

## 5 Parent Information Handbook

### Document Purpose

This Handbook is designed as a convenient reference for parents.

It outlines what your child needs to bring with them to the Co-op each day, what happens each day at the Co-op, and your responsibilities as a Co-op member. It also contains information about the Co-op including its background, its aims, how it is funded, and how it is managed. **In particular, you are encouraged to read the information regarding the Committee of Management, and to consider becoming a member.**

Please do not hesitate to speak to the Co-ordinator, any staff member, or any members of the Committee of Management (COM) about anything else you would like to know or discuss further. Similarly, you and your wider family are welcome to visit the Co-op at any time.

We hope that you find this Handbook useful, and that your time at the Co-op will be a happy and rewarding experience for you and your child.

### Dropping Off Your Child

See the following policies for further information:

- [Delivery and Collection Policy](#) p. 104

#### Opening hours

The Co-op opens at 7.45 am. We encourage you to drop your child off during 7.45 am to 9.30 am, so that staff can help settle in your child (see below).

You enter the Co-op through the gate at the rear of the property (located in the bluestone laneway). The gate is opened using a four number code, and the Co-ordinator can provide you with this. If you don't know the code, simply ring the doorbell located next to the gate and a staff member can let you in.

Whenever you enter or leave the Co-op, you must ensure that you close the gate behind you. **The gate cannot be left open under any circumstances.** You must not let any child other than your own through the gate.

Please respect parking restrictions in and around the lane behind the Co-op. All-day parking in the laneway behind the Co-op is not permitted.

Please note, smoking is not permitted in the Co-op under any circumstances. Similarly, no animals are permitted in the Co-op without prior authorisation from the Co-ordinator.

#### Signing in

When dropping your child off in the morning, it is extremely important that you **'sign-in'** your child. You must record in the sign-in book (located on the counter as you walk in):

- your child's name
- the time
- when you expect your child to be collected
- who will be collecting your child. This is important, as staff cannot release a child to another person unless you have notified them
- a contact telephone number (please ensure this number is correct, as it may be required in an emergency).

**If you have more than one child attending that day, you must make a separate entry for each child.**

After signing-in your child, you will also need to place your child's lunch in the fridge.

After signing your child in, you are encouraged to discuss with any staff member a range of issues relating to your child. This could be from the type of mood that your child is in on that particular morning, what their appetite was like at breakfast, through to their overall development and progress. You are encouraged to spend some time with them before leaving, to help them settle in for the day. The amount of time will vary depending on your child's individual needs

#### Settling in

To help your child settle-in, please feel free to bring a familiar toy, blanket or bottle, clearly labeled with your child's name. We also recommend that you clearly indicate to your child when you are leaving. Parents are encouraged to call the centre throughout the day to talk to staff about their child's day. Staff may contact the parent if their child has not settled within a couple of hours of being dropped off.

Some children settle-in easily, while others can be more difficult. If your child does not readily settle at the Co-op, staff and the Co-ordinator will develop an individual strategy and review period in consultation with you.

In some cases, the outcome of the review may be that your child needs to be removed from the Co-op for a period of time. If this is required, consideration will always be given for priority of access when your child is ready to return.

### Orientation of New Children

At Co-op we recognize that the settling process is both difficult for the child as well as the parent. To help alleviate the stress we have some suggestions on how to help settle a new child.

- Parents are expected to come to Co-op and stay with their child on the first and some of the second visit.
- After this time, we recommend that the parent leaves the child for a couple of hours at Co-op.
- The length of time the child stays is gradually increased over 2-3 weeks based on how they are settling in, until the child is staying for a full day.
- At this time, it is recommended that the parent leaves the child promptly, as this does not prolong the process for the child or the parent. The child will also learn that Co-op is not a space where they will play with the parent but rather have the opportunity to play with other children and attach to other adults.
- We generally find that once the parent has left, the child settles fairly quickly, however if this is not the case, we will call you and have you collect your child.
- Educators recommend that for the first 4 - 6 weeks new children particularly infants have an early pick up.

