



AVENUES COLLEGE

Children's  
Centre

for Early Childhood  
Development and Parenting

Courage

Creativity

Respect

Resilience

# Avenues College Children's Centre Information book



Avenues  
College



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College



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# **Welcome to Avenues College Children's Centre**

## **Principal's message**

**As the Principal of Avenues College, I am honoured to be part of a school that fosters a supportive community of learners, serving students from birth to year 12.**

**Avenues College is the result of the merger between two well-established schools. Gilles Plains Primary School, which commenced 116 years ago in 1901, and Gilles Plains High School, founded in January 1960. In 2013, the Gilles Plains Child-Parent Centre evolved into the Gilles Plains Children's Centre. We also proudly host students from the APY lands through the Wiltja Program and have been supporting students in the Centre of Deaf Education for over two decades.**

**At Avenues College, we are committed to providing high-quality learning programs based on the Early Years Learning Framework, the Australian Curriculum, and the South Australian Certificate of Education.**

**I warmly welcome you and your children to our school, where they will have the opportunity to embark on their educational journey, grow with confidence, and develop meaningful relationships.**

**Hamish McDonald  
Principal**

# Statement of Philosophy

At Avenues College Children's Centre we work together with children, families, and the community to achieve the best possible learning, health, development and well-being outcomes. We learn together on Kurna Land and acknowledge the rich histories of the Kurna people and respect past and present leaders. We are a welcoming place.

We believe children need to feel safe and secure in our Centre. Our safety focus is providing appropriate support for all and more support for those who need it most. Our ways of learning with children are based on high quality evidence that identifies strengths and builds upon self-directed activity, hands-on learning, collaborative play, creative choice and problem solving. We believe children are powerful, competent and capable agents, in their own learning. Every child is unique and supported to develop skills and gain confidence to successfully face the challenges of an ever-changing world, in an environment that values a sense of learning, innovation and agile thinking.

Our Centre recognises the incredibly important role that families and educators play in children's development and learning. We work with families to ensure strong holistic outcomes for their children.

Our Centre is a reflection of our diverse Australia and we value difference in children, staff and family context as an asset. We affirm that our children have voices and importantly, we listen to them and demonstrate that we hear them.

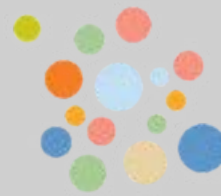
## **Our Centre considers Reggio inspired beliefs that every child has:**

### **100 languages**

"The child has a hundred languages, a hundred hands, a hundred thoughts, a hundred ways of thinking, of playing, of speaking.

A hundred always a hundred ways of listening, of marvelling, of loving, a hundred joys, for singing and understanding, a hundred worlds to discover, a hundred worlds, to invent, a hundred worlds, to dream."

Updated June 2024



## **Key Staff Contacts**



**Principal**

**Hamish McDonald**



**Head of Children's Centre**

**Rhianna Woodbury**



**Teacher**

**Upasana Srivastava**



**Teacher**

**Divya Sedhev**



**Teacher**

**Christine Chapman**



**Children's  
Centre  
Admin**

**Bec Wythe**



**SSO**

**Rahin  
Madhani**



**SSO**

**Sumaira  
Naheed**



**SSO**

**Qing Ou**



**SSO**

**Hengi  
Fahimia**

# Children's Centre Programs

At Avenues College Children's Centre we provide:

**Preschool Program**

**Learning Together Playgroup (Birth-3)**

**Minya Mob Playgroup (Birth-5)**

**CaFHS clinic**

We are currently seeking approval to run an integrated Occasional Care Program for children 2-5 years. Please see Children's Centre staff for a registration of interest form.

We also work in partnership with a range of Government and non-government organisations to provide a variety of community programs.

Please see our What's On Termly Calendar for more details.

## Children's Centre Outcomes Framework

### Our Vision

Children's Centres work together with children, families and the community to achieve the best possible learning, health, development and wellbeing outcomes.

### Our Goals

Children have optimal health, learning and development

Families facilitate strong outcomes for their children

Aboriginal children are culturally strong and confident

Partnerships to improve the safety, health, development and wellbeing of children and families

Centres are widely known and are child and family friendly

# Preschool Calendar 2024

**Blue Group** – Mondays / Tuesdays 8:40am -3:10pm

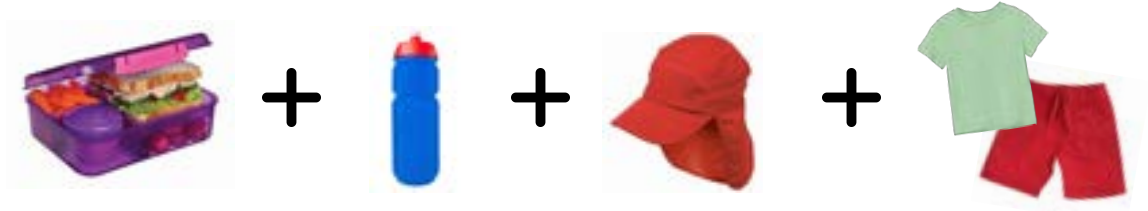
**Yellow Group** – Thursdays / Fridays 8:40am-3:10pm

