



West East Mayfield Out Of School Hours
PO Box 15, Mayfield NSW 2304
Phone Numbers:
West site: 02 4968 3337
East site: 02 4967 2223
Islington: 0450273266
Vacation Care: 0431406309
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FAMILY HANDBOOK

About Our Centre

WEMOOSH is a not for profit community organisation. WEMOOSH is an incorporated entity in its own right, run by association members. If you wish to become involved in the management committee please see the coordinator. Becoming a member of the association requires the completion of an application form and an annual payment of \$20. The centre was established in 1988 in the grounds of Mayfield West Public School. The centre staff are fully qualified with years of experience. Staff is screened through the working with children's check from the New South Wales Commission for children and young people.

PHILOSOPHY

"Fun with creative play."

WEMOOSH CORE VALUES:

Fun - at the heart of everything that we do

Responsive - we listen, plan, and act

Play and perseverance - playfulness and creativity are how we strive to learn new skills

Caring - a safe space to practise relationships and interactions

Seeking - encouraging possibilities for extending on learning and play

Inclusiveness - making diversity visible, and learning about social responsibility to ourselves and our peers

Global Citizenship - a "world-minded" approach to discussing our responsibilities to the planet, and the natural environment

WEMOOSH OBJECTIVES:

Emergent Curriculum - valuing conversations that contribute to meaning and development of programming

Democratic Citizenship - opportunities to participate, to make choice, express ideas, and to act upon children's daily experiences by asking questions and expressing opinions in matters they relate to

Applying Learning Frameworks - using the School-Aged Care guides, My Time, Our Place and National Quality Standards at the core of our practise.

Recognising our First Australians - creating visibility and conversation through frameworks that value indigenous approaches to learning

Outdoor play - taking advantage of the natural environment and natural materials in play

Building values - talking about our own identities and our peers' identity, as well as our responsibility to ourselves, one another and our environment

Centre Goals for 2019

- Moving to the 8 ways of Aboriginal Learning

Hours of Operation

Mayfield West	BSC: 6:30am - 9:00am ASC: 2:30pm - 6:00pm
Mayfield East	BSC: 6:00am - 9:00am ASC: 2:30pm - 6:00pm
Islington	ASC: 3:00pm - 6:00pm

Schools Serviced

Hunter Christian School
Mayfield East Public School
Mayfield West Demonstration School
Tighes Hill Public School
Carrington Public School
Islington Public School

Transporting children to or from these schools is done by private car or mini bus.

Immunisation

We respect the right of individual parents to choose to have their children immunised or not but children who are not immunised will be excluded from WEMOOSH for the period of an outbreak that is a vaccine preventable disease.

1. FEES

Before School Care	Permanent: \$15 Permanent Bus: \$15.50	Casual: \$17 Casual Bus: \$17.50
After School Care	Permanent: \$25.00 Permanent Bus: \$25.50	Casual: \$27.00 Casual Bus: \$27.50
Vacation Care	Normal: \$56 Bronze: \$66 Silver: \$76 Gold: \$86	Orange Shirts are required and can be purchased for \$6

Registration fee

A \$40 registration fee applies for each calendar year reducing each term by \$10

Advanced Payments

Families are required to pay two weeks in advance for permanent bookings. this helps when care needs to be ceased so the two week in advance notice is covered by payments.

Non-Notification Fee

If your child cannot attend the centre for a booked casual or permanent session, the centre must be notified. We will be looking for your child. A \$10 levy will be added to your account each time a non notification absence occurs. Non notification fee will also apply when a child just shows up but has not been booked in for care.

Permanent bookings

The description of a permanent booking is, children who are booked in on weekly or fortnightly permanent day/s.

Permanent bookings are paid for whether the child attends the centre or not i.e. sick child, public holidays

Parents are asked to contact the centre if a child will not be attending.

If you wish to cancel a permanent booking two weeks' notice in writing is required.

The priority of access places will be given to:-

1st priority – are children who are at risk of abuse or neglect.

2nd priority – a child of a single parent who satisfies, or of parents who both satisfy the work, Training, study test under section 14 of the *A New Tax System (Family Assistance) Act 1999*

3rd priority – any other child

If numbers exceed the capacity of any centre on any day, children who are not in the 1st priority group, will be asked to change to another day.

