



# Welcome



**On behalf of our team, I would like to welcome you and your family to Kath Dickson Family Day Care. By selecting Kath Dickson Family Day Care as your child care service, you have chosen a service that is flexible, affordable and of high quality.**

We look forward to being part of your family’s journey and will endeavour to provide the very best care for your child.

The Kath Dickson Family Day Care philosophy is as follows:

- Our service believes that children and families are the cornerstone of our community.
- Children have the right to belong in safe, secure environments where they can develop a strong sense of identity.
- We believe in fair and inclusive practices that support culture, individuality and diversity.
- We promote language rich educational environments, with a variety of experiences that engage children in their own learning.
- The holistic development of children is enhanced as their needs and interests are responded to positively.
- We advocate strongly for the co-participation of children, families, educators, coordinators and members of the wider community to prepare children for their future in society.
- We endeavour to build strong relationships with all stakeholders and act as a role model to promote sustainability and an

awareness of environmentally friendly practices.

- Together we believe we can make a difference as we continue to encourage our children, families, and community.

We look forward to welcoming you to the Kath Dickson family and sharing this journey with you. Please do not hesitate to contact our Family Day Care Coordination team if you have any questions relating to the care of your child.

### Kelly Mills

#### Service Manager

*Kath Dickson Family Day Care  
Metropolitan & East Coast Services*

**Phone: 1300 336 345**

**Email: [hello@kdfc.com.au](mailto:hello@kdfc.com.au)**



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**Kath Dickson Family Centre is honoured to acknowledge our Elders, past, present and emerging.**

**They have walked this land with us, and before us; today, yesterday and generations long ago. They have lived lives of courage, strength and determination. We recognise their legacy, that each of us now carries. We recognise the path that their footsteps have carved for us.**

**We acknowledge the trust that has been placed in us to continue this journey. We do all of this with respect, reverence and understanding.**

# What is family day care?

**Family day care is an approved form of child care that is provided in an educator's own home, under the guidance of a family day care service.**

Family day care operates under the same National Quality Framework (NQF) the same as centre-based child care and parents are eligible for child care subsidies. However, rather than being in a centre, education and care is provided by an educator from their own home.

This setting, combined with the small group size (maximum of four children under school age) provides a familiar, safe and secure learning environment in which young children can thrive.

## Family Day Care Educators

**Your Kath Dickson Family Day Care educator is the primary carer of your child.**

All educators must hold a minimum of a Certificate III in Early Childhood Education and Care and have undergone a thorough recruitment and training process to become registered with us. They must also hold a valid Blue Card (Working with Children), and undertake a police check prior to commencement.

Educators are required to maintain and demonstrate consistent quality child care practices in accordance with the National Quality Framework; Early Years Learning Framework and Framework for School Age Care, Education and Care Services National Law Act (2010), Education and Care Services National Regulations (2011) National Quality Standards, health and safety standards, and; our service policies and procedures.

Educators develop a program that contributes to the following outcomes for each child:

- Children have a strong sense of identity.
- Children are connected with and contribute to their world.
- Children have a strong sense of wellbeing.
- Children are confident and involved learners.
- Children are effective communicators.

Educators are required to ensure their environment has:

- a safe outdoor play area including appropriate shade;

- adequate fencing;
- sufficient space available indoors;
- access to sufficient furniture, common materials and developmentally appropriate equipment;
- adequate ventilation and natural light and the environment is maintained at a comfortable temperature;
- age appropriate resources;
- appropriate sleeping facilities for each child;
- an emergency evacuation plan in place and displayed prominently, which is regularly rehearsed;
- met the service's Health and Safety Standards; and
- no smoking or vaping within 5 metres of the property.

## Family Day Care Coordinators

In order to operate a family day care business, educators need to be registered with a family day care service, such as Kath Dickson Family Day Care, which is responsible for approving, supporting, training educators.

Kath Dickson Family Day Care Coordinators are the initial point of contact between families and educators and work closely with educators to ensure they maintain the high standards required for continued registration.

Coordinators provide educators with information, training, and any other support needed to appropriately provide education and care in their service. They maintain regular contact through home visits and play sessions.

Coordinators are available during office hours Monday - Friday to discuss any concerns you may have arising from your childcare arrangements.

Kath Dickson Family Day Care Coordination Units are based in the Toowoomba and Sunshine Coast regions.

**Feel free to give us a call on 1300 336 345 or after-hours: 0458 580 519**

## Management of the Service

Kath Dickson Family Centre is the approved Kath Dickson Family Day Care service provider and licensee. As a, non-profit organisation, Kath Dickson Family Centre is managed by a voluntary Board of Directors responsible for ensuring the service is operating effectively within the guidelines of the Federal and State Governments. The Service's Compliance History Log and Quality Improvement Plan are available upon request.



# Before starting care

## From now on you will be sharing the care and responsibilities for your child with someone else, your family day care educator.

In order to promote a sense of security and belonging for your child it is important that both educators and parents show sensitivity, respect and understanding to each other's families, households, and needs.

### Settling into care

Take time to get to know your educator and to visit the educator's home before leaving your child for the first time. This helps to establish trust and confidence for both your child and yourself.

You may like to discuss leaving your child for short periods of time to help them to get used to the idea that you will come back and collect them.

Family day care experiences have shown that parting is most successful when done in a positive, cheerful manner. Saying good-bye and indicating that you will come back later, will help reassure and settle your child.

Talk to your educator daily about how your child is settling and progressing. You are most welcome to phone during the day to see how your child has settled. Taking a favourite or familiar item and being regular with arrival and departure times will also help your child adjust to the new situation.

Share information with your educator about your child, such as their likes and dislikes and important people and events in their lives. Religious or cultural traditions and beliefs that guide the way you bring up your child may be unfamiliar to the educator. Sharing ideas will help the educator understand your values and meet the needs of your child.

### Clothing

With our very changeable weather, it will be necessary to provide for your child's comfort both indoors and outdoors, with clothes for both warm and cold days. Layers are best so that children are warm enough first thing on a colder morning, not too hot during the day, and the items are put back on later in the day when the temperature cools down. SunSmart standards of clothing are recommended for

Queensland's climate.

Thought should be given to appropriate dress for play and outings. Children can become very distressed if they are the only ones not 'dressed' to go out, and also frustrated if they cannot join in play for fear of spoiling their clothes.

Hats need to protect the face, neck and ears; clothing should be loose-fitting and made of cool, densely woven fabric. Choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts. If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-shirt / skirt to wear over this before going outdoors.

Before your child starts with Kath Dickson Family Day Care, please discuss with your educator which of the following you may need to provide:

- extra nappies
- a complete change of clothes
- bibs
- rainwear
- shoes
- hat and sunscreen
- bed linen.

Having their own personal items can comfort the child while away from you and develop their sense of independence.

Any medications that your child may require, while in care must have a pharmacy label this includes also includes over-the-counter medicines and creams – such as Panadol and nappy creams.

### Kindergarten and school

Educators may be able to deliver and/or collect children from kindergarten and school. Please refer to your educator's fee contract if

they charge an additional fee for this service.

Taking children to parent/teacher interviews, medical and dental visits, after-school activities, sports, etc remain the responsibility of the family.

### Cultural and linguistic diversity

Your educator should enhance children's awareness of, and respect for, cultural similarities and differences, and instil pride for their own cultural heritage.

Some Kath Dickson Family Day Care educators are from culturally and linguistically diverse backgrounds. Talk to us about matching your child with an educator who speaks the same language as your family. If this is not possible, please discuss with a coordinator and your educator how to best communicate with your child. You may ask if anyone in the Service speaks your language, or ask to use the Telephone Interpreter Service (TIS) on 131 450.

### Respectful relationships

Parents have widely differing views regarding behaviour guidance, so it is vital to talk about your attitudes concerning this subject and how your expectations will be met in the family day care setting. Your educator will be responsible for providing for the needs of all the children within the group, and this must be considered.

Educators provide a positive guidance approach to behaviour, which builds children's confidence and self-esteem and is based on the development of caring, equitable and responsive relationships. This positive guidance approach supports the needs of each child, which helps them to develop a sense of autonomy and take responsibility for their behaviour.

Please see our Policies and Procedures for further information regarding positive relationships.

### Parents grievance procedure

Kath Dickson Family Day Care has a commitment to quality improvement and promotes an organisational culture that is responsive to grievances. The service will provide an 'arena' which allows for a grievance to be heard in a fair, impartial and

unbiased way. Independent mediation is also promoted.

In the first instance the grievance should be taken to the educator (if in relation to the care) or the Kath Dickson Family Day Care coordinator (if in relation to the service or care).

If unresolved, the grievance should then be taken onto the Chief Executive Officer of Kath Dickson Family Centre, who will attempt to reach a resolution with all parties concerned

Parents may go to the Kath Dickson Family Centre Board of Directors if the issue is unresolved at this stage, by:

- asking the Chief Executive Officer to take their issue to the Board of Directors,
- meeting with the Executive of the Board of Directors, or;
- requesting a hearing with the Board of Directors

Parents have the right to take the complaint to the Early Childhood Regulatory Authority – Department of Education.



# Health & wellbeing

## Your child's health and wellbeing is our number one priority.

We have a comprehensive range of policies that guide all aspects of operation and quality of our service. We invite you to review these policies, to discuss them with your educators and to provide feedback. All policies are available upon request.

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### Illness

All stakeholders have a duty of care to ensure that a high level of protection against infectious illnesses and diseases is maintained.

Children showing symptoms of illness that may affect the health of other children must not attend care. Infections, including diarrhoea, conjunctivitis, gastric upset and heavy colds, spread quickly. It is necessary for parents to notify their educators of any infectious diseases. The educator has the right to send home any child who they consider not well enough to attend.

If the child becomes ill while in care, the educator will contact an authorised parent or emergency contact person. The child may be separated from other children until you are able to arrange collection. Kath Dickson Family Day Care applies the standards recommended by the Australian Governments publications, Staying Healthy in childcare.

Communication through the parent portal/ wellbeing sheets/ forms will be used to promote open communication with families regarding the well-being of children in care.

### Medication

Kath Dickson Family Day Care adheres to safe principles and practices to administer medication.

The safety and welfare of children remains

the priority of our service and all medications are administered in accordance with legislative guidelines. No medication will be given to any child unless the authority to administer medication form is completed, and the medication has a pharmacy label for your child.

If your child has an ongoing medical condition your educator will develop a medical management/ Risk Minimisation/ communication plan with you.

### Safe sleeping

Kath Dickson Family Day Care adopts Red Nose safe sleeping practices when putting babies and children down for a sleep. This requires educators to:

- keep baby within sight and / or hearing when asleep
- sleep baby on the back, not on tummy or side
- sleep baby with face uncovered (no doonas, pillows, lamb's wool, bumpers or soft toys)
- provide a smoke free environment
- provide a safe sleeping environment
- safe cot: AS/NZS 2172
- safe porta cot: AS 2195
- safe mattress: firm, clean, flat, right size for cot
- safe bedding: soft surfaces and bulky bedding increase the risk of sudden infant death
- remove teething necklaces and any other necklaces before children are put to sleep
- maintain temperature control by adjusting clothing and bedding materials; and
- perform and document regular sleep checks (every 10 minutes)
- remove head coverings

### Sun protection

Kath Dickson Family Day Care supports educators in providing a sun smart environment. The Service is committed to the need to protect children's skin and educate all stakeholders about sun smart behaviour, reducing the risk of skin damage from exposure to the sun. The Service will provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.

### Children's safety & media consent

At Kath Dickson Family Day Care, the safety, wellbeing, and dignity of every child is our highest priority. We are committed to maintaining a secure and nurturing environment where children feel safe, respected, and protected.

#### Child Safety Responsibilities

The service and its educators have a legal and ethical duty of care to report any concerns relating to children's safety to the appropriate authorities.

If an allegation is made against an educator or a member of their household, and there is an immediate risk to children, the educator's Certificate of Approval may be suspended while investigations are undertaken.

If harm or suspected harm has occurred outside the family day care environment and is disclosed by a child or adult, it will be reported to the Department of Children, Youth Justice and Multicultural Affairs.

Indicators of harm may include physical, emotional, verbal, or psychological abuse, as well as neglect. In such cases, appropriate support agencies will be contacted to ensure the child's safety and wellbeing.

We encourage families to refer to our comprehensive Policies and Procedures for further information regarding child protection protocols and reporting obligations.

#### Media Consent and Privacy

To protect the privacy and safety of all children in care:

We respectfully ask that families do not take photos or videos of children during drop-off, pick-up, or while on the premises of the educator's home.

Parents and guardians are required to provide written authorisation for any photographs or video recordings of their child to be taken and/or used by the educator as part of their programming and practice.

This consent may include permission for use in documentation, displays, or promotional materials, and can be withdrawn at any time by notifying the service in writing.

We appreciate your cooperation in helping us maintain a safe and respectful environment for all children and families.

### Travelling & excursions

Educators are encouraged to take children to play sessions and on outings. You will need to discuss with your educator what range of activities they participate in through the year.

Forms for regular and irregular excursions are used by educators and you will be asked to sign these for all outings. Educators will also have completed a Risk assessment for the location prior the children leaving on the excursion.

Educators must ensure that all children who travel in cars are restrained correctly in compliance with Queensland Road Traffic Regulations. Educators are required to obtain a car safety certificate and child restraint check annually.

Your educator will provide you with a schedule of fees for travel if applicable. Other relevant fees may be negotiated with your educator.

### Emergency and evacuations

To ensure the safety and well-being of all children in our care, your child's Educator will conduct regular risk assessments to identify potential emergencies specific to our environment. Additionally, evacuation drills will be carried out with your child on a regular basis to familiarize them with emergency procedures. These measures are in place to help prepare both Educators and children for any unexpected situations and to ensure a quick and safe response in the event of an emergency.

**Please refer to the information at the back of this Handbook around healthy eating and dietary requirements for children.**

# Fee information

## Kath Dickson Family Day Care allows for independent fee-setting parameters by educators.

The educator will provide you with a fee contract prior to starting care. You will be provided with a confirmation of attendance records and receipts each week through our *Harmony Web* software.

### Services Australia

You can go to the Services Australia website (or your MyGov account) to register for, and find out more about Child Care Subsidy: [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au)

When a child starts attending care while a CCS claim is being assessed, any subsidy amounts payable for this period (noting that claims can be backdated up to 28 days) will generally be paid to the individual, not to the provider. During this time parents will be required to pay full fees until this has been approved. This is because it is expected that the parent will have already paid full child care fees to their provider for this period.

The child must be assessed for Child Care Subsidy (CCS) in the same name as the signatory on the family day care enrolment, including the application form. It remains the responsibility of the parent to maintain a current assessment for each child linked to Kath Dickson Family Day Care.

Parents need to give 2-weeks' notice and complete a Cancellation of Care form if they no longer require care. Parents must be aware that if they do not give notice or their child does not access care during their notice period then they will be required to pay full fee for that time. See Kath Dickson Family Day Care's Family Assistance Law (FAL) Policy in the Policy and Procedure Handbook for further details.

### Additional childcare subsidy (grandparent subsidy)

Being the principal carer of your grandchildren means that you look after them for at least 65 per cent of the time and you have substantial autonomy for the day-to-day decisions about the child's care,

welfare and development.

Grandparents on income support, who are the principal carers for their grandchildren, will have access to subsidised care through Additional Child Care Subsidy (Grandparent). A subsidy equal to 100 per cent of the actual fee charged, up to 120 per cent of the Child Care Subsidy hourly rate cap, for up to 100 hours of assistance per fortnight.

### Care definitions

**Standard** is defined as care between the hours of 8 a.m. and 6 p.m., Monday to Friday.

**Non-standard** care is outside standard hours.

**Casual care** is accessed outside of the agreed booked hours.

**Roster care** is determined by parents' work roster. These hours and days may change weekly.

**Other**, as determined by the educator

### Booking requirements

Any changes to booking agreements need to be negotiated with your educator. Your educator will then submit a change-of-booking request via their Harmony web software, for Kath Dickson Family Day Care administration staff to process.

Roster care needs to be organised in advance, to ensure the booking is processed before the sessions of care begin.

All bookings are to be rounded to the nearest half or quarter- hour.

### Payment requirements

Fees are to be paid as per the hours in the active booking agreement, whether the care is used or not.

Care used in excess of booked hours will be charged at either a casual or standard rate, as set out in the educator's fee schedule.

Penalty fees may be applicable if care is used outside of booked hours without prior notification.

Parents must pay the fees recorded on the timesheet to the educator weekly.

A service administration fee of \$2 per billed hour / per child, will be included each week on the timesheets.

At the beginning of each financial year, the amount the Government is willing to put towards your child care subsidy (CCS) may rise in line with the consumer price index (CPI). A child care usage statement will be issued to parents via e-mail.

Your educator will provide you with at least two-weeks' notice of any changes to their fee schedule.

**Please refer to our payment of fees policy for more details.**

### Educator illness

Fees are not required to be paid to an educator for days they are unable to provide care.

Parents are requested to contact Kath Dickson Family Day Care if alternative care is required. Please note that alternative care cannot be guaranteed

### Child absences

Each child is eligible for CCS for the first 42 absences from care across all approved child care services during each financial year. These absences can be taken for any reason and do not require supporting documentation. In shared care arrangements (where separated parents both claim Child Care Subsidy for the child's care), the 42 absences are allocated to the child, not to each individual parent.

All absences beyond the first 42 will only be paid as 'additional absences' if parents

/ guardians provide evidence that the absence has occurred under a permitted circumstance prior to the timesheet being processed.

If you travel overseas for a short term, please refer to services Australia for CCS eligibility.

Additional absences include:

- the child, the individual who cares for the child, the individual's partner or another person with whom the child lives is ill and the service has been given a medical certificate by a medical practitioner
- the child is attending preschool
- alternative arrangements have been made on a pupil-free day
- the child has not been immunised against an infectious disease, the absence occurs during an immunisation grace period and a medical practitioner has certified that exposure to the infectious disease would pose a health risk to the child
- the absence is because the child is spending time with a person other than the individual who is their usual carer as required by a court order or a parenting plan, and the service has a copy of the relevant court order or parenting plan for the child
- the child cannot attend because of a period of emergency (for example, because they are unable to travel to the service), for up to 28 days after the emergency
- the individual who cares for the child has decided the child should not attend the service for up to seven days immediately following the end of a period of emergency.

Within any service, a child cannot receive CCS for absences that occur before their first physical day in care, or after their last physical day of care.

### Absences for casual bookings

All Casual Bookings must be made in writing so that Educators can confirm these hours. 24 Hours' notice must be given to Educators to cancel any Casual Bookings to avoid being charged.

## Family holidays

When planning your family holidays, please give your educator as much notice as possible, or as per the fee contract. All school holiday arrangements need to be negotiated well ahead of time with your educator.

Please notify your educator as soon as possible if your child is to be absent from care. This is particularly important for children attending school when the educator is responsible for collecting the child after school.

## Educator holidays

When your educator has holidays, you may contact Kath Dickson Family Day Care if you need alternative care.

A coordinator will make every effort to arrange alternative care for you, however, we cannot guarantee care in these cases.

It is essential that families have some form of backup care for times when the service is unable to arrange care.

With the exception of public holidays, if the educator is unavailable to provide care, no fees will be charged to you

## Public holidays

For the purposes of CCS, a public holiday means 'a public holiday in the area in which the educator is operating'.

If care is not used, fees will be charged as per the normal booked hours. If care is used on a public holiday, fees will be charged as per the normal booked hours, but at your educator's public holiday rate, if applicable (see their fee schedule for details).

If not attended, public holidays will be counted as a normal absent day, and will contribute to the threshold of 42 CCS-eligible absences.

In the event that your educator is unavailable to provide care on a public holiday, and your child attends elsewhere, you will not be charged for the public holiday absence with your educator.

Parents are advised to check the availability of care with the educator in advance.

## Attendance records

Attendance documentation is a mandatory requirement of the Federal Government for CCS-verification purposes, as well as satisfying insurance / public liability obligations.

Your educator's Harmony software will automatically record the exact time of arrival and departure when you use your PIN to sign your child in. A unique PIN will be generated for any person who is likely to collect your child. It is important that you do not share this PIN as it acts like a digital signature. For other members of your family who wish to collect your child from care, they can be given their own PIN.

**PLEASE DO NOT SHARE YOUR PIN WITH ANYONE INCLUDING YOUR EDUCATOR**

Please ensure that the information on your timesheet is correct before you sign at the end of the week, as it is an offence under the Crimes Act to provide misleading information.

Educators may only sign attendance records on behalf of the parent in situations where they are required to take children to and / or from school.

## Notification of changes

Under the Privacy Act, parents must notify Kath Dickson Family Day Care and the educator via the parent portal, of any changes to their personal information, such as home or work address, or phone numbers, emergency contacts etc.

## Travel & excursions

This is charged as per the individual educator fee contracts



# Regulatory framework

## Family day care operates under the same National Quality Framework (NQF) as other forms of child care.

This regulatory framework includes incorporating National Regulations, National Quality Standards educational frameworks and an assessment and ratings process.

### National Quality Standard

The National Quality Standard assists services to provide the best level of early childhood education and care. The National Quality Standard is underpinned by a national learning framework which recognises that children learn from birth.

The Early Years Learning Framework, which is Australia's first national early childhood learning framework, is designed to guide early childhood professionals in the development of their education programs. For the school age care sector, the Framework for School Age Care supports the delivery of quality, nationally consistent leisure and play-based programs across all school age settings for children in care before and after school, and during vacations.

The National Quality Standard includes seven quality areas important to providing quality early childhood education and care services. These are:

1. Educational program and practice
2. Children's health and safety
3. Physical environments
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and leadership

### National Assessment & Rating System

The National Assessment and Rating System provides clear and accurate information for families and services. It combines the seven quality areas with a five-point rating scale that describes the quality of early childhood education and school age care services

that all families, services and the broader community expect to find in Australia.

Services will receive one of five ratings for each of the seven quality areas of the National Quality Standard along with an overall rating. The ratings indicate whether the service is meeting, exceeding, or working towards the National Quality Standard.

All services are required to prominently display their approval and rating information. Ratings will also be available on the website: [www.mychild.gov.au](http://www.mychild.gov.au)

### Early Years Learning Framework

The Early Years Learning Framework has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop.

The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. It is a guide for early childhood educators who work with children from birth to five years. They use the Framework in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

Being is about living here and now. Childhood is a special time in life and children need time to just 'be'... time to play, try new things and have fun.

Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

**Play is learning:** Play is very important for children. Through play babies and young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. This is why play is one of the foundations of the Early Years Learning Framework. By using this Framework, educators will guide your child's play by carefully designing learning activities and stimulating indoor and outdoor learning environments.

**Relationships are key:** It is well known that children learn best when they have secure relationships with caring adults. When children from a very early age develop trusting relationships, they feel more confident and able to explore and learn. In early childhood settings, when children feel emotionally secure they learn through play to develop the skills and understandings they need to interact positively with others and gradually learn to take responsibility.

**How does it work?** Educators use this Framework to ensure that your child receives a high-quality experience. The Framework focuses on your child's learning. Educators will work with you in order to get to know your child well. They will create a learning program that builds on your child's interests and abilities, and keep you informed of your child's progress.

**Watching your child's progress:** Using the Early Years Learning Framework, our educators observe your child's learning so they can extend upon it. They do this by listening, watching and talking to your child. They will keep in touch with you regularly to discuss your child's progress. They may use photos or keep a folder of your child's work to show what your child is learning, how they are developing and what particular learning interests them. Before your child starts school, educators will prepare information about your child's learning and development to share with their new teacher. This will help ensure that your child's new school is well prepared to continue your child's learning.

**Working together:** By working together, parents and educators can enhance a child's learning and wellbeing. As the most important person in your child's life, you can make a difference by talking regularly with your educator and asking about their learning. Information you provide allows educators to link your child's experiences at home with the time they spend in care.

### Priority of access

The Australian Government funds child care to meet the child care needs of Australian families. However, the demand for child care sometimes exceeds supply in some locations. When this happens, it is important for services to allocate places to those families with the greatest need for child care support. The Australian Government has priority of access guidelines for allocating places in these circumstances.

These guidelines apply to centre-based long day care, in-home care, family day care and outside school hours' care services. They set out the following three levels of priority, which child care services must follow when filling vacant places

- Priority 1: a child at risk of serious abuse or neglect
- Priority 2: a child of a single parent who satisfies, or of parents who both satisfy the work / training / study test under section 14 of the A New Tax System (Family Assistance) Act 1999
- Priority 3: any other child

Within these main categories' priority should also be given to the following children:

- children in Aboriginal and Torres Strait Islander families
- children in families which include a disabled person
- children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold, or whose partner is on income support
- children in families with a non-English speaking background
- children in socially isolated families, and;
- children of single parents

There are some circumstances in which a child who is already in a child care service may be required to leave the service. When a service has no vacant places and is providing care for a child who is a priority 3 under the priority of access guidelines, the service may require that child to leave the child care service to provide a place for a higher priority child.

### Limits on numbers

An educator must not care for more than four under school age children at any one time (including the educator's own under school age children). If the educator has four under school age, then the educator can only care for three school age children. The maximum number of children under the age of 13 must not exceed seven.

Homes are approved under the licensing requirements of the Early childhood Education and Care, Department of Education – Regulatory Authority to ensure hygienic, safe and appropriate play environments.

### Duty to disclose

Our service must ask an 'eligible individual' (i.e. the person who is entitled to child care payments for a child enrolled for care by an eligible Family Day Care service) if they, or their partner, are a current family day care educator. We also request to be informed if the eligible individual or their partner later becomes a family day care educator.

### Advisory process

A Kath Dickson Family Day Care forum is held regularly and is open to all stakeholders. Parents, educators and interested community members are invited to participate in forums to provide guidance and advice to the Kath Dickson Family Day Care Coordination Unit.

This process will include the formulation of recommendations on issues affecting family day care, and input into developing appropriate policies and procedures. Recommendations may need to be ratified by the Board of Directors.



# Support & help for families

## We recognise that all families may experience challenging or unsafe situations at some times in their lives.

If you or someone you know is affected by family or domestic violence, or needs support related to child safety, confidential help is available. The services below offer free advice, counselling and support, and can assist you to find the right help when you need it.

### Family and domestic violence support and resources

If you or someone you know needs support related to family or domestic violence, the following free and confidential services are available:

#### 1800RESPECT

1800 737 732 (available 24/7)

[www.1800respect.org.au](http://www.1800respect.org.au)

Provides confidential information, counselling and support for people impacted by domestic, family or sexual violence.

#### Help and Support for Ending Violence

[www.dss.gov.au/help-and-support-ending-violence](http://www.dss.gov.au/help-and-support-ending-violence)

A directory of national, state and territory services provided by the Department of Social Services to support people experiencing or leaving violence.

#### 13YARN

13 92 76 (available 24/7)

[www.13yarn.org.au](http://www.13yarn.org.au)

A free and confidential crisis support service for Aboriginal and Torres Strait Islander peoples who are feeling worried or distressed.

### Child sexual abuse support and resources

If you or someone you know needs support related to child sexual abuse, the following services are available:

#### Blue Knot Foundation Helpline

1300 657 380 (9am–5pm AEST/AEDT, 7 days)

[www.blueknot.org.au](http://www.blueknot.org.au)

Provides support for adult survivors of childhood trauma and abuse, as well as support for families, partners and carers.

#### 13YARN

13 92 76 (available 24/7)

[www.13yarn.org.au](http://www.13yarn.org.au)

Provides culturally appropriate crisis support for Aboriginal and Torres Strait Islander peoples.

#### Survivors & Mates Support Network (SAMSN)

800 472 676

[www.samsn.org.au](http://www.samsn.org.au)

Offers free support services for male survivors of child sexual abuse, including peer support groups and counselling.



# Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require<sup>1</sup> exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements<sup>1</sup> and recommendations.

\*Refers to contagious conditions as per the Public Health Regulation 2018.

- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.
- Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
<b>*Chickenpox (varicella)</b>	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms. <sup>1</sup>	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
<b>Cold sores (herpes simplex)</b>	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
<b>Conjunctivitis</b>	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
<b>*COVID-19</b>	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
<b>Cytomegalovirus (CMV)</b>	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>Diarrhoea and/or Vomiting</b> <i>including:</i> <ul style="list-style-type: none"> <li>amoebiasis</li> <li>campylobacter</li> <li>cryptosporidium</li> <li>giardia</li> <li>rotavirus</li> <li>salmonella</li> <li>*gastroenteritis</li> </ul> <i>but excluding:</i> <ul style="list-style-type: none"> <li>*norovirus</li> <li>shigellosis</li> <li>toxin-producing forms of E.coli (STEC)</li> </ul>	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms <sup>1</sup> (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <sup>1</sup> <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. <b>Diarrhoea:</b> 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	<b>NOT EXCLUDED</b>
<i>See advice for these specific conditions below</i>		
<b>*Enterovirus 71 (EV71 neurological disease)</b>	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. <sup>1</sup>	<b>NOT EXCLUDED</b>
<b>Fungal infections of the skin and nails (ringworm/tinea)</b>	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
<b>Glandular fever (mononucleosis, Epstein-Barr virus)</b>	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
<b>*German measles (rubella)<sup>2</sup></b>	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>*Haemophilus influenzae type b (Hib)</b>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Hand, foot and mouth disease</b>	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
<b>Head lice</b>	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
<b>*Hepatitis A<sup>2</sup></b>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice; <sup>1</sup> OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person <sup>1</sup>
<b>Hepatitis B and C</b>	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
<b>Hepatitis E</b>	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
<b>Human immunodeficiency virus (HIV/AIDS)</b>	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
<b>Influenza and influenza-like illness</b>	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
<b>*Measles<sup>2</sup></b>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
<b>Meningitis (bacterial)</b>	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
<b>Meningitis (viral)</b>	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
<b>*Meningococcal infection<sup>2</sup></b>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
<b>Molluscum contagiosum</b>	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
<b>Mumps</b>	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>*Norovirus</b>	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours. <sup>1</sup>	<b>NOT EXCLUDED</b>
<b>Roseola, sixth disease</b>	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
<b>Scabies</b>	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
<b>School sores (impetigo)</b>	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
<b>Shiga toxin-producing E.coli (STEC)</b>	<b>EXCLUDE</b> until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)</b>	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. <b>Note:</b> Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>Shigellosis</b>	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Shingles (herpes zoster)</b>	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
<b>Streptococcal sore throat (including scarlet fever)</b>	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
<b>*Tuberculosis (TB)<sup>2</sup></b>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
<b>*Typhoid<sup>2</sup> and paratyphoid fever<sup>2</sup></b>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>*Whooping cough (pertussis)<sup>2</sup></b>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
<b>Worms</b>	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at [www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)

**Further information on recommendations:**

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



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# Healthy eating for children

TEACH YOUR CHILD HEALTHY HABITS FOR A HEALTHY LIFE



## WHAT ARE THE DIETARY GUIDELINES?

The *Australian Dietary Guidelines* provide up-to-date advice about the amount and kinds of foods that we need to eat for health and wellbeing. They are based on scientific evidence and research.

The *Australian Dietary Guidelines* of most relevance to children are included below:

### GUIDELINE 1:

To achieve and maintain a healthy weight, be physically active and choose amounts of nutritious food and drinks to meet your energy needs.

- Children and adolescents should eat sufficient nutritious foods to grow and develop normally. They should be physically active every day and their growth should be checked regularly.

### GUIDELINE 2:

Enjoy a wide variety of nutritious foods from these five food groups every day:

- Plenty of vegetables of different types and colours, and legumes/beans
- Fruit
- Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties, such as breads, cereals, rice, pasta, noodles, polenta, couscous, oats, quinoa and barley
- Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans
- Milk, yoghurt, cheese and/or their alternatives, mostly reduced fat (reduced fat milks are not suitable for children under the age of 2 years)

And drink plenty of water.

### GUIDELINE 3:

Limit intake of foods containing saturated fat, added salt, added sugars and alcohol.

- Limit intake of foods high in saturated fat such as many biscuits, cakes, pastries, pies, processed meats, commercial burgers, pizza, fried foods, potato chips, crisps and other savoury snacks.
  - Replace high fat foods which contain predominately saturated fats such as butter, cream, cooking margarine, coconut and palm oil with foods which contain predominately polyunsaturated and monounsaturated fats such as oils, spreads, nut butters/pastes and avocado.
- Low fat diets are not suitable for children under the age of 2 years.
- Limit intake of foods and drinks containing added salt.
  - Read labels to choose lower sodium options among similar foods.
  - Do not add salt to foods in cooking or at the table.
- Limit intake of foods and drinks containing added sugars such as confectionary, sugar-sweetened soft drinks and cordials, fruit drinks, vitamin waters, energy and sports drinks.

### GUIDELINE 4:

Encourage, support and promote breastfeeding.

### GUIDELINE 5:

Care for your food; prepare and store it safely.



## SERVE SIZES

**Vegetables and legumes/beans**

	Serves per day				
	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	2½	4½	5	5½	5½
Girls	2½	4½	5	5	5

**A standard serve of vegetables is about 75g (100-350kJ) or:**

- ½ cup cooked green or orange vegetables (for example, broccoli, spinach, carrots or pumpkin)
- ½ cup cooked, dried or canned beans, peas or lentils\*
- 1 cup green leafy or raw salad vegetables
- ½ cup sweet corn
- ½ medium potato or other starchy vegetables (sweet potato, taro or cassava)
- 1 medium tomato

\*preferably with no added salt

**Fruit**

	Serves per day				
	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	1	1½	2	2	2
Girls	1	1½	2	2	2

**A standard serve of fruit is about 150g (350kJ) or:**

- 1 medium apple, banana, orange or pear
- 2 small apricots, kiwi fruits or plums
- 1 cup diced or canned fruit (with no added sugar)

Or only occasionally:

- 125ml (½ cup) fruit juice (with no added sugar)
- 30g dried fruit (for example, 4 dried apricot halves, 1½ tablespoons of sultanas)

**Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties**

	Serves per day				
	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	4	4	5	6	7
Girls	4	4	4	5	7

**A standard serve (500kJ) is:**

- 1 slice (40g) bread
- ½ medium (40g) roll or flat bread
- ½ cup (75-120g) cooked rice, pasta, noodles, barley, buckwheat, semolina, polenta, bulgur or quinoa
- ½ cup (120g) cooked porridge
- ¾ cup (30g) wheat cereal flakes
- ¼ cup (30g) muesli
- 3 (35g) crispbreads
- 1 (60g) crumpet
- 1 small (35g) English muffin or scone

**Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans**

	Serves per day				
	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	1	1½	2½	2½	2½
Girls	1	1½	2½	2½	2½

**A standard serve (500-600kJ) is:**

- 65g cooked lean meats such as beef, lamb, veal, pork, goat or kangaroo (about 90-100g raw)\*
- 80g cooked lean poultry such as chicken or turkey (100g raw)
- 100g cooked fish fillet (about 115g raw weight) or one small can of fish eggs
- 2 large (120g) cooked or canned legumes/beans such as lentils, chick peas or split peas (preferably with no added salt)
- 1 cup (150g) tofu
- 170g nuts, seeds, peanut or almond butter or tahini or other nut or seed paste (no added salt)

\*weekly limit of 455g

**Milk, yoghurt, cheese and/or alternatives, mostly reduced fat**

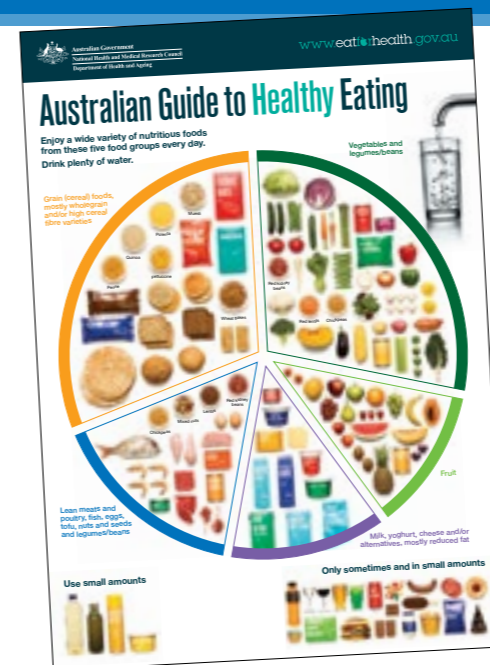
	Serves per day				
	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	1½	2	2½	3½	3½
Girls	1½	1½	3	3½	3½

**A standard serve (500-600kJ) is:**

- 1 cup (250ml) fresh, UHT long life, reconstituted powdered milk or buttermilk
- ½ cup (120ml) evaporated milk
- 2 slices (40g) or 4 x 3 x 2cm cube (40g) of hard cheese, such as cheddar
- ½ cup (120g) ricotta cheese
- ¾ cup (200g) yoghurt
- 1 cup (250ml) soy, rice or other cereal drink with at least 100mg of added calcium per 100ml

- To meet additional energy needs, extra serves from the Five Food Groups or unsaturated spreads and oils, or discretionary choices may be needed by children who are not overweight but are taller, more active or older in their age band.
- An allowance for unsaturated spreads and oils for cooking, or nuts and seeds can be included in the following quantities: 4-5g per day for children 2-3 years of age, 7-10g per day for children 3-12 years of age, 11-15g per day for children 12-13 years of age and 14-20g per day for adolescents 14-18 years of age.
- For meal ideas and advice on how to apply the serve sizes go to [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

FOR FURTHER INFORMATION GO TO [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)



## WHICH FOODS SHOULD I EAT AND HOW MUCH?

The *Australian Dietary Guidelines* provide up-to-date advice about the amount and kinds of foods and drinks that we need regularly, for health and well-being.

By providing your child with the recommended amounts from the Five Food Groups and limiting the foods that are high in saturated fat, added sugars and added salt, they will get enough of the nutrients essential for good health, growth and development. They may have a reduced risk of chronic diseases such as heart disease, type 2 diabetes, obesity and some cancers. Your child may also feel better, look better, enjoy life more and live longer!

The amount of food your child will need from the Five Food Groups depends on their age, gender, height, weight and physical activity levels. For example, a 3-year-old boy requires 1 serve of fruit a day, but an 11-year-old boy needs 2 serves of fruit a day. A 9-year-old girl needs 4 serves of grain (cereal) foods a day, and a 14-year-old girl needs 7 serves a day. Children who are taller, more physically active or in the higher end of their age band (and not overweight or obese) may be able to have additional serves of the Five Food Groups or unsaturated spreads and oils or discretionary choices.

For further information go to [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au).

### HOW MUCH IS A SERVE?

It's helpful to get to know the recommended serving sizes and serves per day so that your child eats and drinks the right amount of the nutritious foods they need for health – as shown in the tables above. We've given you the serve size in grams too, so you can weigh foods to get an idea of what a serve looks like.

The 'serve size' is a set amount that doesn't change. It is used along with the 'serves per day', to work out the total amount of food required from each of the Five Food Groups. 'Portion size' is the amount your child actually eats and this will depend on what their energy needs are. Some children's portion sizes are smaller than the 'serve size' and some are larger. Children may eat smaller amounts more often if they choose.

### HOW MANY SERVES A DAY?

Children rarely eat exactly the same way each day and it is common to have a little more on some days than others. However, on average, the total of their portion sizes should end up being similar to the number of serves they need each day.

If your child eats portions that are smaller than the 'serve size' they will need to eat from the Food Groups more often. If your child's portion size is larger than the 'serve size', then they will need to eat from the Food Groups less often.

[www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

Want more information about healthy eating?

[www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)



The *Australian Dietary Guidelines* provide up-to-date advice about the amount and kinds of foods that we need to eat for health and wellbeing.

For more information visit: [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

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Publication Reference: N55f

Australian Government  
National Health and Medical Research Council  
Department of Health and Ageing

Cover photo courtesy of the Department of Families, Housing, Community Services and Indigenous Affairs

[www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

## FOODS TO LIMIT: DISCRETIONARY CHOICES

'Discretionary choices' are called that because they are not an essential or necessary part of our dietary patterns. Discretionary foods are high in kilojoules, saturated fat, added sugars, added salt, or alcohol. If chosen, they should be eaten only sometimes and in small amounts.

### Examples of discretionary choices include:

- Sweet biscuits, cakes and desserts
- Processed meats and sausages
- Ice-cream, confectionery and chocolate
- Meat pies and other pastries
- Commercial burgers, hot chips, and fried foods
- Crisps and other fatty and/or salty snacks
- Cream and butter
- Sugar-sweetened cordials, soft drinks and sports drinks.

It is also important to remember that young children (less than 3 years of age) can choke on hard foods. To prevent this from happening:

- Sit with them when they eat and don't give them hard foods such as popcorn, nuts, hard confectionary or crisps.
- Cook or grate hard fruit and vegetables to soften them.
- Remove all bones from fish or meat.



## ENCOURAGING HEALTHY HABITS

Childhood is a time of learning. Children who grow up in families that enjoy a variety of nutritious foods from the Five Food Groups are more likely to make their own healthy choices as they get older.

You can help by teaching your whole family to:

- Choose 'everyday foods' for home and school from the Five Food Groups.
- Save discretionary choices for special occasions.
- Provide a variety of types and colours of fresh vegetables and fruit that are in season.
- Enjoy reduced fat varieties of milk, yoghurt and cheese (once they are 2 years or older).
- Eat mainly wholegrain cereal foods and breads.
- Drink plenty of water instead of sugary drinks like cordial, energy drinks, sports drinks, fruit drinks, vitamin waters and soft drink.
- Eat a healthy breakfast every day.
- Learn about how foods are grown and where they come from.
- Try new foods and recipes – help with cooking and preparing foods and drinks too.
- Turn off the tv and computer at mealtimes – make this family time.
- Wash their hands before eating or cooking.
- Be physically active – play outside, walk the dog or run around at the local park.

# About us

**At Kath Dickson Family Centre, we are all about early childhood, that wonderful and important age from 0–5 years.**

We provide child care options, train workers in early childhood education and care, support educators to run their own family day care business, and engage the community with family events and activities, including our Toy Library.

We were established in 1975 by Kathleen Dickson, who was a visionary in recognising the need for quality child care options at that time. We have since grown and diversified, but continue to remain true to the vision of supporting families.

Our organisation operates a number of distinct divisions:

**Kath Dickson Institute** provides training in nationally recognised qualifications in Early Childhood Education and Care via our network of trainers throughout Queensland.

**Kath Dickson Family Day Care** enables families to open their homes and offer affordable, flexible, quality child care in their community.

**Kath Dickson Education and Care Centres** in Toowoomba (Gladstone Street and Toowoomba Central) provide centre-based care, a fully-accredited kindergarten program, as well as places allocated to emergency care for families in crisis.

**Kath Dickson Community Programs** coordinate a range of events and initiatives to support families and children, particularly for those most in need. This includes our community Toy Library in Crows Nest.

Find out more at [kdfc.com.au](http://kdfc.com.au)



## OUR FOUNDER AND OUR INSPIRATION



### OUR PURPOSE

Supporting children to become the best version of themselves.

### OUR VALUES

We are caring.  
We are trustworthy.  
We are inclusive.  
We are accountable.  
We strive for excellence.

At Kath Dickson Family Centre, our values guide everything we do. They shape how we support our children, families, students and staff, how we treat each other, and how we grow. We use our values to stay true to who we are, every day, in every interaction.



# Kath Dickson

1910–2003

*Inspirational Educator and  
Community Champion*

**Kath Dickson dedicated her life to education and community service, leaving an enduring legacy in Toowoomba and beyond.**

Kath was one of Queensland's first graduate teachers. She taught in both rural and urban schools, where her leadership and passion for the arts and children's wellbeing shone.

During World War II, she served as a Captain in the Australian Army Medical Women's Service, working across the Pacific in education and reconstruction efforts. After the war, she became one of Queensland's first female principals, leading schools in Mackay, Rockhampton, and Toowoomba.

Retiring in 1975, Kath pioneered family day care in Toowoomba, establishing the Kath Dickson Family Centre, Queensland's first family day care scheme. She also founded a Toy Library to provide practical support for disadvantaged families and children.

A tireless volunteer, Kath was an active member of numerous organisations, including the Red Cross, Girl Guides, and Amnesty International, where she became Australia's longest-serving member. In 1976, she was awarded the Order of the British Empire (OBE) for her lifelong dedication to community.

Her legacy as a compassionate leader and advocate for children's wellbeing, education, and the arts continues to inspire us all.

Our service supports the

# Statement of Shared Commitment

Every interaction counts.

Every child in our service has the right to feel safe - culturally, emotionally and physically.

We recognise the critical role of early childhood educators, including teachers, in creating inclusive, culturally safe and nurturing environments filled with positive interactions that support children's social and emotional development, stimulate learning, and allow children a sense of belonging.

**By working together, we can ensure that every child attending a Queensland early childhood education and care service, including school age care, feels safe, secure and self-confident.**

We commit to



creating a culture that promotes wellbeing and self-regulation



putting children, their voice, rights and dignity, at the centre of everything we do



supporting inclusive and culturally safe and nurturing environments, rich with quality relationships and interactions



embracing a safeguarding culture through the way we speak and act, at every level of our organisation



having zero tolerance for any form of inappropriate interaction with children or use of inappropriate discipline

