Partnerships with families  
11th May to 15th May 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing our illness and injury management and hygiene practices. In these times of COVID-19 it’s especially important that you feel comfortable with our cleaning methods and schedules, and our practices to stop the spread of infectious diseases, so please talk to us if you have any questions. The safety and wellbeing of your children are our number one priority
* reviewing our **Infectious Diseases** Policy and **Animal and Pet Policy. S**ummaries follow:

**Infectious Diseases Policy**

Educators and staff:

* will exclude children who have an infectious disease or are too ill to attend
* will implement procedures in policy if a child becomes unwell or develops a fever at the Service
* will implement minimum exclusion periods advised in Staying Healthy publication and/or required in relevant health legislation
* may require a medical certificate stating a child is not contagious before readmitting child

Parents must:

* advise educators on arrival of any symptoms requiring administration of medication to their child in the past 48 hours
* collect children who are unwell within one hour or make other arrangements for child’s care

Nominated Supervisor will notify infectious diseases to the local public health unit if required.

**Animal and Pet Policy**

The Nominated Supervisor will:

* complete a risk assessment before allowing any animal to be kept at the service, or pet to visit the service, and take appropriate actions to reduce the risk of harm
* implement a staff roster to ensure any animal that requires care or feeding outside service operating hours is cared for at the service or an employee’s home

Educators and staff will ensure:

* children are closely supervised when interacting with animals or pets
* animals and pets at the service are fed and cared for appropriately eg cages cleaned daily
* animal or pets do not access food preparation areas, sandpit or where children play, eat, sleep
* room tasks include feeding, cleaning and caring for the animal
* all adults and children wash their hands after handling animals or pets
* children’s animal or pets are only brought into the Service if first approved by the Nominated Supervisor
* pets accompanying families to the service are left at the gate.

There are copies of the policies near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor