



Address: 42 Kings Road, St Albans, 3021  
Phone: 9362 1488 Fax: 9362 1199

# Handbook

## Welcome to Little Babe's Early Learning Centre

### 1. MISSION STATEMENT

Little Babes Early Learning Centre exists to provide a caring service in an educationally stimulating environment with the primary focus on the individual child and his/her family.

Deciding to place your child in childcare is a big decision and no matter how careful you make it, there are bound to be times when you wonder if you are doing the right thing. That is why, at Little Babes we aim to provide a comfortable, warm and welcoming environment that meets the needs of both the child and parent. It is a place where children can feel at home and be themselves. Little Babe's aims to ensure that the parent feels secure and happy leaving their child in our care.

We are a privately operated and managed Kindergarten and Long Day Care Centre which provides permanent full-time and part-time care for up to 60 children from 6 months to 6 years.

The Directors of Little Babe's ELC are Yvonne Georges and Mary Mercuri. Both are both innovative and passionate educators and at the forefront of education.

Yvonne holds degrees of Bachelor of Business (Accounting) and Bachelor in Early Childhood Education. Yvonne has over 16 years experience in the childcare industry.

Mary also holds a Bachelor of Early Childhood Education with over ten years experience in the early years learning.

We hope to ensure that your involvement with our service will be a pleasant and fulfilling one, for you and your family.

### 2. OUR PHILOSOPHY

**"Where Children's Needs Come First."**

At Little Babes we acknowledge the responsibility you have given us in caring for your child. We will do our best to meet your expectations in providing a warm, secure, nurturing, healthy and safe environment for your child. It will be a place where each child and their family will feel they belong, can be involved (being) explore and persist with difficulty (become), communicate and contribute freely.

We believe that every child is an individual. We aim to provide an atmosphere where children feel respected and valued and are encouraged to form positive relationships with peers and others.

We also embrace and respect the cultural, religious and social diversity of all our families at the centre.

Our aim is to create a learning environment, which encourages the participation and involvement of all children and their families. An environment where 'PLAY' is viewed as a valuable means for children to learn, explore, research, investigate, co-operate, respect and value others.

The challenge for educators will be to create 'play spaces' and 'learning experiences' that further enhance the knowledge of children. Educators at Little Babes ELC are innovative in their curriculum, reflective professionals, and understand the importance of working in partnership with parents as they embark on this learning journey with the children.

## **2. EDUCATORS**

*'Working with young children and families is complex and challenging work. Current research in the field of brain science and the developments in theoretical perspectives and approaches to early childhood education are rapidly expanding the knowledge and theory base that we can draw on to guide our practice'(DEEWR 2009, p. 7).*

The qualifications held by educators in children's services directly contribute to the quality of education and care provided to children, their families and the community. Qualifications support educators to become critical thinkers, and prepare educators to provide stimulating learning environments where intentional teaching can occur and children's health, education and wellbeing is promoted. Effective leadership through suitably qualified staff can promote a positive organisational culture and the opportunity for the community to engage in shaping their own learning.

Educators at Little Babes are carefully selected to provide expert care and understanding of children's interests and needs. Our programmed activities are planned in relation to each child's stage of development and interests, and aims to challenge every child. Educators will plan a program, which develops, stimulates, enhances and extends on the five learning outcomes (Early Years Learning Framework), including learning experiences, which extends beyond the Centre to the local community.

Within this broad goal, we have a number of specific objectives:

- ❑ For educators to share ideas and resources with one another.
- ❑ For educators to feel comfortable in providing positive and constructive criticism.
- ❑ For educators to be approachable and respect confidentiality.
- ❑ For educators to respect, trust and promote positive communication between one another.
- ❑ For educators to have the opportunity for regular learning and training both internally and externally.
- ❑ For educators to encourage and nurture the children's awareness, tolerance and acceptance of other cultures.
- ❑ For educators to respect varying parental styles, being non-judgemental of individual family beliefs and values.
- ❑ For educators to ensure parents are well informed about the program and their child's day by working in partnership with parents.
- ❑ For educators to facilitate interactions which provide opportunities for each child's learning outcomes.
- ❑ For educators to foster a positive approach in guiding the behavior of children.

- ❑ For educators to be reflective professionals. To understand the importance of continual daily reflective practices.

### **3. CONDITIONS OF ENROLMENT**

#### **Completing Forms**

Our orientation process includes showing prospective families through the Centre, meeting staff, providing details on program, activities, routine, meals etc as well as receiving all the necessary forms.