**Wednesday sessions 8:40am – 2:20pm (alternate weeks per below)**

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Term 1</b>	Week 1	29-Jan	30-Jan	31-Jan	01-Feb	02-Feb
	Week 2	05-Feb	06-Feb	07-Feb	08-Feb	09-Feb
	Week 3	12-Feb	13-Feb	14-Feb	15-Feb	16-Feb
	Week 4	19-Feb	20-Feb	21-Feb	22-Feb	23-Feb
	Week 5	26-Feb	27-Feb	28-Feb	29-Feb	01-Mar
	Week 6	04-Mar	05-Mar	06-Mar	07-Mar	08-Mar
	Week 7	PUBLIC HOLIDAY	12-Mar	13-Mar	14-Mar	15-Mar
	Week 8	18-Mar	19-Mar	20-Mar	21-Mar	22-Mar
	Week 9	25-Mar	26-Mar	27-Mar	28-Mar	PUBLIC HOLIDAY
	Week 10	PUBLIC HOLIDAY	02-Apr	03-Apr	04-Apr	05-Apr
	Week 11	08-Apr	09-Apr	10-Apr	11-Apr	12-Apr
<b>School Holidays</b>						
<b>Term 2</b>	Week 1	29-Apr	30-Apr	01-May	02-May	03-May
	Week 2	06-May	07-May	08-May	09-May	10-May
	Week 3	13-May	14-May	15-May	16-May	17-May
	Week 4	20-May	21-May	22-May	23-May	24-May
	Week 5	27-May	28-May	29-May	30-May	31-May
	Week 6	03-Jun	04-Jun	05-Jun	06-Jun	07-Jun
	Week 7	PUBLIC HOLIDAY	11-Jun	12-Jun	13-Jun	14-Jun
	Week 8	17-Jun	18-Jun	19-Jun	20-Jun	21-Jun
	Week 9	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun
	Week 10	01-Jul	02-Jul	03-Jul	04-Jul	05-Jul
<b>School Holidays</b>						
<b>Term 3</b>	Week 1	22-Jul	23-Jul	24-Jul	25-Jul	26-Jul
	Week 2	29-Jul	30-Jul	31-Jul	01-Aug	02-Aug
	Week 3	05-Aug	06-Aug	07-Aug	08-Aug	09-Aug
	Week 4	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug
	Week 5	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug
	Week 6	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug
	Week 7	02-Sep	03-Sep	04-Sep	05-Sep	06-Sep
	Week 8	09-Sep	10-Sep	11-Sep	12-Sep	13-Sep
	Week 9	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep
	Week 10	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep
<b>School Holidays</b>						
<b>Term 4</b>	Week 1	14-Oct	15-Oct	16-Oct	17-Oct	18-Oct
	Week 2	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct
	Week 3	28-Oct	29-Oct	30-Oct	31-Oct	01-Nov
	Week 4	04-Nov	05-Nov	06-Nov	07-Nov	08-Nov
	Week 5	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov
	Week 6	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov
	Week 7	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov
	Week 8	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec
	Week 9	09-Dec	10-Dec	11-Dec	12-Dec	13-Dec

## What to bring

Children will need to bring a packed lunch and snack for the day, a drink bottle (water only) and a hat. We encourage families to pack a spare change of clothes for your child in the event of messy play or toileting accidents.



## Food and Nutrition

At Avenues College Children's Centre we promote healthy eating and embed this in the curriculum to support children with knowledge, attitudes and skills to make positive, healthy food choices. We respect and celebrate cultural diversity and the food preferences of families. We encourage families to follow the Australian Guide to Healthy Eating. If you require more information regarding our food and nutrition policy, please contact staff for a copy of the policy.

We are a **nut and allergy aware** centre and ask that food brought in does not contain nuts, as other children with food allergies may be enrolled during your child's session. We ask you to respect these allergies and food restrictions, so all children attending our Children's Centre are safe.







## Attendance

Regular attendance ensures that students have access to the knowledge and skills imparted in the learning space and fosters a sense of routine that is crucial for future endeavors and schooling. Consistent attendance allows students to engage actively in the learning process, participate in discussions, and build meaningful relationships with peers and educators.

