washing).
- Sleep soft toy or blanket (named)
- Backpack (named with identifiable tab).
- A lunch box (named).
- A separate morning tea container (named).
- A separate afternoon tea container (named).
- Spare changes of clothes including several items of underwear (named and in a zip lock bag).
- A sheet set (named) in a small drawstring bag. Details as follows: Flat sheet: Approx. 120x160cm, Fitted Sheet: 65cm x 140cm, or standard cot sheet set size. Bag 40x45 cm. A small light blanket for winter.

[Pre-Kindy: Sheets to be taken home daily to ensure storage space is adequate for all children.](#)

When you collect your child:

1. Make contact with your child's educator as you collect your child.
2. Collect your child's belongings, including hat.
3. Check your child's pigeonhole (in hallway).
4. Sign your child out, using Kiosk monitor at reception.



KINDERGARTEN PROGRAMS – EXTENDED AND SESSIONAL

Our Kindergarten classes include children from the ages of 3.5 years to 6 years. We facilitate government approved Kindergarten programs. The qualified teachers develop a program that encourages the children to explore their own identities, ask questions and problem solve with literacy and numeracy tasks. The teachers are supported by qualified assistant educators. Our Kindergarten programs are developed according to the Queensland State document “Queensland Kindergarten Learning Guidelines” and the National EYLF. www.qsa.qld.edu.au

When you arrive at the Centre:

1. Sign your child in, using the Kiosk monitor at reception.
2. Encourage your child to place their bag in the provided locker space in their room.
3. Hang up their hat and apply sunscreen.
4. Place their morning and afternoon tea in the containers provided.
5. Place their lunchbox and cup in the allocated space / fridge provided.

What to bring:

- Drink bottle (named) (Children are to bring their own drink bottle, which is to be named and taken home each day)
- Little Genesis hat.
- Little Genesis backpack (named with identifiable tag).
- A lunch box (named).
- A separate morning tea container (named).
- A separate afternoon tea container (named).
- Spare changes of clothes including underwear (named and in a zip lock bag).
- A sheet set (named) in a small drawstring bag. Details as follows: Flat sheet: Approx. 120x160cm, Fitted Sheet: 65cm x 140cm (or standard cot sheet set, which is slightly larger), Bag 40x45 cm. A small light blanket for winter.

Encouraging and reminding your child to do their jobs promotes independence and assists them in preparing for the next stage of schooling.

[Sheets to be taken home daily to ensure storage space is adequate for all children.](#)

When you collect your child:

1. Ensure your child’s teacher has acknowledged you and marked your child off the roll.
2. Collect your child’s belongings, including hat, water bottle and sheets on child’s last day of week.
3. Check your child’s pocket (in hallway).
4. Sign your child out, using the Kiosk monitor at reception.

KINDERGARTEN DROP OFF AND PICK UP (KG SESSIONAL ENROLMENTS ONLY)

It is important that parents and their children arrive promptly for these Kindy sessions. The Sessional Kindergarten component in Kindy Gold commences at 8.15am with pick up time 2.45pm. The children will remain with teaching staff until collected by an authorised adult. Please notify administration via phone in the event of an emergency if you are unable to pick up your child by pick up time. Late fees may apply if your child is collected after 2.45pm.

If your child is enrolled in the Extended hours component of Kindy Gold, the normal hours of the centre apply.



UNIFORMS

Uniforms for Kindergarten Blue and Kindergarten Gold are compulsory during school term times and can be purchased from the Genesis Christian College Uniform Shop. The purchasing of Kindergarten uniforms is by appointment only, these can be made by phoning the uniform shop on **3882 9031**. Secondhand uniforms can also be purchased at the uniform shop.

Uniform shop hours are: -

Tuesday: 8.15am – 9.45am and 2.30pm – 3.30pm
Wednesday: 8.15am – 9.45am and 2.30pm – 3.30pm
Friday: 8.15am – 9.45am and 2.30pm – 3.30pm

The uniform gives the Kindergarten child a sense of belonging to the program, a sense of security and a uniform identifies a student immediately.

Children are to wear:

- Little Genesis navy shorts
- Little Genesis Kindergarten shirt
- Comfortable closed in black shoes or white joggers
- Little Genesis backpack type draw string bag.
- Little Genesis Legionnaires cap (issued by the Centre at commencement)

All uniform requirements (except footwear) are available on campus at the Genesis Christian College Uniform Shop.

All belongings are to be clearly marked with the child's name. Printed cotton name tags sewn or ironed onto clothing is highly recommended. Name EVERYTHING including shoes, socks and containers.



Boys' Uniform



LG Draw String Backpack



Girls' Uniform

KINDERGARTEN FUNDING SCHEME

The Queensland Kindergarten Funding Scheme helps offset the cost of implementing and operating our approved kindergarten programs. <http://deta.qld.gov.au/earlychildhood/index.html>

Please note: There is a minimum requirement of 2 booked days per week for our Kindy Classes.



Important Operational Procedures

MY FAMILY LOUNGE

Our service subscribes to a fantastic online booking and Waitlist management program called **QK Enrol**. This program will give you access to manage your own account information, where you will have the ability to make bookings requests and allow you to complete and submit an online enrolment form for your child. You will have the flexibility of doing this and much, much more all within a parent portal called 'My Family Lounge'.

In conjunction with QK Enrol, Little Genesis also utilises a family payment system called **QikKids payments through Debit Success**, which provides all families with a selection of auto payments between credit card or direct debit. All families are required to select one of these options, with their gap payments being processed automatically each fortnight. It is important that ALL families complete this section of the enrolment form via 'My Family Lounge', as this information is mandatory for all our Little Genesis accounts.

What can I do in My Family Lounge?

- As a parent at our service, you can log in/ register and submit all the required enrolment information for your child, instead of completing a handwritten enrolment form. You are also able to upload attachments as prompted. You are also able to submit your bond payment via the online enrolment form (if not already paid).
- As an existing parent at our service, you can easily manage your account information online.
- You can input or adjust your payment information for your Little Genesis fees.
- You can request changes to days your child is permanently booked in for.
- You can easily provide detailed information about your child to our service such as medical information, diet requirements, emergency contact details and more! All this information can be provided on the online enrolment form and submitted to our service.

