



A SAFE ENVIRONMENT TO PLAY AND LEARN

Family Handbook

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Centre: 49 Cants Road, Colac 3250 Victoria





Welcome

Creative Minds Early Years warmly welcomes you and thank you for choosing to enrol with us.

We value our relationships with families, and we look forward to forging a positive partnership with you.

Creative Minds Early Years acknowledges the traditional peoples and their continued connections to country and culture throughout Australia. We pay our respect to these diverse communities and to Elders both past and present and emerging.



Contents

NOTE: Any reference to funded kindergarten applies once our application is approved.

2. Welcome
3. Contents
4. Our vision
5. Our Mission & Our Aims
6. Philosophy
7. Child Safe Statement
8. Hours Of Operation
9. Priority of Access Long Daycare
10. Priority of Access Kindergarten
11. Priority of Access Kindergarten continued
12. Our Educators
13. Educational Program
14. Our Environment
15. Learning Experiences
16. What Should I Pack In My Child's Bag? & Celebrations
17. Enrolment Process
18. iParent Portal
19. Immunisation
20. Immunisation statement example
21. Orientation
22. Additional Support & Family Walls
23. Code Of Conduct
24. Compliments and Complaints
25. Family Participation & Family Communication
26. Fee Payment And Centrelink & Over Due Accounts
27. Free Kindergarten
28. Early Start Kindergarten
29. Cancelling Care Or Changing Days & Picking Up And Dropping Off Your Child
30. Illness
31. Sun Protection
32. Sun Protection
33. Sleep And Rest
34. Food
35. Hygiene Procedures
36. Child Protection
37. Late Collection Or Failure To Collect & Absences And Holidays
38. Emergencies & Security



Our Vision

Creative Minds Early Years is developed by a group of passionate, respectful and caring educators and community minded locals that see the need for childcare in the Colac area.

Our vision is for our centre to have a safe and inclusive family focused atmosphere, where we work together as a partnership to create high quality outcomes for families. Encouraging children to develop independence and building on their skills through play and fun.

It is important to us for Creative Minds to be inclusive of all children and families regardless of background (race, culture, religion, abilities, gender, social status or family structure). We are each a piece of a puzzle and bring something to our community that is unique and important. Something to be embraced.

We celebrate our multicultural and Indigenous communities, valuing the diversity and knowledge they offer to our history and future. Aboriginal and Torres Strait Islander culture and perspectives on learning influences our everyday practices and programming.



Our Mission

Creative Minds Early Years's mission is to create a welcoming environment for 'all' parents/guardians and children to feel safe and supported with a holistic focus on relationships, benefiting wellbeing and scaffolding growth and development for life and learning (Being, Belonging and Becoming).

Our Aims

Commitment: We are committed to ensuring all children have a safe place to play and learn in a fun and engaging natural environment. We aim to respect and embrace the rights and voice of all children.

Holistic: We value the relationships between our children, families and educators. It is important to nurture and build healthy, respectful relationships with parents/guardians as well as the children. Promoting connections and interests and including them in our educational program.

Environment: We are committed to modelling and leading by example to teach the children how to care and respect the land of the local Indigenous people and to be in tune with our environment. We believe outdoor education fosters a sense of community and adventure, encourages exploring and inspires creative minds.



Philosophy

Reconciliation Action Plan

Connection to land, community, families & nature

- Diversity/Culture identity
- Nature play/Natural environments
- Connectedness
 - Being
 - Belonging
 - Becoming

Inquiry Based Learning

- Creativity
- STEAM (Science, Technology, Engineering, Arts & Mathematics)
- Indigenous perspective of learning
 - Seasonal knowledge
- Opportunity
- Exploration
- Connection
- Inquiry based program informed by contemporary theory including popular culture



Child Safe Practices

- Risky Play
- Children's voice
 - Being heard
 - Being seen
 - Responsive
 - Respectful
 - Gender inclusive



Child Safe Statement

Committed to providing a safe, nurturing environment for your child.

At Creative Minds Early Years we believe all children have the right to be respected and feel safe. We support and protect children in our care through our child safety policies and procedures.

We work with children and external agencies and the wider community to ensure their safety and welfare, giving them the best start in life we can.

We achieve this by providing a safe and secure environment for children to grow and develop

- Confidence
- Expression
- Autonomy
- Self worth
- Choice
- Safety
- Kindness
- Inspiration
- Belonging
- Appreciation
- Joy
- Imagination
- Resilience
- Inclusion
- Value
- Trust
- Freedom
- Wellbeing

We are intentional in our practices to adhere to the Early Childhood Australia Code of Ethics, our Code of Conduct and Interactions with Children Policies.



Hours of Operation

Kindergarten

Session times are subject to enrolment numbers

Early Learning Centre

Monday - Friday: 6.30am - 6.00pm

Saturday - Sunday: Closed

Closed Public Holidays & two weeks at the end of the year (dates to be advised)



Priority of Access

This Priority of Access criteria will be used to allocate enrolment offers for Creative Minds Early Years.

Long Daycare

First Priority	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> • This information can be obtained from the child’s carer/family as part of the enrolment process and/or received from a referral source which may include: <ul style="list-style-type: none"> ○ Child Protection ○ Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) ○ Maternal and Child Health nurse, or ○ Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	<ul style="list-style-type: none"> • As part of the enrolment process, service providers must respectfully ask families ‘is your child Aboriginal and/or Torres Strait Islander?’

Second priority (in order shown)
<ol style="list-style-type: none"> 1. children who are attending Creative Minds Early Years in the kindergarten program 2. children who have a sibling that has previously attended Creative Minds Early Years 3. family lives, works or studies in the Colac Otway Shire by date of application

Third priority
<ol style="list-style-type: none"> 1. All other families



Priority of Access

Kindergarten

First Priority	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is:</p> <ul style="list-style-type: none"> This information can be obtained from the child's carer/family as part of the enrolment process and/or received from a referral source which may include: <ul style="list-style-type: none"> Child Protection Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker) Maternal and Child Health nurse, or Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	<ul style="list-style-type: none"> As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?'
Asylum seeker and refugee children	<ul style="list-style-type: none"> As part of the enrolment process, service providers should respectfully ask whether the family/child holds a visa or ImmiCard identifying the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	<ul style="list-style-type: none"> A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or Multiple birth children (triplets, quadruplets). Asylum seeker and/or refugee children
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> require additional assistance in order to fully participate in the kindergarten program require a combination of services which are individually planned have an identified specific disability or developmental delay 	<p>The child:</p> <ul style="list-style-type: none"> is assessed as having delays in two or more areas and is declared eligible for a second funded year of 4-year-old kindergarten, or holds a Child Disability Health Care Card, or has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> the National Disability Insurance Scheme Early Childhood Intervention Service Preschool Field Officer, or Maternal and Child Health nurse



Priority of Access

Kindergarten continued

Second priority (in order shown)

1. children who turn four years of age by 30 April in the year they will attend kindergarten; or
2. children turning six years of age at kindergarten who have been granted an exemption from school-entry age requirements by the regional office of DET/approved second year funded kindergarten children
3. children who turn three years of age* by 30 April in the year they will attend kindergarten
4. children who have a sibling that has previously attended Creative Minds Early Years
5. family lives, works or studies in the Colac Otway Shire by date of application

Third priority

1. All other families

Note: DET's PoA guidelines are to ensure that kindergarten programs are available to those children who stand to benefit the most from attending early education. In mixed age groups, PoA guideline will equally prioritise three and four-year-old children that are considered high priority. Where programs for three- and four-year old children are provided separately, the PoA criteria will be applied separately for each age cohort.



