



Woy Woy Peninsula Community Childcare

Accident/Illness/Behaviour Occurrence

All staff hold a current First Aid Certificate.

All incidents, injuries or sickness are documented in Accident/Illness/Behaviour book.

Watch out for a red dot next to your child's name on the sign in/out sheet. Please see a staff member so that you can read and sign off on the Accident/Illness/Behaviour Book.

If you have any concerns, please speak to educators.



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Collection of children

Children may not leave the Centre with anyone other than those authorised by primary caregivers in writing and primary caregivers themselves. Identification may be requested if person unfamiliar to staff.

Please refer to 'Acceptance and Refusal of Authorisations and Delivery and 'Collection of children' policy document.

If a child is to leave the Centre unaccompanied by an adult (e.g. collection by responsible older sibling, collection by a Taxi) - this must be in accordance with procedures agreed to in writing by the child's parent (prior to the event).



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Absences

Please let us know if your child is going to be absent from the Centre.

Your statement will have a running record of your child's absences for your reference.