



KIA ORA
HELLO

This is a parent information pack
It contains:

1. Information Booklet
2. Enrolment form
3. Enrolment Policy
4. Fees Policy

CITY CHILDREN'S CENTRE
52 VAUTIER ST
NAPIER

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PORT AHURIRI CHILDREN'S CENTRE
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PARENT/WHANAU INFORMATION BOOK

NGA MIHI MAHANA KI A KOE - WARM GREETINGS TO YOU

NAPIER COMMUNITY CHILDCARE TRUST INC.

The Napier Community Childcare Trust is a self-supporting 'not-for-profit' organization made up of an elected group of parents and staff. The Trust operates both City Children's Centre, 52 Vautier Street, Napier and Port Ahuriri Children's Centre, 26 Campbell Street, Ahuriri, Napier.

Trust meetings are held regularly and all are welcome to attend. A record of the minutes are on the parent notice board in the foyer.

MISSION STATEMENT

The Napier Community Childcare Trust will serve the community by providing high quality education and care within an open, safe, supportive environment.

REGULATORY REQUIREMENTS

City Centre holds a full day license for 45 children, Port Ahuriri holds a full day license for 50 children. Both must comply with the Ministry of Education (Early Childhood Centre) Regulations 1998.

STAFFING

It is Trust policy to offer Quality Care and Education. This includes the employment of suitably qualified staff and quality care, teacher/child ratios. We only employ staff members who are qualified with Diploma of Teaching ECE or are in training towards their Diploma of Teaching ECE. All staff have experience working with children aged from 0-5 years. Staff members hold current First Aid Certificates. (All early childhood qualifications are displayed in the foyer).

First and foremost staff work in partnership with parents, if there are matters you would like to discuss, please contact your child's teacher, (arranging a time that is mutually convenient) or arrange an appointment with the Supervisor.

We aim to maintain the following ratios:

Birth - 2 years... 1 staff member to 3 children

2years - 3years.... 1 staff member to 5 children

3years - 5years.... 1 staff member to 8 children

OPENING HOURS

7.30 am to 5.30 pm Monday to Friday

Exceptions: Public Holidays

FEES

Fee payment is by Automatic payment, see the Administration Manager or Supervisor for the appropriate details.

Fees must be paid in the first week of attendance, and kept up-to-date there after.

At our centres, we offer a holiday/sick day discount - each child is entitled to the equivalent of 2 weeks @ 50%, this is determined on a pro-rata basis depending on the number of days your child attends the centre. For example: if your child attends 5 days a week they receive 10 days to use at 50%; or if your child attends 2 days they receive 4 days to use at 50% (for further understanding please see the office administrator). If using the discount there is a form to fill out (in advance if possible). There is a 3-month stand down period for using these discounted days.

We charge for Statutory Holidays

The centres have a late fee of \$1 per minute.

FREE ECE for 3 & 4 YEAR OLDS

From 1 July 2007 (and to be reviewed after one year), we are participating in the Ministry of Education's "Free ECE" Policy which provides up to 20 hours of free childcare per week to parents of 3 and 4 year olds. Parents must fill in the relevant section of the enrolment form and fill-in a MOE Attestation Form (available from each Centre's office) to be able to access this scheme. Please view the Fee Policy (including Fee Schedule) and Enrolment Policy for explanation on Free ECE and contact the Administration Manager for further details.

FUNDING

To operate Port Ahuriri and City Centres, part of our funding is obtained from the Ministry of Education with the balance coming from fees paid by Centre parents. We also fundraise regularly to help keep resources updated. As this is a **not-for-profit organisation**, all year-end surpluses achieved are invested back into the Centres.

OUR AIM IS TO MAKE OUR CENTRES A PLACE WHERE:

- ★ Children feel happy, secure and confident in their environment
- ★ Parents and staff work in partnership
- ★ Children are respected as individuals and their efforts and ideas are valued.
- ★ Children respecting themselves and others encourage social skills.
- ★ Children are able to work at their own pace and level of development so a sense of satisfaction can be achieved.
- ★ Children experience a multi-cultural perspective.
- ★ Healthy trusting relationships are encouraged.
- ★ Children will gain confidence and self esteem through play.
- ★ Children are encouraged to self reflect and analyze
- ★ The environment is hand on where the children can explore and experiment.
- ★ The environment will be aesthetically pleasing, and supports a balance between; peaceful, fun, predictable, flexible, supportive, nurturing, challenging, stimulating and successful atmospheres.
- ★ We respect each families uniqueness, their attitudes, culture, values and ideas.
- ★ We respect Te Tiriti o Waitangi as a living document
- ★ Consultation with families is an ongoing process in all areas of Centre life.

CENTRE PROGRAMME

Our Centre programme is based on the New Zealand Early Childhood Curriculum, TE WHAARIKI. This curriculum is founded on the following aspirations for children:

To grow up as competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society

There are four broad principles at the centre of the early childhood curriculum:

<i>EMPOWERMENT</i>	<i>MANA ATUA</i>
<i>HOLISTIC DEVELOPMENT</i>	<i>KOTAHITANGA</i>
<i>FAMILY AND COMMUNITY</i>	<i>WHAKAMANA</i>
<i>RELATIONSHIPS</i>	<i>MANA WHENUA</i>

The term "*CURRICULUM*" is used in Te Whaariki to describe the sum total of the experiences, activities and events, whether direct or indirect, which occur within an environment designed to foster children's Learning and development.

Our *CENTRE PROGRAMME* is child initiated. Our programme is flexible, catering for children's individual needs, strengths and interests. Individual programmes are developed through ongoing observations and assessment. Staff scaffold and facilitate children's development through play.

CHILDREN'S PROFILE BOOKS

Children have a profile book these contain information collected about you child during their time at our centre.

This is a celebration of your child's holistic achievements.

This profile may contain:

- ★ Learning stories. These observations are written as a story about your child's interests and learning as it happens.
- ★ Artwork collected during your child's time at the centre.
- ★ Photos. These may show your child's work or interests

We value your input. Please feel free to add any information to your child's book.

SETTLING YOUR CHILD INTO THE CENTRE

We endeavor to make your child's transition to the Centre individualized to suit you and your child's needs.

- ★ Parents are encouraged to stay as long as necessary, please feel welcome to speak to staff if you are unsure of what to do or when to leave.
- ★ It is natural for your child to have unsettled periods even after attending the Centre for some time.
- ★ Always say goodbye and feel confident to ring and ask about your child at any time.

CHILDREN'S BELONGINGS

- ★ Every day please bring in your child's bag; at least one set of spare clothing (lots if your child is toilet training) nappies and bottles etc
- ★ The Centre is not responsible for providing nappies for children.
- ★ PLEASE NAME ALL CLOTHING AND FOOTWEAR
- ★ While we do our best to help children remain clean, children should come to the centre in clothing, which can "stand up" to a child's environment. Sometimes in the 'learning "process accidents and messes happen. The Centre is not responsible for clothing that is strained or ruined during children's activities.

- ★ Please do not allow your child to bring food or sweets
- ★ Paper tissues are provided
- ★ Toys should **NOT** come to the Centre in case they are damaged or lost or cause conflicts with other children, however a comfort toy or cloth for rest or sleep time is acceptable providing it is named.

Objects not permitted:

For safety reasons the following items are not allowed at the Centres:

- Guns or weapons (real or pretend)
- Balloons
- Money
- Rubber bands
- Sharp objects
- Lollies, chewing gum, biscuits or other food
- Any items that may be conducive to violent and/or aggressive play

Items to be provided by the parent:

- Nappies and any special creams or powders
- Prepared formulas/milk: For Health and Safety Reasons : Please ensure you have these already prepared.
- Changes of clothing
- If you chose to use cloth nappies please make sure you bring a bucket with a lid and any soaking powder you wish staff to use.
- If your child /children have sensitive skin. Please bring sun lotion named for them.

MEALS

- ★ Our Children's Chef provides nutritionally balanced meals (morning tea, lunch, afternoon tea).
- ★ The week's menu is displayed in the foyer for you to read.
- ★ We attempt to meet all cultural needs.
- ★ Please ensure you have documented any allergies your child has.
- ★ **Children are not allowed to bring food from home.**

SLEEP AND REST TIME

- ★ All children are encouraged to sleep or rest after lunch.
- ★ Parents are encouraged to tell staff what sleep/rest routine they prefer for their children.
- ★ Each sleeping child is provided with a cot or stretcher/mattress and individual bedding.
- ★ Sleeping children are supervised at all times by a permanent staff member.
- ★ Rest times are a quiet lie down on a pillow for a half an hour after lunch.