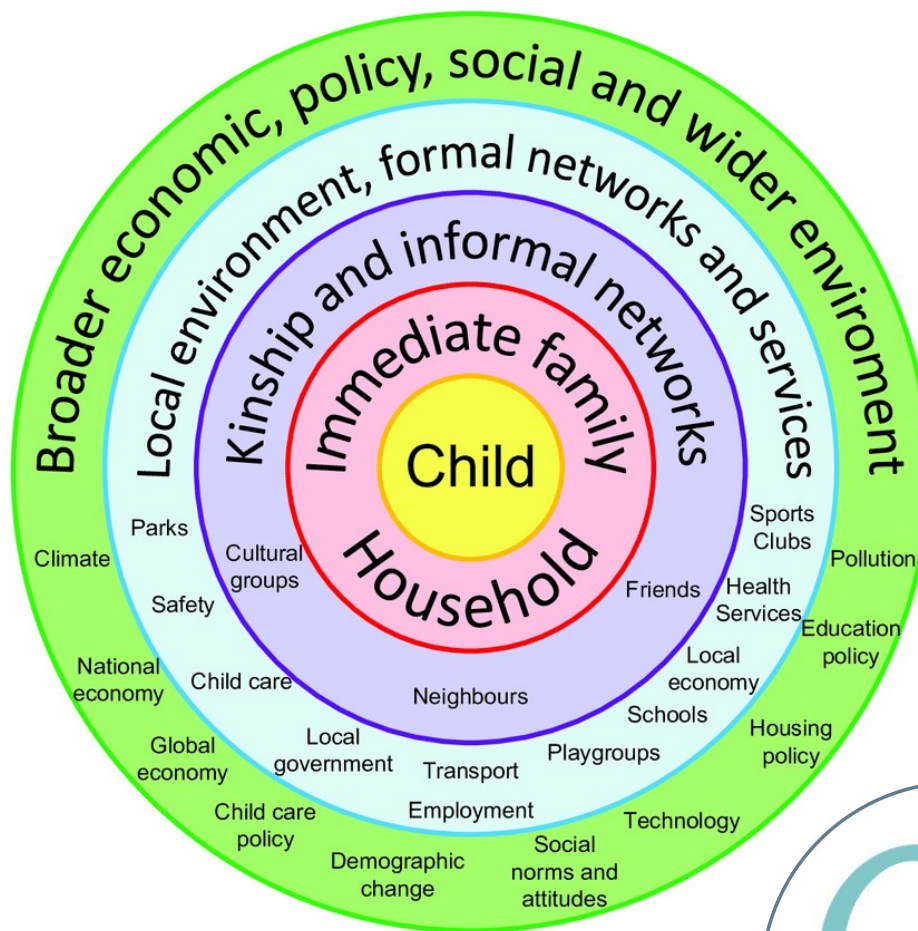
Our Educators

Creative Minds Early Years staff are all extremely caring and passionate about the children and families they work with.

They come with many years of experience and place importance on building strong relationships within our community.

Educators are qualified in Early Years Education and Care, hold current first aid, CPR, anaphylaxis and asthma training.

The educators are dedicated to ongoing professional development training to remain current in research and theory.



Educational Program

Our educational program at Creative Minds is innovative, based on current research and theory. We place importance on Children's engagement with the natural environment, with an indigenous perspective of learning through participation in Science Technology Engineering Arts Mathematics (STEAM) We utilize the Indigenous Weather knowledge Seasonal Map as the foundation to learning, building on cultural perspectives of our first nations people.



Our Environment

Creative Minds Early Years provides a safe and nurturing space to children to explore through play.

- Hands on learning in sustainable practices
- Paddock to plate – veggie garden, orchard & cooking
- Our environment promotes child agency - healthy lifestyles, making choices and supporting self help skills
- Listening to the child's voice, acknowledging their interests and follow their lead
- Commitment to reduce, reuse, recycle
- Connection with country – keeping our land, sea flora and fauna healthy
- Nature/inquiry based learning opportunities



Learning Experiences



What should I pack in my child's bag?

