



GENERAL INFORMATION

Bright Minds Early Learning was established in August 2017 and licensed for 122 children per day.

AGE GROUPS

- 6 weeks – 12 months
- 12 months – 18 months
- 18 months – 24 months
- 2 years – 3 years
- 3 years – 4 years
- 4 years – 5 years

OPENING HOURS

7.00am – 7.00pm

CONTACT DETAILS

ADDRESS (INCLUDING POSTAGE)

17 Archer Way, Bannockburn, VIC 3331

PHONE

(03) 5292 1931

EMAIL

enquiries@brightmindsearlylearning.com.au

WEBSITE

www.brightmindsearlylearning.com.au

NOMINATED SUPERVISOR

Jess Stevenson

Bright Minds Early Learning is open for 52 weeks per year. The service is closed for all scheduled Victorian public holidays.

HELLO WELCOME

Welcome to Bright Minds Early Learning, this family handbook is designed to assist you in understanding how our education and care service works and to help you get the most out of our service.

Bright Minds Early Learning will work together:

- Create a unique partnership between families and educators.
- Provide quality educators who are continually participating in professional development.
- To value and respect the many differing social and cultural backgrounds within our community.
- In maintaining continuity between the home, community and the service to give the children a sense of belonging.

To create a safe, secure environment where the children are offered an educational curriculum allowing each individual child to grow their own identity whilst working and contributing in a large group. We believe that children learn through play and exploration. We will endeavour to assist all children to grow and learn to their full potential as individuals.

At Bright Minds Early Learning we believe that each child will:

- Feel valued, respected, safe and encouraged.
- Learn about themselves, others and the world.
- Develop life skills, self-esteem and confidence.



PHILOSOPHY

At Bright Minds Early Learning we aim to provide children and families with an atmosphere that is warm, welcoming, nurturing and enjoyable. We offer a safe, supportive environment where children are valued and encouraged to develop to their full potential. At Bright Minds the children and families are of the upmost importance. We provide a sense of unity and service to the community.

Our quality educators are open, respectful, considerate and flexible. We recognize the importance of family partnerships and believe our service will be enriched through their valuable contributions. We respect each child and family in relation to their values, cultural beliefs and abilities. We look at each child as a unique individual that has the right to reach their full potential in our environment.

- Be offered an educational curriculum that will enhance every child's development, independence and learning.
- Be given the opportunity to communicate and express themselves freely, to encourage trusting relations between child and educator.
- Have the right to equality and respect.

At Bright Minds Early Learning we believe that families:

- Involvement in all aspects of our curriculum must be valued and encouraged.
- Will be supported in their parenting role and their values and beliefs are respected.
- Have the right to daily information being exchanged.
- Should be kept informed about any changes that occur at the service.
- Should have opportunities to communicate and develop open and trusting relationships with educators.

At Bright Minds Early Learning we believe educators:

- Develop and maintain relationships based on mutual respect, equity and fairness.
- Should work collaboratively in supporting and learning from each other.

- Will develop a trusting relationship with each child and their family.
- Should be provided the opportunity to access professional development.
- Will use critical reflection to evaluate and guide interactions, relationships and practice.

Bright Minds is committed to all children and their families.



IMPORTANT INFORMATION

PAYMENT OF FEES

Bright Minds fees are currently \$135 per day. Fee schedule is displayed in the foyer. Fees for permanent bookings are payable one weeks in advance. Payment for any additional care used will appear on your account the following week.

Payment is weekly, fortnightly or monthly by Direct Debit. A form to authorize payments is available in the enrolment pack or from the office.

Full Day session 7:00am-7:00pm \$135
\$250 bond payment is payable to the service on commencement.

OUTSTANDING FEES

If your account is in arrears you will be requested verbally and in writing to pay the outstanding fees. If your account remains in arrears then your child's position at the service will be reviewed. Any continuing debts will be referred to the debt collecting agency. If you are experiencing difficulties with your fee payment, please discuss this with the Nominated Supervisor at the earliest opportunity.

