
TABLE OF CONTENTS

Welcome to the Cowra Early Childhood Mobile Service	3
How is the Mobile Service run?	4
- Management Committee	4
- Educators	4
- Office hours	4
- Operating times of service	4
- Newsletter	5
- LDC	5
- Preschool	5
Enrolments	6
- Maintaining up-to-date records	6
- If your child is unable to attend a session	6
- Session cancellation	6
- Privacy	6
- Immunisation of children attending the service	7
- Delivery & collection of children	7
Twelve ways the service can support their families	8
Ten ways parents can support their service	8
Fees	
- Long Day Care	9
- Preschool	9
- Enrolment Fee	10
- Outstanding Accounts	10
- Late collection of children	10
- Termination of care	10
Daily Routine - Summer	11
What to bring?	12
Programming	13
Meals & Nutrition	13
- Allergies	13
- Examples of suitable food	14
- Birthdays	14
Quiet/rest time	14
Illness of a child	14
Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases	16
Administration of Medicine	20

- Antibiotics	20
- Panadol & Other Paracetamol	21
- Asthma	
Accidents	21
Behaviour Management	22
Child Protection	22
No Smoking	22
Emergency Evacuation Procedures	23
Sun Smart	23
Feedback & Complaints	23
Map of the area covered by Mobile Service	24
Other services provided by Cowra Early Childhood Services	25
- Carinya	25
- Family Day Care	26
- OOSH	
Notes	27

Dear Parents,

Welcome to the Cowra Early Childhood Mobile Service. We hope your time with us is both rewarding and enjoyable, but most importantly fun!

The CEC Mobile Service was established in 1999, commencing its first year of service delivery in January 2000. The service is a community based non-profit organisation funded by the Department of Human Services and the Department of Education, Employment and Workplace Relations. We are also sponsored by Cowra Early Childhood Service Co-op Ltd.

The Mobile Service is a traveling children's service dedicated to providing an extensive early childhood service to isolated, rural and remote families in and around the Cowra District.

Our Mobile Service is licensed by the Department of Education and Communities where Children's Services Officers assess us on our standard and whether we and our venues visited meet regulations to ensure that your child is educated and cared for in a safe, secure environment by qualified and experienced educators.

When commencing at our service we have a settling in process for your child, we encourage you to speak with educators about this. A plan is developed for the best interests of your child and you.

We have qualified educators and experienced early childhood educators at each venue who plan and provide a program to best meet your child's development. Educators will ask for your input, it may be simply identifying your child's interests. The program also offers many fun and educational learning experiences.

We encourage you to discuss your child's development and the program at the service with educators and look forward to getting to know you and your child/ren.

Kind Regards,

Penny Smith
Co-ordinator

HOW IS THE MOBILE SERVICE RUN?

MANAGEMENT COMMITTEE

The CECS - Mobile is a part of a Co-operative run by a parent-based management committee, who also manage Cowra Early Childhood Services (Carinya), OOSH (Out of Hours School Care) and Cowra Family Day Care. Parents from the children's services are encouraged to participate at this level. The Annual General Meeting (AGM) is held every August, from which parents elect the committee.

To become a member of the committee, your nomination can be given to an educator at your session, the Co-ordinator at the office or directly to Carinya seven days prior to the AGM. There are four executive positions – president, vice president, treasurer and secretary as well as 6 directors who are involved on sub committees within the organisation.

EDUCATORS

The Co-ordinator/Nominated Supervisor, Team Leader and Early Childhood Educators are employed by the management committee to provide early childhood education to the children and families using the CEC Mobile Service.

The qualifications required by the senior educators are either a Degree in Early Childhood, an Associate Diploma in Social Science (Child Studies) or Diploma in Children's Services. All Early Childhood Educators are experienced early childhood professionals either studying or holding a Certificate III in Children's Services.

All educators working with children must hold a current first aid certificate and complete a Working with Children Check. The Child Protection (Prohibited Employment) Act 1998 prohibits a person convicted of a serious sex offence from applying for, undertaking or remaining in child-related employment.

Educators attend regular in-services to keep up to date with early childhood issues including the Annual Mobile Children's Services Association - Mobile Meet.

OFFICE HOURS

The CECS - Mobile is open Monday to Friday between 9:00am- 5:00pm. If the office is unattended, please leave a message on our answering machine and we will return your call as soon as possible.

The office street address is - 34 Grenfell Rd. COWRA 2794

OPERATING TIMES OF SERVICE

The CECS - Mobile LDC operates for 48 weeks/year, the Mobile Preschool operates 41 weeks/year. Each session starts at 9.00am and finishes at 3.00pm.

FACEBOOK

Cowra Early Childhood Services has a very active Facebook page. We encourage you to FIND & LIKE us on FACEBOOK.

LONG DAY CARE

The Mobile Service is a travelling children's service providing long day care to children aged 0-6 years in rural areas. Currently the villages serviced are Cargo, Mandurama, Gooloogong, Morongla, Greenethorpe & Koorawatha. Venues within these villages include town halls. All of the venues have been licensed by the Department of Education and Communities where the Children's Services Officers assess them on their standard and whether they meet regulations.

Early childhood professionals provide children with programs meeting their individual needs and interests.

The Mobile Service is joint funded by the Commonwealth & State Governments and charges a minimal fee to cover costs. The service is managed by a voluntary Management Committee, involving parents and interested community members.

PRESCHOOL

In 2009 the Preschool Investment and Reform Plan Growth Phase began and an additional \$29.8 million per annum was provided as recurrent funding to enable expansion of preschool programs throughout the children's services sector within NSW. The Cowra Early Childhood Mobile Service was lucky enough to qualify and receive funds for this expansion project to take place.

The Mobile Preschool Service was set up in July 2010 to meet the ever-increasing need of Preschool care for 3-5year olds located in rural and remote Central West NSW.

The Preschool Program offers specific programmes, experiences and challenges to further assist the children's developing skills especially in the year prior to formal schooling. Quality preschool education sets the foundations for cognitive, physical, emotional, social and language development. While preschool education is an important experience in itself, it also provides children with an invaluable foundation for their entry into formal schooling.

ENROLMENTS

Parents are encouraged to bring their child and family to the service to become familiar with the routine and meet the educators before they commence care.

Parents are required to fill out an enrolment form for their child providing all documentation listed on the enrolment checklist before their child is able to begin enrolment with the service. Immunisation records and birth certificates are required for ALL children.

If all positions are filled in the session – parents will be required to fill out a waiting list form. A position will be offered when a vacancy arises.

Places are allocated in the service following priority of access guidelines set down by the Commonwealth Government. The Commonwealth Government regard children at risk of abuse or neglect as a priority group for access to quality child care. Families in crisis should also have support and assistance from child care services to the maximum extent possible. The Commonwealth resources children's services with a major purpose of meeting the child care needs of families with recognised work or work-related commitments. Where demand for care exceeds supply it is important for services to allocate available spaces to those families with the greatest need for child care support.

The child cannot be admitted to the session until all enrolment procedures are completed.

Parents/carers are required to sign children in and out before and after each session.

MAINTAINING UP-TO-DATE RECORDS

Any changes to the information on your child's enrolment form needs to be communicated to the service so that educators and management are aware of your current needs and the needs of your child/ren. This includes court orders, specialist referrals, asthma and anaphylaxis management plans as well as changes to emergency contacts.

Please see the Co-ordinator or educators to update enrolment information.

IF YOUR CHILD IS UNABLE TO ATTEND A SESSION

If your child is unable to attend a session due to illness, family holiday or personal reasons please notify the service by contacting the office beforehand. If something happens overnight, please contact the office before 7.30am or on our mobile phone - Long Day Care 0429 422 338 or Preschool 0429 111 156.

SESSION CANCELLATION

Sessions may be cancelled due to extreme weather conditions, staffing, vehicle problems, etc. Educators together with management committee will monitor and assess venues individually. The health and safety of both children and educators are paramount at all times.

PRIVACY

Certain information is required to be collected, in accordance with the regulatory framework of operating a children's service. The CECS - Mobile follows the standards of the National Privacy Principles to regulate the way in which our service manages personal and sensitive information. Please find enclosed a copy of our Privacy Policy.

IMMUNISATION OF CHILDREN ATTENDING THE SERVICE

Immunisation protects children (and adults) against harmful infections before they come in contact with them in the community.

Parents are required to provide a copy of their child's online immunisation history statement, before commencing with the service.