CENTRE POLICIES

Policies in full can be viewed at the Centre.

ARRIVAL AND DEPARTURE:

- ★ Each child must be accompanied on arrival or departure by a parent or one of the nominated persons on the enrolment form. The Centre must be advised of any change.
- ★ On ARRIVAL your child must be "signed-in" (this is a Ministry of Education Requirement) on the "Daily Sign-in sheet" located by the front door and taken to a teacher so they are aware of your child's presence.
- ★ IN the morning, it is a great opportunity to speak to staff about how your child was the night before, or any other information that may be helpful.
- ★ At DEPARTURE time, you must sign your child out (this is a Ministry of Education Requirement)
- ★ Collect your child's belongings notify a staff member of your child's departure.

EMERGENCY EVACUATION

Fire and earthquake drills are practiced regularly. Please ensure you are familiar with the evacuation notices hanging in the foyer. In the enrolment form there is a place for you to fill out a release form notifying staff of people who can collect your child in an emergency please ensure this is completed and/or updated.

SMOKING

Smoking is prohibited in and around the Centre grounds. Our Centres are 100% smokefree 7 days a week.

HEALTH AND MEDICATION

- ★ The Childcare Regulations prohibit the attendance of any child with any infectious or communicable disease
- ★ Any child developing signs of illness whilst here at the Centre must be collected as soon as possible.

- ★ Children must not return to the Centre until all signs of the illness have gone and the recommended withdrawal period has elapsed

MEDICATION IS TO BE STORED IN THE KITCHEN

It is the parent/caregivers responsibility to inform staff of their child's medication and to fill out Authority to Administer Medication Form. This outlines the name of the medication that is needed, the dosage required and the time it is to be given.

No medication is to be left in the children's bags.

Staff will administer medication to children under the following guidelines:

Prescription Medication

- Medication bottle contains the child's full name
- A licensed physician has prescribed the medicine
- The medication is in the original container
- Contains the date the prescription was filled and the expiry date
- An authorisation for staff to administer medication form has been completed and signed.

Over the counter medicine

- Medication in original container
- Medication must contain specific directions for child's age and/or weight
- Container must be labeled with child's full name
- Expiry date is on original container
- An authorisation for staff to administer medication form has been completed and signed

ACCIDENTS

- ★ Whilst every precaution is taken to prevent accidents they do happen. First Aid is administered by a qualified staff member and written up in our accident books. If further medical attention is required, you will be notified.

EXCURSIONS/VISITS

- ★ Excursions are part of the programme and will be organised at times through out the year.
- ★ An excursion permission form will be handed out and must be signed by a parent or guardian and returned, for your child to participate.
- ★ Short walks are often taken during the week. Ratios are always maintained. Permission for short walks is given on enrolment.

PARKING

- ★ When dropping off or collecting your child please park considerately and for no longer than 5 minutes.

COMMUNICATION

- ★ To keep you informed Newsletters are issued regularly. Children's activities, up and coming events, parent information and educational material are included
- ★ Day to day Centre news is written on the blackboard/whiteboard
- ★ Please read the information on the notice boards in the foyer and hallway.

COMPLAINTS PROCEDURE

- ★ It is important that concerns about any situation or incident be addressed and resolved as soon as possible.
- ★ Firstly take your concerns to the person involved (i.e., the teacher)
- ★ If you are not satisfied with the outcome of this meeting then approach the Supervisor or Assistant Supervisor.
- ★ If the situation still remains unsolved, approach your Trust Personnel Representative, or write a letter to the Trust.
- ★ Complaint re: Compliance of Licence condition
- ★ When there is a complaint about the non-compliance of licence requirements please contact the licensee.
- ★ In the event that the complaint is not resolved the Ministry of education can be contacted.

YOUR JUNK IS OUR TREASURE

- ★ For our Art and Craft Programme we need a constant supply of:
Greeting cards, magazines, wrapping paper, cellophane, wool, material, boxes, buttons, feathers, shells, egg cartons, bottle tops, cotton reels, wood shavings, ice cream containers, yogurt pots, pinecones etc
- ★ We also need plastic bags for wet clothing etc

We expect that you and your child's time here at the centre will be fun and enjoyable. We look forward to watching your child grow and learn. Please feel free to speak to the Supervisor or your child's teacher if you have any other questions.