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Hours: 8am to 5:30pm Monday – Friday

Provider Number: 407 012 622A

We welcome your family to Tree of Life Early Learning School.

This booklet contains information about the operation of this centre.

We hope you find the booklet informative and that it helps you to feel at ease when you commence with us.

STAFF

Owner/Director/Nominated Supervisor

Suzanne Conroy

Nominated Supervisor

Sofie Aydin

Educational Leaders

Allison Tudor and Sofie Aydin

Assistant Educators

Nurcan Teker/Joy Qi/Victoria Cutler

CENTRE PHILOSOPHY

Our philosophy is influenced by and based on the sound principles of the Early Years Learning Framework (EYLF) for Australia. Our centre shares the same vision as the United Nations (UN) Rights for the Children. Our highly qualified and experienced staff work together to provide a service that fulfils all the child's basic needs in regard to:

PROGRAM

Our program takes a holistic view of the child and incorporates this to build children's self-identity, relationships, health and wellbeing, knowledge and communication skills. Guided by the Early Years Learning Framework (EYLF).

At our Centre we believe that the foundations laid in the early childhood years are crucial to their being, belonging and becoming. We have developed educationally appropriate programs that support the Early Years Learning Framework while acknowledging the importance of learning through play. This includes the provision of the EYLF framework which is a play-based method of teaching children. We also use the "learning stories" approach, where the staff use the children's interest to guide the lessons and programming. Our program encourages children to become involved by providing interest-based activities, which enables them to develop their capabilities and at the same time build on needs and challenge their strengths.

CHILDREN

We see children as unique and capable individuals, who come to our Service with their own interests, talents, skills, and ideas. We as Educators are well trained and passionate. We value, respect and appreciate this uniqueness. We feel children have a right to be active participants in their own learning and must be empowered to express their views and ideas. A child's opinion must be valued for its validity to their perspective and their autonomy and initiative needs to be respected. We as Educators will protect and cherish the innocence of children and thus provide a safe and secure environment. As we unpack the Early Years Learning Framework (EYLF) we will work alongside your child to actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills.

STAFF

As Educators we work in collaborative ways, sharing our knowledge and expertise to determine the extent to which all children are progressing toward realising learning outcomes and if not, what might be impeding their progress. Our Educators work with children to discover ideas, provide opportunities for learning, engage in active research alongside the children and identify children who may need additional support in order to achieve particular learning outcomes, providing that support or assisting families to access specialist help and can evaluate the effectiveness of learning opportunities, environments and experiences offered and the approaches taken to enable children's learning. Educators can reflect on pedagogy that will suit this context and these children. This is why play is one of the foundations of the Early Years Learning Framework. By using this Framework our educators guide your child's play by carefully designing learning activities and stimulating indoor and outdoor learning environments. Using the Framework, we observe your child's learning to build on and plan the next steps.

Our educators believe that Children's learning is ongoing, and each child will progress towards the outcomes in different, and equally meaningful, ways. Learning is not always predictable and linear.

We will value and build on children's strengths, skills and knowledge to ensure their motivation and engagement in learning (EYLF). We aim to create an environment of trust and respect, where we work towards achieving a shared goal. Ongoing education and training is a critical aspect of staff's professional development. It is through accurate evaluation and assessment, which occurs when we critically reflect on our actions, that we are able to identify areas which may be considered a skill and those which may need further development.

FAMILIES

We are working with the Early Years Learning Framework (EYLF) where community is valued, and families are encouraged to become involved with the Centre and we encourage a positive and strong link between home and Tree of Life Early Learning School. The main theme of the EYLF is Belonging Being and Becoming. It is also our philosophy to constantly improve our service and standards. This is where we rely heavily on our parents to provide suggestions and feedbacks. We believe that families have rights to access their child's confidential individual records through our privacy policy procedures and be aware of their child's progress and access services and be a part of the ongoing programs. We will keep in touch with you regularly to discuss your child's progress and use photos and other documentation to show what your child is learning, how they are developing and what particular areas of learning interests them.

