

Information for Parents

Enrolments

When enrolling a child into a program at Inspiring Minds Studio, you will need to fill in an enrolment form either online at <https://www.inspiringmindsstudio.com.au/index.php/enrolments> or in the studio prior to your child's first session.

Please note that we will need at least 2 emergency contacts and any relevant medical information to be provided along with medication that your child may need.

It is your responsibility to notify us of any changes to personal details and medical information.

Enrolment details and personal information are kept confidential.

Payment of Fees

All class fees need to be prepaid.

Term payments need to be made at the time of booking or when commencing if your child starts during the term.

Casual sessions can be booked online at <https://www.inspiringmindsstudio.com.au/index.php/enrolments> and are subject to availability. Please note that term bookings are given priority over casual bookings.

Please email Kylie at kylie@inspiringmindsstudio.com.au if you wish to discuss payment options.

If your child is sick and unable to attend a class, we are only able to offer a make-up session if we are notified by **1pm the day before their class**. Make up sessions can be used during that same term or on the adjoining school holidays and are subject to availability.

Closure dates

Inspiring Minds Studio is closed on the following public holidays:

- Australia Day
- Anzac Day
- Labour Day
- Queen's Birthday
- Good Friday
- Melbourne Cup Day
- Easter Monday
- Grand Final Eve.

Inspiring Minds Studio will also be closed for 2-3 weeks over the Christmas/New Year period.

Employment of Qualified Staff

All staff are either bachelor qualified teachers with current VIT registration or are diploma qualified.

Inspiring Minds Studio meets the required child and staff ratios as specified in the Children's Services Regulations 2009 of 1 teaching staff member for every 11 children aged 3 years and above.

All staff at Inspiring Minds Studio have a Working With Children's Check.

Educational Program

At Inspiring Minds Studio we nurture children and support them as they build their independence and confidence, develop social skills, identify and manage their emotions, explore literacy and numeracy concepts through hands on activities, strengthen their fine motor skills, explore STEM concepts, develop resilience and foster a love of learning that will carry them through to school.

Activities and learning experiences are developmentally appropriate, with a mixture of teacher led and child led activities. Classes are structured to include a social skill or emotion, letter focus, science focus and a range of literacy, numeracy and fine motor activities that change each session.

Behaviour Management

At Inspiring Minds Studio, we encourage respectful relationships among staff, children and families by:

- encouraging opportunities for open communication
- acknowledging children's efforts and achievements
- modelling respectful relationships
- encouraging children to listen to other children's ideas, to consider alternative behaviours and solve problems together
- encouraging children to use techniques to help them calm down when feeling frustrated or angry
- discussing emotions, feelings and issues of inclusion and fairness, bias and prejudice and the consequences of their actions and the reasons for this as well as the appropriate rules
- responding promptly to children's aggressive behaviours to ensure the safety of everyone at Inspiring Minds Studio
- listening empathetically to children when they communicate their emotions, provide encouragement as they reassure the child it is normal to experience positive and negative emotions
- guiding children to remove themselves from situations where they are experiencing frustration, anger or fear
- using positive language, gestures, facial expressions and tone of voice when redirecting or discussing children's behaviour with them
- using positive language, gestures, facial expressions and tone of voice when redirecting or discussing children's behaviour with them
- remaining calm, tender and tolerant as they encourage children who are strongly expressing distress, frustration or anger
- guiding children's behaviour with a focus on preserving and promoting children's self-esteem as they learn to self-regulate their behaviour.

In the event that a child's behaviour is dangerous, or if they hurt or injure another child or staff member, their parent will be notified at pick up time. We will work together with parents to develop a plan to support their child if repeated incidents occur. We believe that open communication and working together is the best way to promote positive behaviour.

Code of Conduct

Whilst at Inspiring Minds Studio parents are required to treat and deal with each other with respect, courtesy and integrity at all times. This extends to discussions with teachers and other parents. Appropriate standards of language must be maintained at all times and aggressive behaviour will not be tolerated. If these standards are breached, Inspiring Minds Studio may restrict a person from entering the premises, or call police to escort a person from the premises if deemed necessary.

Teachers and staff at Inspiring Minds Studio are expected to treat and deal with each other, parents and children with respect, courtesy and integrity at all times. Staff are not permitted to work privately for families outside of Inspiring Minds Studio.

Staff are permitted to have access to mobile phones during classes for the purpose of communicating with parents, other staff or taking photos of activities. Personal use of phones during class time is not allowed, unless under emergency circumstances.

