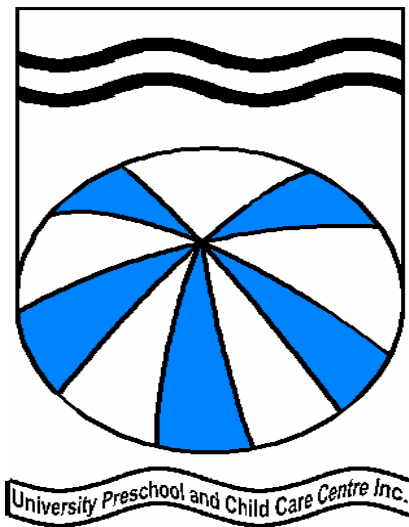


# University Preschool and Child Care Centre Inc.

A community-based non-profit centre associated with The Australian  
National University

## CENTRE HANDBOOK



<http://www.anu.edu.au/childcare/preschool>

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## **MISSION STATEMENT**

To provide an inclusive, safe, stimulating and caring environment for children. Thus encouraging, supporting and nurturing each child's physical, social, emotional, intellectual and cultural development.

## **PHILOSOPHY STATEMENT**

At University Preschool & Child Care Centre we embrace the child, and the period of childhood as a unique and important stage of life. We believe that the child's family, cultural heritage and the wider community play an integral role in developing the child and we are committed to building partnerships with families and the community to enhance the quality of care and learning for every child.

## **ABOUT THE CENTRE**

### **Background**

In 1967, ANU staff members requested the ANU General Staff Association to investigate a proposal to establish a child care centre on campus. At the time, there was a lack of child care places in the ACT, particularly for babies. The Centre opened in March 1969, as a result of the University agreeing to make space available on campus. The ongoing growth and development of the Centre has been due largely to the community contribution of many people over the years. Financial assistance, by way of loans for alterations, was made available by several staff associations on campus, as well as voluntary contributions by parents and interested persons. The ANU Staff Amenities Association considers applications for grants from the centre annually and has provided a variety of indoor and outdoor equipment. Over the years, the Centre has also been successful in obtaining Commonwealth Upgrading Grants to improve areas of the Centre, such as the playgrounds.

### **Environment**

The Centre is located on the campus of The Australian National University by the shores of Lake Burley Griffin. The Centre occupies two buildings with spacious rooms and playgrounds. The layout of the buildings allows for six or seven age groupings of children. The buildings are of historical interest in the Canberra region and are heritage listed. We aim to create a comfortable atmosphere that offers acceptance and support, and an environment that nurtures the development and care of each child.

### **Incorporation**

The University Preschool and Child Care Centre Incorporated is an association incorporated under the ACT Associations Incorporation Ordinance 1953. Parents are required to pay a membership fee of 50 cents on enrolment to become a member of the Association with voting rights. An audit of the Association's financial records occurs annually. The financial records and the results of the audit are presented to the Annual General Meeting each March. Copies of these documents are then lodged with the ACT Office of the Registrar-General, along with details about the members of the management Committee

### **Licensing**

The Centre is licensed under the Children's Services Ordinance 1986 to provide child care. The licence is subject to conditions, referring to staff/child ratios; staffing qualifications; health and safety measures; buildings and facilities; insurance; programs and activities for the children; and the Management of the Centre. Licence reviews are conducted at the Centre annually by an appointed Child Care Adviser.

Any family that is concerned about any of the practices, policies or procedures of the Centre may contact Children's Services on 6207 1114

## **STAFF**

The Centre employs:

- ◆ A Director;
- ◆ A preschool teacher;
- ◆ Diploma trained child care staff;
- ◆ Trained and experienced child care assistants; and
- ◆ A handyman.

During the hours of operation, the Centre maintains staff/child ratios of:

- ◆ 1 staff to every 5 children under the age of three years;
- ◆ 1 staff to every 11 children aged three years and over.

One in every two primary contact staff must be qualified. Positions requiring a qualified person must be filled by an adult holding one of the following qualifications:

- ◆ a two-year full-time (or equivalent part-time) post-secondary course in child care studies; or
- ◆ a three year full-time (or equivalent part-time) accredited tertiary course in early childhood care or education.

