



FAMILY DAY CARE

Quality Home Based Childcare



Newsletter

August 2017

Issue 33

RATED

EXCEEDING
NATIONAL QUALITY STANDARD



Every Child is a Star !

A Celebration of Family Day Care Week May 1st-7th May

Each year Family Day Care Australia promotes an 'Every Child is a Star' campaign to illustrate and celebrate each child's individuality. This year Kids at Home celebrated with a visit to Pine Rivers Park and Parklake Park to enjoy lots of fun and laughter with Educators, children and parents. We all enjoyed Ginger Sports, dressing up and having a photo taken in the photo booth, loose parts play, Aboriginal story telling, some art and craft, popcorn and a visit from the local police. Here are some photos of the events from the week (check out our Facebook page for more <https://www.facebook.com/kahfdc/>)



Ginger Sports



Crowd Control



Story Telling



Photo Booth

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SPECIAL POINTS OF INTEREST

- Family Day Care Week
- Jobs for Families Package
- Dental Hygiene Week
- Preventing illness and Sick Children



Find us on Facebook
www.facebook.com/kahfdc/

info@kidsathome.net.au

Harmony Web



Electronic sign in of Attendance Records

As some of you already know and most will soon know, Kids at Home are transitioning Educators and families across to a new electronic signature system for attendance records.

This involves a lot of new processes to get it set up and working, and as you can imagine there is a lot for us and the Educators to learn. We are only able to transition 10 Educators across at one time due to the amount of work required and learning of a 'new way', so it will take some time.

As with all things new and electronic there are always some glitches that we will experience and will hopefully have worked through after each group transition, so bear with us while we and the Educators have our 'L' plates on. When it is all up and running well it will save us all so much time, be more sustainable and will simplify this process and be more efficient.

What does this mean for parents?

- Sign in and out electronically via an electronic device provided by the educator, is easy and efficient.
- Invoicing and receipting for care will be more streamlined, as it is all set up in the system.
- Parents are required to have a working email address.

Jobs for Child Care Package

The Child Care Subsidy commences in July 2018. We will continue to provide information as it becomes available.

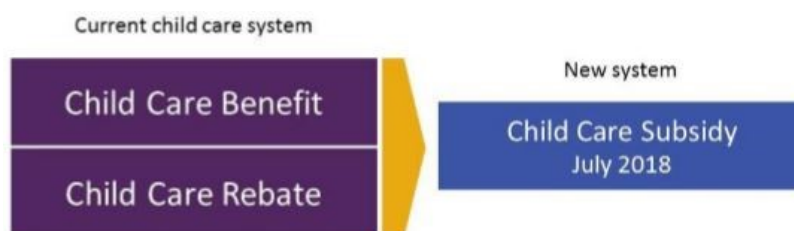
- ⇒ It will replace the CCB and CCR system that is now in place to be a single payment system.
- ⇒ It will be means tested
- ⇒ It will be paid directly to the Education and Care Service (e.g. Kids at Home).
- ⇒ It will be simpler than the current multi-payment system.
- ⇒ It will be targeted to provide more assistance to low and middle income families.

Find links below for more information

<https://www.education.gov.au/child-care-subsidy>

Family Child Care Subsidy Estimator

<https://www.education.gov.au/sites/education/files/sch/est/index.html>





Parent Emails

To assist us with streamlining our processes and limiting our use of paper, we request that Parents provide a personal email for our office to correspond and supply important information.

Keeping emails up to date is of great assistance, it cuts down on our paper usage and postage cost.

Please note if we are not provided with a current email address and required to post out Child Care Benefit statement there will be a \$5.00 fee incurred.

We only email parents for the purpose of;

- ◆ Allocating a pin for electronic attendance signing
- ◆ Providing Child Care Benefit Statements
- ◆ Correspondence regarding children's enrolment
- ◆ Newsletter links to our website

Teaching fire-safety basics at home can save lives...
Stop, Drop and Roll.... Get down low and Go Go Go!
Teach your children "000" (Triple 0)



Fire Safety at Home

It's that time of the year when we experience a few cold days in sunny Queensland and the heaters come out to help ease our cold bits!

A simple fault in a heater (or any appliance) that doesn't get used regularly can cause the start of a fire.

Most fatal fires are preventable, here are some handy tips to educate the family in what to do if a fire occurs.

