

WINNING DOESN'T ALWAYS MEAN BEING FIRST.  
WINNING MEANS YOU'RE DOING BETTER THAN YOU'VE  
DONE BEFORE – BONNIE BLAIR



**November 2019**

**December 2019**



# ON *this* MONTH

## November & December at Smarty Pants ELC

Australian Food Safety Week -----November 9-16  
National Recycling Week -----November 11-17  
Christmas Party Graduation -----Friday 6th Dec  
Kinder Graduation (Kinder Only) -----1:45 pm sharp  
Christmas activities in the yard -----2:00pm  
Entertainment Performance -----2.30pm Sharp  
Performance finishes @3.00pm

## Christmas Closure at Smarty Pants ELC

Our last day of 2019 will be Tuesday December 24<sup>th</sup>.  
We will be returning on Monday 6<sup>th</sup> January, 2020.  
New bookings will be in place from this day.  
Transitions to new rooms will begin during January



## Our focus this month

In this month's newsletter Smarty Pants is focusing on safety practices at the service, specifically looking at our policies on the administration of medication, handling infections and illnesses, including how we communicate this with families and the safe handling of food.

Please take the time to read through and familiarise yourself with it and if you have any questions or queries don't hesitate to talk to our friendly staff members.





## AUSTRALIAN FOOD SAFETY WEEK – NOVEMBER 9 - 16

The theme for Australian Food Safety Week 2019 will be 'Excellent Eggs – Handle them safely'. Eggs are a simple, cost effective and

nutritious part of our diet. Protect you and your family by following a few simple guidelines such as: Don't buy or use eggs that are cracked or visibly dirty. **Go to [foodsafety.asn.au](http://foodsafety.asn.au) to find out more.**

## NATIONAL RECYCLING WEEK – NOVEMBER 11-17

In November 1996, Planet Ark founded National Recycling Week to bring a national focus to the environmental benefits of recycling. Now in its 24th year, this established and highly regarded annual campaign continues to educate and stimulate behaviour change. **Find out more at [recyclingnearyou.com.au](http://recyclingnearyou.com.au).**

## ONE BOWL BLUEBERRY LEMON POPPY SEED MUFFINS



PREP 15 min | COOK 15 min | MAKES 12

### INGREDIENTS

2 eggs	1 cup (100 grams) fresh or frozen blueberries, PLUS extra to decorate
3/4 cup (180 ml) light olive oil	zest and juice of 2 lemons
1 cup (250 ml) sour cream	1/3 cup (40 grams) poppy seeds, PLUS extra to decorate
1/2 cup (85 grams) brown sugar	Lemon drizzle (optional):
1 teaspoon vanilla bean paste	1 cup (130 grams) icing (confectioners' sugar)
1 cup (125 grams) buckwheat flour	juice of half a lemon
1 cup (150 grams) plain wholemeal flour	
2 teaspoons baking powder	
pinch of salt	

### METHOD:

1. Preheat oven to 180 C, line a 12-hole muffin tin with papers.
2. Place the eggs, oil, sour cream, sugar and vanilla into a large bowl and whisk to combine. Add the buckwheat flour, plain flour, baking powder and salt and using a wooden spoon gently stir to combine. Do not over mix.
3. Gently fold through the blueberries, lemon zest and juice and poppy seeds.
4. Evenly divide the mixture between the prepared tin. Top each muffin with extra blueberries.
5. Bake for 10-12 minutes or until a skewer inserted removes cleanly. Allow the muffins to cool for 5-10 minutes before placing on a wire rack to cool completely.

**To make the lemon drizzle,** place the icing sugar and lemon juice into a small bowl and stir to combine. Drizzle over the cooled muffins and top with extra poppy seeds to decorate. Serve immediately.

*Recipe and Image from 'mylovelylittlelunchbox.com'*

## CHRISTMAS CELEBRATIONS

### JOINT US IN SOME DECORATION FUN

All rooms are currently participating in Christmas craft and activities. We are currently are running a competition amongst the Canaries, Lorikeets, Kookaburras & Emus rooms on who can best decorate their environment. Needless to say there is lots of tinsel about! We invite you to check out each room and give us your feedback. Parent helpers are also most welcomed to join in the fun.