COMMUNITY INVOLVEMENT

We believe that Community building is also critical to the teaching and learning experiences within our centre. Children of all age groups are given the opportunity to be aware of the community within and outside the centre. The centre plays the role of a family support service linking the families to local community services when in need of support.

ENVIRONMENT

Children inherit connection to the natural world and, as educators we understand that children often develop their ideas and understandings of the world around them from the information presented to them by the significant adults in their lives. As we are one of these significant adults, we have a responsibility to present a positive approach to the environment. We also embrace diversity within our Service and the wider community, so that children view this diversity with a sense of appreciation and wonder rather than misunderstanding and fear. Through respect, acknowledgement, appreciation and acceptance of diversity within our Community, our Service will embrace, celebrate and share traditions and cultures throughout our program. Learning environments are welcoming spaces when they reflect and enrich the lives and identities of children and families participating in the setting and respond to their interests and needs. Our Service will cater for different capacities and learning styles and invite children and families to contribute ideas, interests and questions (EYLF). We believe that Indigenous culture is important. We respect and value Aboriginal culture and promote it in our program.

CURRICULUM

We are excited to advise all families that our Centre is running the new education format... 'Belonging, Being and Becoming - the Early Years Learning Framework for Australia'. This is a much more comprehensive education program which encourages children of all ages to explore, wonder and express themselves in a socially and emotionally stable environment. Our Centre is based on the core principles and beliefs that early childhood is a unique stage in life. The way we

introduce the children to Early Learning is important as it is the foundation on which children will begin to build the rest of their lives.

Curriculum planning is individualised, and children are supported and guided in decision- making about the experiences they wish to explore both indoors and out. The staff work with the children in small groups and on a one-to-one basis. A key focus throughout the day is on guiding children to represent their ideas through various symbolic means such as drawing, painting, clay work, verbal description, physical movement, storytelling, writing and socio- dramatic play.

By providing numerous opportunities to learn, through varied experiences and activities, children are equipping themselves with those essential skills preparing them for the transition to school.

Curriculum areas such as art, music, science, maths, language development, literature, drama and movement, independence and pre-academic skills are provided for on a daily basis.

STORYPARK

We have implemented Storypark – a secure, private online space to ensure your child receives the best support possible and that you are involved and up to date with your child’s development. Storypark provides each child with an online community which you (their parent/guardian) own and control who has access to, at no cost, for as long as you wish.



Storypark helps educators, children and families:

- improve understanding of each child’s interests and abilities so they receive even better support
- deepen relationships and strengthen communication
- share videos, photos and text capturing children’s learning and development
- create a portfolio of your child’s learning that travels with your child and can be accessed by you forever
- reinforce experiences and deepen children’s learning · capture family culture and heritage
- involve the children in their portfolio
- interact quickly and effectively through iPhone, Android and tablets
- create smooth transitions when your child moves from one educator/centre to another.

PARENT AND STAFF MEETING

Parent and staff meetings are held approximately twice a year after 5.30pm. All parents are welcome to attend. Parents will be notified two weeks prior to the meeting. We conduct these meetings to allow parents to meet and offer suggestions and ideas. These meetings will also explain the curriculum that has been planned, functions and events and allows parents to communicate with the staff regarding their child. We will also discuss Accreditation when necessary.

FEES

As the centre is privately owned, it is financed by payment of fees from parents. Fees cover staff wages, rent of the centre, the running of the centre and administration expenses. They are therefore unpredictable from year to year. The current fees are \$140 per day for all children. It is necessary for fees to be paid regardless of your child's absences.

Invoices are emailed to you at the end/beginning of each month. Fees are to be paid on or before the 15th of every month preferably into Sue Conroy's bank account. If the fees are not received by the 15th day of the month, you will incur a \$100 late fee, which will be added to your account. Any parents who have difficulty paying each month should discuss this with the Nominated Supervisor so that a more suitable arrangement can be determined. Following are the details of our bank account:

Account Name: Suzanne Conroy
BSB 112 879
Account Number: 119 263 326

CHILDCARE SUBSIDY

Families may be eligible for Childcare Subsidy. You need to be assessed by Centrelink to receive. Ask the nominated supervisor for further information and go to my.gov.au

BOND AND NOTICE OF WITHDRAWAL

Before commencement of enrolment and to secure your position, we take a six-week refundable deposit reflecting the number of days your child is enrolled. For example, if your child will attend two days per week, we require \$140 x 2 days x 6 weeks. Once your child starts attending, six weeks' notice is required should the child be withdrawn for any reason, and you will receive the deposit back or it will be taken from your final account.