Recommended Immunisation Schedule (0-4years)	
AGE	DISEASE IMMUNISED AGAINST
Birth	<ul style="list-style-type: none">• Hepatitis B
2 months	<ul style="list-style-type: none">• Diphtheria, Tetanus, Pertussis• Haemophilus influenzae type B (Hib)• Hepatitis B• Polio• Pneumococcal• Rotavirus
4 months	<ul style="list-style-type: none">• Diphtheria, Tetanus, Pertussis• Haemophilus influenzae type B (Hib)• Hepatitis B• Polio• Pneumococcal• Rotavirus
6 months	<ul style="list-style-type: none">• Diphtheria, Tetanus, Pertussis• Haemophilus influenzae type B (Hib)• Hepatitis B• Polio• Pneumococcal
12 months	<ul style="list-style-type: none">• Measles, Mumps, Rubella• Haemophilus influenzae type B (Hib)• Meningococcal C
18 months	<ul style="list-style-type: none">• Varicella (Chicken pox)
4 years	<ul style="list-style-type: none">• Diphtheria, Tetanus, Pertussis• Polio• Measles, Mumps, Rubella

DELIVERY & COLLECTION OF CHILDREN

Children must be accompanied into the building and collected from within the building by a responsible adult.

The only persons able to collect your child from the venue are authorised parents or other authorised adults recorded on your child's enrolment form that must be over 18 years of age. The educators are not permitted to allow your child to leave with any other person unless the service has been previously notified in writing. If someone arrives to collect your child whom the educators have not met before, identification (e.g. driver's license) will be requested.

TWELVE WAYS THE SERVICE CAN SUPPORT THEIR PARENTS

1. Do everything to keep children safe and well cared for.
2. Make it fun and interesting to attend our service.
3. Help keep track of personal items (e.g. shoes, hats, etc.) Families don't need to replace them.
4. Provide a nurturing relationship outside the home environment.
5. Share positive and humorous stories about the child with the parent to bridge the gap between our programme & home.
6. Believe that all parents want what is best for their child/ren.
7. Accept differences in child rearing, family traditions and parenting styles.
8. Remember that parents are doing the best they can. It is always easier to criticise than to walk in someone else's shoes.
9. Communicate early about concerns before resentment builds.
10. Use problem solving strategies to approach difficult situations.
11. Keep information confidential.
12. Talk positively about family members in front of the child.

TEN WAYS PARENTS CAN SUPPORT THEIR SERVICE

1. Make sure your child is well fed and rested.
2. Drop off and pick your child up on time. If you must be late or absent, call and let the service know.
3. Say thank you frequently. Show your appreciation.
4. Join in the daily routine, read a book, share your interests, something about your culture or a talent you possess.
5. Treat the service professionally. Be prompt with payments and considerate to non-working hours.
6. Adhere to policies. Read information that is sent home to you.
7. Allow adequate time at drop off and pick up for your child to make the transition.
8. Appreciate that the service is caring for a group of children in a challenged environment.
9. Share information that will assist the service in caring and educating your child (e.g. a parent being out of town for an extended period or the results of developmental screenings).
10. Communicate early about concerns before resentment builds.

FEES

LONG DAY CARE

This service is a Child Care Subsidy (CCS) Approved Service. CCS is the main payment to assist families with the costs of early childhood education and care. It is paid directly to us and passed on to families as a fee reduction.

Families make a co-contribution to their fees and pay us the difference between the fee charged and the subsidy amount.

Current fee is \$47.00/day.

PRESCHOOL

Fees are set out in school term session plans; this is a management committee decision, as our insurance does not cover us for a floating fees box at each venue. This also alleviates the receipting of fees when children are arriving and departing from care. We understand that this may be challenging and alternate arrangements may be made by contacting the Co-ordinator.

\$17.00/day (4+ year old equity child – Health care card holder &/or Aboriginal/Torres Strait Islander identified)

\$17.00/day (3-year-old equity child – Health care card holder &/or Aboriginal/Torres Strait Islander identified)

\$27.50/day (4+ years non-equity)

\$28.50/day (3 years & under non-equity)

If you should want to direct deposit into the services account on a weekly basis this is acceptable as otherwise fees will be able to be received and receipted once at the beginning of the 5-week period with dates to be allocated.

ENROLMENT FEE

An enrolment fee is also charged upon enrolment with both services and re-enrolment in a new year. This fee must be paid before the child/ren commences with each service.

\$15.00/child

ACCOUNT PAYMENTS - LATE FEE

Unfortunately, due to a number of unpaid accounts and the amount of time and funds that go into retrieving account payments from families the Mobile will now be charging a late payment fee of \$15.00 per child when accounts are received later than the due date.

OUTSTANDING ACCOUNTS

The CECS - Mobile is a Co-operative with Carinya Long Day Care, OOSH and Cowra Family Day Care both situated at 20 Comerford St. COWRA 2794. If you are or have been involved with these services and hold an outstanding account, your enrolment may be suspended until your account is rectified.

LATE COLLECTION OF CHILDREN

If parents are late in collecting children at the end of the day a FEE of \$5.00 (FIVE) for every 5 minutes late will be charged.

