



Billy Lids Kindy

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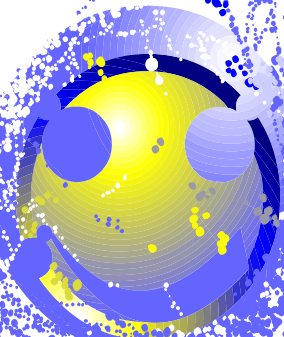


Billy Lids Kindy

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billylidskindy.com.au

Staff
HandBook



Introduction

Welcome to Billy Lids. We are an occasional care centre licensed for 36 children through the Department of Families, Youth and Community Care.

Licensing Requirements

At Billy Lids our philosophy is to provide quality care for children from 15 months to 12 years old. As a staff member you are required to work as a team and communicate well with your co-workers and families at the centre.

Medical Certificate

All staff must provide the Director with a medical certificate stating that there is no medical reason that would prevent you from performing the duties for which you are employed. A copy must be given to the centre every two years.

First Aid Certificate

It is recommended that all staff have in their qualifications a First Aid Certificate. Staff are encouraged on employment to undertake a First Aid course, this can be organized with the director.

Qualifications

A Group Leader must have qualifications of at least two years in early childhood studies.

Personal Belongings

Handbags mobile phones etc. must be kept in the office at all times as Billy Lids won't be responsible if your property is lost or stolen.

Name Badges

A name badge will be given to you at the commencement of your employment. It is your responsibility so if it is lost or damaged you must reimburse the Director for a replacement. On termination of your employment name badges must be given back to the centre.

Staff's Own Children

If you are bringing your own children to the centre at any time the Director must be notified as to the reason. The Director will assess if we have a vacancy for your children. Your own children must never pick up or care for the clients' children, as our insurance will not cover an accident in that situation. Fee's will apply.

Dress Standard

It is required that all staff wear a hat during outside activities. Reasonable dress standards are required, eg no thongs, short clothing, etc. You will have to purchase the current uniform.

Working Hours

It is required that staff be at the centre 15 minutes prior to commencement of your shift to prepare yourself and to discuss the days activities. Staff meetings will be held monthly, outside of working hours.