**Please see individual room Educators for specific information regarding orientation.**

## What Your Child Needs To Bring To Co-op

See the following policies for further information:

[Nappy Changing and Toileting Policy](#) p. 153

[Food](#) p. 157

[Birthdays/special occasions](#) p. 26

[SunSmart Policy](#) p. 177

[Children with Severe Allergies](#) p. 73

[Clothes and Footwear](#) p. 89

### Label everything

Everything that you bring to the Co-op must be clearly labelled.

Each child at the Co-op is allocated a locker and pigeon hole to store their personal belongings. If your child loses something, please let a staff member know. If it is found and is clearly labelled, it will be placed in your child's pocket. A lost property box is also kept near the Co-op entry; unlabelled items are placed there.

The Co-op is not responsible for any lost items, including clothing.

### Clothing

You should dress your child in practical, durable clothes that are clearly labelled.

During the colder months, you should provide your child with warm, protective clothing such as beanies, coats, gloves and gumboots.

In the warmer months, you will need to provide your child with a labelled sun hat that protects their face, neck and ears. To help protect your child from the sun, the Co-op also does the following:

- ensures there are sufficient areas of shelter, and shade trees in the grounds
- excursions and outdoor activities are scheduled before 11am and after 3pm (EDST) whenever possible. The availability of shade is also considered when planning excursions and outdoor activities
- staff act as role models by wearing appropriate hats and clothing outdoors, using sunscreen, and seeking shade whenever possible

SPF 30+ broad spectrum, water-resistant sunscreen will be provided for staff and children's use as necessary.

You will also need to pack a complete change of clothes in a bag, and additional items appropriate to changing weather.

Footwear must be appropriate for the season and suitable for outdoor activities. Thongs are not allowed. Smocks will be provided for children engaging in messy activities. Soiled clothing will be rinsed and placed in a plastic bag.

Staff will ensure that your child is dressed appropriately for indoor and outdoor play, and for rest.

### Nappies

As part of our commitment to sustainable practice and doing our part to reduce the number of disposable nappies that go into landfill, Co-op initiated the use of EEny compostable nappies. The nappies are made from renewable

plant based material and have no harmful chemicals. Nappies are provided but parents are required to purchase one gripper belt at the start of the year.

If you are toilet training your child, several labelled pairs of training pants and additional changes of clothes are required.

### Food

In order to comply with the Food Safety Act 1984, the Co-op has a Food Safety Program that ensures that all food involved in Co-op activities is safe and fit for human consumption. This includes snacks served by staff to the children, food provided by you (lunches and birthday cakes to share), and sausages and cakes at fundraising events.

All foods must be prepared in the following way:

- avoid food preparation when you have an infectious illness
- wash hands before handling food (we are not required to provide hand washing facilities at an event such as a sausage sizzle lasting only a few hours)
- avoid direct contact between hands and food by using utensils and disposable gloves e.g. use tongs for sausages and serve bread on serviette
- use only fresh ingredients (that is food within its use by date)
- wear an apron or clean clothing when handling food
- transport all foods in sealed packaging or wrapping
- foods requiring refrigeration (fresh dairy products and meat) to be refrigerated until time of cooking or serving

Healthy eating is encouraged through both parents and the Co-op providing appropriate foods and beverages. Parents are required to inform staff of their child's special nutritional needs and/or food allergies. Parents are required to pack one piece of fruit for your child for morning tea. The fruit is cut up and placed on a platter for children to share.

Parents also need to pack lunch. You need to pack your child's lunch in a labelled and sealed container and place it in the fridge after you sign-in your child. Suitable food includes sandwiches, cheese, yogurt, soup, meat and vegetable pieces, dry biscuits and dips.

Co-op provides your child with afternoon tea, and a late afternoon snack. Any food that needs re-heating is heated thoroughly to at least 75°C for a minimum of two minutes.

The following foods are strongly discouraged: sweets, raw un-grated carrot, soft drinks, chips, popcorn, cakes and sweet biscuits.

**Nuts or nut products like Peanut Butter and Nutella are prohibited at Co-op because of allergy risks for existing children. Foods containing Egg such as boiled egg sandwiches, quiche and fried rice are also prohibited for the same reasons. If any child presents with an allergy to a certain food then that food shall also be banned from the Co-op for the duration of that child's attendance. Parents shall be informed by email and notice in the child's pocket, notices shall also be placed on the notice board.**

Milk and water are provided with meals and snacks.

Any food that your child doesn't eat is left in their lunchbox so that you can monitor their food intake.