COLLECTION OF YOUR CHILD

A parent or an authorised adult, known by staff, must pick up children from the centre. Any changes must be notified in writing on the Authorisation to collect form and told to staff prior to children being collected. If a child is not collected by 5.30pm, the emergency contact person on the enrolment form will be phoned. If this is unsuccessful, the NSW early childhood education and care or the police will be contacted.

MEDICATION

If it is necessary for your child to take prescription medication whilst at the centre, please give the medication to the staff and complete the "Medication Authority" form, which is on the sign in/out table. Staff are only permitted to administer medication to a child if it has been specifically prescribed to them in the original bottle. We are unable to administer any over-the-counter (i.e. non-prescription) medicine, such as cough medicine. We can only give your child the medicine with the pharmacy's label, your child's name and expiry date on the medicine. For any child who suffers from epilepsy, asthma or other specified medical condition, a treatment case plan developed by the child's doctor must be supplied to cover treatment in the event of an attack. Please note: If your child has a temperature 24 hours prior to attending the centre, please keep them at home to minimise the spread of infectious disease. If your child is on medication, but well enough to attend kindy, please:

1. On arrival at the centre, remove the medicine from your child's bag. Fill out the medication form, which is on the sign in/out table and give medicine to a staff member, which will then be locked in the medicine box. The form provides details on the dosage, time and reason for medication
2. When the medicine is administered, the two staff members who witnessed the dosage will sign the medication form. The medicine will be placed in the fridge in a locked box. Parents are to ask staff for their child's medicine when they collect their child.

EXCURSIONS

The facilities at Castle Vale include award winning gardens and a Clubhouse with a green that we regularly visit to provide opportunity of learning through natural and built spaces and nature pedagogy. These excursions take place according to weather and lowered child to educator ratios. Children will remain within the Castlevale complex at all times and no roads will be crossed at any time.

STAFF TRAINING

To keep up date with current research in the early childhood field, the Children's Services provides an on-going in-service program for staff. Funds are allocated to staff in-services through our budget.

POLICIES AND PROCEDURES

Policies provide a sound framework for parent/staff/child interactions as well as guiding all practices within the centre. Policies are kept in a labelled folder on a shelf in the parent library in the front locker/play room along with the Early Years Learning Framework, National Regulations and National Law. These documents are also available online on Storypark. You are encouraged to read these at any time and we will share policies weekly on Storypark and ask for your feedback.

PARENT GRIEVANCE AND COMPLAINTS POLICY

If you have any concerns regarding the centre, please discuss these with the relevant staff member or Director, as many concerns can be resolved at this level.

There is also a "Suggestions and Complaints" box on the communication cupboard, if you would like to put it in writing and stay anonymous. We will then forward this complaint to Community Services.

EMERGENCY EVACUATION PROCEDURE (HEALTH AND SAFETY POLICY)

We are required to carry out an emergency evacuation quarterly. The children are told it is a "practice to get out of the building quickly" to keep stress to a minimum. Full details of the evacuation procedure are posted in several positions throughout the centre.

CHILD PROTECTION POLICY

The following is a summary of our child protection policy. Please see the full policy in the policy folder.

Staff will protect children from any abuse by any person attending the centre or who has care of the child, whether it be another child, older child, parent, other adult etc. Staff will ask the other person to stop immediately and remove the child/ren from any risk of harm. Staff and the licensee Sue Conroy are mandatory reporters and parents are public reporters. Staff MUST BY LAW contact the helpline if they feel there is a child at risk of harm. The most important question to ask is "Is the child at risk of harm?" if so – Report it!

