

WELCOME

Welcome to Ivanhoe Primary Out Of School Hours Childcare (OSHC). The program incorporates Before School Care, After School Care and Curriculum Day Care.

We endeavour to provide the highest quality childcare in a safe, enjoyable, stimulating, and caring environment. The Out Of School Hours Childcare program includes a wide variety of activities that are thoroughly prepared and implemented to meet our children's social, emotional, intellectual, and physical needs. In this way the program complements the school's activities and is consistent with the school's policies and practices. It is acknowledged also that the program enables parents to pursue options leading to employment, training, recreations and personal interests.

Ivanhoe Primary OSHC is registered with the National Childcare Accreditation Council to participate in Outside School Hours Care Quality Assurance.

The Parent Handbook has been created as a guide for families. Please read it thoroughly. A copy of the policy and procedures, which guide our staff in the management of Out Of School Hours Childcare, is available for loan from the Coordinator, Edwina Coates. Edwina is happy to answer any queries you may have.

We hope you and your child/ren enjoy the time spent at Out Of School Hours Childcare at Ivanhoe Primary School.

The Out of School Hours Childcare Management Committee

Revised June 2007

TABLE OF CONTENTS

1	INTRODUCTION	3
1.1	PROGRAM PHILOSOPHY AND GOALS	3
1.2	PURPOSE.....	3
1.3	SERVICES PROVIDED.....	4
2	ADMINISTRATION.....	4
2.1	MANAGEMENT OF THE PROGRAM	4
2.2	ENROLMENT	5
2.3	BOOKINGS	5
2.4	CANCELLATION OF BOOKINGS	
6		
2.5	WAITING LIST	6
2.6	SIGN IN AND OUT REGISTER.....	6
3	WORKING WITH FAMILIES	7
3.1	PARENT PARTICIPATION	7
3.2	COMMUNICATION.....	7
3.3	CUSTODY.....	7
3.4	COMPLAINTS.....	7
4	CHILDREN'S PROGRAM.....	8
4.1	POSITIVE GUIDANCE OF CHILDREN.....	8
4.2	INCLUSION.....	8
4.3	ATTENDANCE BY PREP CHILDREN.....	9
4.4	NUTRITION AND HEALTHY EATING.....	9
4.5	VIDEOS, TELEVISION, COMPUTERS, ELECTRONIC GAMES.....	9
4.6	HOMEWORK.....	9
4.7	EVALUATION	9
5	FEES	10
5.1	CHILDCARE ASSISTANCE.....	10
5.2	MEDICARE CHILDCARE CASH REBATE.....	10
5.3	LATE PICK UP FEES.....	10
5.4	LATE PAYMENT/ NON PAYMENT OF FEES.....	11
6	HEALTH AND SAFETY	11
6.1	TRACKING ATTENDANCE	
11		
6.2	NON-COLLECTION OF CHILDREN	
11		
6.3	MEDICATION.....	12
6.4	ILLNESS.....	12
6.5	INFECTIOUS DISEASES	12
6.6	SUNSMART.....	13
6.7	ACCIDENTS.....	13
7	APPENDIX LIST.....	14
APPENDIX 1	FEE SCHEDULE	14
APPENDIX 2	EXCLUSION LIST.....	15
APPENDIX 3	ENROLMENT FORM.....	18

INTRODUCTION

1.1 Program Philosophy and Goals

To provide Ivanhoe Primary School children with a high quality program which meets their needs to be cared for in a creative, stimulating, safe and secure environment before and after school and on curriculum days.

The philosophy is implemented by the following goals:

- *to offer a flexible program which responds to the care and recreational needs of children*
- *to provide an environment for children that:*
 - *is both safe and challenging*
 - *fosters children's individuality, recognises individual needs and promotes the physical health and well being of children*
- *to ensure that the program accurately reflects the needs of children and parents by:*
 - *acknowledging the importance of parents in providing direction for the program*
 - *encouraging comments and feedback from all parents*
 - *acknowledging and being sensitive to the cultural backgrounds of families*
- *to meet the National Standards for Childcare*
- *to ensure that staff are able to fulfil their role in an environment where their needs are being met.*

Ivanhoe Primary School Council has established and operates an Out of School Hours Childcare (OSHC) Program. The program incorporates Curriculum Day Care, Before School Care and After School Care.