The Centre Director must hold at least one of the following:

- ◆ an Associate Diploma or equivalent;
- ◆ a three-year full-time (or equivalent part-time) accredited tertiary course in early childhood care or education; or
- ◆ a Graduate Certificate in Child Care Management.

A minimum of two staff, one of, whom must be qualified, is in attendance at the Centre at the beginning and end of each day for fifteen minutes. At all other times, the appropriate staff/child ratios are maintained. The Centre is required to have one First Aid Officer. Several staff hold first aid certificates and share the responsibility.

## **Staff Meetings**

These are held at least every six weeks and provision is made for staff development. It is important that staff are allocated time for information sharing and keeping up to date with current child rearing practices and theories.

## **Director**

The Centre Director is employed full-time. The Director is responsible for all business relating to the day-to-day running of the service. If you have matters you would like to discuss, please contact the Director. The Director ensures that regular newsletters and notices go out to parents to keep communication and information flowing.

## **ADMINISTRATION**

The Director administers the Centre with the assistance of a finance person on a day-to-day basis. The Management Committee monitors the annual budget and fees are set with a view to maintaining quality and affordable child care for families. The Management Committee continually evaluates policies, programs and practices and parents are kept up-to-date by way of Newsletters, Minutes of Meetings and Reports, which are circulated or posted on the Room Notice Boards. Parents have a mail pocket in their child care room. The Director in consultation with staff and parents manages the waiting list and movements of children from one group to another. To maintain the Centre's financial viability as a non-profit organisation, the filling of vacant places holds priority. Several factors must be considered before children already in the Centre can be moved to another group. The Director has discretion in this matter.

The Centre Management has a duty of care to all members of the Association. This duty of care is addressed through:

- ◆ The Centre Handbook (this publication)
- ◆ Centre Policies
- ◆ Insurance Policies
- ◆ Centre Administration Records
- ◆ Display of Certificates and Licences.

The Centre administers fee subsidies of the Commonwealth Government for eligible parents. This is in the form of Child Care Benefit. To be eligible for assistance you must be an Australian citizen or permanent resident working or studying, or be in receipt of a scholarship or education grant paid through DEETYA or the Commonwealth Government. Further information about this is available through the Centre Administration.

## MANAGEMENT COMMITTEE

The Management Committee comprises representatives of both parents and staff. The Centre encourages parent involvement in decisions on policy and programming issues. The Committee aims to create a comfortable and supporting environment for parents and strives for open communication and good relations between parents and staff.

The Committee recognises that there is a strong need to:

- ◆ Maintain a high standard of qualified and experienced staff;
- ◆ Monitor staff employment conditions and meet award requirements as a minimum;
- ◆ Monitor staff performance and evaluate programs;
- ◆ Ensure that staff development through both in-house training and outsource training is available;
- ◆ Involve staff in decision making process for the Centre; and
- ◆ Create an enthusiastic and positive atmosphere for the staff, which encourages personal initiative and co-operation.

The Centre, as a voluntary association, has a written constitution that establishes the Association, provides for membership, and creates a Board to manage the affairs of the Association. The Board is called the Management Committee and comprises:

- ◆ President;
- ◆ Vice-President;
- ◆ Treasurer;
- ◆ Secretary;
- ◆ Public Officer;
- ◆ Director;
- ◆ 2 staff representatives; and
- ◆ Other parent members.

The Committee is responsible for the affairs of the Centre and works closely with the Director. The Committee usually meets monthly and has several sub-committees to carry on continuing work. The sub-committees often co-opt parents and staff as members. The Committee sets fees and approves major expenditure. The Committee also selects the Director and Section Leaders. It is ultimately responsible for solving any serious problems in staff relations, staff-parent relations, and parent-Centre relations.

## Annual General Meeting

This is held every March and all parents are invited to attend. Office bearers of the Management Committee present reports. The Director and staff representatives also present reports. Parents are invited to nominate for a vacant position on the Management Committee.