Helpline 132 111

NSW early childhood education and care

1800619113

Health and Safety Policy

At Tree of Life Early Learning School, all staff are required to hold a valid First Aid Certificate. One staff member holding a Senior First Aid Certificate will be on the premises at all times.

FIRST AID KIT

The First Aid Kit is located in the staff room/office with a First Aid Box notice posted on the front of the door opening. A contents list is located inside of the box and staff ensure that adequate supplies are available at ALL TIMES and that no expiry dates are exceeded.

IMMUNISATION

It is recommended by the health authorities that all children be immunised against infectious diseases. On enrolment, we require that the parent state the child's immunisation history and a photocopy of their immunisation form will be taken and filed with your child's enrolment form. If your child is not immunised against a specific disease, your child will be excluded from attending kindy until the outbreak is over. The policy is in line with The Department of Health regulations governing childcare centres. Fees are still payable during this time. Please keep your child at home if they are suffering from a heavy cold or anything infectious and observe the prescribed quarantine periods, which are set by Department of Health. NSW Health publishes information on some infectious diseases of children and their symptoms and exclusion times.

PANADOL POLICY (HEALTH AND SAFETY POLICY)

Panadol is to reduce fever and for pain relief. Raised temperatures generally mean illness/sickness. No child is to be at kindy with a temperature above normal. Parents are asked to fill the Authorisation of Panadol section in the enrolment form.

IMPLEMENTATION

1. If a child's temperature raises at kindy and reaches 38 degrees Celsius, the parent/emergency contact will be advised to pick up the child immediately. Panadol will be given according to the directions on the bottle for the child's age. This will be witnessed and signed by 2 staff members.
2. Staff member cools the child by removing excess clothing and/or placing a wet washer on the child's forehead if necessary, until parent arrives.

3. Panadol will only be administered after a 4-hour period to ensure there is no associated high temperature.

A sick child is a parent's responsibility, not the Centre's

PROCEDURES REGARDING SICK CHILDREN (HEALTH AND SAFETY POLICY)

When should my child not be at kindy?

1. They have had a temperature in the last 24 hours
2. They have had vomiting/diarrhoea in the last 48 hours
3. They have any communicable diseases e.g. measles, chicken pox, head lice, impetigo
4. They have a green runny nose
5. They have a persistent cough

PROCEDURES REGARDING SICK CHILDREN AT THE CENTRE

Children who are sick generally need to be at home in bed, not at the Centre. Children who are suffering from vomiting, diarrhoea (which is defined as two abnormal stools in one day), significant fever (38°C or above), contagious illness (such as measles, mumps, chicken pox, conjunctivitis) must be excluded from the Centre in order to protect the other children and staff.

Parents are expected to read and abide by the centre information sheets entitled "Staying Healthy in Child Care - Recommended Minimum Exclusion Periods" (see attached infectious diseases policy), which clearly define situations under which a child cannot attend the centre, and situations which are considered acceptable for attendance.

It is at the Director's discretion as to when a child is considered too ill (or infectious) to remain in care and when a child should be sent home. Decisions are made based on our policy book, with consideration to the child's symptoms, temperature and general well-being, as well as the risk of infection to others.

REQUIREMENTS FOR EACH DAY AT TREE OF LIFE EARLY LEARNING SCHOOL

- The centre Bag – easily handled by the child and large enough to easily fit all of your child's belongings. Bags are placed in the child's locker
- Spare clothes – please make sure you send the following labelled clothes to the centre each day and leave them in your child's bag:
 - 2 pairs of underpants
 - 2 pairs of shorts/skirt/track suit pants
 - 2 T-shirts
 - 1 jumper
 - 1 pair of socks

(Please change your child's spare clothes with the change in seasons)

- Nappies – You are welcome to bring in a whole nappy packet or at least four nappies per day. We will let you know when nappies run low.
- A wide brimmed hat
- Morning tea – We ask that you put a small snack or fruit in a clearly labelled box or plastic

bag, separate to the lunch box and afternoon tea box

- Lunch box – We ask you pack your child a healthy lunch in a clearly labelled container/bag. Please do not pack lollies, chocolate, chips or junk food as we aim to promote a healthy life style. ALSO, NO NUTS OR PEANUT BUTTER.
- Afternoon tea – We ask that you put a small snack or fruit in a clearly labelled box or plastic bag, separate to the lunch box and morning tea box
- Drink bottle – Please send your child with a drink bottle that they know how to open independently. Drink bottles will be sent home daily for hygiene reasons.