How do I log in?

On acceptance of your child's placement, you will receive a Welcome email from the My Family Lounge where you will be prompted to complete your registration and set up a password. You will have 7 days to set up your password to validate your account.

Once you have validated your account, simply log in and complete all details for your family and your child (next to your child's name, click on Start/View Enrolment). Please ensure this information is completed and submitted by the time your enrolment begins.

Please ensure you select your payment type and details for your child's fees.

EMAIL, EMAIL, EMAIL!

Little Genesis's main method of communication to families is achieved via email. One of the most important details that we collect from parents on the enrolment of their child is their nominated email address. All updates, newsletters, statements and important information will be sent to this nominated email address for families. Please make every effort to advise the Centre if your email address changes, or if you are not receiving statements or updates.

LITTLE GENESIS FACEBOOK PAGE

Little Genesis also has a Facebook page which will post important information in conjunction with the email notifications. <https://www.facebook.com/LittleGenesisELC>



YEARLY PLANNER

At the beginning of each school year, all families are supplied with a copy of the Little Genesis Yearly Planner. This planner contains all relevant dates for important events during the year including Fortnightly Statement runs, "Little Chronicles" newsletter days, Public and School holiday dates, Visiting shows, special dates such as Mother's Day night, Father's Day night, Grandparents days and the Kindy concert. Each special event that is outlined on the yearly planner will be advertised in detail closer to the date, through email and on calendars/signs on the foyer notice board.

LITTLE CHRONICLES NEWSLETTER

Five editions per year of the "Little Chronicles" newsletter will be published per year. The newsletter includes an address from the Service Leader, an article from each of the Nursery, Junior Kindy, Pre-Kindy, Kindergarten Blue, Kindergarten Gold and Junior OSHC room Educators, and an Admin section including date reminders for the next time period. The "Little Chronicles" is always a favourite with our families on keeping up to date with the general and specific events that make up our Little Genesis community.

PHOTOS

Periodically the Centre staff will take photographs as a pictorial record of the educational programs and of children's participation in them. These photographs are displayed only for parents to view.

All parents will be required to complete an image permission section in their child's enrolment form as to whether they agree for any of their child's photos to be used within external marketing. Please indicate if you do NOT give permission for this to occur.

ABSENCES

If your child is absent or is going to be absent, please phone or email the Centre as soon as possible to advise us. It is important that families inform the service when their child is sick or unwell as we may need to inform other families of a possible outbreak within the service. All names remain confidential.

SIGNING IN AND OUT

Each day, parents are required to sign their child in at the sign in counter in the foyer, using either of the two digital screens provided. Using their mobile number, the parent or authorized person can log in and sign their child in, using the Kiosk system. The child must also be signed out on pick up, using the same system, giving the actual time collected. Room staff must be informed of the child's departure on pickup. These sign-in/out records are used for attendance checks and it is a legal requirement that they are completed correctly and daily. Authorised pick up persons must be over 18 years of age.

NOTIFYING OF A CHANGE OF PICK-UP PERSON

If parents are not going to be able to pick their child up on a specific day, they must notify the Centre by phone to advise as early as possible. Staff will complete a "Parental Authorisation for pickup person" form if it is someone that staff are not familiar with. Please advise reception of the name of the pickup person and whether they are an authorised contact. The Educators/Teachers will then be advised by reception. If the authorised pick up person has not been at the Centre before to pick up the child, they must bring photo identification with them to show at Reception on arrival.



FRONT DOOR SECURITY

To exit the centre, parents are required to push a security button in order to unlock the door. This exit button is to be used strictly by PARENTS ONLY. Children OF ANY AGE are under no circumstances to push the exit button. Parents are also asked to ensure that their children do not run ahead of them when exiting the rooms, as it is a security risk when other families are coming in and out of the centre.

EARLY MORNING AND LATE AFTERNOON ADMITTANCE

Between the hours of 6.30am - 7am and 5.30pm - 6pm, the Centre's front door will be locked. If you are dropping off or picking up within these times, please press the doorbell located to the right of the front door, on the brick wall. Staff will come and open the door for you. This is a security measure to protect children and staff during the early and late shifts. If you think you will often be dropping off or picking up during these times, please apply to Reception for a security PIN.

LATE PICK-UP FEES

Little Genesis Early Learning Centre closes at 6pm. Parents need to ensure that they allow time to arrive, collect their child and their belongings and exit the Centre by 6pm. Late fees will apply if parents arrive after 6pm. Full details of late fees are outline in our Fees and Administration handbook.

PARENT HELPERS/VISITORS/STUDENTS/VOLUNTEERS

All parent helpers and volunteers will be required to officially register in the Visitor sign-in book at the Centre Reception on arrival. There, you will be issued with a temporary visitor's pass that must be openly displayed on your person.

FIRE AND LOCKDOWN DRILLS

Quarterly fire drills and lockdown drills are held throughout the year and will involve all persons who are present in the Centre at the time of the drill, including staff, children, parents and visitors. Evacuation procedures are outlined in all rooms with diagrams and steps to follow.

In the case of an emergency, the Centre will follow the evacuation procedures and relocate the children to a safe place. In the event of a fire or lockdown event, parents will be notified via their nominated mobile phone number as soon as possible.

Please ensure that you keep your emergency mobile number updated with the centre. Parents provide this information in your initial enrolment and can also update through the My Family Lounge portal.



CAR PARK PROCEDURES

As the Centre shares the car park with Genesis Christian College, parents of the Centre should be aware of the peak congestion periods between 8.15am-8.45am and 2.45pm-3.15pm. If families are using the Centre only, they should endeavor to park in the Little Genesis “10 minute” parking zone.

Parents are not to reverse park in the Little Genesis parking areas, where tow bars impinge on footpath and walkway access for children. FRONT TO CURB PARKING only in these areas.

Motorists are also requested to observe the following:

- Please use the 10-minute drop-off parking zone.
- There is no parking permitted in the pick-up and drop-off zone of Genesis Christian College.
- There is to be no dropping off or picking up of children along the front of the Centre on Youngs Crossing Road.
- Adhere to the 10 KPH speed limit within the College grounds.
- Give way to pedestrians using the two zebra crossings.
- Children are never to be left unattended in cars parked in the car park. This is a chargeable offence in Queensland.



Health and Medical

Policies and procedures are developed based on the recommendations of the Staying Healthy in Childcare publication distributed by The National Health and Medical Research Council (NHMRC). A copy of the publication is available at the Centre or online. www.nhmrc.gov.au

IF YOUR CHILD BECOMES UNWELL

If a child becomes unwell whilst in the Centre, parents will be contacted to collect their child. In the parent has been contacted to collect their unwell child, a "Suspected Illness Report" (M3) will be completed by the room educator and given to the parent on their arrival at the service.

This form will summarise the symptoms and circumstances that have been observed by the educator and is provided to inform parents and/or doctors of any potentially relevant details of the child's day, leading up to their release.

When a child has a fever and they are showing signs of being unwell, parents will be notified, and they will be asked to collect their child from the Centre as soon as possible. If a parent or emergency contact cannot pick up an unwell child immediately and their temperature continues to rise regardless of the above steps being undertaken, an ambulance may be called.

If children have a high temperature (over 38%), a tepid bath and cool cloths will be used to reduce the child's fever prior to contacting the parent.

If a child has been ill with vomiting and/or diarrhoea, they are unable to attend the service for at least 24 hours after the symptoms have ceased.

IF YOUR CHILD HAS BEEN UNWELL

If a child has been unwell, they may return to the Centre once they have been symptom free for at least 24 hours. The Centre may ask parents for a doctor's certificate (clearance) confirming that a child is well enough to attend.

If a child has been unwell but returns to the Centre on medication for a non-contagious condition, parents may bring the medication into the Centre for educators to administer at the appropriate time(s). If on antibiotics, children must be on antibiotics for a full 24 hours before returning to the service.

Suspected Illness Report
for parent/doctor



little
Genesis
EARLY LEARNING CENTRE

Date: ___ / ___ / 2014

Dear Parent/Doctor,

Child's full name: _____ Child's DOB: _____

Child has: (include information such as time observed, number of times, severity)

Vomiting _____

Diarrhoea _____

Rash [description of rash & where rash started] _____

Other _____

There has been recent similar symptoms/illness in other children in the service: Yes No

If Yes, the diagnosis in the other children was: _____

The public health unit is involved / is not involved (circle which).

The child appears to have a fever/ does not have a fever (circle which).

Child's Temperature(s): _____ ° at _____ am/pm ; _____ ° at _____ am/pm

Parent contacted by: (Name of staff member) _____ Time: _____

The child has eaten: _____ Time: _____

The child has drunk: _____ Time: _____

The child last passed urine at: _____ time, or last had wet nappy changed at: _____ time.

The child last soiled nappy/loose bowel motion: _____

Room Educator Name: _____

Room Educator Signature: _____

Time and Date of Signature: _____

FORM: M3

Version: 2

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Little Genesis Early Learning Centre
Youngs Crossing Road Bay Park
PO Box 5205 Derrimut Vic 3085
t 0882 9032 f 0882 9034
e enquiries@genesis-els.edu.au
www.genesis-els.edu.au



MEDICATION ADMINISTRATION

All medication that needs to be administered will only able to be administered by a Teacher or Lead Education with First Aid qualifications.

Medications either prescribed or over the counter, need to be in their original container, in date, with original label and chemist label including child’s name.

Medications can only be administered when a Medication Form – Authority and Administration Record is completed and given to your child’s educator.

Medication Form – Authority and Administration Record (M1)

Side 1: Parent to complete

Side 2: Educator to complete

MEDICATION FORM
Authority and Administration Record
Separate form required for each medication.

PARENTIAL MEDICATION AUTHORITY (Parent to complete)

Child's full name: _____

Medication: _____ (full name as listed on bottle/pack)

Circumstances for Administration	Dosage Required	Administration Instructions

Last dose administered prior to child attending service: Time: _____ Date: _____

Additional instructions (if required):

AUTHORISED CONSENT
I, _____ (Parent/Authorised contact's Full Name),
consent to the staff at Little Genesis Early Learning Centre administering the medication as listed above to
_____ (Child's Name).
Parent/Authorised contact's Signature: _____
Time and Date of Signature: _____

Form M1/13 Page 7 of 2 2014

MEDICATION FORM
Authority and Administration Record
Separate form required for each medication.

ADMINISTRATION RECORD (Staff to complete)

Child's full name: _____

MEDICATION: _____ (full name as listed on bottle/pack)	Expiry or Use-By Date
<input type="checkbox"/> Original Container <input type="checkbox"/> Original Label <input type="checkbox"/> Child's Name Clearly on Label	

Storage instructions including Location of Storage: _____

Administration of Medication Log:

Date:	Time:	Dosage:	Name and Signature of nominated supervisor administering:	Time and Date (or the circumstances under which) medication to be next administered at Service:

Time and Signature of Witness	Time and Date Process Witnessed	Was the Identity of the Child Checked?	Was the Dosage of the Medication Checked?
Name: _____ Sig: _____	Time: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: _____ Sig: _____	Time: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FORM DECLARATION
By signing this Administration of Medication Record, I declare that this Record has been completed taking into account the child's Medical Management Plan, Medical Conditions, Risk Minimisation Plan, the advice of parent and the child's medical practitioners. Details of any instructions for the medication are attached.

Name of Person Completing Form: _____
Signature of Person Completing Form: _____
Time and Date Form Completed: _____

Form M1/13 Page 7 of 2 2014

Parent helpers, volunteers, students, children and visitors are not permitted to administer any medication.

SPECIAL CIRCUMSTANCES - CHILD SELF-ADMINISTERS MEDICATION

In certain circumstances, a child may need to self-administer their medication. This may occur when a child suffers from diabetes or asthma.

