

We foster reciprocal connections between children, families and educators to create a welcoming and safe learning environment.

We promote relationships that support children to:

- develop a sense of belonging and community;
- respect and care for each other and the environment;
- see themselves as confident, adaptable and capable.

We provide a positive environment to promote active learning and development through play.

We recognise and celebrate our diverse backgrounds and the abilities that we all bring to our community.

We respectfully acknowledge that the land we learn upon is the traditional land of the Kurna people and we value and support the importance and principals of a reconciled Australia.

For Children we will:

- Provide a secure and welcoming environment where children are empowered to grow and learn.
- Celebrate each child's individuality through the Centre's programs, experiences, and routines.
- Provide a balanced play-based program that encourages the development of independence, decision making and self respect in all children.
- Develop physical, emotional, cognitive, creative,

For the Community we will:

- Provide a service to the campus community that responds to the needs of this community and recognises and supports the diversity of social, cultural, and economic backgrounds of students and staff on the campus.
- Encourage an exchange between the campus community and the Centre with the aim of promoting awareness of the value of early childhood education.
- Involve the Centre in the wider community and invite others to share in our program.

The Waite Campus Childrens Centre, Urrbrae, and the Adelaide Campus Childrens Centre, Adelaide, are owned by the University of Adelaide and governed by the Adelaide University Childcare Services Inc. This body is separately incorporated and is not part of Adelaide University. AUCS Inc is supported in its governance of these Centres by a Director at each site who is responsible for service management, staffing, and administration.

The AUCS Board and the Waite Parent Advisory Group meet separately on a monthly basis.

ADELAIDE UNIVERSITY CHILDCARE SERVICES INC.

BOARD OF MANAGEMENT

Chairperson:	Vivienne St John Robb	
Secretary:	Alison Lane	
Treasurer:	Julie Berry	
Director WCCC:	Eleanor Behrens	
Director ACCC	Kylie Bloffwitch	
Parent		
Representatives:	Martin Bower	WCCC
	Ember Corpuz	ACCC

This group of parents nominate to assist and support the Director and the Board on matters relating to Centre development, policy development, staff employment, programs, and National Quality Standards. The group has up to 10 parents representing all sections of the Centre and includes a staff representative and the Director. A member of this group nominates/is elected to represent parents on the Board. Meetings are held monthly on a day agreeable to all members. *Families with issues they wish to have addressed should present this in writing at least a week before the meeting.* Parents/carers interested in joining the group should express their interest to one of the members or the Director. A list of current members is posted on the Family Notice Board.

The Board, Director, Parent Advisory Group, educators and staff, in consultation with parents have developed detailed policies and procedures to assist with the professional operation of our service. These policies and procedures are reviewed regularly and feedback from all parents is valued. Copies of the Waite Campus Childrens Centre Policies and Procedures Handbook can be borrowed from the Parent Library. A list of all Centre policies is located at the back of this handbook.

The Centre aims to support and respect families in their role as primary care givers and providers for their children. It is important to establish a confident partnership between parents and educators in order to provide a consistent, cooperative environment for the children. Parents are welcome to stay and join in activities at the centre with their children. Regular communication is essential, and parents are encouraged to discuss their children's needs with educators

1. The primary purpose our service collects information is to enable Waite Campus Childrens Centre, to provide your child with an individual developmentally appropriate program that is educational, stimulating, nurturing and safe.
2. Waite Campus Childrens Centre requires certain information be collected, in accordance with administration of Child Care Benefit, regulations or legislation that directly relate to the operation of a children's service.
3. Waite Campus Childrens Centre discloses personal and sensitive information to the service's staff and educators, for the specific purpose of administration and education of your child.
4. Waite Campus Childrens Centre will obtain parent/ guardian permission before disclosing a child's personal and sensitive information to a professional attending our centre for the specific purpose of providing a service for your child. This includes early intervention teachers, speech therapists, occupational therapists, doctors and counsellors.
5. Personal information collected about children is regularly disclosed to their own parents or guardians. On occasion information such as children's personal achievements, child portfolios and photos are displayed within the boundaries of our services building.
6. Parents/Guardians have the right to access personal information collected about them or their child. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the service's duty of care to the child or where children have provided information in confidence.
7. As you may know Waite Campus Childrens Centre, from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent or for any other reason than for the purpose in which it was collected.
8. Waite Campus Childrens Centre will include your child's name, age and specific needs in their educator's focus children's folder. Waite Campus Childrens Centre, may include your emergency contact details in a class list and in Waite Campus Childrens Centre, contact directory. Access to these is generally limited to the staff and educators at Waite Campus Childrens Centre.
9. If you provide Waite Campus Childrens Centre, with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the Centre and why. You will also need to inform them that they can access that information if they wish to do so.
10. Waite Campus Childrens Centre takes all reasonable precautions to ensure personal information that we collect, use and disclose is accurate, complete and up to-date. Please ensure you inform the service of any changes to the information supplied.
11. Should the Service become aware of reasonable grounds to believe an eligible data breach likely to place individuals at risk of serious harm has occurred, the Approved Provider/Nominated Supervisor will immediately notify the individuals at risk and recommend steps they should take in response to the breach. It will also notify the Office of the Australian Information Commissioner via its online Notifiable Data Breach statement – Form.