A copy of the policies and procedures manual, and enrolment form will be handed out. All forms and documentation need to be returned to the centre one week prior to the child commencing care.

#### **Fee Payment**

Fees are payable in advance, on a weekly basis. Payments can be made by a cheque, EFTPOS or cash. Cheques should be made payable to Little Babe's Pty Ltd.

Non-payment of fees will result in exclusion from the centre until the account is paid in full.

#### **Administration Fee**

All bookings made are charged a \$50.00 non-refundable administration fee.

#### **Holding Fee**

When placements are offered, a holding fee is required (100% of the weekly fee for hours booked) to secure your child's place. This holding fee is refundable upon exiting the centre.

In the event that your child does not take the place for whatever reason, the holding deposit is non-refundable

#### **Variation or Termination of Enrolment**

Two (2) weeks notice of variation to enrolment or termination of enrolment is required. Fees will continue to be payable until such notice is received.

#### **Absences**

Parents must pay full fees for all days they have booked, regardless of sickness, holidays or absence. Parents are asked to call the centre by 9.00am if their child will be absent.

#### **Absences from child care**

The Child Care Benefit scheme provides families with childcare assistance at 100% of their normal weekly assistance for up to 42 days per financial year.

Once all the first 42 absence days have been used CCB will also be payable for absences taken for these reasons:

- ❑ illness with a medical certificate
- ❑ non-immunisation with medical evidence
- ❑ rostered day off/rotating shift work with written evidence
- ❑ temporary closure of a school
- ❑ periods of local emergency

- ❑ shared care arrangement due to court order
- ❑ attendance at a pre-school
- ❑ exceptional circumstances

### **Hours of Operation**

Little Babe's Early Learning Centre is open from 7.00am-6.00pm Monday to Friday.

### **Public Holidays**

The Centre is closed on all public holidays and full fees are applicable.

### **Late Pick-up Fees**

The Centre closes at 6.00pm. A late fee will be charged at \$30.00 every 15 minutes after 6.00pm. Every effort will be made to call the parents or emergency contacts.

Please note, it is important to ring the centre if you are going to be later than the expected pick up time, so that staff/child ratios can be maintained at all times.

### **Late Fee Payment Penalty**

Interest rate of 10% will be charged on outstanding balances on a weekly basis.

### **Commonwealth Child Care Benefit Scheme**

This Centre participates in the Commonwealth Child Care Benefits Scheme.

### **Child Care Tax Rebate**

Delivered through the Tax Office, the rebate will cover 50% of out-of-pocket expenses up to a maximum of \$7,500 per child per year. The rebate will be paid directly back to parents on a quarterly basis.

You may be eligible to claim the rebate if you:

- ❑ receive Child Care Benefits (CCB)
- ❑ use approved child care: and
- ❑ meet the CCB work/study/training test.

### **Orientation**

As part of the orientation process families are encouraged and given the opportunity to come and stay at the centre with their child before their start date.

This process enables educators to get to know the child and family before commencing. It also enables the child and their family to get familiar with their new environment.

We understand that separation can be difficult, so we aim to make the settling in process as smooth as possible. The following strategies are aimed at making the separation process positive:

- ❑ parents and children are encouraged to visit the centre and meet the educators before care begins
- ❑ keep the first few days shorter, if possible
- ❑ bring a security toy/comforter from home
- ❑ provide as much information about your child's likes and dislikes to the staff.
- ❑ parents must always say goodbye, even though this can sometimes bring on more upset. It is important to establish trust, e.g., mum/dad have gone to work but they will be back after lunch.

## **4. NATIONAL QUALITY FRAMEWORK, POLICIES & REGULATIONS**

### **The National Quality Framework**

The National Quality Framework (NQF) for Early Childhood and Care helps ensure your child is given the best possible start in life.

For the first time, every state and territory in Australia is working to achieve the same quality outcomes for children, no matter where they live.

Major benefits for parents and children in long day care, family day care, preschools, kindergartens and outside school hours care services are:

- ❑ greater individual care and attention for children
- ❑ better support for children's learning and development
- ❑ educators with increased skills and qualifications
- ❑ improved educator to child ratios in most services
- ❑ a ratings system of education and care services.

### **Children's Services Regulation**

The Victorian Government Department of Education and Early Childhood Development (DEECD), as the regulatory authority for Victorian Education and Care Services for children operating under the National Law, assists us with compliance under the National Law ensuring Little Babes ELC is meeting its regulatory requirements.

