



## I01 Notification of Incident

Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your [Regulatory Authority](#) for assistance.

### Notification of Incident

#### Provider

Provider Name	Tuggeranong Town Occasional Childcare Centre Incorporated and Tuggeranong Town Occasional Childcare Centre Incorporated
Provider Number	PR-00008306
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	Tuggeranong Town Occasional Childcare Centre
Service Trading Name	Stardust Childcare Centre
Service Approval Number	SE-40002141
Service Approval Status	Approved

#### Incident Details

Incident Type	Closure or Reduction in number of children attending the service
Please supply the following information: - Detailed description of the incident including nature, time, cause, etc. - Detailed description of impact on operation of the service including dates and times closed and reduced numbers of children attending the service. - Involvement of emergency services or other authorities (if relevant) - Action taken by Approved Provider to manage the incident - Any other relevant information	<p>On this date, a combination of staff planned leave, Covid cases and other illnesses left a situation where there were only 3 staff available and well enough to work. This was not sustainable for the wellbeing of those staff, nor would it have allowed for ratios to be maintained. We communicated with our families as soon as we were aware of the situation, giving them the option of doing a half day at a half day charge (7:45-12:45) or not attending, with Stardust waiving the fees for that day. 3 families chose to send their children for the morning (including one staff child)</p> <p>We took time that afternoon to ensure the centre was thoroughly cleaned to reduce the spread of any illnesses. I thought that I had made a notification correctly and communicated that with P01 when she called. I have since learnt that I had NQAITS and the PRODA provider entry point mixed up in my mind and I had made my notification that morning through PRODA.</p>
Incident date	26/04/2024
What action is required?	Closure or Reduction in number of children attending the service
Please upload any relevant documentation	
IMG_2507 Large.jpeg	photo of timestamped communication with families



## Child Details

Child's Name

Child's Gender

Child's Date of Birth

Parent(s)/Guardians(s) Name

Parent's Email

Parent(s)/Guardians(s) Phone

## Contact Details

Name

P01 P01

Phone Number

P03

Email Address

P03