Check out QLD fire service <https://www.qfes.qld.gov.au/firescape/index.html>

- ⇒ Do you have a fire escape plan?
- ⇒ What would you do?
- ⇒ What to do when an alarm sounds?



Would you know what to do if your child stopped breathing?

The Children's hospital at Westmead (NSW) has developed a free online program, 'CPR Training for Parents,' to teach the steps involved in Cardio-pulmonary Resuscitation (CPR) for a baby (aged less than 12 months) or a child (aged over one year). The program takes 1.5 hours to complete and content is from the Australian Resuscitation Council Guidelines.

The knowledge and skills you learn in this program may save a life. Remember, ANY attempt at CPR is better than no attempt. The site also has a program for choking and First Aid for burns.

For more information and accessing the courses click on the link below

<http://kidshealth.schn.health.nsw.gov.au/cpr#sthash.WfC3Rric.dpbs>

QLD Ambulance Service is offering Parents & Bubs/Toddler First Aid Awareness Course \$47.20

Call 13 QGOV (13 74 68) - to find out more

www.ambulance.qld.gov.au/firstaid/



Absences

What does first day and last day mean?

First day :

Under the Act the child is considered as not having started care until the first actual day of attendance. For example, if confirmation has been received by the Educator/Kids at Home and a booked care contract is in place for example care on Monday, Tuesday and Friday and the child does not actually attend care until the Friday, the Friday is counted as the **FIRST** day of care. Payment for the Monday and Tuesday will be charged as full fee as per the Act.

Last day :

Under the Act the child is considered to have ceased care after the last day the child actually attended the child care service. For example, if 2 week confirmation has been received by the Educator/Kids at Home of a child ceasing care and the child either does not attend the full two weeks or only a couple of days then does not return, the child's last day is actually the last day they attended.

All absences from the last day up until the actual last day of the 2 week notification will be charged as FULL FEES. However if the child is absent (and still within 42 absences and/or has a Dr Certificate (meets exceptional circumstances)) for all but the last day of the 2 week notification and attends care on that last day, Absences will be paid under the Act.



The Law for Payment of Absences

Exceeding allowable absences (42) per financial year or being absent on the first day of care or the last day of care results in the payment of full fees for ALL Absences in these circumstances, unless supporting documentation such as a doctor or employer (for rotating shift work), letter or court order for shared care arrangements etc can be provided at the time.

Otherwise full fee payment is required for days in care that do not meet Australian Government Child Care support system Acts and legislations.

The full fee for the period of care is payable to your child's Educator.



Public Holiday Fees

Fee charging practices are commercial decisions made independently by services and individual child care Educators and are not a matter regulated by family assistance law.

This includes the widely-used practice of charging for public holidays when your child does not attend care. This practice is used by child care Educators because, like most employees, are entitled to be paid for public holidays when they would otherwise be at work.



*Cedar Creek Falls
Urith's FDC — Eden's Landing*

Educator Corner

"It's not the language of painters but the language of nature which one should listen to... The feeling for the things themselves, for reality, is more important than the feeling for pictures." *Van Gough*



Book Corner



August 2017

Premier's Reading Challenge

Kids at Home will be doing lots of reading throughout the month of August, to contribute to the Premier's reading challenge which is an annual state-wide initiative for state and non-state schools and home-educated students from Prep to Year 9, as well as children (aged up to five years) enrolled in an early childhood Services.

The Premier's Reading Challenge is not a competition but aims to improve literacy and encourage children to engage in reading for pleasure and learning.

We are encouraging Educators, children and parents to enjoy the month of August, initially preparing for the week of 14th-25 August to get our reading hats on in to see how many books we can read during this time.

The challenge is on ! How many books do you think we will collectively read?

Here is a link to some suggested books that support the development of pre-reading and early reading strategies.

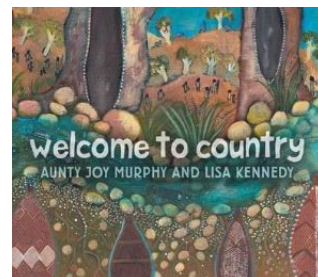
<http://education.qld.gov.au/library/resource/prc2017-early-childhood.html>

Welcome to Country

Aunty Joy Murphy and Lisa Kennedy

Welcome to the traditional lands of the Wurundjeri People. We are part of this land and the land is part of us, this is where we come from, Wominjeka Wurundjeri balluk yearmenn koondee bik.

