



Parent Handbook



East Cannington Centre

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Seeds website – www.seedselc.com.au

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Seeds Childcare & Early Learning Centre Philosophy

Our aim at Seeds C & ELC is to provide a warm and caring atmosphere where children can feel secure and at home. We believe that working in partnership with families is essential to providing the highest quality care and education for your child.



We encourage all families to participate within our Centre to ensure that family beliefs, cultural backgrounds are embraced and that they feel valued as part of our 'family'.

We believe that children have the right to have their individual and cultural identity recognised and respected and we value Australia's Aboriginal and Torres Strait Islander cultures as a core part of the nation's history, present and future.

We pride ourselves in being responsive to the needs of children, families and the community.

We believe that the development of empathy, respect, and gratitude are essential life skills.



We nurture self-esteem, by acknowledging children's individuality and nurturing children's confidence, curiosity, enthusiasm, resilience, and problem solving.

We believe that the best interests of the children and their right to play as well as learn and develop in a safe and nurturing environment is the primary consideration in all decision making at the service and is visible in the actions, interactions and daily work with the children.

We believe that children are active learners from birth and through rich, engaging environments and meaningful interactions, we can build a foundation for successful lifelong learning.

We encourage social responsibility and respect for the environment through promotion of sustainable practices



Hours of Operation

St James

Early Education Care – 6.30am to 6.30pm

1/2-day care – 6.30am to 12.30pm or 12.30pm to 6.30pm

Created 2016. Reviewed & Updated 10/'17; 09/'19; 04/'19; 04/'20; 09/'21; 03/'22; 07/'22; 12/'22; 03/'23; 07/23

Before School Care – 6.30am to 9.00am

After School Care – 2.30pm to 6.30pm

Vacation Care – 6.30am to 6.30pm

Closed for all National, State and Regional public Holidays

East Cannington

Early Education Care – 6.30am to 6.00pm

1/2-day care – 6.30am to 12.30pm or 12.00pm to 6.00pm

Before School Care – 6.30am to 9.00am

After School Care – 2.30pm to 6.00pm

Vacation Care – 6.30am to 6.00pm

Closed for all National, State and Regional public Holidays

Bentley OSHC Club

Before School Care – 6.30am to 9.00am

After School Care – 2.30pm to 6.30pm

Vacation Care – 6.30am to 6.30pm

Closed for all National, State and Regional public Holidays

Enrolment and Placement Information

Enrolment Procedure

- Family are invited to visit our service to view the facilities and meet with the centre manager and educators to discuss their childcare needs.
- Enrolment forms are completed by the parent online.
 - Via a text message or email a link will be sent to you personally by centre manager at the time of visit or at time of contact

Information required for the enrolment form includes

- A copy of the child's birth certificate and current immunisation record
- Emergency contact details
- Health and special requirements, including allergies
- Email address for contact via Xplor
- Any family court order must be provided

CRN for both parent and child (this needs to be the primary carer of the child i.e. the parent that is registered with Centrelink to receive payment, notifications from Centrelink. Children have their own CRN – it is NOT the same as the Parent)

If you are unsure what these are please contact Family Assistance Office on 136150

What is required prior to start date

- Bank details are to be uploaded via Xplor
- CCS process must be complete
 - Both CWA and myGov agreements
- Payment of one week fee paid on commencement

Failure to do this may result in enrolment being delayed or cancelled

Orientation and Casual Bookings

- All children, including educators' children, must be enrolled and have a current active Xplor profile prior to attending for orientation purposes

- All children and parent/guardian must be signed in and out on the days that they attend as a visitor to the centre
- A responsible adult, parent/Guardian for example, must stay on the premises during the time of orientation
 - No payment is required
- All children must be enrolled to attend on a casual basis
 - An extra fee will apply, see payment and fees
- Parents are to sign the casual register if unable to sign child in via Xplor

Payment of fees

Fees are paid weekly on a Thursday via X-Pay. Bank details are to be uploaded online prior to care commencing to finalise your child's booking. Fortnightly payment can be made by request at the discretion of management.

Fees can be made through

The account can be viewed via the Xplor App on your smart phone or on your personal computer using the primary carer login.

Fee Structure

Please contact your relevant service for up-to-date fee information

Late fee: \$2.00 per minute per child after closing time, 6.00pm for East Cannington and 6.30pm for St James (refer to late fee policy) these funds are to be paid to the educators, in cash, who stayed back to be with your child/ren

Public Holidays: Normal fee will be charged

Child Absence/illness: Normal fee will be charged

Casual bookings an extra \$5 per day fee will be charged

Alterations to bookings if less than 2 weeks there will be charge of \$5

Cessation or permanent change of bookings bookings cannot be cancelled or changed within 7 days of the original booking. Normal fee will still apply. There needs to be a requested made in writing a minimum of 2 weeks prior to this taking effect. Failure to provide notice in writing will result in FULL FEES being charges

Holidays **50% your normal childcare cost** will charged to retain your child's booking for when they return from holiday.

Suspension of bookings *N.B. this must be requested in writing a minimum of 2 weeks prior to taking effect*

- If child is away for longer than 2 weeks
 - Bookings can be suspended if a child is out due to a planned absence
 - There will be no fee charged during this period
 - This procedure can result in your child's current placement not being available upon return and you may need to choose alternate days

Cessation of care or change of days by management

In extreme circumstance, it may be necessary to terminate a child's care without notice. This will only occur after all other avenues of communication and support have been exhausted and when:

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- The educators feel that the child shows an inability to settle into care away from the parent/guardian
- A child puts the majority of children at risk through inappropriate behaviour
- The parent/guardian continually fails to observe and comply with the centre hours of operation or fails to pay the required fees.
- If management feels there excessive harassment and/or bullying from parent/s and or families towards educators, ancillary staff and children the service

Fee structure – St James and OSHC Club Service only

All fees are charged at one week in advance.

Therefore, the first payment will be for 2 weeks and then weekly thereafter. This is assuming that you are paying your fees on a weekly basis

Payment is deducted each Thursday. This may be altered by request and the discretion of the centre manager

Fee structure – East Cannington Service only

All fees are paid the end of the current week

Payment is deducted each Thursday. This may be altered by request and the discretion of the centre manager

Fee Increases

Daily fees will be increased annually at the beginning of the financial year. Management reserves the right to change this date at any time. Families will be given a minimum of 2 weeks' notice of any change to fees, via email and a notice in the front entrance.

Overdue fees

If full payment is not made by the due date, an overdue fee of \$15.00 per week the account is overdue will apply

Outstanding fees – more than 14 days – will be considered a debt to Seeds C & ELC and will be treated accordingly. Please see management about your account so that we can work together to resolve the issues.

Some options available to assist include:

A mutually agreed payment plan that is signed by both parties and must be adhered to

If payment arrangement is broken, especially without any communication, one or more of the following will apply

- Bookings will be suspended until debt is paid in full
- Legal action will be taken by the service to recover the funds, incurring a 25% account fee, payable to the collection agency as well as the inclusion of all overdue fees

CCS Information

Child Care Subsidy as of 2nd July 2018

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03/'23;07/23

Seeds C & ELC is an approved child care provider and therefore you are able to claim CCS if eligible. CCS is paid directly to the service.

How to claim CCS

- Complete the activity test through your MyGov account
- Provide Seeds C & ELC with your CRN for both primary carer and child/ren
 - Please note Primary Carer is the parent/guardian who is eligible for CCS and will be paying the centre fees
- Complete CWA through Xplor
- Confirm via MyGov that Seeds C & ELC is your preferred service

CCS versus Gap payment

Centrelink will advise you on how many hours and what percentage you are eligible for based on household circumstances.