This late fee will be added to parents account and paid within 14 days. It is important for parents to note that if children are not collected prior to finish time for the session they are not covered by our insurance policy. If after 30 minutes, it has not been possible to arrange for the child to be collected, educators are instructed to follow Department of Education and Communities abandoned child procedures.

TERMINATION OF CARE

Parents are required to give a minimum 2 weeks notice prior to cancelling their child's position with the service. Fees will be payable for these two weeks – even if the child does not attend.

DAILY ROUTINE SUMMER/WINTER

9:00am	Children arrive; unpack bags – nappies, lunches, etc. Fees taken every 10 sessions. Outdoor Summer/ Indoor Winter Program
10:00	Toilet/Hand Wash
10:15	Morning Tea Hand Wash
10:30	Nappy Change Language & Literature Group Experience
11:00	Indoor Summer/Outdoor Winter Program
12:00pm	Toilet/Hand Wash
12:15	LUNCH Hand Wash
1:00	Nappy Change Story time
1:15	Quiet/Rest Time
1:35	Quiet Indoor Activities
2:00	Toilet/Nappy Change
2:45	Pack up – children pack bags, etc. Group Farewell
3:00pm	Home Time

WHAT TO BRING?

When your child/ren attends care please bring the following -

NAPPIES

Enough disposable nappies for the day - approx 5 nappies, this allows for days when there are numerous soiled and/or wet nappies.

CLOTHES

A least 2 complete changes extra, if toilet training. Easy wear clothes – not their best clothes. Something if the weather changes. Bibs for babies. Appropriate clothing for cold weather conditions. Please **label** everything.

SHEETS

Apart of our daily routine is quiet/rest time, please supply a small pillow (if the child is used to one), and a pair of large cot sheets or one single bed sheet.

SECURITY TOY

A dummy/comforter etc that your child is familiar with and helps settle your child.

MORNING TEA

Individual serves in wrapping/container clearly labeled with child's name. Suggested food includes fruit, sultanas, carrot sticks, dry biscuits, etc.

LUNCH

Healthy lunches e.g. Sandwich, yoghurt, fruit, cheese, biscuit, etc. We discourage chips, lollies, chocolate etc.

MILK BOTTLES

For babies, clearly labeled and covered.
Babies bottles are to be filled at home with the appropriate water level and formula.
Bottles must be clearly labeled with child's name.

DRINK BOTTLES

Clearly labeled. Please provide your child with extra water and fluids during the warmer months. We encourage water to be placed in children's drink bottles.

PROGRAMMING

PARTNERSHIPS WITH PARENTS AND FAMILIES – FEEDBACK SHEETS

The family is the most powerful influence on children's learning and development, therefore it is crucial that children's experience in their family and the family's perspective on their child are taken into account and that we operate in partnership with you as parents on behalf of your child/ren.

Parents and other members of the child's family are important members of our children's service community. You are welcomed and invited to become involved.

There is great merit in sharing with family members the complexities and challenges associated with working with children. Displayed information about children's projects, conversations, problems children encounter and solutions explored helps families appreciate what is happening in our service. In addition, families are encouraged to contribute information about their child and their needs.

Things you may wish to share could include –

- something you are working on at home (e.g. feeding independently, toilet training),
- interests your child displays at home (e.g. dress ups, books),
- something that is important to you as a parent (e.g. manners, social skills, learning body parts),
- areas you are unable to work on at home (e.g. messy/sensory play),
- extension on an event that has occurred in your child's life (e.g. grandparents visiting, holiday, finding a lost dog) or
- anything else you feel is important for us to know.

PHOTOGRAPHS

Photographs are taken of the children participating in experiences at the service. These are often displayed, and/or used in your child's digital documentation.

Local media or students may often request photographs of children.

If for any reason you do not wish your child/ren to be photographed please discuss with educators or indicate on the Parent Statement & Authorisation Form attached to enrolment.

MEALS & NUTRITION

The Mobile Service does not provide any meals however we encourage nutritious healthy eating. Mealtimes provide an important social time for all children. Children sit at tables or have picnics outside as groups. We encourage children to access their own food, help set tables, clear tables and clean up their food scraps after meal times.

Please pack a nutritious lunch and morning tea for your child. Children usually eat and drink more than they do at home, so we ask that you pack extras for those healthy appetites.

ALLERGIES

If your child has any allergies you must let the service know. Severe allergies must be discussed with service educators so that medical requirements and emergency action plans are put in place to ensure a safe environment for your child.

