



PROMOTE, INFORM, REPRESENT Children's Services

**CHILD CARE CENTRES
ASSOCIATION OF VICTORIA INC.**

Reg.: A0019539M

ABN 61 953 934 130

Suite 6, 539 Highett Road
Highett VIC Australia 3190

T 61 3 9532 2017
F 61 3 9532 3336

E info@cccav.org.au
W www.cccav.org.au

FULL MEMBER RESOURCES

Associate Members are also given access to some of the listed resources if and when appropriate.

Written Policies and Guidelines (available for Members only)

The Association holds pro-formas and handbooks with guidelines to help in reviewing or establishing policies and procedures. These are included as part of the CCCAV Membership package and are free of charge. They are available from our CCCAV Members website, on a diskette or on a hard copy.

Policy Guidelines

Centre Policy Handbook
Dental Health Guidelines/Policy
Emergency Evacuation Guidelines
Excursion Pro-forma
Immunisation Guidelines
Mobile Phone Policy

Nutrition Policy
Privacy Code
Responding to Child Abuse
Resuscitation Protocol
SunSmart, Sun Protection
Complaints Procedure

Staff/Industrial Relations Guidelines

Staff Policy Handbook
Employee Performance Appraisals
Occupational Health & Safety Policy
Warning & Disciplinary Procedures

Employee Classifications
Job Descriptions
Smoking Policy Guidelines
Charges & Convictions
Declaration

Other

CCCAV Recipe Book ***Recipes Galore***

\$22.00 *incl GST*
(Non Members \$27.50 *incl GST*)

Industrial Relations

Wage Rates of the different awards
Leave Entitlements
Up to date information on Industrial Relations
Employee Entitlements

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Full Members Resources

Policy Guidelines / Information on a range of topics

Accreditation Information

CCCAV Suppliers & Services Directory

Child Care Benefit Information & Updates

Regulations Information & Updates

Business Hints

Timelines for Retaining Records
Business Hints for Child Care Centres
Budget Preparation
Insurance
Business Names Registration

Building

Land and building sizes
Financial Information
Referrals

Child Development

Biting, Settling Children School Readiness Pre-School / Prep Transition Observing Children's Behaviour	Bedwetting Temper Tantrums Development Assessment Checklist Development of Social Skills Programming
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Health

Exclusion Period for Infectious Diseases DHS chart,
Health (Infectious Diseases) Regulations
SARS Information How Infections Spread
Communicable Diseases Resources (DHS)
Head Lice, Rota Virus, Chicken Pox, Meningitis/Meningococcal Disease Information
PRAV - Use of Treated Pine

Food Safety

Food Safety Template (order through CCCAV)
Variety, including pamphlets and posters

Nutrition

Nutrition Guidelines
Nutrition Checklist
Variety of information and pamphlets