### **Mandatory Reporting**

The Victorian Government has announced that under the Children and Young Persons Act 1989, employees, operators, and owners of Children's Services will be mandated to report to Child Protection Victoria if they have reasonable grounds to suspect that a child has been physically or sexually abused.

## **5. HEALTH AND SAFETY**

### **Emergency Contacts**

It is a legal requirement that the Centre have the names and telephone numbers of two emergency contacts. Parents must notify the centre immediately if there are any changes to the details. This information is vital in case of emergency.

In case of an accident/injury/illness director will contact parents as soon as possible. If parents/guardians are unavailable, emergency contacts will be notified.

## **Medical Information**

If your child suffers from a medical condition/illness/disease/allergy you must inform the Director and complete the relevant section on the enrolment form. For example, if your child suffers from Asthma you must provide a “Asthma Management Plan”, completed and signed by your child’s doctor.

## **Medication**

Any medication requiring administration during the day must be clearly labeled, in the original bottle and prescribed for that particular child. They will be stored in the fridge or a childproof cupboard.

The Children’s Services Centre Regulation requires:

“Record of medications administered.

48. The proprietor must ensure that a medication book is maintained, containing details of: -
- a) guardian’s authorization; and
  - b) name of medication; and
  - c) dosage of medication to be administered; and
  - d) when it should be administered; and
  - e) dosage of medication administered to the child; and
  - f) when it was administered; and
  - g) who administered the medication; and
  - h) who checked the dosage administered.”?

Parents must complete in the medication book from a) to d).”Give if necessary” or “as required” is not acceptable. Parents must provide precise guidelines for administering medication. Medication will not be given to children without a parent’s permission. Staff must complete steps e) to h) in the medication book.

## **Accident and Emergency Procedures**

If a child injures him/herself at the centre and the Director considers immediate medical attention is necessary, parents will be contacted and requested to pick up the child to be taken to a doctor. If parents cannot be contacted, then the emergency contact will be notified. Parents are required to pick up their child as soon as possible.

If it is considered that there is a medical emergency and that immediate hospital treatment is required, an ambulance will be called. Staff will endeavor to contact parents. If this is not possible, the emergency contact or Doctor nominated by the parents will be called. Any ambulance or medical expenses will be the responsibility of the parent.

All information relating to injury/illness is recorded in the Accident/Injury/Illness Book, which are kept in each room and must be signed by the parent, staff and witnessed by the Director. Please inform staff if your child has had accident whilst absent from the centre, e.g., overnight or weekend.

As per the Children’s Services Centre Regulations, any serious accident or injury requiring medical treatment must be reported to the Children’s Service Branch.

## **Exclusions**

The Director in its sole discretion may exclude any child from the centre either permanently or temporarily. The following statements are some but not all of the grounds for exclusion:

Illness or Injury

- ❑ Acceptance of Sick or Injured Children

- Children who are ill i.e. more than a slight cold or who are injured should not be brought to the Centre, and may not, at the discretion of the Director, be accepted if brought to the Centre.
  - If the director holds reasonable belief that a child is ill or has an injury that prevents normal function, the Director may refuse to accept the child. The Director may require evidence in the form of a medical certificate certifying that the child is able to attend the Centre under normal supervision prior to re-admission into the Centre.
  - Fevers, vomiting, diarrhoea or unexplained rashes are indications that a child should not be brought to the Centre. No child shall be accepted whom has any of the notifiable diseases listed in the Health Department schedule on display at the Centre.
  - It is very important that parents inform the centre if their child has an infectious/notifiable disease. A notice will be displayed to report to parents a case of an infectious or communicable disease within the centre. If child becomes unwell at the centre, the parent/guardian will be contacted. If unavailable, then the emergency contact will be asked to collect the child. Upon collection of the child the Accident/Injury/Illness Book will need to be signed by parent/caregiver.
  - Every effort will be made to ensure the comfort of the child in a quiet area away from the other children to control any possible spread of infection.
- Non-compliance with Regulatory Requirements
    - The Directors may exclude a child from the Centre if the parents/guardians refuses or neglects to comply with regulatory requirements imposed on the Centre by both State and Federal Legislation requirements.
  - Non-compliance with the Centre’s Policy documents and/or Conditions of Enrolment
    - The Directors may exclude a child from the Centre if the parents/guardians refuse to comply with stated policy or conditions of enrolment.

