

# Policies & Procedures

## Our Mission Statement

Our mission at Mini Minds is to create a positive, supportive, and enriching learning environment where every child feels confident, capable, and excited to learn. Through purposeful play, meaningful routines, engaging learning experiences, and gentle guidance, we help little learners build the skills they need to thrive in their first year of school and beyond.

## About Us

At Mini Minds, we believe every child deserves a confident and supportive start to their learning journey. Our Program blends evidence-based teaching with play-rich experiences that nurture early literacy, numeracy, social skills, and independence. Guided by qualified educators, children learn in a positive, enriching environment that celebrates curiosity, creativity and growth. We partner closely with families and encourage parents involvement, to ensure every child feels prepared, capable, and excited for their transition to “big school”.

# Privacy

At Mini Minds, how we collect personal information is essential for safeguarding the privacy and confidentiality of all students. The information is only available to authorised staff members.

## **The student Information collected is as follows:**

- Full name, date of birth, address, gender, and family members.
- Allergies, general medical history, and any personal health requirements.
- Special education requirements.
- Parent/Guardian information including ID with full name, date of birth. address.
- Parent/Guardian full contact details with minimum 2 emergency contact information.

From time to time, with parent/guardian consent, students individually or in a group may be photographed during tuition hours for educational and promotional purposes, including creating educational materials, sharing students' activities from our program on social media.

# Enrolment and Fees

## Enrolment

Mini Minds School Readiness Academy is open to students aged 3 to 5 years old. Our enrolment procedure ensures that our service is the right fit for any student.

Applications for enrolment is subject to the availability of spaces in our School Readiness Programs. A fair, first come first serve, process applies for all available sessions. Students applications will be placed on a waiting list when classes reach capacity.

### **Confirmation of Enrolment:**

Once a space is confirmed, parents/guardians will receive an email outlining important details about the program. An invoice will be supplied, which includes the enrolment deposit fee of \$100. The \$100 deposit will be deducted from the first fortnightly fees. A student position can only be guaranteed once the full deposit is paid.

## 2026 Tuition Fees:

### **Daily Fees for School Readiness Program**

1 Day per week : \$99 per day

2 Days or more per week : \$84 per day

### **Tuition Hours:**

**Drop-off:** 9.30am

**Pick-up:** 2.00pm

**Payments Schedule: Fees are payable fortnightly in advance for all sessions.**

### **Make-up Days:**

Mini Minds School Readiness Academy offers make-up days for missed sessions, due to illness or unforeseen circumstances and subject to availability. Make-up days are scheduled within the same term and are limited to a certain number per student. This rescheduling will be done by our admin staff. If make-up days are not utilised within the term, they will not be carried forward to the next term or refunded.

# What to bring?

Students are required to wear comfortable clothes, fully enclosed shoes and something warm to wear in case of weather changes.

**They will be required to bring with them a small backpack with the following:**

- Water bottle.
- Fruit/snacks for recess and lunch (please make sure all food is nut-free)
- Spare change of clothes, including underwear and socks.

*Please ensure all items are clearly marked with the student's full name.*

For 3-5-year-olds who are attending school for the very first time, separation anxiety from their parents can cause children to be a bit hesitant. In order to help settle your child, parents are welcome to observe tutoring sessions from our parents observation area or are welcome to participate in the program with the child until the student settles in the program.

# Safety for our Students

## **Student Safety and Wellbeing**

At Mini Minds School Readiness Academy, we are committed to providing a child-safe culture and a healthy learning environment, supported by experienced educators who understand their responsibilities and duty of care.

All staff members are required to hold:

- A current Working With Children Check (WWCC)
- A current National Police Check

We are committed to complying with all relevant Australian and NSW legislation and guidelines relating to child protection and student safety, including:

## **Safety for Our Students**

• *Children and Young Persons (Care and Protection) Act 1998 (NSW)*

This legislation outlines the shared responsibility of the community and educators to ensure the safety, welfare and wellbeing of children and young people, including obligations relating to duty of care and reporting concerns.

• *Child Protection (Working With Children) Act 2012 (NSW)*

This Act requires all individuals working with children to undergo background screening and maintain a valid Working With Children Check (WWCC) clearance.

• *NSW Child Safe Standards*

Mini Minds aligns with the NSW Child Safe Standards, which focus on:

- Creating a child-safe culture
- Promoting children's participation and empowerment
- Maintaining clear procedures for responding to concerns or incidents

Through these measures, Mini Minds is committed to ensuring that children learn and grow in a safe, respectful and nurturing environment, and that families feel confident and reassured in our care.