Parents must complete an Authority to Self-Administer form (available at reception) providing details of the medication and the circumstances where their child may self-administer. Children that self-administer medication will be supervised by a Teacher or Lead Educator with a current first aid qualification.

CONTAGIOUS CONDITIONS/DISEASES

The Centre has a duty of care to all families to provide a safe and healthy environment for children and asks parents/guardians to withdraw their child from the Centre immediately when they know their child has a contagious disease. (Refer to “Staying Healthy in Child Care” Fifth Edition).

Please ensure that you do not send your child back to the Centre prematurely and that they have made a full recovery before returning. If a child has a temperature (38°C or above), they are to be kept home for a minimum of 24 hours without fever (without the aid of paracetamol) or the Service Leader will request a doctor clearance before the child returns.

The Centre reserves the right to insist on a doctor’s letter stating a child is well enough to attend, is no longer contagious to other children and will manage physically and emotionally being in care for the day.



ANAPHYLAXIS/SEVERE ALLERGY - ACTION PLANS

Anaphylaxis is a severe, life threatening allergic reaction. The reaction can develop within minutes of exposure to the allergen. An increasing number of children experience a severe reaction when they eat or have contact with nuts, seafood, eggs or other allergens.

The Centre is committed to provide a safe and healthy environment for all children and especially the well-being of children at higher risk including anaphylaxis reactions. Our staff are trained in managing these situations annually and all staff are briefed on which children are at risk within the Centre.

As part of our preventative strategy at Little Genesis, we need to remove as many products and food items as possible which contain nuts. Complete removal is difficult due to manufacturing and processing techniques.

Children who have been diagnosed with anaphylaxis or a severe allergy need to have an Action Plan completed and signed by a Doctor. The plan must be displayed in the child's room to inform all staff and educators of the allergy and required treatment. Children with pre-diagnosed allergies or reactions need to have provided the Centre with an action plan prior to commencing their enrolment. To ensure the best quality of care is given, our educators are trained in the use of Epi-pens and Asthma management. Action plans can be accessed from you GP or from www.allergy.org.au

Anaphylaxis Management Plans should be updated each year and the relevant medication, Epi-pen or antihistamine will be kept in the First Aid Cupboard in the child's room. A detailed Anaphylaxis Policy is provided in our Policies and Procedures Manual.

The Service Leader will train all staff (including relief) and educators of children who have medical conditions and allergies.

NUT FREE CENTRE – IMPORTANT INFORMATION
LITTLE GENESIS IS A NUT FREE CENTRE
NO NUT PRODUCTS, INCLUDING PEANUT BUTTER, NUTELLA
OR MUESLI BARS CONTAINING NUTS ARE TO BE SENT
IN LUNCH BOXES



At times it may also be necessary for us to operate as an egg or other allergen free Centre as children with severe allergies may be present. Parents will be advised via email and a sign will be



displayed both in the reception area and in the relevant rooms. When this occurs, it will be expected that all families comply with the Centre's requests not to include any of these foods in their child's lunchboxes.

ASTHMA - ACTION PLANS

If a child suffers from asthma, parents are required to provide the Centre with an Asthma Action Plan. This Action plan is provided by the child's doctor and is displayed on the service emergency board so all educators are aware of the plan to take in the event of an attack.

For more information on Asthma Action plans, visit the National Asthma Council Australia website on www.nationalasthma.org.au.

Asthma Action Plan (front)

ASTHMA ACTION PLAN
Take this ASTHMA ACTION PLAN with you when you visit your doctor

NAME: _____ DOCTOR'S CONTACT DETAILS: _____ EMERGENCY CONTACT DETAILS: _____
 DATE: _____ Name: _____
 NEXT ASTHMA CHECK-UP DUE: _____ Phone: _____
 Relationship: _____

WHEN WELL *Asthma under control (almost no symptoms)* **ALWAYS CARRY YOUR RELIEVER WITH YOU**

Your preventer is: _____ *How & when to take* _____ **OTHER INSTRUCTIONS:** _____
 Take _____ puffs/tablets _____ times every day
 Use a spacer with your inhaler
 Your reliever is: _____
 Take _____ puffs
 When you have symptoms like wheezing, coughing or shortness of breath
 Use a spacer with your inhaler

WHEN NOT WELL *Adverse getting worse (needing more reliever than usual, having more symptoms that usual, waking up with asthma, asthma is interfering with social activities)*

Keep taking preventer: _____ *How & when to take* _____ **OTHER INSTRUCTIONS:** _____ Contact your doctor
 Take _____ puffs/tablets _____ times every day
 Use a spacer with your inhaler
 Your reliever is: _____
 Take _____ puffs
 Use a spacer with your inhaler

IF SYMPTOMS GET WORSE *Severe asthma flare-up/back (needing reliever again within 2 hours, increasing difficulty breathing, waking often at night with asthma symptoms)*

Keep taking preventer: _____ *How & when to take* _____ **OTHER INSTRUCTIONS:** _____ Contact your doctor today
 Take _____ puffs/tablets _____ times every day
 Use a spacer with your inhaler
 Your reliever is: _____
 Take _____ puffs
 Use a spacer with your inhaler

DANGER SIGNS *Asthma emergency (severe breathing problems, symptoms get worse very quickly, reliever has little or no effect)*

DIAL 000 FOR AMBULANCE *How fast if need be*
 Call an ambulance immediately
 Say that this is an asthma emergency
 Keep taking reliever as often as needed
 Use your adrenaline autoinjector (EpiPen or Anapen)

National Asthma Council Australia
[nationalasthma.org.au](http://www.nationalasthma.org.au)

Asthma Action Plan (back)

ASTHMA ACTION PLAN
what to look out for

WHEN WELL **THIS MEANS:**
 • you have no night-time wheezing, coughing or chest tightness
 • you only occasionally have wheezing, coughing or chest tightness during the day
 • you take reliever medication only occasionally or before exercise
 • you can do your usual activities without getting asthma symptoms