Casual bookings

Casual bookings are charged at a higher rate than permanent bookings and only accepted if a place is available. Bookings of casual days must be in writing either via email or the change of attendance form available on the sign in / out desk. Cancellation of casual bookings must also be made 24 hours in advance or a fee will still be charged.

Fees Account

Fees are to be paid 2 weeks in advance by Direct Debit by your nominated bank account or credit card. This is set up during registration and orientation at the service.

Invoices are emailed out fortnightly on a Monday.

Direct Deposits are taken out on a Thursday. This gives time to raise any concerns people have with the invoices they have received.

2. Childcare Subsidy (CCS)

You may be eligible for Child Care Subsidy.

To see if you are, and if you have not yet applied, go to your MYGOV account, navigate to the centrelink section and then complete the Activity Test.

If this step is done then you have to complete a complying written agreement (CWA) from WEMOOSH through <https://www.qkenhanced.com.au/external/Authentication/SignIn> and in enrol.

You will then have to go back to MYGOV -> Centerlink and accept the government enrolment.

Please keep an eye on your hours during Vacation Care for example one day is 12 hours. CCS is seen in fortnightly blocks. If you have 100 hours over the fortnight and you attend 10 days then that will be 120 hours. You will not be eligible for CCS if you go over your hours for the fortnight and you will have to pay full fee to WEMOOSH.

3. CUSTOMER REFERENCE NUMBERS

WEMOOSH needs to be provided with both your customer reference number (CRN) and the child in care. This information can be obtained from Centrelink /FAO/ Medicare Office. Phone Office hours for this department are 8am to 8pm week days. Full child care fees will be charged to the client until a CCB entitlement has been authorised.

Childcare subsidy allowable absences

Childcare Subsidy is payable for absences from care for up to 42 days per calendar year. If a child attends Before School and After School Care the child can receive Childcare Subsidy for 42 days allowable absences in each type of care. Childcare Benefit is also payable for additional absences, which do not count towards the 42-day limit, such as sickness in the family, but this absence needs to be supported by a doctor's certificate. Please note parents will still need to acknowledge the absence for the days the child is absent and accept it during the next sign in at the service. The parent is liable to repay the Childcare Subsidy to the Family Assistance Office if the following steps are not completed:-

Childcare Subsidy will be paid if:-

- attendance records are completed correctly by the service i.e. parents sign in via the QK Kiosk
- support documentation is provided when necessary; and
- parents have paid their part of the fees.

4. LATE PICK UP OF CHILDREN

Children should be collected before 5.55pm. If your child is left at the Centre after 6.00pm a late fee of \$20 will be charged for every 5 minutes. The centre will phone the nominated emergency contacts stated on enrolment form at this time. Children left after 6.30pm will be referred to the Department of Community Services. The late fee must be paid before the child is accepted back into care.

5. SIGNING IN AND OUT

Children attending Before School Care should be signed in by a parent/guardian on arrival using the QK Kiosk on the iPad at the sign in/out desk or via the app on their phone. Children are permitted to go to school after 8.30am.

Signing in and out by parents/guardians needs to be done every day. This is a regulatory and government requirement to be eligible for Childcare Subsidy.

6. EVACUATION and EXTREME WEATHER

In the case of evacuation of the Centre area we will be relocated to:

Mayfield West - AREA 1 - Werribee Park AREA 2 - Tourle Street Park

Mayfield East - AREA 1 - Baker Street Park AREA 2 - Bottom corner of school near industrial drive

Islington - AREA 1: Islington Park AREA 2: Hunter Tafe

If these sites become unsuitable, the children will be evacuated to Diggers Hanbury street Mayfield PH: 49684411.

During periods of extreme weather the children will be isolated in either the hall or the centre. Please remember to always sign your child out.

(Evacuation Routes at bottom of document)

7. PARKING IN SCHOOL GROUNDS

Car access is NOT permitted at either site on the school grounds. Parents must park on the street and walk down the driveway at West site and through the school at East site. Please DO NOT park in mini bus zone.

8. SICK CHILDREN

Refer to the Centre's Health, Hygiene and Safety Policy. WEMOOSH policies are available to all parents/guardians for inspection and are located on the side of the entertainment unit.

If for any reason a child becomes distressed parents/guardians will be contacted at the discretion of staff members.

Please follow NSW Health's infectious disease of childhood factsheet for exclusion periods <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

9. GRIEVANCES

All grievances should be filled in on our Grievance Form and then handed to a coordinator or management staff

These can be accessed from the Sign in/ Out desk

Grievances relating to quality of care can be directed to ACECQA on 1800181055.

10. CENTRE RULES/CODE OF BEHAVIOUR

We have four simple rules to follow whilst at OOSH

1. Be respectful and do not harm yourself
2. Be respectful and do not harm others
3. Be respectful and do not harm the environment
4. Be respectful and do not harm educators / staff

These rules are simple and are to encourage a happy family environment.

Children who break these rules at WEMOOSH may be suspended by the Co-ordinator. Children who disrupt the daily program at WEMOOSH with negative behaviour will not be accepted at WEMOOSH. Behaviour such as non-compliance or leaving centre grounds will result in the responsible person being contacted. If a child refuses to attend after school care we will contact the caregiver and the school principal. In the case of a child leaving the school grounds the centre will contact the family and the police. The centre staff are unable to leave the school grounds, our duty of care towards the other children will not be compromised.

Exclusion for Unacceptable Behaviour

Inappropriate behaviour from parents/caregivers or any person picking up children from the centre, WILL NOT be accepted and the families position at the centre will be terminated.

Exclusion for unacceptable behaviour when Duty of Care to children and staff is compromised.

Permanent expulsion will result

WEMOOSH is under no obligation to accept any child that does not comply with policy and procedure

Strategies for Successful Behaviour: to encourage positive behaviour, role modeling and actively choosing to do the right thing

11. FOOD

WEMOOSH is a nut free environment. Children with nut allergies are attending the service. Can you please consider this when sending food to the centre with you child.

WEMOOSH provides afternoon tea every day. The centre strives to provide a high fibre and reduced processed foods for afternoon tea. Afternoon teas are homemade rather than purchased. However, this is not always to every child's taste. It is suggested that parents send an extra snack with the child to allow for this

12. ACCREDITATION/REGISTRATION

Accreditation has been sought from the National Quality Framework. This commits the Service to ongoing self assessment with a focus on providing the best possible environment for children in care. If you would like further information about NQF please refer to their website at www.acecqa.gov.au

13. ADDITIONAL DIETARY REQUIREMENTS

WEMOOSH staff will endeavour to provide assistance and support to any child with additional dietary requirements. Parents must inform staff upon enrolment about such requirements and provide all necessary information with the enrolment form. Discussion regarding afternoon tea will be made in consultation with parents and staff. Where food requirements cannot be met by WEMOOSH, parents and staff will develop strategies that will ensure the child receives appropriate snacks ie: caregiver

provides child's snacks. WEMOOSH will also endeavour to meet the religious beliefs, regarding food, for individual families.

14. PERSONAL ITEMS

If a child brings a mobile phone they are not to be used during the afternoon apart from emergency contacts with family. This is also the case for handheld games and portable computer equipment. WEMOOSH takes no responsibility for belongings which are lost, stolen or damaged at WEMOOSH.

15. HOMEWORK

A quiet space will be provided to encourage children to do their homework, but staff are unable to offer them individual help as they need to supervise all the children. Staff will not force or make homework time compulsory for any child. The main focus of the program is leaning through play.

16. SMOKE, DRUG AND ALCOHOL FREE ZONE

Smoking, drinking or drugs are not allowed in the Centre or its surrounding buildings, grounds or facilities.

17. PUPIL FREE DAYS

WEMOOSH is open for all day care on teacher in-service days. The centre will endeavour to take the children on an outing on these days. Suitable clothing and footwear is mandatory on these excursions, no thongs or sleeveless tops.

Please check with the centre staff regarding the program and bookings on these days.

18. VACATION CARE

Operating Hours:

- The Vacation Care program will operate between 6:00 am and 6:00 pm from Monday to Friday.
- Vacation care is run out of the Mayfield WEST centre. Located at Mayfield West Public School
- Please note that the core advertised activities take place between 09:00 am and 4:00 pm daily.

Fees:

- All outstanding debts must be cleared by the Wednesday before the vacation care period starts or bookings may be cancelled.
- Some excursions are compulsory and charges will be incurred as part of the Vacation Care program fees.
- All children must be collected from the program no later than 5:55 pm. If a child is collected after 6:00 pm there will be an additional charge of \$20 per 5 minutes or part thereof.

Cancellation and Refunds:

There are no refunds for cancellations once bookings have been made

Change of Details:

- All children attending the Vacation Care program must have a current year enrolment or re-enrolment forms completed and, on file with the WEMOOSH prior to start of the vacation care period.
- Parents/carers must advise the WEMOOSH if there are any changes to the child/children's contact details, emergency contacts, medical details, custody details, etc.

Unwell Children:

- Children who become unwell at anytime while in attendance at the Vacation Care program will need to be collected within a reasonable timeframe.

Check-in and Check-out Procedures:

- Parents/carers are responsible for signing children in and out of WEMOOSH for every attendance.
- Parents/carers must notify the WEMOOSH if someone other than an approved person is picking up their child/children. If no written notification is given, children can no be signed out into their care.

Alterations to program:

- Activities may be subject to change due to unforeseen circumstances. Parents/carers will be notified in advance where possible if the daily program is to change.

Catering:

- Lunch is provided daily

What to bring/wear:

- Children must wear comfortable/appropriate clothing for scheduled activities and weather conditions. Please ensure children do not wear jewellery as this can be lost and also cause injury. As the WEMOOSH program is structured around outdoor play and sporting activities children will need to wear joggers or appropriate closed in shoes on all days, sleeved shirts, hats and sunscreen in term breaks March/April and December (adherence to Sun Safe Policy) and insect repellent.
- Parents/carers are responsible for providing morning and afternoon tea and drinks
- Children are encouraged to bring a water bottle each day.

19. INCLUSION SUPPORT SUBSIDY

Our program may be eligible to receive an Inclusion Support Subsidy (ISS) which can assist with the inclusion of children with additional needs. For further information concerning ISS please speak with the centre Coordinator.

20. COMMUNITY DIVERSITY

We adopt an attitude of respect for all families and staff regardless of background, identification, physical capability or cultural diversity. This is encouraged by fostering high self-esteem and a positive self-concept in children by exploring similarities rather than differences.

The program will present positive experiences for the children which are based on equity. We aim to create an atmosphere where all children feel comfortable, secure and happy.

21. PARENT COMMUNICATION

Our centre's recognises the importance of parent involvement within the program. We realise for many working parents time is limited and therefore we aim to provide a variety of opportunities for parent to participate according to their availability. Some of the ways in which you become involved are by completing online surveys, attending parent committee meetings, social functions, input into weekly programs/menus, policies and procedures and fundraising. Parents will receive newsletters outlining current centre information via emails. Any constructive input can be submitted to us at any time directly to our staff or to our email admin@wemoosh.com.au

22. CONFIDENTIALITY

WEMOOSH acknowledges and follows confidentiality guidelines as outlined in legislative requirements by the Department of Community Services Centre-Based and Mobile Child Care Services Regulation (No2) 1996, The Australian Early Childhood Association (AECA) Code of Ethics and the Privacy Act.

23. INFECTIOUS DISEASE

In order to protect the health of both staff and children it is necessary to minimise the risk of cross-infection by infectious diseases. We will be guided by the health authorities as to any exclusion periods for specific infectious diseases. However, we respect the rights of the individual's privacy and personal decision not to immunise their children.

24. Regular Outings

The centre will occasionally take the children on regular outings to local parks and areas around Mayfield. This is to extend their play and learning with different environments and learning experiences that are unable to occur in the centre.

25. MEDICAL CONDITIONS POLICY

Background

Childcare legislation recognises that children with existing medical conditions attend out of school hours care services. In order to uphold the safety and wellbeing of these children at all times, it requires educators to be trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. Legislation also requires that educators must know the precise response expected of them for each individual child as detailed in a current Medical Management Plan for that child provided by the child's parent(s).

Policy statement

This Policy details how the Service ensures its educators are trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor.

Strategies and practices

- At enrolment, parents are required to complete an enrolment form for their child. The form includes provision for parents to detail any medical conditions or specific health care need their child experiences (e.g. asthma, diagnosed risk of anaphylaxis, diabetes, epilepsy). In addition, the Nominated Supervisor or delegated staff purposefully directs parents' attention to this

section of the enrolment form, and stresses the need for accurate and complete information for the Service to effectively meet the child's medical needs. Refer to the Service's *Enrolment and Orientation Policy*.

- Parents are asked to provide the Service with any Medical Management Plan from the child's doctor. The Plan should include a photograph of the child, details of the actions to take in the event of an attack (including administering medication), written permission for the Service to implement the Plan as required, and the contact details of the doctor who signed the Plan.
- The Service uses the Medical Management Plan provided to develop, in collaboration with the parents, a Medical Conditions Risk Minimisation and Communications Plan for their child. The Medical Conditions Risk Minimisation and Communications Plan identifies the possible risks to the child's specific condition or health care need while at the Service (e.g. exposure to known allergens) so that those risks can be minimised. Further it ensures communication processes are in place so that, at all times, Service educators have the complete, correct and up-to-date information necessary to meet the child's health needs. The Service is guided by templates from recognised authorities such as Anaphylaxis Australia, Asthma Australia, and the Australian Society for Clinical Immunology and Allergy when developing the Medical Conditions Risk Minimisation and Communications Plan.
- The Service requires parents to provide any updates to their child's Medical Management Plan (e.g. at any time the child has been reassessed by the doctor, the child's medication has been altered or discontinued, new photograph), and at other times when the Nominated Supervisor requests updates as agreed in the Medical Conditions Risk Minimisation and Communications Plan.
- A copy of the Medical Management Plan and the Medical Conditions Risk Minimisation and Communications Plan is filed with the child's enrolment form. A copy of the Medical Management Plan is also kept where the child's medication is stored.
- With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Service, including food preparation and eating areas. With the child's right to privacy in mind, the plans are not accessible to visitors or other families. A copy of the Medical Management Plan is taken on any excursion the child attends.
- All parents are handed a copy of this Policy when they enrol their child which is located in the family handbook. In addition, if the parents have advised that their child has a specific health care need, the Nominated Supervisor or delegated staff discusses the Policy in detail with them, and gives them the opportunity to ask any questions necessary to ensure they understand the Policy.
- All staff, educators, students and volunteers commencing at the Service are given a copy of this Policy, the Policy is discussed in detail, and they are given the opportunity to clarify their understanding of the Policy.
- All medical details held by the Service are kept confidential. Refer to the Service's *Privacy and Confidentiality Policy*.
- The Service takes every precaution to ensure that no child who has been prescribed medication in relation to a specific health care need, allergy or relevant medical condition attends the Service without that medication.
- The Nominated Supervisor or delegated staff communicates the specific health needs of each child to all staff/ educators including the whereabouts of copies of the Medical Management Plan and any medication for the child. They are given the opportunity to ask questions to clarify that they fully understand the child's medical needs and their responsibilities attending to those needs. The Nominated Supervisor ensures that any updates are promptly conveyed to all staff/ educators.

- The Nominated Supervisor or delegated staff provides all students and volunteers with an orientation before they commence at the Service. The orientation includes information about specific health care needs, where Medical Management Plans are displayed and where the children's medication is kept. The Nominated Supervisor stresses the importance of alerting Service educators immediately of any concern regarding the health and wellbeing of any child.
- The Australasian Society of Clinical Immunology and Allergy has made available an information poster Anaphylaxis Action Plan (General) - ASCIA. Copies of this poster are displayed in strategic positions throughout the Service.
- The Asthma Foundation of Australia has made available an information poster Asthma First Aid. Copies of this poster are displayed in strategic positions throughout the Service.
- The contact numbers of emergency Service are displayed beside all telephone outlets in the Service.
- All EpiPens and asthma medication are stored readily accessible to all staff (including relief staff), but inaccessible to children. Refer to the Service's *Administration of Medication Policy*.
- First Aid kits are located where educators can readily access them in an emergency. Refer to the Service's *Incident, Injury, Trauma and Illness Policy*.
- The Service ensures its practices in handling and preparing food and beverages consumed by children at the Service prioritise the medical needs of children with known allergies. The Service is a nut aware zone, and educators take all reasonable steps to ensure this mandate is upheld. Refer to the Service's *Nutrition, Food and Beverage Policy* and its *Food Preparation, Storage and Handling Policy*.
- At enrolment, parents are informed of the brand s of the sun protection cream used in the Service and they acknowledge this in writing. Parents provide their own alternatives if they wish.
- The Service accesses information and resources on medical conditions and their management from recognised authorities, and provides this information to parents, educators, students and volunteers.
- Health and safety are regular items on team meeting agendas. The topics of common allergies and medical conditions experienced by young children and how to identify and respond to them are regularly discussed during these meetings
- The Service reviews its health and safety practices regularly as part of its Quality Improvement Plan. Refer to the Service's *Educator Professionalism and Ethics Policy*.
- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its Staff Summary Sheet. The required number of educators with these qualifications and positioned near children meet regulatory requirements at all times, including on excursions.
- Educators intentionally teach young children about health and safety. This includes making children aware that they and/or their friends may need to take special care about some matters (e.g. the type of food they eat, the brand of sunscreen they use).
- In the event of an incident relating to a child under a Medical Management Plan, that Plan must be followed explicitly. An Incident, Injury, Trauma and Illness Record is to be completed.
- At this time, the Service has no children who administer their own medication. However, should a specific need arise the Service's practices will be adjusted to meet that need.

Responsibilities of parents

- To inform the Service of any updates to their child's Medical Management Plan.
- To ensure the child's medication is brought to the Service every time the child attends the Service.

Procedure and forms

- Allergic Reactions Action Plan - ASCIA*
- Action Plan for Anaphylaxis - ASCIA*
- Asthma First Aid - Asthma Foundation*
- Incident, Injury, Illness and Trauma Record
- Medical Conditions
- Medical Conditions Risk Minimisation and Communications Plan
- Staff Summary Sheet

Links to other policies

- Administration of Medication Policy
- Educator Professionalism and Ethics Policy
- Enrolment and Orientation Policy
- Food Preparation, Storage and Handling Policy
- Incident, Injury, Trauma and Illness Policy
- Nutrition, Food and Beverage Policy
- Students, Volunteers and Visitors Policy

Links Education and Care Service National Regulations 2011, National Quality Standard 2011

Regs	85	Incident, injury, trauma and illness policies and procedures
	86	Notification to parents of incident, injury, trauma and illness
	87	Incident, injury, trauma and illness record
	89	First aid kits
	90	Medical conditions policy
	91	Medical conditions policy provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement—anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication
	136	First aid qualifications
	246	Anaphylaxis training
	247	Asthma management training

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
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Sources

- Australian Society for Clinical Immunology and Allergy. (n.d.). *ASIA Action plan for anaphylaxis*. <http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis> accessed 26 December 2017
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2011

Further reading and useful websites

- Allergy New Zealand - <http://www.allergy.org.nz/> accessed 26 December 2017
- Allergy & Anaphylaxis Australia - <http://www.allergyfacts.org.au/> accessed 26 December 2017
- Anaphylaxis Australia. *What is anaphylaxis?* <https://www.allergyfacts.org.au/allergy-anaphylaxis/what-is-anaphylaxis> accessed 26 December 2017
- Asthma Australia - <https://www.asthmaaustralia.org.au/> accessed 26 December 2017
- Asthma Australia. (2017). *Resources*. <https://www.asthmaaustralia.org.au/qld/about-asthma/resources> accessed 26 December 2017
- Asthma Australia. *Asthma care plan for education and care services*. <https://assets.nationalasthma.org.au/resources/341-Asthma-Aus-Asthma-Care-Plan-for-education-and-care-services.pdf> accessed 26 December 2017
- Australian Society for Clinical Immunology and Allergy (ASCI) - <http://www.allergy.org.au/> accessed 26 December 2017
- Diabetes Australia. (2017). *Request a Resource*. <https://www.diabetesaustralia.com.au/request-a-resource> accessed 26 December 2017
- Diabetes NSW & ACT- <http://diabetesnsw.com.au/> accessed 26 December 2017

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	4.9.18	Elizabeth Treadwell	Amended to suit our service	

Attachment A WEMOOSH WEST Evacuation



Attachment B WEMOOSH Islington Centre Evacuation



Attachment C WEMOOSH EAST Centre Evacuation



26. CENTER BOUNDARIES / LEAVING CENTRE GROUNDS

Children and caregivers will be shown the boundaries at the centre that they will be attending during orientation. Boundaries change depending on where the program run in the afternoon. If a child cannot see a staff member then they are in an out of bounds area.

If a child consistently leave the boundaries of the service then a behavioural warning will be given to the child.

If a child leaves the school ground completely, no staff will pursue the child. The caregiver contacts will be rung and let them know that their child has left the area. If no caregivers can be contacted then the local police station will be informed. The Director will be contacted to be let known of the incident and also ACECQA will be informed of a child leaving the centre. A behavioural warning will be issued to the child.

27. ANY OTHER INFORMATION

If you require any other information that has not been covered in this booklet please contact our main office on 49683337 and we will help you with anything we can!