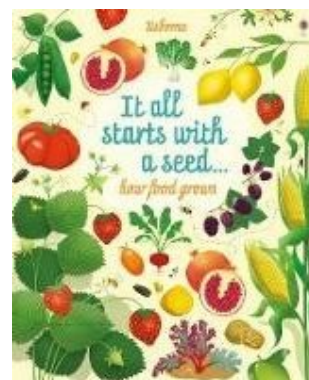
Welcome to Country.



It all Started with a Seed –How Food Grows

Emily Bone

This book explains how almost everything we eat grows from just a small seed— from how a seed sprouts and how fruits grow from flowers by pollination, to how different plants produce vegetables, fruit, leaves, roots and grains. Tropical fruits, cocoa beans and Asian vegetables area covered, as well as rice, wheat, corn, potatoes and more..



Ivy And The Lonely Raincloud

Katie Harnett

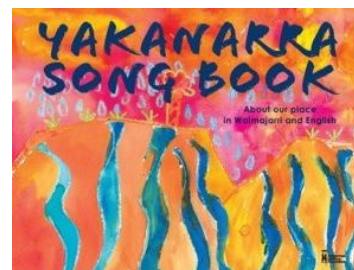
In this charming tale, a solitary raincloud finds a way to make a sad little girl happy again, by using the very thing that most people dislike about him—RAIN!



Yakanarra Song Book

Jessie Wamala Moora

These are 14 songs in this fabulous book, ten in Walmajarri language and four in English, all beautifully illustrated by the kids from the Yakanarra Community School. These are songs about how the Walmajarri came to Yakanarra and their special places, songs about hunting, fishing and collecting bush food; songs about the animals and birds, and the sounds that they make; and much more. The songs were written to help the kids at Yakanarra speak Walmajarri. But given that



they are intended to be sung to the tunes of well known classics, this is a book to be enjoyed by everyone, regardless of age or language.

WHAT'S ON

August

World Breast Feeding Week 1st-7th
Dental Health Week 1st-7th
International Day of Indigenous Peoples 9th
World Left Hander Day 13th
PUBLIC HOLIDAYS EKKA - Logan....14th
Brisbane 16th
Gold Coast Show Day 19th
National Science Week 12th-20th
Children's Book Week..... 19th
World Orangutang Day 19th
Banana Split Day 25th
Redcliffe Kite Fest.....26th-2nd Sept
Legacy Week.....27th-3rd Sept
National Super Hero Week.....28th-3rd Sept
Toasted Marshmallow Day.....30th

September

Fathers Day 3rd
National Child Protection Week .. 4th-10th
Read a Book a Day 6th
R U OK Day 7th
International Literacy Day 8th
School Holidays Start 15th
Australian Citizenship Day 17th
Talk Like a Pirate Day 19th
International Day of Peace 21st
World Heart Day 29th

October

Be Kind To Animals Week 1st
Queens Birthday Public Holiday ... 2nd
School Resumes 3rd
Stakeholder Meeting.....7th
World Smile Day 8th
Kids at Home's 8th Birthday.....14th
World Food Day 16th
Diwali Festival of Lights 19th
Children's Week..... 21st-29th
Day For Daniel 28th
Halloween 19th

Just a friendly reminder...

Reminder for Parent direct Toy Orders

Its that time of the year again for our annual Parent Direct and Chalk Toy Fundraiser. The Catalogues are in the process of being delivered to Educators now. Orders are required to be returned to your Educator by the end of September, or order online with option (1) Kids at Home Details, to have orders returned before Christmas.
www.parentdirect.com.au

Educator Corner

A child's play is not simply a reproduction of what he has experienced, but a creative working of the impressions he has acquired.

~ Vygotsky



Brigita's Family Day Care
Marsden



Safety Audit and Risk Management

Are you wondering what does Safety Audit and Risk Management mean?

This is a process that Kids at Home Educators regularly conduct of their premises to ensure they are consistently meeting current Education and Care Services Law and Regulations. It involves a thorough safety audit check each month in addition to their daily safety check-lists.

Educators check the various areas of their premises to ensure they maintain a high standard of safety and hygiene.

Educators also complete a daily safety and hygiene audit of their environment as well to ensure that children have access to a safe, clean and hygienic environment every day.

We are required to ensure that we have systems like these in place and is an every day practice that is occurring.



August - Safety Audit & Risk Management

- Emergency & Evacuation Procedures
- Outside Play area
- Water Hazards/Pools
- Prams and Strollers
- Veranda/Balcony
- Check smoke detectors

*Protection from harm and hazards National Law: Section 167
Kids at Home and its Educators must ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury.*

Kids at Home have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters.



Requirements of using an Education and Care Service

Operating and using an Education and Care Service comes with its responsibilities for everyone involved.

Kids at Home have an obligation to ensure we are meeting our licensing agreement to the relevant Government departments, Family Assistant Law as well as National Quality Framework which includes Education and Care Services National Legislation.

Educators also have a legal obligation in meeting specific responsibilities as set out by legislation and parents are also required to understand their obligations to enable them to access an approved Education and Care Service.

Attendance Sign in and Out

Signing children in and out as per arrival and departure times is an important obligation. It is a legal requirement under **section 159 A FDC** *Educator must keep a record of attendance that (c) (i)* is signed in by the person who delivers the child to the FDC residence and collects the child from the FDC residence.

With the implementation of the new Harmony electronic sign in /out system this should become an easy reminder as processing will not occur if children are not signed in and out on the day.

Full fees are applicable if attendance records are not signed by the parent/authorised person.

Educators Role and Payment of fees

Educators are independent contractors, which means they;

- Operate and run their own business
- Determine and set their hours of work
- Offer different services that form part of their family day care business (within the guidelines of Legislation and KAH policies and procedures)
- Set and charge their own fees (within the guidelines of Family Assistant Law and must be more than the CCB Ceiling rate, KAH Policies and Procedures)

Like any business Family Day Care Educators are responsible for the day to day operation of their business and customers. The Education and Care Services National Legislation along with Kids at Home Policies and Procedures guide Educators in operating within the law and guidelines of caring for children.

Payment for care is to be made as per each Educators payment system. Failure to do so could result in the cancellation of the care booking and/or engaging a debt collector to retrieve outstanding payments.



September - Safety Audit & Risk Management

- Outdoor Toys & Equipment
- Animal
- Nappy Change
- General
- Check smoke detectors

October - Safety Audit & Risk Management

- Hazards other issues
- Natural ventilation
- Natural Lighting
- Heating
- Sleeping/Bedrooms
- Check smoke detectors

Mandatory Reporting? What does this mean?

On 1st July 2017 QLD Early Childhood Education and Care Professionals have been included in the list of other professionals who have mandatory reporting responsibility's for children in Queensland.

What does this mean? Early childhood education and care (ECEC) professionals are now mandated by law to report child safety concerns to the department, where there is a reasonable suspicion that the child has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse, and there is not a parent willing and able to protect the child from harm.

Previously Family Day Care Educators and Mentors were not included in this list, although as an advocate for children, Kids at Home has always considered ourselves as Mandatory Reporters, now it is official.

Kids at Home and its Educators are the voice of the children in our care. We are committed to child protection and providing child safe environments for children to play and learn. We believe that the safety of children is paramount at all times and aims to protect a child's right to be safe from harm, abuse and neglect of any kind.

Kids at Home have in place Child Protection Policies and Procedures that cover Responding to Suspicion of Harm and Reporting of Harm and Abuse as well as Child Protection and Child Safe Environments Policy (QA2).

Kids at Home also has a Child and Youth Risk Management Strategy which is our Statement of Commitment. Our Statement of Commitment is a Statement of intent that demonstrates a commitment to safeguard children from

harm and clearly defines for everyone (Educators and Staff) what is required in relation to the protection of children. It makes a clear statement of our requirement to create a safe and positive environment for children and to show that our organisation is taking its duty and responsibility of care seriously.

Child protection is everyone's responsibility.

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm or being neglected, contact Child Safety Services and talk to someone about your concerns:

During normal business hours - contact the Regional Intake Service which can be found by following this link <https://www.csyw.qld.gov.au/contact-us/department-contacts/child-family-contacts/child-safety-service-centres/regional-intake-services>

After hours and on weekends - contact the Child Safety After Hours Service Centre on 1800 177 135 or (07) 3235 9999. The service operates 24 hours a day, seven days a week. If you have concerns or believe a child is being harmed

If you are a parent (or know someone) and you love your kids but sometimes feel things get tough and you may need a bit of help with family and parenting challenges, an organisation called Family and Child Connect is a local, community based service that helps families to care for and protect their children at home, by connecting them to the right services at the right time. Its confidential, free and worth the call. <http://familychildconnect.org.au/>

If you would like to make contact or refer a family or child to your local Family and Child Connect service you can call **13 FAMILY (13 32 64)** and be referred to the closest office.

