

Excerpt from Parent Handbook

Policy Book Index

There are 4 Policy Sections. Policies are placed in the section that they pertain to:

1. Operational-Administration
2. Programming and Planning
3. Health and Safety
4. Staff

Regulations Required Policies

Policy Section	Policy Name
Operational-Administration	
	CENTRE MISSION STATEMENT
	CENTRE PHILOSOPHY
	CENTRE GOALS
	Acceptance and Refusal of Authorisation Policy
	Complaints & Feedback Policy
	Confidentiality Policy – see Privacy & Confidentiality Policy
	Developing a Policy
	Determining Responsible Person Policy
	Enrolment Policy
	Fees Policy
	Family Participation & Communication Policy
	Governance and Management of the Service Policy
	Inclusion of Children with Additional Needs Policy
	Parent Involvement Policy
	Parent Handbook
	Privacy and Confidentiality Policy
	Privacy Collection Statement
	Staff Recruitment
	Storage of Records Policy
	Telephone or other Communications Policy
	Volunteers, Students & Visitors Policy
Programming & Planning	
	Adventurous or Risky Play Policy
	Curriculum Policy
	Daily/Weekly Programme Policy

	Environmental Sustainability Policy
	Guiding Social Competence Policy
	Supporting and Responding to Children's Self Regulation
	Social Justice, Inclusion & Diversity Policy
	Transitioning Children to the next age group Policy
Health & Safety	
	Adventurous and Risky Play Policy
	Anaphylaxis Policy – Managing Children with Severe Allergies causing Anaphylaxis
	Arrival and Departure of Children and Visitors Policy
	Biting Policy
	Bottle Safety and Preparation Policy
	(Child Protection)- <i>See Keep Them Safe Policy</i>
	Dental Health Policy
	Excursion Policy
	Emergency, Evacuation and Lockdown Policy
	First Aid Policy
	Food and Nutrition Policy
	Food Safety and Meal Preparation Policy
	Incident, Injury, Trauma, Illness and Emergency Policy
	Infection Control Policy
	Interactions with Children Policy
	Keep Them Safe-Child Protection Policy
	Medical Conditions Policy
	Medication Administration
	Providing a Child Safe Environment Policy
	Physical Activity and Small Screen Recreation Policy
	Risk Assessment – WHS Policy
	Safe Sleep and Rest times Policy
	Safe Storage of Dangerous Goods Policy
	Sun Protection
	Toys/Items from Home Policy
	Telephone and other communications Policy
	Water Safety Policy

	Waste Management Plan & Policy
	Work Health and Safety Policy
Staff	
	Staff Handbook
	Code of conduct Policy
	Determining Responsible Person Policy (see Op-Admin)
	Interactions with Children Policy
	Staff Leave Policy
	Staff Recruitment Policy
	Staff Training and Development
	Staff Grievance Policy
	Volunteers, Students and Visitors Policy
	Unsatisfactory Performance Policy
	Performance Appraisal Policy