WHEN NOT WELL **THIS MEANS ANY ONE OF THESE:**
 • you have night-time wheezing, coughing or chest tightness
 • you have increasing asthma symptoms when you wake up
 • you need to take your reliever more than usual
 • your asthma is interfering with your usual activities
THIS IS AN ASTHMA FLARE-UP

IF SYMPTOMS GET WORSE **THIS MEANS:**
 • you have increasing wheezing, cough, chest tightness or shortness of breath
 • you are waking often at night with asthma symptoms
 • you need to use your reliever again within 3 hours
THIS IS A SEVERE ASTHMA ATTACK (SEVERE FLARE-UP)

DANGER SIGNS **THIS MEANS:**
 • your symptoms get worse very quickly
 • you have severe shortness of breath, can't speak comfortably or lips look blue
 • you get little or no relief from your reliever inhaler
CALL AN AMBULANCE IMMEDIATELY: DIAL 000
SAY THIS IS AN ASTHMA EMERGENCY

DIAL 000 FOR AMBULANCE

ASTHMA MEDICINES **PREVENTERS**
 Your preventer medicine reduces inflammation, swelling and mucus in the airways of your lungs. Preventers need to be taken every day, even when you are well.
 Some preventer inhalers contain 2 medicines to help control your asthma (combination inhalers).

RELIEVERS
 Your reliever medicine works quickly to make breathing easier by making the airways wider. **Always carry your reliever with you** - it is essential for first aid. Do not use your preventer inhaler for quick relief of asthma symptoms unless your doctor has told you to do this.

To order more Asthma Action Plans visit the National Asthma Council website. A range of action plans are available on the website - please use the one that best suits your patient.
nationalasthma.org.au
 Developed by the National Asthma Council Australia and supported by GSK Australia
 National Asthma Council Australia Incorporated ABN 67 001 101 101

National Asthma Council Australia
 leading the attack against asthma

UPDATING MEDICAL INFORMATION

Parents must ensure that their child's medical information lodged at the Centre is kept current and up to date. Please let the Centre know if any new situations arise as the year progresses so that records can be kept up to date at all times. This can be done through "My Family Lounge", on the Little Genesis website.

This is also an area where current telephone contact numbers and emergency contacts are vitally important.



CHANGE OF MEDICAL CIRCUMSTANCES

If your child's medical circumstances change, for example if they are diagnosed with an allergy, asthma, or another medical condition, a Change of Medical Circumstance form is to be completed and handed in for the Service Leader. If the medical circumstance is a severe allergy/anaphylaxis or asthma, an action plan for this also needs to be attached.

This is to ensure that the Service Leader follows up the plan of action and/or medical response and care practice with all staff members. This form is available from Reception.

MEDICAL ALERT SYSTEM

Each room is issued with a medical alert list, outlining each child within the service who presents with a medical condition or severe allergy.

These lists contain vital information that all staff need to know and include an up-to-date photograph of the child. The medical alert lists are divided into room categories, so that each room has their list of child alerts, but also have access to other child alerts in the centre for periods when the rooms merge for special activities.

All visiting staff are orientated regarding these alert lists as a high priority.

These alert lists are being constantly updated, as families advise the centre of changes in their child's condition/management.

All children that have an asthma or anaphylaxis/severe allergy action plan are required to wear a red Medical/Emergency Band. These are located in each room at the Emergency boxes.

INJURY ON INTAKE

If a child presents at the Centre with an injury, parents will be required to complete and sign an **Injury on Intake** form before leaving their child in the care of Little Genesis educators.

This form simply acknowledges that the child's injury was already in evidence on arrival.

Similarly, if a staff member notices signs of an injury soon after a child presents to the service, parents will be contacted regarding the nature of the injury and will be required to sign an Injury on Intake form when collecting their child at pickup time to confirm that they have been notified.

ACCIDENT / INJURY REPORTS

Any incident or injury which occurs to a child during care at Little Genesis will be documented on an Accident/Incident Report Form.

Staff members will document minor incidents and/or injuries that occur during the day and present this form to parents at collection time for parents to sign once read.

If a child's incident and/or injury is deemed to be possibly significant, the parent will be contacted by telephone in order to allow the parent to assess the situation in consultation with staff.

If staff assess that an incident has resulted in serious injuries, an Ambulance will be called immediately. The parent will be contacted as soon as possible to be advised of the situation.



Child Incident/Injury Report (P1)

Child Incident/Injury Report		 little Genesis EARLY LEARNING CENTRE
Full name of child:		
DOB:	Room:	
Date incident/injury occurred:		
Time incident/injury occurred:		
Circumstances of incident/injury:		
Nature of any injury sustained:		<input type="checkbox"/> Minor incident/injury (scrapes/grazes) complete report to show parent on pick up
		<input type="checkbox"/> Possibly significant (head bumps/teeth) phone parent + report on pick up
		<input type="checkbox"/> Serious (seizure, broken bones, unconsciousness) Call Ambulance 000 & parent ASAP + report
Action taken, including administration of first aid:		
Location where incident/injury occurred:		
Record of persons notified and by whom:		
Name of the parent/person collecting the child:		
Name of staff member making the report:		
Signature of staff member:	Date:	
Names of witness:	(Signature)	
I/we acknowledge that I/we have been notified of the accident/injury:		
Signature of Parent:	Date:	
Signature of Director:	Date:	
		E:\incident.injury form.doc <input type="checkbox"/>
Little Genesis Early Learning Centre Youngs Crossing Road Bray Park P.O. Box 5206 Beardsdale, QLD 4500 ☎ 3862 0032 # 3862 034		

IMMUNISATION

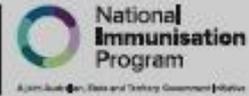
Parents must supply a record of their child’s immunisation upon enrolment and supply updated records as their child receives further immunisations. Children must be fully immunised or have exemption documentation to attend the Centre. For families who receive CCS entitlements, it is under the condition that their child’s immunisations are kept up to date. The Family Assistance Office will cease paying CCS benefits if immunisations are not kept up to date, and full fees will be payable to the Centre.