Delivery and Collection of Children

All children must be signed in and out of Inspiring Minds Studio by their parent or an authorised person. If an authorised person (other than parent/guardian) is to collect a child, prior written authority must be given. Authorised persons must be 16 years old or over. It is the responsibility of parents/authorised person to ensure phone contact details for themselves and all emergency contacts are current and correct. Only adults listed and authorised on enrolment forms are able to collect children.

A child may only leave Inspiring Minds Studio:

- with a parent/ authorised nominee
- when a parent/ authorised nominee provides written authorisation
- for medical, hospital or ambulance treatment or another emergency.

If delayed in collecting a child, parents/authorised persons should telephone the service to notify educators and advise the time they will arrive. An additional fee is applicable for late collection of children. This is set at \$10.00 for the first ten minutes and \$1.00 per minute thereafter.

If unforeseen circumstances occur and a person other than those listed on the enrolment record is collecting the child, the parent/guardian must contact Inspiring Minds Studio and provide authorisation for the child to be collected. Photo identification will be required on arrival if this person is unknown to staff and documented.

If a child/children has not been collected by Inspiring Minds Studio's closing time:

- staff will contact the designated emergency contact person listed on the enrolment record
- if parents/authorised persons and emergency contact persons cannot be located, Victoria Police and Department of Human Services (Child Protection) will be contacted. The child will remain at Inspiring Minds Studio with two teachers until Victoria Police/ Child Protection arrives at Inspiring Minds Studio and messages will be left with emergency contacts to advise them of the child's location
- the Department of Education and Training (DET) will also be notified within 24 hours of the incident and be provided with written documentation.

Illness and Emergency Care

Inspiring Minds Studio's programs support the wellbeing of each child and is committed to minimising the risk of harm to children. All teachers have first aid qualifications.

All incidents pertaining to children are recorded as soon as practicable and within 24 hours of an incident, as are all measures of first aid administration. Measures will be taken to prevent the reoccurrence of similar incidents in the future where applicable.

Children are required to stay home if they are not well enough to take part in daily activities including all aspects of program. Parents are required to inform educators of any ongoing health problems or recent illness, including hospitalisation.

Children who have experienced the following symptoms in the last 24 hours will be deemed unwell and should not attend until symptoms disappear and/or a doctor's clearance is provided:

- Persistent cough
- Sore throat
- Excessive discharge from the nose (associated with other symptoms)
- Blood in urine or faeces
- Reaction to immunisation
- Vomiting
- Hospitalisation
- Breathing difficulties
- Eye redness/and discharge
- Temperature of 37.5°C or higher
- Headache or sore neck
- Blisters or rash
- Loose bowel motions

Parents/guardians will be required to collect their children from the service if their child displays any of the following symptoms:

- 2-3 loose bowel motions in a day (diarrhoea)
- vomiting
- has a temperature of 37.5° Celsius or higher (associated with another symptom)
- has a yellow/green discharge from the eyes (possibly conjunctivitis)
- experiencing breathing difficulties
- develops a rash.

Where practicable, a teacher will telephone the parent/guardian to notify of any injury sustained in the program. Parent/guardians are then able to determine whether they would like to collect their child early or have the child remain in the program.

In the case of serious injury, teachers will contact 000 first, then the parent/guardians and advise that medical attention has been sought.

On collection of the child, the parents/guardians are required to add their name, date and signature to the Incidents, Injury, Trauma and Illness Record.

If emergency treatment is required an ambulance will be called without delay. All parents/ guardians are required to sign the enrolment form that authorises educators to seek treatment at a hospital or to call a doctor and/or an ambulance so emergency treatment can commence.

Dealing with Infectious Disease

Staff take reasonable steps to prevent the spread of infectious diseases at Inspiring Minds Studio and ensure that parent or emergency contacts for each child is notified of the occurrence of an infectious disease as soon as possible. Some infectious diseases are notifiable to the Department of Health and will be reported as required.

You are required to notify Inspiring Minds Studio immediately if an enrolled child or their sibling is diagnosed with an infectious disease.

A doctor's certificate is required to state that your child is well before they can return to Inspiring Minds Studio. You will be notified of any cases of significant infectious disease in the service.