TERMINATION OF CARE

Two weeks written notice is required. If this notice is not received, one week's fee will be charged from the date of termination.

CHILD CARE SUBSIDY

All families are eligible to claim the Federal Government Child Care Subsidy. Families wishing to claim this rebate must apply through the Family Assistance Office (FAO) 13 61 50. It is a parent's responsibility to register and inform the service of their CRN numbers for both Family and Child.

ABSENCES

Fees are charged for all 52 weeks of the year; this includes public holidays, holidays and illness. If your child will be absent from their normal care please inform the Service.

ALLOWABLE ABSENCES

Under CCMS, CCB is paid for up to 42 days absences for each child per financial year without the need to provide documentation such as medical certificates.

Please ensure that all your children's belonging's are clearly named to prevent loss or confusion.

ADDITIONAL ABSENCES

All absences beyond the first 42 will only be paid for "additional absences" if parents/guardians provide evidence that the absence has occurred under a permitted circumstance.

Additional absences include:

- An illness (with a medical certificate).
- Any other absences due to sickness of the child, a parent or sibling, supported by medical certificates.
- A period of local emergency.
- Exceptional circumstances.

ENROLMENT PROCEDURE

When a vacancy becomes available, priority is given to families currently using the service, and thereafter to those on the waiting list in order of priority in accordance with the Federal Government "Priority of Access Guidelines".

Priority is given in the following order:

- A child at risk of serious abuse or neglect.
- A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test.
- Any other child.

Children cannot commence care without a fully completed enrolment form, including a copy of the child's full immunisation record. No Jab No Play policy is followed at the service

WAITING LISTS

If a parent wishes to increase their child's attendance this can be accommodated providing there is a vacancy in the age group required. If the day requested is unavailable your child will be placed on a waitlist and notification will be made when the day becomes available.

Once rooms are at capacity families will be placed on a waiting list in order of priority of access and then in date order.

ORIENTATION

Families are offered two, two hour sessions at no charge. Further orientation sessions can be arranged if required by talking to the Centre Director. This is an excellent opportunity for sharing information about your values and expectations and your child's strengths, interests, abilities and needs. Families can stay as long as needed during the orientation period.

WHAT TO BRING

- Hat/Coat.
- Drink Bottle.
- Comforter/security items.
- Spare clothing (weather appropriate).
- Bottles/formula.

APPROPRIATE CLOTHING

Please remember that it is not a good idea to dress children in their 'best' clothes. Comfortable non-restrictive clothes allow greater freedom of movement whilst participating in active or messy play.

Please ensure that your child is dressed in weather appropriate clothing.

ARRIVAL & DEPARTURE

It is a legal requirement that all children must be signed in on arrival and signed out on departure and times recorded. Parent signatures must be written in pen, your full name is to be written, just writing mum or dad will not be accepted. A contact number must be listed each day.

At no time will a child be allowed to leave the service with a person who is not an authorized nominee on the enrolment form, unless prior arrangements have been made with the services Nominated Supervisor. If the child is being collected by a person other than the parent/guardian they will be asked to present proof of identity.

LATE COLLECTION OF CHILDREN

A late fee of \$20 will be charged if a child is not collected after the scheduled closing time (7pm), unless exceptional circumstances apply. Please notify the service if you are going to be delayed as soon as possible. If the service cannot contact parents/guardians or emergency contact 30 minutes after closure the police will be notified.

CUSTODY

In order to appropriately manage the care of children, a copy of all court orders in relation to custody must be provided to Bright Minds Early Learning. If Bright Minds Early Learning does not have a copy of the court order, it will assume that parents have equal custody and access to the child. In the event a parent breaks a custody order and tries to access the child, the parent with the custody entitlements will be contacted immediately along with the police.