Due to a common allergy, we ask that products containing **peanuts** are limited in children's lunch boxes. If a child does become sensitive or reactive to peanuts and subsequently ingests the food it can cause a serious allergic or anaphylactic reaction. Ingested peanuts can cause the most life-threatening reactions.

EXAMPLES OF SUITABLE FOOD

Suitable food

- ✓ Fresh fruit/vegetables
- ✓ Yoghurt
- ✓ Sandwiches – not sweet fillings
- ✓ Noodles
- ✓ Tinned spaghetti/baked beans
- ✓ Left-overs from dinner which can be reheated
- ✓ Unsweetened popcorn
- ✓ Water, diluted juice or milk drinks

Discouraged food

- ✗ Peanut Butter
- ✗ Lollies
- ✗ Chocolates/chocolate bar
- ✗ Sticky cakes/Sweet biscuits
- ✗ Roll ups
- ✗ Chips
- ✗ Cheezels
- ✗ Cordial
- ✗ Soft drink

BIRTHDAYS

Birthdays are very important in a child's life and we like to make them enjoyable for the children. Please feel free to send along a cake on your child's birthday so they can celebrate their special occasion with friends. We encourage individual cup cakes.

Be sure to check children's allergies before hand.

QUIET/REST TIME

Children are encouraged to rest or sleep according to their individual needs. It is a requirement of our licensing that we provide all children with the opportunity to have a rest.

Quiet/rest time is apart of our daily routine.

Babies and toddlers have a cot, in which we provide to best meet their needs. We also provide beds for the older child.

Please bring a set of cot sheets or a single bed sheet, a pillow and a blanket (when weather permits) for your child.

ILLNESS OF A CHILD

The health and safety of children and educators is of highest priority in the service. To ensure a high level of health throughout the service, cross infection must be kept to a minimum.

Like adults, children sometimes wake up in the morning wishing they could have a day off from the usual routine. Again, like adults, by the time breakfast is over they are ready to face the days activities.

On occasion, however, children should stay at home, in their own interest and the interests of others.

You should keep your child at home if he/she has one of the following symptoms or has experienced any of these symptoms in a 24-hour period:

- Has had a high temperature throughout the night, or feels feverish
- Has signs of conjunctivitis – red and/or inflamed eyes with any discharge
- Has any rash or skin irritation you cannot identify
- Has impetigo – 'school sores' / ringworm / scabies
- Has diarrhea or has been vomiting during the night
- Is unusually tired, pale, irritable or lethargic
- Has an eye, ear throat infection and is on antibiotics. Your child should stay at home until he/she has had the medication for at least 24 hours.
- Has influenza
- Has hand/foot/mouth disease
-

Please see attached the recommended minimum periods of exclusion from school, etc. for cases of and contact with infectious diseases.

All these illnesses are infectious and may require a Doctor's Certificate for your child to return to the service.

If you are not sure, please phone the service.

If your child becomes ill while at the service, you will be contacted and asked to collect your child as soon as possible.

 Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases - National Health and Medical Research Council, December 2005

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CASES
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Candidiasis	See 'Thrush'.	
Chickenpox (Varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children. Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection.	Otherwise, not excluded.
CMV (Cytomegalovirus infection)	Exclusion is NOT necessary.	Not excluded
Conjunctivitis	Exclude until the discharge from the eyes has stopped unless doctor has diagnosed a non-infectious conjunctivitis.	Not excluded
Cryptosporidium infection	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
German measles	See 'Rubella'.	
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Glandular fever (Mononucleosis, EBV infection)	Exclusion is NOT necessary.	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded
Haemophilus influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days.	Not excluded

Head lice (Pediculosis)	Exclusion is NOT necessary if effective treatment is commenced prior to the next day at child care (ie the child doesn't need to be sent home immediately if head lice are detected).	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.	Not excluded
Hepatitis B	Exclusion is NOT necessary.	Not excluded
Hepatitis C	Exclusion is NOT necessary.	Not excluded
Herpes simplex (cold sores, fever blisters)	Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.	Not excluded
Human Immunodeficiency Virus (HIV/AIDS)	Exclusion is NOT necessary. If the person is severely immunocompromised, they will be vulnerable to other people's illnesses.	Not excluded
Hydatid disease	Exclusion is NOT necessary	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded
Influenza and influenza like illnesses	Exclude until well.	Not excluded
Legionnaires' disease	Exclusion is NOT necessary.	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health Authority.	Not excluded
Measles	Exclude for 4 days after the onset of the rash Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded from child care until 14 days after the first day of appearance of rash in the last case, unless immunised within 72 hours of first contact during the infectious period with the first case.	All immunocompromised children should be excluded until 14 days after the first day of appearance of rash
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.	Not excluded
Meningitis (viral)	Exclude until well.	Not excluded

Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed.	Not excluded
Molluscum contagiosum	Exclusion is NOT necessary.	Not excluded
Mumps	Exclude for nine days after onset of swelling.	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours.	Not excluded
Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is NOT necessary.	Not excluded
Respiratory Syncytial virus	Exclusion is NOT necessary.	Not excluded
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced.	Not excluded
Roseola	Exclusion is NOT necessary.	Not excluded
Ross River virus	Exclusion is NOT necessary.	Not excluded
Rotavirus infection	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours.	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of the rash.	Not excluded
Salmonella infection	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded
Scarlet fever	See 'Streptococcal sore throat'.	
School sores	See 'Impetigo'.	
Shigella infection	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Streptococcal sore throat (including scarlet fever) and feels well	Exclude until the person has received antibiotic treatment for at least 24 hours.	Not excluded
Thrush (candidiasis)	Exclusion is NOT necessary.	Not excluded
Toxoplasmosis	Exclusion is NOT necessary.	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from an appropriate health Authority.	Not excluded
Typhoid, Paratyphoid	Exclude until medical certificate is produced from appropriate health Authority.	Not excluded unless considered necessary by public health authorities
Varicella	See 'Chickenpox'.	
Viral gastroenteritis (viral diarrhoea)	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours.	Not excluded
Warts	Exclusion is NOT necessary.	Not excluded

Whooping cough (pertussis)	Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.	Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the service until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.
Worms	Exclusion not necessary if treatment has occurred.	Not excluded

ADMINISTRATION OF MEDICINE

Educators will only administer prescription medicine. Over the counter medication will not be given unless a letter from your child's Doctor is produced.

A medication form needs to be filled in by parents and checked by educators.

Medication will only be administered if it is current and in the prescribed bottle clearly labeled with child's name and dosage required.

Medication must be handed to educators who will place it in a locked container and stored as per directions on the label. Please do not leave medicines in children's bags as other children may find it.

If your child has a medical condition that requires long-term medication please notify educators so any emergency procedures/action plans can be discussed in consultation with a health professional.

ANTIBIOTICS

If a child has commenced a course of antibiotics it is requested that they be kept at home for 24 hours so the medication has had time to take effect.

PANADOL & OTHER PARACETAMOL

In the case where Panadol is administered for the control of a high fever, the following guidelines are to be followed.

- ✓ At the time of the enrolment, parents/guardians are asked to sign a form authorising educators to administer the prescribed dose of Panadol to their child, should they have a temperature of 37.8 degrees Celsius or above. At which time a parent will be contacted for collection of their child.
- ✓ Medication will not be administered to the child unless the service holds permission form for the administration of panadol.
- ✓ Panadol will not be administered prior to or after immunisation unless educators has written permission by the doctor.

Also, please note that if you have given your child medication i.e. Panadol, Nurofen, cold and flu medication, cough syrup or strong antihistamine medication, they should not attend care. Your child is obviously unwell if needing any of the above and since these medications simply mask the symptoms it is best to keep your child at home until they are well. If you are unsure about sending your child give the service a call to discuss this with educators.

ASTHMA

If asthma medication is to be administered to your child while in care a medication form is to be completed.

If your child is an asthma sufferer please inform educators and they will instruct you on what steps need to be taken. An Asthma Management Plan will need to be completed by your child's Doctor prior to your child beginning with the service. This plan should outline the action educators should take if the child suffers an asthma attack.

ACCIDENTS

For any minor accidents that occur whilst your child is in care educators will administer first aid and an accident/incident report will be completed. You as a parent/guardian will need to sign this accident report and receive a copy for your records if requested. Another copy will be kept by the service and filed with your child's records.

For severe injury which requires urgent hospital treatment our service has formulated emergency procedures including the following:

- An Educator experienced in first aid should take charge of treatment.
- Simultaneously, another educator will call an Ambulance. State the precise problem when calling the Ambulance. Educators should not under any circumstances take the child to the hospital themselves.
- Contact parents/guardians and inform them of the situation as soon as possible.
- A copy of the child's enrolment form should be taken in the Ambulance to the place of treatment. If the parent or guardian is unable to be contacted, an educator will accompany the child in the Ambulance. Parents are expected to cover the cost of the Ambulance travel.
- Enter the details on an Accident/Injury/Illness/Trauma Form. A copy of this form can be provided to the Parent/Guardian upon request.
- A fully stocked first aid kit/asthma emergency kit will be carried with the service at all times.