**If your child is not able to attend their regular session, we ask that you contact us via phone, email or Class Dojo so we can mark their absence accordingly.**



## Class Dojo

**At Avenues College, we utilise Class Dojo for communication between families/caregivers and the Children's Centre. When your child starts with us, you will be sent a Class Dojo invite via SMS or email that allows you to access the free app.**

## Preschool Fees

**Our Preschool fees are currently \$110 per term.**

**We invoice in week 3 of each term and ask for fees to be paid in full by end of week 6. Invoices are emailed to the enrolling parent and a hard copy is also provided in your child's letter pocket.**

**Payment plans can be organised upon request.**

## Collection / Pick-up procedures

As per Department guidelines pertaining to children under 5 years, you are required to sign-in and sign-out your child at the beginning and end of each day in the book provided.

Children will only be allowed to leave with **an adult** that is listed on their emergency contact or collection authority list.

If you require a sibling at the school under the age of 18 years to collect your child, a request form must be completed and signed by both the parent and Children's Centre Director or Principal before the child will be allowed to leave the site with the requested person.

### Procedure for adding another person to collect your child

If you need to add an additional person for collection authority of your child, you will need to contact the Preschool and provide the following information

- Name of child being collected
- Name of adult collecting and their relationship to the child
- Contact phone number and address for the new adult
- Matching ID will be requested by staff at collection time.

### Parking at Avenues

Street parking is available in the surrounding streets with monitored pedestrian crossings on both Brecon and McKay Avenues. Please note there is no access from Brecon Avenue to McKay Avenue through the chicane between the hours of 7am-7pm per council regulations.

If you require regular parking in the gated staff car park closest to the Children's Centre, you will need to complete a request at the front office and pay a \$20 bond for use of a fob to access the electronic gate. Please contact the Children's Centre for more information.

# Early Years Learning Framework

The Early Years Learning Framework for Australia is the nationally approved learning framework for children from birth - 5 years of age.



**Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationships 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.

## What does learning look like at Avenues College Children's Centre?

Educators at Avenues College Children's Centre work in partnership with families to gain a deeper insight into the children's individual strengths, interests and abilities, and codesign learning based on the Early Years Learning Framework (EYLF). Educators observe children's play-based learning so they can analyse children's progress and intentionally plan to extend their learning. Educators observe by talking and listening to children, watching play interactions, recording conversations, taking jottings and taking photos and videos. We regularly update families about our program and invite families to think and plan alongside us. Educators use the following EYLF Learning outcomes to scaffold children's holistic development.

**Children have a strong sense of identity**

**Children are connected with and contribute to their world**

**Children have a strong sense of wellbeing**

**Children are confident and involved learners**

**Children are effective communicators**

The full EYLF document can be accessed via the website below.

<https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

# National Quality Standards

In 2011 we saw the introduction of an Australian wide National Quality Framework. All services need to have a QUALITY IMPROVEMENT PLAN.

Reviewing and reflecting on the WHAT (we do) of our entire service provision.

Avenues College Children's Centre was assessed in 2021 and received a rating of Meeting in all seven areas. Our Quality Improvement Plan is displayed near our program.

Please speak to Children's Centre staff if you have any questions about our curriculum.

**Education Standards Board** | early childhood to senior schooling

## Avenues College Children's Centre for Early Childhood Development and Parenting

(SE-40017348)

Has achieved the following ratings

Quality Area 1	Educational program and practice Meeting NQS
Quality Area 2	Children's health and safety Meeting NQS
Quality Area 3	Physical environment Meeting NQS
Quality Area 4	Staffing arrangements Meeting NQS
Quality Area 5	Relationships with children Meeting NQS
Quality Area 6	Collaborative partnerships with families and communities Meeting NQS
Quality Area 7	Leadership and service management Meeting NQS
Overall Rating	Meeting NQS

The overall rating for a service is determined by the combination of the Quality Area ratings achieved. If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service has been assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care and these ratings have been awarded in accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011.

**The Education and Early Childhood Services  
Registration and Standards Board of SA**  
Date of Issue: 3 June 2021  
Department Reference Number: ASR-00032869

**Government of South Australia**

**Independent Statutory Authority**  
100 Flinders St, 1st  
Tel: (08) 822 4113  
GPO Box 181 Adelaide SA 5001  
www.esa.gov.au

## Sharing of Information

We encourage families to share as much information with educators as possible to support your child's learning and development. As well as the everyday informal opportunities to share information, there will be a number of opportunities to do this throughout the year. If you have any concerns or issues, please do not hesitate to speak to staff and organise a meeting.

Please know that all the information you share, including medical and health information is treated confidentially. We thank you for your support.

