

Cottage Academy

2022

— Parent Handbook



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Welcome to the Family



The management and teaching staff of Cottage Academy welcome you to the family. We trust that the time spent at the campus for your child will be a happy and fulfilling experience that exceeds your expectations.

Our premium service provides:

- Educational long day childcare with specialised infant care facilities including separate outdoor baby play and care areas
- Dedicated Before and After School Care with dedicated program and activities to stimulate school aged children
- Climate controlled environment for comfort and hygiene
- Nutritious three-course meals prepared by a qualified chef using only fresh market ingredients
- A late snack is also available upon request at no extra charge
- Nappy service included for all children under 2 included in your daily fee
- Extra-curricular programs including language lessons, gardening/sustainability, cooking, yoga and bush kinder
- An extensive School Readiness program, including ongoing projects, cooking, science, language, literacy and mathematical concepts
- 100% linen sheets provided to ensure your child is comfortable when resting. They are great for sensitive skin, environmentally friendly, breathes wonderfully in summer and warmer in winter.



We are open Monday to Friday, 52 weeks a year (apart from gazetted public holidays). Hours are between 6.30am and 6pm for your convenience. Our experienced and tertiary qualified educators are always available to discuss any questions or respond to any concerns you may have during the orientation process and beyond. Please feel free to approach your child's educator at any time. The Department of Education is our governing body that we work alongside to deliver the best outcomes for your child. The Departments contact details are available in the campus's reception. Please take the time to read through this handbook as it will give you an insight into the philosophy, goals and routines within our campus. It will also explain our policies to aid in the smooth transition into the campus.

Our commitment to our families is reflected in all that we do...

- Provide the children in our care with a happy and safe environment that recognises their individual skills, talents and interests
- Provide fully qualified educators to oversee your child's individual educational program and assist them with a comprehensive school readiness program when it is time for your child to make the transition to formal schooling
- Provide a wide range of educational resources that are age and developmentally appropriate for all children in our care. Cottage Academy Early Learning re-invests in all studios and outdoor environments to ensure your child has the very best to grow and learn
- Incorporate the use of technology, interactive whiteboards, iPads and computers to provide your child with endless opportunities to further their interests and gain experience with real life tools that they will use once they move to formal schooling
- Provide beautifully presented, easily accessible environments both indoors and outdoors that invite children to explore, make choices and empower them to make decisions about their learning
- Are committed to providing child safe environments and all educators are provided with regular child protection training
- Seek feedback from all stakeholders in the service on our policies and procedures to ensure that they are meeting our families needs
- Offer the latest in internationally recognized learning programs like Bush Kinder which offer a completely different learning experience than the traditional studio.

About Us



Cottage Academy Early Learning is managed by Scholars Consulting Pty Ltd; led by Jae Fraser, a University Qualified Early childhood Educator with more than 20 years hands on experience in Early childhood Education. Academic credentials include a Bachelor of Education, Advanced Diploma of Early Childhood Education and several business management qualifications spanning across the many spectrums of the child care and education industry.

To complement these achievements, Jae has worked in all sectors of the childcare industry from educator at the hands-on level through to campus management and operations senior management positions throughout Australia and Singapore. Jae is an executive of the Australian Child Care Alliance Qld and is an active advocate for children and education. At Cottage Academy Early Learning, we are committed to offering a responsive environment which enhances all aspects of each child's development.

Cottage Academy is a privately owned premium Early Education facility that is committed to providing quality education and excellent care in a supportive and engaging environment.

We believe children, families and staff are an integral part of our community. We offer a warm, caring environment to children, parents and staff. We understand that children learn through play and that they love to explore and learn. We are committed to creating stimulating learning environments which will inspire each child's love of learning and their social development.

We are committed to the highest standard of care possible. We will ensure that Cottage Academy is a place where your children will thrive, learn and grow in a non judgmental and loving atmosphere. Our educators will act in a courteous and respectful manner in all dealings with parents and children.

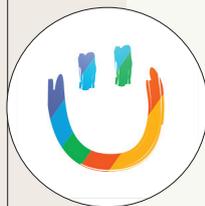
We will always remember that you have entrusted us with taking care of your child and are committed to providing a safe and friendly environment where they can develop to their full potential.

Settling in to Cottage Academy...

We aim to ensure that you and your child settle in and enjoy the Cottage Academy Early Learning experience. Introducing your child to early education and care can be an emotional time. It is fair to expect some tearful goodbyes in the early days however; there are many ways to assist your child with this transition. (Remember we are here to help and support you through this). Prepare your child by attending the campus for an hour or two a week to familiarise them with this new environment. This is also a great opportunity for you to spend time with the educators and Campus Manager.

We are here to Help and Support

1. Settling in is tailored to meet the individual needs of each child and their family
2. Our educators play an active role in gathering information from you and your family so we can then determine what is best for your child
3. We do this as our aim is to make the transition between home and the campus as smooth as possible
4. Our educators are always available to regularly discuss your child's day
5. We encourage you to spend time with your child to settle them in and you
6. We assign a primary educator to assist in settling your child in each day and help them to overcome any anxiety they may be feeling
7. We aim to ensure that all educators know your needs and work together as a team to provide routine and consistency of care
8. We have developed a BUDDY SYSTEM in which we pair your child up with another child.



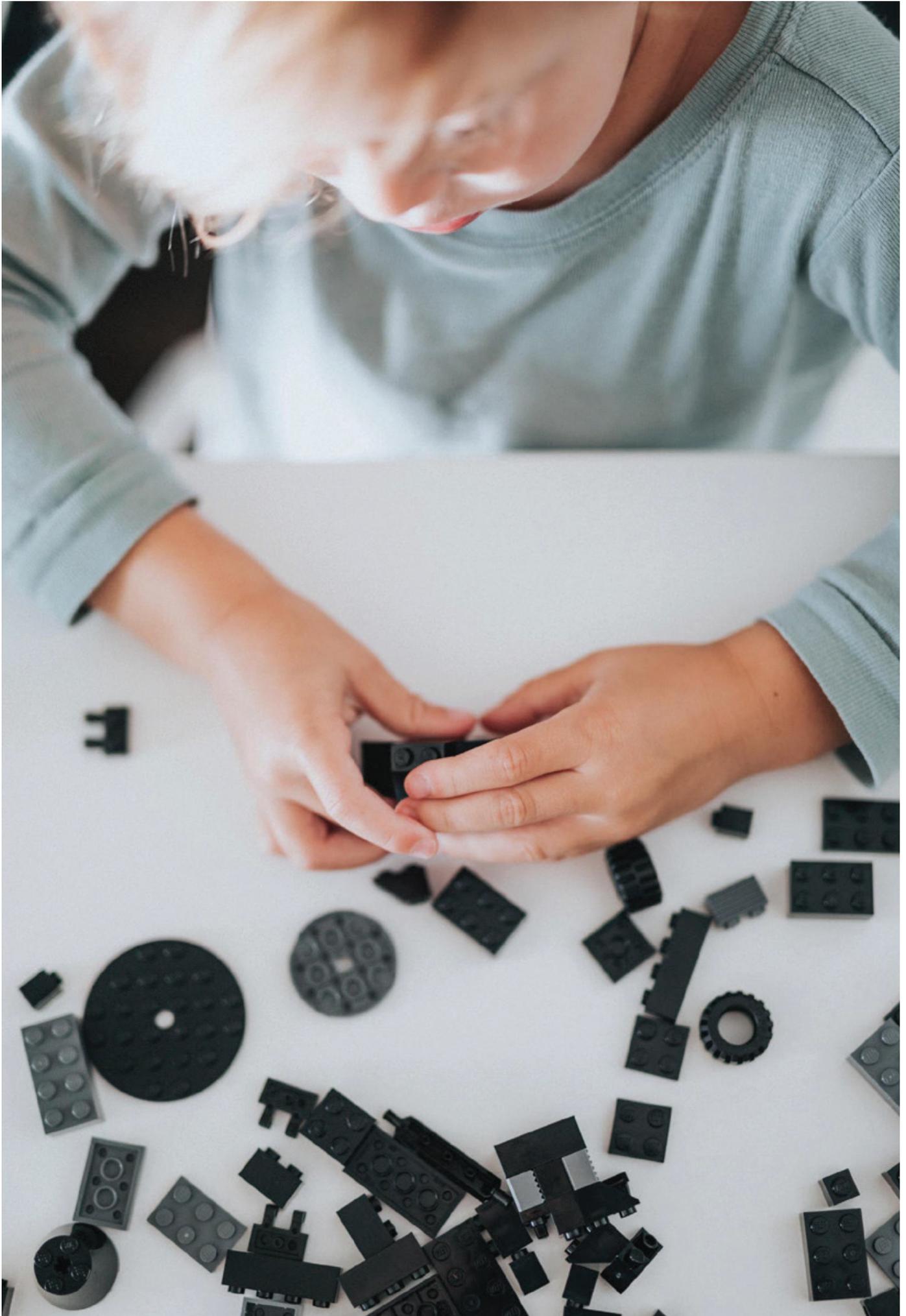
Parent App

As part of our commitment to providing your child the best early learning experience, we're proud to announce Cottage Academy will be using Kindyhub.

Kindyhub is a communication tool, allowing us to easily share your child's experience with you. Our educators capture your child's

achievements throughout the day via Kindyhub with photos, notes and stories. Kindyhub saves us time, in-turn allowing us to spend more time with your child.

Thanks to Kindyhub we have our very own Cottage Academy App available from the iTunes store or Google Play.



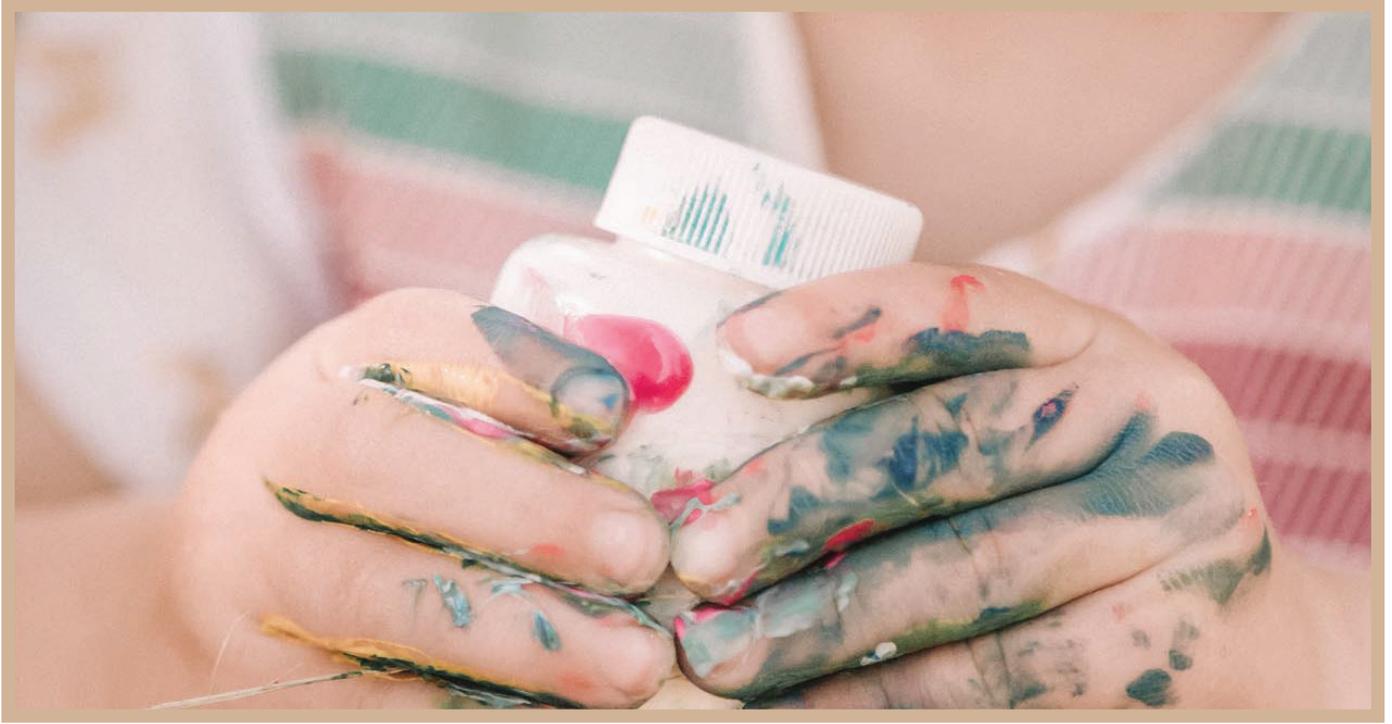
Useful Tips

Separation anxiety is normal in the early weeks, so don't worry if your child seems upset at first. While there's no magic formula to make separation anxiety miraculously disappear, there are a few tips that can certainly help:

1. Bring your child to visit us at Cottage Academy Early Learning for orientation and to meet our educators before their first day
2. Talk to your child about what will happen at the campus and reassure them that you'll be coming back
3. Work together with your child's teachers and educators – they have plenty of good ideas and reassuring advice
4. Try to keep goodbyes short. It's important to be strong, leave when you need to go and don't linger at drop-off time
5. Be calm, respond to your child's distress and comfort them, but remain firm about leaving
6. Spend extra time with them to reconnect when you come back and ask them about their day. Ask your educator for some useful questions that can help encourage your child to open up about their day's experience
7. We encourage you to bring in photos of your family that we can display around our campus, so when your child is engaged in learning they know you are always there
8. You are welcome to ring in cultural pieces that represent your family, we love having a piece of your home at ours – this brings everyone together and ensures your child feels they belong in our service.



We are Partners



Success in early childhood education is a goal that both parents and educators have for their children. Learning improves when parents are involved in their child's education. When parents work in partnership with their child's educator, the child clearly benefits.