OSHC operates to provide high quality Childcare in a safe, enjoyable and caring environment. The program enables parents to pursue options leading to employment, training, recreation and personal interests.

OSHC includes a wide variety of activities that are thoroughly prepared and implemented in a friendly environment, which accounts for children's social, emotional, intellectual, and physical needs. In this way the program endeavours to complement the school's activities and be consistent with the school's policies and practices.

1.2 Purpose

To provide high quality Out Of School Hours Care for children of Ivanhoe Primary School.

The program is flexible and designed to meet the needs of children to be cared for in a creative, stimulating, safe and secure environment - before and after school and during curriculum days.

Guidelines

- establish and operate an OSHC Program to cater for students attending Ivanhoe Primary School.
- provide safe, quality care and recreation in a relaxed environment within a program which is a highly valued resource of the school
- promote students' development by providing social interaction and enrichment of physical and intellectual skills.
- provide a wide variety of activities and cater for the individual needs of students.
- promote warm and friendly relationships with staff, parents and students.
- provide an atmosphere where staff, parents and students together have the opportunity to take part in the development of the program.
- provide a program which reflects detailed planning and a balance of activities to meet the physical, social, intellectual and emotional needs of children.
- ensure that the program complements the school's activities and is consistent with the Charter and School Rules.
- ensure that principles of respect for others, both staff and students, are adhered to.
- promote responsibility for oneself, for others and to recognise the rights of staff and students.
- report regularly to the School Principal, School Council and to the OSHC Committee.
- continue to incorporate the principles of gender equity and equal opportunity for students from all ethnic socio-economic and cultural backgrounds.
- make available a handbook, consistent with National Standards, for all users of the program.

1.3 Services Provided

Ivanhoe Primary OSHC was established in 1987 and operates on a non-profit basis.

The School Council is the sponsor of the Program. The OSHC Management Committee is responsible for the everyday operation of the program, and reports to School Council. A Coordinator and staff are employed to operate the two programs on a day-to-day basis.

Ivanhoe Primary OSHC provides a Before School Care Program from 7.00am to 8.45am and an After School Care Program from 3.30 p.m. to 6.00 p.m. daily during school terms. Both programs are funded by the Commonwealth Government to provide Child Care Benefit to families. In addition, a care program operates on Curriculum Days from 8 am to 6 pm. Curriculum Days operate with a minimum of 25 bookings.

2 ADMINISTRATION

2.1 Management of the Program

School Council

The Ivanhoe Primary School Council sponsors OSHC. The School Council has final responsibility for

the overall financial and operational management of the Program.

OSHC Management Committee

The Committee has the responsibility for the day-to-day management of the program. The primary role of the Committee is to operate the OSHC Program and to implement school policy in relation to OSHC.

Other roles and responsibilities are as follows:

- to encourage participation and suggestions from parents and staff in the decisions regarding the OSHC operation, its policies and the fulfillment of its philosophy and goals
- to regularly review parent and staff needs in relation to the OSHC operation and where appropriate to lobby groups to ensure that these needs are met
- to establish a positive work environment
- to develop and manage the finances of the Program and to be responsible to the Department of Health and Family Services for funding.

The Committee is made up of representatives from the sponsor body, parents and program staff. The Committee meets at least twice a term, and reports directly to the School Council.

Principal

The Principal and Coordinator will ensure that the day-to-day management of OSHC meets with the requirements set by the Commonwealth's Department of Health and Family Services in conjunction with the OSHC Management Committee.

Coordinator

The Coordinator is responsible, in conjunction with the Principal and Committee for the day-to-day management of the service. Some of these responsibilities include:

- collection of fees
- supervision of staff
- record keeping
- program planning
- marketing and promotion
- evaluation of program
- liaison with families
- preparation of coordinator's report for Management Committee



2.2 Enrolment

All children must be enrolled in the service before receiving care. An annual re-enrolment process will take place at the end of each year for the following year. Enrolment forms are available from OSHC or School Office.

2.3 Bookings

OSHC requires all permanent bookings to be made in advance. Casual users must contact OSHC prior to the commencement of OSHC in order to ensure a place is available.

DEFINITIONS

Permanent Booked Care	Regular bookings used each week
Casual Care	Care used on a daily basis, to be paid for at the time of use

2.4 Cancellation of Bookings

Cancellations, changes or additions to bookings can be made between the program hours or by leaving a message on the answering machine. It is **essential** that any deviations from booking arrangements and also important family changes are communicated to OSHC staff. Calls must be made

**by 7.00 am for Before Care, and
by 3.00 pm for After Care.**
Phone: 9499 5226
Fax: 9499 8480
Email: iposhc@optusnet.com.au



Failure to inform Out of School Hours Care staff when your child will not be attending a session can cause inconvenience and concern when the whereabouts of a child is not immediately known, often necessitating several phone calls, thus taking time away from the program. Waiting lists operate on certain days. When your child is unable to attend a session, another family may be able to avail themselves of the service. (See also Health and Safety – Roll Call Procedures)

To cancel a permanent booking, four weeks notice should be given.

2.5 Waiting List

OSHC will maintain a waiting list for care in application date order and in accordance with the Commonwealth Government's Priority of Access Guidelines. Once a vacancy arises, the Coordinator will contact the next family on the list.

2.6 Sign In And Out Register



All children attending the OSHC Service must be signed in and out by the parent/guardian/authorised person each session. This procedure is required under the services' conditions of Commonwealth funding.

For children attending the Before School Care Program, parents must sign the child into the Program on arrival. For children attending the After School Care Program. Parents must sign the child out of the program when collecting their child/ren. This procedure is required under the conditions of Commonwealth funding.

Children requesting to leave the program unaccompanied must have a hand written and signed authorisation from the parent/guardian/authorised person allowing this to occur. The Program cannot

accept responsibility for the child once he/she has left the Program.

Persons other than those that appear on the enrolment form may not collect children, unless written authorisation has been received from the parents.\

2.7 Working with Children Check

All OSHC staff have a current Working with Children Check .

3 WORKING WITH FAMILIES

Ivanhoe Primary School OSHC is committed to working with families in a collaborative manner in order to provide high quality childcare that meets the needs of children, families and the school community. Parent participation and communication is critical to the success of OSHC and its programs.

3.1 Parent Participation

The Program actively encourages parental involvement in the development of the program and management of the Service. Families are welcome to attend OSHC at any time, and this is encouraged.

To facilitate this, a Committee has been formed to oversee the management of the service. A parent representative is elected following the school Council elections to aid in this process. The parent representative's vote is to ensure that an appropriate link between Council and the Committee is maintained for the benefit of students using the program.

The role of the Committee is to ensure parent participation takes place. This is undertaken through evaluations, which allow families to have input into future planning. All Committee meetings are open to the school community and parents are encouraged to attend. Notification of monthly meeting dates will be displayed on the OSHC notice board and in school newsletters.

3.2 Communication

The Program will provide information to families on a regular basis via a range of methods; these include the school newsletter, notice boards and face-to-face communication with staff. At enrolment all families will be provided with a copy of the Parent Information Booklet.

Parents are requested to read the notice boards and program plans displayed at the Service in order to keep informed of activities of OSHC. Families wishing to discuss matters of a more confidential nature are encouraged to make an appointment with the Coordinator. The Coordinator is available by appointment.

3.3 Custody

In order to appropriately manage the care of children in custody situations, a copy of all court orders in relation to custody must be provided to OSHC upon enrolment. These documents will be attached to the child's records and treated confidentially. Parents are asked to notify OSHC of any changes to these documents.

If OSHC does not have a copy of the court order, it will assume that both parents have equal custody of the child and therefore both have access. In the event that a parent breaks a custody order and tries to access the child, the parent with custody entitlements will be contacted immediately, the staff will attempt to stall the parent from taking the child and then the police will be contacted.



3.4 Complaints

All parents have the right to have their concerns heard by the Management Committee.

Families with concerns or complaints are encouraged to discuss these with the Coordinator in the first instance. Complaints, which are not resolved to the family's satisfaction, should either be referred to the Committee or the Principal.

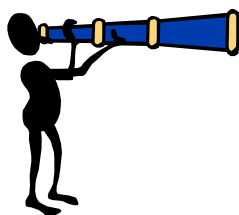
All written complaints and concerns will be addressed promptly, either verbally or in writing within 5 working days. The nature of the complaint or concern will be reported to School Council at its next meeting, together with any action taken in response.

4 CHILDREN'S PROGRAM

OSHC is committed to nurturing and extending each child's social, physical, emotional and intellectual development in a child-friendly, supportive and fun environment.

OSHC offers planned flexible and balanced activities, which will respond to children's interests, needs and stages of development. The program is developed in collaboration with children, parents and staff.

The Coordinator is allocated planning time each week which enables her to provide the children with programs that are effective, appropriate, entertaining, challenging and motivating. Within the children's activities, the program provides learning experiences that expose children to many different and varied experiences. Special events such as celebrations, videos and dinner parties and fancy dress days are also undertaken.



National Standards provide staff ratios in the following numbers:

- 1 staff member to 15 children
- 1 staff member to 8 children on excursions, and
- 1 staff member to 5 children for swimming.

At all times there will be a minimum of two staff present.

4.1 Positive Guidance of Children

OSHC is committed to developing a secure, caring and stimulating environment, which enhances children's

self esteem and encourages them to interact positively and to co-operate with others.

Staff provides children with a role model that reflects values and attitudes of the local community. The staff encourages positive behaviour and gives clear, consistent guidelines to children regarding the program's expectations and code of conduct.

4.2 Inclusion

OSHC takes an anti-bias approach to programming, ensuring that it is inclusive of all children. Consideration is given to factors such as culture, ethnicity, language, gender and ability when planning the children's activities.

The program responds to individual needs, interests and requests by providing a range of activities for all children attending OSHC. The program offers a balance of activities, ensuring flexibility and providing for child-initiated activities.

4.3 Attendance by Prep Children

It is important that all Prep children complete a successful transition into OSHC. Staff collect the Prep children attending OSHC from their class each day until they are settled in and able to find their own way to the OSHC room.

In conjunction with this a staff member from OSHC is assigned to the Prep children until such time that they are settled in. The Prep children will always be instructed as to which areas they may play in whilst at the OSHC Service.

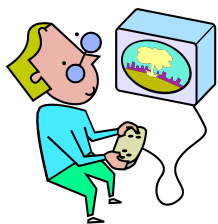


4.4 Nutrition and Healthy Eating

OSHC will provide nutritious, balanced snacks for children which reflect children's tastes, culture, and health concerns. This will take the form of nutritious breakfasts and snacks supplied to all children attending OSHC. Fresh water is always available. The School's Nut Free Policy applies in the OSHC Program.

Cooking with the children is one of the experiences provided by OSHC. OSHC ensures that children are supervised and educated in necessary health and safety precautions whilst cooking.

Staff cater to the individual dietary needs of the group. Parents are encouraged to discuss their child's specific needs with staff and are required to give staff a list of suitable food for their children's special requirements. It is important that staff are aware of the foods which can cause any child's allergic reaction. (Allergies – refer 6.3) They need to be familiar with the range of allergy free food, and with the medical procedure and plan for dealing with an allergic reaction.



