

## POLICY EXTRACTS

### Policy 1: 11 EXCURSIONS

- 1.1 The Centre will undertake excursions for educational value, community service and interaction, and for children to have a wider community life experience.
- 1.2 Excursions will be undertaken within the appropriate ratios and after risk assessments have been conducted. Usually this is one adult to four children under school age,
- 1.3 Well before the excursion date, the Director will prepare and submit to the Workplace Health & Safety officer:
  - a detailed itinerary
  - the cost of the excursion
  - a Risk Assessment form
  - an Excursion Request form (for bus travel)
  - and a completed “Excursion Permission” form (see Annexure)
- 1.4 Parents will be given written notice of the excursion well in advance and where possible will be encouraged to accompany the children on the trip. Parents will need to sign the “Excursion Permission” form before the excursion date so arrangements can be made. Travel will generally be undertaken on the school buses and all relevant details will be included on the form.
- 1.5 The leader in charge of the excursion will maintain a roll of all children and adults on the excursion, allocate children to adults, and ensure all adults are aware of the day’s procedures and what to do in an emergency. The leader will also take a mobile phone and current parent contact information.
- 1.6 All children on an excursion must wear closed in shoes, a sun hat and sunscreen as per the Sun Safety policy.
- 1.7 The Centre has ambulance cover for all children and staff. Whilst on an excursion, if an accident occurs that requires medical treatment, the parent will be notified as soon as possible and medical care will be obtained at the parent’s expense.
- 1.8 Whilst on all excursions, staff need to complete regular head counts, carry a First Aid kit and ensure there is appropriate food, drinks and clothing for the children.
- 1.9 Excursions will be reviewed at the next staff meeting after the event.
2. The Director will ensure that all the written records of the excursion are kept and archived appropriately. See also 1. Procedures Excursion Plan, Forms & Annexures Excursion Roll and Form Excursion Note and Permissions.

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## **Policy 1: 12 INCURSIONS**

As part of the educational program of Coolum Beach Christian College Early Learning Centre, children will be provided with opportunities to visit the wider school community. Visits to the Prep, Primary, Middle and Senior Schools within the College campus will be encouraged.

From time to time, the Centre will invite interesting groups to visit. Usually there will be a cost incurred and parents will be notified well in advance.

## **POLICY 2:16 FOOD ALLERGIES & INTOLERANCES**

Should your child have any food intolerance or special dietary requirements please advise your child's teacher. If your child has allergies and requires different you will need to supply that, as required (e.g. if they are dairy free, you will need to provide an alternate Birthday cake). We will need a medical certificate that includes a "Health Management Plan" for children who have food allergies. Please make sure that you check that staff in your child's room are kept updated.

## **Policy 2: 17 ILLNESS, INFECTION & IMMUNISATION**

References:

- NQS 2.1.3 Effective hygiene practices are promoted and implemented.
- NQS 2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
- EYLF 3.2 Children take increasing responsibility for their own health and well-being.
- QKLG 3.3 Children explore ways to promote own and others health and safety.

- 2.1 Coolum Beach Christian College Early Learning Centre acknowledges that the three most important ways of stopping the spread of disease are hand washing, immunisation and exclusion.
- 2.2 To control and monitor the spread of infectious diseases, Coolum Beach Christian College Early Learning Centre encourages procedures and practices aligned with current recommendations from recognised health professionals. The document "Staying Healthy in Childcare" is used as the recommended guide to current health and hygiene practice.
- 2.3 One of the most important ways to control infection is to ensure good hand washing procedures are carried out at our Centre. Children will be required to wash their hands routinely throughout the day, before and after each meal time. Notices picturing good hand washing procedures will be displayed next to sinks in the Centre.
- 2.4 Parents are required to supply a copy of their child's immunisation record upon admission to the Centre. The immunisation status of children is recorded in the Centre's data base and displayed on the medical alert list. The immunisation status of staff is recorded in the staff register. Parents with unimmunised children who wish to enroll in our Centre will need to make a request to the Principal in writing, citing their exceptional circumstances. Both staff and children receive reminders during the year to update their immunisation status. Under the new law which

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began on 1 January 2016, children must be up to date with their vaccinations, have a valid medical exemption, or be on a catch-up schedule if their parents want to keep receiving Childcare Benefits, the Childcare Rebate and the FTB Part A supplement.

- 2.5 Coolum Beach Christian College Early Learning Centre aims to minimise illness and the spread of infection in our Centre. Unwell children are cared for by the staff in a caring and kind manner, as well as implementing up to date First Aid procedures. Parents are required to notify the Centre when their child has any illness or infection, and especially any contagious disease. The Director will send home a letter to all parents when there is a contagious case in the Centre. Sometimes children and adults need to be away from the Centre for the safety of others. This is called exclusion. Coolum Beach Christian College Early Learning Centre will exclude a child or staff member:
- 2.6 When head lice, school sores or conjunctivitis is detected.
- 2.7 If the child or staff is obviously unwell ie: is vomiting, has diarrhoea, a fever, or is generally unwell and distressed.
- 2.8 Where infectious diseases are present in the child or staff.
- 2.9 When unimmunised children or staff have come into contact with an infectious disease.
- 2.10 When required by the Health Department.
- 2.11 Staff consistently implement the program's policies and procedures for controlling the spread of infectious diseases. Illness and sickness are issues discussed at the commencement of each day and regularly at staff meetings. All staff are required to receive annual training in First Aid, and a register of staff first aid qualifications is kept at the Centre.
- 2.12 Centre has a cleaning schedule which identifies the roles of all staff in the Centre in maintaining a clean and healthy environment.

## **Policy 7:10 ENROLMENTS**

### **Enrolment Priorities**

Current Government regulations state that:

- First priority for placement should be given to children at risk of serious abuse or neglect.
- Second priority for placement should be given to children of single parents who satisfy the work/training/study test
- Third priority should be given to all other children.

### **Priorities within each category**

Within the categories described above, childcare providers should give priority to children from:

- Aboriginal and Torres Strait Islander families
- Families which include a person with a disability

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- Families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$39,785 for 2011-12 or whose partner is on income support
  - Families with a non-English speaking background
  - Socially isolated families
  - Single parent families

A childcare service may require a Priority Three child to vacate a place to make room for a child with a higher priority in exceptional circumstances, if the parent has notified the Centre when the child first entered care and has given at least 14 days' notice.

**CBCC Enrolment Priority is given to:**

1. Siblings of current College students;
2. Students from families who desire a Christian education for their student and who can commit to and support the ethos of the College;
3. Maintaining a gender balance in each class and year level;
4. Special circumstances at the Principal's discretion;
5. Date of receipt of this Application Form.
6. Placements can only be made if there are vacancies on the preferred days.
7. The ability of the Centre to meet the child's physical or educational needs.