HEALTH & SAFETY

HEALTH, SAFETY & HYGIENE ACCIDENT PROCEDURE

In case of an accident occurring at the service, educators will contact the parents if deemed necessary. First aid will be administered and an incident report will be filled out, outlining the accident and signed by the educator that observes the incident. If your child requires medical treatment then you will be notified immediately and arrangements made to ensure the best possible care of your child.

ADMINISTRATION OF MEDICATION

To protect both children and educators at the service, there are some guidelines that must be followed before medicine can be administered to a child whilst at the service.

- Parents must complete the Medication form and sign before any medicine can be administered.
- All medicine must be handed to the educator on arrival. **Please do not leave any medicines in your child's bag.**
- All medicine must be in its original container in date and clearly prescribed for your child.
- All non prescribed medication will not be administered unless written approval has been given by a doctor e.g. Panadol, Nurofen, Cough Syrup etc.
- Teething gel will be administered without doctor's approval but parents must consent to the use of teething gel for their child in their enrolment form.

ASTHMA

If your child suffers from asthma please ensure the service has an up to date copy of your child's asthma plan, (this must be updated every 12 months) and the medication is listed on this action plan.

CHILDREN WHO ARE UNWELL

If you suspect your child of being unwell or having infectious disease you are required to keep your child at home. Excluding sick children is an important way of preventing the spread of illness at the service. If you are unsure whether your child should attend please refer to the exclusion table or contact the service to discuss.

COLLECTION OF UNWELL CHILDREN

In the event of a child becoming unwell whilst at the service the parent/guardian will be notified to make arrangements for collection of their child as soon as possible. If your child has been sent home from Bright Minds Early Learning they may not return for 24 hours or until fully recovered and no longer infectious. In the case of an infectious disease a written doctor's medical clearance will be required stating that they are well enough to return to care and no longer contagious.

INFECTIOUS DISEASE

If a parent suspects their child may have an infectious disease, the child should be taken to a Medical Practitioner to have the disease diagnosed. An infectious disease exclusion list is available and outlines the length of time a child must remain away from the service. Please inform the service immediately if your child has an infectious disease.

IMMUNISATION

At Bright Minds we follow the governments policy of No Jab No play. On enrolment parents/guardians will be asked to provide a copy of the child's immunisation record and status. Information is readily available at the service and online at www.immunise.health.gov.au. Only Children with up to date immunisations are eligible to receive Child Care Benefit and Childcare rebate CCB/CCR

ANAPHYLAXIS

If your child is at risk of Anaphylaxis you must supply the action plan for Anaphylaxis and the medication listed on this plan, i.e. Epi-pen or Antihistamine. Parents must also work with educators in developing a risk minimisation plan for their child.

SUNSCREEN AND HATS

Bright Minds Early Learning is a 'Sun smart service and requires all children to wear a hat during outdoor play. Our policy is 'No Hat, No Outdoor Play'.

We ask that you supply a wide brimmed or legionnaire style sun hat as they offer the best protection from the sun.

Bright Minds supplies a Factor 30 plus (or higher) broad spectrum water resistant sunscreen. This is applied half an hour prior to all outdoor play sessions. Hats and sunscreen will not be worn from May to September as per Sunsmart recommendations.

SIDS

Bright Minds Early Learning is aware of SIDS and practice precautionary methods, as advocated by the SIDS Foundation, to reduce the risk of cot death.

These measures are:

- Using light layers of bedding.
- Sleeping infant on back.
- Placing infants feet at the end of the cot.
- Using a firm mattress, no pillow.

STORAGE OF DANGEROUS PRODUCTS

All first aid supplies, cleaning products and chemicals are stored in their original containers in locked cupboards out of children's reach.

MANDATORY REPORTING

Under section 64 (1A) of the Children and Young Persons Act 1989, as qualified educators, operators and owners of a Children's Service, we are obliged by law to inform Child Protection Victoria, based on reasonable grounds, a child in our care is in need of protection from physical, sexual, emotional abuse, or neglect suspected incidents will be treated confidentially.

Bright Minds follows the child safe standards in relation to a zero tolerance of abuse for all children in our care. We respect and support all children, educators, staff and volunteers. Our Child protection, child safe and child safe standards are available at your request.

EMERGENCY EVACUATION PROCEDURE

There is a plan and procedure that educators follow in the event of an evacuation. The details of these procedures are displayed in all rooms.

Throughout the year Bright Minds Early Learning will conduct fire drills at any given time to help children and educators become familiar with the procedure.

DAY TO DAY INFORMATION

BIRTHDAYS

If parents would like to celebrate their child's birthday at Bright Minds, we have cupcakes available to order for afternoon tea that can be eaten with the children in their room. The kitchen will ensure it is catered to all allergies and you have choices of different colours and flavours. This is all done free of cost.

OTHER CELEBRATIONS

Families from diverse cultural backgrounds attending Bright Minds Early Learning are encouraged to share their traditions, celebrations and culture. If you do not wish your child to participate in various cultural activities or celebrations, then please advise educators.

PARENT PARTICIPATION

Parents are welcome to contribute and be involved in all aspects of the service. They are encouraged to participate in formal and informal events throughout the year.

Parents may wish to become involved through:

- Participation in the curriculum.
- Attending information nights.
- Helping out with excursions.
- Sharing relevant information with educators.
- Assisting with our quality improvement plans.

CURRICULUM PLANNING

Bright Minds uses approved learning frameworks such as the Early Years Learning Framework or the Victorian Early Years Learning and Development Framework.

The aim of the Early Years Learning Framework is to extend and enrich children's learning from birth to five years and through the transition to school. It assists services to provide young children with opportunities to maximize their potential and develop a foundation for future success in learning. (acecqa.gov.au page 21)

Curriculum Planning is essential to ensure that the educational curriculum and practice responds to the children's interests and builds on their learning.

Educators are happy to listen to you and include your perspective in the education curriculum. We strongly encourage participation, reflection and feedback from Bright Minds, all families at Bright Minds Early Learning Centre working together to achieve high levels of care and education is very important to us.

We also provide additional curriculum activities such as sports program, yoga program, music program and bush kinder. As well as incursions and excursions occurring throughout the year.

Bright Minds Early Learning Centre participates in the National Quality Standard for Early Childhood Education and Care.



BEHAVIOUR MANAGEMENT

Children sometimes display inappropriate or unacceptable behaviours. Inappropriate or unacceptable behaviour is considered to be that which causes harm or damage to the child themselves, other children educators and/or the environment. In cases of inappropriate or unacceptable behaviour, the following guidelines are implemented.

- Positive role modelling.
- The use of appropriate language.
- The use of positive reinforcement/guidance.
- Consistency when setting limits and expectations.
- The encouragement of children to be responsible for their own behaviour.
- Redirection.

If inappropriate or unacceptable behaviour continues repeatedly, a strategy between staff and parents will be developed to manage the behaviour in an appropriate manner.

NON-BIASED CURRICULUM

Staff will treat all children with equality, respect and consideration no matter what the race, religion, or culture they belong to. Equal opportunities to participate in all aspects of the program are given to both sexes.

TOYS FROM HOME

The service discourages bringing toys from home (other than comfort/security items or items for show and share) and will not hold any responsibility for toys being lost or damaged.

SLEEP/REST TIME

Children are encouraged to sleep/rest depending on their individual needs. Some children do not require either of these and an area where they can participate in quiet activities is provided. Parents/guardians are encouraged to discuss their child's requirements for sleep/rest time with staff.

TOILET TRAINING

Staff aims to follow the parent's and child's lead regarding toilet training.

VISITORS STUDENTS ETC

VISITING YOUR CHILD AT BRIGHT MINDS

Bright Minds has an open-door policy where families and friends are always welcome to visit and participate in the curriculum. Bright Minds encourages parents to visit their children through the day at any time as long as this is not too distressing for their child. Please talk to your child's educator and follow their recommendations.