So how can educators and parents work in partnership?

There are many things parents can do at home. Encouraging a positive attitude towards learning is one of the biggest favours a parent can do for their children. educators appreciate it when parents:

- Help their children understand that learning is important
- Set expectations for learning, by taking into account their child's ability
- Show an interest in what their child is learning and what is happening at the campus
- Remember that at this age, playing is learning too!
- Reading the memos and information sheets that are sent home with their child
- Take note of important dates on the calendar

It is important that educators and parents get to know each other to develop trust and respect.

Children succeed when there is an open exchange of information that links the home with the campus.

- Exchange ideas about the child's special talents and hobbies. We can then focus the child's learning through interests, strengths and weaknesses
- Inform the educator if the child has a medical condition that may affect them in care - asthma, allergies, or diabetes, for example. Educators are not medical practitioners, and parents should discuss arrangements they have made for emergency situations
- Talk with the child's educator about what is being taught
- Discuss things like expectations and discipline
- Explore ways that the parent and educator can help the child meet those standards and needs.

Let the educators know about situations which might affect the child's interest in the campus. A seriously ill grandparent, the arrival of a baby, or changes in a work situation can be upsetting to a child. Educators are better able to provide learning experiences for children if parents let educators know what is happening.

We encourage parents to actively participate in the care of their children through involvement in decision making with regard to their child's education and care. Parents are welcome to spend time in the campus and share special occasions with their child.

Parents are also encouraged to be involved in an advisory and consultative manner. We encourage parents to be involved in the review of our campus's philosophy, policies and procedures. These opportunities will be made available through regular

communication in the foyer area in your child's room and our Parent Committee.

Some of the many ways we communicate include: books, weekly memos, information meetings, parent information areas, feedback forms, parent meetings, Kindyhub, special events and emails.

Each child will have an individual portfolio of their learning at the campus. As a parent you are able to access, view and add to this at any time. Please speak to your child's educators for more information.

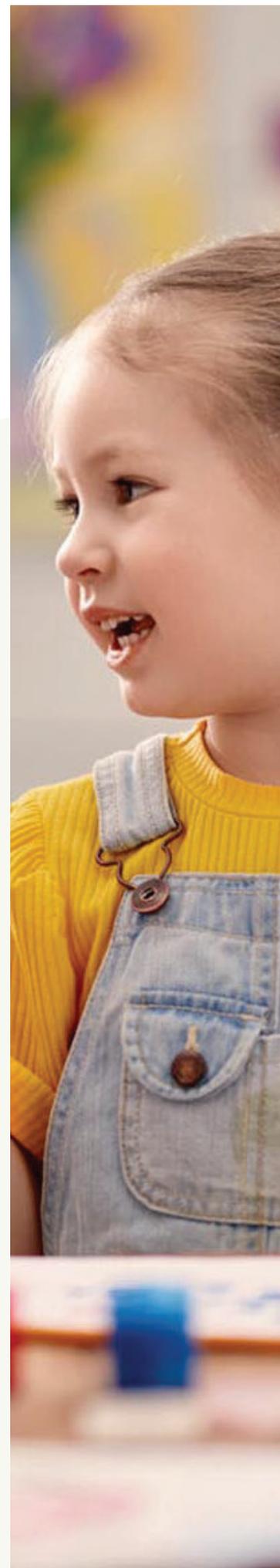
Information regarding your child's day will be documented daily for you to view. This includes details of sleeping habits, toilet practices, your child's response to the day and any health and safety issues that may have arisen.

Our educators will also speak with you informally upon collection of your child or through phone calls if any issues arise during the day.

Throughout the year we also offer parent/educator interviews as a more formal time for a parent and a educator to talk. Just like every child is different, so will be each parent/educator interview.

Children at times run into a roadblock or two. Our educators are here to ensure that your child is happy and healthy in their care. If there is a problem that arises that you feel you need to resolve with our educators, then please let us know.

All grievances will be taken seriously and our best effort will always be forthcoming. All outcomes will be discussed with the parent who is concerned. Our grievance policy is displayed in the campus foyer.



Open Door Policy

Our campus is open at all times for families to drop in. You don't need to call and tell us you are coming, you are welcome at any time. We'd love for you to come in and join in our programs - your participation is valued.



Remember, Children Learn Through Play...

Cottage Academy Early Learning offers an extensive School Readiness program for children aged 3-5 years based on the Queensland Kindergarten Learning Guidelines underpinned by the Early Years Learning Framework.

The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning, providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy and social and emotional development).

We believe the value of play is of utmost importance to children as it is their way of learning about their world. While children are playing they are able to express their creative ability, release emotions and can share their

feelings. We aim to guide your child in becoming an effective learner through creating an environment that is challenging and stimulating. The overall aim of our program is to help your child in developing all areas necessary for success now and in later years.

We like our educators to greet and chat with parents at the beginning and end of the day. This is important in creating a link between home and the campus. We enjoy a relaxed, friendly atmosphere and the family is encouraged to help towards the happy adjustment and general development of the child.

Early Years Learning Framework & Cottage Academy

The Early Years Learning Framework is a National Early Learning Framework for children from birth to five years. As the early years are a vital time for children to learn and develop, the framework has been developed to ensure your child receives a quality educational program.

Educators will use the framework in partnership with families to develop learning programs responsive to children's ideas, interests, strengths and abilities and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming:

- BELONGING is the basis for living a fulfilling life. Children feel they belong because of the relationship they have with their family, community, culture and place
- BEING is about living here and now. childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun
- BECOMING is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Through the framework's five learning goals educators will assist your child to develop:

- A strong sense of their identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in their learning
- Effective communication skills

Cottage Academy Early Learning also offers an extensive School Readiness program based on the Framework. The overall aim of our programs is to help your child in developing all areas necessary for success now and in later years.

We work very closely with all local schools to ensure that every child is prepared and has the knowledge they need to continue on.

MY TIME OUR PLACE is a national framework for school aged children and the Before and After School Care Program is designed with this framework in mind. The key concepts are similar to those set out in the Early Years Learning Framework however aims to extend and enrich children's wellbeing and development in school age care settings.

Educators will use the framework in partnership with families to develop learning programs responsive to children's ideas, interests, strengths and abilities and recognise that children learn through their play.

Am I Entitled to Fee Assistance?

Child Care Subsidy (CCS) is a payment made by the Commonwealth Government to help families with the cost of quality child care. A family's eligibility is subject to an income test, which is administered by the Department of Human Services (DHS).

It is the responsibility of the parent to register for Child Care Subsidy. Information and forms can be accessed from the DHS Office (through Centrelink) or families can call direct on 136 150.

With the introduction of the Government's Child Care Subsidy (CCS), families will receive a CCS fee reduction only if they have registered with a myGov account with Centrelink, are eligible for CCS, have

a formal enrolment at the campus and the campus has received confirmation from the Government pertaining to the percentage of CCS they are eligible for. If parents are not eligible for CCS, full fees must be paid.

We are here to support and help in any way we can, so if at any time you require assistance please just let us know.

Our Fee Structure

It is our policy that all families pay their fees two weeks in advance at all times by Thursday (this includes current week plus two). The parent must then continue to pay the weekly fee in advance in order to maintain a credit balance equivalent to two weeks of fees.

All payments must be made via automated direct debit and all families must complete an authority to debit application form upon enrolment. In consultation with management, CENTREPAY may be available however; requests are carefully assessed and not guaranteed to be approved. Our service has a no cash policy.

If you are planning holidays, a holiday application form is available from the office. This form must be filled out two weeks prior to the holiday absence to

receive a discount on your fees for two weeks per year. All children's booked days, including public holidays and absent days must be paid to retain your booking. Late fees are charged if children remain in the centre after closing times.

Two weeks' notice is required if you wish to cancel a booking. Failure to do so will require parents to pay two weeks full fees. All accounts must be finalised by this time as any outstanding accounts will be forwarded to debt collection agencies.



Arriving and Collection of Your Child

Each child must be signed in and out of the campus every day they attend. This is a legal requirement that we must follow. These records are used in case of emergencies and for the calculation of the Child Care Subsidy (CCS). If a child is away, ill or on holidays the corresponding days must be signed by parents/guardians.

On arrival at the campus you are asked to do the following:

- Sign in on the iPad kiosk using your registered phone number and unique passcode
- Present your child to the educator in charge.

Before you leave the campus you are asked to do the following:

- Come into the room and greet your child and collect your child's belongings
- With your child, say goodbye to the educator in charge of the group
- Sign out on the iPad kiosk using your registered phone number and unique passcode.

No child will be released into the care of any persons not known to

team members. If team members do not know the person by appearance, the person must be able to produce some form of photo identification to prove that they are the person authorised to collect the child on the enrolment form.

Additional fees will be charged for a child that remains in the campus after the campus closing time.

In the case that your child is absent we request that you phone the campus if your child is unable to attend their session for any reason. Notice is also required in the incidence of infectious or contagious diseases in the family.

Families receiving child Care Subsidy are allocated 42 absent days for each child per financial year.

Once the child has reached 42 absent days, CCS is not paid for any further absences in accordance with CCS legislation. Any further absences will be charged at full fees, unless evidence is supplied.

What Should We Bring?

At Cottage Academy Early Learning, we are committed to providing you and your child the very best service, so we try to provide everything we can. However, there are a few things that we suggest you bring along to ensure your child is

We suggest you consider packing:

- Sun-safe hat which protects your child's face, neck and ears. A sun-safe hat will be given to your child when they enrol – you can include this or an alternative sun-safe hat in your child's bag each day
- Sunscreen is supplied at our centres however you are welcome to bring alternative sunscreen if your child has allergies or sensitive skin
- Change of clothes and underwear (play-based learning can sometimes get messy). We offer Cottage Academy T shirts to be purchased to save your clothes from messy play
- Bib or two (if required)
- Comfort item (if required), such as toy or blanket
- Dummy in a sealed, named container (if required).

Meal times

We believe healthy meals are the foundation of growth, early child development and education. Developing healthy eating habits is a fundamental skill for young children and we play an important role in helping your child learn about and enjoy a variety of nutritious foods each day.

We provide a specially designed, seasonal menu designed to provide a variety of healthy meals and snacks that are nutritious for children, safe, developmentally appropriate and properly portioned for your child.

It is a recommendation from health authorities that children in long day care are provided with at least 50 percent (50%) of their daily nutritional requirements whilst they are in care.

We develop nutritious seasonal menus, in consultation with Nutrition Australia to ensure that each individual child receives their daily nutritional requirements.

We provide your child with opportunities to enjoy healthy foods that promote growth and allow them to learn food preferences and dietary habits that help them live a healthy lifestyle so they are ready for early child development and learning.

All meals are prepared fresh daily on site by a qualified chef, using only fresh, local market ingredients. We devote significant resources to allergy requirements using our qualified chef and a specific work area purely for this purpose, all combined with our user friendly online Allergy Notification system. In addition we can provide Vegetarian, Vegan and Halal meals if appropriate.

Our strict supervision and attention to detail provides parents with confidence that their children's food requirements will be properly met while in our care.



Watching Your Child's Progress

Using the Early Years Learning Framework educators will observe your child's learning so they can plan for developmentally appropriate activities. They will do this by listening, watching and talking to your child. Each child will have their own portfolio or collection of learning. This may contain photos and children's work to show what your child is learning. This learning journey is available for you to view at any time. Your child's studio will also show on-going learning through daily journals/books, photographs, project work, learning stories and a program documenting the day's progress.



Sun Protection

Cottage Academy takes care to protect the children and educators from direct exposure to the sun. This is extremely important as children are very vulnerable to sunburn, which can increase their chances of acquiring skin cancer by almost 50%. This is one of the most common forms prevalent in Australia and skin damage from sunburn can never be repaired.

Our campus abides by all state regulations and the Child Care Building Code in regards to the amount of manufactured and natural shade available in the playgrounds. Shade structures are maintained in the annual playground improvement plan and regular maintenance is conducted as required and initiated by the campus manager.

We recommend that parents pack clothing for children that will protect them from the sun, such as longer sleeved t-shirts instead of singlets and loose clothing which covers all of their body (i.e. no midriffs or bare backs).

All sunscreen is provided in your fees and sunscreen will not be applied to any child without prior written permission from the parent as per the enrolment form. Literature on sun protection is available at the centre and for more information on our Sun Protection policy, please ask the Campus Manager.

Room Details and Routines

Our routines allow times for individual play/learning, small group and large group play/learning sessions. Children's language and literacy skills are further developed during these times as children are involved in storytelling, drama and games. Music also plays a large part during these sessions as children are able to experiment with dancing, singing and exercising their bodies.

With large outdoor play space, our outdoor environments are separated by age group, are landscaped, and natural to allow for exploration and imaginations, as well as health and well-being. Physical spaces are made available for children to engage in rest and quiet experiences.

Educators provide a range of active and restful experiences and support children to make appropriate decisions regarding participation.

Each of our classrooms and studios are individual and unique, and are tailored to suit the age and development stage of every child, the diversity of the educators, children, families, the wider community and are filled full of laughter, fun and educational resources.

Every room caters for all aspects of children's learning. children's learning is dynamic and complex and the centre's environment is designed for this.

As your child grows and develops so will their needs, interests and abilities. To cater for this, your child will gradually transition to the next studio and age group, after consultation with you as the first educator of your child.

Our transitioning procedure includes communication with families and involves educator's careful assessment of your child's records to ensure they are ready for the next step and then short visits to the new room to ensure a smooth transition.





Sustainable Practices

Cottage Academy and the environment

At Cottage Academy Early Learning, our educators and children work together to learn about and promote the sustainable use of resources and to develop and implement sustainable practices. Our campus has an environmental strategy which is consistently implemented. This includes recycling, use of recycled resources, energy efficiency, water conservation and more.



What does sustainability look like at Cottage Academy Early Learning?