Please refer to Fees and Administration booklet for more information.



National Immunisation Program Schedule

From 1 July 2018



Age	Disease	Vaccine Brand
Childhood vaccination (also see influenza vaccine)		
Birth	<ul style="list-style-type: none"> Hepatitis B (usually offered in hospital)^a 	H-B-Vax [®] II Paediatric or Engerix B [®] Paediatric
2 months Can be given from 6 weeks of age	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) Pneumococcal Rotavirus^b 	Infanrix [®] hexa Prevenar 13 [®] Rotarix [®]
4 months	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) Pneumococcal Rotavirus^b 	Infanrix [®] hexa Prevenar 13 [®] Rotarix [®]
6 months	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, <i>Haemophilus influenzae</i> type b (Hib) 	Infanrix [®] hexa
Additional vaccines for Aboriginal and Torres Strait Islander children (QLD, NT, WA and SA) and medically at-risk children ^c	<ul style="list-style-type: none"> Pneumococcal 	Prevenar 13 [®]
12 months	<ul style="list-style-type: none"> Meningococcal ACWY Measles, mumps, rubella Pneumococcal 	Nimenrix [®] M-M-R [®] II or Priorix [®] Prevenar 13 [®]
Additional vaccines for Aboriginal and Torres Strait Islander children (QLD, NT, WA and SA)	<ul style="list-style-type: none"> Hepatitis A 	Vaqta [®] Paediatric
18 months	<ul style="list-style-type: none"> <i>Haemophilus influenzae</i> type b (Hib) Measles, mumps, rubella, varicella (chickenpox) Diphtheria, tetanus, pertussis (whooping cough) 	ActHIB [®] Priorix-Tetra [®] or ProQuad [®] Infanrix [®] or Tripace [®]
Additional vaccines for Aboriginal and Torres Strait Islander children (QLD, NT, WA and SA)	<ul style="list-style-type: none"> Hepatitis A 	Vaqta [®] Paediatric
4 years	<ul style="list-style-type: none"> Diphtheria, tetanus, pertussis (whooping cough), polio 	Infanrix [®] IPV or Quadrace [®]
Additional vaccines for medically at-risk children ^c	<ul style="list-style-type: none"> Pneumococcal 	Pneumovax 23 [®]

FURTHER INFORMATION

Further information and immunisation resources are available from the National Immunisation Program website at www.immunise.health.gov.au or by contacting the infoline on 1800 020 103.



HYGIENE PROCEDURES AND HAND WASHING

To minimize cross infection at the Centre, several procedures are followed including regular hand washing. Staff members wear disposable gloves when attending a sick child or changing soiled clothing. Toys and equipment are disinfected regularly.

To reduce the spread of infection and germs, staff and children wash their hands:

- Before handling food, including babies' bottles; before eating; before giving medication
- After changing a nappy; after removing gloves; after going to the toilet
- After cleaning up blood, faeces or vomit; After wiping a nose, either a child's or one's own
- After handling garbage
- After coming in from outside play and before going home

FOOD SAFETY

All staff have been trained in Food Safety; we are committed to keeping our staff up to date on all current practices. The prevention of food-borne illness involves attention to hygiene, proper handling and preparation of food and care during food storage and distribution. Therefore, each room has a fridge to store food and drinks and adequate food safety equipment is supplied in each room.

SLEEP AND REST POLICY

The program must incorporate a balance of activities for children including opportunities for rest and relaxation.

These rest times provide:

- An opportunity for the child to sleep/unwind
- A time to help the child learn to relax
- A time of uninterrupted quiet

Establishing patterns of rest and relaxation, like good eating habits, are benefits which a child can carry into later life. Our service provides environments in which each child's comfort is provided for, and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.

SUN PROTECTION

To assist in the skin care of children using our Centre we provide hats for children from Nursery age upwards. The hats are clearly named and colour-coded to rooms and the children are required to wear the provided Little Genesis hats while they are in the centre. The hats are to go home with the children's possessions each day and are brought in each day with their other items. Replacement hats are provided if hats are lost throughout the year, at a cost of \$5 per additional hat.

The Centre provides sunscreen (30+).



**Parents are to apply
sunscreen to their child
every morning
and staff will re-apply
during the day.**



Food and Nutrition

At Little Genesis, we want to ensure that all children who attend have food and drink that is safe, nutritious and culturally diverse.

Good nutrition is vital to growth and development of young children and the foods we provide them often becomes the basis for lifelong food choices. The Dietary Guidelines for Children and Adolescents recommend that children eat a wide variety of nutritious foods and that care is taken with children's food so that it is served to young children safely and hygienically.

NO NUT PRODUCTS, INCLUDING PEANUT BUTTER, NUTELLA, OR MUESLI BARS CONTAINING NUTS ARE TO BE SENT IN LUNCH BOXES

Children need to be provided with enough food for morning tea, lunch and afternoon tea.

FOOD SAFETY AND HEATING FOOD

Our Service must prepare and provide food in a way that is safe for the children in our care. All food is prepared in the rooms using the designated food preparation area or trolleys. Any room dishes are washed up in the main kitchen using a high-powered commercial dishwasher to ensure a high standard of hygiene is maintained.

Generally, Little Genesis does not heat up food for the children, apart from in the Nursery/Toddler and Junior Kindy rooms. Food is not heated in the Pre-Kindy or the senior Kindergarten programs.

NURSERY AND TODDLERS CHILDREN'S BOTTLES

Formula/breast milk must be provided daily. We also ask that parents provide one extra bottle feed for children under twelve months old to allow for growth spurts, hot weather and good food safety practices.

In preparing, storing and heating bottles, Little Genesis adheres to the Australian Government national Health and Medical Research Council 5th Edition "Staying Healthy" booklet, pages 58 & 59. More detailed information regarding our processes and procedures is found in our "Food, Nutrition and Beverage policy" and "Health, Hygiene and Safe Food policy".