VISITORS, STUDENTS AND VOLUNTEERS

From time to time we welcome visitors, students and volunteers to the service and it is expected that they adhere to Bright Minds policies and procedures at all times whilst at the service. Visitors, students and volunteers are never to be left alone with the children are not counted in the staff/child ratio.

SUPERVISION

Bright Minds maintains child/staff ratio according to National Regulations. No child is left unsupervised at any time throughout the day. Staff will strategically place themselves throughout rooms and the outdoor areas to ensure children are visible at all times.

TRANSITION TO THE NEXT AGE GROUP

Children are moved to the next age group based on developmental readiness and availability. Every effort will be made to accommodate the child's transition. Transition to the next group is undertaken gradually by making short visits and allowing time for children to adjust to their new environment.

EDUCATORS

Bright Minds only employs educators who have completed a Bachelor of Early Childhood Education, Advanced Diploma of Children's Services, Diploma of Children's Services or a Certificate 111 in Children's Services.

All Staff at Bright Minds have a current Child Protection Certificate, Working with Children Check, First Aid including CPR and Epi-Pen/Anaphylaxis training and Asthma training.

STAFF TRAINING

Bright Minds Early Learning recognises the importance of ongoing educator's development and support and encourages staff participation in in-services, training and upgrading current qualifications.

CODE OF CONDUCT

For further information please refer to the service educator and management code of conduct policy.

COMMUNICATION

It is important for communication between educators and parents to take place after each day. It is important that parents inform educators of any changes in the child's home life or routine. Educators will inform parents of all relevant information regarding their child on a day-to-day basis.

NOTICE BOARDS

Important information will be displayed on the Notice Boards located around the service and in each room.

NEWSLETTERS

Bright Minds will produce newsletters to keep parents well informed.

EMAILS

Parents can email Bright Minds at any time.

Please contact us using this address:

enquiries@brightmindsearlylearning.com.au

CONCERNS & COMPLAINTS

If a parent has any concerns, or wishes to make a complaint, they are encouraged to do so by discussing the issue with the educator involved.

If a parent is uncomfortable discussing this issue with the educator or feel they have not had a satisfactory outcome, parents are advised to contact the Nominated Supervisor, Jodie Schaap.

Every attempt will be made to satisfy a parent's concern promptly and courteously. If at any time a parent feels that the concern/complaint has not been adequately resolved they are able to contact the Department of Education and Early Childhood Development.

MEALS & NUTRITION

MEALS

We provide a well-balanced diet consisting of excellent quality and innovative foods. Our menu here at Bright Minds is assessed by Feed Australia to ensure we are following the nutritional guidelines required based on daily intake.

MENU

Bright Minds will display a weekly menu.

BREAKFAST

Breakfast is served daily. Please inform educators if your child requires breakfast.

FOOD ALLERGIES

Alternative food/meals are provided for children with allergies or special dietary requirements. Please discuss any dietary/allergy requirements with your child's educators and remember to inform educators of any changes to your child's dietary/allergy requirements. It is very important that allergies are recorded and updated.

IMPORTANT CONTACTS

DEPARTMENT OF EDUCATION AND
EARLY CHILDHOOD DEVELOPMENT

WEBSITE: www.education.vic.gov.au

LICENSED CHILDREN SERVICES

TELEPHONE: 1300 307 415

EMAIL: licensed.children.services@edumail.vic.gov.au

POSTAL ADDRESS: GPO Box 4367, Melbourne,
VIC 3001

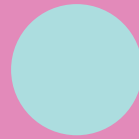
FAMILY ASSISTANCE OFFICE

TELEPHONE: 136 150

AUSTRALIAN CHILDHOOD IMMUNISATION REGISTER

TELEPHONE: 1800 653 809





17 Archer Way, Bannockburn, VIC 3331
enquiries@brightmindsearlylearning.com.au
www.brightmindsearlylearning.com.au