



Enrolment And General Information Booklet

July 2016

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Kia Ora

He mihi nui kia koutou katoa

This booklet has been designed to inform families of the requirements and activities that happen within our Early Learning Centre.

The information within this booklet is aimed to inform you of what you need to know regarding the Centre; policies procedures, parents / guardians responsibilities.

If you have any queries please do not hesitate to contact Harakeke Early Learning Centre Management.

Kia Ora

Symon Armstrong
Director

Debbie Nelson
Centre Manager

Julie Clark
Office Manager

Office Open: 9.30am – 2.00pm

Childcare

Phone: 07 346 0610

Open: 7.30 am – 5.30 pm Monday to Friday.

E-mail: admin@harakeke.co.nz

Our History

Harakeke Early Learning Centre opened 4th October 1999 under the name of Kreative Kidz Childcare Centre. The name was changed in July 2016 to Harakeke Early Learning Centre.

The centre evolved through a passion for children aged 0-5years, a vision that we could provide a service that gave children a “**Yearning for Learning**”, to meet the needs of the individual child, to give children confidence, independence and an acceptance of each other. We envisaged that the centre would reflect and meet the needs of the community and is an extension of the child’s home.

The centre originally had a roll of 12 children now it exceeds 60 children per day. Harakeke ELC is fortunate to have acquired a great team of staff, whose vision is for Harakeke ELC to be a quality centre.



Our Philosophy

We aim to provide high quality early childhood education and care where love and respect are hallmarks of our daily lives. The physical and emotional wellbeing of all children is our guiding principle.

We strive to create an environment where children flourish and develop a passion for exploration and learning. We involve children in the decisions that concern them and we consider their perspectives, while recognising that the learner and whānau cannot be separated. We regard education as a process where children, whānau and Kaiako work together to build values and dispositions for learning. We believe in the arts as an essential language for children's development as they learn to get along with others, express their individuality and respect diversity through many cultures and abilities.

We recognise Māori as the first people of Aotearoa New Zealand, deliberately weaving te reo and tikanga Maori into our daily practice.

We live and work by the following values:

- Manaakitanga: trust, sincerity, equity
- Wānanga: enthusiasm for learning and discovery
- Whanaungatanga: meaningful and reciprocal relationships
- Ako: children and teachers bring knowledge with them from which all are able to learn

We acknowledge Te Whāriki, the New Zealand Early Childhood Curriculum, as the framework that guides our practice. We aim to provide a peaceful, calm and consistent atmosphere that gives children a sense of

security and comfort, as they become leaders in their play.

How We Operate

We are a fully licensed centre and operate for 10 hours per day.



Licensed for 75 children



Open for five days a week

(Monday – Friday, 7.30 am – 5.30 pm)



At least 80% ECE Qualified and registered staff



Open all year round including over Christmas/New Year period, we only close on Public Holidays.



We provide healthy meals throughout the day



Baby Centre (Te Rito) 0 – 2 years

Toddler Centre (Te Korari) 2 – 3.5 years

Bigz Centre (Korimako) 3.5-6 years



Positive Guidance

Children will be treated with respect and dignity, and given positive guidance directed towards promoting behaviour appropriate for the child's stage of development and or needs.

Staff and management at Harakeke ELC are committed to working in partnership with whānau/ parents/ caregivers and the local community to guide and support children through their early learning journey, ensuring their safety and holistic wellbeing. Children are encouraged to develop an understanding of socially acceptable behaviour and staff advocate on behalf of children who need support. Children need guidelines and acceptable limits within which they are free to make their own decisions which will lead them to become self-disciplined, empowered to use their own words, understanding of the limits set, respectful of themselves, others and their environment.

Our Guiding Principles are:

- Children must respect each other's play.
- Children must not hurt each other.
- Children must respect equipment and property.
- Physical or verbal abuse is not acceptable from children or adults.

Please read our *"Positive Guidance for Children Policy"* if you want to know more about this.

Meals- Nga Kai

We provide Breakfast, Morning Tea, Lunch, Afternoon Tea and a Late Snack for all our tamariki.

Our meals include a wide range of nutritionally balanced foods, cooked with no added salt, and are served with fruit and water. The menu rotates on a two-weekly basis, and may change slightly depending on seasonal fruit and vegetables. A record is kept of all food served and can be viewed if requested.

We have received a healthy heart award and provide 5+ Fruit and Vegetables a day. Our Kitchen Manager holds a current Food and Hygiene certificate and we meet all required Food Regulations.

If your child has any allergies, food intolerances or special dietary requirements it is your responsibility to let us know on the enrolment form and keep us up to date if anything changes. We will design a personal menu for children with special food needs or cultural differences.

Parents need to provide appropriate milk/formula mixture for infants.

If children bring a lunch box, parents are encouraged to provide a healthy lunch box.

4 year old programme



Transitioning to school



If able to, staff will assist with transitions to school including staff accompanying children on visits when enrolling at Selwyn Primary School



Pre-visit weekly, 3 months prior to attending school



Classroom and outdoor familiarisation



Participation in activities, class work etc.



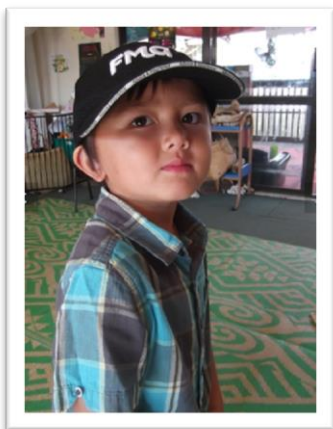
Lunch box - Optional

We realise that all our children may not attend Selwyn Primary School, but they are generously allowing us an opportunity for our 4 year olds to have a pre-visit to school, participating in class, library, outdoors, etc., so the children have some knowledge of what to expect. This programme is very helpful for children as they make the adjustment from early childhood education to Primary school.



Your Child's Profile Book

From the baby (Te Rito) centre, through to the 5 year olds, we are required to record your child's growth and development and ongoing education at Harakeke ELC. Hence a profile book for each child is developed and nurtured throughout their time with us. This is given to you when your child leaves our centre. The profile book does not belong to Harakeke ELC and is viewed by the Education Review Office during their reviews of our service.











All the information regarding your child is held here at Harakeke ELC and is not for public viewing (Government Departments Only).

We also use EDUCA, a secure web-based profile to share your child's journey online and give you a chance to provide feedback on their development. You will be asked to give permission for your child's information to be loaded, and only people you give permission to will be able to see their profile.

Enrolment Process

(What you need to provide)

-  If you have not already been provided with one ask for our enrolment pack.
-  Read through all the documents provided as these will give you more of an insight into Harakeke ELC and how we operate.
-  Fill out your enrolment form, making sure not to leave out any information.
-  Make sure you have a copy of your child's immunisation certificate and either birth certificate or current passport
-  Fill out a WINZ application form if you are thinking about applying for a subsidy
-  If your child is aged between 3-6 years old fill out the 20 hours free section of the enrolment form.
-  Please fill out your automatic payment form ready to take to your bank.
-  And don't worry if it is all a bit confusing just come in and ask to speak to the office manager and she will help you fill out all your forms, and talk you through your options.

Fees

Fees effective as of 7th March 2016
(Subject to change from time to time)

\$5 per hour for any child aged 0 to 5 years old.

- Three to Five Year Olds may use the 20 Hours ECE subsidy to get 20 hours FREE (up to 6 hours per day).
- Whanau who are eligible for the WINZ subsidy may receive up to \$5 an hour.
- So some whanau may get up to 50 hours FREE if they meet all the WINZ eligibility tests

If your child is absent on a day they are booked in you may not be able to swap for another day due to staffing and child numbers.

We prefer that you pay your account by Automatic Payment unless other arrangements have been made with the Office Manager.

Casual Accounts

Casual accounts must be paid on **the day** of attendance, unless special arrangements are made with the Office Manager.

Weekly and daily accounts must be paid on or before the Friday of week attended.

If your account is not paid consistently your account will be forwarded to our debt collection agency, which will in turn affect your credit rating.

Invoices are printed every week and will be placed in your child's very own pocket for you to collect. Please ask staff if you are unsure of where this is located. Invoices may also be emailed to you if you provide an email address.

We would like you to set up an automatic payment straight into our bank account, or you can pay your bill with cash or cheque.

Our bank account details are as follows:

12 – 3252 – 0061479 - 00

Please include your child's name as a reference

20 Hours Free Childcare for 3 – 5 year olds

Your child can attend up to 20 hours free of charge if you complete the ECE Attestation form. You are eligible for up to 6 hours per day up to the 20 hours allocated, or spread over 5 days at 4 hours per day etc.

Work and Income Childcare Subsidy

Many parents are able to get a childcare subsidy from WINZ, which can pay for some or all of the fees. This is worked out based on your family income and the number of hours your child attends. Please ask for an application form from the office. You can also call the WINZ call centre on 0800 559 009 which will lodge a start date for your subsidy.