- Lunch box with breakfast, morning tea, lunch, afternoon tea
- Drink bottle filled with water
- Spare clothes in case they get wet or dirty
- Bag for dirty clothes
- Sunhat & sunglasses
- Sterilised bottle(s) (if applicable)
- Formula/Breast milk (if applicable)
- Please ensure all items are clearly labeled
- Wet weather clothing (eg. coats, gumboots, waterproof overalls, beanie)

Nappies and sunscreen supplied

Celebrations

At Creative Minds Early Years we like to acknowledge the special occasions in your child and family's lives. Our enrolment form asks you to share with us which occasions are important to your family. We will acknowledge these occasions in a respectful, appropriate way, collaborating with children and families.



Enrolment Process

1. Register waitlist online via website:
www.creativemindscolac.com.au
2. Offer sent via iParent Portal to accept/decline and complete enrolment form and fee payment details. Offers are tentative until all required information is received.
3. Orientation
4. Start date set



iParent Portal

The iParent Portal is where you can:

- Receive notifications
- Upload documents
- Send/receive communications
- Update Details
- View bookings
- Make payments
- Enrolment forms
- Communication between parent/guardian and educators

The tip sheet guide will be received upon registering for a place and will also be available on our website for reference.

www.creativemindscolac.com.au



Immunisation

The No Jab No Play legislation requires long daycare and kindergarten services to comply.

To finalise your child's application to enrol, we are required a copy of the following:

- Proof that your child's immunisations are up to date for their age.

Evidence of up-to-date immunisation must be provided within the two months before your child commencing at our service.

An immunisation history statement from the Australian Immunisation Register (AIR) is the only form of evidence that can be used to show your child's vaccinations are up to date for their age.

The quickest way to get your statement is by using your Medicare online account through **myGov** or the **Express Plus Medicare** mobile app. Alternatively, you can request an immunisation history statement in person at your local Medical service centre or call the AIR enquiries line on **1800 653 809** to request a statement is posted to you. It can take 14 days to get your statement in the post.

If you are short of time, you can ask your GP or immunisation nurse if they can print your child's immunisation history statement directly from the AIR. **Note**, not all immunisation providers can do this. If you are experiencing difficulties accessing vaccinations or required related documents, please contact us for assistance as soon as possible. In some cases, children can commence at the service while the required documents are obtained.

Advice for parents of children immunised overseas or not eligible for Medicare

The parent/carer can get overseas immunisations added to the AIR.

They need to take a translated copy of their child's overseas immunisation history to a general practitioner (GP) or immunisation nurse.

The GP or nurse will check which vaccines the child has had, and tell the parent/carer if any additional vaccines are required in Australia. They will record vaccines given overseas as well as any new vaccines they give the child on the AIR.

When the child's immunisations are registered on the AIR (this can take about five days), the parent/carer can ask the GP nurse if they can print an Immunisation History Statement from the AIR for the parent/carer to give to your childcare or kindergarten service.

Alternatively, the parent/carer can call the AIR on 1800 653 809 to check if the child's immunisations have been recorded and request a statement to be posted to the family. It can take up to 14 days to arrive by post.


A translating and interpreting service is available by calling 131 450, Monday to Friday from 8.30 am to 4.45 pm.

Colac Otway Shire Council Immunisation Clinic dates are available here: [Immunisation - Colac Otway Shire](#)

No Jab No Play information is available here: [Immunisation in Victoria \(health.vic.gov.au\)](http://health.vic.gov.au)



Immunisation Statement example



Australian Government
Department of Human Services

medicare

Immunisation history statement

As at: 15 January 2019

For: ARCHER SWIFT

Date of birth: 01 December 2017

Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
Birth	Hepatitis B	01 Dec 2017	Engerix-B	Hospital
2 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Feb 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
4 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 April 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
6 months	Diphtheria Tetanus Pertussis Hepatitis B Polio Hib Pneumococcal Rotavirus	01 Jun 2018	Infanrix Hexa Prevenar 13 RotaTeq	GP
12 months	Measles Mumps Rubella Meningococcal C Hib	01 Dec 2018	MMR II Menitorix	GP
Next immunisation/s due				Date due
Measles Mumps Rubella				01 June 2019

Medical contraindication to Varicella recorded on 5 January 2019



Orientation Procedure

The time required for orientation and settling in will vary for each child and their family, therefore it is important to be flexible and individualise orientation for each family.