## Complaints Procedure

At Avenues College, we strive to work in partnership with families, as the relationship between educators and families/caregivers is fundamental to the quality of care and education that children receive. Open communication in a respectful way ensures the best outcome for you, your child and the Children's Centre. The Department for Education has a procedure for raising complaints which can be accessed via the Department for Education website or can be obtained from the Children's Centre. It recommends that the child's Preschool or School should be the first point of contact whether that be the staff member involved (teacher, SSO) or the Head of Children's Centre.

**<https://www.education.sa.gov.au/departments/feedback-and-complaints/make-complaint-about-school-or-preschool>**

# Avenues College B-12

The school provides:

- A Children's Centre incorporating Preschool, playgroups, community programs, interagency staff and CaFHS.
- Primary Years Education Reception - year 6
- Secondary Years Education years 7-12
- A Centre for Deaf Education
- Wiltja program
- Multimedia and Performing Arts facilities
- Music program
- Tech facilities
- Pleasant grounds with a football oval, soccer pitch, multipurpose courts, COLA (covered outdoor learning area) playground and native bush tucker garden
- A well-equipped library and gym
- Extra curricular activities (eg. Pedal Prix, the Exchange, Nunga Tag Carnival)
- Happy Haven OSHC

## Governing Council

Governance of our Children's Centre is the responsibility of Avenues College B-12 Governing Council. The committee consists of parents, educators and community members from the whole school community. Members are elected each year at the Annual General Meeting. Please consider joining the Governing Council.

All parents and caregivers are most welcome to join the committee. It is a good way to find out what is happening in the College and contribute to making decisions. It is also a great opportunity to meet other parents and make new friends.

# OSHC Facilities

Avenues College uses Happy Haven OSHC (Out of School Hours Care) for after school, early dismissal and Pupil Free day care. OSHC is located in the Primary School "Learning Street" and is open until 6pm. Bookings are essential. Please see below for more information on how to access OSHC at our site.



## AVENUES COLLEGE

We understand that putting children into OSHC isn't always a desire, it's a necessity. Respecting this, we strive to make children feel nurtured, providing opportunities to grow and develop as confident individuals by exploring their world through play.

### ENROL NOW

1. Scan the QR code
2. Enrol on our website
3. Download the Happy Haven OSHC App
4. Activate account on desktop
5. Access and manage all information on app

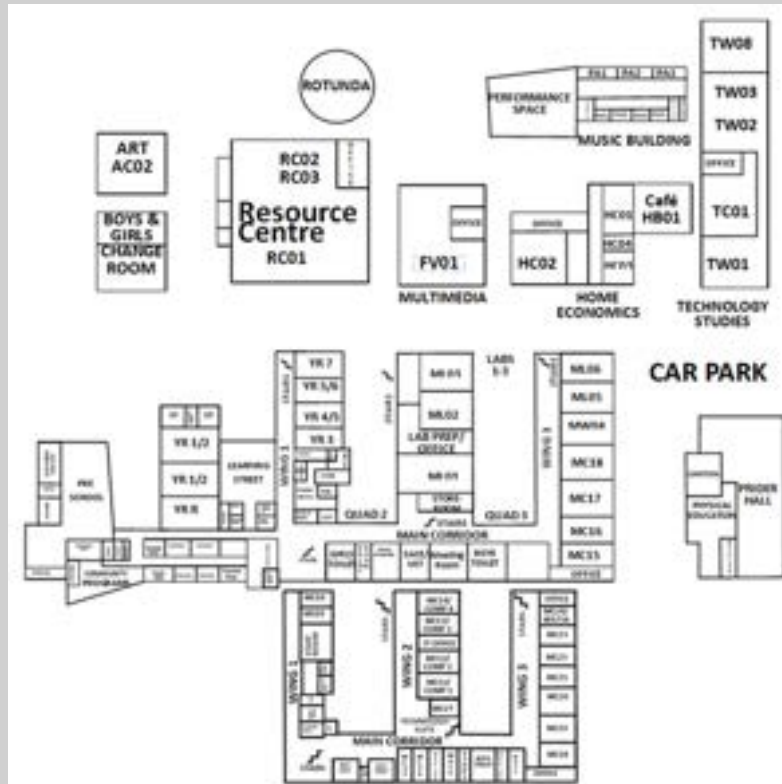


NEED HELP?