The centre opens Monday to Friday for 50 weeks of the year with the exception of public holidays and is closed for two weeks over the Christmas/New Year period. Parents will be notified of closure dates each year. There is no charge for the two-week Christmas closure. Charges are made for all other days.

In addition to the Christmas closure, *up to four weeks* of holidays (of your child's usual weekly booking), at a reduced rate, can be taken during the year. A 50% holding fee will be charged for *pre-booked* holidays of 1 to 4 calendar weeks per year.

Public holidays can be included as holidays with holding fee provided that the day of care immediately before and/or immediately after is also requested as a holiday.

The Waite Campus Childrens Centre is a non-profit service.

The costs of the service including salaries, equipment, education supplies, cleaning consumables, foods and administration costs are met by the fees paid.

All income is used directly by the Centre.

~~The quality of care~~ ~~Payment of Fees~~ to provide via staff and service is directly related to the fees we receive.

For permanent bookings:

Weekly	\$637 per week
	\$133 per day

A once-off administration fee per family is charged to cover the cost of enrolment procedures. This fee of \$35 will be added to your first account.

- You will receive a weekly account by email. It is expected that this will be paid regularly on at least a fortnightly basis.

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Fees may be paid by:

- *Direct debit*, information on direct debiting is available from the Director.
- *Electronic transfer* into the Centre's account.

Cheque and Cash payments are not accepted ~~the C~~

Enrolled numbers in each room are flexible so that we can cater to the varying requirements of families and maintain places for Campus clients (see Policy on Groupings for variations). Transition from one section to another is dependent on age, developmental readiness, friendships and vacancies. Children transferring from one room to another are given a transition and orientation period during which they visit the new room for increasing periods of time. This allows children to get to know the educators, children, and routines of the new room.

The Centre at a minimum abides by the Education and Early Childhood Services (Registration and Standards) Act 2011 regarding educators (Please see Parent Notice Board).

Current Centre educator: child ratios are	1:4	Room One
	1:5	Room Two
	1:8	Room Three

The Centre employs a variety of educators with a range of qualifications and experience, achieving a balance of professional perspectives. More than eighty percent of our educators have an Early Childhood Teaching Degree or a Diploma of Children's Services, with other educators holding a Certificate III in Children's Services.

Each room is coordinated by an educator with both formal early childhood qualifications and experience. As well as permanent educators and staff the Centre also employs regular casuals to cater for busier periods and for non-contact time, sick leave and holiday leave.

The Centre also supports people wishing to gain employment in the early childhood field and offers placements for tertiary students undertaking formal training and work-experience for secondary students.

The Centre implements a system of primary caregiving for children and their families. Each child has one educator as their primary carer to develop and maintain secure attachments. All educators in the room will become familiar to your children and contribute to their care and education each day. The primary caregiver's role varies with the age of the child, and may include some or all of the following:

- Discovering and extending the child's interests
- Acting as a resource for other staff working with the child
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Children are encouraged to develop awareness of the need for sun protection. In periods when the UV reading is above 3 (now designated as 1st August to 30th April by the Cancer Council) children are required to wear a legionnaire or broad brimmed hat and 30 plus sun block when outside. Please provide your child with a suitable hat each day or leave a hat at the Centre. Please dress your child in clothing which shades the shoulders and neck i.e., collar and short sleeves. The Centre will provide sun block purchased from the Cancer Council to be applied regularly throughout the day. If your child has sensitivity to sun block, please ensure you speak to the educators about this. Please note the Centre has UV meters to monitor the UV rating and will only apply sunscreen when the UV is 3 or above.

All children will either sleep or rest during their day at the Centre. Children who sleep should bring a fitted sheet suitable for a cot size mattress (please discuss size requirements with educators) and a cover sheet/blanket that is appropriate to the season. These will be used for the week and placed in your child's bag on their last attendance day for the week for you to take home and wash. The Centre follows practices detailed in the Safe Sleep guidelines.

We request that children be dissuaded from bringing toys from home into the Centre. Educators cannot be responsible for loss or breakage and children become distressed when others touch their special things. Children may bring a special comfort toy or blanket. These should be clearly named then left in the child's bag until required.

The Centre supplies disposable nappies for children while they are at the Centre.

In winter children should bring a warm hat and coat as we encourage children to spend time in the fresh outside air every day. We also encourage children to bring wet weather gear (boots and raincoats) as we spend time in our outdoor classroom during all weather.