- Offer families the opportunity to visit the service at different times during the day/session, this allows the child and their family to become familiar with the various routines of the service
- Parents must stay with their child during orientation visit
- Provide reassurance to the family that they may stay with their child for as long as they choose once the child commences to build confidence in their new environment
- Provide the family with suggestions for developing and maintaining a routine for saying goodbye to their child
- Reassure the family:
 - they can leave their child initially for a shorter day, gradually increasing the length of time
 - they may call and speak to their child's early childhood teacher or educator(s) at an agreed time
 - the early childhood teacher/educators will keep them informed on how their child is settling in
 - they will be informed about any changes or circumstances which may affect them or their child.
- Further considerations may include but are not limited to:
 - send an email/or communication through Kidsoft iParent Portal during the day to update the family on their child including a photo of the child (if the child has settled in) (*refer to the information and Communication Technology Policy*). **Note:** For children in out-of-home care, the educator may need to seek permission from Child Protection before taking and distributing photos of the child
 - asking the family how they have settled in and if they have any questions or concerns.



Additional Support

Creative Minds Early Years supports inclusion of all children.

Support is available to plan and implement a program that is responsive to the individual abilities, interests and needs of children with a disability, developmental delay or complex medical needs.

Resources:

[Kindergarten inclusion for children with disabilities \(education.vic.gov.au\)](http://education.vic.gov.au)

[KU Children's Services](#)

Family Walls

At Creative Minds Early Years, rooms have a family wall which features photographs of the children with their families. This is a strong and valuable tool which children feel proud to show their peers and teachers. It initiates friendship development and communication when they talk about their photo and inquire about others.

Building language and learning pathways.

If you would like to bring in a photo, or two that represent your family, we would love to add it to our wall to build on the connection between home and the service.

Photos are optional.



Code of Conduct

Parent/Guardians agree to:

I commit to contributing to creating an environment at Creative Minds Early Years that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to Definitions) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

In my relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

Relationships with the approved provider, person with management and control, nominated supervisor, staff and others.

In my relationships with the approved provider, nominated supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the Code of Conduct policy
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
- following the directions of staff at all times
- treating the early childhood environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the Complaints and Grievances Policy.



Compliments and Complaints

Creative Minds Early Years is committed to:

- Providing an environment of mutual respect and open communication, where the expression of opinions is encouraged
- Complying with all legislative and statutory requirements
- Dealing with disputes, complaints and complainants with fairness and equity
- Establishing mechanisms to promote prompt, efficient and satisfactory resolution of complaints and grievances
- Maintaining confidentiality at all times

Our Compliments and Complaints Policy and Procedure is available on our website, or you can request a copy by contacting our service.

Compliments are welcomed and provide valuable feedback on your family's journey with us.



Family Participation

At Creative Minds Early Years, we respect and acknowledge that you are the most important person in your child's world and everything you do is of interest to them and their friends.

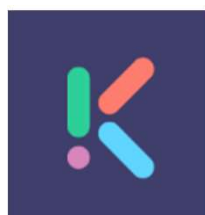
Talking about your occupation, culture, interest or hobby to the children at the centre provides them with an educational resource we can discuss and explore in our program.

We welcome all parents to the service to talk about or demonstrate their occupation, culture, interests or hobby (for example, music, craft, cooking, gardening). It makes a valuable contribution to their learning.

Family Communication

At Creative Minds Early Years we will use a range of communication platforms.

- Email: info.creativemindscolac@gmail.com
- iParent Portal: <https://parent-portal.kidsoft.com.au/>
- Facebook: Creative Minds Early Years
- Website: www.creativemindscolac.com.au
- Newsletters
- Phone Calls
- Face to face



Fee Payment and Centrelink

Kindergarten

Fees are payable per term (in advance) via direct debit. Refer to website for fees and due dates.

