



Parent Information Book

MiNiMi Academy Parent Information Booklet
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Welcome

Welcome to MiNiMi Academy Campsie. Here at MiNiMi Academy Campsie we see all children as capable and competent individuals, who have and deserve the right to access and receive the highest quality of care and learning experiences within their early childhood environments.

This booklet will provide you with general information on our centres and the individual contact details of each centre.

The Approved Provider/Nominated Supervisor, Eduactors and other Staff of MiNiMi Academy Campsie believe that the early years of a child's life are their most influential. It is within these years that a child develops the foundation skills and abilities that will carry them through life. Our Educators/Staff feel that by being attuned to children's thoughts and feelings, supports the development of a strong sense of wellbeing.

Our aim is to work closely with families to form a partnership, where Educaors/Staff can develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognize that children learn through play.

Fundamental to the Early Years Learning Framework is the view that children's lives and childhood is a time of *Belonging, Being and Becoming*.

Service Mission Statement and Philosophy.

Here at MiNiMi Academy Campsie we see all children as capable and competent individuals, who have and deserve the right to access and receive the highest quality of care and learning experiences within their early childhood environments.

OUR MISSION IS SIMPLE, WORKING TOGETHER TO CREATE A BRIGHTER FUTURE.

Centre Philosophy

At MiNiMi Academy Campsie, we believe each child is an unique individual in their own right and that their special abilities, interests and cultural backgrounds should be the basis of our curriculum. We work with families to provide high quality education and care within a warm, secure environment which promotes diversity and inclusion.

We believe that the relationships each child has with their families and communities are the foundation for learning, and we will use those relationships to develop our curriculum and extend each child's learning.

We believe each child's health, security and wellbeing underpins all learning experiences. We will promote exercise, good nutrition, sleep and rest periods. We will ensure each child feels love, security and a sense of belonging. Our outdoor and indoor areas engage every child in experiences which promote play and learning through stimulation of the senses in both built and natural environments.

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At MiNiMi academy Campsie, we will endeavour to build upon the child's self-image, independence, belief in oneself and confidences in their well-being by fostering in each child a positive approach to their identity, with a sense of responsibility, self-discipline and self-esteem.

We will scaffold the education and development of each child as an individual. We will promote the National Quality Framework of Being, Belonging & Becoming. Giving each child the ability to acknowledge and grow his/her separate identity and qualities, yet still work and contribute constructively within a large group.

We will engage in ongoing reflection about our practices and procedures as per the NQF to drive continuous improvement and to ensure each child can maximise his or her learning opportunities, and as educators we value opportunities for professional development.

Centre Goals

To provide a warm, nurturing and safe environment that caters to each child's and their family's individual needs.

We encourage parental participation and input at all times and acknowledge and respect their individuality, beliefs and opinions in the education and wellbeing of their children.

To promote the development of programs that support individuality, creativity catering for each child while also enhancing holistic awareness, physical and nutritional wellbeing.

To provide an educational play-based curriculum which is based on and reflects the National Quality Framework.

To provide children with the developmental skills and abilities to understand, respect and express their thoughts and feelings about themselves and others.

To allow children the freedom and ability to decision make and solve problems.

Providing and preparing a school readiness program for the easy transition to school for our upcoming kindergarten children.

A little bit about us

We are a purpose built 91 place long day care/childcare centre offering high quality care services following the National Quality Framework and an educational curriculum based off the National Quality Standards and Outcomes.

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Our unique, bright and fun learning environments foster children's learning through play. Each centre provides interest-based projects and indoor and outdoor spontaneous experiences.

Here at MiNiMi Academy Campsie we provide, acknowledge and promote sustainability within our environment for all to enjoy.

We endeavor to celebrate our community and special world events, such as Easter, Christmas, Chinese New Year, Diwali, Harmony Day and NAIDOC week and so on.

We provide fresh and hot meals cooked on site and cater for any allergies and or special requirements your child may require.

We also provide nappies, wipes, sunscreen and hat.

Our highly trained educators endeavor to provide both children and their families with a welcoming, nurturing, fun, educational environment and encourage family participation with our open-door policy.

Settling into care

Introducing your child to care can be an emotional time. It's fair to expect some tearful goodbyes in the early days however, there are many ways to assist your child with their transition.

"Separation anxiety weights down the human heart, but a good word cheers it up."

Prepare your child by attending the centre for an hour or two a week to familiarize themselves with this new environment. This is also a great opportunity for you to spend time with the educators and centre director.

Our educators play an important role in gathering information from you and your family to create a smooth transition between home and the educational environment.

Parents are welcome to spend time with in the centre and share those special moments with their children or phone us during the day to check on their child's progress.

We believe communication between parent, child and educator is crucial in helping familiar to adjust.

We work in partnership with families to secure a caring environment for your child,

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whilst building a relationship based on communication and trust.

Before your child being care, it is a requirement for you and your child to attend an orientation visit. This will enable your child to be introduced to the educators and explore the centre with you by their side. Following the visit, it is important that positive conversations are held about the child's first experience – remember your feelings will be noticed by your child.

All children react differently to new situations. Be patient with your child, some children adjust readily whilst others may take time. Please be honest with your child when leaving them at the service. Don't say you will be back in a minute or try to slip out the door unnoticed – this only causes your child to become more distraught which could prolong the settling in process.