This is calculated annually when families complete an activity test - <https://www.servicesaustralia.gov.au/centrelink-online-account-help-update-your-activity-test-for-child-care-subsidy>

For example: you are eligible for 72 hours at 50%

Your CCS payment will be 50% of the fee minus 5% for reconciliation at tax time for the first 72 hours in a fortnight period. You are required to pay the balance, which in this case is 55% each week, called the gap payment

If your child/ren is here for more than the allowed hours, then you will be required to pay full fee once you have used all your hours

Absences and CCS

You are covered for up to 52 days of absences and/or holidays in a 12-month period in which you can claim CCS starting from 2nd Monday in July each year

This may be extending in extenuating circumstances, please see management to discuss this. Families have access to each child's absent count via their MyGov account.

About the Program

Seeds C & ELC provide a nurturing environment with programs that are developmentally appropriate and enable children to learn, grow and live creatively. We recognise the importance of the parental role and our primary

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focus is on the individual child within the context of his/her family. Seeds C & ELC provides flexible routine to meet the needs of the individual child as well as the needs of the group. We endeavour to provide as wide a selection of developmentally appropriate material and resources as possible. The children are encouraged to participate in all areas of the program.

A Kindergarten program facilitated by our Early Childhood Teacher is provided to children aged 3 to 6 years of age.

Program Emphasis

- To encourage group and individual learning sessions through play-based learning experiences
- To provide sensory stimulation for intellectual development
- To encourage cooperative learning and play through peer group and social interaction
- To provide learning opportunities through physical and outdoor activity
- To provide learning activities for creative expression
- To promote empathy, respect and gratitude
- To nurture children's confidence, curiosity, enthusiasm, resilience and promote problem solving skills
- To promote environmental awareness and sustainability

Promote initiative and self-confidence

- Most games and craft supplies are stored at the child's reach enabling children to access them. This provides children with independent experiences, which develops self-reliance and ability to make choices
- Children are encouraged to tidy up a learning centre before moving on to the next learning centre. This promotes an ability for children to care about their environment and be aware of their peers' needs.

Adult Aspects

- Observational skills to match children's development need and interests with experiences
- Strategies to facilitate the unique and total growth of the individual
- Leadership skills to foster a nurturing and learning environment
- Promote partnerships with parents
- Non-discriminatory admission policy
- Written policies and procedures
- Adherence to federal & State regulations and health requirements

General Information

Policies and Procedures

Created 2016. Reviewed & Updated 10/'17; 09/'19; 04/'19; 04/'20; 09/'21; 03/'22; 07/'22;12/'22; 03/'23;07/23

A detailed policies and procedures manual is kept in the entrance foyer. This is available for parents and other stakeholders to view at any time. If you would like a copy of any or all of the policies and procedures, please see management and one can be emailed to you.

Social Media in regard to clients and families of the service

- Families and clients should be aware that social networking websites are not a private means of communication but can be accessed by the public, therefore, it is important not to share private information about service clients or other staff members on social networking websites.
- Families and clients of the service will refrain from making comments or publishing photos of children, with the exception of their own, via any social media site without permission of the guardians of said children

Should it be found that any persons has distributed or made harassing and/or derogatory remarks via social media about any persons related to Seeds C & ELC, management will investigate claims and given the outcome may contact relevant authorities

Harassment will not be tolerated in any form by anyone

Enrolment updates

Parents will be asked to complete enrolment updates at the beginning of each year. This will include information such as:

- Immunisation records
- Personal detail information
- Emergency contact information
- Etc.

Please ensure you update any of the following changes as they occur by informing the centre directly and logging into your Xplor account:

- Change your contact number i.e. work, home or mobile.
- Change address
- Change bank details
- Change of emergency contacts or authority to collect

Communication with Families

- Daily updates with photographs, videos, care information (nappies, sleep, bottles, etc.) and general centre information through Xplor
- Regular email updates. This will contain information regarding the centre in general as well as informative articles on a wide range of child related matters.
- It is encouraged, parents/guardians discuss any child related matters with the educators from their child's room as much as possible
- Newsletter are sent via email and can be made available in printed form upon request.

