

PARENT HANDBOOK

WELCOME

Welcome to our centre. We are proud of our ability to provide quality care and education for the children at our centre and look forward to a fulfilling and enjoyable association with your family.

Our centre is equipped with spacious outdoor play areas and is designed to be safe yet challenging for young children. There are many outlets for children's imagination and experimentation when flexible learning environments are added to creative indoor playscapes specially designed with children's developmental stages in mind.

We hope the information in this handbook is sufficient to assist you in starting at this centre. Please read the handbook carefully to familiarise yourself with our requirements, policies and general information.

Please see your Centre Director for operational hours. Our centre will be open 52 weeks of the year, only closing for gazetted public holidays. Children can be dropped off and picked up at parental convenience, however a late fee is applicable after the scheduled closing time.

MISSION STATEMENT

We are committed to delivery of a sound educational foundation based on the Early Years Learning Framework for every child through a range of high quality children's services. We will actively promote school readiness using the Queensland Kindergarten Learning Guideline and working towards achievement of desired learning outcomes by applying our knowledge of how children learn through play.

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PHILOSOPHY

As early childhood professionals, we will provide a friendly, secure, homely environment in which children will receive individual developmental stimulation based on their needs. Our programs will use the Early Years Learning Framework as basis for planning.

We value multicultural life, cultural competence and actively seek the understanding and acceptance of the chosen ways of others to assist them educationally in meeting the needs of their child and incorporate these into the program.

We believe that parents have the greatest influence of the education of their child and encourage them to participate in our routine and activities.

We will endeavour to develop each child to his or her full potential regardless of gender.

We will help children to develop socially and emotionally by making them aware of all emotions that may be experienced and teaching them to deal with these emotions, through playing games, taking turns, sharing and tolerance.

We will encourage children to think for themselves by allowing them to make choices and solve problems themselves.

We will foster their self esteem and independence through play and interaction.

We will nurture and extend the child's physical well-being through motor and sensory experiences.

We will share our professional skills, information and talents to enhance early education for the children in the centre.

We will take every opportunity to broaden our knowledge through education and training to provide each child with the highest quality of care and education.

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STATEMENT OF VALUES AND BELIEFS

We value:

- A friendly, safe environment
- A program that provides continuity yet is flexible enough to meet individual needs and challenges of all children
- Staff who are happy and who love to work with children and their families
- The Early Years Learning Framework

At our centre, we believe the programme needs to:

- Be developmentally appropriate and caring
- Be based on the principles, practices and learning outcomes of the Early Years Learning Framework
- Be concerned with all aspects of each child's development
- Reflect the multicultural nature of our Australian society
- Be challenging, interesting and varied providing lots of choices
- Be evaluated regularly
- Involve parents in its planning, implementation and evaluation

At our centre, we believe staff need to be:

- Caring and understanding of each child's needs
- Fair and consistent in their interactions
- Positive in their approach
- Knowledgeable about the Early Years Learning Framework, developmentally appropriate practice, health, safety and nutrition
- Accessible to parents and value their input and diversity

At our centre, we believe management need to be:

- Genuinely interested in the children, their families and staff
- Approachable and accessible to parents and staff
- Trustworthy in their dealings with parents and staff
- Organised and competent in their business management

At our centre, we believe parents need to be:

- Open and friendly in their communication with staff
- Supportive of the centre's philosophy and policies
- Interested and involved in the planning, implementation and evaluation of the program and in the centre's activities as a whole

These statements have been reflected by parents, staff and community members who show a genuine interest in our children's development, and shall be reviewed annually.

PARENT HANDBOOK ABOUT OUR STAFF

The centre meets all staffing requirements set out by the relevant state licensing Department. In Queensland this is the Office of Early Childhood Education and Care. Contact details for the department are displayed in the foyer of the centre. All groups are staffed by a qualified Educators in attendance as required. A Certified Supervisor will be in attendance at the service at all times and their name will be displayed in the foyer.

All staff who work at our centre are dedicated, caring professionals who have studied courses in relation to child development. The centre has a policy of employing qualified staff and supports continued professional development.

Each Educator is responsible for the organisation and curriculum of each room under the guidance of the Director and Management team. Educators are allocated child free programming time each week to plan for and evaluate each child s ongoing development. This time is essential for the delivery of a high quality curriculum throughout the centre.

Additional Educators may work at the centre when children with special needs attend.

ENROLMENT PROCEDURES

Parents can enrol their children on the waiting list at any time by coming to the centre and completing a Waiting List Form. A booking fee of \$30 per family is payable at the time that you are offered a place. This is a once only non-refundable charge to cover administration costs.

Priority of enrolment is given according to available space in the centre and by the guidelines set down by the Federal Department of Families and Community ie, a child at risk of serious abuse or neglect; a child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act; or any other child - see the Centre Priority of Access Policy for more detail.

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PROCEDURES FOR DEALING WITH CONCERNS

We welcome feedback and you, as parents, are encouraged to comment upon the standard of care provided at our centre. Should you have any concerns these should first be addressed with the Educator in charge of your child's group. If it is not possible to address your concerns with the Educator, or if you do not feel satisfied with the outcome, you should make your concerns known to the Nominated Supervisor who will take steps to remedy the situation.

We will always try to do our best, and with your help we can work as partners to provide the best possible care and education for your child.

If you feel your concerns have not been dealt with to your satisfaction, you may wish to contact Management or the licensing body through their local office. Contact details for both Management and the State Authority are displayed in the foyer of the centre.

The Centre will keep a Compliance Notice Log Book and this will be available on request. Please ask the Director if you wish to view the Centre's Compliance History. This Log Book will record details of any Compliance Notices issued by the Office of Early Childhood Education and Care to the Authorised Supervisor of the service since 1 July 2010.

THE PROGRAM

Each room has overall aims, objectives and a philosophy that guides the program, as well as semester objectives, weekly and daily plans that incorporate objectives for individual children. The programs will reflect the principles, practices and learning outcomes of the Early Years Learning Framework. Weekly child free programming time is allocated to group leaders who plan for and evaluate each child's progress.

The program is designed to cater for each child's strengths, needs and interests and is built around play. Play is a vital part of a child's life and is the way they make sense of their world. It is the basic ingredient to learning, develops new skills, and stimulates intellectual growth. We value play very highly in our daily life with the children, and most activities are based on their play.

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We observe children's strengths, interests, abilities and needs very carefully and provide appropriate individual experiences to challenge and stimulate each child.

Within the program children are given opportunities to:

- Make choices;
- Develop creative abilities;
- Problem solve
- Share and co-operate with others

You will find the weekly program for each group displayed in your child's room. If you would like any clarification on goals and plans for your child, your Educator will be only too pleased to discuss it at a mutually convenient time. Your contribution to the program is always welcome.

While establishing routines is important for children, the program acknowledges that all children are unique individuals and need to be nurtured within a flexible environment. During the day the children will be involved in the following kinds of activities:

Group Gatherings:

These are set times. During this session the children join together to listen to stories, participate in finger plays and discussions, sing songs, move to music and play instruments. Group time may also include show and share sessions which build on children's language skills and self esteem.

Tidy Time:

Tidy times are seen as an important part of the session. Each child is encouraged to help. This helps to develop independence and a community spirit.

Indoor Play:

Free play, with an emphasis on quiet activity, allows children to choose from permanently set up activities such as books, puzzles, home corner, blocks; and a variety of other activities which may change from week to week, including painting, drawing, pasting, games and construction sets.

Outdoor Play:

Involves free play, with an emphasis on large muscle development. Climbing equipment is set up each day. Scooters, bikes, hoops, add interest and variety to the play area. Other outdoor activities include sand play,

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digging, gardening, ball games, and use of water play depending on the weather.

Meal Times:

Before each meal each child is expected to wash his/her hands under supervision. The children may sit at table to eat or picnic outside. They enjoy the social contact with each other and the adults present. After eating, the children will wash their hands, face and rinse their mouth.

Rest Times:

We encourage the children in our care to participate in rest time as compulsory part of a full day program. All children are encouraged to rest, but no children are forced to sleep.

Routines and Transition Times:

Routine tasks are used as a part of the daily program and to provide an opportunity to develop new skill and knowledge. Transitions between indoor/outdoor times or rest time and afternoon activities will be used as a learning experience for children.

INTRODUCING YOUR CHILD TO THE CENTRE

We like to meet with each family before your child starts at our centre to discuss your child's needs. It also allows you and your child to meet the staff and become familiar with the environment.

We strongly recommend families spend at least one or two mornings at the centre prior to starting to ease the transition from home to centre.

CHILDREN'S REQUIREMENTS

1. Sunscreen is supplied at the centre unless you prefer your child to use a specific brand.
2. A spare set of clothing and underwear.
3. A kindy bag.

