

# Coronavirus (COVID-19) Attendance Policy

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## PURPOSE

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

Please note that this Policy does not supersede any previous policy regarding the running of KT OOSH processes.

## IMPLEMENTATION

During this time of the Pandemic, our regular staff: child ratios will be maintained; however, attendances will be determined by the space available at each Service, considering sufficient space measures.

We request that families respect the directions provided by the Government regarding priority enrolment when discussing access with management and staff at our Service. Please understand the obligations our Service must comply with to ensure we provide a healthy, safe and supportive environment for all children and staff and rest assured we are doing everything we can to remain open and continue to deliver quality early childhood education and care.

Attendances will be capped per day to ensure that we maintain adequate distancing requirements and educator: child: ratios, unless we have more essential services workers needing care.

All Fees owing up until Friday 3 April 2020 must be paid in full. KT OOSH reserves the right to refuse care if fees are not paid.

From Monday 6 April 2020 the new 'COVID-19 Early Childhood Education and Care Relief Package' will come into effect.

Bookings for Vacation Care will be restricted to only those families that have existing Enrolments with our Services (new Enrolments will be considered for essential workers only or children deemed at risk).

Priority will be given to families under the Early Childhood Education & Care Relief Package (ECECRP) funding rules of:

1. Vulnerable children or children at risk as deemed by the state.
2. Essential frontline workers including doctors, nurses, police, paramedics, educators, aged care workers, hospital staff.
3. Additional essential services – anyone who is currently working.
4. Approved inclusion support children
5. Any other enrolments. Will be assessed case by case as necessary.

Proof of Employment may be required.

New Enrolments during this period will require -

- Proof of working in an essential service.
- On-line Enrolment to be completed through My Family Lounge.

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 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 at 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 OOSH room. The Sign In/Out iPad will be set up in an area outside away from the main room. The Educators will inform the child/ren that their Parent/Guardian has arrived. The child will collect their bag from the bag area and meet their Parent/Guardian at the designated Sign Out area.

Families have an obligation to KT OOSH Staff and other users to ensure they are self-isolating and social distancing as per Government Guidelines to reduce the likelihood of infection and spread of COVID-19 to any of our Staff and clients. If you or someone in your family have been in contact with someone who has a known case of COVID-19 it is important that you follow NSW Health guidelines <https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx> and do not bring your children to the Service.

### Version History & Change Control:

<i>POLICY REVIEWED</i>	<i>MODIFICATIONS</i>	<i>NEXT REVIEW DATE</i>
<i>April, 2020</i>	<i>Developed in accordance to implementing control measures</i>	<i>July, 2020</i>
<i>21.4.2020</i>	<i>Added: We request that families respect the directions provided by the Government regarding priority enrolment when discussing access with management and staff at our Service. Please understand the obligations our Service must comply with to ensure we provide a healthy, safe and supportive environment for all children and staff and rest assured we are doing everything we can to remain open and continue to deliver quality early childhood education and care.</i>	<i>July 2020</i>