## PROGRAMS

### Sections

The children are grouped together in sections that reflect the age and stage development of the children. Each section has two staff – one person with early childhood qualifications and the other a trained or experienced assistant. Children progress through the Centre as they develop, and as places become available. Consideration is given to gentle change and progression. The friendships a child has established with other children and staff are important for self-confidence and security. However, at times a child may demonstrate through their behaviour that they are ready for the more challenging experiences that an older grouping can provide. Such matters are always considered before a child moves on. Discussions will take place between parents, the staff involved and the Director in order to determine the suitability of a move.

On enrolment, the Director will provide examples of the programming occurring in the groups the children progress through during their time at the Centre. The daily program is always displayed in the rooms for the information of parents. In addition, parents will receive a written information sheet containing a summary of the routine of the Section.

### Curriculum

Each section aims to provide a program of challenging and developmentally appropriate experiences for each age group. Qualified staff plan and implement an indoor/outdoor based program for 0 – 5 years olds. In the Preschool Section, the foundation areas of learning for children aged 3 – 5 years are

considered in the design of the daily program. Staff record observations on developmental checklists to ensure each child's individual needs are being met, and this provides a sound basis for program planning. The checklists and samples of the older children's work are available for parents at all times, and are passed onto parents when their child leaves the Centre. The Babies Sections keep individual record books for each child, so that parents can read about their child's day at the Centre every day, with information, such as feeding and sleeping routines also noted.

## Children's learning

We recognise that children learn concepts through self-initiated play and materials. Time is provided for the children to select their own activities during the day. Self-help skills are encouraged, developing the child's confidence and competence in managing their environment.

The Centre recognises the cultural diversity in Australia and aims to provide opportunities for the children to learn about and respect other cultures. The Centre does not discriminate on the basis of gender, ethnic background, religion or social origin.

## PARENT INVOLVEMENT

There are various ways you can become involved in the Centre:

- ◆ Stand for election to the Management Committee;
- ◆ Offer your skills and knowledge in a variety of practical ways;
- ◆ Participate as a member of sub-committees;
- ◆ Contribute to the diversity of experiences for the children attending the Centre;
- ◆ Introduce your cultural traditions and celebrations;
- ◆ Attend the Parent Evenings that are held throughout the year;
- ◆ Make suggestions and give feedback to the Management Committee and staff.

## Parent/Staff Interactions

The relationship between parents and staff is one of partnership in child rearing and care based on mutual respect, courtesy and understanding. Difficulties can arise due to misunderstandings or pressures, and it is our aim to ensure that the relationship is maintained through supportive and considerate discussion. Confidentiality is essential in this environment to protect the privacy of individuals. Staff and parents are requested to maintain this at all times.



## GRIEVANCE PROCEDURES



If a serious problem arises, first speak to the people concerned to attempt to resolve the problem. If this is not successful, speak to the Director who will arrange to speak to everyone concerned in the issue and assist with resolution. If this too is unsuccessful, the Director, at your request and with your permission, can take the matter up with a Disputes Sub-Committee comprising the Director, a staff representative, and a parent representative.

In the event that the Disputes Sub-Committee is unable to resolve the problem, the full Management Committee becomes involved. (This would occur only if the parties refused to accept the decision of the Disputes Sub-Committee, or if a general policy decision is required.) If this happens, the parties are given the opportunity to present their views at a meeting of the Management Committee before any final decision is made.

***The Management Committee reserves the right to exclude any parent or child from the Centre, who is persistently in breach or disregard of the Policies and Practices of the Centre, or whose behaviour is threatening or endangering the safety and wellbeing of others in attendance. In the event of such an occurrence, two weeks notice in writing will be given, with an outline of the basis on which the decision was made.***

## OUR COMMUNITY

The Centre aims to maintain a sense of community among the busy daily routines. We invite you to build happy memories and positive relationships by participating in the social activities held throughout each year. These occasions take place as community teas, parent/staff evenings, a Christmas Party, small fetes, fundraising and a number of other incidental events. We welcome your family to the Centre.

## **HOURS OF OPERATION**

The Centre is open 51 weeks per year, five days a week, between the hours of 7:45am and 5:45pm. For one week over Christmas and New Year, the Centre is closed.