### **Immunisation Record**

Parents are required to provide a complete record of each child’s immunisations. It is the responsibility of parents to provide the centre with updated information as their child’s immunisation plan progresses.

## **6. DAILY ROUTINE**

### **Delivery and Collection of Children**

When entering or leaving the centre, please ensure that the door is shut properly. Each time you bring your child to the centre, parents are asked to come into their child’s room, as the staff would like to greet both you and your child.

Parents are responsible for signing children in and out of the Centre on a daily basis, in the attendance records.

The person collecting the child must be recorded on the enrolment form. No child will be allowed to leave the centre in the care of a person under the age of 16 years or with a person unknown to the staff.

### **Saying Goodbye**

When you are ready to leave your child, please say goodbye and do not sneak out. Let your child know that you will be coming back at a time they can relate to eg. after lunch, rest time or afternoon tea. Please feel free to stay as long as you want to settle your child, but once you have said ‘goodbye’, please follow through and proceed to leave. Children need to build a sense of trust with the educators, and need to know that their parents feel

confident in their new surroundings, before they will feel secure. By sneaking away, rather than saying goodbye to your child, the separation process will only take longer.

Staff are always available to comfort a distressed child and will do everything possible to settle your child. Please feel free to call during the day to see how your child is getting on. Staff are aware of how unsettling leaving your child can be for parents and are more than happy to discuss any concerns you may have.

### **Personal Belongings**

Parents are encouraged to clearly label all of their child's belongings, as the centre takes no responsibility for lost items.

What to Bring: -

- ❑ A labeled bag (not plastic) containing a full change of clothes (extra set if toilet training or under 2 years of age)
- ❑ A hat and coat in the colder for the colder months and a sun hat for the warmer months (sunscreen will be supplied by the centre).
- ❑ Bottles. These must be clearly labeled and made up if your child is on formula. We supply cows milk.
- ❑ Anything they may need to make them feel comfortable e.g., dummy, soft toy.

What Not to Bring: -

- ❑ Any war/super hero toys or games that may lead to violent play
- ❑ Thongs or clogs as they are restrictive for outdoor play
- ❑ Junk food (i.e.lollies, chips, chocolate etc)

It is preferred that children do not bring toys from home, unless they are a security item or for show-and-tell.

### **\*\*Bottle Feeding Guidelines**

Parents are requested to supply named bottles ready made for the day if their child is on formula, otherwise milk will be supplied.

The contents of bottles to be given at the centre will either milk or water. Special dietary requirements e.g. soymilk is to be provided by parents.

Bottles from home are not sterilized at the centre. They are rinsed after each feed and stored in the fridge/child's bag.

### **Children's Sleep Routine**

Sleeping facilities are provided for all children. Requirements for rest/sleep are very individual, and are therefore accommodated on such a basis at the centre. Each child's preferences or needs should be indicated on enrolment form.

## **7. EARLY YEARS LEARNING FRAMEWORK AND CHILDREN'S PROGRAM**

Belonging, Being & Becoming: The Early Years Learning Framework, is Australia's first national curriculum framework for early childhood education. It will ensure delivery of nationally consistent and quality early childhood education. The aim of the Early Learning Framework is to extend and enrich children's learning. It will guide early childhood educators in developing quality early childhood programs in order to ensure that children in all early childhood education and care settings experience quality teaching and learning. The Framework describes the broad principles, practice and outcomes required to support young children's learning.



It has a specific emphasis on play-based learning and supports early childhood educators to work in partnership with families.

All staff with the support of the Directors and parents are involved in developing the children's program.

An indoor and outdoor program is clearly displayed in each room. Parent's and children's feedback, ideas and involvement is highly valued and encouraged in ensuring a quality care program.

In line with our philosophy of quality childcare it is important to note children are encouraged to experiment with and experience various activities without placing pressure on the children to produce an end product.

### **Confidentiality**

All children's records are kept strictly confidential.

Information may be disclosed with Directors permission to bodies such as the Department of Human Services and the Family Assistance Office. Staff working at the Centre also have access to families records, only when parents need to be contacted (if a child is sick or involved in an accident), and for program planning.

### **Photographs**

Photos of the children will be taken throughout the year. These photos will be used solely for programming purposes. If you do not wish your child to be photographed please inform the Director.

### **Community Visits**

The centre values the involvement with the wider community and exposing children to a range of enjoyable experiences. Parents are notified before the visit and are welcome to attend. Children who do not normally attend on the day of the visit are welcome to come along, provided a parent/carer stays at the centre with the child.

