

# Booleroo Centre District School

## Rural Care Handbook 2012



Government  
of South Australia

Department for Education  
and Child Development

# Booleroo Centre Rural Care Service

1 North Road  
PO Box 42  
Booleroo Centre SA 5482



## Welcome to Booleroo Centre Rural Care

*We look forward to getting to know your child.*

*We welcome you to this centre and hope that your time with us will be happy and beneficial to you and your family. If you have any concerns queries or ideas about your child's development, or the service provided by the centre, please do not hesitate to talk to a staff member. You and family members are welcome to visit the centre at any time! If you wish to discuss anything of a confidential nature, please do not hesitate in giving us a call or speak to a staff member to make an appointment.*

### **Our Staff are:**

**Director:** Jenny Stringer (Diploma of Teaching) studying for Bachelor in Early Childhood

**Kindy Childhood Worker:** Karen Blesing (Certificate III in Children's Services)

**Kindy Support Worker:** Lurline Mills (Certificate III in Children's Services)

**Rural Care Workers:** Katrina Van Boekel, Elfie Woolford, and Vanessa Hook  
(Diploma in Children's Services)

**Phone:** 86672055 (Messages can be left on this phone after hours)

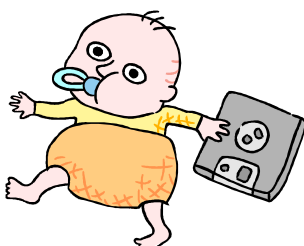
**Fax:** 86672039

**Mobile:** 0429 697 245

**Email:** [kindy.director@boolerookgn.sa.edu.au](mailto:kindy.director@boolerookgn.sa.edu.au)

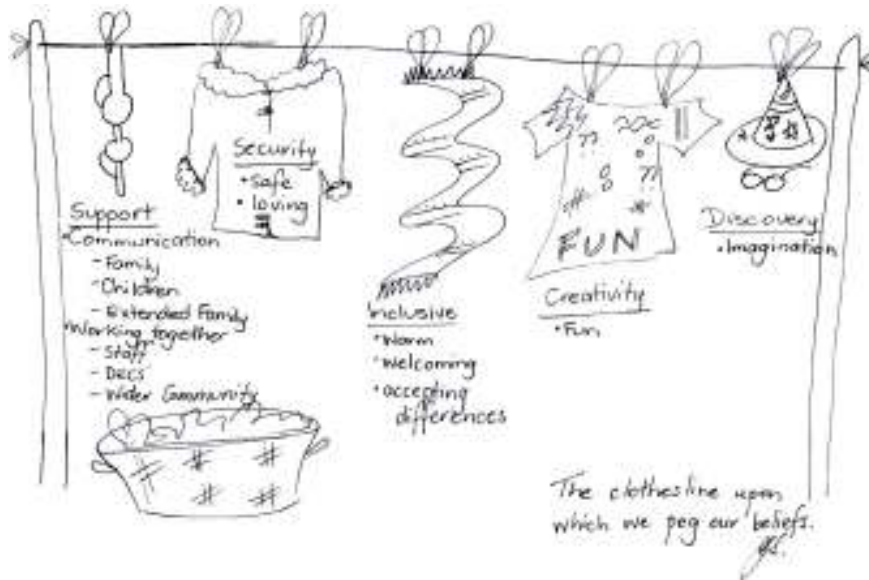
Rural Care is a locally managed service with staff employed by DECD. The centre is part of the Booleroo Centre District School Campus.

The Rural Care Service works in close collaboration with the Booleroo Centre District School, Kindergarten and the local community.



## The Centre's Philosophy

Is underpinned by the following, through parent and staff input:



We aim to provide high quality care and education through a partnership between parents, children, community, staff and the Department for Education and Child Development.

We believe:

- ❖ Children are supported -when there are strong links of communication between their families, staff, DECD and the broader community and they work together to achieve their goals.
- ❖ Children have security in a safe loving environment.
- ❖ Children are part of an inclusive centre when staff and programs are warm, welcoming and accepting of differences.
- ❖ Children best develop in a fun and creative environment.
- ❖ Children's imaginations are sparked by their sense of discovery and wonderment.