## **FEES**

### **Payment of Fees**

Parents are required to pay for the full 51 weeks of operation while their child is enrolled at the Centre. There are no concessions for holiday breaks.

Two full weeks written notice is required when children will be leaving the Centre. This should be addressed to the Director. If written notice is not received, fees will automatically apply. If required, children of school age can continue their care until the starting school date. Arrangements can be made through the Centre Administration.

### **Salary Sacrificing**

Parents who are members of ANU staff are able to take advantage of salary sacrificing from 1 January 1998. Arrangements can be made through the Centre Administration.

### **Child Care Benefit**

This is available through Centrelink for permanent residents and Ausaid students. Assessed according to income, CCB can reduce your fee payment to the Centre. The Centre claims your CCB entitlement after approval by Centrelink.

## **WAITING LIST**

The Centre maintains an enrolment waiting list for children. Applications can be made through the Director. Priority of access guidelines are in place. ANU staff and students are given priority over parents working, studying, or looking for work in the wider community. Siblings of children already in attendance are also given priority.

## **STARTING AT THE CENTRE**

To acquaint you and your child with the Centre, we suggest that you organise a brief visit before commencing. Take this time to become acquainted with the staff who will be caring for your child, the Centre routines and the general environment. This is also a time to familiarise the staff with your child's personal needs and routines. We recommend that you organise as many brief visits as possible prior to starting, especially if your child will be in one of the under 3 year old groups. On the first day, it is a good idea to stay at least for the first hour. We suggest that you advise the staff member in charge when you are intending to leave and they will assist you. It is not unusual for both parents and children to experience some separation anxiety at first. Experience has shown that it is in the best interests of the child to make the separation calmly and briefly.

### **Arriving and Departing With Your Children**

On arrival, please hand your child over to a staff member. Never leave your children at the Centre without informing a staff member. You are also legally required to sign your children in and out of our care, and a book is provided for this in each area. Children will not be released to any adult who is not nominated on the enrolment form. If you require someone to pick your child up who is not nominated, a letter of authority signed by you is required. The Director must sight this written authority or the staff member in charge of the Section before the child can be released. This also applies in an emergency. Further details relating to this matter are explained on the enrolment form in the Parent Permission Section. As a child care provider we must always act within our duty of care to protect the child.

### **Late Collection of Children**

The Centre has a policy relating to late collection of children. Please note that if children are not collected from the Centre before closing time, extra fee loadings will apply and will appear on your next account for fees. Further information about this is available at enrolment.

## Change of Personal Details

Please inform the Centre Administration of any changes to your address, telephone numbers and emergency contacts. It is important that we always have current emergency contact numbers.

## Personal Belongings

Each child is provided with a locker, hook, or basket for personal belongings. We suggest you provide your child with a soft school bag with at least two changes of clothing, several if they are a baby. Food should be stored in separate small containers for each serving and marked with your child's name.

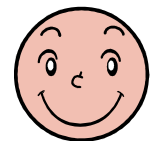
## MAINTENANCE



Wear and tear on the Centre environment is continual and the cost of maintenance and repairs can be high. To assist us with keeping the Centre in a good state of repair, we ask parents to attend a minimum of three hours in working bees each year, or pay a maintenance fee instead of attendance.

## BEHAVIOUR MANAGEMENT

All children at times have what is considered unacceptable behaviour in a group situation. Staff to encourage socially acceptable behaviour and develop empathy uses positive reinforcement and setting of clear guidelines and limits. Children are not punished or spoken to harshly – rather staff model appropriate behaviour and introduce older children to simple conflict resolution skills. Children are given strategies to encourage the use of communication to resolve difficulties rather than resorting to hitting or biting.



Biting can occur particularly during the toddler stage. Staff take Measures to ensure biting is prevented and 'biters' receive firm, but kind, expressions from staff that this is unacceptable. All children wish to 'belong' to their social group and will learn in time to modify their behaviour if provided with direct guidance and support. If biting or hitting continues, the child is separated from the rest of the group for a few minutes but remains within view. This is not meant to be a punishment, but act as a 'conditioner' that 'when you bite or hit you won't be included because it hurts'. The environment in each room is arranged to ensure that harmony prevails as much as possible. Activities are provided which keep children engaged and occupied and allow for self-expression.

If a child's behaviour is causing above average concern, the Director will contact the parents and arrange a time for discussion, to develop cohesive strategies for managing the behaviour and supporting the child during this period. This is part of the child care partnership between parents and staff.

## HEALTH AND SAFETY

### Health Policy

Strict adherence to the Centre's Health Policy is necessary to keep cross-infection to a minimum. Exclusion protocols apply. You are given a copy of the protocols on enrolment. When your child appears to be very sick or has a temperature of 38°C or above, we will contact you immediately and ask you to take your child home and/or seek medical attention. We must act in the best interests of the child in this matter.

All children attending the Centre must be fully immunised. Please advise the Centre if your child has allergies to food or medication.

Medications must always be handed to a first aid officer and signed in. NEVER leave medication in your child's bag. The Centre is only allowed to administer prescribed drugs. Non-prescribed medications will only be administered if:

- 1) advised by a medical practitioner;
- 2) the medication is within the use-by date;
- 3) the medication does not contain Paracetamol; and
- 4) multiple medications have been acknowledged in writing by a medical practitioner.

Children must be EXCLUDED from the Centre whilst taking the following medications:

- ◆ **Flagyl** (used in the treatment of Giardia)
- ◆ **Koaspectate**

## Safety

The Centre must meet standard safety requirements to remain a licensed service. Insurance policies are held by the Centre to cover public liability, worker's compensation, and professional indemnity, fire and property loss/ damage. Gates, fences and glass panels at the Centre meet the national safety standards. All chemicals are locked away in an area separate from the children's play areas. Cleaning materials used in the areas are always kept on high shelves out of reach of the children. Fire and emergency evacuation procedures are posted around the Centre and regular fire drills occur throughout the year. The University's Fire Safety Manager supervises these drills as well as providing training to the Centre staff. In the case of an emergency evacuation, police and emergency services are involved. The police supervise the contact of parents and advise on the whereabouts of children for collection. ANU Security are also involved for assistance and information.

When entering and leaving the Centre ALWAYS check that gates and doors are closed. Once children are signed out of the Centre they are your responsibility – this includes the car-park area.

Please do not allow your children to bring dangerous items to the Centre such as:

- ◆ Plastic wrap on food;
- ◆ Glass;
- ◆ Ropes, laces, capes;
- ◆ Toxic substances;
- ◆ Medication;
- ◆ Small beads;
- ◆ Sharp items, including pencils;
- ◆ Rubber bands and balloons;
- ◆ Matches; or
- ◆ Nuts of any description.

## Pets

Regulations apply concerning animals at a child care centre. If you wish your child to bring a pet for the day, please discuss this first with the staff member in charge of the Section.



## INFECTIOUS DISEASES - EXCLUSION RULES

Under the Children's Services Act 1986, any child or person who is apparently suffering from an infectious disease should be excluded from child care.

DISEASE	PATIENT	CONTACTS	COMMENTS
Bronchiolitis	Until the child is well.	No	Refer to "Staying Healthy In Child Care", Chapter 2 pg 3.
Bronchitis	Until the child is well.	No	Refer to "Staying Healthy In Child Care" Chapter 2 page 4
Chickenpox	Until all blisters have crusted, there are no moist sores and the child feels well.	No	Dispose of tissues soiled with nose and throat discharges. Wash hands carefully. Do not share eating utensils or drinking cups. If there is an outbreak, disinfect, mouthed toys after washing them.
Cold sores(Herpes Simplex virus - HSV)	Exclude any adult or child who has contact with babies under 2 months of age until the sore has completely dried. Exclude child if unwell.	No	Follow good handwashing and cleaning procedures. Do not allow kissing on or near infected area, sharing of food or drink containers, mouthing or toys. Dispose of tissues correctly. Rotate staff with cold sores away from Possum Gurnnut areas.
Common cold	May be excluded at the discretion of staff if symptoms become severe or the child is not well enough to cope with group situation.	No	Teach children to cover the mouth when sneezing or coughing and to wash their hands after blowing their noses. Dispose of tissues soiled with nose and throat discharges. Ensure staff wash hands after contact with soiled tissues or contact with nose and throat discharges
Conjunctivitis (Sticky eyes Discharging eyes)	Until discharge from eye has ceased. Should infection Recur within 48 hours exclude for next full day.	No	Discharge on waking must also have ceased.
Diarrhoea - Non specific	Until bowel motions have returned to normal and at least 24 hours after the last abnormal bowel motion. In addition, the child has returned to a reasonable diet and is feeling well.	No	Refer to "Staying Healthy In Child Care", Chapter 3, pg 1. Make sure that good handwashing procedures are being followed at the Centre and at home.
Campylobacter	For at least 24 hours following abnormal bowel motion and until a medical certificate of recovery is produced.	No	Make sure that good handwashing procedures are being followed at the Centre and at home.
Giardiasis	Exclude until course of treatment is completed and for at least 24 hours following abnormal bowel motion	No	Make sure that good handwashing procedures are being followed at the Centre and at home. A child will not be accepted at the creche while on medication for the treatment of Giardiasis.
Rotavirus	Exclude while condition persists and for at least 24 hours after bowel motions have returned to normal and vomiting has ceased.	No	Make sure at good hand washing procedures are being followed at the Centre and at home. A child with severe symptoms should be seen by a doctor.
Salmonella and Shigella	Until diarrhoea has stopped, bowel motions have been normal for at least 24 hours and a medical certificate of recovery is produced.	No	A person with salmonella or shigella in their faeces must not be involved in food preparation. Staff may resume handling food when three separate faeces samples show that no salmonella/shigella is present. Make sure that good handwashing procedures are followed at the centre and at home.
Ear infections (Otitis)	Exclude for any discharge from ear until this condition has cleared and child is feeling well.	No	Refer to "Staying Healthy In Child Care", Chapter 2, pg 7
Hand, foot and mouth disease	Not excluded if child is well and exposed blisters are covered.	No	Allow blisters to dry naturally. Do not pierce blisters deliberately because fluid in the blisters is infectious. Follow good handwashing techniques.
Head lice(pediculosis capitis)	Until the day after appropriate treatment has started.	No	Dead eggs may still be present but the child is no longer infested and nits need not be removed. Inspect close contacts regularly for signs of infestation.
Haemophilus influenzae type b(Hib) - meningitis, epiglottitis, pneumonia, jointinfection or celluliti	Until the child is well and a medical practitioner confirms that the child has completed a course of the appropriate antibiotic.	No	The Director must inform the ACT Health Department*. All children entering Child Care should receive vaccination against Hib. If appropriate, the Health Department may arrange for other children and staff to be given a course of the appropriate antibiotic and/or arrange vaccination.
Hepatitis A	Until one week (seven days) after onset of illness or jaundice and receipt of a medical certificate of recovery. Exclusion is not necessary.	No	Make sure that good handwashing procedures are being followed at the Centre and at home.
Hepatitis B		No	A child who feels unwell may need to stay away. Take precautions when handling blood contaminated items. Re-emphasise good handwashing, cleaning and disinfecting practices. Prevent biting, scratching and violent behaviour. Cover open wounds, cuts or abrasions that are weeping and moist. Refer to "Staying Healthy In Child Care", Chapter 5, pg 6.
Hepatitis C	Exclusion is not necessary.	NO	A child who feels unwell may need to stay away. Take precautions when handling blood contaminated items. Re-emphasise good handwashing, cleaning and disinfecting practices. Prevent biting, scratching and violent behaviour. Cover open wounds, cuts or abrasions that are weeping and moist. Refer to "Staying Healthy In Child Care", Chapter 5 pg 7.
HIV, AIDS (Human immuno-deficiency virus)	Exclusion is not necessary unless the child has a secondary infection.	No	A child who is unwell may need to stay away. Take precautions when handling blood contaminated items. Re-emphasise good handwashing, cleaning and disinfecting practices. Prevent biting, scratching and violent behaviour. Cover open wounds, cuts or abrasions that are weeping and moist. Refer to "Staying Healthy In Child Care", Chapter 5 pg 8.
Influenza	Until the child or staff member is well enough to cope with a routine day.	No	Teach children to cover the mouth when sneezing or coughing and to wash their hands after blowing their noses. Dispose of tissues soiled with nose and throat discharges. Wash hands after contact with soiled tissues and articles and alter contact with nose and throat discharges. Refer also to "Staying Healthy, In Child Car", Chapter 2, pg 8
Measles	Until at least four days after the onset of the rash and the child is feeling well.	No for immunised children	The Director must contact the ACT Health Department* for advice. Exclude all unimmunised contacts for a minimum of 2 weeks unless immunised within -2 hours. Refer also to "Staring Healthy In Child Care", Chapter 4, pg 11 and notification protocol.