BIRTHDAY CAKES

Celebrations of birthdays are encouraged. We implement the following practice to prevent the spread of germs. Provide a separate cupcake (with a candle if they wish) for the birthday child and enough cupcakes for all the other children or provide a separate cupcake (with a candle if they wish) for the birthday child and a large cake that can be cut and shared.

Additionally, if your child has food allergies/intolerances, it is a great idea to send special cupcakes to be kept frozen for when other children bring in birthday cake. This is a way to ensure your child always has a special "treat" when other children are celebrating their birthday.



CHILD'S SPECIAL DIETARY REQUIREMENTS

All parents with children who have special dietary needs must complete a Child's Special Dietary Requirements (D1) form and submit to Reception. The Service Leader will then notify all staff. Please note: If you have not previously completed a form, and your child has developed food intolerances or allergies, please ask for a form at Reception so your child's file can be updated.

Child's Special Dietary Requirements			
Child's Name: _____		Date: __/__/__	
Group: _____	D.O.B: __/__/____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Days Attending:	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed
	<input type="checkbox"/> Thurs	<input type="checkbox"/> Friday	(tick)
Parent's Name: _____			
Address: _____		Postcode: _____	
Ph: Home: _____		Work: _____	
Mobile: _____			
1. Reason for special diet:	<input type="checkbox"/> Religious <input type="checkbox"/> Health/Medical <input type="checkbox"/> Other (please specify):		
2. What are the foods and substances that your child must avoid?			
3. What are the alternative foods that your child CAN consume? (e.g. eggs, dairy, tofu, beans instead of meat for vegetarian diets)			
4. How long will/has your child be/been on this special diet?			
5. Who will provide the following foods for your child while at OSHC?	Morning Tea (PFD/V.Care)	<input type="checkbox"/> Parent	<input type="checkbox"/> Centre
	Afternoon Tea (PFD/V.Care/ASC)	<input type="checkbox"/> Parent	<input type="checkbox"/> Centre
	Drinks (PFD/V.Care/ASC)	<input type="checkbox"/> Parent	<input type="checkbox"/> Centre
6. Do you want to discuss the programs involving food with staff? (e.g. Menu plans, parties)?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>N.B: This information is current from the date above for the remainder of the calendar year. In the event that this record needs review, it is the parent's responsibility to notify the centre of any changes/updates in their child's dietary requirements.</p>			
Parent Signature: _____		Date: __/__/__	
Educator/Coordinator Signature: _____		Date: __/__/__	
Form D1			



Security and Protection

EMERGENCY CONTACT PERSONS

In the event of illness or emergency, initial contact will always be made to a parent/guardian. If parents are not contactable, then staff will contact emergency contact persons which have been nominated by parents on their child's enrolment form.

PERSONS AUTHORISED TO COLLECT CHILDREN

No child will be allowed to leave the Centre without parents' permission or without an authorised adult of 18+ years. For this purpose, we request parents to authorise persons who may collect their child/ren and/or in case of sickness. Parents are always expected to keep the authorised contact list up to date. Only the persons nominated by parents will be authorised to collect a child and current photo identification will be required. Parents can keep this list updated using My Family Lounge.

COURT ORDERS AND SHARED CUSTODY ARRANGEMENTS

If there are Family Law Court orders, restraining orders, shared custody arrangements or parenting plans pertaining to the child, the Centre must be supplied with current copies of such orders and parents are expected to keep the Centre informed of any changes to orders or agreements. Failure to provide current orders may result in cancellation of care.

CHILD PROTECTION POLICY

The Centre has a comprehensive Child Protection Policy which covers the actions to be taken if a member of staff or a parent of the Centre becomes aware or reasonably suspects that harm has been done to a child of the Centre by other staff, people outside the Centre or by other children.

Queensland legislation defines harm as: Any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being. It is immaterial how the harm is caused. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation
- Domestic or family violence

All Little Genesis staff hold current Blue Cards and undergo annual Child Protection training.

FIRE AND LOCKDOWN DRILLS

In the event of a fire or lock down, we require 1 (one) primary mobile number by which the Centre can send an emergency message. Please see example of the Emergency Contact section of the Enrolment form. If this number changes during the year, it is important that you notify Reception immediately so the Centre's emergency phone can be updated.

Fire or Lockdown drills are performed quarterly throughout the service.



Communication

At Little Genesis, we believe that constant communication needs to take place between parents and staff throughout the day via staff/parent conversation, interaction, daily notices, telephone conversations, email and My Family Lounge. We aim to develop trusting relationships with all families to enable us to work in partnership with you.

SHARING HOME LIFE

Events in the family life such as major illnesses, visits of grandparents and relatives, accident or death of relatives or pets may be a cause of major concern or excitement for children and markedly affect their behaviour. It is important for the home and the Centre to share this information and we would appreciate parents informing teachers and/or the Service Leader of any unusual happenings of this nature for the benefit and well-being of the children.

MEETING WITH STAFF

An opportunity for our Staff to share information with parents is valued and from time to time parents may request a meeting with staff for that purpose. Staff on duty are responsible for the safety and well-being of the children in their charge. Therefore, they are not available for lengthy consultations while overseeing the children. If you wish to speak at length, please advise Reception who will book a time for you to meet with your child's Educators/Teacher.

COMMUNICATION WITH PARENTS

Communication notebooks are available outside all rooms, for parents who desire to communicate but who may pick up children after the Lead Educator/Teacher has finished for the day. Please write anything of concern in these notebooks, or feel free to email your child's Educator/Teacher for any clarification or information.

Information pockets or pigeonholes are located outside the classrooms for notes and room information for parents. Regular checking of the contents of the pockets will ensure messages are received. Communication pockets will only be used by Little Genesis and Genesis Christian College. Junk mail including private advertising of home-based businesses or party-plan will not be permitted. Children's birthday invitations are allowed. Statements and other important information will be emailed to your family's nominated email address.

ROLE OF PARENTS

We actively encourage parents and guardians to become involved with their child's education. Parents and guardians are welcome to come into the Centre at specified times to observe their child's play. As well as observing, parents often bring with them special skills such as diverse languages, cooking, carpentry, gardening, music, storytelling and so on, and these become a valuable part of the program. The Teachers and Educators may have particular areas of the curriculum in which they ask the parents to participate.

