



## Newsletter January 2019

We hope you have all had a wonderful Christmas and are enthusiastic for every challenge that 2019 brings.

### Staffing Changes

We are thrilled to welcome on board Lucy Johnson who will be working Monday to Friday each week. Lucy has a diverse background of experience both in the Early Childhood sector as well as in an admin role. Initially Lucy will work closely with Ange and Tracey to support our continued transition to the CCS.



Angela Free will now reduce her work days to 4 each week and will no longer be working on Tuesdays.

Robyn Horner will also be reducing her days to 3 each week from February.

### ECU Spot Visits

These are still happening. We have provided the ECU with an updated educator list and believe that spot visits to services will be occurring through January and February. Our field visits for the coming weeks will focus on compliance.

Please ensure you have **current** and available:

- Risk minimisation and communication plans for children with known medical conditions, asthma, allergy etc. (see page 2)
- Policies
- Parent consent forms
- WWVP cards for all adults residing in the home or visitors
- Driver's licence

We must have copies of **current** routine outing risk assessments for your file including detailed written route being taken or google map with route marked.

**Parent feedback** – Throughout 2019 we will again be providing families using your care with a feedback form to complete, linked to your reregistration. A copy of the questions being asked will be supplied to each educator with their reregistration pack.

**CCS WHERE TO NOW:** From January 14<sup>th</sup> all in/out times of children in care must also be entered through the CCS portal, this will mean that for those educators not yet using the e-signature through Harmony the time spent inputting timesheet processing will be more than double. We will be holding an information/training session very soon as we progressively assist educators to move to Harmony and e-signature.

**Remember ALL children must be signed In/Out by the parent or guardian at the actual time they drop off and collect each day.**

We have had Emma Newell from Education and Training in the office to discuss how the move to CCS has progressed for Family Day Care and to ensure our practices are compliant.

Also please note that for any children not attending care for 8 weeks or more their enrolment is automatically ceased from the system and we will need to enter a new Written Complying Agreement (CWA). Parents will need to confirm the new CWA in their MyGov account. We need the new CWA in the office prior to the care commencing.

## Medical Conditions – Risk Minimisation /Communication Plans

Following a recent OSHC A&R it has come to our attention that we are not currently meeting the interpretation of Regulation 90 1C (iii) **requiring the development of risk-minimisation plans in consultation with the parents of a child.**

Included with this newsletter is the plan which must be completed in conjunction with the parent. Therefore children with any known medical condition must have a current risk minimisation/communication plan completed as well as an action plan for conditions such as Asthma or Allergies.

## Quality Improvement Plan

In educator newsletters, meetings and other communication throughout 2019 we will feature discussion around the Scheme's QIP. We encourage all educators to provide feedback so that we can ensure we are not only recording our strengths but also actively working on improvements.

### **Element 2.1.2**

**HEALTH PRACTICES AND PROCEDURES** – Effective illness and Injury management and Hygiene practices are promoted and implemented.

*Identified Issue:* The need to maintain effective procedures that ensure all families provide up to date information regarding their child's health to the service, including such things as current immunisation status, changes to or a new diagnosis of a medical condition.

*What suggestions do you have for us to achieve this goal?*

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### **Bushfire Aware**

A reminder to all educators to be alert to the current risks associated with possible local bushfires, whether it be the impact of smoke inhalation or directly the threat of fire.

Please ensure you have revisited your bushfire plan especially for those educators with only one route for exiting their property.

**Attachments:** Included with this newsletter are the following-

Meeting dates for 2019 – Playsessions roster request – Risk Minimisation and Communication Plan for medical conditions.