Separation can be difficult, therefore after you say goodbye it is best to leave as quickly as possible. If you are concerned about your child, you can contact the service by phone or email to see how they are settling in.

It is important you read all information given to you and let us know if you have any questions.

Arrival and Departure:

On arrival at our centre, your child must be signed in/out on the Ipad each day. The Ipads are located in our reception desk.

The exact times and any absences must be recorded. This is a legislative and safety requirement for you to bring your child into the service; it is not acceptable to allow a child to go from the car to the door or the gate by themselves regardless of the age.

Families must nominate on the enrolment form people who are permitted to collect your child.

If unforeseen circumstances arise and a person who is not nominated on the form is required to collect your child, you must contact the centre and provide written authorization prior to the person arriving to collect your child. The centre director will contact you or the authorized emergency contacts to confirm the collection arrangement.

Photo identification (current Drivers License, Passport) showing the person's full name, address and date of birth must be provided to the centre director upon arrival at the centre when the person arrives to collect your child.

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If the person arrives to collect your child and they do not have photo identification on them or the person is deemed unfit to collect your child, they will not be permitted to collect your child. It is a legal requirement of MiNiMi Academy Campsie to ensure the safety of your child including the collection of your child from the centre.

If an unknown person arrives to collect your child, they will not be permitted to take your child and you, or your emergency contacts will be contacted immediately.

Please be aware that if there are any custody arrangements in place, a copy of the order must be supplied to the centre at enrolment or as soon as possible. This is not only a safety requirement it is also a legal requirement and MiNiMi Academy Campsie are not responsible for maintaining a custody arrangement where the information has not been provided.

Please note that any person nominated to collect your child must be over 18 years of age. This is a legal requirement.

Our Open-Door Policy

Our centre is open all times for families to drop in there is no need to call and tell us you are coming- you are welcome at any time.

Please come and join our program as your participation is valued.

Entry by you at any time is your guarantee of continuing quality to our work practices and protection to staff and management reputation.

Never feel there is a question you can't ask or a suggestion you can't make.

Do come and visit us at any time.

Our centre is proud of the education and care we provide.

Our educators are qualified, trained, experienced, dedicated and talented.

Rather than take our word for it, come and see for yourself!

POLICY

Centre Operation:

MiNiMi Academy Campsie is operational between the hours of 7:00am and 6:00pm

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Monday to Friday.

We are open for 11 hrs per day and 50 weeks per year except Public Holidays.

Fees are still required to be paid on Public Holidays, absent days, illness and family holiday time. Our centre closed for 2 weeks during Christmas time for staff to re-energise for the New Year ahead.

Centre Fees:

Starting from 2020, MiNiMi Academy will offer a 9-hour, 10-hour and full day (11-hour) sessions to support families to make the most out of the government's Child Care Subsidy.

	All Day Baby , Toddler & Pre- schoolers	10-hour session Baby , Toddler & Pre-schoolers			9-hour session Baby , Toddler & Pre-schoolers				
Session time	Full day centre opening hours	7:00 am – 5:00 pm	7:30 am – 5:30 pm	8:00 am – 6:00 pm	7:00 am – 4:00 pm	7:30 am – 4:30 pm	8:00 am – 5:00 pm	8:30 am – 5:30 pm	9:00 am – 6:00 pm

Registration Fee

A standard yearly Registration fee of \$100 is to be paid on enrolment. This fee is non-refundable.

This fee includes the cost of enrolment administration your child's portfolio.

Families are liable to pay a registration fee regardless of accepting a position at MiNiMi Academy Campsie or not.

Bond Payment

Once enrolment is accepted a bond of 2 weeks' full fee must be paid to secure your child's position along with the administration fee.

This amount will vary depending on how many days your child will be attending the service and CCS is not applicable to bond payments.

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All families attending MiNiMi Academy Campsie must have a current bond of 2 weeks' full fees held at all times. The amount of bond held for child is dependent on your child's current booked attendance.

The bond will be either allocated to the last 2 weeks of your child's attendance or reimbursed to you, please discuss with the Director upon cancellation of your booking.

Childcare Subsidy (CCS)

The Australian Government's child care package provides more support for more families and is targeted at those who need it most. Now fully implemented, it represents the most significant change to the early learning and care system in 40 years.

How much Child Care Subsidy (CCS) will I be entitled to?

These will depend on Three factors:

- *Your total combined family's income
- *The hourly rate cap based on the type of approved child care you use and your child's age
- *The hours of 'work related' activity you and your partner do. The entitlement is based on the lesser activity figure for a member of a couple.

GOVERNMENT ACTIVITY TEST

Types of approved activity

 Paid work, including leave	 Volunteering	 Studying (approved course)
 Self-employed work	 Working for free (in family business)	 Activity job seeking
 Time taken to travel between the child care service and your place of work, training, study, or other approved activity will also be included		

Hours of fortnightly activity	Hours of subsidised care
Between 8 and 16	36 hours
16 to 48	72 hours
More than 48	100 hours

Kindergarten Approved Care

Kindergarten aged children are entitled to 36 hours to attend a kindergarten program in an approved long day care service.

No activity test requirements.



Late Fee

If your child is picked up after 6pm which is after operational hours, a **\$1 per minute** late fee will apply and parents will be given a late fee form to complete upon arrival at the centre.