Every family faces challenges at some point.

Family and Child Connect can help you get the support you need to make things better for you and your family. It's confidential, free and worth the call.

Contact us

13-FAMILY 13-32-64
familychildconnect.org.au

How you can help others

Are you worried about someone else? Maybe it's your adult kids and grandkids, a family at school or your friend at work? You can help them get the support they need.

One of the best ways you can help is by starting a conversation — it might be the first step in getting them the help they need.

So talk to them and encourage them to contact Family and Child Connect to get some advice and support for their situation.

family and child connect

I really love my kids

13-FAMILY 13-32-64
familychildconnect.org.au



stronger families

Family and Child Connect



family and child connect
Connecting families to the right services at the right time

Call **13FAMILY** or **13 32 64**

How we can help

Family and Child Connect can give you and your family a hand to get back on track by connecting you to the services you need. We'll talk with you about your situation and work out the type of support you might find helpful for you and your family.

We can connect you to local services that can help with:

- managing your child's behaviour
- building better family relationships
- stopping any violence at home
- budgeting and managing money
- alcohol, drug or gambling problems
- housing, health care or other community or government services.

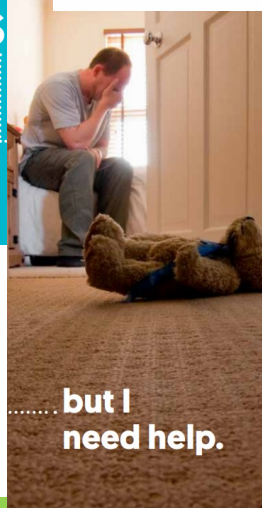
Family and Child Connect services are provided by trusted, local organisations who are experienced in working with families. You can use this service as often as you need. There is no limit and no cost.



What happens when you call?

When you contact us at Family and Child Connect you'll speak with an experienced family support worker who will listen to your concerns and undertake a full assessment of your family's situation. Every family is different so when you speak with us you will get advice and support specific to your situation.

We may be able to help you in just one phone call — either by providing advice or referring you to a support service — or we might arrange to visit you at home or a safe place to talk. You can also talk with a domestic violence support worker.



but I need help.



Find us on Facebook
www.facebook.com/kaahfdc

Health and Wellbeing

Administration of non-prescribed medication

On enrolment parents are requested to authorise one initial dose of paracetamol in the event of a high temperature or moderate pain (refer to Children's Health, Illness, Immunisation and Exclusion Policy & Enrolment Form).

If a child has a high temperature or has signs of pain the Educator will contact the parent to advise them of the circumstance. The parent can then advise the Educator what they would prefer i.e. give a dose of paracetamol or come and pick the child up and/or take for medical treatment.

In the event that the parent cannot be contacted and the authorisation has been signed, the Educator will contact Kids at Home before administering a dose of paracetamol. Parents will be required to sign an incident report form when they collect their child from care.

In accordance with our Policy parents with children Under two **MUST** provide the Educator with their preferred bottle of paracetamol with chemist label documenting the child's name and dosage to be clearly labelled on bottle.

Best Practice for over 2's is also to provide your Educator with a preferred bottle of paracetamol with chemist label documenting the child's name and dosage.

Learn Healthy Habits

Start by learning healthy habits that can help prevent you from getting infected with flu or spreading flu germs at home, child care or work. Simple actions, like covering your mouth and nose when you cough or sneeze and cleaning your hands often, can stop flu germs! Take these precautions even if you don't feel sick. You could be infected with flu and able to spread germs 24 hours before your symptoms begin.

Educators also complete a daily safety and hygiene audit of their environment as well to ensure that children have access to a safe, clean and hygienic environment every day.

We are required to ensure that we have systems like these in place and is an every day practice that is occurring.



Keep Hands Clean

Your hands may look clean, but they have germs on them that could make you or someone else sick. Avoid touching your eyes, nose or mouth. Wash your hands often with soap for 20 seconds, or use alcohol-based hand sanitizer to protect yourself from germs and avoid spreading them to others. Soap or alcohol-based hand rub kills the flu virus. When water is not available, alcohol-based hand rubs may be used.