Additional items for Babies, Toddlers and Junior Kindy

1. Sufficient trainer pants for those children who are toilet training.
2. Comfort items such as dummies, soft toys, blankets, etc.

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3. Bottles and formula (pre-prepared please).
4. 3 spare sets of clothing.

N.B. For safety reasons, NO plastic bags for children in these rooms and no items smaller than a film canister.

What to wear:

Roomy old comfortable clothes that are easy for your child to manipulate for toileting purposes. Please name all belongings. We discourage children from bringing superhero outfits as these can get damaged or lost and may lead to aggressive play.

Meals:

We believe that good nutrition is a way of life. Children's diets should contain a balance of all the food groups.

Please ensure that the food you send for your child is healthy and nutritionally balanced. Please refrain from sending junk food that is high in sugar and preservatives to the centre. Some children have a severe allergy to any peanut product. These allergies can be so severe as to be life threatening. For this reason our centre is Nut Free. We ask that parents respect this very serious request and refrain completely from sending in any form of nut product. If your child has a specific dietary requirements please see the Director.

Toys:

Children are not to bring their toys to the centre as they are easily lost or broken. If your child has a cuddly toy, etc, for comfort, you are welcome to bring this along and store it in your child's bag. Children are welcome to bring any interesting objects that they have found or made at home, eg, an interesting leaf or insect found in the garden. These items form an important part of our language sessions.

ARRIVAL AND DEPARTURE

Children are to be delivered to and collected from inside the building by a responsible adult. Parents must sign their children in and out of the centre using the sign in sheets provided in your child's room.

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In cases of emergency we need to be sure who is in the centre. In the case of absences, please telephone the centre when you know that your child will be absent. Your child's absence will need to be signed on the attendance record as a requirement of the Family Assistance Office.

- Please ensure that a staff member knows when your child has arrived and is informed of their departure.
- The centre must be informed if a different adult is delivering or collecting your child or if he/she is being collected earlier or later than usual.
- An absence of more than two weeks (without notifying the Director) may jeopardise your child's booking.

SETTLING CHILDREN IN

Settling in is sometimes difficult for your child. You may find you have a mixture of feelings when placing your child in care. These are very natural feelings. Give your child time to settle in, encourage him/her to explore and become involved in an activity. It is important that you always tell your child that you are leaving explain you will be back, give a cheerful goodbye, and go quickly (never leave without saying goodbye). It may seem that it is better not to upset your child by telling them that you are going, however if your child looks up to find you missing his/her level of anxiety is going to be increased. Allow your child to bring a special comforter from home such as a teddy bear, blanket or special pillow.

Some children settle into a new setting quickly, for other children this process may last for several weeks. For a vast majority of children the stress that they feel on your departure is short lived. Our staff are experienced at easing children's (and parent's) anxiety through this aspect of enrolling children into a centre.

Please speak to staff if you are worried or unsure what to do, and feel free to phone the centre anytime to see how your child is getting along.

CHANGE OF INFORMATION

It is extremely important for the welfare of each child that the centre maintain current enrolment details. For this reason parents are requested to fill in new enrolment forms at the commencement of each calendar year. In addition to this it is important that changes such as contact details, workplace, marital status, people authorised to collect your child, allergies, immunisations, etc. be promptly advised to the director in writing.

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WITHDRAWAL OF CHILDREN

Two weeks notice of cancellation of your booking in writing is required. Parents should be aware that non-attendance during the two week period will result in ineligibility for Child Care Benefit reductions, hence full fees will be payable in the event of non-attendance.

ANTI-DISCRIMINATION POLICY

All families are welcome at our centre without regard to race, gender, impairment, social origin, parental status, political belief, or religion. Australia's society is a melting pot of different cultures. The capacity to learn is not determined by gender, race or socio-economic status. Individual and group differences are accepted and valued by both children and adults at the centre.

Treating all children the same does not promote equality of educational participation and outcome. To ensure quality education for every child, different provisions may be made for individuals. The content of the program will reflect and value experiences and contributions of all groups.

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SPECIAL EVENTS

Entertainment:

Each year we will organise a number of educational shows to come to the centre to perform for the children. These may be locals or other professionals. We try to limit the cost of such entertainment to a minimum costs to parents. Entertainment may include puppet shows, indigenous performers, musical performances, magic shows, animal farms, etc.