The full philosophy can be found on display in the centre's foyer.

# POLICIES / PROCEDURES / GUIDELINES

So that you will have a better understanding of the Centre routines, the following is an outline of our policies & procedures. The Rural Care Service provides an Early Childcare Worker to give childcare for up to 4 children under the age of 5 and an additional 3 children between 5 and 12 years of age.

## 1. Operating Times

**The Rural Care Program is open and children are welcome to childcare from:**

Monday to Friday 8:00am - 6:00pm

School Holidays 8:00am - 6:00pm

Please note that we are closed over the Christmas / New Year break for 2 to 4 weeks

### **Preschool Program:**

Tuesday 8:45am - 12.30pm

Thursday 8:45am - 12.15pm

Thursday 12:15pm - 3:15pm

A full day including lunch (parents come in for lunch duty) is available for children 3.5 years to 5 years old.

It is very important that you keep to these times. Before and after sessions the staff are setting up and cannot fully supervise the children's safety.

## 2. Arrival and Departure/ Sign In/Out

Parents and/or Caregivers **MUST** enter the centre to deliver and collect, sign in and sign out children. **NO** child will be permitted to leave the centre until the parent or caregiver has entered the inside of the building and the child has been farewelled by a staff member. **PLEASE** advise staff if somebody other than a parent or caregiver is to collect your child. To ensure the safety of your child, we ask you to sign a form to give us permission to send your child home with a different person. If you cannot collect your child from the centre, please phone or get a written message to staff about alternative arrangements. After 6pm pick up incurs a late penalty fee of \$10 per every 5 minutes or part thereof.



### **3. Sun smart**

Exposure to harmful ultra violet rays can cause deadly skin cancer. It is our policy that all children wear a broad brimmed or legionnaire hat for outside play during all terms. In keeping with the school's sun smart policy, shirts with sleeves are recommended. Please provide a broad brimmed hat for your child to keep at the centre and apply sunscreen prior to attending. Sunscreen will be reapplied during the day as required.

### **4. Food and Drink**

We recognise the importance of promoting, encouraging and developing healthy eating habits particularly in young children. It is always important to send a little too much, rather than not enough. The centre has healthy food guidelines which are to be found on display in our foyer.

### **5. Payment of Fees**

Our full fee policy is displayed in the centre's front foyer. The amount a family will pay is determined by an income assessment. All families are recommended to have a Childcare Benefit (CCB) number, which will reduce the amount each family, will pay for the service. You can do this by filling out a CCB form, which we have at the centre. The DECD Rural Care will generate an invoice for each family and forward to the centre for distribution. All payment of fees can be made at the front office of the school or online using Bizgate, for further information please ring the school finance officer on 8667 2124. Upon payment you will be issued a receipt for every fee received from families. The DECD Rural Care will also issue a receipt with the next family invoice. When starting a permanent booking you will need to pay a bond which is equivalent to two weeks of your booking. This bond will be taken off of your bill for the last two weeks of care. Please address any payment issues through the Rural Care Worker or Director; we will happily follow this through for you.

- ❖ **Rural Care:** Morning (8am - 1pm) session = \$31.50 (full fee rate)  
Afternoon (1pm - 6pm) session = \$31.50 (full fee rate)

#### **Out of school hours care**

Before School session (8am-9am) \$4.80

After School session (3pm-6pm) \$14.40

#### **Vacation Care**

\$24.00 for a five-hour session.

\$48.00 for a ten-hour session.

- ❖ **Absences**

If you do not use a permanent booking you will still need to pay for it. Childcare benefits will still apply for approved absences and up to 30 days of allowable absences. Rural Care staff can provide more information on this if required. It will help us if you let us know as soon as possible if your child will not be coming as we can then offer that time temporarily to parent on the waiting list.

- ❖ **The DECD Rural Care Handbook with additional information is available in the foyer for reading.**

## **6. Priority of Access**

The Rural Care program primarily targets families that meet the Commonwealth Government's Priority of Access guidelines for the provision of care for work or respite purposes. A copy of the "Access to the Centre and Custody Issues" policy is on display in our foyer. The service operates in accordance with SA Licensing Regulations. The Commonwealth Government resources childcare with a major purpose of meeting the childcare needs of families with recognized work or work-related commitments. The Commonwealth Government also regards children at risk of abuse or neglect as a priority group for access to quality childcare.

## **7. Administration of Medication**

Medication is any drug, mixture, prescriptions etc used to alleviate symptoms. Paracetamol, aspirin, cough mixture, asthma preparations/inhalers are all medications for the purpose of the policy requirement. All medication needs to have the following information:

1. Written authorisation to administer the medication
2. Be in original container
3. Appropriate instructions
4. Current use by date
5. Dosage
6. Times and dates of administration

Before medication can be administered by a staff member the following forms must be completed and signed by parents.

1. Authorisation to administer medication form
2. Medication Plan form
3. First Aid Plan form for children with Asthma, Epilepsy etc.

Preferred nappy creams and sunscreen are to be supplied by the family, clearly labeled and with instructions for their use.

## **8. Grievance**

We support the right of any member of the community to have their grievances addressed. A time needs to be arranged with the staff member about the grievance. If the grievance is still not resolved, please arrange to see the Director. There is a grievance policy to be found in our foyer display and online at [www.boolerookgn.sa.edu.au](http://www.boolerookgn.sa.edu.au)

## **9. Child Protection**

It is the responsibility of all staff to treat children with dignity and respect, to act with propriety and to protect children in their care. As mandated notifiers staff are obliged by law to report if they suspect on reasonable grounds that a child has been or is being abused or neglected.

## **10. Children's program**

The centre provides a program that is developmentally appropriate and meets the needs of all of the children attending the service. The program is based on the Early Years Learning Framework (EYLF), integrated with the Kindergarten program and will promote the development of each child's social, physical, emotional and intellectual potential, including language skills and creativity and will complement their home environment. We believe play is the very best way young children learn so we provide many different activities and as far as possible, uninterrupted time for them to play and learn. Play is fun, messy and safe so play clothes are most suitable. We stock a supply of spare clothes in case children need to be changed. The program is located on the information board in the entrance foyer.

## **11. Immunisation**

The centre requires parents to have children given age appropriate immunisations by health professionals. On enrolment parents need to fill in the medical form giving details of immunisation. Staff will ensure records are routinely updated to give the latest medical history. The centre will advise parents of any childhood diseases reported, symptoms to look for and the length of time the child/children needs to stay away from the centre if the disease is contracted.

All children aged up to seven years who were born on or after January 1<sup>st</sup> 1996, starting care for the first time must be immunised to access Childcare Benefit. Information is available on the Childcare Benefit application form or by contacting the Family Assistance Office (FAO) on 136 150.

## **12. Governing Council**

The Governing Council is responsible for the operation and management of the Centre, i.e. fundraising, maintenance and development of buildings, grounds and facilities, budget and finance, and policies and programs that the centre may undertake. We need your participation and ongoing support. We also have a Kindergarten Childcare committee, which reports to the school Governing Council. Once a school term there are parent information sessions run after the Tuesday morning Kindy session. If you would like to join the meetings, become a committee member or councillor, you are more than welcome to attend our meetings and AGM. Please ask staff about meeting dates.

## **13. Parent Corner and notice board**

A parent notice board is located inside our centre entrance door. It contains relevant information for you to read and keep up to date with what is happening at the centre. The parent shelf in the foyer holds pamphlets, spare newsletters and any other relevant information for parents.

#### **14. Lockers**

Each child is allocated a locker in which to keep their bag and belongings and into which newsletters, notices etc. are placed. Please check your lockers daily so you are kept up to date with centre happenings.

#### **15. Reminders!**

##### **What you child needs to bring**

Nappies / wipes

Specific baby toddler needs (bottles, dummies etc)

Food / drinks

Change of clothing

Sun hat

Sunscreen and nappy creams

Health needs/ Medicine

#### **16. Articles named**

Please make sure your child's belongings are named, especially bags, hats, removable clothing (e.g. Coats & jumpers), lunch boxes, lids and water bottles.