DISEASE	PATIENT	CONTACTS	COMMENTS
Meningococcal meningitis or infection - septicaemia	Until the child is well and a medical practitioner confirms that the child has completed a course of the appropriate antibiotic.	No	The Director must inform the ACT Health Department*. If appropriate, the Health Department may arrange for other children and staff to be given a course of the appropriate antibiotic and/or arrange vaccination.
Mouth Ulcers	If severe and the child is unwell.	No	Inspect close contacts regularly for signs of infection. Do not share eating utensils, food or drinking cups. Disinfect toys that toddlers put in their mouths.
Mumps	Until nine days after the onset of swelling and the child is feeling well.	No	The Director must inform the ACT Health Department*.
Rashes	All significant rashes excluded until cleared or on production of medical certificate which confirms condition is not infectious.	No	Inspect close contacts regularly for signs of infection.
Ringworm	Until the day after appropriate treatment has started provided the affected area can be covered.	No	Inspect close contacts regularly for signs of infection. Make sure that good handwashing procedures are being practiced.
Roseola (exanthum subitum, sixth disease)	Not generally excluded but may be excluded because of raised temperature or rash.	No	Follow good handwashing, cleaning and disinfection procedures.
Rubella (German measles)	Until at least four days after the onset of the rash and the child is well.	No	The Director must inform the ACT Health Department*.
Scabies and other mites causing skin disease	Until a medical certificate of recovery is produced.	No	Inspect close contacts regularly for signs of infestation. Refer also to " <i>Staying Healthy In Child Care</i> ", Chapter 4, pg 18.
School sores (impetigo)	Until treatment has commenced.	No	Areas on exposed surfaces should be covered with a watertight dressing. Make sure that good handwashing procedures are being practised.
Streptococcal infection (including Scarlet fever)	Until antibiotics have been taken for at least 24 hours and the symptoms have improved significantly.	No	Follow good personal cleanliness practices. Cover the nose and mouth when coughing or sneezing. Dispose of tissues used to wipe a runny nose. Always follow this with proper handwashing. Do not share eating utensils, food or drinking cups. Disinfect toys that toddlers put in their mouths.
Temperatures (Raised above 37.5°C)	Exclude until following day and until temperature has returned to normal.	No	If agreed, paracetamol will be administered when temperature reaches 37.5°C per axilla (under the arm).
Thrush (candida) (Oral)	Exclude until appropriate treatment has started and the baby is feeding well.	No	Make sure good handwashing and cleaning procedures are being practiced.
Tuberculosis	Exclude until approval to return is given by the Medical Officer of Health. Child or staff member with active TB should be excluded until treatment has been given for one month. Children with inactive TB are not excluded.	No	Refer to " <i>Staying Healthy In Child Care</i> ", Chapter 2, pg 11. The Director must inform the ACT Health Department*.
Vomiting	Exclude until at least 24 hours after vomiting has ceased and child is well.	No	
Whooping Cough (pertussis)	Until well and until 5 days after starting antibiotic treatment.	No for immunised children	The Director must inform the ACT Health Department*. Exclude unimmunised close contacts from child care until they have commenced antibiotics. An unimmunised child who does not take antibiotics should be excluded for 10 days after the last case of whooping cough has been detected. Refer also to " <i>Staying Healthy In Child Care</i> ", Chapter 2, pg 12
Worms (Intestinal)	Not excluded once treatment has been started.	No	Make sure that good handwashing procedures are being followed at the centre and at home

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