Excursions

Whenever we go out on an excursion, Seeds C & ELC will have a copy of emergency contact information for all children in case of unforeseen events

Educators will carry a basic 1st aid kit with them.

Whilst we encourage parent to sign a blanket walkabout form upon enrolment. Notice will be given for planned outings for parents to be given the opportunity to join in on the excursion or request that their child not attend the excursion on that particular day

Out of centre excursion will also adhere to changes in ratios as per ACECQA recommendations

Some excursions may include an extra cost, if there is an entrance fee required

Sun Protection = No Hat No Play

- We are a SunSmart centre and adhere to the recommendations from the Cancer Council of Australia – www.sunsmart.com.au
- We supply each child with Seeds C & ELC legionnaire's style hat, which cover the back of the neck, as well as 50+ sunscreen.
- If your child cannot use the sunscreen provided you will need to supply your own. This will be labelled with your child's name and will not be used for any other child.
- We do allow children to have outdoor play without hats and sunscreen during low UV periods in order for the children to absorb the Vitamin D that the sun's rays emit. This is accordance with the sun smart policy
- As per the centre sun smart policy children are required to wear clothing that covers the shoulders – no singlets or spaghetti strap dresses or tops will be accepted. If your child does not have a sleeved shirt/top, they will be required to stay indoors
- We supply each child with a centre t-shirt that can be used for this use
- We share the responsibility of being Sun Smart and keeping your child safe from the sun's harmful rays
- Children will not be permitted to be outside if either/or the temperature reaches 32° and/or UV levels @ 7.8

Drop off and pick up times

- Please note opening and closing times as previously advised on page 5 of this document
- Children cannot be dropped off at the centre before our opening time.
- Parents/guardians are encouraged to arrive by **10 minutes earlier** to closing time. This allows time for the child's belongings to be collected, be signed out, so that educators can do a final check of the service before locking up
- If an emergency occurs and you are unable to collect your child/ren before closing time, you need to contact the service as soon as you are aware. And possibly make arrangements for someone else to collect your child/ren
- If you have not contacted the centre and your child/ren have not been collected the educator on duty will attempt to contact, you via telephone. If this is not successful, the authorised emergency contact listed on your file will be contacted and asked to come and collect your child/ren.
- If no one can be contacted and your child/ren have not been collected 45 minutes after the centre's normal closing time the local police station – Cannington Police – and will be asked to take responsibility of your child/ren
- A late fee will also, be charged for care provided during the time as per the late fee policy. This is a fee of \$2 per minute per child. This fee is paid to the educator at the time in cash, it cannot be added to your account.

Arrival and departure procedures

- All children must be signed on arrival, using the iPad in the front foyer by the person dropping off and/or collecting the child
- An educator can sign a child in, but the parent must then acknowledge the booking via the Xplor Home App
- All children must be signed at time of departure using the iPad in the front foyer
- OSHC children will be signed out by educators when they are delivered to school in the mornings
- OSHC children will be signed in by educators at the time of pick up from school in the afternoons

Please Note:

If you are having difficulties regarding this, please do not hesitate to ask management for assistance

This is strictly adhered to as ECRU (licensing board) can and will fine the centre \$2,000 if any signature, including an electronic signature, is missing and families can miss out on CCS from Centrelink as the attendance cannot be verified.

Collection of Children

- Children must be collected prior to advised closing time
- No child will be release to a person or persons that are visibly intoxicated or in an unfit state to drive
- Either another parent/guardian or the emergency contact will be contacted and asked to come to pick up the child/ren
- Supervisor in charge will call a taxi or Uber driver, at the collectors' expense
- If the unfit adult becomes unruly the supervisor in charge can and will call the relevant authorities as well as another responsible adult.