What to Wear

Children should wear suitable clothing for the centre. Paint, mud, sand, play dough and glue are part of the programming. Hats are to be worn for outdoor play. If a child does not have a hat, they are not allowed to play outside. If your child is toilet training, please dress them in bottoms that are easy to pull up and down.

Belongings and Clothes

Personal items and clothes are to be clearly labelled with the child's name to assist with the problem of lost property. The lost property baskets are under the sign in table and we would appreciate if you check it regularly.

Bedding

Each child needs to bring a fitted cot sheet and flat cot sheet or sleeping bag. A blanket is needed during the colder months. Please make sure all sheets are labelled with your child's name and place in a sleep bag (no plastic bags please) with their name on the front. Children may bring a cuddly toy, bottle or dummy for rest time. Sheets will be sent home for washing each week on the last day of attendance.

Toys

We ask that toys are not brought to the centre. Toys tend to get buried, hidden, thrown and broken. If toys are brought by the children, the staff will not be held responsible for them.

Celebrations and sharing food

If you would like to bring in food to share for your child's birthday or other celebrations, for allergy/health and safety reasons we only accept ice blocks or individual store bought cupcakes with the ingredient list still attached. Thank you for understanding.

For birthdays, the birthday child gets to sit in a special chair and blow out the candle while the group sings happy birthday. We will always ask the child first but please let us know if you think your child would not be comfortable with this.

Infectious Diseases Policy

To be read with -

Immunisation and Disease Prevention Policy

NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
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National Regulations

Regs	77	Health, hygiene and safe food practices
	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	88	Infectious diseases
	90	Medical conditions policy
	162	Health information to be kept in enrolment record

Aim

Immunisation is a simple, safe and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others in the community, by reducing the spread of disease.

Related Policies

Educator and Management Policy

Enrolment Policy

Food Nutrition and Beverage Policy

Health, Hygiene and Safe Food Policy

Incident, Injury, Trauma and Illness Policy

Immunisation Policy

Medical Conditions Policy

Privacy and Confidentiality Policy

Who is affected by this policy?

Child

Parents

Family

Educators

Management

Visitors

Volunteers

Implementation

Educators and the Nominated Supervisor will:

- minimise the spread of potential infectious diseases between children by excluding children who may have an infectious disease or are too ill to attend the service and facilitating the prevention and effective management of acute illness in children
- notify the local public health authority when required of notifiable disease within 24 hours
- use the attached Recommended Minimum Periods of Exclusion to exclude children with infectious diseases and inform parents of exclusion and non-exclusion periods

Educators will also advise the Nominated Supervisor as soon as they believe they have an infectious disease and are unable to care for children

Children might be brought to care with symptoms or signs of illness or while in care suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for educators to decide whether to accept or exclude the child. **If educators suspect a child may have an infectious disease, they will exclude the child until they receive a medical certificate stating the child is not contagious and is okay to attend the Service.**

Parents must advise educators on arrival verbally or in writing of any symptoms requiring administration of medication to their child in the past 48 hours and the cause of the symptoms if known. This advice must be provided the first time the child attends after the medication has been administered

Many illnesses, while not fitting exclusion criteria, can transmit disease to other children in care, and can make a child too ill to participate in normal activities. All children who are unwell should not attend the Service and educators will ask parents of children who are unwell to collect the child from the residence/venue within one hour or to make alternative arrangements for their child's care.