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The payment of any late collection fees must be paid by the following week.

Please note, the late fee does not attract CCMS.

If it is an emergency and you're running late, please respect our team and call the centre to inform us of your lateness as we are very understanding and are always happy to meet your needs.

We understand that this may happen occasionally however if it becomes consistent it becomes unfair to our staff as this is their personal time and some also have families to get home to.

Consistent late collection of your child may result in your child's position at MiNiMi Academy Campsie being cancelled.

Public Holidays and Children's Absences

MiNiMi Academy Campsie closes on public holidays. If your scheduled day falls on a public holiday the sector standard practice is that the fee still be charged as Early Learning Professionals are entitled to be paid on public holidays as in other industries.

Each child that is eligible for CCS funding is eligible for 42 absences across all approved child care services each financial year. This is including public holidays.

Please note the full fees will apply in the event that your child exceeds the 42 allowable absences per financial year.

Fees are required to be paid on all absences or when your child does not attend the service unless discussed prior with centre director and documented.

Enrolment Process

1. Your family can contact our centre on (02) 8580 9588 from 7:00am to 6:00pm Monday to Friday or email to MiNiMicampsie@gmail.com for any enquires you may have.
2. Contact the centre and book an appointment with the centre director for a tour of the service.
3. Once your family have made a decision, it is then time to select your days based on availability and priority of access. The administration fee is paid at this time.
4. Your family will then receive an Enrolment Pack which will include:
 - An Enrolment Form v- This is a legal document and must be completed entirely prior to commencing care. If any information is missing your child may not be able to commence care.

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- Parent Handbook.
 - Children culture diversity form.
 - 'All about Me' form.
 - Main contact detail form.
5. Once your child's enrolment is confirmed by management, you will need to select a date for your child to start. This date must be at least 2 weeks from the date your administration fee has been paid.
 6. Bond payment is calculated and is paid prior to or on the first day of attendance at the centre.

Please take the time to read this handbook carefully as it has very important information your family will need to know before your child starts care, and it is part of your parent contract to sign off that you have read this booklet.

Notice of Withdrawal

If there is an unfortunate reason your family wished to leave our care, we will require 2 weeks (10 Working Days) advance notice in writing.

Please be aware that no CCS is payable if your child does not attend the service during the notice period and full fees will apply as per the Family Assistance Office CCS regulations.

Waiting List

Our centre has a waiting list where families can put their name down for days that are currently unavailable or for future care.

Please be aware that our waiting list gives priority to working families as per Priority of Access Guidelines.

They are as follows:

PRIORITY FOR ALLOCATING PLACES IN CHILD CARE SERVICES

First Priority	A child at risk of serious abuse or neglect
Second Priority	A child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under Section 14 of the A New Tax System (Family Assistance) Act 1999
Third Priority	Any other child

Within these main categories priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families;

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- Children in families which include a disabled person;
- Children in families on low income;
- Children in families from culturally and linguistically diverse backgrounds;
- Children in socially isolated families; and
- Children of single parents.

A child care service may require a Priority 3 child to vacate a place to make room for a child with a higher priority. They can only do so if you:

- are notified when your child first entered care that your service follows this policy;
- are given at least 14 days' notice of the need of your child to vacate.

I have read and understand the Priority for Allocating Places in Child Care Services Policy.

Educators Qualifications

Our centre has employed highly qualified staff who have a unique professional vision in relation to early childhood. We have selected staff that are passionate about the field and can bring a variety of skills and talents to the life of our service.

Each room has a qualified educator as well as a co-educator.

To learn more about our amazing team of educators please view our Educators' Wall.

Services our centre offers

- Long day care
- Preschool/School Readiness Program
- Nutritionally balanced meals
- A nut free service
- A Sun Smart Service
- An Asthma Friendly Service
- Support Services for child development/special needs.

Early Years Learning Framework and our centre

The Early Years Learning Framework is for children from birth to five years. As the early years are a vital time for children to learn and develop, the framework has been developed to ensure your child receives a quality educational program.

Educators will use the framework in partnership with families to develop learning

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programs which are responsive to children's ideas, interests, strengths and abilities. MiNiMi educators recognize children learn through play.

The Early Years Framework describes childhood as a time of belonging, being and becoming.

All children experience learning that is engaging and build success for life.

BELONGING

Experiencing belonging – knowing where and with whom you belong – is integral to human existence.

Children belong first to family, a cultural group, a neighborhood and a wider community. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities.

In early childhood, and throughout life, relationships are crucial to a sense of belonging.

Belonging is central to being and becoming in that it shapes who children are and who they can become.

BEING

Childhood is a time to be, to seek and make meaning for world.

Being recognises the significance of the here and now in children's lives. It is about the present

and them knowing themselves, building and maintaining relationships with others, engaging

with life's joys and complexities, and meeting challenges in everyday life.

The early childhood years are not solely preparation for the future but also about the present.

BECOMING

Children's identities, knowledge, understandings, capacities, skills and relationships change

during childhood.

They are shaped by many different events and circumstances.

Becoming reflects this process of rapid and significant change that occurs in the early years as

Young children learn and grow.

It emphasizes learning to participate fully and actively in society.

Through the framework's five learning outcomes our educators will assist your child to develop:

- A strong sense of identity
- To be connected with and contribute to their world
- A strong sense of wellbeing

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- To be confident and involved learners
- To be effective communicators

Curriculum

At MiNiMi, we provide holistic approaches to your child's education which means our educators pay attention to children's physical, personal, social, emotional and spiritual wellbeing as well as cognitive aspects of learning. Our curriculum is guided by the 'Belong, Being and Becoming: The Early Years Learning Framework for Australia' and encompasses all the interactions, experiences, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development.

Munch & Move

Munch & Move is an NSW Health initiated program that supports the healthy development of children birth to 5 years by promoting physical activity, healthy eating and reduced small screen time (e.g. watching TV or DVDs, playing on computers and small handheld games devices). Through the program, our educators implement a fun and play-based approach to support children develop and practice healthy eating and physical activity habits, which includes learning a range of fundamental movement skills that will help children take part in and enjoy physical activity throughout their lives.

The program is based on six health promoting key messages:

- *Encourage and support breastfeeding;
- *Choose water as a drink;
- *Choose healthier snacks;
- *Eat more fruit and vegetables;
- *Get active each day;
- *Turn off the screen and get active.

ELLA program

The Early Learning Languages Australia program (ELLA) program is a digital, play-based language learning program which opens up a world of cultural possibilities for children early in life. Children learn one of thirteen languages using play-based apps which were designed with help from language, early childhood and technology experts and aimed at making language learning engaging and interesting to young children in preschool and the early years of school.

By participating the program, children learn to respect diversity as they learn about new cultures. ELLA not only supports children's literacy, but also develops their social, thinking and digital skills, and can even improve memory and concentration. This Australian Government initiative helps our children to become more comfortable with learning a different language early in life and driving a genuine interest in a new language and culture.

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Sensory Play

Sensory play is essential in children's early years. At MiNiMi, we provide a stimulus rich environment for children to use their five senses (Taste, Touch, Smell, Sight and Hearing) to explore the world. A multisensory learning approach is promoted to support children's development and naturally encourage them to use scientific processes while they play, create, investigate and explore. By engaging the sensory activities, children refine their thresholds for different information which helps their brain to create stronger connections to process and respond to sensory information.

STEM Program (Science Technology Engineering and Mathematics):

At MiNiMi, educators apply this interdisciplinary approach to learning so that children have opportunities to learn and apply concepts in science, technology, engineering and mathematics during their day-to-day play. Children build their knowledge and understanding of the world by observing, asking questions, and investigating, which are natural inclinations that form the foundation for early science, technology, engineering and math exploration. Our educators nourish these tendencies and utilize the learning environment to help children develop them. We use both planned and unplanned STEM experiences to engage children and prompt investigation and exploration with open-ended questions. Through the STEM program, children can also develop a range of key skills including problem solving, creativity, critical analysis, teamwork, independent thinking, initiative, communication and digital literacy.

Arts Program:

Picasso once said, 'every child is an artist.' This is also what we believe in MiNiMi. Our educators foster a child's holistic development and cultivate children's artistic abilities and knowledge by encouraging them to learn and participate in the arts, whether in dance, music, drama or visual art. We provide children a range of artistic experiences and opportunities to inspire and motivate their learning and foster their aesthetic appreciation in the arts.

Social & Emotional Learning:

At MiNiMi, we believe the social and emotional learning is essential to a child's learning and development. Our educators intentionally cultivates a caring, participatory, and equitable learning environment and evidence-based practices that actively involve all children in their social, emotional, and academic growth. By embedding the SEL into every part of children's daily routine, we help children understand and learn to manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

School Readiness:

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Our School Readiness program aims to prepare our preschoolers ready to make an easy and successful transition into school. It has a focus on academy areas which include Literacy (Alphabets, reading program, Understanding and Using language etc.) and Numeracy (Numbers, Measurement, Patterns etc.). At the same time, we also believe that the School Readiness actually refers to a much broader range of skills, which include self care (independent toileting and opening lunch boxes), attention and concentration, physical skills (e.g. having the endurance to sit upright for an entire school day), emotional regulation, language skills and play and social skills.

Watching your child's Progress:

The Early Years Learning Framework has a strong emphasis on play-based learning as play is the best vehicle to guide young children's learning.

Using the Early Years Learning Framework educators will observe your child's learning and will plan accordingly. They will do this by listening, watching, talking and interacting with your child.

Each child at MiNiMi Academy Campsie have their own individual documentation of learning. This may be taken by educators in various ways through photos, learning stories, jottings and children's art work to showcase your child's learning journey at MiNiMi Academy Campsie.

Your child's individual learning journal or Portfolio will be available for you to view at any time.

Your child's room will also show on-going learning through daily journals/books, photographs, project works and learning stories documenting the day's progress.

Our educators are always available to discuss your child's development and we encourage families to be active participants in their child's learning journey at MiNiMi Academy Campsie.

Daily Journal

The Daily Journal documents the daily experiences and events that occurred throughout the day.

Each room has their own Journal that is completed each day and is available for families to view at any time.

The Journal is written up in the context of mini stories focusing on all developmental area such as – Physical, Emotional, Social etc.

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Children's Portfolios

A Portfolio is a showcase of the individual learning journey your child has undertaken during the year.

It is compiled similar to the daily journals however it will cover all individual and personal insights, ideas, growth and development your child has achieved.

Children and families are also invited to access these at any time and can add insights, suggestions and even ideas on what they would like to focus on for their child.

- Educators will describe what is happening in your child's play and how this is interpreted in the Early Years Learning Framework.
- What conversations took place.
- Interactions which took place that day.
- Developmental skills enhanced and achieved.
- Artworks from a range of mediums.
- Reflections from educators.
- Interest taking place and where this interest came from.
- Literacy experiences and interpretations of the experience.

Parent and Educator evenings are held in July and December of each year and parents are encouraged to attend at least one of these sessions.

Your child's educators are always available should you wish to discuss any concerns you may have. Most issues can be resolved promptly with open communication.

Each child will be presented with their portfolio at the end of the year as they transition to the next chapter of their lives.

Age Groupings of Children

Here at MiNiMi Academy Campsie has Burrage Room for infants between 0 to 18 months, Wumbat Room for young toddlers who are 18 months to 2.5 years old, Guganigine room for toddlers who are 2.5 years to 3.5 years old, and Murawung and Baragarang rooms are for preschoolers who are 3.5 to 5 years old.

Daily Routine

Each room in our centre has a routine guideline displayed in each room.

The following routine is a guide only for each room as we don't wish to restrict any opportunities which may arise in your child's day.

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Each child in the **Burruga and Wumbat Room** (0-2 room) may have varied routine as we implement the same routine as we implement the same routine that your child is familiar with. Please complete the Routine Form provided at enrolment. Our educators will follow the routine to ensure a smooth transition into our centre. If your family has any special requirements within the Daily Routine, please make sure you express this to the educators of your child's room.

(Sample Routine)

Guganigine's Room Routine 2-3 Years old

7am – Centre opens and children are settle into **Guganigine Room**.

7am-8am – Breakfast is served in the **Guganigine room** along with indoor experiences.

8:35-8:40 am – Each room transitions into their own rooms.

8am-8:40 am – Indoor free play time / Nappy change

8:45 am – Roll call and small group time. Apply Sunscreen.

9am – Outdoor morning play

9:25 am – Wash hands and prepare for morning tea

9:30 am – Morning tea time

9:55 am – Wash hand and transition inside for indoor experiences.

10:00 am – Nappy change/ toilet opportunities. Focus group session incorporation music and movement, language, mathematical concepts, literacy, fine motor experiences. If weather permits, sand indoor / outdoor play curriculum.

11:15 am – Children prepare for lunch, tables set, hands and faces washed and seated at tables ready for lunch.

11:30 am – Lunch time

12:00 pm – Nappy change/ toileting opportunity, prepare for rest time.

12:15-2:00 pm – Rest time for those children who wish to rest.

2:15 pm – Nappies changed and prepare for afternoon tea. Hands washed and transition to tables/ outdoor area for afternoon tea.

2:30 pm – Afternoon tea.

2:45 pm – Children's hands/ faces washed and transition for group time. Apply sunscreen.

3:15 pm – Indoor/ outdoor programmed experiences.

4:00 pm – Nappy change/ toileting opportunity.

4:30 pm – Children and educators pack away outdoor/ indoor areas.

4:50pm – Children transition to indoor area and prepare for late afternoon tea.

5:30pm – Transition to **Guganigine Room** for quiet experiences.

6:00 pm – Centre closes.

“Routines Maximize opportunities for children's learning”.

Sustainable Practices:

At MiNiMi Academy Campsie, all stakeholders including educators, children and families are committed to embedding sustainable practices into our everyday service

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operations.

Children are encouraged to develop a respect for the natural environment and all living things whilst furthering their appreciation of natural beauty in many manifestations.

MiNiMi Academy Campsie's Environmental Strategy is consistently implemented in all our centre operations. Children are encouraged to connect with nature and work towards helping the centre become more environmentally sustainable through education and play based learning experiences

MiNiMi Academy Campsie is committed to reducing our carbon footprint through the use of natural resources, use of recycled resources, energy efficiency, water conservation, worm farms, "Green Cleaning" options and many more. We would appreciate if families can be involved in this by asking the centre director or you child's educators.

Children's Birthdays, special events or cultural festivities

We would like to welcome families to celebrate your child's birthday or a special event within the centre.

If you would like to bring a cake or food items, please speak to your child's Educator prior to the event to make sure allergies of children at our service on that particular day are considered. Please note that our centre is nut free, as such please do not bring any food that contains nuts for example Ferrero Roches, Nutella, peanuts, please check with the supplier and the packaging to make sure there are no nuts.

With party bags, there is a no lolly or sweets policy as we promote healthy eating at our centre.

Policies and Procedures

MiNiMi Academy Campsie has a number of policies and procedures pertaining to the care of your child. Our parent policies folder will be located in the centre foyer and will be available for viewing and review at any time.

Below are some highlight points of importance within our policies that we require our families to be aware of. For more information on our centre policies, please speak with the centre director.

Accidents, Illnesses and Incidents

Our educators organize both indoor and outdoor environments to promote safety and allow for maximum supervision, in order to prevent any accidents to children and educators.

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All staff employed by MiNiMi Academy Campsie have obtained current First Aid Certificated and attend refresher courses annually.

Risk Assessments are completed by educators on a regular basis.