Invoices are sent via email and iParent Portal in advance of the fees due date.

Early Learning Centre

A Holding Fee is payable at the beginning of the enrolment. This is one week full fees, refunded when the enrolment is cancelled. Fee information is available on our website. Fees are invoiced fortnightly via email and iParent Portal and payments are direct debited.

Centrelink – Child Care Subsidy

To get Child Care Subsidy (CCS) you must:

- care for a child 13 or younger who's not attending secondary school, unless an exemption applies
- use an approved child care service
- be responsible for paying the child care fees
- meet residency and immunisation requirements.

Information available here:

<https://www.servicesaustralia.gov.au/child-care-subsidy>

How to Claim:

<https://youtu.be/03tZMODUIMk>

Over Due Accounts

Fees that are not paid by due date in the first attempt will result in families being called to reschedule the payment. If the payment of fees does not go through the second time, families will be called to sign a Payment Plan Agreement as per Creative Minds Early Years Debit Management Policy.

A late fee of 15% per week is applied to any overdue fees.



Free Kindergarten

Kindergarten programs for four-year-old and eligible three-year-old children in Victorian Government funded services will be free as part of the Best Start, Best Life reform.

This investment will save families up to \$2,500 for each child enrolled in a participating sessional funded kindergarten (non CCS rebate) program. Children attending integrated funded kindergarten in long daycare (accessing CCS rebates) will save families up to \$2,000 for each child. Up to \$50 is deducted off fees weekly over 40 weeks.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access kindergarten programs.



Early Start Kindergarten

* Early Start Kindergarten and Three-Year-Old Kindergarten

During the roll-out of Three-Year-Old Kindergarten, Early Start Kindergarten (ESK) will continue to provide 15 hours a week of funded kindergarten for all eligible children up until 2029, when three-year-old children across the state will have access to 15 hours

It is important to continue to enrol eligible children in ESK, even if funded Three-Year-Old Kindergarten is available at the service.

This guarantees that children experiencing vulnerability will continue to be enrolled in the full 15 hours of kindergarten in all service settings, including long day care. It also ensures that service providers can continue to receive all funding entitlements.

Service providers are expected to continue to provide the full 15 hours funded through Early Start Kindergarten, even in instances where three-year-old groups are being offered fewer than 15 hours.

ESK is available to children who turn three years of age by 30 April in the year of enrolment and who:

- are Aboriginal and/or Torres Strait Islander
- are known to Child Protection/Family Services/Orange Door
- have a refugee or asylum seeker background*

*Children/families without a current refugee visa or ImmiCard who have a recent refugee experience may be eligible by exception for Early Start Kindergarten, for more information contact your local Department of Education and Training office.

Refer to the Department of Education and Training website for up-to-date information: www.education.vic.gov.au



Cancelling Care or Changing Days

Creative Minds Early Years requires two full weeks written notice (an email will suffice) of an intention to change the days, providing there is availability, or the number of days required or to withdraw a child from Creative Minds Early Years.

The two weeks' notice begins from the close of business on the day Creative Minds Early Years receives the written advice. A request for additional days or a change of days is not confirmed until the service authorises this for the parent and is conditional in relation to the priority of access regulations.

Once two (2) weeks written notice of intention to withdraw the child has been received by Creative Minds Early Years, the advanced holding fee will be used for those two weeks. The Christmas closure period as advertised by Creative Minds Early Years (ELC only) cannot be included in a family's two (2) weeks' notice period for the withdrawal of a child from care.

Picking Up and Dropping Off your Child

For safety and security (and regulatory) reasons all children must be signed in on arrival and signed out on departure. The times must be noted.

No child will be allowed to leave with a person not named on the enrolment form, unless prior arrangements are made with the 2 staff members individually and person is over the age of 18 years..