### Birthdays/special occasions

Birthdays/special occasions are celebrated at the Co-op and you are welcome to bring a cake for the children to share. However, please speak with staff regarding special requirements that need to be followed for the preparation of birthday cakes (e.g. limiting the use of artificially coloured sweets for decoration, nut traces that may lead to allergic reactions in children, etc.). Ensure that cakes containing uncooked dairy products (e.g. cream or cheese) are refrigerated. Please include a list of ingredients with the cake. It is preferable to have a store bought cake as it compliant with the food safety regulations.

### Allergies

All staff are informed verbally and in writing if your child has an allergy or special dietary need. Relief staff are also informed and must check with permanent staff before serving food. A copy of this information is displayed in the room where your child attends, near to where food is prepared and eaten, and also in the kitchen. Staff are also required to be aware of where a child is sitting when a meal is served with food to which they are allergic (e.g. some children may need to be placed in a high chair so that they do not eat another child's food).

**Any child that requires an Epipen or Anapen must provide the centre with one. The Epipen/Anapen must be stored in a small cooler bag. The Epipen must be appropriately labelled with the child's name on it. An Anaphylaxis Action/Management Plan must be provided and include a photo of the child. The Epipen will be stored in the relevant child's room and out of reach of other children. If your child arrives at Co-op without his/her Epipen/Anapen they shall be sent home.**

If your child suffers an allergic reaction while at the Co-op, staff must:

- immediately inform the Co-ordinator and
- ensure that a staff member remains with the child until medical assistance arrives.

Refer [Anaphylaxis Policy](#) p. 73

### Toys, dummies and bottles

You are encouraged to pack one security toy (or dummy/bottle) if necessary for your child. All other toys are provided by the Co-op (please note, the Co-op actively discourages weapon-type toys or hero style dress-ups).

### During The Day

See the following policies for further information:

[Nappy Changing and Toileting Policy](#) p. 153

[Child Supervision Policy](#) p. 86

[Grouping Of Children Policy](#) p. 124

[Hygiene Policy](#) p. 126

#### Guiding behaviour

The Co-op encourages children to develop and show respect for each other's rights and feelings, and to express their feelings in a socially acceptable way.

In guiding your child's behaviour, staff will use methods appropriate to their level of development. Staff will reinforce your child's positive behaviour by acknowledgment and encouragement. When dealing with negative behaviour, staff will provide positive guidance in a calm but firm manner.

Your child will be encouraged to develop social skills that will allow them to resolve their own conflicts.

#### Program planning and development

The Co-op has planned developmental programs, for 0-3 year olds and 3-5 year olds, and program plans for both groups are displayed in rooms. Staff plan these programs on a fortnightly basis according to the individual needs, interests, and development within the group.

The aim of the program is to provide your child with a range of experiences and activities to assist in their cognitive, physical, social and emotional, and language development.

Programs are evaluated constantly by staff, by observation of the children's play, their level of interest, appropriate constructive behaviour, and achievement of goals, and adjusted as required to meet the children's needs.

Planning is built on children's interests and needs and based on Co-op's philosophy and the Early Years learning framework. Educators maintain a record of each child's planning and development in their individual portfolios. Portfolios are kept in the children's room and are accessible to parents who may also like to contribute photos or stories to their child's portfolio.

#### Sleep and rest

Your child will be offered the opportunity to rest during the day. Depending on your child's needs, they will have a sleep; rest on a bed, or a quiet free play. If your child has had a sleep during the day, it will be recorded on a notice board in the room for your information.

#### Toilet training

The Co-op can begin toilet training your child when they show signs of being ready. For more information on toilet training, please speak to a staff member.

### Collecting Your Child

See the following policies for further information:

[Late Collection of Children Policy](#) p. 146

[Delivery and Collection Policy](#) p.104

#### Signing out

When you collect your child, you must 'sign-out' your child and record the departure time.

After signing your child out, you are encouraged to discuss with any staff member your child's experiences throughout the day.

#### Late collection fee

The Co-op closes at 6.00pm each day. However, you are urged to collect your child no later than 5.45 pm, to allow staff time to pack up to enable them to leave when their shift ends at 6.00 pm.

If your child is not collected by 6.00 pm, a late collection fee applies to compensate staff for extra time worked. The Co-op wall clock is the reference for time. The late fee is calculated as follows:

- \$10.00 for first 15 minutes or part thereof, and
- \$1.00 per minute after that.

The late fee will be charged to the fortnightly fee statement automatically.

If you anticipate a late collection, you should arrange for someone to collect your child, but you must notify staff of this arrangement (please note, staff **cannot** release children to the care of someone other than the person specified, without your authorisation).

If you anticipate a late pick up, a phone call to staff would be greatly appreciated. However, this does not exempt you from the late fee.



## Health And Safety

See the following policies for further information:

[Anaphylaxis Policy](#) p.73

[First Aid, Illness, Incident, Injury and Trauma Policy](#) p. 119

[Infection Control Policy](#) p. 130

[Infectious and Communicable Diseases Policy](#) p. 132

[Medical Conditions in Children Policy](#) p. 148

[Medication Policy](#) p. 150

[Occupational Health and Safety Policy](#) p. 159

[Water Safety Policy](#) p. 186

### Medication

If your child needs medication to be administered during the day, you need to inform a staff member verbally, and provide formal written authority by completing an entry in the medication register (located on the counter near the entry).

Medication cannot be administered without your written authorisation, children that require antibiotics should ideally not attend the centre until 24 hours after their first dosage.

A trained staff member is responsible for checking the dosage, time, expiry date, specific child's name on prescription and complete authority in medication booklet. The dosage is double-checked by another staff member before administration.

### Illness

If your child shows signs of anything more than mild illness (for example, a cold), they should not be sent to the Co-op. In particular, if your child has an infectious/communicable disease/condition, they must not be sent to the Co-op until the condition is no longer considered infectious/communicable (see Appendix II for more information). If your child has been vomiting or has had diarrhoea they should not return to the centre until 24 hours after their last bout.

If your child becomes ill during the day, the Co-ordinator will phone you, and you will need to take your child home. If your child's temperature is above 37.5 degrees centigrade the co-ordinator will also call and you will need to come and collect your child.

Children should not return to the Co-op until they are well. The Co-ordinator may, at their discretion, require the provision of a medical clearance certificate before your child returns to the Co-op.

### Accidents

Staff record all accidents the accident book (located on the counter near the entry), which you must counter-sign when you collect your child.

You will be advised of any minor accidents that occurred during the day when you collect your child. Minor accidents such as grazes and abrasions are cleaned with antiseptic, and if required, bandaged. Cold compress are applied to sprains, contusions and bumps.

### Serious accidents and severe allergic reactions

With more serious accidents and severe allergic reactions, you or your emergency contact will be contacted and requested to transport the child to a doctor/hospital. If you or your emergency contacts are uncontactable, your child will be accompanied by staff to seek medical treatment.

Where urgent medical attention is required, an ambulance will be called and you will be notified immediately (please note, you will be responsible for any ambulance and medical costs).

### Immunisation

The Co-op maintains a current record of your child's immunisations, and acts to exclude un-immunised children when a vaccine-preventable infection is present or suspected at the Co-op.

You should inform the Co-ordinator of updated immunisation. If you choose not to immunise your child, you need to sign an exclusion acceptance form.

### Fire drill

All staff, including relievers and volunteers, are required to be familiar with the Co-op's fire drill procedures. Fire drills are held with staff and children at least twice a year.

### Fees and Bookings

See the following policies for further information:

[Fee Policy](#) p. 117

[Annexure A – Fee Schedule](#) p. 188

#### Payment of fees

The Co-op is a non-profit organisation and operates on a very tight budget. To enable the Co-op to operate effectively, fees must be paid promptly failure to do so may jeopardise your child's position at the centre.

Fee statements are issued fortnightly covering the previous week and one week in advance, and placed in your child's pigeon hole. Fees can be paid weekly, or fortnightly.

Fees can be paid electronically with an electronic fund transfer from the invoicee's bank account into Clifton Co-op's bank account. The account details are provided on the bottom of the fee statement. Please be sure to include your child's name in the electronic transfer so that it is clear who the payment is for.

Electronic payment or cheques or EFTPOS are preferred for security reasons. Cheques should be made payable to the Clifton Child Care Co-operative Pty Ltd. The Co-op cannot guarantee the security of cash left on the premises. For this reason parents are requested to pay their fees by either cheque or an electronic funds transfer. Please speak with the Co-ordinator if you need to pay fees in cash.

#### Fee assistance

Fee assistance is available to all families who are eligible under the Commonwealth Department of Human Services and Health guidelines. The Co-op can provide relevant information and assistance, including offering a reduced fee or lump sum payment, but the responsibility to meet required guidelines and procedures rests with you.

#### Absences

You are required to pay for any booked place during an absence. This includes absence due to:

- Illness
- Planned holidays

If your child cannot attend the Co-op, please let the Co-ordinator know as soon as possible by phoning the Co-op by 8.00am on the morning that your child can't attend

When possible, fees for long absences may be negotiated if the place can be filled with occasional care. This is strictly through consultation with, and at the discretion of the Co-ordinator.

### Notice of cancellation

To cancel or change a booked place, a minimum of 4 weeks / 20 Co-op working days (excluding the Christmas shutdown period) notice is required to allow time for the Co-ordinator to fill the vacancy.

### Withdrawal

If you want to leave the Co-op, you need to speak with the Co-ordinator who will issue a withdrawal form for you to complete.

### Working With Parents

See the following policies for further information:

[Code Of Conduct](#) p. 91

[Communication Policy](#) p.94

[Family Engagement Policy](#) p. 116

[Fundraising Policy](#) p. 122

[Information Privacy Policy](#) p. 134

[Information Privacy Policy](#)

[Participation Recognition Scheme](#) p. 164

[Code Of Conduct](#) p. 91

[Communication Policy](#) p. 94

#### Your involvement

Parents are expected to take an active role in the Co-op, including:

- assisting with working bees and fundraising
- attending parent meetings and social events
- being willing to serve as a member of the Committee of Management or on a sub-committee
- being willing to assist with the ad-hoc provision of services or skills, such as typing, sewing, toy repair, administration etc.

#### Communication

Effective communication and consultation between families and staff is essential for the smooth operation of the Co-op.

Each child has a pigeon hole in their room, where fee slips, notices, newsletters and artwork are placed; you should regularly check and empty this area. Invoices and newsletters can also be emailed if you provide the centre with your email address. Notice boards display a variety of important and relevant information. Notices relating to meetings, fundraising, excursions or other relevant matters are displayed on walls/doors in the hallway and rooms.

Staff are always available to discuss your child's daily routine and/or any areas of concern/development. Please make an appropriate time with the staff to discuss your concerns.

You should advise staff of changes to family circumstances and health issues as these may affect your child's behaviour. Contact numbers and addresses must be kept up to date.

A parent information night is held annually to update parents individually on their child's development and activities, and to discuss objectives. Parent meetings are also held throughout the year, as required.

A Parent Bulletin is published fortnightly to keep parents up to date with activities at Co-op.

Newsletters are published several times a year. Contributions from parents, staff and others interested in Child Care related issues are welcome.

### Feedback/input

Your feedback is valued and encouraged both formally and informally. A parent questionnaire is circulated annually to seek parent input into all aspects of the Co-op's operations.

The Co-op values any input, skills, talents and interests that you and your family believe may be of assistance and value in building programs for children. For example, there could be interesting aspects to you and your family's home or working life that you would be prepared to share to enrich the experiences of the co-op's children.

Please feel free to share your thoughts with staff at any time.

### Complaints

The Co-op encourages clear and open communication between staff and parents in order to resolve differences before they escalate into major conflicts.

You are encouraged to air your differences with staff sensitively and openly. Complaints regarding staff can be discussed with the Co-ordinator to clarify the issue and decide on any further action. If the issue is not resolved satisfactorily, it can be taken through the Parent and Staff Liaison Director to the Committee of Management for further action/advice.

### Your privacy

The Co-op believes that an individual's right to keep their personal information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal information.

## Family Induction Checklist

The Clifton Child Care Co-operative is committed to ensuring adequate information and communication to all new member families.

All forms provided by the Co-op and completed by the family are stored securely in the Children's File.

Forms to be provided by the Co-op and completed by family:

- Enrolment Form
- Notice of obligation
- Share Membership
- Child Routine
- Allergy Form
- Immunisation or exclusion acceptance

To be provided by the Co-op to family:

- Fee Assistance information (if applicable)
- Family Information Booklet
- Explanation of fee payment
- Tour of the Co-op

To be paid by family:

- Deposit (refer [Annexure A – Fee Schedule](#) p. 188)
- Share Membership \$1

### Infectious Diseases – Minimum Exclusion Period

The following schedule indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 - Schedule 6.

A patient or contact (a person coming into contact with the patient) shall be prevented from attending crèche, unless the conditions (where applicable) prescribed hereunder are complied with.

#### Amoebiasis (*Entamoeba histolytica*)

Exclude until diarrhea has ceased. Contacts not excluded.

#### Campylobacter

Exclude until diarrhea has ceased. Contacts not excluded.

#### Chicken pox

Exclude until fully recovered or at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion. Contacts not excluded. Note that any child with an immune deficiency (for example, leukemia) or receiving chemotherapy should be excluded for their own protection.

#### Conjunctivitis

Exclude until discharge from eyes has stopped. Contacts not to be excluded. Note: the discharge from the eye is highly infectious.

#### Diphtheria

Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after cessation of anti microbial therapy and the other 48 hours later. Contacts to be excluded including all family/household contacts until cleared to return by the Secretary.

#### Hand, foot and mouth disease

Exclude until all blisters have dried. Contacts not excluded.

#### Haemophilus type b (Hib)

Exclude until medical certificate of recovery is received. Contacts not excluded.

#### Hepatitis A

Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness. Contacts not excluded.

#### Hepatitis B

Exclusion is not necessary. Contacts not excluded.

#### Hepatitis C

Exclusion is not necessary. Contacts 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. Contacts not excluded.



### Hookworm

Exclusion is not necessary. Contacts not excluded.

### Human immune-deficiency virus infection (HIV/AIDS virus)

Exclusion is not necessary unless the child has a secondary infection. Contacts not excluded.

### Impetigo

Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing. Contacts not excluded.

### Influenza and Influenza-like illnesses

Exclude until well. Contacts not excluded.

### Leprosy

Exclude until approval to return is given by the Secretary. Contacts not to be excluded.

### Measles

Exclude until at least 4 days after the 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 unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to crèche.

### Meningitis (bacteria)

Exclude until well. Contacts not excluded.

### Meningococcal Infection

Exclude until adequate carrier eradication therapy has been completed. Contacts not excluded if receiving carrier eradication therapy.

### Molluscum contagiosum

Exclusion not necessary. Contacts not excluded.

### Mumps

Exclude for days or until swelling goes down (whichever is sooner). Contacts not excluded.

### Parvovirus (erythema infectiosum fifth disease)

Exclusion not necessary. Contacts not excluded.

### Pediculosis (head lice)

Until appropriate treatment has commenced, supported when requested by a medical certificate. Not to be excluded. Close contacts should be inspected regularly for signs of infestation.

### Pertussis (whooping cough)

For four weeks or until a medical certificate of recovery is produced. Not to be excluded.

### Poliomyelitis

Exclude for at least 14 days from onset and also until a medical certificate of recovery is produced. Contacts not to be excluded.

Ringworm, scabies, pediculosis (head lice)

Re-admit the day after appropriate treatment has commenced. Contacts not to be excluded.

Rubella (german measles)

Until fully recovered or at least at least four days from the onset of the rash. Contacts not to be excluded.

Salmonella, shigella

Exclude until diarrhea ceases. Contacts not excluded.

Scabies

Until appropriate treatment has commenced, supported when requested by a medical certificate. Not to be excluded.

Streptococcal infections, including scarlet fever

Until the child has received antibiotic treatment for at least 24 hours and the child feels well. Contacts not to be excluded.

Trachoma

Re-admit the day after appropriate treatment has commenced. Contacts not to be excluded.

Tuberculosis

Exclude until a medical certificate is produced stating that the patient is no longer infectious. Contacts not to be excluded.

Typhoid and paratyphoid fever

Exclude until approval to return is given by the secretary. Contacts not to be excluded unless considered necessary by the Secretary.

Whooping cough

Exclude the child for 5 days after starting antibiotic treatment. Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days or a 10 day course of antibiotics.

Worms (intestinal)

Exclude if diarrhea present. Contacts not to be excluded.