Both indoor and outdoor checklists are completed before each session to ensure the safety and wellbeing of all children in care

In the case of an accident involving your child whilst at the centre, your child's educator will immediately administer first aid. If the injury requires further medical treatment, you will be contacted, and a plan of action organized.

If a parent or emergency contact cannot be reached, the director/ person in charge will act on behalf of the parent and proceed with whatever medical treatment is deemed necessary.

A staff member known to the child will accompany the child to the hospital and stay with them until the parent arrives.

Documentation of the accident will be made on an Accident/ Incident Form and reported to the relevant health agencies as required.

An educator will contact parents or emergency contacts once all necessary emergency medical/ dental services have been contacted.

Educators hold First Aid, Asthma and Anaphylaxis certificated and parents or the emergency contacts are contacted if medical attention is required

All medication/ dental and ambulance expenses are at the expense of the parents and therefore families are encouraged to consider ambulance cover for their child.

Health and Hygiene

To MiNiMize the spread of infection in our centre, children suffering from certain infections are excluded from attending childcare. If a child has a suspected infection condition, the parents will be contacted and asked to collect the child as soon as possible.

Parents are encouraged to seek medical advice and contact the centre to inform them of the outcome.

Children with a suspected infectious condition must produce a medical certificate before the child returns to childcare. The centre will inform all families if any

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infectious outbreaks and post signs which include symptoms and exclusion time from the centre.

The director will not accept a child into care if they are not well enough to participate in normal activities or require special attention due to ill health.

In the case where a child has a high fever (above 38 degrees) staff are only able to administer Children's Panadol where the parent's permission has been obtained on the enrolment form and all steps of the Medication Procedure have been followed. If the child is in critical condition, and the child's life is at risk, medication will be administered even if parents did not grant permission.

Parents will be informed of this and documentation will be kept on file.

Illness Policy

If your child is unwell with the following symptoms: high temperature (above 38°C), diarrhea, vomiting, severe cough, signs of an unknown rash, pus in the eyes or a green nose, MiNiMi Academy Campsie will notify the parent to collect their child.

Upon return to care a medical clearance certificate will need to be sighted by the educator before leaving your child to stay at care.

If you return to care without this clearance certificate you child will not be to stay at care. This certificate is also to be handed to the centre director on arrival as we will not accept a fax from a doctor unless it arrives prior or while you are still on site with your child.

If your child requires medication such as antibiotics upon return to care from illness, 48 hours must have lapsed. This means that your child must have commenced on antibiotics two days prior to returning to care. You will be required to complete a medication form as per our administration of medication policy.

The medical certificates or Clearances should display the actual illness your child has so the service can exclude any children that may not be immunized ect.

Any counter medication must have a pharmacy label on it clearly stating the dosage required, child's name and date of purchase.

MiNiMi Academy Campsie is not able to administer and medication that does not have a pharmacy label on it. This is including medication that has not been prescribed to that child – EG cough mixture, antihistamines, Ventolin etc. must have the child's name on the pharmacy label, it cannot be a sibling, cousin or any other family member.

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Counter Medications will only be administered with a letter from a General Practitioner accompanying it clearly stating the reason the medication is required, dosage and that your child is fit for care and is not contagious.

Immunisation

Immunization is not compulsory, however it is important that parents and educators encourage immunization.

Parents must supply up to date immunization records to the centre.

Any child who has not been fully immunized may be excluded from care in the event of a breakout of a vaccine preventable disease for the duration of the outbreak in accordance with the Public Health (Amendment) ACT 2010 and the Public Health Regulations 2012.

They may also not be eligible for Child Care Subsidy.

Further information on immunization recommendations is available at the centre.

Please note: Legislation will change from July 2019 and this may affect fee subsidies. If you have any questions that have not been answered, please speak with your centre director.

Medication

If your child requires medication whilst in care, a medication record form must be filled in and signed by a parent. If your child requires ongoing medication, a copy of their Action Plan must be provided and updated annually in addition to the ongoing medication form being completed.

Any medication – including over the counter medication must be in its original packaging, have a pharmacy label on it clearly stating the dosage required, child name, expiry date and date of purchase.

MiNiMi Academy Campsie educators are not able to administer any medication that does not have a pharmacy label on it. This includes medication that has not been prescribed to that child – EG cough mixture, antihistamines, Ventolin etc. Must have the child's name on the pharmacy label, it cannot be a sibling, cousin or any other family member

Counter Medications will only be administered with a letter from a General Practitioner accompanying it clearly stating the reason the medication is required, dosage, date of issue and length of time the medication is required.

Medication must be handed to a staff member and will be stored in a locked

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container either in the fridge or in a locked cupboard.

Under no circumstances is any type of medication to be left in children's bags.

Please refer to the Medication Policy for further information.

Emergency Evacuation

Emergency evacuations as well as lockdown procedures are regularly practiced and each centre has individual plans if in danger of local emergencies including cyclone, flood, bushfire etc.

Fire extinguishers are strategically located throughout the centre along with fire blankets in the kitchen and fire extinguishers are in each room.

As part of our fire safety measures all children in attendance at the centre are noted from the attendance sheet.

Risk Assessments have been completed for all evacuations in consultation with Centre Management and Local Fire Brigade.

Each child is identified during a fire drill. This is why it is important to ensure that you sign your child 'IN' and 'OUT' of the centre each day.

MiNiMi Academy Campsie have worked in consultation with The Peterson Group to develop Fire Safety and Evacuation compliance to ensure the safety and wellbeing of all stakeholders.

Meals Provided

MiNiMi Academy Campsie has a qualified cook who will prepare the following meals based on the correct dietary guidelines and Munch and Move recommended for children aged 0-6 years.

MiNiMi Academy Campsie provided fresh on site the following each day:

- Breakfast
- Morning Tea
- Lunch
- Afternoon Tea
- Late Afternoon Tea

Sun Protection

MiNiMi Academy Campsie is a certified Sun Safe centre and our Sun Protection policy

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has been endorsed by the Australian Cancer Counsel.

We do advise that children are to be wearing clothes with shoulders covered.

Our supply a hat and sunscreen, it will be reapplied when needed.

It is important to discuss additional items that may be required depending on your child's age and development before your child commences care.

If your child is allergic to the sunscreen provided, you are required to provide an alternative and complete an ongoing medication form.

Clothing

Please dress your child in play clothes that wash easily, so that your child may enjoy all the activities. In choosing what your child should wear to the centre, please consider the following:

- Your child will be working with messy materials such as paint, glue, water and sand, so the clothes should be able to stand a little wear and tear
- Children will be climbing, jumping and running so they will need clothes that neither restrict their activity nor reduce their safety (e.g. Slippery shoes, thongs, long skirts)
- Please ensure that your child is wearing sun smart clothing i.e. shoulders covered and closed in shoes
- Children will need clothes which allow them for growing independence i.e. pants that can come off easily for toileting
- Please label all clothing and footwear, including socks, underwear, shoes, etc. as children can misplace these items.
- Please do not send your child to care in 'expensive and branded' clothes as they may be ruined.
- It is a good idea to bring spare clothes including socks and shoes in the event that your child has a toileting accident.

Other Policies of importance for our Parents

- Positive Behaviour
- Child Protection
- Safety Procedures
- Cleanliness of Service
- Grievance and Complaints

These policies can be read in their entirety at any time and are located in our Parents Policy Folder or a hard copy can be organised on request from the director.

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What do we bring on our first day?

1. Enrolment form with all information completed. Please note that your child may not be able to stay at the centre if their enrolment is incomplete.
2. Original Birth Certificate or certified copy signed by a Justice of Peace (JP)
3. Current immunisation statement printed from GP or online.
4. Framed picture of family
5. Child's hat given on enrolment
6. Linen for rest time. Cot sheets fit all our centre's beds. Please supply a fitted sheet and top sheet and blanket.
7. Nappies are provided at the centre, however if a child only uses specific nappies, then you will need to provide and clearly label with child's name.
8. Bottles/ formula and water bottle with child's name labelled.
9. Comforter or dummy if needed.
10. Changes of clothes-please include a full change of clothes for your child. Please also include long and short sleeve shirts, long and short pants, and a jacket if cool. It would be an idea if your child is toilet training to provide a spare pair of shoes and socks.

Please clearly label all your child's belongings including their bag and sometimes it's even a good idea to even label shoes and socks.

MiNiMi Academy Campsie looks forward to inviting your family into our service. We are always here to listen and respond in the best way possible to your family's needs.

We hope that we can leave an impression within your child's early childhood experience and take you on a learning adventure you will never forget.

We understand that you are leaving your most precious gift with us to look after and we don't take for granted.

We look forwards to working alongside your child and your family to provide the best learning opportunities for all children in our care.

Children hold the key to elements of their learning, and we are here to be active listeners and support their ideas and enhance their learning through what they are interested in and suggest as well as our own ideas and those of families.

We see the environment as a third teacher.

We want to be sending out a home away from home feel.

But most importantly we want to **“work together to create a brighter future”**.

For more information, call the centre on 02 8580 9588 or Shirley on 0432 718 389 or email MiNiMicampsie@gmail.com

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MiNiMi Academy Campsie Parent Agreement

I confirm that I am aware of the conditions below and acknowledge that I have read and agree to the below conditions and all information contained in this parent handbook.

(Please tick all boxes to acknowledge)

Attendances

- I must fully complete an enrolment form and update to the Centre Director if any of this information changes. This is a legal requirement.
- I acknowledge that any changes to booked days or cancellations requires 10 business days' notice and must be completed in writing.
- I must sign any accident/injury/illness and /or medication forms each day if applicable.
- I am required to check my family information pocket/folder each day for updated information.
- I am aware that if I require a casual booked day of care for my child that I will be charged an extra day's care and understand that booked days are not transferrable or swappable. MiNiMi Academy Campsie does guarantee that place will be available for temporary alternative care.
- I must sign my child/ren in and out of the centre each day. This is a legal requirement.
- I understand that I must provide copies of any custody arrangements that may be in place. This is a legal requirement.
- I understand that MiNiMi Academy Campsie are not liable to maintain any custody arrangements if a copy of the order has not been supplied to the centre. I also understand that in the event that the custody arrangement is broken I will not hold MiNiMi Academy Campsie liable for any damages that may arise from this.
- I am aware that a journal of my child's experience is available at my child's service and will be updated throughout the year.

Absences

- I acknowledge that each child is eligible for CCS for the first 42 absences from care across all approved child care services during each financial year.
- I understand that I must pay full fees for any absent days for reason my child takes in excess of the 42 allowable absences each financial year and that any rebates will not apply.

