



# Brighton Street

Early Learning

Parent Handbook 2021

### **Welcome to Brighton Street Early Learning**

We strongly recommend you read the provided information and ask questions to confirm your understanding of how Brighton Street operates.

You will be required to sign and return the form on the last page of the handbook to confirm you have read and understand the information you have been given in your enrolment pack.

We have an open-door policy. You and your family are welcome to visit Brighton Street at any time

### **Brighton Street Philosophy**

*Exploration, imagination and education are the cornerstones of Brighton Street Early Learning.*

Brighton Street Early Learning's curriculum draws on the best early education philosophies, including play-based learning and the Reggio Emilia approach.

Our education program recognises each individual child's needs, their different developmental stages and varied interests and we will work with your child to ensure that their needs are met with the appropriate education curriculum.

Our highly qualified and caring staff understand all too well the demands that are placed on families these days because we are parents ourselves. At Brighton Street Early Learning we aim to take some of the stress out of life by providing a happy and nurturing environment for young children.

When you collect your child at the end of the day from Brighton Street Early Learning, you can rest assured that they have been exposed to a variety of experiences, eaten nutritious meals, and, most importantly, had a fun-filled day!

*We know you will love Brighton Street Early Learning – a home away from home.*

### **Service Information**

Brighton Street caters for children aged 6 weeks to 5 years. We are open from 7.00am to 6.00pm Monday to Friday, (50 weeks of the year) and closed on Victorian public holidays. Notice will be given in our newsletters when these days occur.

We have 7 classrooms:

<b>Room Name</b>	<b>Age group (guide only)</b>	<b>Max. children</b>
The Meadow Room	3-9 months	12 children
The River Room	9-18 months	12 children

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The Forrest Room	18 months -2 years	16 children
The Lake Room	2 -2.5 years	16 children
The Sun Room	2.5-3 years	24 children
The Cloud Room	3 – 4 years	22 children
The Star Room	4-5 years	16 children

### Contact Information

**Email:** info@brightonstreetearlylearning.com.au

**Website:** www.brightonstreetearlylearning.com.au

**Service Director / Nominated Supervisor:** Fanny Phillips

**Assistant Service Director:** Kate Roberson

### Fees

Our full fee is \$155 / day, before Child Care Subsidy (CCS) has been applied. This daily fee includes meals, extracurricular activities (such as music, incursions etc) nappies, a sun hat, sunscreen and of course high-quality care.

Families are required to complete the online Child Care Subsidy assessment via [myGov](#) website prior to starting at Brighton Street. This will determine your eligibility and level of Child Care Subsidy entitlement.

On enrolment we will need the CRN of the person linked with the child, along with the child's CRN so we can register attendance and ensure that you are receiving the appropriate subsidy.

### Child Care Subsidy (CCS)

Child Care Subsidy is a means-tested subsidy paid directly to Brighton Street as a fee reduction. There are 3 factors that will determine a family's level of Child Care Subsidy, which include:

- Combined Family Income
- Activity Test for both parents
- Service Type

Transitioning to Child Care Subsidy requires families to provide information and confirm current details by using your Centrelink online account through [myGov](#). Here you will be asked to provide your combined family income estimate for the financial year, hours of recognised activity including work, training, study and volunteering and the type of child care your family uses.

Public holidays will be counted as an absence if the child would normally have attended Brighton Street on that weekday, and fees have been charged for that day for the child. You can access your child's absence record on your online statement by

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selecting 'View Child Care Details and Payments' on your [Centrelink online account](#). You can also do this using the [Express plus Families mobile app](#)

### Regulatory Authorities

Brighton Street complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (or other Approved Framework) and the National Regulations (Education and Care Services National Regulations).

Brighton Street is regulated by the national body for early education and care – the Australian Children's Education and Care Quality Authority (ACECQA) as well as the state licensing department in Victoria.

### Brighton Street Closing Time and Late Fees

Please be aware the Program closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in Brighton Street after 6:00pm. A late fee is incurred for children collected after 6.00pm.

The fee is \$15 per child for every 15 minutes or part thereof and will be added to your next account. The late fee is strictly adhered to, as two staff members are required to remain at the program until all children are collected.

If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of the child/children within an hour of Brighton Street closing, then we will contact Department of Education and Communities and the Police to take responsibility of your child.

### Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws to ensure strict confidentiality is maintained.

To plan programs with you we need to collect information from you. This information helps us to assess and plan programs in partnership with you. We do not disclose personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law.

We do not ask for personal information about you or your child from other professionals or organisations without your consent. You can look at the information in your child's file at any time or request a copy of information in the file.

### Brighton Street Policies and Procedures

You will find a copy of our policies and procedures in the Brighton Street reception and

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on our website. We expect our staff and families to adhere to our policies and procedures at all times to ensure we maintain compliance and abide by the National Law and Regulations.

Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so on account of serious and/or unusual circumstances.

We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure our policies and procedures adhere to family's needs and meet required regulations. Your involvement helps us to improve our Service and may lead us to change our policies and procedures.

### Enrolment Information

Prior to commencing at Brighton Street, you will be required to complete all enrolment documentation and pay the bond.

Please understand that it is essential we have up-to-date information in case of an emergency. It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information including: address, health, telephone/mobile numbers, contact details, family changes, emergency contact information details etc.

It is essential that we have copies of your child's birth certificate and immunisation status. We are also required to have certified copies of any court orders relating to the child.

### Educational Program

We are committed to providing a developmental and educational program, which caters for each child's individual needs, abilities, and interests. Our program will continue to develop as we use the relationships children have with their families and communities, working in partnership with parents, to ensure each child's knowledge, ideas, culture, abilities and interests are the foundation of our programs.

We encourage children to be responsible for their own learning through choices in experiences, interests and routine. We use conversations, actions and play as the basis for teaching which involves the children being partners in teaching by seeking out ideas, opinions, thoughts and questions.

We encourage children in promoting their independence and self-help skills by assisting within the routine and involving the children in interest-based projects to further enhance their learning and knowledge. We value children and family input and encourage family involvement to gather a comprehensive and holistic view of the child.

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If we as Educators have any areas of concern, we will inform you and advise where help may be pursued, e.g. speech therapist. We understand this is a sensitive topic and it is always your decision to follow this up. Educators are willing to discuss any aspect of learning and development with parents.

Our online program accessed through your phone will allow you to keep informed and in touch with us while your child is at Brighton Street. Educators will send you stories and photos keeping you up to date.

### **Communication**

We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child's day. Please call or email Brighton Street at any time if you would like to discuss any issues with your child's educators or the Director.

### **Court Orders**

Parents must notify Brighton Street if there are any Court Orders affecting residency of their children and a copy is required for Brighton Street.

### **Arrival and Departure**

For safety and security 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 Brighton Street with a person who is not stated on the enrolment form, unless prior arrangements are made with the Nominated Supervisor.

### **Preparing your child for Brighton Street**

Every child is different, and we will work together on an individual plan for orientation with your child's Room Leader. We are aware that for some children, starting childcare can be an anxious experience. To ease the transition process we offer two orientation sessions the week prior to starting at Brighton Street. Orientations are free of charge and are for 2 hours – typically 9-11 am.

### **What to bring to Brighton Street**

Backpack - For independence, we work towards all children being able to recognise and open their own bag. Please ensure it is large enough to hold all their belongings and is clearly labelled. All children are also required to bring a named drink bottle.

### **Breastfeeding**

Brighton supports breastfeeding. Families that are breastfeeding should speak to the Nominated Supervisor or Responsible Person to be aware of our policies on storing and serving breast milk. Families that are formula feeding should also consult our Nominated

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Supervisor or Responsible Person to be aware on how we need the formula prepared and stored.

### Clothing

It is helpful to your child if they are dressed in non-restrictive, serviceable and easy to wash clothes so that they feel free to join in all the activities and to develop independence. Shoes need to allow children freedom to run, climb, hop & jump as well as being easy for the child to take off and put on by him/her.

Unsuitable shoes are thongs and gumboots and we prefer that these be NOT worn to Brighton Street. Lace up joggers or sandals are appropriate. Also, please consider clothing that enables the child to move around easily and allows children to be independent in dressing. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. We require all t-shirts to have sleeves (no mid-drift tops). Brighton Street will supply a sun hat for each child.

### Spare clothes

Every now and then accidents occur and it may be necessary for your child to get changed into a fresh set of clothes. Please include a complete change of clothes every day which can stay in your child's bag...just in case!

### Sustainability

Brighton Street is passionate about sustainability. We believe in supporting children to appreciate and care for the environment by embedding sustainable practice into the daily operation of our Service, infrastructure and teaching.

In order to empower our sustainability program, we emphasise children's ability to make a difference, enabling them to learn and appreciate their environment in an engaging, fun and exciting manner. We do this by engaging children in discussion about sustainable practice, encouraging them to participate in a recycling program, reducing energy and conserving water. We aim to provide children with the skills and knowledge required to become environmentally responsible.

### Rest and Sleep

Rest and sleep routine varies according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide mattresses for children and play soft music in the background. Your child may wish to bring a security item to have at rest time. Please feel free to discuss your child's rest or sleep needs with Educators.

### Birthdays

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It is very exciting for a child to be having a birthday. Please do not bring cakes or presents to the centre.

### Sun Safety

Children and educators will wear hats and appropriate clothing when outside. Staff will encourage children, including by way of modelling behaviour, to avoid excessive exposure to the sun and to wear suitable sunscreen (at least SPF 30+), which is reapplied according to the manufacturer's recommendations.

We ask that children come to Brighton Street with sunscreen already applied so they are able to participate in outdoor play immediately and not have to wait the 20 minutes after application.

### Sun hat

A sun protective hat must be worn every day when playing outside for protection against the sun. Brighton Street will provide each child with a sun hat.

### When should I not send my child to Brighton Street?

Brighton Street is a busy and demanding day for the bodies and minds of our children, we are not equipped to care for sick children; however we will do everything we can to comfort a child who has become sick whilst in our care.