Please sign your child with arrival and departure times, on the electronic signing tablet each day that your child attends. This is our record of your child's presence at the Centre. This is a requirement of the Federal Government and is also the record of attendance used in the event that we are required to evacuate the building.

Each time you bring your child, you need to also give details of:
medication needs (a medication plan which has been authorized by a medical practitioner must accompany any medication)
if someone different will be collecting your child please let educators know
any other relevant information that will assist us in caring for your child

***Children will only be released to family members and emergency and collection authorities listed on the*

Under the Federal Government Universal Access to preschool program all children are entitled to 15 hours per week of approved preschool in the year before they commence school. At WCCC the preschool program integrates seamlessly with our existing Room 3 program. The designated preschool times in 2021 are 9.00 am to 5.00 pm Monday - Friday, during school terms. During these times our early childhood teachers oversee a range of programmed experiences for all children.

Please take the time to read the Centre notice boards, program displays, newsletters and emails and provide feedback to educators and staff as this enhances and improves the program we offer. Written feedback is extremely valuable, as educators can refer back to it rather than relying on their memory of what has been said.

If you do not have an opportunity to talk to educators on a regular weekly basis, we strongly encourage you to make a time to discuss the program either by phone or at an agreed meeting time. A phone discussion can be arranged during the educators non-contact time and is particularly useful for parents/carers who are not able to do the daily drop off and pick-ups.

WCCC is recognised as an Inclusion Aware service. We acknowledge and respect the Kaurna people as the traditional owners of the Adelaide plains. We

- follow speed limits when coming to and leaving the Centre

Please speak to the Director if you have any concerns regarding access or custodial arrangements. You will be required to show an original or certified copy of any court orders relating to your child. The Centre is legally required to retain a copy of any available documentation before it is able to restrict parental access to children in the Centre. Please maintain correct information on your enrolment form by notifying the Director or senior educators

Please do not bring any nuts, nut-based products or food containing nuts into the Centre. This includes not bringing peanut butter toast into the Centre and ensuring that if your child has had peanut butter at home that you wash their face and hands thoroughly before they come to the Centre.

Parents need to supply labelled, heat proof bottles of milk/formula for children who require bottles during the day. If you need to heat bottles at the Centre please follow the *Instructions for Heating Bottles*. For children who are drinking from a cup all drinks will be supplied by the Centre.

As a child care centre catering for up to 100 different children each week we follow very strict guidelines and procedures in food preparation. We therefore request that family members do not go into the kitchen. Please give bottles and medication to an educator.

At the Centre educators and staff implement health and hygiene procedures over and above those usually practised in the home, and also encourage children to practice good hygiene routines.

These routines include: -

- prompt and strict routine for changing children's nappies and soiled clothing
- washing the change table after each nappy change
- supervising children while toileting and hand washing
- washing toilet areas during the day
- using tissues and washing hands after nose blowing (or using gloves if no water available)
- hand washing prior to eating
- use of tongs to serve food
- cleaning tables before and after eating
- requiring children to sit down when eating or drinking
- providing water for children at lunch as this cleanses the mouth
- using individual named bedding, sheets, bottles and cups
- the Centre is a 24 hour smoke-free environment
- children and educators are required to wear sun safe hats and 30+ sun block from August 1st until April 30th when the UV rating is above 3. The Centre has UV meters which are used to monitor the UV across the day.
- standard precaution procedures with respect to handling blood and body fluids. We encourage children to understand and follow these procedures. This includes age-appropriate self-management of cuts and abrasions and awareness that blood and other body fluids can carry viruses, which make people very sick.

In keeping with our focus on a healthy world for everyone all cleaning products used at WCC are certified as environmentally friendly. Soap and water are the key cleaning agents.

All educators are mandated notifiers and are required by law to report any instance in which they suspect child abuse as defined under the Children's Protection Act. This includes physical, sexual, emotional, and drug abuse, and neglect. All educators receive regular training in this area.

The Centre has a Family Library providing books, resource folders and other information of interest to parents of young children. We aim to have a diverse range of reputable books while not promoting any particular philosophy of child rearing to parents. We also have a great library of books to support families to move towards sustainable living. If you would like to borrow a book or a resource folder or would like a copy of some information you have read, please speak to the room coordinator of your child's room. Loan time is two weeks.

The Centre has plans for fire, gas and chemical threat inside or outside the building, bushfire, earthquake, severe storm, and aggressive or threatening adults. In the event of any disaster the appropriate emergency services will be contacted immediately. The Centre is also fortified and protected when needed by the 24-hour security team of the Waite Campus.

Educators, staff, and children participate in regular fire drills and educators discuss safety practices with children.

Generally, when there is an emergency in the building, children will be kept inside. If a disaster occurs in the building the children will be moved to the outdoor area and if necessary to the Netherby Kindergarten.

*If you become aware that there is an emergency at the Centre it is extremely important that you wait to be contacted by the Centre staff and the Centre.
An influx of cars will impede emergency service vehicles dealing with the emergency.*

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