Illness

In Victoria, primary schools and children's services, such as childcare centres and kindergartens, have a responsibility under the Public Health and Wellbeing Regulations 2019 to exclude certain children for periods as specified in the regulations. There is also a responsibility to follow any direction to exclude a child that is made by the Chief Health Officer. If your school or service has a sick child, you must:

- ensure that unwell children do not attend your school or service, as per national guidelines (Staying healthy: preventing infectious diseases in early childhood education and care services, 5th edition)
- isolate children who became unwell during the day from other children and send the unwell child home as soon as possible
- exclude the unwell child
- if you are considering actions such as alerting parents, or displaying signage, call the department on 1300 651 160 who may give advice on whether such as action is required

Exclusion table available here:

<https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-role-of-primary-schools-and-childrens-services>

Sick children need extra care and attention when they are unwell. Keeping them home to rest is important for recovery and will minimize the risk of transferring the illness to other children and educators.



Sun Protection

Creative Minds Early Years is a SunSmart centre.

Please abide by the following:

- Dress your child in clothes that cover as much skin as possible
- Singlets and shoe string straps t-shirts and dresses are **not** acceptable
- Sun protection is recommended when UV levels are 3 (Moderate) or higher
- Apply a generous amount of SPF30 (or higher) broad spectrum sunscreen prior to drop off
- Remember to pack child's hat and sunglasses. (Sunscreen if child has their own)
- Our policy is children cant go outside to play unless they wear a hat (wide brim or legionnaire hat or bucket hat), appropriate clothing & sunscreen
- If children do not have appropriate hats or outdoor clothing they are asked to play in a shady space or a suitable area protected from the sun
- Too much unprotected exposure to the suns ultraviolet (UV) rays can cause skin damage, eye damage, immune system suppression and skin cancer
- Download the SunSmart app



Sun Protection


IS YOUR CLOTHING SUNSMART TODAY? 



For more information visit sunsmart.com.au or call 13 11 20

SUN PROTECTION and the UV INDEX										
Low		Moderate			High		Very High			Extreme
UV INDEX 1	UV INDEX 2	UV INDEX 3	UV INDEX 4	UV INDEX 5	UV INDEX 6	UV INDEX 7	UV INDEX 8	UV INDEX 9	UV INDEX 10	UV INDEX 11+
SUN PROTECTION NOT REQUIRED		SUN PROTECTION REQUIRED								
Unless outdoors for extended periods, or near reflective surfaces such as snow or water.		Wear sun-protective clothing, a broad-brimmed hat and sunglasses. Apply SPF30+ sunscreen to any unprotected skin. Seek shade.								





Sleep and Rest

Creative Minds Early Years is committed to:

- providing a positive and nurturing environment for all children attending the service
- recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service
- consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices and ensuring practices at the service are responsive to the values and cultural beliefs of each family
- its duty of care (refer to Definitions) to all children at Creative Minds Early Years, and ensuring that adequate supervision (refer to Definitions) is maintained while children are sleeping, resting, or relaxing
- complying with all legislative requirements, standards and current best practice and guidelines, including recommendations by Red Nose

More information available in the Relaxation and Sleep policy

Learning about healthy lifestyles including nutrition sleep and relaxation contributes to children's ability to concentrate, cooperate and learn.

[https://www.acecqa.gov.au/sites/default/files/acecqa/files/National-Quality-Framework-Resources-Kit/belonging being and becoming the early years learning framework for australia.pdf](https://www.acecqa.gov.au/sites/default/files/acecqa/files/National-Quality-Framework-Resources-Kit/belonging%20being%20and%20becoming%20the%20early%20years%20learning%20framework%20for%20australia.pdf)



Food

Creative Minds Early Years promotes healthy eating habits and nutritional lunchboxes for the children.

https://www.dpvhealth.org.au/app/uploads/2020/08/DPVHealth_-_Transition-Pack_HealthyEatingBrochure.pdf

Families are required to bring their own packed breakfast, lunch and snacks (including water).

Enough food for the day in preferably environmentally friendly packaging.

Children are often more hungry and active while in care.