Exclusion for infectious disease cases and contacts

A child with any of the conditions listed in the Infectious Diseases table (below) should be kept at home for the period prescribed under the Public Health and Wellbeing Regulations 2009, as shown in the table below. Those living in the same house with the diagnosed child (i.e. parents, siblings) must also not attend/visit the centre during the stated period. Children who are not immunised will be automatically excluded from the service in the event of an outbreak of relevant infectious diseases (e.g. measles) in accordance with the Public Health and Wellbeing Regulations 2009.

| Column 1 Number | Column 2 Conditions | Column 3 Exclusion of cases | Column 4 Exclusion of Contacts |
|--------------------|--|---|---|
| 1 | Chickenpox | Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded |
| 2 | Conjunctivitis | Exclude until discharge from eyes has ceased | Not excluded |
| 3 | Cytomegalovirus (CMV) infection | Exclusion is not necessary | Not excluded |
| 4 | Diarrhoeal illness* | Exclude until there has not been vomiting or a loose bowel motion for 24 hours | Not excluded |
| 5 | Diphtheria | Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later | Exclude family/household contacts until cleared to return by the Chief Health Officer |
| 6 | Glandular fever (Epstein-Barr Virus infection) | Exclusion is not necessary | Not excluded |
| 7 | Hand, Foot and Mouth disease | Exclude until all blisters have dried | Not excluded |
| 8 | Haemophilus influenzae type b (Hib) | Exclude until 48 hours after initiation of effective therapy | Not excluded |
| 9 | Hepatitis A | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness | Not excluded |
| 10 | Hepatitis B | Exclusion is not necessary | Not excluded |
| 11 | Hepatitis C | Exclusion is not necessary | Not excluded |
| 12 | Herpes (cold sores) | Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible | Not excluded |
| 13 | Human immunodeficiency virus infection (HIV) | Exclusion is not necessary | Not excluded |
| 14 | Impetigo | Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing | Not excluded |
| 15 | Influenza and influenza like illnesses | Exclude until well | Not excluded unless considered necessary by the Chief Health Officer |
| 16 | Leprosy | Exclude until approval to return has been given by the Chief Health Officer | Not excluded |
| 17 | Measles | Exclude for at least 4 days after onset of rash | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility |
| 18 | Meningitis (bacterial — other than meningococcal meningitis) | Exclude until well | Not excluded |
| 19 | Meningococcal infection | Exclude until adequate carrier eradication therapy has been completed | Not excluded if receiving carrier eradication therapy |
| 20 | Mumps | Exclude for 5 days or until swelling goes down (whichever is sooner) | Not excluded |
| 21 | Molluscum contagiosum | Exclusion is not necessary | Not excluded |
| 22 | Pertussis (Whooping cough) | Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment |
| 23 | Poliovirus infection | Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery | Not excluded |
| 24 | Ringworm, scabies, pediculosis (head lice) | Exclude until the day after appropriate treatment has commenced | Not excluded |
| 25 | Rubella (German measles) | Exclude until fully recovered or for at least four days after the onset of rash | Not excluded |
| 26 | Severe Acute Respiratory Syndrome (SARS) | Exclude until medical certificate of recovery is produced | Not excluded unless considered necessary by the Chief Health Officer |

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| 27 | Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC) | Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer | Not excluded |
| 28 | Streptococcal infection (including scarlet fever) | Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well | Not excluded |
| 29 | Tuberculosis (excluding latent tuberculosis) | Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious | Not excluded |
| 30 | Typhoid fever (including paratyphoid fever) | Exclude until approval to return has been given by the Chief Health Officer | Not excluded unless considered necessary by the Chief Health Officer |

Medical Conditions

It is your responsibility to notify Inspiring Minds Studio of any medical conditions that your child may have on enrolment or immediately after diagnosis. All affected children must have a current medical management plan detailing the child's care, including signs and symptoms, medications and first aid management. The Medical Action Plan must also include a colour passport-sized photo and be signed by a medical practitioner. All relevant medication must be at Inspiring Minds Studio at all times your child is in attendance and administered in accordance with the Medical Action Plan. Clear strategies must be listed in the Medical Action Plan to ensure prompt and efficient management of any symptoms. Medical Action Plans must be reviewed in consultation with you following any activation of the plan or in response to a change in your child's medical condition as indicated by the medical practitioner.

Anaphylaxis Management

Anaphylaxis is a severe and sudden allergic reaction and can be life threatening. Immediate treatment and urgent medical attention is required. The most common allergens in young children are eggs, peanuts, tree nuts, cow's milk, fish, shellfish, wheat, soy, certain insect stings and medications. Inspiring Minds Studio is a nut free environment.

If your child is diagnosed as at risk of anaphylaxis, you must inform Inspiring Minds Studio upon enrolment. The following information and details must be provided to Inspiring Minds Studio prior to commencement or if the condition is diagnosed after commencement at the service.

