



Children's Educational Care Centre (SA) Pty. Ltd.

Preschool, Early Learning & Long Day-Care

531-533 Glynburn Road, Hazelwood Park S.A. 5066

F/fax 8364-5466

A/H: 8338-5978

www.cecchildcare.com.au : wendy@cecchildcare.com.au

Newsletter August 2008

Immunisation update

Please advise staff of any update to your child's immunisation so these can be kept on their file. Please find attached a medical health record sheet. If your child has been immunised recently, we need to keep these records.

Policy Updates

The prescription medication policy (#11) and the non-prescription medication policy (#12) have recently been addressed by Rukhsana and I when we both attended *Health Support Planning for Childcare Staff* seminar, with the aim to provide safe medication management in childcare. Attached is an example of a health Care Plan for a child which needs to be filled out by your medical practitioner for any non-prescription medication. This includes items like nappy rash creams, lotions, internal medications (eg Panadol, cough medicines) or any other over the counter pharmaceuticals. This form is valid for 6 months before a review is required.

Also, recently our dental policy was reviewed by Pam Sihota (a dentist and a parent at the centre) and she found that there were no changes required. Thank you Pam for your time.

If you wish to see any of the centre's policies and procedures they are in the "parent handbook" which is available in all rooms (Joey, Possum and Koala). Please ask staff if unsure of the new procedures.

Accreditation

Every 2 to 3 years all childcare centres in Australia go through a process called accreditation. What does this mean? All childcare centres registered to claim childcare benefits must meet standards set by the Commonwealth Government. This ensures that the childcare centre meets all the appropriate standards and that you can continue to claim Childcare benefits.

Parents/carers need to be involved in the accreditation process. There is a standard questionnaire that is sent to centres from NCAC (National Childcare Accreditation Council) for parents to fill in. Once this is received staff will be asking for 5 minutes of your time to fill in the tick (✓) boxes.

Suggestion box

At the entrance of both the Joey and Koala house there are suggestion boxes. Please write any suggestions you have and place them in the box. All information is kept confidential and suggestions help with the centre quality improvement.

Children in the Carpark

Please hold your child's hand or keep your child close when in the car park. A recent *near miss* in the car park makes us all aware of car dangers (especially cars reversing) and how limited a child's vision can be. Do not let children out of the child proof gates into the car park unless an adult is with the child/dren. This area is a second protection barrier to keep your child safe. If you have older siblings with you when you collect your child please ensure they do not open the gates. Everyone's safety is our paramount concern.

Children's Hats

The centre has been recognised as a sun safe centre by the Cancer Council. What this means for the children is when they are outside they will need to wear a Cancer Council approved sun hat. The centre has purchased a *sunsafe* hat for each child in the Koala and Possum room. These hats are presently being labelled with your child's name in fabric paint which is displayed on the visor. These hats are to remain at the centre for your child's use when they attend. Unfortunately the hat size does not support the Joey children because of the small size of their head. However, when your child starts in the Possum room, they will automatically be given a named hat.

Fund Raising Toy Catalogue

Catalogues are on display at the centre entrances for you to start thinking about Christmas purchasing (don't tell the children but Christmas will be here before we know it). It is a great way of buying Christmas presents for family and friends and also earns the centre 20% from each sale towards the purchase of resources for your child/dren.

Internet Banking

Don't forget Internet banking is presently one of the cheapest ways to pay your account. Many parents are using Internet banking which is proving to be more convenient than carrying cash or drawing a cheque. It also helps you as you can set up periodical payments. Let me know if you are interested in this form of banking. Here are the details:

BankSA

Account name: CECC (SA) Pty Ltd.

BSB: 105-074

Account number: 044 369 840

Return your account envelope or Internet banking receipt marked ***Internet Banking*** and the ***date of transaction***.

Wendy Butcher
Director.