Excursions:

Occasionally we will conduct excursions as an adjunct to the in-class learning. Parents will receive a written itinerary including the reasons for the excursions for any activity in which the children are to be taken out of the centre. Prior to any excursion, the site will be assessed by staff for safety and facilities.

Staff ratios on excursions will comply with regulations, and be sufficient to ensure the safety of the children during the excursion. Parental help with children of transport may be necessary and your assistance and/or permission will be sought in advance.

No child will leave the centre without written permission from a parent/guardian. If a parent chooses not to allow their child to attend the excursion, the centre will provide appropriate care at the centre on that day.

Cultural and Religious Celebrations:

The program incorporates activities, stories, rhymes, music and food that acknowledge the many important cultural and religious events celebrated by children attending our centre and in the wider community. We encourage children to participate in special celebrations. Any celebration being planned for the centre will be detailed in the centre's newsletter. Parents wishing their children not to participate need to ensure that their wishes are known to the centre Director so that alternative arrangements can be made.

Birthdays:

We welcome the opportunity to be a part of your child's birthday celebrations. You may like to send a cake to be shared by your child's group to help celebrate the occasion. Parents will be required to sign in the food being brought into the centre, and a list of ingredients may need to be provided to assist us in identifying any allergy concerns. If you do not wish

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your child to participate in birthday celebrations, please let the Director and your child's Educator know so that alternative arrangements can be made.

FEE INFORMATION

The following information is general information regarding the payment of fees at the centre. For specific information please talk with the Director at your centre.

A non-refundable booking fee of \$30 is payable in advance upon enrolment. Fees for the first week's attendance are due and payable on the first day of attendance at the centre and thereafter should be kept in advance. Fees may be paid by the following methods:

- EFTPOS
- Direct debit authority - Credit Card only
- Internet Banking Bank Details

Internet banking payments should be credited to the correct account details (the Director will supply you with these), and the details should include your child's full name. After the payment has been made, please bring the receipt to the centre so that the receipt details can be processed as a payment on your account at the centre.

Fees are payable for all days that the child is enrolled including public holidays and days of absence. Should an account fall into arrears, the parents will be given 2 weeks from the date the account is received to pay the fees in arrears.

If the full amount is not paid before or on the given date, the director will refer the matter to management and your child's place will be jeopardised.

Should the account subsequently continue in arrears, it will be referred to our debt collectors and recovery costs will be added to the parents account.

Cases of genuine hardship need to be referred to Management for a decision to be made regarding payment arrangements and/or Special Child Care Benefit.

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Child Care Benefit is available to subsidise your fees. Please contact Family Assistance Office (FAO) on 136150 when commencing at the centre as full fees will be charged until your CCB percentage is advised to our centre.

You must contact FAO of any changes to your income.

Failure to maintain your child's immunisation will result in cancellation of your child's CCB by FAO.

BEHAVIOUR MANAGEMENT

Behaviour management must always encourage the individuality and confidence of children and never diminish their self esteem.

All staff are aware of a variety of positive approaches to behaviour management and are encouraged to use them at all times. Our staff have regular professional development training in behaviour management.

Staff will consult with parents regularly on behaviour management policy and seek constructive solutions to any differences in values.

Staff will involve children in discussion about dealing with conflict.

Staff will encourage children to show empathy and healthy assertiveness.

Information on developmentally appropriate behaviours and their management will be available in the parent library.

Parent information sessions will be offered throughout the year to offer parents parent friendly workshops on dealing with children's behaviour at home. These evenings will discuss strategies that we find effective when dealing with young children. Parent Information evenings will be notified through Centre Newsletters and Foyer Notice Boards. We would love to see you attend.

Indirect Guidance:

A well planned, developmentally appropriate program and environment will encourage more positive behaviours.

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Direct Guidance:

Direct Guidance can be achieved by modelling appropriate behaviours, positively reinforcing appropriate behaviours, and presenting children with clear alternatives. The model that we use in the centre concentrates on teaching children socially responsible behaviour. Through our model, children are aware of expected behaviour and we find that children respond readily to this method of teaching of target behaviour.

Verbal Guidance:

Verbal Guidance will be used to immediately redirect a child's behaviour. Language needs to be positive, clear and appropriate to the development of the child.

Expressing approval of children without discrimination aids the development of a positive self concept. Approval might be conveyed in many ways, such as friendly words and smiles, holding and hugging and by encouraging a child's efforts to achieve.

Consequences:

Staff will develop set standards of behaviour and be consistent in keeping them. Older children will be involved in the development of these standards and made aware of the consequences of inappropriate behaviour.