To try and prevent the spread of disease, please monitor your child's health and watch for:

- A runny, green nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

Please do not bring your child to Brighton Street if they display any of the above symptoms. If a child becomes ill whilst at Brighton Street the child's parents or person responsible for the child will be contacted to organise collection of the child. If the child is unable to be collected, educators will contact the child's emergency contact for collection.

When the child is collected, the family will have the following information made available to them to present to their doctor: symptoms, date of onset, general behaviour of the child leading up to the illness and any action taken.



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Your child should not attend Brighton Street if they have had Panadol or Nurofen within 24 hours for a temperature. It is extremely important that staff members are aware if a child has had either medication, so we do not re-administer and potentially overdose. The other consideration is that medication of any type should not be added to a child's bottle. Children who are on antibiotics are to be kept away from Brighton Street for the first 24 hours to allow the child to rest and the risk of spreading the infection to decrease.

If your child has been away due to illness, please check with Brighton Street as to whether or not you will need a certificate before your child returns.

### Infectious Diseases

The National Health and Medical Research Council have supplied the following information regarding: Exclusion from Brighton Street of a child suffering with the following diseases/ailments. Please inform staff if your child has any of the following so that we can let families and Health Department know if something is going around and avoid an epidemic. (Confidentiality is always maintained).

CONDITION	EXCLUSION
HAND, FOOT AND MOUTH DISEASE	Until all blisters have dried.
HIB	Exclude until medical certificate of recovery is received.
HEPATITIS A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
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.
INFLUENZA AND FLU-LIKE ILLNESSES	Exclude until well.
MEASLES	Exclude for at least 4 days after onset of rash.
MENINGITIS (BACTERIAL)	Exclude until well.
MENINGOCOCCAL INFECTION	Exclude until adequate carrier eradication therapy has been completed.
MUMPS	Exclude for 9 days or until swelling goes down (whichever is sooner).
POLIOMYELITIS	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
RUBELLA (GERMAN MEASLES)	Exclude until fully recovered or for at least 4 days after the onset of rash.

SALMONELLA, SHIGELLA	Exclude until diarrhoea ceases.
STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
TUBERCULOSIS	Exclude until a medical certificate from an appropriate health authority is received.
WHOOPING COUGH	Exclude the child for 5 days after starting antibiotic treatment.
WORMS (INTESTINAL)	Exclude if diarrhoea present.

### Immunisation

From 1 January 2018, children who are unvaccinated due to their parent's conscientious objection can no longer be enrolled in child care. The *Public Health Act 2010* prevents child care centres from enrolling children unless approved documentation is provided that indicates that the child:

- Is fully immunised for their age
- Has a medical reason not be vaccinated
- Is on a recognised catch up schedule

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR).

Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements.

Families eligible to receive Child Care Subsidy (CCS) and have children less than 20 years of age, who may not meet the new immunisation requirements, will be notified by Centrelink.

### Medication

Educators can only administer medication to a child from its original packaging with pharmacy instruction sticker.

On arrival at Brighton Street families, must give medication to Educators for safe storage and complete a medication authorisation form. Under no circumstances should medication be left in children's bags.

### Allergies or Asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form as well as provide us with the diagnosis

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from the doctor. Brighton Street has a procedure the staff follow to minimise allergic reactions.

Brighton Street requires an Action Plan filled in by your Doctor to assist in managing your child's needs. The Action Plan is to be updated every 6 months.

### Accidents

The Nominated Supervisor will contact parents immediately if a child is involved in a serious accident at Brighton Street. As a matter of extreme importance parents must ensure that Brighton Street has up to date emergency contact numbers.

An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed an educator, the Nominated Supervisor and by the parent.

### Emergency Drills

Throughout the year Brighton Street will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. Educators will be trained in using the fire extinguishers that are in Brighton Street. An emergency evacuation plan will be displayed in every room.

### Children's Safety

Never leave children unattended in cars while collecting children from Brighton Street.

- Cars parks are dangerous places for children. Always hold children's hands when arriving and leaving Brighton Street.
- Never leave a door or gate open.
- Never leave your children unattended in a room.
- Children are not permitted into the kitchen and laundry areas.

### Workplace Health and Safety

We welcome all feedback regarding the safety of Brighton Street. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work health and Safety, please contact the Nominated Supervisor immediately.

### Educator Ratio and Qualifications

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All Educators will hold First Aid qualifications, have Working with Children Checks completed and attend monthly Educators' meetings.

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Our Educators are continually evaluating how our curriculum meets the education needs of our children and reflecting on ways to improve children's learning and development. They are encouraged to attend further professional training and development.

For further details on the qualifications of the Educators, please see our Nominated Supervisor.

### **Parent Acknowledgement**

By accepting your enrolment at Brighton Street Early Learning you acknowledge that you have read this handbook carefully and you understand the commitment that you are undertaking and your responsibilities to Brighton Street. You further acknowledge that you have read and agree to comply with the requirements set out in this handbook and in Brighton Street's policies.