

[H3.21]

COVID-19 Attendance and Enrolment Policy

Applies to: Kariong Out of School Hours Care

Specific responsibility: OOSH Administrator/Nominated Supervisor

Version: 1

Date approved: 20 April 2020

Next review date: As required during the pandemic.

Policy context: This policy relates to reflects the needs of Kariong Out of School Hours Care to practically respond to, and function under, this new subsidy.

Links to Regulations and Law

- Children (Education and Care Services) National Law (NSW) No 104a
 - Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children)
 - Section 167 Offence relating to protection of children from harm and hazards
- Education and Care Services National Regulations [2011-653]
 - Regulation 77 Health, hygiene and safe food practices
 - Regulation 85 Incident, injury, trauma and illness policies and procedures
 - Regulation 86 Notification to parents of incident, injury, trauma and illness
 - Regulation 87 Incident, injury, trauma and illness record
 - Regulation 88 Infectious diseases
 - Regulation 106 Laundry and hygiene facilities
 - Regulation 109 Toilet and hygiene facilities
 - Regulation 162 Health information to be kept in enrolment record

Links to National Quality Standards

- My Time Our Place: Outcome 3
- Quality Area 2 Children's Health and Safety
 - 2.1.2 Health Practices and Procedures

Linked Policies

- Incident, injury, trauma and illness policy
- Medical conditions Including Asthma, Anaphylaxis, diabetes management policy
- Medication Policy

	<ul style="list-style-type: none"> • Immunisation, Exclusion and Notifiable Diseases Policy • Coronavirus Policy
Templates and Forms	<ul style="list-style-type: none"> •

Policy Statement

This policy is valid from 6 April 2020 to such time as the Government declares an end to the COVID-19 Early Childhood Education and Care Relief Package (ECECRP) and COVID-19 Pandemic.

All Karing Out of School Hours Care Policies and Procedures remain in place with the exception of the following –

Procedure

- During this time of the Pandemic, our regular staff: child ratios will be maintained; however, attendances will be determined by the space available at the Service, taking into account social distancing measures (refer to Pandemic – Covid 19 Risk Assessment).
- All Fees owing up until Friday 3 April 2020 must be paid in full. Karing Out of School Hours Care reserves the right to refuse care if fees are not paid.
- Families who have paid fees in advance and will now not be paying for care under the ECECRP may have these fees credited based on the existing policies of the Service.
- Parents who wish to recommence their bookings after the COVID-19 Pandemic, but have recently cancelled their bookings should reenroll to hold their place. The Service will attempt to honour old bookings at the time the ECECRP and the COVID-19 Pandemic ends, but does not guarantee a place for families who have not booked/re-booked. Families will not be charged for their bookings while ECECRP is in place.
- From Monday 6 April 2020 the new 'COVID-19 Early Childhood Education and Care Relief Package' will come into effect.
- Bookings for Vacation Care and Before and After School Care will be accepted on a 'needs' basis, as assessed by this service in reference to the Priority of Access guidelines below.
 - Essential Workers*
 - Vulnerable children or families at risk of abuse or neglect as deemed by the state
 - Proof of employment may be required
 - Any other enrolments. These will be assessed case by case as necessary

*Essential Workers will include

Health Professionals and Emergency Workers

Hospital Staff including contractors

Educators, and workers in the Child Care Industry

Aged Care Worker

Those employed in Transport, Telecommunications, Energy or Water

Government Employees

- During the Pandemic families can pick up extra sessions as required. Once the Pandemic is over, bookings will revert to the families original bookings for Before and After School Care. However, if no

waiting list is in place families will be able to retain the extra sessions.

Health and Safety

This service has a responsibility to ensure the health and safety of its employees and children in care. All elements of this policy will be enacted with health and safety as a priority. This service reserves the right to make amendments to this policy at any time in order to meet health and safety obligations.

If a child presents to the Service with a cough, sneezing, runny nose or temperature they will be refused care and will not be able to return to the Service until they are able to provide a Letter of Clearance from a medical practitioner. Children should not have had Paracetamol/Ibuprofen in the twelve (12) hours before their attendance (as they mask symptoms that may be present). If they have had either of these two medications in that period they must be kept home.

If an educator presents to the Service with a cough, sneezing, runny nose or temperature they will be unable to work their allocated shift and will be required to provide a Letter of Clearance from a medical practitioner before they are able to resume normal duties.

All Educators, children and parents who have recently travelled overseas must stay isolated at home for 14 days after they return. If they develop flu-like symptoms, they should call their doctor to arrange testing or go directly to a COVID-19 clinic or emergency department.

Parents/Guardians who have symptoms of the Coronavirus or who have been in contact with someone that has symptoms of the Coronavirus will not be allowed to drop off or pick up their child/ren from the Service. They will need to organise another authorised person to drop off or collect their child/ren.

When Parents/Guardians arrive at the Service to drop off or pick up their child/ren, they will not be able to access the centre. Staff at the Service will collect and deliver the children to and from the parents.

Responsibilities of Parents

All families attending the Service are obliged to consider the health and safety of others present at this Service. We request that families follow isolation guidelines and government advice, in order to minimise the risk of infection at our Service.

If your child is exhibiting cold or flu-like symptoms, we ask that you seek guidance from a doctor before bringing your child into the care environment.

If a member of your family has contracted, or been in close contact with someone who has contracted COVID-19, your child will not be able to attend this Service for a minimum of 14 days or as otherwise cleared by a doctor.

Record of Review

Version Effective Date	Review Date	Lead by	People consulted	Review Approved
15 th April 2020	As required during the Pandemic	OOSH Administrator/ Nominated Supervisor: Jacqui Pearson	Network of Community Activities Management Committee	Gail Ransley: Chair of Governance Sub Committee 20 th April 2020