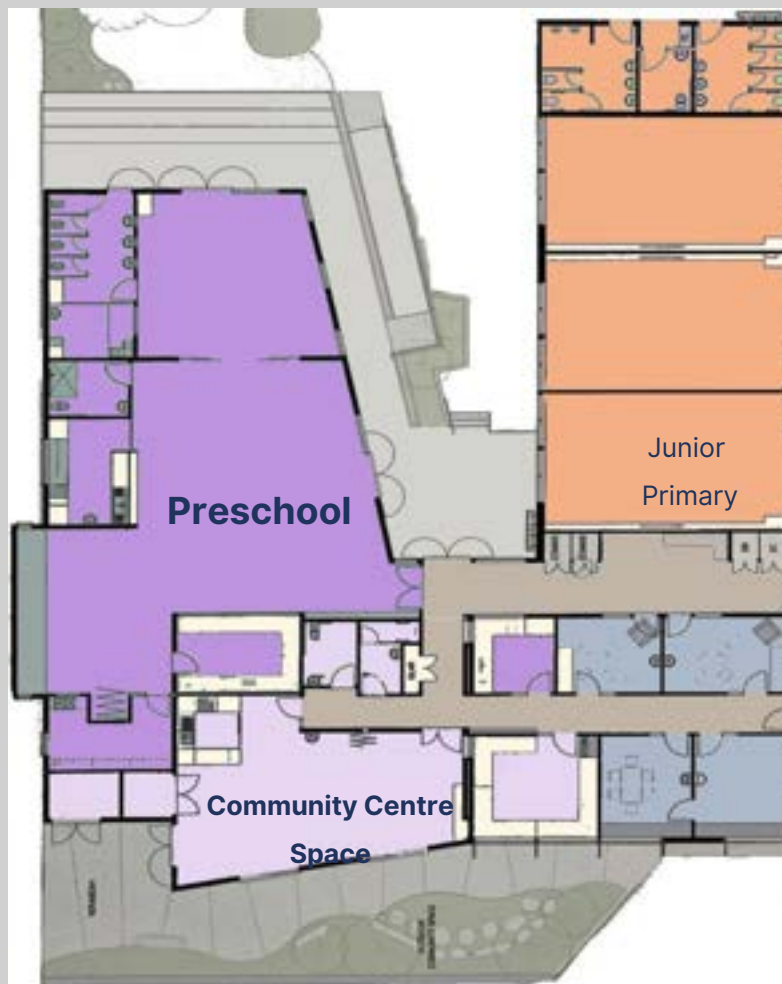
 [happyhaven.sa.edu.au](http://happyhaven.sa.edu.au)

 08 8155 5444

# Map of Avenues College



# Map of Avenues College Children's Centre





## 7a. Medical conditions: risk minimisation and communication plans

[Back to Policy Areas table](#)

### References to the National Quality Framework (NQF) requirements

National Quality Standard		
Quality Area 2 – Children’s health and safety	Standard 2.1 – Health practices and procedures	Element 2.1.2– Effective illness and injury management and hygiene practices are promoted and implemented

Education and Care Services National Regulations	
Regulation 168 (2) (d)	Medical conditions in children, including matters set out in r90

Additional references under Item 1 of the Department for Education’s Preschool Policy Compliance Self-assessment Resource	
Refer to the DFE website:	<ul style="list-style-type: none"> <li>• <a href="https://www.acecqa.gov.au/sites/default/files/2021-08/DealingMedicalConditionsChildrenGuidelines.pdf">https://www.acecqa.gov.au/sites/default/files/2021-08/DealingMedicalConditionsChildrenGuidelines.pdf</a></li> <li>• Health Support for children and young people</li> <li>• Health care plans</li> <li>• Managing student’s medical conditions</li> <li>• Complex needs safety checklist</li> <li>• Oral eating and drinking including oral eating and drinking in education and care procedure</li> <li>• Anaphylaxis and severe allergies in education and care procedure</li> </ul>

**Rationale:** Families need to communicate health status on enrolment and throughout the year so that staff can develop health care plans with family and administration processes. Only with an official DFE form can medication be administered.

To help children stay safe and healthy, under regulation 90 services must have a policy for dealing with medical conditions in children that includes:

- service procedures if a child enrolled has a specific health care need or relevant medical condition (for example diabetes, asthma, allergy or anaphylaxis)
- information for staff and volunteers about managing these conditions
- requirements for parents and carers to provide a medical management
- information for parents and carers on their involvement in developing a risk-minimisation plan and communication plan with the service
- if providing education and care for children over school age:
- the self-administration of medication by children, if permitted
- recording notification from a child who has self-administered medication.

Approved providers must ensure that their services have a policy for dealing with medical conditions in children, even if they have no children with a medical condition at the service. This is because circumstances could change or new medical conditions can emerge and new children enrol.

During the enrolment process, children’s medical issues and management must be discussed with families, including the provision of a medical management plan and supporting documentation, if required.

In collaboration with the family/carers, the service must develop a risk minimisation plan and communication plan if an enrolled child has a specific health care need, allergy or relevant medical condition, to minimise risk by ensuring staff and volunteers understand the medical conditions policy and each child’s medical requirements.

Your policies and procedures should address these requirements, as well as quality practices relating to dealing with medical conditions in children that align with the National Quality Standard.

Every service is different so it is not sufficient to apply generic policies and procedures to multiple services. You will need to contextualise your policies and procedures to your service’s operations and its unique context.

### Principles to inform our policy

All decision-making should be carried out in accordance with the principles of your service’s Dealing with medical conditions in children policy. Examples of principles could include, but are not limited to:

- All staff are informed of any children diagnosed with a medical condition or specific health care need and the risk minimisation procedures in place.
- All staff are informed where medication is stored and/or any specific dietary restrictions relating to their health care need or medical condition.
- All children with diagnosed medical conditions have a current risk minimisation plan and communication plan that is accessible to all staff.
- Staff are trained in the administration of emergency medication.
- Families can expect that educators will act in the best interests of the children in their care at all times and meet the children’s individual health care needs.
- We will partner with families of children with diagnosed medical conditions to develop a risk minimisation plan to ensure that the risks relating to the child’s specific health care need or relevant medical condition are assessed and minimised. In conjunction with the risk minimisation plan, a communication plan will be developed setting out how communication occurs if there are any changes to the medical management plan or risk minimisation plan for the child.

The communication plan ensures all staff are informed of the child's medical condition and relevant documentation.

- We will communicate with families about their children's health requirements in a culturally sensitive way.

Policy approved by Governing Council:	06/12/2022	Review date:	
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## 7b. Medication information for families

[Back to Policy Areas table](#)

### References to the National Quality Framework (NQF) requirements

National Quality Standard		
Quality Area 2 – Children's health and safety	Standard 2.1 –	Element 2.1.3 –

Education and Care Services National Regulations	
Regulation 168 (2) (a) (i)	

Additional references under Item 1 of the Department for Education's Preschool Policy Compliance Self-assessment Resource	
Refer to the DfE websites:	<ul style="list-style-type: none"> <li>• <a href="#">medication management in education and care procedure (PDF 990KB)</a> .</li> <li>• <a href="#">Medication in education and care services: information for families (PDF 226KB)</a></li> <li>• <a href="https://edi.sa.edu.au/supporting-children/health-and-well-being/health-condition-plans-and-fams/medication-management">https://edi.sa.edu.au/supporting-children/health-and-well-being/health-condition-plans-and-fams/medication-management</a></li> </ul>

### Rationale:

Managing medications in an education and care setting is necessary for children to be kept safe. We need to make appropriate plans and safely manage medication administration for children procedure and have common understandings of the responsibilities for parents and legal guardians. Preschool and Occasional Care

### Definition

'Medication' includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals, supplements) that are administered in an education or care service. Education and care services can only administer medication orally, aurally, inhaled or topically.

### Medication administration types

- Medication that requires administration three times per day can generally be administered from home outside of school hours (in the morning, after school and in the evening).
- First dose: Not to be given at preschool
- Administration: Preschool can only administer aurally, orally or topically.
- Three times a day medication: Generally, these can be administered outside of school hours morning, afterschool and evening.
- Administer as needed (PRN) : Education staff are unable to do this without an Allergic Reactions Action Plan, Asthma Plan, Anaphylaxis Action Plan, or emergency medication management plan.

### Post administering:

Education Staff will fill in our medical log and a medical advice form for the family to take home.

### Medical Agreement

To administer medications: a **Medical Agreement** must be filled out with family and the preschool.

A DOCTOR needs to sign this medical agreement for controlled drugs or on-going pain relief (over 72 hours)

All medication must be provided in an original pharmacy container and have a clear pharmacy label with:

- your child's name date of dispensing name of medication strength of medication
- dose (how much to give) when it should be given length of treatment or end date (where appropriate)
- any other administration instructions (i.e. to be taken with food) expiry date (where there is no expiry date the medication must have been dispensed within the last 6 months)

Medication that is labelled **PRN, (Pro Re Nata- which means as needed )** to be taken as directed or similar does not provide sufficient information and **cannot be administered** in the education or care service.

Policy approved by Governing Council:	06/12/2022	Review date:	
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## 7c. Allergy awareness procedures

[Back to Policy Areas table](#)

### References to the National Quality Framework (NQF) requirements

National Quality Standard		
Quality Area 2 – Children’s health and safety	Standard 2.1 – Each child’s health and physical activity is supported and promoted.	Element 2.1.3 – Healthful eating and physical activity are promoted and appropriate for each child.

Education and Care Services National Regulations	
Regulation 168 (2) (a) (i)	Nutrition, food and beverages and dietary requirements

Additional references under Item 1 of the Department for Education’s Preschool Policy Compliance Self-assessment Resource	
Refer to the DfE website links:	<a href="#">Health support planning: anaphylaxis and allergies in education and care</a>

**Rationale:** At ACCC we promote a healthy and safe environment. We need to promote awareness amongst children and parents/caregivers about allergic reactions suffered by certain children after coming into contact with these products. The policy also aims to alert parents to the potential severity of ANAPHYLACTIC reactions and provide information on how parents can help prevent such reactions by being aware of which products to avoid.

### Information on Allergies

Many children have allergies. If exposed, allergic reactions include hives, swollen eyes, wheezing and asthma symptoms. A few reactions, however, are life threatening. Some children are severely allergic to PEANUT BUTTER, even a tiny amount could be fatal within minutes.

Children who have severe allergies to such food substances are exposed to a health risk not only when peanut products are consumed in their environment or shared with them, but from residue left on toys, play surfaces and other equipment (cross-contamination). These children are termed ANAPHYLACTIC i.e. suffer from ANAPHYLAXIS.

ANAPHYLAXIS (pronounced ana-fil-ax-is) is the most severe form of an allergic reaction that can result in death. An anaphylactic (or full body shock) can occur within seconds of exposure to an allergen or it may occur as a delayed reaction several hours after exposure. Anaphylaxis is a critical medical emergency that requires immediate treatment with adrenaline by injection to prevent permanent injury or loss of life. (Adrenaline opens up the airways and blood vessels in the body).

### Parents responsibilities

- The Preschool must be informed of all allergies, if any, before enrolment of a child.
- Parents and the medical practitioner of children with allergies and anaphylaxis must fill out an ACTION PLAN FOR ANAPHYLAXIS (ascia) and EMERGENCY MEDICATION MANAGEMENT PLAN (HSP153) the documents to be partnered with a MEDICATION AGREEMENT (HSP151). Information on whether or not a child wears Medic Alert identification also needs to be provided.
- Parents/caregivers of an anaphylactic child must make sure the appropriate medication is made available to the Preschool to use in the event of an emergency.
- All medication e.g. Phenergan, EpiPen’s used for the treatment of allergies and/or anaphylaxis must be **in date** and provided by the family, be clearly labelled with child’s name and instructions on a pharmacy label and stored the kitchen cupboard with all medications. **All staff must know of its location in the event of an emergency.**
- Parents /caregivers must make arrangements with staff for medication to be taken on any excursions
- Any suspicions of allergies the parents have noted must be further investigated by a qualified medical practitioner
- The Preschool must be notified of any changes to a child’s condition that may affect their existing care at the site
- All children should be encouraged by his/her family (and preschool staff) not to accept food from anyone other than their own family

### Staff responsibilities:

- Encourage all children not to share food with each other and to sit down when eating
- Supervise all children whilst eating.
- Children’s lunches and snacks are to be monitored during eating times by a staff member in order to assess potential risks and to educate the children on the necessity of eating ‘nut free’ food at Preschool.
- In the event that a child brings a snack containing nuts, the snack will be placed in a safe place by staff and returned to family with a “Nut Aware Note”.
- All families will be asked not to send snacks containing nuts of any kind to preschool to promote a nut aware preschool
- Preschool staff will ensure any activities provided for the centre will be nut free (e.g. cooking or seed play).
- Any food not eaten is to be placed back in lunchboxes and bags or recycling bins such as the yellow compost.
- Ensure that any soaps and sunscreens used at the Centre are free from “nut oil” (do not contain peanut or nut oil).
- Remind parents/caregivers and children about the policy from time to time
- All staff will undergo required First Aid training in the use of EpiPens and managing anaphylaxis.
- Anaphylactic children need to be identified to any relief and volunteer workers and made aware of their action plans.

- Parents are asked to ensure collage/art materials (e.g. boxes/plastic containers) are free from possible contamination e.g. by washing thoroughly or shaking out crumbs etc.
- Parents are requested not to send cakes or chocolates for birthdays.

#### **Safety first at Preschool**

One way to ensure the safety of children whilst attending kindergarten is to become peanut and nut allergen aware and to develop an environment that will minimise the risk of exposure to nut allergens. In the event that accidental exposure may occur, the preschool has an emergency response first aid procedure in place.

Avoidance of peanut/nut products is the cornerstone of management in preventing an anaphylactic reaction in a child suffering from a nut allergy, your assistance is vital due to these health risks. We ask for your understanding and cooperation by not sending any snacks with your child containing NUT PRODUCTS. It is just a matter of double-checking food labels before putting snacks in your child's lunchbox.

It is recommended that ALL NUTS should be avoided since most nuts are processed with peanuts and therefore cross contamination may occur. It is also possible to have an allergy to more than one kind of nut.