Washing Hands

- ⇒ After wiping or blowing your nose or coughing or sneezing and after using the bathroom
- ⇒ After being in contact with or being near someone who is ill;
- ⇒ After touching handrails, doorknobs, telephones or other things handled by many people;
- ⇒ Before and after eating or drinking;
- ⇒ Before handling food, especially ready-to-eat foods like salads and sandwiches; and;
- ⇒ After handling garbage or trash.



Sniffles, Sneezes, Coughs and Flu's

And the what to do's!!!

It's that time of the year where many germs are spread through sniffles and coughs. Recently across the Brisbane area there have been outbreaks of hand, foot and mouth disease, tonsillitis, vomiting and diarrhoea. Which is not great news when you work in child care as children like to share their germs without knowing the effect it can have on others.

We need to be vigilant in identifying the early symptoms of children becoming unwell and to keep children away from others whether it be in child care or out in the community to ensure they do not contract other illness's when their immune system is low as well, passing their illness onto others.

The Public Health Act (2005) makes it clear that if a child is unwell they should NOT attend child care as they can pass on illness and contagious diseases to others, both children and adults.

It is the service's duty of care to ensure children that are contagious and generally not well are kept home, it is the parents responsibility to acknowledge their duty of care to their child and others by keeping their child home to ensure they get better and do not share their illness with others.

It puts everyone in an awkward position when children are ill and are sent to care, as it really impacts on everyone in some way. To eliminate this and ensure we meet Legislation, we ask that parents to be mindful of their child's wellbeing, keep them home until they are well enough to go back into care or in some cases will

require a Doctors certificate to say they are well enough to come back into care. Have a back up plan for when your children are ill and organise work commitments around this, this could be sharing half days with a partner and/or taking turns in having days off or working from home, seeking assistance from family and friends could also be an option.

If you keep your child home from care because they are ill, please advise your Educator just in case other children have the same symptoms or so the Educator can be aware of the symptoms and act accordingly by informing other parents if required, especially if it is a contagious disease such as, gastroenteritis, vomiting, measles, hand, foot and mouth, chicken pox, whooping cough, influenza, conjunctivitis etc.

Please also advise if your child has been given any medication before coming into care especially Panadol or Ibuprofen etc.

Staying Healthy 5th Edition has information about infection control, monitoring illness and exclusion periods for illness's and other related information that Education and Care Services (child care) are required to adhere to.

http://www.nhmrc.gov.au/files/nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf

Teaching children and yourself how to sneeze and cough, into your elbow will assist with minimising the spread of germs.



Cough and sneeze? Elbow, please!



Keep Me Home If...



© Seattle King County Department of Public Health

When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

Dental Hygiene Week

How much fun was that!

Our Educators and children in Hervey Bay came together to enjoy a morning of learning about healthy teeth. They were joined by Miss Brioni and Miss Brooke from Community Health who came along to show the funny things that dentists and assistants might wear, and some of the things we might have to wear while sitting in the chair.

The children were all involved in answering questions and volunteering to assist with the presentation.

Everyone was shown how to open their mouths really wide because that is what you need to do when we go to the dentist. Dentists also use little tools and little mirrors that fit inside our mouths so the dentist can see our teeth.

There was talk about the dentist knowing when we have eaten too much "sometimes food" and that sometimes food like sugar is bad for our teeth and can give our teeth holes, and that is why we need to look after our teeth each day by brushing and flossing.

The children shared stories of the "Tooth Fairy" visiting their older siblings and Miss Brioni finished with a story called "Your Smile Counts" with lots of rhyming words and counting. Each child received a new toothbrush and learnt a little song for brushing their teeth.



Cleaning our teeth song

We mustn't rush, rush, rush

When we brush, brush, brush

When we clean our teeth in the morning..... and the last thing at night

In the morning And last thing at night

We should also remember to SWISH and SPIT,... Yes that's it!

We are all so clever now and know how to brush our teeth—but do you floss your teeth?

This is something that we can be teaching our children at home to get all those little pieces that get caught between our teeth so they don't get stuck there and cause decay.

Healthy Teeth for Life Fact Sheets:

<https://www.health.qld.gov.au/oralhealth/>