Sustainability is an important part of everything we do, from our curriculum and choice of resources, to the aesthetics of our campus and right through to our locally based community partnerships. At Cottage Academy Early Learning, we take the responsibility to introduce environmental sustainability principles into our service.

We incorporate principles of environmental sustainability into our programs to ensure that we are reinforcing the messages children are receiving locally from both their home environment and community.

At Cottage Academy Early Learning, we adopt a child-centred approach to learning about sustainability. We program significant periods of outdoor play exposing our children to the 'living world' and role-model sustainable practices throughout our studios.

We encourage our children to develop connections with the natural world through our educational program and with excursions into the natural environment.

Values underpin our thoughts, words and actions and are fundamental to a sustainable lifestyle. Values that are constructed early in life may be modified over time and determine the attitudes and behaviours of each individual. At Cottage Academy, we consider research and best practice to guide the implementation of environmental education and we also acknowledge its connectedness to the National Quality Standards and the Early Years Learning Framework.

Parent Handbook



Sustainability is a consideration seen in the following features:

- Natural ventilation across all our learning studios
- Natural light in all rooms
- Soft and organic play areas
- Incorporation of rain water harvesting used for garden watering
- Where food is provided, sourcing local produce for the campus fruit and vegetable requirements
- Herb and vegetable gardens that are harvested daily by our chef and children
- Solar panels.

Find out how you can be involved in this by asking the Campus Manager or your child's educators.



Supporting the Community

At Cottage Academy Early Learning, we believe children who learn that helping others makes the community a better place for everyone and may commit themselves to a lifetime of community service. A community is more than just a location or a collection of individuals who happen to live or work in the same place.

Cottage Academy Early Learning believes creating a 'sense of community' is an important part of what we do. Strong links with the local community provides us with invaluable resources and information to enhance the learning. By drawing on community knowledge and expertise, we are better able to understand the children and families with whom they work, and better able to provide children with learning experiences that are meaningful and relevant to their lives.

Just think about the impact your children can make in their community and the world!

We feel that teaching young children about communities is beneficial for a number of reasons:

- It helps children recognise the importance of communities and the roles people play within communities
- It helps create a sense of place, familiarity, and security. It helps foster stewardship and the knowledge that along with citizenship comes certain responsibilities
- It helps children recognise and respect cultural diversity.

Just some of the ways we are involved in our local community at Cottage Academy:

- Local excursions
- Participating in and contributing to community events. Invitations to community members and organisations to meet the children
- Community group meeting attendance
- Regular library visits
- Emergency services and professional services visits to the centre.

Cottage Academy Early Learning is a big supporter of the local community and uses all local suppliers, and family businesses to ensure a sustainable future for local business and trade.

We believe it's so important to support your local community. Every little bit helps and many hands can lead to a big impact. The team wanted to help and do our bit, after a brain storming session - The Donation Tree was created and planted in the culture of the campus.

Our Donation Trees are found in the foyer of our campus and regularly the children choose a local charity, sporting group or family/business to support or that needs the communities help.

Child Care Policies and Procedure

Cottage Academy Early Learning has a number of policies and procedures pertaining to the care of your child. Our policies are located in the campus foyer and are available to review at any time. Below are some important policies to get you started. For more information on our campus policies please speak with your Campus Manager

National Quality Framework

The National Quality Framework is a Government initiative which sets a National Quality Standard creating greater consistency for early childhood education and care services across Australia. This initiative aims to improve educator-to-child ratios in services, increased skills and qualifications, national regulations and a quality ratings system which will help you to make informed choices about the education and care you choose for your child.

The seven quality areas are:

1. Educational programs and practice children's health and safety
2. The physical environment
3. Staff arrangements
4. Relationships with children
5. Collaborative partnerships with families and communities
6. Governance and leadership

Cottage Academy Early Learning aims to exceed the National Quality Standard across all areas of our service and the campus has a Quality Improvement Plan in place to show what is happening in our campus to achieve this. This will focus on areas such as educational programs and practice, children's health and safety, physical environment, staffing arrangements, relationships with children and collaborative partnerships with families and communities.

For more information in regards to the National Quality Framework, please speak to the Campus Manager or you can also find more information on the website: www.acecqa.gov.au

Accidents and Incidents

Our educators take a proactive approach to safety at our service and conduct thorough risk assessments of all play areas so that effective supervision strategies are in place and each child can feel safe and free to explore

their environment. At all times educators are present in the service that hold First Aid qualifications including asthma and anaphylaxis training. Should an accident or sudden illness occur educators will immediately commence first aid and you will be contacted to collect your child or in emergency situations advised of the plan of action regarding further medical treatment.