The Nominated Supervisor will:

- assist educators in making notification to public health authorities
- organise a pool of regular relief educators to cover educators who are ill and unable to care for children
- request a medical certificate from educators who have been ill stating they are not contagious and are okay to return to work

If an infectious disease arises at a residence/venue educators will respond to any symptoms in the following manner -

- Isolate the child from other children
- Ensure the child is comfortable and appropriately supervised
- Contact the child's parents or nominated emergency contact (if the child's parents are unavailable we will contact authorised nominees) and ask them to pick the child up as quickly as possible (and within one hour). Educators will provide information in the child's home language if possible

- Any person picking the child up from the service must be able to show identification if unknown to the educator
- Ensure all bedding, towels and clothing which has been used by the child are washed separately and if possible air dried in the sun
- Ensure all toys used by the child are disinfected
- Ensure all eating utensils used by the child are separated and sterilised.
- Inform all families of the presence of an infectious disease verbally and by placing a notice near the front door. The child's name will not be revealed
- Ensure confidentiality of any personal or health related information related to any child or family

Fevers

Unwell children include those with fevers. Fevers refer to temperatures above 38°C, and are usually a sign of infection (eg virus). When children develop a fever at the service, educators and staff will:

- contact parents and ask them to collect the child unless we have written advice from a medical practitioner that the fever is not caused by an infectious disease (eg teething). Babies less than 3 months old with fevers must always be collected by parents /authorised nominees who will be advised to take the baby to a doctor. Parents will also be advised fever can be a symptom of a serious illness and they should also consider taking older children to the doctor
- administer first aid if required in line with service procedures. This may include calling an ambulance. Educators and staff will be especially vigilant caring for babies less than 3 months old with fevers
- if the child is distressed, bathe their face in lukewarm water, and administer paracetamol if parents have given written permission and administration is consistent with the Administration of Medication Policy
- offer water to the child and ensure they are not overdressed and their clothing is comfortable
- monitor the child's behaviour, alertness and any other symptoms that could indicate serious infection including rash, stiffness, vomiting, coughing or convulsions
- remind parents that ill children must stay home. If child returns the following day with illness or fever the parents will be called to collect child again.

Infectious Diseases requiring Notification to the local Public Health Unit

The nominated supervisor will notify the local Public Health Unit by telephone as soon as possible (and within 24 hours) after becoming aware that a child has one of the following vaccine preventable diseases or has come into contact with someone that has the illness and will comply with any direction:

- | | |
|--------------------------------|-----------|
| • Diphtheria | • Measles |
| • Haemophilus influenza type b | • Mumps |

- Meningococcal disease
- Pertussis (whooping cough)
- Poliomyelitis
- Rubella (German measles")
- Tetanus

They will also report a gastroenteritis outbreak to the local Public Health Unit. Gastro outbreaks occur when 2 or more people (children or staff) have sudden onset of vomiting or diarrhoea in a 2 day period. Contact details are available by ringing 1300 066 055 or online at <http://www.health.nsw.gov.au/Infectious/pages/phus.aspx>

Recommended Minimum Periods of Exclusion

National Health and Medical Research Council.

Staying Healthy -Preventing Infectious Diseases in Early Childhood Education and Care Services 5th edition, Commonwealth of Australia 2012.

Children who are unwell should not attend the service.

The definition of 'contacts' will vary according to disease. Please refer to specific Fact Sheets in the Staying Healthy Publication for the definition of 'Contacts'.

Campylobacter

Exclude until there has not been a loose bowel motion for 24 hours.^b

Exclusion of Contacts - Not excluded.

Candidiasis ('Thrush')

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

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.

Exclusion of contacts - 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.

Exclusion of Contacts - Not excluded.

Conjunctivitis

Exclude until discharge from the eyes has stopped unless a doctor has diagnosed non-infectious Conjunctivitis.

Exclusion of Contacts - Not excluded.

Cryptosporidium

Exclude until there has not been a loose bowel motion for 24 hours.^b

Exclusion of Contacts – Not excluded.

Diarrhoea (No organism identified)

Exclude until there has not been a loose bowel motion for 24 hours.^b

Exclusion of Contacts - Not excluded.

Fungal infections of the skin or nails (eg ringworm, tinea)

Exclude until the day after starting appropriate anti-fungal treatment.

Exclusion of Contacts - Not excluded.

German measles (See 'Rubella')

Giardiasis

Exclude until there has not been a loose bowel motion for 24 hours.^b

Exclusion of Contacts - Not excluded.