BEHAVIOUR MANAGEMENT

Educators believe that with positive management, children will learn the limits that are set for their safety. Unsettled behaviour such as hitting, pushing, biting or temper tantrums often are a result of frustration. This often occurs as children learn about themselves and others and try to become more independent.

The role of the educators is to help children work through their feelings and handle the frustration in an acceptable way. The educators will use the following guidance techniques to help children:

- Setting clear and enforceable limits.
- Modeling acceptable behaviour.
- Recognising each child's individual needs.
- Structuring the environment and schedules to maximise good behaviour.
- Recognising the children's efforts.
- Anticipating and eliminating potential problems.
- Redirection.
- Good timing of teacher intervention.
- Planning the daily schedule in such a manner as to allow the children a successful mixture of choice and structure.
- Use of natural and logical consequences.

Children may be invited to work independently for a short time in order to regain self-control, a child will not be isolated.

CHILD PROTECTION

The NSW Government believes that one of the primary concerns of any community should be the safety, welfare and well-being of its children and young people. Children and young people should be able to grow in an environment which enables them to develop physically, intellectually and socially in condition of freedom and dignity. Child protection is a responsibility of the whole community and one specifically shared by this Mobile Children Service. If a child is suspected at being at risk of significant harm a report will be made to the Child Protection Helpline on 133 627. Alternatively visit www.keepthemsafe.nsw.gov.au and complete a Mandatory Reporter Guide for advice on whether to make a report or to make a professional referral.

Community Services Helpline
General Public
132 111

NO SMOKING

Smoking is a health hazard, environmental tobacco smoke is a potential health risk, and there is now sufficient evidence that passive smoking (breathing other people's tobacco smoke) increases the risk of heart disease and lung cancer as well as triggering asthma attacks, causing watery eyes, headaches and sore throats.

Smoking is prohibited -

- Inside and outside the premises.
- On excursions.
- Whenever you are with or in sight of the children.

EMERGENCY EVACUATION PROCEDURES

Our service has emergency procedures at each venue to be followed in the case of fire, flood, bomb threat or any other such emergency. These procedures are displayed in prominent position at the venue. All educators, including relief educators, children and parents must be made aware of the procedures, designated emergency exits and safe areas for assembly once evacuating the venue.

SUN SMART

The service will endeavor to protect all children from skin damage caused by the harmful ultra violet rays of the sun in the following ways:

- ✓ Outdoor activities will take place before 11am.
- ✓ Outdoor activities will be set up in shaded areas wherever possible.
- ✓ All children will have factor 30+ sunblock applied prior to outdoor play.
- ✓ Children are encouraged to wear a wide brimmed hat while outdoors as well as sleeved and collared shirts.
- ✓ Educators will set a positive example for the children by also wearing appropriate hats and sunblock.

FEEDBACK & COMPLAINTS

We welcome your feedback on how we are meeting your needs and how the Mobile Service is running. The input of parents is extremely important and we take your feedback very seriously. It provides the educators and management committee with ideas on how we can do things better and amendments we can make to our policies and procedures.