We value your participation and involvement in any of the following ways:

- Sharing languages and/or cultural experiences from parent's unique cultural background.
- Sharing skills and interests in the education program.
- Spending time reading stories and playing with your child.
- Participating in special activities, excursions and celebrations.
- Assisting the Staff with educational programs.



PARENT CODE OF CONDUCT

It is the policy of Little Genesis Early Learning Centre to ensure that communication occurs between parents and staff to enable a partnership between the two parties to be established. This partnership ensures that the highest quality care for all children is maintained in the group care situation.

Our service believes that all communication verbal and written with staff must be delivered in a respectful manner. More information is available in our Parent Code of Conduct policy.

PROCESS FOR DEALING WITH ANY CONCERNS OF PARENTS, STAFF MEMBERS OR CARERS

At Little Genesis Early Learning Centre, it is our vision to build trust and openness in our communication processes, valuing families' differences and collaboratively finding solutions with the intent to always provide appropriate care within our early childhood programs.

If families are dissatisfied with any aspect of our service, it is important that the complaint process is followed.

Complaint Process

- Step 1: Communicate with your child's primary Lead Educator/Teacher regarding the issue (appointments need to be booked at Reception).
- Step 2: If a satisfactory resolution is not achieved, make an appointment with the Service Leader by phoning 3882 9032.

Centre Staff reserve the right NOT to hold a meeting with a parent or guardian who is emotionally distressed. At all times during the meeting respect for one another is to be shown, or the meeting will be terminated by staff. The Centre also reserves the right to have another staff member, who has some knowledge of the incident or who is involved in the subject of discussion, present at the meeting.

POLICIES AND PROCEDURES

Little Genesis have an extensive policy and procedures manual, which is available for parents to view on the Genesis Christian College website, as well as a folder displayed in the Centre.

Extracts from the Enrolment Terms and Conditions (which is also signed by parents within the enrolment form prior to enrolment), and the Centre Privacy policy are outlined below.



Policies and Agreements

ENROLMENT TERMS AND CONDITIONS

(Extract from Enrolment Policy)

I/We the parent/guardian agree to the following terms and conditions regarding attendance of my/our child/ren at the Little Genesis Early Learning Centre.

I/We undertake to support the aims of the Centre and to support the policies, ethos, regulations and programmes of work of the College as they may be determined from time to time.

Before my child commences enrolment I/We have visited the Centre and discussed with the Service Leader the enrolment of our child, met our child's carers and have read the Parent Handbook.

I/We understand that a Priority of Access system is applied at the Centre under conditions laid by the Federal Government.

I/We understand and accept that fees must be paid at least one week in advance always of attendance and that normal fees are always payable including for any periods of absence of my/our child for illness, holiday, public holiday or for any other reason whatsoever.

I/We understand that if fees are not paid, my/our child's continued enrolment at the Centre cannot be guaranteed.

I/We agree to notify the Centre promptly of any absence on the enrolled day.

I/We agree to give two (2) weeks' notice of intention to change booked days or to withdraw my/our child from the Centre, and to pay two weeks' fees during this notice period. Should your child not attend the centre during this two-week period, full fees will be payable due to CCS ineligibility according to Centrelink regulations. Should fees in arrears be handed over to a Collection agency, I/WE understand that we/I will be liable for all associated fees and charges.

I/We agree to keep the child home while he/she is suffering from any infectious or contagious illness, or when he/she is in such poor health as to be unfit for normal day care conditions as outlined in the Centre's Health Policy.

I/We agree that if, in the case of sudden illness or accident, the parents cannot be contacted, the Service Leader as agent for the parents will have the discretionary power to seek immediate medical attention.

If, at any time, my child needs emergency medical, hospital or ambulance service and neither parent can be located, I/we give my/our consent for their use at my/our expense.

I/We will ensure that the child is accompanied to and from the Centre by a responsible person over the age of 18 years, that the child will be signed in and out at the appropriate locations on each day of attendance, that any absences will be signed for as required and that the staff member in charge is notified of arrivals and departures.

I/We have read and understood the Behaviour Guidance Policy of Little Genesis Early Learning Centre and agree that our child will be bound by the terms of the document and subject to the Centre's policies.

I/We understand that the Centre may suspend or terminate enrolment at its discretion for failure to comply with the conditions contained in the Behaviour Guidance Policy, or serious breaches of the policies of the Centre.

I/We will provide true and accurate information pertaining to our child's learning and development, behavioural management records and/or physical, psychological or educational needs. Failure to provide true and accurate information may result in withdrawal of enrolment.



PRIVACY POLICY

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to make you aware of a range of matters relating to our ongoing collection, use and disclosure of your personal information and to seek your consent for our use and disclosure of that information in the manner described below.

1. The Centre collects personal information, including sensitive information about children and parents before and during the child's enrolment at the Centre. The primary purpose of collecting this information is to enable the Centre to provide care and education for your child.
2. Some of the information we collect is to satisfy the Centre's legal obligations.
3. Laws governing or relating to the operation of the Centre require that certain information is collected.
4. Health Information about students is sensitive information within the terms of the Privacy Act 1998. We ask you to provide medical reports about children as required.
5. There are times when the Centre may disclose personal and sensitive information to others such as other schools, government departments, testing agencies, medical practitioners, and people providing services to the Centre for administrative and educational purposes.
6. If we do not obtain your personal information, we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from children is regularly disclosed to their parents. On occasions, information such as children's activities and other news and photos are published in Centre newsletters. If you do not agree with this, you must advise us in writing immediately.
8. Parents may seek access to personal information collected about them and their child by writing to the Service Leader. There will be circumstances when access is denied, such as where access would have an unreasonable impact on the privacy of others or result in a breach of the Centre's duty of care to the children or where children have provided information in confidence.

IMPORTANT: Unless and until you advise us in writing that you do not consent to our use and disclosure of your personal information in the manner described in this notice, we will act on the basis that we have your consent to each such use and disclosure.



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