



Te Reanga Childcare Centre

Starting in the under two's



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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.

OUR TEACHING IN THE UNDER TWO'S

At Te Reanga we believe that our babies should have the freedom to move their bodies as and when they are ready. This has come from studies of the Pikler and R.I.E principles which are founded on children developing when they are ready in an environment that supports this. This means our environment aims to foster uninterrupted play and time to explore and practise moving their bodies finding out their own capabilities.

All young babies at Te Reanga will be placed down on their backs so they can perfect their own learning and skills....so when they are ready they will roll over themselves.

Tummy time will not be offered until children can move independently into that position. This also applies to sitting, we will not prop babies up with cushions or leave them in a seated position until they can manoeuvre and support themselves in to a sitting position.

We as teachers allow children the time and space they need to explore although we are nearby reading their body language and will support them when needed with reassurance, touch and talking them through their body movements, of course as they grow we will adapt the environment appropriately.

Hours

- Centre hours are 7.45am to 5.15pm.
- Children must be booked in for a minimum of 12 hours per week.
- All bookings are dependent on vacancies availability
- We are closed on all public holidays and the Tuesday following Easter Weekend.

- *Christmas* closing period is approximately 2 weeks. The management notify families 3 months prior via emails and newsletters.

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. There are occasional times we do need to go to ministry ratio of 1:5 and 1:10.

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. There is also a notice board situated on the outer of the sleep room wall on the under two's area.

A monthly newsletter is produced, sharing recent activities, general notices and information on the current educational programmes in each section.

Individual notice pockets are in the changing room for the under two's children.

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.

*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.

* Our under two's have daily books to share about sleeps, feeds etc these are located on the shelf. .

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 files with their home contact books.
- **Home contact books:** Under shelf where children's daily books are.
- **Lockers:** In the changing 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.
- **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

The under two's have a separate environment with its own large outdoor area and sleep room. All toys & equipment are age appropriate and changed regularly to offer a variety of learning and challenges. Teachers are always with the children to ensure safety and a strong sense of belonging and wellbeing. We provide opportunities for the children to explore the

indoor and outdoor environment throughout the day. We endeavour to follow the children's lead and meet their individual needs.

Children can easily access a variety of equipment which encourages them to develop skills in using them when the interest develops. Children are shown and assisted on how to use equipment appropriately and safely. Water play continues through winter and is a core curriculum area for children to explore. Inside and outside play is available for the majority of the day except around routine times. {Ministry requirement, children can access outside when they choose during the day}

We encourage the use of aprons for any 'messy' play; however we do encourage you to dress your children in clothing that is appropriate for exploring and play.

We contract cleaners and clean our environment throughout the day. Regular cleaning of resources, and regular changing of resources, e.g. play dough equipment, puzzles and books 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.

Under 2 children will either be in a stroller, back pack or older children may walk. Teachers are responsible for safety checks on this equipment before every excursion.

ROUTINE TIMES

Sleep time

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 and try for a sleep later. All children are allocated separate linen which are laundered weekly or more often if needed.

Your child's key teacher will ask about sleeping patterns and how your child is used to being settled to sleep e.g. wrapped, with a comforter.

Meals

Meal times for the under two's is adapted to the needs and personal routines of the children. We ask families to provide all food for children under 1 year.

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. We offer water throughout the day and are encouraged to sign or ask for drinks.

Please do not give your children lollies. 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.

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. Under two's lunch boxes go in to the labelled cupboard.

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

What to bring

- Bottles and formula or milk

- Pacifier or other sleeping aids. (At parents discretion)
- Changes of clothes
- Special medication or creams
- Nappies (cloth or disposables)
- Nappy wipes if preferred
- Any solids/lunch in a named lunch box
- Appropriate shoes for outside
- Jackets for winter

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. Please sign your child's book out when you take it home and back in when you return it. 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 daily books.*

Un-well Child 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. All prescription medication must have the child's name on it and the required dose, if not then we cannot administer it.

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 by the changing mats of children's toileting and nappy changing.

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.

It is the parent's responsibility to ensure there are enough nappies and changes of clothes for the day.

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. We expect that your children will be restrained in an appropriate car seat.

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