Health / Illness / Medication

- I authorize for an approved First Aider to administer general first aid to my child if necessary.
- I understand that if cannot be contacted that th listed emergency contacts can

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authorise any medical / dental / emergency action that may be required.

- I understand that if my child is unwell and I cannot be contacted that educators will administer paracetamol in an effort to reduce my child's temperature if it is above 38°C on my behalf.
- I understand that it is a legal requirement of MiNiMi Academy Campsie to administer any First Aid deemed necessary including the transport to hospital if required.
- I understand that if after every effort to contact me has failed, and if the doctor / medical professional (Paramedic, Doctor, Hospital Staff) considers immediate medical attention including administration of medication, anaesthesia, minor surgery that they have my permission to administer this to my child.
- I authorise the service to seek urgent medical / dental or hospital treatment and / or an ambulance service in the event that my child becomes sick or has an accident and needs emergency treatment. An educator will contact me once all necessary emergency medical / dental services have been contacted.
- I agree to pay all medical / dental / ambulance expenses.
- In the event that my child becomes unwell or shows symptoms of any transmittable infection / disease, I understand that my child may be excluded from the service until the condition has been treated or a clearance has been provided by a Doctor.
- If my child is not immunised against vaccine preventable diseases, the Department of Health may require my child to be excluded from the service during any outbreaks of these illnesses within the service. Please note, your child's fees are still required to be paid when your child is excluded.
- I understand and am aware that fees are still required to be paid in the event my child is excluded from the service for any reason.
- If my child becomes unwell while at the service, I will be contacted to collect my child as soon as possible and I understand that my child will be cared for away from other children until he/she is collected.
- In my child requires medication, I will follow the medication procedures of the service.

Publicity

- I agree to my child's photograph to be used in publicity for the service e.g. newspaper articles, newsletter, Centre Facebook page, Xplor, photographs around the service.
- The service provides an educational program for each child through programming and observations. I understand that observations will be made of my child by Educators within the service. This may include photos of my child for their journals.

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Fees

- I agree that I am responsible for paying all the fees for my child. I understand that I must pay a bond of 2 weeks' full fees at the time of enrolment to secure my child's position at the service.
- I understand that I must pay all fees associated with my child's attendance at the centre including when my child is absent from the service for any reason.
- I am aware that my child's position may be cancelled if my fees fall into arrears by more than two weeks.
- I am aware that the administration fee is payable upon enrolment and is not refundable to transferrable.
- I understand that each year I am required to re-enrol my child for the following year. I am aware that if I do not re-enrol that my child's position will not roll over to the next year and I may not be offered a position for the following year.
- I understand that I am required to pay a late fee of \$1.00 per minute if my child is collected after the service's closing time of 6:00pm and this fee must be paid in full by the following week.
- I understand that I must give 10 business days' notice in writing if I wish to change my child's booked days or cancel their position at MiNiMi Academy Campsie.
- I understand that I will not hold the service responsible if I fail to read the information given to me via routine forms, newsletters, memos or any other correspondence.
- I understand that I am liable to pay a registration fee regardless of accepting a position at MiNiMi Academy Campsie or not.

Child Care Subsidy (CCS)

- I understand that I am responsible for providing the correct information to MiNiMi Academy Campsie in order to claim any Childcare benefits or rebates.
- I understand that I must supply the service with the parent and child's date of birth and CRN number in order to claim any rebate from Centrelink.
- I understand that if I do not supply the correct information to the centre in order to claim any rebates from Centrelink that full fees must be paid.
- I understand that I cannot claim any rebates from Centrelink prior to providing MiNiMi Academy Campsie with the correct information to claim.
- I understand that MiNiMi Academy Campsie will not back date any attendance information to Centrelink if I have not provided the information required upon enrolment.
- I give permission for (name of nominated person) to make enquires about my account on my behalf.
- Relationship to nominated person and date of birth:
- Does your child attend or has attended any other approved Childcare service in the last 12 months? Yes / No

If yea, name of service.....

Number of absences at this service:.....

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- If I am eligible for ACCS funding, it is my responsibility to provide MiNiMi Academy Campsie with the approval letter from Centrelink in order for ACCS funding to be applied.

In General

- I agree to abide by all policies and procedures of the service and cooperate with Educators in regard to any issues involving my child/children. I have reviewed and agree to the following policies in particular:
 - Fee Policy – in particular I am aware that if my account should fall behind by two weeks that my child’s position at MiNiMi Academy Campsie will be cancelled.
 - Incident, illness and Accident Policy.
- If a person other than the parent is picking up my child/children, I will notify the service in writing and by phone, prior to the person arriving at the service. I will provide their name and address and acknowledge that their identity will be verified.
- I authorise for students from Universities and TAFE to record observations of my child for the purposes of practical studies. I understand that this information will remain confidential and only first names will be used.
- I undertake to collect my child from the service should his/her behaviour endanger the safety of himself/herself. Other students, or Educators.

I have read all the statements above, ticked all the boxes, filled in any necessary details and signed below to indicate that I understand and agree to the statements as of my child’s/children’s enrolment with MiNiMi Academy Campsie.

.....
Signature (Parent / Guardian)

.....
Date

.....
Signature (Centre Director)

.....
Date