#### **17. Enrolment details**

If you have a change of address, phone number, emergency contact, children's medication etc. that differs from that given to us at the time of enrolment, please speak to staff to update your details. Families who use the Rural Care service must also notify FAO of any family circumstances or changes etc.

#### **18. Medication/Illness**

If your child requires medication during a session, please see a staff member, as forms need to be completed and signed.

Please do not send your child to the centre if they are feeling unwell. The best place for them is at home, where they can receive the care that they need. Also, it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at the centre we will contact you.

If your child has a communicable illness it is important that they remain at home during the contagious stage, we are unable to accept children with communicable illnesses.

#### **19. Forms**

When you enroll your child there are a number of forms that need to be filled out and returned. Please make sure you return them to the centre before your child begins at the centre. The enrolment package asks details about your child and yourself as a parent or caregiver please use this opportunity to contribute to your child's program. It also contains permission for the centre to take photos of your child, head lice checks, going on walks around the Booleroo Centre.



## **20. Additional Services Available**

### **❖ Out of School Hours Care**

We offer an OSHC program for children aged 5 to 12 years from BSC (Before School Care) to 9:00 and ASC (After School Care) to 6:00pm Monday to Friday. For bookings please see a staff member or ring the centre on 8667 2055.

### **❖ School Holiday Care (Vacation Care)**

We offer vacation care for children aged 0-12 years from 8am-6pm Monday to Friday. The centre is usually closed for 2 weeks over the Christmas/New Years break. For bookings please see a staff member or ring the centre on 8667 2055.

### **❖ Pupil Free Days**

The centre is closed on Public Holidays and there is a closure period (between 2-4 weeks) as determined each year usually over Dec/Jan period. Families are notified of the Christmas closure period before the end of November each year.

When the local schools have a pupil free day, we are able to provide child care for 3 children up to the age of 12.

### **❖ Playgroup**

Playgroup is run by parents, for parents with small children. The session operates on Wednesday mornings from 10am -11.30am, at the kindergarten. The cost is \$2 per family.

Please feel free to come along and join in or just sit and watch. If you would like an in depth chat with the director about the centre or you child, please arrange an appointment time at a convenient time.

### **❖ Children with special needs**

We have wheelchair access to the centre and toilet facilities. We liaise with DECD Flinders District Office, NOVITA Children's Services and the Tiny Tots team for assessment of speech pathology, occupational therapy, human resources etc. Please contact us to make an appointment to address your child's needs.

## **21. Expectations of families**

We expect that you familiarise yourself with the information contained in this booklet and read the policies that are available in the centre's foyer.

We expect that you address any concerns that you have with staff.

We expect that you keep the centre informed of any changes to family information and whether there are changes to your requirements.

# Policy List

Centre Philosophy  
Access to the Centre & Custody Issues  
Arrival and Departure Policy  
Asthma Policy  
Behaviour Guidance Policy  
Biting & Spitting  
Changing of Children's Clothes  
Childcare/Kindy Guidelines  
Child Protection Policy  
Children's Program Policy  
Children of Staff Guidelines  
Confidentiality  
Custody and Access of Children Policy  
Dental Care Policy  
Diversity and Inclusion Policy  
Environmental Protection Policy  
Excursion Policy  
Fees Policy  
Food and Nutrition Policy  
Food Handling and Storage Policy  
Headlice Policy  
Hepatitis A, B, C and HIV/AIDS  
Infection Control  
Infectious Diseases  
Medical Emergency - First Aid  
Medication Policy  
Occasional Care  
Occupational Health and Safety  
Psychological Health  
Safe Sleeping Policy  
Sickness  
Single Staff Safety  
Sun smart Sun Protection (School)  
Staff Sickness Policy  
Toileting Procedure  
Staff Grievance Policy  
Parent/Community Grievance Policy  
Potentially Dangerous Products, Plants and Objects Policy  
Volunteer Policy

Policies are in the flip folder in the parent corner in the Centre's foyer for your reference and coming soon to our website: [www.boolerookgn.sa.edu.au](http://www.boolerookgn.sa.edu.au)