If staff are informed of anaphylactic reactions to foods other than nuts, an agreement will be formed with the parent to determine if a short term policy restricting other foods is needed to keep that child safe.

The following is a list of foods commonly used in children's snacks/lunches which are at risk of causing allergic responses in children :

- Peanut Butter/Paste
- Dips
- Nutella and Hazelnut Spreads
- Dunkaroos
- Cereal or muesli bars
- Satay flavoured rice crackers
- Any nuts or products that may contain nuts

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## 7d. Immunisation policy and procedure

[Back to Policy Areas table](#)

#### **References to the National Quality Framework (NQF) requirements**

National Quality Standard		
Quality Area 2 – Children's health and safety	Standard 2.1 – Each child's health and physical activity is supported and promoted.	Element 2.1.3 – Healthening eating and physical activity are promoted and appropriate for each child.

Education and Care Services National Regulations	
Regulation 168 (2) (a) (i)	Nutrition, food and beverages and dietary requirements

Additional references under Item 1 of the Department for Education's Preschool Policy Compliance Self-assessment Resource	
Refer to the DfE website links:	<ul style="list-style-type: none"> <li><a href="#">Immunisation requirements and early childhood services</a></li> <li><a href="#">Australian Immunisation Register</a></li> <li><b>Early childhood services and immunisation requirements:</b> <a href="https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/immunisation/immunisation+programs/early+childhood+services+and+immunisation+requirements">https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/immunisation/immunisation+programs/early+childhood+services+and+immunisation+requirements</a></li> <li><b>Department for Education intranet info:</b> <a href="https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/immunisation-requirements">https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/immunisation-requirements</a></li> </ul>

**Rationale:** Immunisations support keeping children healthy and stopping the spread of disease.

#### **IMMUNISATION RECORDS**

ACCC follows the requirements for collecting evidence of immunisations records in accordance with the *South Australian Public Health Act 2011*. Following changes to the *South Australian Public Health Act 2011*, **from 7 August 2020, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met (No Jab, No Play).**

As of the 7<sup>th</sup> of August 2020, ACCC Preschool and Occasional Care is **not able to enrol a child without a current immunisation record or up to date approved exemption**. Children who are already enrolled will **no longer be able to attend** unless their parent or carer can provide either:

- a copy of their child's current immunisation record that shows that the child's immunisation is up to date or up to date on catch up schedule with a future end date.
- evidence that their child has an approved exemption from the Chief Public Health Officer.

For most children an **approved immunisation record** is an extract from the Australian Immunisation Register. All education and care services must be provided with and retain a copy on file (at the service) of an Immunisation History Statement for all enrolled children by parents/families. The Blue Book, overseas immunisation records or a letter from the local GP doctor are no longer considered approved immunisations records and should not be accepted as such.



**Parents or carers can access an immunisation history statement via:**

- [Medicare](#) through [MyGov](#)
- [Express Plus Medicare mobile app](#)
- contacting the [Australian Immunisation Register](#) general enquiries line on 1800 653 809 and requesting that a statement be posted to them.

**Occasional Care:** Families must supply a current up to date approved immunisation record when filling out a family contact form to join the occasional care waiting list. This is to ensure a place will only be granted to eligible children who can attend when a place is allocated.

**When do approved immunisation records need to be provided?**

Records must be provided at these times to show the child is up to date with all immunisations and the immunisations have been provided at the correct schedule points. If a child enrolls in or attends a service in between these specified times, then the record must be extracted no greater than one month before enrolment or attendance.

At the time of enrolment

- after the child turns 7 months of age but before the child turns 9 months of age
- after the child turns 13 months of age but before the child turns 15 months of age
- after the child turns 19 months of age but before the child turns 21 months of age
- after the child turns 4 years and 2 months of age but before child turns 4 years 8 months of age.

**What is a catch-up schedule?**

A child is registered for a catch-up schedule on the Australian Immunisation Register (AIR) when they have missed some vaccines as per the National Immunisation Program (NIP) schedule.

The child's AIR immunisation history statement will state if a child is up to date or not up to date.

For example, the AIR statement might include this text

- Up to date, catch-up schedule effective until 12 December 2022, or
- Not up to date, catch-up schedule active until 1 June 2023.

If the child is on a recognised catch-up schedule and has not passed the date indicated, the immunisation history statement will read: "Up to date – catch-up effective to (an end date will be supplied)" and the child will be able to enrol and attend.

If the immunisation history statement read:

Not up to date – catch-up effective to (an end date will be supplied)" the child will not be able to enrol and attend.

**Please use these web-links to source more detailed information around these new requirements:**

Early childhood service and immunisation requirements

Early childhood service providers - FAQ

Early childhood services parent and carers - FAQ

**Department for Health:** <https://campaigns.health.gov.au/immunisationfacts>

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