Consequences are the pivotal tool that teaches children about what behaviours are valued in a social environment. Consequences that are fairly and consistently applied help children to learn the sorts of behaviours that are needed to move and function with others.

SUNSCREEN

At our centre we encourage sun safe play while playing outdoors. The centre will provide sunscreen for use at the centre and this will be applied though the day.

If you know of any allergies your child may have to sunscreens, please note these on your enrolment form and advise staff. Permission slips on enrolment forms need to be signed to enable us to apply the necessary creams. If you wish to supply individual sunscreen for your child, it should be marked with your child's name and handed to the group leader in charge of your child's group.

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Sunscreen works most effectively if applied about 20 minutes before going out into the sun. For this reason we ask that parents give the first application of sunscreen to their child at home before dropping them off at the centre. The staff will reapply sunscreen during the day as required.

HEALTH

Maintaining a healthy community in child care is the shared responsibility of parents and staff. Our centre is NOT a place for sick children, as we cannot provide the care contagious or ill children need. Any child suffering from an infectious illness must be excluded from the centre until they are well and/or no longer in an infectious state.

Children suffering from infectious skin disorders, conjunctivitis, head lice, and school sores (impetigo) must be excluded until treated. This policy reduces the risk of transmission and therefore maintains a safe environment for the children and staff. A list of infectious diseases and exclusion periods is displayed in the centre foyer

If your child has:

- German Measles (Rubella)
- Measles, mumps or chicken pox

- **Please notify the centre immediately**

Non-immunised children and staff will be excluded from the centre in the event of any preventable childhood disease case. A notice will then be displayed in the foyer informing other parents of the situation.

In the case of minor illnesses, please use discretion in deciding whether or not to send your child. A child who is heavy with cold and flu will not enjoy or learn at the centre and may pass on the cold to other children and staff. Parents must notify the centre if their child is absent through illness.

If a child is not well enough to participate in daily activities, they will be deemed unfit to stay at the centre. If your child becomes unwell during the day, the Director will contact the parents or other caregiver. Please ensure the contact details remain current. In the event of a parent or contact not being available, the Director (or person in charge) will take whatever steps are considered necessary to prevent a dangerous situation arising. Parents will be liable for any costs incurred.

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As per licensing requirements our centres have staff on premises that hold the necessary first aid qualifications and undertake training in this as required.

Hygiene:

It is our aim to minimise the spread of infection. Frequent hand washing is the single most effective method of preventing the spread of disease. To help us in our aim, we ask that you encourage your child to wash their hands on arrival at our centre, and for the benefit of the family, again on arrival at home. Children and staff wash their hands each time they move from one environment to another.

All equipment, floors, and toys are regularly cleaned. Staff follow cleaning schedules on daily, weekly or other periodic basis, in accordance with all health, safety and hygiene regulations.

Medication:

A medication form is to be completed requesting that medication be given. No medication will be administered without a signed form. Medication should be handed to a staff member it must not remain in a child's bag/locker. All medication will be locked away in a child-safe manner where it cannot be accessed by children.

No medication will be administered to a child unless it has been prescribed by a medical practitioner, is clearly labelled for the child, has a correct expiry date, and is presented in its original container. Non-prescription medication, with the exception of paracetamol, will not be administered by staff. Parents may return to the centre to administer non-prescription medication if necessary.

Incident/Injury Procedures:

Staff are trained to recognise potential hazards in the environment for each stage of a child's development. Staff also endeavour to take an active role in facilitating children's play as part of their supervision of children. However, despite adequate supervision and monitoring of equipment, injuries can occur.

Should your child be injured while at the centre, staff will apply appropriate first aid, and a record of the events leading to the injury will be completed. If the injury is relatively minor, you will be advised and shown the incident report form upon your return to pick up your child. This record will be signed by staff and yourself and kept in your child's file. Any health

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concerns at all will be referred to the Director who will decide if a parent should be contacted immediately.

Emergency Incident Procedures:

If your child becomes severely injured and requires hospital treatment, one staff member will apply appropriate first aid to the child while another staff member calls an ambulance. You will be contacted as soon as possible. If the child needs to be transported by ambulance and a parent is not present, the child will be accompanied by a staff member, or by your nominated authorised emergency contact person.

Evacuation:

If evacuation of the building is necessary, the alarm will be raised. If the alarm is ringing you should not enter the building. Evacuation procedures are displayed in each room. Emergency evacuation drills will be held regularly and anyone in the building is required to participate. All staff are trained in the appropriate procedure.

Safety:

Staff follow safety precautions and procedures appropriate to the child care environment. The environment is monitored for safety on a daily basis in accordance with regulations and workplace health and safety guidelines.

STUDENT INVOLVEMENT

Our centre accepts early childhood students from a variety of learning institutes including TAFE, private Registered Training Organisations, local secondary schools and universities.

The students work closely with staff members and are not permitted to supervise children alone. These students are accountable to the Director, they must have a current Blue Card and are screened by their particular teaching institution. Students may be required as part of their study to observe and interact with the children during their time with us. Your permission will be sought for any such involvement. Please be assured that no students are allowed to include any personal or identifying information regarding your child or your family in their work, without your written permission.

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PARENT INVOLVEMENT

At our centre we actively encourage parent and family involvement. Family involvement is valuable for your child and gives you an opportunity to share in their experiences, to join in and observe the things that make up their day.

Most of the communication between parents and staff occurs at an informal level as parents drop off and pick up their child. Parents and staff need to be aware of the importance of passing on information which helps both parties better anticipate children's behaviour. Appointments can be made for more detailed consultations regarding your child's development or any concerns that may arise.

Your comments and suggestions are very important to us, so please comment on any of our policies, procedures or programmes. Parents are welcome to participate whenever possible by reading a story, playing and sharing their skills, etc. with the children at our centre.

Please keep in touch with what is going on at the centre by keeping an eye on the notice boards and reading all information placed in your child's information pocket. Family social functions and parent meetings are also designed to be informative and enjoyable. Their success is dependant upon your support.

CONCLUSION

We hope that you and your child will enjoy your time at our centre and that this information will help you to understand our centre.

Please remember that this is your centre. Your support is vital. Please contact the Director or management if you have any concerns or grievances. Please let us know if there is anything contained in this booklet that you have difficulties with, or if you feel there are any areas that require additional information.

We thank you for your support and interest. We look forward to getting to know you and your child over the coming weeks and months.

PARENT HANDBOOK**104 EXCLUSION TABLE – INFECTIOUS DISEASES**

The following table contains the recommended minimum exclusion times for cases of and contact with the following diseases.

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis	Exclude until diarrhoea ceases	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chickenpox	Exclude for at least 5 days AND until all blisters have dried	Any child with an immune deficiency (eg. Leukaemia) or receiving chemotherapy should be excluded for their own protection
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus infection	Exclusion is not necessary	Not excluded
Diarrhoea	Exclude until day after diarrhoea has ceased	Not excluded
Diphtheria	Exclude until medical clearance received following at least two negative throat swabs, after completion of antibiotics	Exclude family/household contacts until cleared to return by appropriate health authority
Glandular fever	Exclusion not necessary	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hemophilus influenza type b (Hib)	Exclude until medical clearance received	Not excluded
Hepatitis A	Exclude until medical clearance received (at least 7 days after onset of jaundice)	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded until lesion stops weeping. Lesion to be covered by dressing.	Not excluded

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Hookworm	Exclusion not necessary	Not excluded
HIV AIDS virus	Exclusion is not necessary unless a secondary infection exists	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Lesion must be covered by a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclusion while unwell and unable to manage a normal day	Not excluded
Leprosy	Exclude until approval to return has been given by appropriate health authority	Not excluded

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Condition	Exclusion of Cases	Exclusion of Contacts
Measles	Exclude for at least 4 days after onset of rash and until medical clearance is provided	Immunised contacts not excluded. Unimmunised contact excluded until 14 days after the first day of appearance of rash in the last case. If immunised within 72 hours of their first contact with the first case they may return to the centre.
Meningitis (Bacterial)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving rifampicin
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for 9 nine days or until swelling goes down, whichever is sooner	Not excluded
Parvovirus (erythema infectiosum, fifth disease)	Exclusion not necessary	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after medical clearance is received	Not excluded
Ringworm, scabies, pediculosis (lice), Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well and can cope with a normal day	Not excluded
Tuberculosis	Exclude until a medical clearance is received	Not excluded

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Whooping cough	Exclude the child for five days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 14 day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics)
Worms	Exclude if diarrhoea present	Not excluded

Centre staff may seek guidance from the local Health Department for advice with particular cases or about other diseases not listed here. Families and staff will follow the direction of the Health Department in all matters.