If, in an emergency, you or your authorised nominee cannot be contacted the Nominated Supervisor will provide the ambulance officers with information regarding your child and a team member known to the child will accompany your child to the hospital and stay until you arrive. Full documentation of the incident will be made.

Health and Hygiene

Children and educators are actively encouraged to practice good personal hygiene at the service. We believe that this helps to minimise the instances of illness at the service. We also believe that if your child is ill, the best place for them is to be at home where they can recover faster. If your child presents at the campus with signs of illness the Nominated Supervisor or Responsible Person in charge may advise that they are not well enough to participate in the service's daily activities and you will be asked to make alternative arrangements until they are well or the exclusion period has ended and seek medical advice (you may be asked to provide a medical clearance letter before your child can return). Should your child become ill at the service observation, documentation and first aid will commence and you may be contacted to collect your child from the service and seek further medical advice (Please note that panadol is not regarded as a first response and can only be administered in emergency situations and with prior written parental consent). It is important that you read the service's Medication Policy carefully to know the

guidelines for educators to administer medication to your child including Panadol, prescription and nonprescription medication.

A list of common infectious illnesses, their exclusion periods and policies and procedures related to illness and minimising the spread of infectious diseases are available in the foyer.

Emergency Evacuation

Emergency evacuations as well as lockdown procedures are regularly practised and the campus has individual plans in case of local emergencies, including cyclone, flood and bushfire etc. Fire extinguishers are strategically located throughout the campus. As part of our fire safety measures, all children in attendance at the campus are noted from the attendance sheet. Each child is identified during a fire drill. This is why it is important to ensure that you sign your child 'IN' and 'OUT' of the campus each day.

Immunisation

As part of your enrolment process you will be asked to provide details of your child's immunisation status.

Medication

If your child requires medication whilst in care, a medication record must be filled in and signed by a parent. The medication must be in original packaging and accompanied by a prescription label/doctor's letter (for non-prescription medication) which states who the medication is for and the dosage. Medication must be handed to a staff member and will be stored in a locked cupboard. Under no circumstances is any type of medication to be left in children's bags. Please refer to the Medication Policy for further information.

Nutrition

We understand the important role we play in meeting the nutritional needs of children while in care. Children who attend a full day of long day care will be offered at least 50% of their recommended daily dietary intake while in care. Guidelines around healthy eating can be found in the foyer or by asking a friendly team member.

Cultural Diversity

As Australia is a culturally and linguistically diverse nation, we recognise the diversity of all including Aboriginal and Torres Strait Islanders and provide opportunities for all children to develop an understanding of these cultures. Therefore, we aim to help foster in each child an awareness and acceptance of other cultures through integrating multiculturalism into our programs. It is important to understand that cultural awareness is

not tokenism, but is incorporated into our program on a daily basis. This can be achieved through providing and offering a range of books, music, cooking crafts, singing, clothing, play equipment and other subtle means. Where possible, all parent information can be translated into required languages advised by families upon enrolment. Cottage Academy will provide the Interpretation Services contact number for families to access if needed.

Confidentiality of Campus Records

We value your privacy. For more information on our Confidentiality of Campus Records policy, please just let us know if you wish for more information.

Clothing

Please dress your child in play clothes that wash easily, so that your child may enjoy all the activities. In choosing what your child should wear to the campus, please consider the following:

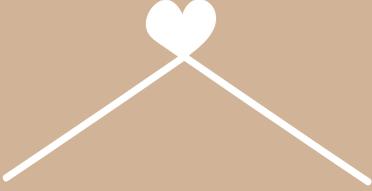
- Your child will be working with messy materials such as paint, glue, water and sand so must be able to stand a little wear and tear
- Clothing must provide some protection and be comfortable for both indoor and outdoor experiences
- Children will be climbing, running, jumping and swinging so they will need clothes that neither restrict their activity nor reduce their safety (e.g. Slippery shoes, long skirts)
- Children will need clothes which allow them for growing independence i.e. pants that can come off easily for toileting
- Please name all clothing and footwear.

Priority of Access – prioritising vacancies

As vacancies in a service arise, you are asked to prioritise children who are: at risk of serious abuse or neglect, a child of a sole parent who satisfies, or parents who both satisfy, the activity test through paid employment. This reflects the government's intention to help families who are most in need, and support the safety and wellbeing of children at risk in accordance with the Framework for Protecting Australia's children 2009-2020.

Within the main categories, priority is also given to children in:

- Families with low incomes
- Aboriginal and Torres Strait Islander families
- Parents or children with disabilities
- Families from non-English speaking background
- Single parent families
- Socially isolated families.



Cottage Academy

Cottage Academy Early Learning Clontarf

33-35 Maine Rd, Clontarf

Hours: 6.30am to 6pm

Ages: 0-5 years