Lost and Found

Please label everything that comes to our centre with your child's full name. There is box where lost items are stored, please ask an educator for further information. In January and June, we will endeavour to match lost items with families. If no one claims them, then we will donate these items to goodwill.

Medical Exclusion List – main Diseases/Conditions but exclusive

Created 2016. Reviewed & Updated 10/'17; 09/'19; 04/'19; 04/'20; 09/'21; 03/'22; 07/'22;12/'22; 03/'23;07/23

	Disease/Condition	Exclusion from the Centre
1	Influenza	Re-admit on production of medical certificate
2	Infective Hepatitis	Re-admit on production of medical certificate
3	Diphtheria	Re-admit on production of medical certificate
4	Polio-myelitis	Re-admit on production of medical certificate
5	Cold/fever	Re-admit when child feels well, and temperature is normal
6	Gastroenteritis (Diarrhoea/vomiting)	Re-admit when symptoms cease for at least 24 hours and child is well
7	Conjunctivitis	Exclude until infection is treated and cleared. Usually 48 hours
8	Impetigo (school sores)	Until lesions are dry and have been treated
9	Ring worm	Exclude for 48 hours after treatment has commenced
10	German measles - rubella	Re-admit on production of medical certificate
11	Pertussis - whooping cough	Re-admit on production of medical certificate
12	Measles - morbilli	Exclude for 2 weeks and re-admit on production of medical certificate
13	Chicken pox	Exclude until lesions have dried, at least 7 days, with a medical certificate
14	Mumps	Re-admit on production of medical certificate
15	Hand foot & mouth	Re-admit on production of medical certificate
16	Covid 19	Advice from WA Health to be followed Update: Can re-admit after 7 days of isolated, as long as infected person presents with a negative test

When a child becomes sick

The state of Western Australia requires that children be in good health when they attend an Early Learning Centre (Long Day Care). If a child becomes ill during the day, a parent or responsible adult must take him/her home within an hour of being notified or within reasonable time frame. Educators can administer paracetamol or ibuprofen at the request of a parent/guardian via telephone. Two educators must hear the instructions given by the parent/guardian. A medication form will be filled out and parent are required to sign at the time of picking up the child. Only one dose will provided without a doctors written direction.

Medical Records

- Seeds C & ELC maintain up-to-date records including immunisation of all attending children.

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- Parents/guardians are required to provide a copy of any updated records as soon as possible
- We implement policy of exclusion when a vaccine preventable disease is present or suspected at the centre. The period of exclusion will depend upon to type of disease or condition and fees will continue to be paid during this time.
- Please refer to https://ww2.health.wa.gov.au/Articles/F_I/Immunisation-enrolment for up to date information regarding this matter
- All incident and illness reports are kept on the premises and are archived on an annual basis
 - Where possible these records are kept electronically via the child's Xplor profile

Medication

If your child is prescribed medication which is required to be administered while the child is attending the centre, **you must fill out and sign a medication form.**

- Please fill this out carefully and sign – **without a signature we cannot administer the medication as requested**
- All medication must be in date. If found to be out of date then it will not administered
- Medication must be not sent with your child. An adult must hand the medication to an educator with the completed medication request form
- Medication must be in original bottle in which it was dispensed. The child's name and doctors/chemist's instruction must be clearly shown on the bottle
- It is the responsibility of the parent/guardian to collect medication each afternoon. Medication will not be given to a child to take home
- A qualified educator with note the time and dosage of any medication given on the medication form, which will have co-signed by a witnessing educator
- Medication cannot be stored in a child's bag, it must be given to an educator on duty
- In extreme emergencies educators will ring a parent/guardian to gain permission to administer paracetamol or ibuprofen during the day. This permission must be verbally given to 2 educators and parent/guardians are to sign a medication form at the end of the day

Please note that it is our policy not to administer more than one (1) dose of over-the-counter medication in a 24 hour time frame unless there is medical certificate.

Incident/Injury Reporting

- Seeds C & ELC will report all known injuries occurring at the centre to the parent/guardian as soon as possible. Educators are trained in 1st aid and will administer 1st aid as deemed appropriate.
- Please note, it is mandatory to report all head injuries to parents/guardians, regardless as to how minor they may seem
- An injury/incident form will be filled out by the witnessing educator for serious injuries/incidents. For any minor scrapes and bumps educators will inform parents/guardians at the end of the day.
- Any serious injuries/incidents parents/guardians will be informed immediately after 1st aid has been administered
- All critical incidents will be reported to ECRU for further investigation

Occupational Health & Safety

- Seeds C & ELC in concerned about the protection of the health and safety of the children and educators at the service. In the interest of Occupational Health & Safety and the wellbeing of the children the service grounds and property is a smoke free zone.
- Equipment and play areas are checked regularly to ensure that are clean and safe for play and use by the centre's appointed OH&S officer

Emergency/Evacuation

- Emergency and evacuation situations in an education and care service can arise in several circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount and as such, we are committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.
- Regular evacuation and lockdown drills are conducted throughout the year on different days and at different times
- Our meeting point is at the entrance end of the car park. If we are required to leave the premises we will either congregate on the verge or move the children to the council park 100 metres west of the centre

Meals

- Seeds C & ELC provide up to 4 meals per day, plus a late snack
- Breakfast
- Morning Tea
- Lunch
- Afternoon Tea
- Please ensure that you report any food allergies and/or preferences to management, who can pass on information to the cook and room educators.
- For each meal provided there is a vegetarian option.
- When the menu is created all food allergies and preferences are considered.

N.B. We do not use any pork or pork by-products in our menu, we do however use chicken and beef products. All our meat is HALAL certified and purchased from HALAL accredited suppliers

Please be aware we are an Allergen friendly centre and do not bring in food from home without prior knowledge of the educators, management or cooking staff

Behaviour Management

- Self-discipline is encouraged, and we aim to provide an environment that encourages children to move freely about and choose an experience without prejudice
- Good manners, respect and self-discipline is role-modelled for the children by educators at all times.
- We encourage children to respect each other and their environment in an atmosphere of sharing and caring. Children are encouraged to share with their peers and use their words to solve disagreement/ disputes.
- Misbehaviour is redirected into positive action and children are encouraged to express themselves verbally.
- Occasionally a child may need time to collect his or her thoughts and feelings. When this happens, the educator may invite the child to choose between participating in an experience and staying close to the educator for a while. Sometimes to discuss what has happened and how we can deal with a situation better next time.

Unlawful Harassment

Seeds C & ELC is committed to providing an educational environment free of unlawful harassment and discrimination. The service will not tolerate actions, comments, words or jokes based on an individual's gender, race ethnicity, age religion or any other characteristic. Any person who becomes aware of possible unlawful harassment should promptly inform management who will investigate the allegation quickly and confidentially.

Grievance Procedure

Please feel free to discuss with educators any issues you may have regarding your child. All discussions are confidential.

The service encourages parents to discuss any child related issues with their room educators before bringing it to management.

If you feel

- your rights are not being respected;
- if you have any other complaints;
- have concerns about the service: -
 - talk to your child's lead educator
 - raise a grievance with the manager, assuming that there has not been a satisfactory outcome after talking with room educators
- either by telephone; email or in person
- if this still does not resolve the issue to everyone's satisfaction then an independent third party will be brought in for further discussions

Parental Responsibility

Where a child attending the service is not living with both biological/legal parents and a dispute has arisen in relation to who is responsible for the child on a day to day basis the following will apply: -

Parental responsibility remains with both legal parents jointly

The child will be released to either parent, who is an authorised person to collect the child according to documents within the child's file

The exception

- Where there is a court order from the Family Court barring a person from collecting a child enrolled and signed into the service
 - Only the person stated on such court order will be able to collect said child
- Where on parent cites an Order of the Family Court giving him/herself lawful access to the child, the order needs to be produced for inspection by the Manager or supervisor in charge.
 - The other legal parent will telephone for confirmation of the court order and to be informed of such.
 - A child will only be released into the care of the parent with parental responsibility for the child
 - Or a person that has been given explicit authorisation by the parent
- With the exception of when Family and Children's Services or the Police specifically direct otherwise under the provision of the Child Welfare Act

What you need to bring for your child/ren

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Nappies

Seeds C & ELC do not supply nappies; however, we do have a small number of spare disposable nappies in the case of an emergency

It is recommended that there be a minimum of 6 nappies per day. Alternatively - you can provide a bag of nappies which educators will let you know, via Xplor Messenger when the supply is getting low

Baby bottles and formulae

Seeds C & ELC do not supply formulae, as this is considered to be a personal preference item.

Seeds C & ELC does, however, supply full cream cows, lactose free milk and soy milk upon request

Whilst we thoroughly rinse bottles, we do not have the facilities to sterilise. If this is a requirement, then please provide more than one bottle

Clothing

- It is recommended that children have at least one change of clothing in their bag
- For children who are toilet training, please provide a number of changes, including shoes.
- Please ensure that all tops cover shoulders to avoid excessive sun exposure
- It is recommended that children do not wear thongs for foot wear
- Please, label all items with your child's full name and be sure that the clothing is appropriate for the time of year. Jackets do come off and without a name it can be difficult to find the rightful owner.
- During the day your child become wet, sandy, or splattered with paint.

Whilst we endeavour to keep paint from your child's clothing, however it does seem to find its way there. We do purchase and use a washable paint, however, some colours such as red can be difficult to wash out.

- We do not want your child to be afraid to participate because he or she may become dirty, so please ensure that they are wearing clothing that can become stained or dirty.

Water bottles

Please provide your child with a water bottle so that they can have continued access to water throughout the day, we do not supply water bottles for children for hygiene purposes however a child will never go without water while in our care we provide jugs of water and cups for those children without water bottles.

Please ensure that your child's name is clearly written on the bottle

Children moving Rooms

- As a child approaches age range of the next room we will begin an orientation process for that child into the next room
- There will be discussion between the lead educator and the parent/guardian about the readiness of the child for this process.
- No child will be moved up until they are emotionally and physically ready
- Parent/guardian will be asked to sign a room orientation form.
- Once the orientation process has been successful the child will move up to the next age and developmentally appropriate room
- Parents/guardians will be consulted throughout the whole process
- Parents/guardians will be asked to sign a Graduating Room form to complete the move

Hats

Seeds C & ELC supply each long day care child a hat upon enrolment

Educator to Child Ratio

The approved provider and nominated supervisor are responsible for ensuring children are adequately supervised at all times (section 165 of the [National Law](#)).

1. Within the service premises and grounds
 - Nursery Room 1 educator to 4 children
 - Toddler Room 1 educator to 5 children
 - Kinder Room 1 educator to 10 children
 - OSHC Room 1 educator to 10 children
2. Outside service premise and grounds – excursions

Whilst there are no specific changes to ratios it is recommended that the ratio suit the experience at the time other than the ratios provided for centre based programs.

A number of factors will be considered when determining if supervision is adequate, including:

- the number, age, and ability and individual needs of children
- the number and positioning of educators
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility
- risks in the environment and of experiences provided to children
- the educators' knowledge of each child and each group of children
- the experience, knowledge and skill of each educator.

Meeting the educator-to-child ratio requirements may not always mean there is adequate supervision. At times services may need to provide additional educators to ensure children are adequately supervised at all times, for example, when going on an excursion or when children are engaged in a water activity.

At Seeds C & ELC we endeavour to provide a safe environment for all our children. Please do not bring items in that may cause harm.