### **Festivals/Celebrations**

Where possible, festivals and celebrations will be included in the program and celebrated, incorporating activities for their level of development.

## **8. NUTRITION**

### **Nutrition Policy**

We employ a cook to attend to the daily requirements of the children. Meals and snacks are served at regular times, while accommodating to the individual needs of children. Our menus are updated regularly to accommodate seasonal changes and fresh produce availability. Our menu is planned to reflect the likes and dislikes of children, and the cultural diversity of our families. A copy of the four-week menu is displayed in the foyer.

We provide all foods, including lunch, morning and afternoon tea. Breakfast is provided for children from 7.00am to 8.00am.

To ensure the highest quality meals and snacks, our staff follow a strict Food Safety Program, which is regularly monitored by the Local Council and independent auditors. A copy of our Food Safety Program is located in the kitchen.

Staff encourage children to try new foods, but respect children's food preferences, and will provide an alternative meal should a child not like what has been offered initially.

The centre aims to make meals times a pleasant social occasion that assists in the learning of family and multicultural values.

### **Special Diets**

Parents are requested to provide full details of any special diets or food allergies. The children's needs are catered for within the centre's resources.

### **Birthdays**

Birthdays are a special time in a child's life, and we would like to help each child in the celebrations. The centre will provide a birthday cake(mock up). If parents wish, lolly bags can be sent in for the children in your child's room. Parents are more than welcome to attend their child's "PARTY AT DAYCARE". Staff will ensure that photos of your child's special day are taken for you to treasure in years to come.

### **Hygiene Practices**

- ❑ Staff wash their hands before preparing and serving meals, after each nappy change, after assisting a child with toileting, after any cleaning duties, after wiping a child's nose, after handling any pets or any other unhygienic practices.
- ❑ Staff wear disposable gloves or wash hands with each nappy change, and clean the change mat after each nappy change. Soiled nappies are contained and inaccessible to children.
- ❑ Staff use separate tissues or wipes for each child, and dispose of them immediately after use.
- ❑ Staff ensure that children do not eat food that has been handled by other children, or eat foods or use utensils, which have fallen on the floor. Cups, utensils, etc are not shared.
- ❑ Children's play area to be maintained throughout the day. Eating areas (including tables, chairs and floor) to be cleaned after each meal, bathrooms (including toilets, floor and bins) to be cleaned at least twice a day.
- ❑ Children use hand dryers to avoid the cross infection associated with cloth towels.
- ❑ Staff to ensure that children wash their hands after toileting, before and after meals, and after messy and outdoor play.
- ❑ Staff discuss dental hygiene practices with children.
- ❑ Staff use separate, colour-coded cloths for separate cleaning duties.
- ❑ Children's toys and equipment are disinfected regularly. Toys used in the baby's room may need to be cleaned at the end of each day.

## **9. BEHAVIOUR MANAGEMENT POLICY**

### **Limits**

We find the following limits necessary to protect the safety and well being of every child. It is important that limits be kept to a minimum so that children can remember and understand the reasons for them. However, according to age appropriateness, these may be altered or added to during the year.

- 1) Appropriate respect for other people and their property.
- 2) Leaving the room only under adult supervision.
- 3) Walking only inside
- 4) No throwing sand, tanbark, toys etc.
- 5) No war toys.

### **Discipline**

Conflict is kept to a minimum by:

- ❑ Focusing on positive behavior and praising appropriately.
- ❑ Having clear limits (see above), which are reinforced consistently by all staff members.
- ❑ Preventing problems before they arise by methods such as diversion and providing enough equipment for all.

However, conflict will arise and is necessary for the learning process. Our aim is to help the children to develop positive strategies for dealing with conflict.

When a child does not uphold the limits, general techniques of dealing with it, consistent with our aims include:

- ❑ Pointing out what effects the action is having e.g. “He was really upset when you knocked over his tower, and it ruined the game.”
- ❑ Separate the action from the child: make it clear that it is the action you dislike, not the child.
- ❑ Promote verbal solutions for the problem by discussing possible compromises.
- ❑ Give the child a choice to exhibit appropriate behavior, or accept the consequences of their present actions. The consequences must be logically related to the action, for example, if a disrupting an activity:

STEP 1. S/he will be removed from the particular activity until willing to stop the disruptive behavior.

STEP 2. If necessary, the child will be given time to think alone (separate from peers but still within the child’s playroom), to calm down and think about the consequences of their actions. It is then important to let the child rejoin the group/activity to practice playing without hurting others. Staff needs to work with a disruptive child to build up feelings of competence and self-esteem. Staff may need to help children find the words to express their feelings. Staff, by knowing individual children's behaviour and needs, can best assess which type of guidance best suits the child and situation.

These techniques are based on mutual respect between educators and child, and are designed to encourage the children to develop strategies useful throughout their lives. Corporal punishment is never used as it demonstrates the very methods we like the children to avoid, and may irreparably damage the child’s feelings towards teachers, schools and learning.

In the event of the child’s behaviour becoming unacceptable to the centre, a meeting will be held with and Directors and parent of the child to discuss a plan to address the child’s behaviour.

## **10. SUN-SMART POLICY**

The centre is very aware of the dangers caused to skin by overexposure to the sun’s ultraviolet radiation (UVR), which causes sunburn, and, in the long term, skin cancer.

We are registered with the Anti-Cancer Council of Victoria, as a Sun Smart Centre. This means we impose some important conditions on children playing outdoors:

1. All children are required to wear sunscreen, factor 30 +, when venturing outdoors, between 1<sup>st</sup> and 4<sup>th</sup> terms
2. Children will not venture outdoors on very hot/sunny days, between the hours of 11am and 3pm., unless to well shaded areas.
3. Staff must protect children from the sun at all times with hats, clothing and sunscreen. It is compulsory for parents to provide a named hat (preferably a legionnaires hat that covers the neck). The centre will provide sunscreen.

4. Staff will wear sunhats as positive role models for the children.

## **11. EQUAL OPPORTUNITY POLICY**

Little Babes has an equal opportunity policy that seeks to create an environment in which staff, parents and children learn to appreciate, respect and understand human diversity.

Active consideration should be given to:

1. Ensuring that the assignment and performance of staff duties are carried out irrespective of gender and/or cultural background.
2. Encouraging all children to express emotions and display affection.
3. Ensuring that efforts are made within the curriculum to cater for each child in relation to gross and fine motor co-ordination, creative expression, and cognitive and social growth. The curriculum developed is to be based only on developmental evaluation and not by reference to gender and/or cultural background.
4. Refraining from dividing children into groups according to gender and/or cultural background.
5. Dividing tasks equally among children irrespective of gender and/or cultural background.
6. Ensuring that books and equipment in the Centre promote the concepts of equality and diversity.
7. Avoiding the uses of clichés, which tend to focus thinking on culture and/or gender-based stereotypes.

## **12. PARENT INVOLVEMENT**

### **Ways of Being Involved**

All parents/caregivers are welcome to participate in as many aspects of the centre as possible. You are welcome to become involved by: -

- Attending staff/parent meetings.
- Attending information evenings/sessions.
- Providing feedback on the program, reflective journals and portfolios.
- Spending time at the centre and sharing skills/talents that you have.

We understand that often family, study and work commitments do not allow parents to spend time at the centre. Staff are happy to make time to talk to parents over the phone or during the quieter part of the day about issues that relate to your child's development.

### **Newsletters**

Newsletters are circulated on a monthly basis by each room.

### **Noticeboards/Children's Pocket**

The noticeboards display information about your child, information on childcare issues, as well specific centre information.

### **For Parents with Concerns or Queries**

Set out below is a list of persons to whom any parent/guardian may direct a concern or query in relation to their child's development or the operation of Little Babe's ELC.

In the first instance communicate:

- Director of the Children's Centre or
- Staff member in charge of your child.

If necessary:

- Children's Services Advisor in your area.

### **13. FIRE AND/OR EMERGENCY EVACUATION**

A copy of the fire drill procedures is located in each room. Staff are familiar with the fire evacuation procedure.

A fire drill is held at least every term and all staff and volunteers at the centre are given adequate instruction in:

- safely evacuating the child care centre in the case of fire or other emergency; and
- use of the fire safety equipment.

### **14. SMOKING**

Smoking is not permitted inside and/or outside the building and/or in the presence of the children.

### **15. ALCOHOL AND ILLEGAL DRUGS**

Alcohol is not to be consumed on the premises during the hours of operation. The presence and/or consumption of any illegal drug is not permitted on the premises.

We realize that there may be items of concern that may not have been addressed in the Centre's Handbook, however, we encourage parents and staff to discuss any issues/concerns with the Directors of the centre.