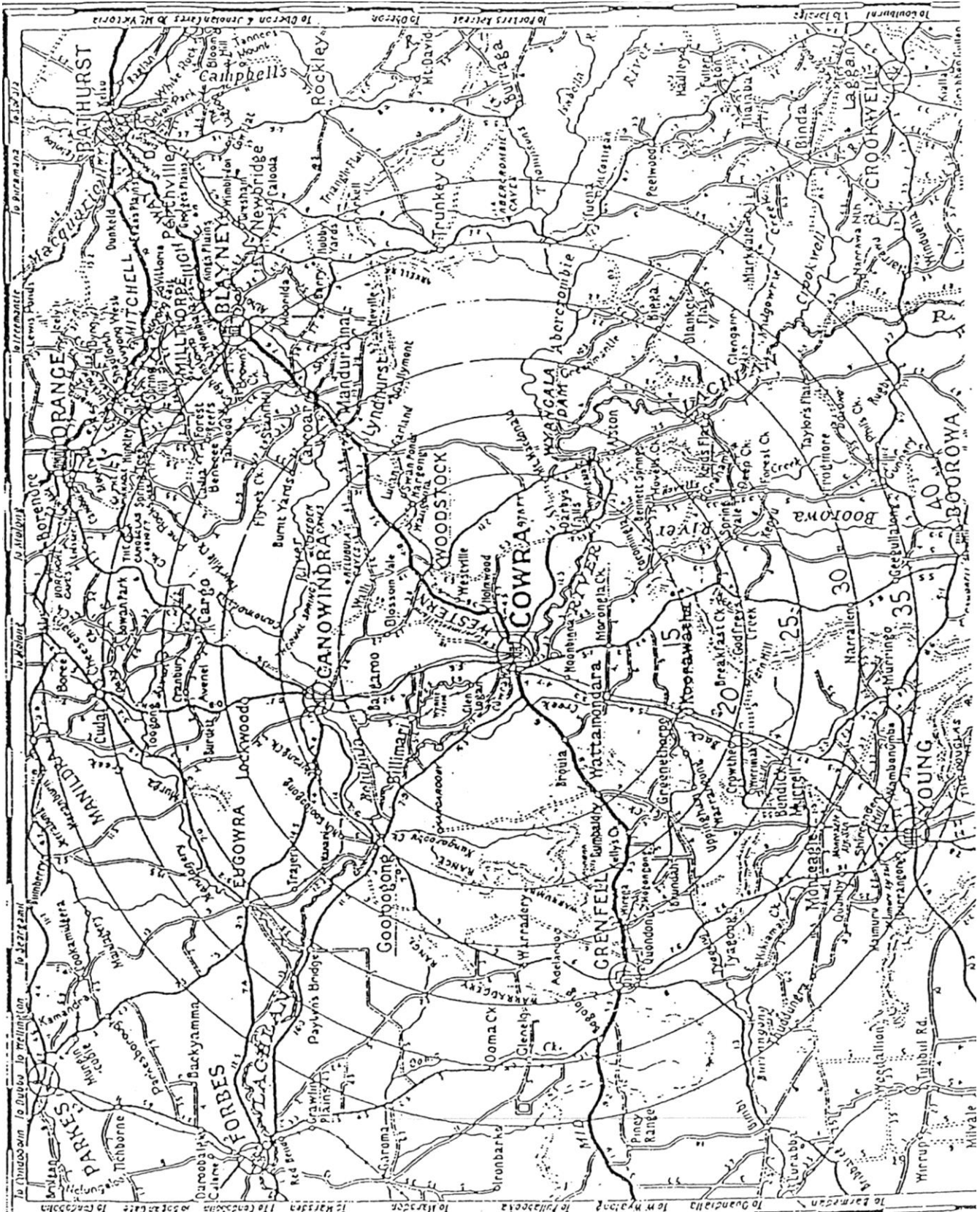
Please speak to Educators or Co-ordinator if you have any concerns about the service or your child's education and care. No issue is too small or too big to talk about.

Educators believe that parents should feel comfortable about leaving their child/ren with us and are pleased to talk with you about any concerns or questions you may have.

If you feel the matter is not resolved you are encouraged to contact Penny Smith the Co-ordinator, on 6341 1156.

Complaints may also be directed to the –
Management Committee
Cowra Early Childhood Services Co-op Ltd.
20 Comerford St.
COWRA 2794.

MAP OF AREA COVERED BY MOBILE SERVICE



OTHER SERVICES PROVIDED BY COWRA EARLY CHILDHOOD SERVICES

CARINYA

LONG DAY CARE

OCCASIONAL CARE

- Early childhood care & education for children 6 weeks to 5 years of age.
- Qualified & experienced early childhood educators.
- Proud reputation for nurturing and caring for babies.
- Community based, not-for-profit organisation.
- Child-focused educational programmes.
- Natural play spaces and newly revamped outdoor environment.

Occasional Care is care that supports families by providing flexible care arrangements for children aged 2 ½ years to 5 years. Care can be arranged for 1 hour up to 10 hours per day.

Contact - 20 Comerford St. COWRA
Ph. 6342 2338

FAMILY DAY CARE

Cowra Family Day Care is a quality home-based child care and education service that offers a warm, safe, secure and stimulating home environment catering for young babies through to pre-teens.

We offer:

- flexibility
- stability
- educator consistency
- reassurance
- family values

Our services cater for families:

- during standard hours
- before/after school
- during school holidays
- in some circumstances, overnight and weekends

Contact - 20 Comerford St. COWRA
Ph. 6342 3255

OOSH

AFTER SCHOOL CARE

VACATION CARE

- CCB's/CCR apply
- For school aged children in Kindy-Year 6.
- Children are transported from school on the Cowra Bus Service.
- Afternoon tea provided.
- Homework and recreational time is encouraged.
- Qualified and experienced early childhood educators.
- We are not-for-profit.
- Supporting working families.
- Fun, educational and creative programs for children of all ages and stages.
- Open throughout the year during school terms and school holidays.

Contact - 20 Comerford St. COWRA
Ph. 6342 2338

NOTES