Glandular fever (Mononucleosis, EBV infection)

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Hand, foot and mouth disease

Exclude until all blisters have dried.

Exclusion of Contacts - Not excluded.

Haemophilus influenzae type b (Hib)

Exclude until the person has received appropriate antibiotic treatment for at least 4 days. Exclusion of Contacts - Not excluded.

Head lice (Pediculosis)

Exclusion is NOT necessary if effective treatment begins before the next day at the Service. (The child doesn't need to be sent home immediately if head lice are detected).

Exclusion of Contacts - Not excluded.

Hepatitis A

Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice.

Exclusion of Contacts - Not excluded. Contact a public health unit for specialist advice about treating or vaccinating children in the same room or group.

Hepatitis B

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Hepatitis C

Exclusion is NOT necessary.

Exclusion of Contacts - 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.

Exclusion of Contacts - 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.

Exclusion of Contacts - Not excluded.

Human Parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Hydatid disease

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Impetigo (school sores)

Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.

Exclusion of Contacts - Not excluded.

Influenza and influenza-like illnesses

Exclude until well.

Exclusion of Contacts - Not excluded.

Listeriosis

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Measles

Exclude for 4 days after the onset of the rash.

Exclusion of Contacts - Immunised and immune contacts are not excluded. For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case.

Meningitis (viral)

Exclude until well.

Exclusion of Contacts - Not excluded.

Meningococcal infection

Exclude until appropriate antibiotic treatment has been completed.

Exclusion of Contacts - Not excluded. Contact a public health unit for specialist advice about antibiotics and /or vaccination for people who were in the same room.

Molluscum contagiosum

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Mumps

Exclude for 9 days or until swelling goes down (whichever is sooner).

Exclusion of Contacts - Not excluded.

Norovirus

Exclude until there has not been a loose bowel motion or vomiting for 48 hours.

Exclusion of Contacts - Not excluded.

Pertussis (See 'Whooping Cough')

Pneumococcal Disease

Exclude until person is well.

Exclusion of Contacts - Not excluded.

Roseola

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Ross River virus

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Rotavirus infection

Children are to be excluded from the service until there has not been a loose bowel motion or vomiting for 24 hours. ^b

Exclusion of Contacts - Not excluded.

Rubella (German measles)

Exclude until fully recovered or for at least four days after the onset of the rash.

Exclusion of Contacts - Not excluded.

Salmonellosis (Salmonella infection)

Exclude until there has not been a loose bowel motion for 24 hours. ^b

Exclusion of Contacts - Not excluded.

Scabies

Exclude until the day after appropriate treatment has commenced.

Exclusion of Contacts - Not excluded.

Shigellosis

Exclude until there has not been a loose bowel motion for 24 hours.^b

Exclusion of Contacts - Not excluded.

Streptococcal sore throat (including scarlet fever)

Exclude until the person has received antibiotic treatment for at least 24 hours and feels well.

Exclusion of Contacts - Not excluded.

Toxoplasmosis

Exclusion is NOT necessary.

Exclusion of Contacts - Not excluded.

Tuberculosis (TB)

Exclude until medical certificate is produced from an appropriate health authority.

Exclusion of Contacts - Not excluded. Contact a public health unit for specialist advice about screening, antibiotics or TB clinics.

Varicella See 'Chickenpox'

Viral gastroenteritis (viral diarrhoea)

Excluded until there has not been a loose bowel motion for 24 hours.^b

Exclusion of Contacts - Not excluded.

Whooping cough (pertussis)

Exclude until 5 days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.

Exclusion of Contacts - Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics

Worms

Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred.

Exclusion of Contacts - Not excluded.

^b If the cause is unknown, possible exclusion for 48 hours until the cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours.

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Department of Health and Aging, National Immunisation Program Schedule

NHMRC. Staying Healthy -Preventing Infectious Diseases in Early Childhood Education and Care Services 5th edition

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Public Health Act 2010

Public Health Regulation 2012

NSW Health

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: March 2022

Date for next review: March 2023