## SANTA'S BAG

### CREATE & SHARE CHRISTMAS LIST

*Revolutionise your Christmas shopping experience!*

Santa's Bag is a fun and easy-to-use app to help you manage your Christmas gift recipients, planning, shopping, and budgets. Each detail of the app is carefully designed to make sure you don't forget anyone or anything. Christmas shopping has never been easier or more fun!

## HEADSPACE: MEDITATION & SLEEP

### MINDFULNESS & STRESS RELIEF

*Headspace is a cutely designed guided meditation app and so much more.* With targeted meditations led by a former monk on sleep, happiness, productivity, mindful use of technology and dozens of other topics, Headspace can help bring balance and peace across all aspects of daily life. A consistent mindfulness practice with Headspace can help you develop better focus, decrease your stress, and become less reactive to your anxiety triggers. Use the app to track your time in mindfulness training and invite friends to join in with you.

## REMEMBER THE MILK

### SMART TO-DO APP

*Remember the Milk is the smart to-do app for busy people. You'll never forget the milk (or anything else) again.*

Get to-dos out of your head, and let the app remember for you

- Get reminded via email, text, IM, Twitter, and mobile notifications

- Share your lists and give tasks to others to get things done faster
- Stay magically in sync on all of your devices

*"Remember the Milk is a veritable Swiss Army knife of to-do list management."* - Lifehacker



## Coordinating appropriate procedures for handling infections and illnesses.

In regards to infectious diseases Smarty Pants abide by the recommended minimum periods of exclusion provided by National Health and Medical Research Council: Staying Healthy in Child Care to exclude children.

We will minimise the spread of potential infectious diseases between children, other children and educators by excluding children who may have an infectious disease or are too ill to attend the service and facilitating the prevention and effective management of acute illness in children.

If the centre becomes aware of an infectious child we will notify parents or nominated contacts immediately.

Children might be brought to care with symptoms or signs of illness or while in care and suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the service to decide whether to accept or exclude the child from the service. Many illnesses, while not fitting exclusion criteria, can transmit disease to other children in care, and many non-exclusion diseases can make a child too ill to participate in normal care activities.

All children who are unwell should not attend the service and we will ask parents of children who are unwell to collect their within one hour or to make alternative arrangements for their child's care.

If an infectious disease arises at the service we will respond to any symptoms in the following manner –

1. Isolate the child from other children. If practical
2. Ensure the child is comfortable and appropriately supervised by educators.
3. Contact the child's parents or nominated emergency contact. If the child's parents are unavailable we will contact the next nominated person.
4. We will inform the contact of the child's condition and ask for a parent or other authorised person to pick the child up as quickly as possible (and within one hour). Any person picking the child up from the service must be approved by the child's parents and be able to show identification.



## ALL SORTS OF SHAPES

**Between the ages of two and four years, children typically begin to learn the names of simple 2D shapes incidentally; generally learning about circles, squares and triangles to begin with. We see them in picture books, on TV shows and in everyday life (does anyone else's toddler insist on their sandwiches being cut into a certain shape?)**

Build on your child's knowledge by making shapes using items you can find around the house. You could use spoons, paddle pop sticks, paint brushes, pipe cleaners, play dough, strips of paper...



You can support your child in different ways depending on their shape knowledge.

For example: If they are new to shapes you can make them first yourself, or draw them on a sheet of paper for them to trace with objects. If your child's understanding is sound you could teach them new shapes.



## Promoting and monitoring of safety practices: administration of medicine.

Our service and our educators will only administer medication to a child if it is authorised, or if the child is experiencing an asthma attack or anaphylaxis emergency. If there is a medical emergency, we will also administer medication when authorised verbally by a Parent or another authorised person, medical practitioner or an emergency medical technician without first receiving authorisation. We recognise it is essential to follow strict procedures for the administration of medicine to ensure the health, safety and wellbeing of each child using our service.

The nominated supervisor will ensure children's medication is regularly audited to ensure it has not expired, and is in the original container with legible labels.

### Administration of medication (non-emergency):

Educators will administer medication to a child if it complies with our policy requirements and:

- If the medication is authorised in writing by a parent or another authorised person and is in the original container, has not expired, has an original label and instruction that can be clearly read and, if prescribed by a doctor, has the child's name and is administered in accordance with any instruction on the label.

Our service does not administer over the counter medication unless a medical practitioner has prescribed it. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals. However we will administer nappy cream and sunscreen without prescription. Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to the educator on arrival for appropriate storage.

### Administration of Medication (Emergency):

Educators will administer medication to a child in an emergency:

- If a parent or another authorised person verbally authorises the administration of the medication or

- They receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.

The child would be positively reassured, calmed and removed to a quiet area under the direct supervision of an educator.

The child's parent or guardian will be contacted and provided written notice as soon as possible.

An incident, injury, trauma and illness record would be completed as well.

## DO YOU RECYCLE RIGHT?

When you recycle, you help save important natural resources like minerals, trees, water and oil. You also save energy, conserve landfill space, decrease greenhouse gas emissions and reduce pollution. Recycling closes the resources loop, ensuring valuable and reusable resources do not go to waste.

Do you know what can and cannot be recycled? These items are often put in recycling bins but they don't belong there. If in doubt leave it out. Putting the wrong thing in the wrong bin can ruin your recycling efforts.

### Don't put these in your recycling bin:

**Plastic Bags:** Plastic bags and other soft plastics should be kept out of the kerbside recycling bin. These items such as bread bags and confectionary bags can be recycled in a REDcycle bin, which are located at participating supermarkets.

**Crockery and glassware:** While broken glasses, plates and ovenware may seem recyclable, they're not. Glassware melts at a different temperature to glass bottles and jars and will contaminate a load.

**Polystyrene:** Cannot be recycled. Sorting facilities aren't equipped to deal with this material. It can contaminate the paper recycling stream. Small polystyrene beads and pellets are too small to process and again contaminate other recycling streams.

**E-Waste:** Batteries, mobile phones and printer cartridges not only contaminate recycling streams, but can actually be a health hazard at sorting facilities. These items can be recycled at special drop off points.

**Nappies:** A surprising number [of nappies] get put into recycling bins. They cannot be processed and are a hazardous material. Anything that is made of composite materials cannot be processed, like Pringle tubes. The technology used cannot break the item down into its component materials.

SBS.com (2019, October 20). Five things that shouldn't be





## Promoting and monitoring safety practices on the safe handling of food.

Our service follows appropriate food preparation hygiene techniques to meet the requirements of the Food Standards Australia New Zealand such as:

- Washing hands before food preparation.
- Cleaning food preparation area before, during and after use.
- Using colour-coded chopping boards in order to prevent cross contamination of raw food.
- Ensuring that individuals preparing food know, follow and adhere to the appropriate hygiene procedures. This includes:
  - Washing their hands
  - Keeping their personal hygiene at a high level. For example, tying their hair back or keeping it under a net
  - Not wearing jewellery (wedding band excluded)
  - Covering cuts with a blue band aid and gloves and
  - Not changing nappies before preparing food.
- Avoiding the contamination of one work area to another by using colour-coded washcloths and having specific cleaning implements (for example gloves and scourers) for a specific area.
- Clean children's dining tables with soap and water and dry before serving food.
- Ensuring food is always served in a hygienic way using tongs and gloves.
- Clean children's dining tables with soap and water and dry after meal times.
- Each child will be provided with their own clean drinking and eating utensils at each mealtime. These utensils will be washed after each use. Educators will actively encourage and monitor children so they do not to use drinking or eating utensils, which have been used by another child or dropped on the floor.

- Providing families with current and relevant information about food preparation and hygiene.
- Showing and discussing with children the need for food hygiene in both planned and spontaneous experiences.

Information on safe food practices will be displayed and drawn to the attention of all parents on a regular basis.

Staff responsibility:-

- At least one staff member will have completed a food handler's course This may be facilitated through a local government council, peak body or registered training organisation;
- Informal training can be conducted at a staff meeting where a staff member who has completed formal training, who then facilitates a training session to the service's stakeholders; or provides professional development materials, such as written resources, posters or audio-visual aids.
- The services can detail how thermometers are utilised to monitor safe food heating and cooling requirements.
- The services will follow the recommended practices for all types of food under the following subheadings:
- Provision of food. Handling of food. Preparing, including cooking, food processing, cooling and reheating of food Storing and protecting food from contamination

Parents' responsibility:-

- Ensure that they have maintained good food safety handling and storage when preparing food for their child