4.5 Videos, Television, Computers, Electronic Games

OSHC endeavors to reflect children's interests, therefore activities such as videos, television, computers, and electronic games will be offered within a balanced program of activities. The amount of time children can participate in these activities will however,

be limited.

OSHC will ensure that the content of TV programs, videos and games will be appropriate for all the children present and will not contain any physical or verbal violence or ridicule. These activities will be limited to G ratings.

4.6 Homework

As part of the children's program the staff will provide an area for children to undertake homework tasks. Given the number of children and other activities provided, OSHC cannot take responsibility for completion of homework; this is the responsibility of the parent and child.

Parents are encouraged to discuss their child's individual needs with the Coordinator.

4.7 Evaluation

We believe continual assessment and evaluation of OSHC by the Committee, parents, staff and children is integral part of program planning. In order to facilitate this belief, OSHC will undertake various surveys throughout the year in order to gain information for future planning.

5 FEES

OSHC operates on a non-profit basis. The Finance Committee of School Council has the ultimate responsibility for any surplus, which is generated, but it will endeavour to support the program's needs for new equipment and resources, or facility improvements sought by the Committee.

Fees will be set annually by the Council prior to the commencement of the school year. Fees are set to cover the cost of the activities and to meet the projected budget for OSHC. They are subject to change. Fees are charged on a per session basis, per child. Fees are charged to all booked sessions.

Fees for permanent care will be charged weekly, with an invoice issued fortnightly. Fees are to be paid each fortnight. Fees for casual or emergency care will be invoiced daily and are to be paid for when the child/ren are left or collected. The Committee can review this procedure at any time. A \$5 late payment fee will be charged to all accounts outstanding after one month. All fees should be finalized by the end of each term. Fees still outstanding at the end of each term can lead to relinquishment of your child's place in the program.

Payments can be paid by Eftpos, cash, or cheque.

Parents are required to advise OSHC if the children are not attending due to parent interviews or whilst on school camp. Parents are not charged for permanent bookings that fall on public holidays or curriculum days. Parents will be charged the normal fee on strike days, non-attendance due to a child participating in a school function, camp or extended illness and all permanent/casual bookings.

A fee schedule is attached as Appendix 1

5.1 Child Care Benefit

Child Care Benefit (CCB) is a payment made to families to assist with the cost of child care. Families are

able to choose to receive CCB through fee reductions or as a lump sum payment after the Australian Tax Office (ATO) has processed their returns. Families must meet the eligibility criteria.

To be eligible for CCB parents must:

- meet Australian residency requirements
- have a child attending care in a Commonwealth approved childcare service and be liable to pay for this care
- comply with immunization requirements
- submit the following code: Service CRN: 555 008 005 B

Families estimate their incomes and the Family Assistance Office (FAO) issues them with a CCB assessment notice. Children who attend OSHC receive fee reduction through the program.

5.3 Late Pick up Fees

After School care closes at 6.00pm each evening.

Parents of children remaining at OSHC after the closing time will be required to pay a late fee to cover staff overtime payments. This cost is not included in the staff budget and as a result a late fee has to be charged. After 6pm a late fee of \$10 for the first 15 minutes and \$20 for the second and subsequent 15 minutes or part thereof will apply.



Parents who consistently fail to pick up their children at the correct time risk losing their children's places in the OSHC program.

5.4 Late Payment/ Non Payment of Fees

Bills should be paid fortnightly. It should be noted that you are billed on a fortnightly basis. It is the parents responsibility to collect their invoice from the OSHC Office.

The Fee Policy requires all fees for care to be paid by the due date.

Parents experiencing financial difficulties are encouraged to discuss fee payment with the Coordinator. Special ChildCare Assistance can be made available for families experiencing these difficulties.

A late payment limit of \$100.00 per child exists. Children will not be able to use the program if a payment is not forthcoming.

Families excluded from OSHC due to non-payment of fees will be provided with information regarding family support and financial advising services available in the local community.

OSHC is unable carry fees and charges for dishonored cheques. Any cost incurred to OSHC through dishonored cheques will be charged to the parent.

6 HEALTH AND SAFETY

6.1 Tracking Attendance

The safety and welfare of children is the primary responsibility of all OSHC staff at all times. It is the responsibility of the parent to advise OSHC staff of any changes to booking by 7 am for Before Care and by 3 pm for After Care. Liaison with the school office is also important regarding non-attendance of students.

Roll Call:

- a roll call will be taken by OSHC staff as close to 3.30 pm as possible.
- any absences regarding children who have been booked into the After Care program will be immediately reported to the school office by phone, or if necessary, by runner.

“Unapproved Absences” - Children who are booked into After Care but who do not present at roll call:

- public address calls will be made from the school office regarding children not accounted for
- school and/or OSHC staff will undertake searches of buildings and grounds
- OSHC staff will collect any child or children from the school who have been found to be missing from After Care.
- parents/guardians/authorised persons will be contacted (including, as needed, the emergency contact numbers on the enrolment form)

In the event of a child or children still not accounted for:

- police will be called immediately on 000
- the Department of Education, and Training 24 hour emergency service will be notified on 9589 6266.

6.2 Non Collection of Children

OSHC staff will ensure the safety of children not collected from the Programs by the closing time. In the event of children remaining at the service the following procedure will be followed:

- staff will attempt to contact the parents/ guardians/authorised persons
- if not contactable, staff will immediately contact the emergency contact numbers on the enrolment form
- staff will wait for the parents until 7 pm.; if parents have not been able to be contacted by this time, staff will contact the Department of Human Services for direction
- children will be reassured and made comfortable whilst this process is taking place

6.3 Medication

Good practice with regards to the administration of medication is essential to ensure that appropriate doses of correct medicines are administered to the child. Medication includes all prescription and over the counter drugs.

In order to ensure that the interests of staff, children and parents/guardians/approved persons are not compromised, medication will only be administered with explicit permission from parent/guardian/approved person or in the case of an emergency, with permission of a medical

practitioner. This procedure is in line with the National Standards for Outside School Hours Care.

Authorisation, in writing, from a parent /guardian/ approved person will include the child's name, the name of the medication, the dosage and times and or circumstances of administration. Where children require medication regularly, approval, in writing, from parents/ guardians/ approved persons will be updated on a regular basis. Notification, in writing, will also need to be obtained from parents/ guardians /approved persons where a child self-administers the medication.

Where staff has been notified all personal medication including asthma pumps and EpiPens would be stored to ensure against access by other children. Medication will only be administered if the medication is clearly marked with the children's name, contained in the original container and kept in appropriate storage.

In an emergency, if the parent /guardian/approved person is unable to be contacted, the service will contact the family doctor first and then a registered medical practitioner. Evidence of this permission from the doctor will be kept on file.

Parents will be notified if the medication was not administered for any reason as soon as practicable.

A medical register will be maintained by OSHC containing the date, time and dosage of medication that was administered as well as the person who administered it.



6.4 Illness

OSHC staff to make arrangements for the child to be taken home as soon as possible will contact Parents/Guardians or other approved persons of children whom becomes ill at the centre.

Staff will ensure that child is made as comfortable as possible while they are waiting for the parent.

6.5 Infectious Diseases

OSHC policy on infectious diseases is consistent with Commonwealth and State legislation, which outlines the exclusion practices for children who have an infectious disease or who have been exposed to an infectious disease. The program will ensure that the policy is practiced.

In conjunction with the school, OSHC staff will ensure that parents/ guardians/ approved persons are notified of any infectious diseases present at the venue or school. Where a child develops symptoms at OSHC, parents will be asked to collect the child and seek medical diagnosis.



