

Wyndham City Council Breakaway Respite Program - Parents Handbook



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Introduction

Wyndham City Council would like to welcome you to the Breakaway Respite Program.

Philosophy

Wyndham City Council's Breakaway Respite Program is an innovating respite program providing centre-based and excursion activities for children and young people aged between 5 and 17 years with a disability.

The Breakaway program aims to provide a high quality service that is an enjoyable and meaningful experience for young people with disabilities in a recreational setting.

The program also provides parents with a respite option that is safe and caring, with professional staff who are trained in the support of young people with disabilities.

Enrolment

To be able to attend the program the child must be in the age bracket and living in the Wyndham City Council area. The family has completed the assessment process and is eligible for HACC funding support.

Parents will be sent an itinerary of the terms events and a nomination sheet, including prices, locations and times. Parents are required to fill out and return the nomination forms by the specified date. Late forms will be placed on a waiting list for available activities. A confirmation of activity attendance will be sent to the parents before the beginning of term.

Dropping off and Collection of Your Child

Parents are required to sign children in and out individually each time that they attend the program.

Parents are required to collect their child from the specified centre by the time on the confirmation roster. If the parent is unable to collect the child by the specific time, the program must be contacted. Alternative arrangements for collection of your child will be required and the staff at the program to be notified.

If someone other than the person who normally collects the child is doing so please supply the staff with name and telephone number and a brief description of the person, the parent will need to inform the person collecting the child that they will require PHOTO ID before they will be permitted to remove the child from the centre.

If no contact has been made with the staff prior to the specified time the emergency contact person will be contacted to collect the child from the program.

Signing in and out of the program

On your arrival, your child is required to be 'signed in' with the time and emergency contact details. It is most important this is completed, as in case of emergency evacuation, the sign in book is the attendance record for ensuring all children are present.

On departure, your child needs to be signed out with the appropriate time indicated.

Change of Address

It is the parent's responsibility to notify the program coordinator of any change of address or phone number whether home, work or emergency contact. It is of utmost importance that the program be able to contact you quickly, should the need arise.

Food

It is important to provide your child with adequate food to sustain them through the program. Please ensure that your child has adequate drinks and snacks. It is encouraged that children do not consume large amounts of sugar and artificial colours, please ensure that your child has healthy and nutritious foods at the program.

Health

The health and safety of all children attending the Breakaway program is of concern to the staff and other people using the facilities. The program is unable to provide separate facilities for children who are ill or fall ill during any of the programs therefore parents are asked not to send their children if they are unwell. If a child falls ill whilst attending any of the programs, parents will be contacted to arrange collection of the child from the program, as the centre does not have extra staff members able to stay with your child due to staff/child ratio numbers.

Infectious Diseases

The Holiday program policy on infectious diseases is consistent with Commonwealth and State legislation, which outlines the exclusion practices for children who have an infectious disease or who have been exposed to an infectious disease. The service will ensure that the policy is practiced.

The service will ensure that parents/ guardians/ approved persons are notified of any infectious diseases present at the holiday program. Where a child develops symptoms at the service, parents will be asked to collect the child and seek medical diagnosis.

An exclusion list is attached in appendix 1

Medical Treatment

If a child develops a serious medical condition or suffers an accident requiring immediate medical attention the child will be taken to the hospital accompanied by a staff member and parents will be contacted and they must attend as soon as possible. Parents need to be aware that if an ambulance is required one will be called and parents will be responsible for the costs.

Medical Conditions

It is essential that parents inform the coordinator and staff of any health related issues concerning your child. Allergies or chronic and on going medical conditions that your child has must be discussed with staff members and noted on the child's enrolment form.

Medication

If your child requires medical treatment in the form of medication or specialized creams, a consent form must be completed correctly before the staff are able to administer these medications or creams.

All medication must be provided in the original bottle or dosette box provided by the pharmacy. The child's name, date prescribed, dose, time that the medication needs be administered and the expiry date of the medication. Otherwise medication cannot be administered. Please do not use the term 'as needed' as this is not specific enough.

Custody and Access

If a parent is experiencing problems associated with custody and access, please discuss this with program coordinator. A copy of the current custody orders is required for our files and the program will do the up most to abide by them.

If there is any problem with custody orders or there implementation it is the parent's responsibility to notify the centre staff or program coordinator of any changes to the court order.

Bus Travel

Junior program

Pick up and drop off shall be at Werribee West Family Child Care Centre at the front of the community centre in the car park. Please ensure that parents sign their child in out of the program.

Senior Program

Pick up and drop off shall be a Youth Resource Centre, at the entrance to the reception area, in the car park. Please ensure that parents sign their child in and out of the program.

Ratios

There are ratios put in place to ensure the safety of the children and staff.

Centre based days 1:4

Excursion days 1:3

The ratios may change due to the support required by the children on the program. At all times 2 staff will be present at the program.

Sun Smart Policy

1. The program requires each child to wear a hat while outside. The hat needs to protect the face, ears and neck. A legionnaire hat is recommended.
2. Children who do not bring a hat will play in a protected area, out of the sun.
3. Sunscreen will be available for all children and staff. This will be applied as necessary (Sunscreen will be SPF 30+). If your child require special sunscreen please provide this to staff and fill out the medication sheet, outlining the application process.
4. Staff will wear hats whilst outside with the children and will encourage play in the shade where possible.

This policy has been developed to ensure all children attending the program are protected from damaged skin caused by harmful U.V. rays. This policy applies in terms 1 and 4. It is still recommended to wear a hat in term 3 and 4 to get the children used to the routine of wearing a hat.

