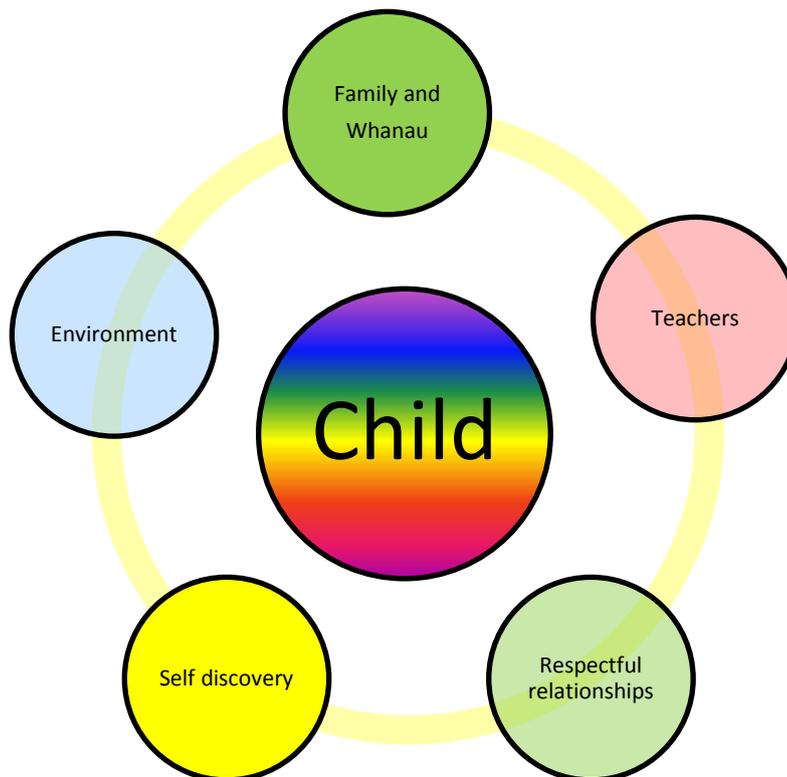




Te Reanga Childcare Centre

Starting in the Over two's



Phone: (06)3553909

Cell text only: 0277110035

Email: Te_Reanga@xtra.co.nz

OUR CENTRE

Te Reanga Childcare is a community based centre that was established by the Public Servants Association. We pride ourselves on having a strong teaching team most of whom are trained and registered teachers and well experienced in educating and caring for young children. Working in conjunction with parents/caregivers/whanau we provide quality and exciting educational programmes. Te Reanga teachers strive to meet the needs of your child and yourself as a parent, caregiver or guardian to the best of our ability. We provide a friendly and relaxed atmosphere, always with professionalism in mind. Please do not hesitate to approach any team member if you have any concerns or would just like to enjoy a chat about your child's settling process and development.

We have a Management committee consisting of Parents, whanau and community members that work alongside the centre Head Teacher to be responsible for providing a clean, safe, supportive and caring learning environment. The management committee meetings are held every second Monday at 7.00pm of the Month and we encourage you to come along.

CENTRE PHILOSOPHY

Te Reanga is a centre whanau that works on a philosophy of whakawhānaungatanga which encompasses our community to work together to achieve a common purpose. Te Reanga has a relaxed and comfortable atmosphere that is enriched by a plentiful environment which enhances learning opportunities for all. We honour respectful relationships to ensure the growth of our centre whanau through purposeful connections, aroha and genuine affection. With our centre whanau there is a sense of family with open communication and relationships which creates a strong community of learning. We are a vibrant place fuelled with fun and awesome staff who nurtures the journey of self discovery through unique experiences.

“Kia kaha, kia maia, kia manawanui.”

Be strong, aim high, be courageous.

Hours

- Centre hours are 7.45am to 5.15pm.
- We are closed on all public holidays and the Tuesday following Easter Weekend.
- Children must be booked in for a minimum of 12 hours per week.
- All bookings are dependent on vacancies/*availability*
- *Christmas* closing period is approximately 2 weeks. The management notify families 3 months prior via emails and newsletters.

Fees

- Accounts are emailed or placed in the children's notice pockets every fortnight.
- Accounts are to be paid via automatic payment on a weekly or fortnightly basis.
- Fees must be paid for the hours booked, regardless of whether your child actually attends the entire time.
- Extra charges will be incurred if extra time is attended outside the booked hours.
- Fees are still payable for public holidays if your child is usually booked in for the day that the holiday falls on.
- Families are entitled to 15 days per year at 50% which can be used when their child is absent. This is not applicable for those children booked in for only 20 Hrs ECE.
- Childcare subsidies may apply to qualifying families

A separate fee schedule is included in the back of this booklet.

20 Hours ECE

20 hours ECE is available for children 3yrs plus.

- Maximum of 6 hours per day, and up to 20 hours per week.
- You must complete an Attestation on the enrolment form.
- 20hrs can be at two service providers but not for the same booked hours on the same days.

- If you alter your hours you will need to complete another form.
- Families may be eligible for Childcare Subsidy from WINZ over and above this.

Attendance

- Absences are to be phoned/ text in to the centre preferably by 9.00am.
- It is expected that children will attend their booked hours. Variations of any booked hours must be arranged with the Head or Senior Teacher as it is vital staff/child ratios are within legal requirements.
- If for any reason, over a period of time, the hours your child attends differs from the hours booked, you will be required to reconfirm your booking or alter the booked hours.
- Permanent changes or confirmations of hours must be signed by a parent or guardian. Enrolment may cease where absences are greater than 21 consecutive calendar days .(Dependant on circumstances)
- A late fee may apply if your child is not collected by their booked finishing time. .

Teachers

We provide knowledgeable and skilled teachers that are committed to ongoing professional development. Photos and information about our permanent teachers can be viewed in the foyer.

We aim to provide a better ratio than those set by the Ministry of Education especially at busy times. Our preferred ratios are 1 teacher to 4 under two's and 1 teacher to 7 over two's.

All of our teachers and relievers are police vetted. When teachers are absent we try to employ regular and familiar relievers. Teacher absences, current relievers and student information are displayed on the office window.

If your child's key teacher is away for a period of time you can be assured that other teachers are caring for your child. Should this occur during milestones such as

transition, birthdays etc then another teacher will support your child and family during this time.

Teachers are allocated noncontact time to complete their administration so will be off the floor at times. Any special requirements for your child are shared with other teachers, using various communication tools to ensure that your child's day runs smoothly.

Information sharing:

Information about management committee, policies under review, staff's introductions, health and safety, what's happening in the community and the centre etc can be viewed on the parent notice board displayed in the foyer.

A monthly newsletter is produced, sharing recent activities, general notices and information on the current educational programmes in each section. This is emailed or posted in your child's notice pocket.

Individual notice pockets are in the front foyer hanging above the lockers.

Important notices concerning contagious viruses etc or special centre events will be posted on the main entrance door and emailed.

Communication

Communication is vital within the centre to ensure that we can do our best to provide a safe and positive environment. We therefore offer and encourage our staff, children and whanau to utilize the vast amount of communication tools available within the centre. These include:

* Open door policy – We encourage families to visit. You do not need to arrange this prior. We ask that visitors understand that children and the centre have routines which may impact on their visit.

* Daily parental diary - located by the sign in book for parents to write messages regarding their children for the staff to know

about e.g. if someone different is picking them up. The messages may be seen by all parents so if the message is private or urgent talk to a teacher who will share via teacher communication book located in the staffroom.

* Telephone – we are contactable via Landline 3553909; Cell phone 0277110035 texts only, alternatively leave a message on the answer phone

* Te Reo Māori is promoted and words and phrases are used through-out the day.

* Baby sign is also used as a way for the children to communicate their needs to the teachers.

Where to find things:

- **Sign in book:** In the office window. Please ensure you sign your children upon arrival and picking up time.
- **Art work:** Stored in the filing cabinet just in front of the office.
- **Home contact books:** are on top of the art work filing cabinet just front of the office.
- **Lockers:** In the front entrance for those children who are toilet trained, alternatively in the over two's bathroom room. Each allocated locker is identifiable by a key/list displayed on the wall. Bag hooks are named.
- **Wet clothes – water play:** Are placed in plastic bags in the children's bag.
- **Shoe and clothes rack** is on the over two's decking.
- **Soiled clothes/cloth nappies:** Are soaked in napsan in buckets in the laundry. Soaking clothes are indicated on the roll and on the glass window just above the over two's art sink. There is a small white board in the laundry cupboard with your child's name and bucket number. Plastic bags are available for soaked clothes to be transported home in.

Environment

Over Two's has a generous space especially outside. We work with a ratio 4 teachers to

27 children. Teachers are closely monitoring by scanning the environment with ears and eyes and moving around and engage when appropriate. Teachers are allocated to the inside, outside areas and nappy/toileting.

- Children can access a lot more equipment which, are readily available for the children to develop skills in using them when the interest develops.
- Water play continues through winter and is a core curriculum area for children to explore.
- Inside and outside play is available majority of the day except around routine times. {Ministry requirement, children can excess outside when they choose during the day}.
- All used here paint is non toxic. We encourage the use of aprons and most paint will washout,
- We contract cleaners and clean our environment throughout the day. Regular cleaning of resources helps minimise contamination.

Excursions

Our teacher child ratio is under two's 1:3 and over two's 1:6 and is adhered to at all times:

- An excursion book is to be filled in by a trained and registered teacher which records specific details of the excursion.
- A cell phone, first aid kit, medication and a bag of essentials is taken on all excursions.

ROUTINUE TIMES

Sleep time

Children who require sleeps are allocated their own beds, bedding and set bed position in the ruma iti/ small front room. Sleep time is 1.00PM. Children are able to have comforters i.e. a teddy, special blanket when they sleep. Teachers stay with children until they are asleep. Sleeping children are monitored at regular 10 minute intervals and is recorded on the sleepers chart. Sleeping children *are* within audio

and visual of teachers. If your child is not asleep within 30 minutes and showing no signs of going to sleep they will return to play. In the case that a child is not and showing an interest in sleeping regularly, then teachers will consult with parents about alternative options.

Meals

We provide morning and afternoon tea for the children. This consists of crackers, sandwiches biscuits, baking, fresh fruit, raisins, cheese etc. A copy of the day's menu is attached to the pantry door for viewing.

Please provide a healthy and adequate lunch for their child/ren. We have facilities to heat (microwave) and chill foods. Water is available throughout the day.

Please do not give your children lollies, juice, flavoured milk or roll ups. You may provide your child with nut products with the understanding that you have exposed your child several times at home and there have been no reactions. If a child comes to our centre with significant allergies the management may notify families at short notice that nut products are no longer accepted at Te Reanga

If your child has any allergies to food please ensure this is indicated on the enrolment form.

Food Storage: There are clearly marked containers in the fridge in the kitchen for cold food storage. Food in the fridge needs to be clearly named. Lunch boxes go in to allocated sections on the orange trolley in the kitchen

What to bring

- Lunch in a named lunchbox.
- It is essential that you provide at least one change of clothes (more for those children who are toilet training). Simple clothing that is easily washed is best for childcare as we have many messy activities. We do emphasis the use of aprons however this does not

ensure that your child's clothes will not become soiled. Please ensure that clothing is named.

- A supply of nappies as required
- In winter a warm jacket, gumboots and slippers for inside.
- Shoes
- Medication that is required daily e.g. Asthma inhaler

Sun safety

It is the Centres policy that a hat is to be worn while outside at all times. Bucket *and* woollen hats are provided by the centre.

During the summer months, parents are expected to apply sunscreen to their children prior to starting their day and tick the sun block chart

CHILDREN'S WELL-BEING

Our teaching team prides itself on modelling the centre philosophy which is founded upon mutual respect for all centre members. We respect the role you undertake as a parent or caregiver and we understand our position as teachers is to enhance children's lives as they develop and learn about the world around them; not to replace you as their parent or guardian. We care about the children we look after and strive to make you feel as comfortable within the centre as we know they will be.

Home contact books

One way we ensure you are kept informed about your child's learning at Te Reanga is via learning stories. Learning stories are moments of play which the teachers are involved in with your child. These are recorded and then added to your child's Home Contact Book, along with other observations, photos and art work. We strongly encourage families and whanau to contribute to it through their own comments, drawings, photos etc. Your book can be taken home to share with others at any time but we ask that this is for short periods due to teachers consistently working on these books.

Planning

We have a collaborative approach to our programme planning whereby all teachers contribute to each child's learning via four assessment tools:

- We notice children's interests, passions and needs
- We then recognise the learning occurring within their play
- We then respond to that learning, by providing resources and opportunities to help children extend their ideas
- We then document what we observe and so the cycle begins again.

Accident Book & Procedure

All children's injuries acquired while at the centre are recorded in our *Accident Register*. *This is located by the office window.*

Unwell Procedure

You will be contacted and asked to collect your child immediately if they become unwell. This may include the following:

- They have diarrhoea bowel motions (staff are aware that antibiotics can cause diarrhoea)
- Vomit
- Have a temperature 38°C or higher
- Have unexplained rashes, blisters or lesions
- Have asthma symptoms which may require medical aid
- A child is uncharacteristically unsettled (at staff discretion)

Our policy requires you to keep your child at home for **48 hours** from the last spell of vomiting or diarrhoea. If head lice are noticed, you will be asked to collect your child for treatment after which they may then return to the centre.

Medication

Please read the included Administering Medication policy carefully. We are unable to administer any medication that is not authorised by a parent, caregiver or whanau member.

Children's nappy and toileting

Our children's nappies are checked at least every 2 hours and always done by an authorised and familiar *teacher*. We keep a record of children's toileting and nappy changing on the wall of the over two's bathroom.

We use disposable cloths to cleanse, if prefer wet wipes for your child you can provide them.

When you leave your child with us please ensure they have a clean dry nappy. If you arrive to pick your child up and they need a change please let us know so we can change them straight away for you.

Collection Process

Safety is paramount when any child is collected from the centre. For this reason only people named on the enrolment form will be allowed to collect your child even in an emergency.

Bullying

Te Reanga has a no tolerance policy toward bullying. We model ourselves as professionals who follow our centre philosophy of mutual respect and open communication between all centre members (staff, children and families & whanau). If at any time you feel concern for your child regarding possible bullying, please speak to one of the teachers as soon as this information arises so that together we may sort the issue. All information exchanged between you and centre staff will remain confidential within the teaching team.

PLEASE DO NOT HESITATE TO ASK ANY TEACHER FOR SUPPORT OR CLARIFICATION



Included with this booklet:

- *Fee schedule and centre bank account number*
- *Polices: unwell child, administering medication, settling, transition, sleeping, positive guidance, nappy and toileting*
- *Infectious disease reference*