- An approved action plan (Australasian Society of Clinical Immunology and Allergy – ASCIA) developed by your child's doctor (with colour photo), along with your child's medication including an EpiPen® or EpiPen Junior® or AnaPen®.
- Your child's medication MUST be sent with them to every session. You can choose to leave their medication at Inspiring Minds Studio, or bring it each week. Please note that if medication isn't on site, your child will not be able to stay in the class without it.
- Ensure that your child's medication is in-date.
- Notify staff of any changes to your child's allergy status and provide a new Anaphylaxis Medical Management Action Plan in accordance with these changes.
- Work with Inspiring Minds Studio to develop a detailed Risk Minimisation and Communication Plan specific to your child, including strategies to prevent your child being exposed to the triggers of an allergic reaction and how to store and use any medication.
- Complying with the Risk Minimisation procedures.

Inspiring Minds Studio recognises that anaphylaxis is a serious health issue and that the key to prevention is knowledge, awareness, planning and training. All teaching staff have completed first

aid training **HLTAID004 - Provide an emergency first aid response in an education and care setting**, including anaphylaxis management.

In the event that a child has an anaphylactic reaction whilst at Inspiring Minds Studio, the child's Medical Action Plan will be followed.

Risk Minimisation and Communication Plan

A Risk Minimisation and Communication Plan will be filled in by a staff member and parent together in accordance with the child's Medical Action Plan. This plan identifies strategies to minimise medical risks and the management of symptoms. It also outlines the responsibilities of both educators and parents/guardians and is reviewed annually.

Medication

All medication must be given to a staff member upon arrival and will be stored on top of the fridge in the kitchen out of reach of children. Medication will only be given when:

- it is prescribed by a registered medical practitioner
- is in the original container labelled by the pharmacy with the child's name
- is within the expiry date
- has clear dosage instructions (dosage will be checked and witnessed by another staff member)
- accompanied by written authorisation from parent/guardian
- details of the administration is recorded on the Medication Record form.

Please note that Panadol/Ibuprofen and other over the counter medications are not kept on the premises or given to children.

Dealing with Complaints

Inspiring Minds Studio welcomes the feedback and input from families and 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/Grievances and complainants with fairness and equity
- establishing mechanisms to promote prompt, efficient and satisfactory resolution of Complaints and Grievances
- maintaining confidentiality at all times.

If you have a concern or complaint regarding the care and education of your child, this complaint will be treated seriously and investigated within 24 hours. Children's services must notify the Department of Education and Training (DET) in writing within 24 hours after a complaint is made if the complaint alleges:

a. the health, safety or wellbeing of any child being cared for or educated by the children's service may have been compromised, or

b. a contravention of the Act or these Regulations

Complaints can be made by contacting Kylie Allen via email at kylie@inspiringmindsstudio.com.au or by phoning 0484 010 096.

Photo/Video Permission

Permission needs to be sought for images and videos to be taken of your child. You are asked in your enrolment form if you allow photos/videos of your child to be taken and if you allow these to be used on our website or social media accounts. Parents and teachers must respect the rights and privacy of other children and not post photos of other children on their social media accounts, unless authorised by that child's parent. You have the right to take photos/videos of your own child at Inspiring Minds Studio.

Emergency Procedures

In the event of an emergency, staff will follow the Evacuation Plan that is displayed at Inspiring Minds Studio. Please note that emergency evacuations will be practised at least every 3 months throughout the year.

Inspiring Minds Studio is committed to:

- providing a safe environment for all children, staff and persons participating in programs at Inspiring Minds Studio
- having a plan to manage Emergency situations in a way that reduces risk to those present on the premises
- ensuring effective procedures are in place to manage Emergency incidents at the service
- ensuring an appropriate response during and following Emergency incidents to meet the needs of the children, their families, staff and others at the service.

Nutrition

Inspiring Minds Studio encourages healthy eating. Please send healthy and nutritious food with your child. We do have children who attend who have food allergies that may be life threatening. Please note that Inspiring Minds Studio is a nut free environment, so please refrain from sending nut products in your child's lunchbox. Please only send water for your child to drink.

Toileting

All children attending our classes must be toilet trained. If your child is not yet toilet trained, they cannot attend. Toileting accidents are dealt with in a positive manner. Children are encouraged to practice good hygiene skills and dress themselves. Staff supervise and provide assistance where necessary. Please ensure that at least 1 change of clothes and underwear are packed in your child's bag.