6.6 Sunsmart

OSHC practices the School's Sunsmart policy by ensuring that children wear suitable broad rimmed hats before they go outdoors during First and Fourth Terms. Parents are encouraged to supply their children with sunscreen.

6.7 Accidents

Every attempt will be made to ensure the sound management of an injury.



Parents will be informed immediately if medical aid or hospitalisation is required and the coordinator will complete all required paperwork. If required an investigation of the cause will be undertaken.

For a minor accident, staff will administer basic first aid and complete an accident report that will be signed by the staff member and the parent. The report will be signed by the coordinator and put on the child's file.

For a more serious accident, staff will administer first aid and a co-worker will call for an ambulance. The Coordinator will ensure that the rest of the group are being adequately supervised and will then contact the parents. Under no circumstances will a child be transported to the doctor or hospital in a staff member's car. An official school accident report will be completed.

6.8 Smoke Free Policy

All buildings and school grounds are smoke free areas.

6.9 Disaster Plan

Periodic dis-plan drill is held.

7 APPENDIX LIST

APPENDIX 1

FEE SCHEDULE

APPENDIX 2

EXCLUSION LIST

APPENDIX 3

ENROLMENT FORM

APPENDIX 1 - FEE SCHEDULE

BEFORE SCHOOL CARE	7.00 am – 8.45 am	\$ 7.50
AFTER SCHOOL CARE	3.30 pm – 6.00 pm	\$10.00
EARLY FINISH	1.30 pm - 3.30 pm	\$10.00
	1.30 pm – 6.00pm	\$15.00

PUPIL FREE DAYS	Full Day	\$30.00
	Half Day	\$15.00

These rates are standard cost but will vary according to your assessment with FAO. A brochure – Claiming Child Care Benefit for Approved Child Care – is available for parents.

ANNUAL REGISTRATION \$10 per family

Once your FAO Assessment Notice has arrived please see the OSHC Coordinator for details of the amount you will need to pay.

- Cheques are to be made out to the Ivanhoe Primary School OSHC
- Invoices are provided each Monday in the week following care.
- Fees are to be within two week of the invoices being provided.

Your prompt payment is much appreciated.

APPENDIX 2 – EXCLUSION LIST

Item	Signs and Symptoms	Exclusion Period
Acquired Immune Deficiency Syndrome	Breakdown of body's defence system	Information available from your Committee of Management.
Asthma	Laboured breathing persistent cough, blueness around lips and extremities, wheezing	Excluded only if required treatment more often than four hourly
Chicken Pox	Small dark pink spots on trunk and upper limbs, which then appear in crop, usually 12 hours apart. Spots then form watery blisters that break easily. Fever, headache	At least 7 days after appearance of rash or the last lesion has healed. Medical certificate required returning to care.
Common Cold	Upper Respiratory Infection Blocked nose, fever, coughing, headache, sore throat, irritability, sneezing, catarrh	To prevent spread of infection parents are advised to keep children at home while symptoms are obvious - green/yellow nasal discharge, elevated temperature. Children may attend if nasal discharge is clear
Conjunctivitis	Infection of the Eyes Weepy red eyes that feel sore or itchy. Intolerance of bright lights. Green or yellow discharge can cause eye lashes to stick together after sleep	Until treatment has commenced and discharges from eyes has stopped. Child will be sent home if conjunctivitis develops during the day