Behaviour Management Policy

Behaviour management strategies are in place to provide a safe environment for staff, children and other participants. Children are redirected and encouraged to respect others and their right to privacy and their 'own space'. When a child demonstrates unacceptable behaviours, staff will use the behaviour strategies outlined in the child profile, if the behaviour continues the parents will be contacted and the child is required to be collected from the program immediately.

If the unacceptable behaviours continue on the program a meeting will be set with the coordinator and family to discuss behaviour strategies and the possibility of discontinuation of attendance on the program.

Unacceptable behaviour:

1. Physical abuse of other children staff or centre participants
2. Verbal abuse of other children, staff or other centre participants.
3. Misuse of equipment or facilities
4. Failing to follow direction from staff

Toys from Home

The program encourages children to become involved in the activities provided. Sometimes, if the child brings toys from home it can become distracting. Please encourage children to leave these toys/items at home; if they get lost or broken at the program, it could be distressing. The Breakaway program takes no responsibility for toys brought from home.

If your child has a security item, this is fine as it may help them to settle into the program.

What you are required to bring to the Breakaway program

Please provide labelled with your child's name:

1. A bag with a change of clothes
2. Any item specially required to care for your child i.e.: leg splints
3. Any personal care items, i.e. nappies, wipes, pull-ups etc
4. Lunch, including drinks and snacks (unless otherwise specified on program details)
5. Hat
6. Coat and warm clothes for winter.

Clothing

Breakaway is an active program in which time is spent both inside and outside. To allow the children freedom to play, it is important to dress your child to the forecast and ensure they have extra clothing. It is important that your child has covered toe shoes to protect the feet. It is also encouraged that children do not wear singlets in summer due to the affects of harmful UV rays.

Fire Evacuation

There are fire evacuation plans displayed at the centres in which the children attend. Staff are familiar with the fire evacuation plan. Regular practice fire evacuations will take place to ensure children understand the process. If you require further information on the procedures, please contact the Coordinator.

Fees

The cost of each program is \$6.00. Each family is to provide the fees at the beginning of the program. A receipt will be given on the day. If possible, please ensure the correct money is paid, as it is difficult to give change. On occasions, such as excursions and special activities may incur an extra cost. This cost will be kept to a minimum.

Notification of absence

It is important that staff are notified if your child will not be attending on any of the days. As we offer a waiting list for program days, without notification, you may be taking up a place that another family could use. There will be a charge of \$6.00 if notification of cancellation is not received before the program.

Late Collection of Children

Children must be collected from the program at finishing time. A late fine of \$5.00 for the first 10 minutes and \$10.00 for every 5 minutes after that will be charged. Staff will attempt to contact parent/carer and emergency contacts. If no contact is made with parent/carer or emergency contacts, staff will contact the local social services. Under no circumstances will a staff member take children to their own homes or in their own vehicle.

Cancellation of the Program

The Breakaway program will be cancelled if there are less than 3 people attending the activity. In such a case, notification will be given to the families before programs are due to commence.

Venue details

Hoppers Crossing Occasional Child Care
162 Heaths Road
Werribee 3030

Youth Resources Centre
86 Derrimut Road
Hoppers Crossing 3029

Breakaway Coordinator
Youth Services
PO Box 197
Werribee 3030

Phone: 9742 8155
Mobile: 0408 137 770

Confidentiality

The privacy and confidentiality of all families is respected at the Breakaway program. Details of families and children are not discussed outside the program. Information on families is kept in a locked filing cabinet, information that is no longer used will either be shredded or sent to archiving facilities at the Council. If other services require information on a family, written parental permission is required.

Ceasing attendance on Breakaway

If for any reason you choose not to continue using the Breakaway program, we request that you notify the Breakaway Coordinator on 9742 8155. This will ensure you are taken off the mailing list and enrolment placements are kept up to date.

Dispute Resolution

Families with concerns or complaints are encouraged to discuss these with the Children's Program Officer of the service in the first instance and

Complaints, which are not resolved to the family's satisfaction, will be either referred to the Unit Leader of Youth's Services.

These concerns can also be forwarded by letter to:

**Breakaway Coordinator
Youth Services
Wyndham City Council
P.O Box 197
Werribee Vic 3030**

Appendix 1

WYNDHAM CITY COUNCIL HOLIDAY PROGRAM POLICY

APPENDIX 1

EXCLUSION TABLE

Recommended minimum periods of exclusion from school, preschool and child care centres for cases of and contact with infectious diseases from National Health and Medical Research Council - June 2001

<u>Condition</u>	<u>Exclusion of Cases</u>	<u>Exclusion of contacts</u>
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken Pox	Exclude for at least 5 days AND until all blisters have dried	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus Infection	Exclusion not necessary	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by an appropriate health authority
Glandular fever	Exclusion is not necessary	Not excluded

(mononucleosis)

Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Hookworm	Exclusion not necessary	Not excluded
Human immune-deficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclusion is not necessary	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority	Not excluded
Measles	Exclude for at least four days after onset of rash	Immunised contacts not excluded. Unimmunised

		contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If un-immunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacterial)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving rifampicin
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well	Not excluded
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received	Not excluded
Typhoid fever (including	Exclude until approval to	Not excluded unless

paratyphoid fever)	return has been given by an appropriate health authority	considered necessary by public health authorities
Whooping cough	Exclude the child for five days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14 days course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms	Exclude if diarrhoea present	Not excluded

NOTE: THE NHMRC recommends that children who are physically unwell should be excluded from attending school, pre-school and child care centres

NOTES: