



Date- 11.04.2015

Open to all parent/caregivers/whānau with young children 2-6 years of age.

May be casual, part-time or full-time. Open: 7.30am to 5.30pm

Fully licensed, & receive public funding, with the Ministry of Education.

Early childhood qualified teachers on duty at all times.

FEE STRUCTURE: 20 Free hours (Ministry of Education) for 3 & 4 yr. children

\$6 per hour 1st child (main care recipient) full rate

2nd & 3rd child unless subsidized 80 % full rate

Lunch:

Please bring your child's lunch. Include morning & afternoon teas. Filtered water is provided.

Taxi-transport: Phone number for taxi service: 03 208 9444

Discount for block booking:

Maximum charge: 35 hours per week.

Please note the following:

- All fees are due & payable when incurred and by the end of each fortnight, unless by prior arrangement.
- You may be eligible for WINZ subsidy. Govt. 20 hours free applies for 3-5years, an attestation form must be signed before receiving this, to ensure children receive up to but no more than the 20hours.

N.B. Debtors undertake to pay all creditors costs for payment of overdue accounts i.e. overdue (4 weeks)

To enroll: all enquiries (03) 208 5656/0275553121 A/H Lynda MacDonald (03) 208 4022

The Centre charter & policies are available for your reading. Please ask.

Signing – in your child

When you arrive, check booked time on the sign-in form at the entrance, please record the actual time in/out in the columns provided. To meet Ministry of Education requirements you need to sign this, making note of absences.

General information:

All food containers, clothing & bags **must be clearly named.**

The Centre closes at 5.30pm- please be considerate and on time. This is an expectation by the Ministry of Education that we are closed to children after this time; note the Centre License 90116 above sign-in desk. If unavoidably late please ring or text. You must make it known to the teaching team if anyone else is to pick up your child; record this in the diary at the sign-in desk, **please include your signature;** children will not be allowed to leave with a person not listed on the enrollment form, or recorded in the diary with signature. Management has the right to exclude a child whose family persistently disregards rules.

AROHA EARLY LEARNING CENTRE

The centre caters for children in full/part & casual day care and has a mixed age group roll of 50 children from 2-6 years. The programme provided incorporates developmental play activities, care routines & home experiences such as: cooking, shopping, picnics & visits to the park.

Individual profiles on each child, ensures specific planning. Families/whānau participate in this planning at regular planning meetings. The individual child portfolio belongs to the family/whānau so please read and comment. There is an e-portfolio 'Storypark'. You will receive an invite by e-mail to your child's e-portfolio so you may then peruse at your leisure. You are also able to write your comments and/or record a story with photographs from home.

WHAT TO BRING:

Food/Kai

A named cup is provided by the Centre- this is to stay at the Centre. Filtered water is available to drink. Special dietary needs will be met.

Sleeping/e moi

Please provide sheets- to be removed and washed on a regular basis; we do have a system for regular washing but with your assistance this would make our job easier. Blankets are provided and laundered.

Nappies

Please supply sufficient cloth/disposable nappies; individual holders are available for children in nappies. Wet wipes are asked for & are to be replenished by you.

Clothing

(Those needing toileted/nappy changing) It is preferable to have clothing that is easy to remove for sleeping/toileting; and please a change of clothes provided.

Please bring changes of clothing as we provide sensory/exploratory play. Also clothing for outside such as: warm coats & long sleeve light garment to protect from the sun. When you have applied sunscreen please show this by drawing a *smiley face* on your child's hand telling your child why (if you prefer not to draw or stamp your child's hand, tell a staff member that sunscreen has been applied and record on the white board in toileting area); we also apply sunscreen so tell us if your child is sensitive to this and record each time on white board. Each child should have a bag labeled in which his/her belongings are packed.

Home involvement

Parents/guardians/whānau are invited to join in with Centre routines at any time.

Suggestions for when you are helping within the Centre:

- Spend some time with your own child, sit on the ground or in chairs with the children as they play; do not sit on table tops,
- Talk to them but be prepared to simply observe if they are content with their own company,
- Tidy dress-ups and blocks as required. Talk or read to a solitary child.
- Visitors/parents/guardians are asked to **NOT LIFT** other people's children.

Enjoy these children.

Lunchbox suggestions: now on the Aroha Web. Please: no nuts/related foods such as peanut butter or confectionary. Our Food Policy promotes Healthy Hearty eating life style living. Please do visit the web site and refer to our policy on foods and information on Top Tips for food/Kai pai.

Complaints procedure:

1. Discuss anxiety or problem with the staff member you feel most comfortable with. We are in partnership with you for the education and care of your child- no problem is too small.
2. Ask for a time to be made so you can discuss the matter further with the management team. You might like to have someone support you.
3. If you would prefer to discuss the problem initially over the phone, or in writing, please do so.
4. Matters you feel continued concern for should be brought to Management attention.
5. You may wish to present your ideas as an item of general business to the next management meeting.

6. At any time, if you feel there is a concern where the Centre does not meet Ministry of Education regulations, you may take this to your local or Central Ministry Office.

HEALTH & SAFETY

Please read the information on the infectious diseases, this is on display in the foyer. Take note of the infectious period, keeping your child away from the Centre until no longer infectious. This is for the safety and protection for all involved. Remember, if your child is too sick to attend an alternative educational facility, they are too sick to attend our Centre. Thank you.

Please approach the Management team if you have any problems, as we have a wide range of referral services available to us.

We request that the Management is fully informed of your child's inoculation program. Children born after the 1st Jan. '95 must have a certificate, signed by their doctor recording up to date immunization- this is to be sighted on enrolment. Please discuss with the management team if your child has not had the usual immunizations so that we can notify you of any contagious infection. In accordance with the health regulations, children with infectious diseases will not be accepted to the Centre. Any child who develops signs of a disease will be isolated (in a safe manner where they will be monitored) and must be collected as soon as possible, please ensure the emergency number on your enrolment form is kept up to date. Comply to above noted restrictions, and keep such children at home or make alternative arrangements.

On enrolment – Ministry of education require: us to have a copy of your child's birth certificate or a copy of his/her passport. Please ensure we receive this to go on file with your child's enrolment. Thanking you.

TO PARENTS/GUARDIANS/WHĀNAU

What to be aware at Aroha:

1. Ask about the sign-in/out procedure at the entry door of the main room,
2. Named cubicles are available where information/accounts will be posted.
3. Regular newsletters are written to keep families/whānau up dated with Centre news, (if you do not receive e-mailed newsletters and you have an e-mail, check that the address is correct on the Centre e-mail list/or update the e-mail or alternatively view the newsletter on the Centre web site).
4. Policies are an integral part of managing an Early Childhood setting, these are reviewed periodically against the Centre Practices; we do request that families read, comment and sign these when on review.
5. Any vision/hearing concerns- contact the local Public Health Nurse @ Gore Public Health. P.O. Box 105, 37 Hokonui Drive, Gore. 03 208 7015
6. There is a white board above the mirror in the bathroom for messages concerning your child,
7. Materials that the Centre requires on an ongoing basis: *shells, cylinders, cardboard boxes, bottle tops, wool, sheepskin, wrapping paper, cards, ribbons, paper, wood pieces, cork etc.*,
8. The children are involved in the care of the Centre pets, to further involve them it would be great *to receive food donations such as: peas, seed heads.*
9. Please do visit our web site to view updates on the Centre programming and other: www.aroha-learning.co.nz