Item	Signs and Symptoms	Exclusion Period
Croup	Croup refers to any kind of childhood inflammation of the larynx or voice box and is not a single disorder in itself. Features: harsh cough, noisy breathing A virus can cause croup such as respiratory infection and influenza	Child should be excluded from the Centre until fully recovered
Diarrhoea	When the bowels open more frequently than is normal for that child. Bowel actions are of a more fluid or unusual consistency	Staff will attempt to determine the cause. If not apparent (e.g. diet, medication), child will be excluded until diarrhoea has stopped and a period of 24 hours has lapsed since last abnormal bowel action
Epilepsy	Grand Mal Loss of consciousness, convulsion Petit Mal Short lapse of consciousness	Advise staff so that they can be aware of medication and appropriate treatment required
Fever	Normal temperature 36-37 degrees. Temperature elevated. Child looks flushed and feels hot to touch	You will be advised of the temperature and care staff will use sponging/cool bathing, cool liquids etc. Staff cannot administer paracetamol unless written or verbal authorisation is received from the parent, so if staff attempt at reducing temperature unsuccessfully, the child will be required to go home. A child with a temperature in excess of 38.5 degrees may also be required to go home.
German Measles (Rubella)	A viral infection Slight fever. Pink or red spots starting behind the ears spreading to forehead then rest of body. Swollen glands behind ears and at back of skull	Until fully recovered and at least five days after onset of rash
Gastroenteritis	Vomiting, nausea, diarrhoea, abdominal cramps, loss of appetite, elevated temperature	24 hours after last abnormal bowel action or vomiting. This is a highly contagious infection. Please assist staff in preventing cross infection by having a doctor verify that your child is no longer contagious
Hand, Foot and Mouth Disease	A viral illness with blisters in the mouth and on the hands and feet. This is not a serious illness and has nothing to do with the animal disease known as Foot and Mouth Disease. The child may have a low fever and lack of appetite	No exclusion period as specified by the Health Department. Medical certificate required returning to care.
Head Lice	A parasite Itchy scalp, particularly when head is hot. Tiny pearls of white eggs attached to the root of the hair. Difficult to remove	Until appropriate treatment has been completed

Hepatitis A	Inflammation of the liver Caused by a virus. Jaundice, dark brown urine, pale stools, loss of appetite, nausea, low grade fever, lethargy, abdominal discomfort	Until medical certificate of recovery is produced
Hepatitis B	Passed by infected blood to other body fluid	Seek advice from Health Department
Influenza	A viral infection Runny nose, sore throat, diarrhoea, nausea, lethargy, cough, aches and pains	To prevent spread of infection it is necessary to keep child at home while symptoms are obvious - green/yellow nasal discharge, elevated temperature. Child may attend if nasal discharge is clear and are in general good spirits.
Impetigo (School Sores)	Tiny blisters, which ooze and harden and form crusty, brown scabs. May be transmitted through use of toys and equipment	Until sore fully heals or provided that appropriate treatment is being applied and exposed sores are covered with moisture proof dressings
Measles	A viral infection Elevated temperature, cough, red eyes for several days, followed by bright red itchy rash, starting on the face then over the body	At least five days from appearance of the rash or until a doctor's certificate of recovery is produced
Mumps	A viral infection Swelling or soreness occurs on one or both sides of the face below or in front of ears. Difficulty in swallowing or eating. Fever, headache	Until fully recovered (Approximately 14 days)
Ringworm	A fungus infection Itchy skin eruption that spreads out ring like from the site of infection	May return after medical treatment has been completed
Scabies	A persistent itchy skin infection caused by a mite	Until appropriate treatment has been completed and a medical certificate is produced
Thrush	Fungal infection Occurring mainly in the mouth and on the buttocks of young babies. In the mouth it appears as white patches on gums, roof of mouth, tongue and around genitals as a pimply rash	Until prescribed treatment has been commenced
Tonsillitis	Inflammation of the tonsils Sudden onset of fever and sore throat Tonsils appear large and fiery red	Parents will need to make arrangements to care for the child away from the Centre until recovered
Whooping Cough	An acute contagious disease of the bronchial tubes and upper respiratory passages. Incubation period 7-14 days Heavy cold like symptoms, cough and fever	Until two weeks after onset of the illness and a medical certificate of recovery is produced

Note:

All of the exclusion periods can be over-ridden by a medical certificate signed by the family's doctor

stating that the child/ren are fit and well and are able to return to the service.

All children suffering from any of the illnesses outlined will require a medical certificate stating that the child/ren are fit and well and able to return to the service.