Hygiene Procedures

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- Immunisation

Other strategies to prevent infection include:

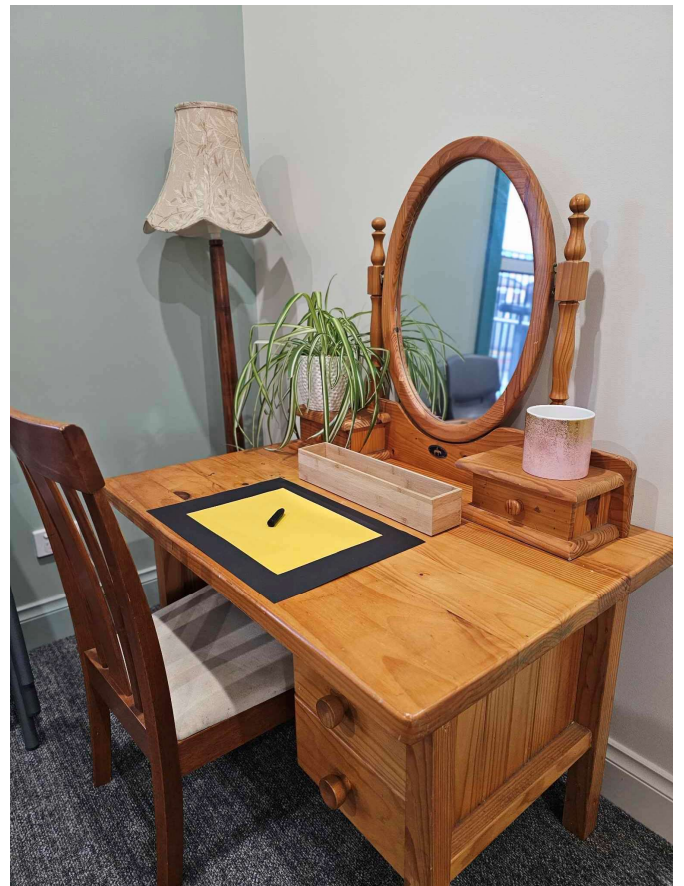
- cough etiquette
- appropriate use of gloves
- effective cleaning of the service environment



Child Protection

Creative Minds Early Years supports each child's right to live and learn in a safe and secure environment.

As mandatory reporters, employees are required to report and act in accordance with the procedures for recognising, responding to and reporting child abuse and neglect to the VIC Police and Child Protection.



Late Collection or Failure to Collect

Arriving late to collect a child is not acceptable behaviour, as this means we are operating outside the licensing hours and your place may be at risk if this behaviour is continued. A minimum of 2 staff members must stay behind until the parent (or their nominated emergency contact) is able to collect the child.

A late fee (for any reason) of \$2 per minute in 15-minute minimum blocks by Creative Minds Early Years for each child will be charged for any child collected later than Creative Minds Early Years closing time.

Further details are available in the Fee Policy.

Absences And Holidays

Normal fees apply to sick days, family holidays and any other absence. Long Daycare fees are not charged for days when Creative Minds Early Years is closed, such as start and end of year set up & pack up days and any group Professional Development Days.

All public holidays will be fee free days (Long Daycare only) for all families booked into the service for that day. Please note Creative Minds Early Years does not operate on Public Holidays. Refunds are not applied for these days.



Emergencies

Emergency evacuation drill every 12 weeks

- Emergency (eg. Fire)
- Medical emergency
- Lock downs
- Offsite evacuation

Creative Minds Early Years is listed on the Department of Education Risk of Grassfire (category 4). We are **not** allowed to open on Victorian Emergency Management - Catastrophic Fire Danger rating days.

Security

Creative Minds Early Years has security cameras installed to protect the premises after hours.

The security is not recording while children are present in the building.

Security is turned on at 6.15pm and turned off at 6.30am.



We look forward to sharing your child's journey through their early years at Creative Minds

Creative Minds Early Years Pty Ltd

Service address: 49 Cants Road, Colac, 3250

Registered Office: 76-80 Murray Street, Colac 3250

ABN: 84 651 802 283 ACN: 651 802 283

Approved Provider No: PR - 40027298

