



# My Place Family Day Care Newsletter

October 2023

What a busy 4 Months for the Childcare Sector! I can't thank you all enough for your hard work in implementing all the requirements needed to make us compliant.

I have received a lot of questions and feedback over this time from many about how it is 'Un Family Day Care' or 'this is how they are just trying to drive us out.' While I can not speak to that, I can say that we are working in a very highly regulated industry, which is absolutely needed but it can be difficult when you add the complexity of a family home and a single individual that is relied on to complete all the work. While I wish I could say that in the future it will become easier, I can't but I can say you all have shown your resilience, flexibility, and love for FDC that shows why you all do such amazing work.

We will keep facing these challenges head on and work together to keep FDC strong!

## Upcoming Events!

**Educator Appreciation Dinner – Friday 1<sup>st</sup> Dec.**

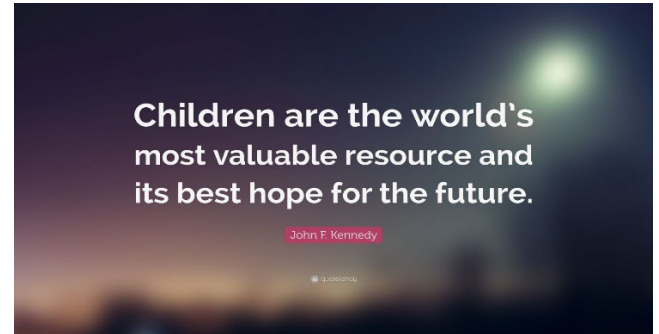
Let us say thanks for all that you do!

RSVP ASAP by email [lara.vanling@ich.org.au](mailto:lara.vanling@ich.org.au)

**Children's Christmas Party – Wed 29<sup>th</sup> Nov.**

EMF Jnr Play Centre. Catering and Grip socks included.

RSVP ASAP by email [lara.vanling@ich.org.au](mailto:lara.vanling@ich.org.au)



## Gap Fee Payment Audit Process

Thank you to those Educators who have already taken part in this process.

I randomly select 2 Educators every month and ask them to provide their evidence of invoicing and EFT payments from all parents for a 2-month period.

These are then kept on record for evidence for when the Service receives an Audit. If the Service receives an Audit, it is possible that all Educators will have to provide this information to the Department.

## Administration Update

**Exit Forms:** Please ensure exit forms are sent in for children exiting care as this is the only way Admin can check for last day absences.

**Enrolments over Christmas Period:** If you have new children starting over this period, please ensure you give Admin as much notice as possible as there will be limited hours and staff.

## Contact Us



(07) 3372 1711



38 Sitella Street, Inala QLD 4077

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## Quality Area 2

### Quality Area 2 – Children's health and safety

This is the area that has been under review the most and also contains a lot of individual parts that require ongoing action from both the individual Educator and Service.

We have listed below the Quality Areas along with the policy and procedure that goes along with these for your assistance and review:

Although building relationships with your families is important, BEST PRACTICE under the National Regulations and the National Quality Standards must always be maintained.

Standard 2.1- Health - Each child's health and physical activity is supported and promoted.

**QA 2.1.1:** - Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.

4.8 Sleep, Rest and Relaxation Policy  
4.19 Safe Sleep Procedure  
4.20 Rest and Relaxation Procedure

**QA 2.1.2** - Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.

**QA 2.1.3** - Healthy lifestyle - Healthy eating and physical activity are promoted and appropriate for each child.

5.1 Food Safety and Nutrition Policy  
5.1 Food Handling & Safe Food Storage Procedure  
5.2 Nutrient and Beverage Procedure

Standard 2.2 - Safety - Each child is protected.

**QA 2.2.1** – Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

6.1 Child Safe Environment Policy  
6.2 Child Safe Equipment Policy  
6.3 Workplace Health Safety & Risk Management  
6.4 Water Safety Policy  
7.1 Emergency Management Lock Down and Evacuation Policy  
6.1 Assessment of Educators Residence Procedure  
6.2 Glass Safety Procedure  
6.5 Fencing Procedure  
6.6 Providing a Child Safe Environment Procedure

**QA 2.2.2** - Incident & emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

7.1 Emergency Management Lock Down and Evacuation Policy  
4.2 Incident Injury Illness and Trauma Policy  
4.9 Incident Injury, Illness and Trauma Procedure  
4.10 Serious Incident and Emergency Procedure  
7.4 Emergency Drill Lockdowns and Evacuations Procedure

**QA 2.2.3** - Child protection - Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

2.2 Child Protection Policy  
2.2 Guiding Children's Behaviour Procedure  
2.7 Reporting Child Abuse Procedure

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## 4.2 Incident Injury Illness and Trauma Policy

## 4.3 Serious Incident and Emergency Policy

## 4.4 Medical Conditions Policy

## 4.5 Administration of Medication Policy

## 4.6 Administration of First Aid Policy

## 2.5 Supervision of Children Procedure

## 4.9 Incident Injury, Illness & Trauma Procedure

## 4.10 Serious Incident & Emergency Procedure

## 4.16 Administration of Medication Procedure

## 4.17 Administration of First Aid

## Service Books

Lara and I are in the final stages of getting 2024 Programming and Environment books finished and reprinted for next year.

Please keep an eye out for information and order forms.

## Bluecards

Please ensure that you have a copy of ALL Adult occupant's cards in case a Department Authorised Officer visits your premises. The original must be kept with that person and a copy in your files.

## Pool Checks

Thank you everybody who has a pool for your hospitality over the last couple of weeks. Please ensure you continue to maintain your areas and fill in your daily pool safety checks each working day.

## Recipe Idea



## Tuckshop Banana Cake

### Ingredients

- 3 bananas large ripe
- 1 cup self-raising flour sifted
- 1 egg brought to room temperature
- 1/2 cup sugar
- 1/4 cup canola oil

### Method

1. Preheat oven to 180C and lightly grease a loaf tin.
2. Peel bananas, place in a mixing bowl and mash.
3. Add the flour and then the remaining ingredients.
4. Mix well until combined and pour into the loaf tin.
5. Bake for 40 minutes until golden.

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