



child care centre

Inner City Care Childcare Centre  
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Dear families and friends of Inner City Care,

I am writing this letter to share our plans and strategies we have discussed and put into place as a result of **COVID-19**.

As a service to ensure children's health and wellbeing are maintained at all times we already have strict policies and procedures in place to minimise the spread of illness and manage possible risks. As a staff team we have discussed our health and safety policies, and as well as following our current policies of ensuring **unwell children with any illness** are not at care, we have planned to adjust the following policy statements to manage the increased risk of COVID-19.

We appreciate your help and co-operation to ensure all of us do what we can to manage the risk as well as we can. Your co-operation is key.

**Procedures currently in place as of 16/03/2021:**

- Any child or educator sent home with a temperature of **37.5 degrees** or higher will be asked to not return for 24 hours. Even with medical clearance, no person will be permitted to return to the Centre until 24 hours has passed without a temperature/fever.
- If a child or adult has no temperature for 24 hours and no other visible symptoms of coughing, sore throat, sneezing or other cold and flu like symptoms they will be permitted to return. If these symptoms are present yet there has been no fever, a child or educator will need a medical certificate to state they are ok to attend care, or show evidence of a negative COVID-19 result either from a PCR (nose and throat swab) test or a Rapid Antigen Test.
- We are also aware that this is a time that all of us will be trying to avoid medical centres and GPs as much as possible and we do not want to put families or staff in any added unnecessary risk by visiting a medical service in order to attend care, this is why it is advisable to **please stay at home until all symptoms have cleared**).
- PLEASE DO NOT ADMINISTER PANADOL OR NUROFEN (OR OTHER PARACETAMOL/IBUPROFEN MEDICATIONS) IN THE 24HRS PRIOR TO ATTENDING CARE –

this is very important as it will mask the symptoms of children who may be experiencing a fever or other symptoms. **A child with a fever or any COVID-19 related symptoms should not be at care.** It is a risk to others and in our group care setting, and educators simply cannot offer an unwell child the 1:1 time that they need.

- If you have a sibling/family member, or if your child attends another service and you have been informed of a confirmed case of COVID-19, we must please be informed. We may ask you for a photo/screenshot of the positive result for our records.
- We will be ceasing all excursions and incursions for the time being that take children or educators outside of the Centre, this includes any requests from the ABC to go upstairs to participate in productions.
- We will be adding additional cleaning responsibilities to our educator shift descriptions, this includes regular wipe downs, disinfections and sprays of our surfaces and materials.
- We will continue to provide you with the most up to date advice from the Department of Education, Department of NSW Health as we receive it via Storypark.
- We are now going to be asking any child, parent, family member and educator that if they have returned from ANY country overseas, that they wait for 14 days before coming to care – after the 14 days has passed, medical clearance will be required to return to ICC.
- We have a checklist of questions that any visitor to the Centre will need to complete prior to arranging an appointment with the Office. We will try to limit visitors where possible and all visitors entering the service must show proof of at least two COVID-19 vaccinations.

If in the event of a positive COVID-19 case at the Centre:

- We may request a photo/screenshot of the positive result for our records. Please notify us as soon as you receive a positive notification.
- We identify the infectious period and the impact on the centre to continue to operate.
- We determine the risk to educators and children who attended the centre during the infectious period and commence notification to possible close contacts.
- Possible close contacts will receive a NSW Health COVID-19 risk assessment letter and factsheet from myself. At times we may decide to issue the letter to all families dependent on who the individual may have come into contact with.
- We communicate all positive COVID-19 cases to the Department of Education and maintain a register of children and staff wellbeing.
- We undertake a thorough clean and sanitise of the entire centre.
- We continue to safely provide quality education and care if staffing requirements permit.

If in the event that ICC must close due to COVID-19 impacts:

**Families will continue to be charged fees for the usual booked days of care.** This is a very hard decision for us to make, however to ensure we can continue to pay our wonderful educators and the costs of operating the centre, we feel that this is the best decision moving forward. Families will also continue to be charged as normal should they decide to keep their child at home due to a positive case at the centre. Unfortunately the Government has not made any announcement of any additional support to early childhood education and care settings, so we are all doing the best we can with the resources that we have. For the 2021-2022 financial year, the Government has announced that families can access an additional 10 days of allowable absences per child, above the usual 42 absence days.

To help support our Centre in the possibility of a closure and we are cleared to open again, please return to care with us. Know that we have a committed parent committee and an amazing team of educators that will do all they can to ensure the health and safety of our children, family and fellow educators is maintained.

It is also a good time to remind you all that we are a registered charity meaning any donations are fully tax refundable and could really assist us in this challenging time. We will continue to deal with each day as it comes and respond to all situations we need to in an appropriate and professional way. Please understand that by taking these additional measures we are only trying our very best to care and protect everyone in our ICC community, especially all our beloved Grandparents!

Thank you,  
Angela Feng

Updated 25/03/2022