We must receive 2 weeks notice if your child is leaving the centre or you will be charged for the two weeks.

Absences From The Centre

Sickness

It is the supervisors' decision whether your child can attend the centre if your child is unwell. The way to ensure your child's attendance is to provide a medical certificate from your doctor stating they may attend. If a child is suffering from an infectious disease they are not permitted to attend until they are well. We have an Infectious Disease Chart which explains this, please ask to see it.

If your child becomes ill during centre hours you will be phoned and asked to collect your child. If your child is ill and is unable to attend, please phone and inform us of their absence. If your child is ill a lot you may qualify for exemption of the Ministry's absence rules. Please talk to the Office Manager, she is happy to help you with this.

Holidays

You must give the centre 2 weeks prior written notice if your child is going on holiday. This will ensure your child's position is retained and allows time to re-adjust staff levels.

Bereavement

Please inform the centre if your child is absent due to bereavement.

Health and Safety

Medication

You will be asked to give general permission on your enrolment form for the use of non-prescription medicines such as arnica cream and antiseptic liquid that are not ingested, but used for 'first aid' treatment or minor injuries and provided by the service.

If your child requires medicine to treat a specific symptom or condition while they are at the centre please inform a Teacher. They will give you a medication form where you need to give permission and your signature authorising the teacher to administer the medication to your child. It must be dated, what medicine is to be given, how often, time and amount of dosage. Teachers giving medication and parent/guardians must both sign the form.

We are only permitted to give medicine with your written permission so for children's safety at school please do not leave any medicine in your child's school bag but hand it to the Teacher.

Health Agencies

Recognised health agencies visit Harakeke ELC



Plunket



Vision and Hearing



Dental

Written permission and consent is required from Parents/Guardians, and may be given on the enrolment form.

Smoking

Harakeke ELC is a no smoking (Auahi Kore) zone. Inside the gates this rule is to be respected at all times.

Immunisation

We are required to sight, copy and record your child's immunisation form for our records. Children who are NOT immunised cannot attend the centre if an epidemic occurs. We will follow the guidelines of the Local Health Board when handling such an incident. You can ask your doctor to email these to the centre for you: admin@harakeke.co.nz

Sun Safety

We encourage sun safe practices, particularly during the summer. Please provide a hat for your child and dress your child in clothing that covers the back and shoulders. Sun block is provided by the centre, and applied to all children in the morning and afternoon.



Accidents

If your child injures him/herself, our policy states:

Minor Injury

Treat with first aid, and comforting the child. An accident form is completed, it will be dated, have the child's name, details of incident, treatment given and signed by Teacher. Parent/guardians are informed when collecting their child of any accidents, cuts, bumps, bruises, etc.

Serious Injury

Is an injury that causes serious bodily harm. If your child injures him/herself and requires medical attention, you will be notified, or other emergency contacts you have provided. If you are unavailable, then your doctor will be notified, if he/she is unavailable, then the child will be taken to the local doctors' surgery. (Applicable to those who have given permission on our enrolment form), last option he/she will be taken to hospital. We will continue to try and contact you and give you all the information possible.

An Accident form will be filled out for a serious/minor injury. A copy will be given to Parent/Guardian. WorkSafe New Zealand is notified.

***All Teachers are required to hold a current
First Aid Certificate.***

Communication

Each centre sends a regular newsletter home with your child whenever important news is needed to be shared. It is a way to communicate any issues, events and update you with what's happening in your child's area. Notice boards or dairies in your child's area are written in daily to also keep you informed. We also use EDUCA to communicate with parents.

If you would like to read our policies, ERO report or operation manual please feel free to ask and we will show you where these are kept. You are welcome to refer to them any time you like. They are there to inform and help you, so please take the time to read them.

We welcome your phone calls, but sometimes it is not possible for the staff to leave the children to take your call. If you ring and the phone is being used, then the answer phone will automatically switch on. Please leave a detailed message. We check for messages frequently.

We take pride in our communication skills and are always available for any enquires.



Parent Responsibilities

General requirements are that you ensure your child's health and wellbeing is maintained.



Providing enough appropriate, suitable, named, clothing and footwear.



Nails are checked regularly
Hair is also checked for head lice
(treat if necessary by parents)

In the baby (Te Rito) centre



Ensure your child has enough nappies (4-5 per day)



Milk/Formula mixture (suitable and enough)



Favourite comfort item (optional)

Toddlers (Te Korari) and Bigz (Korimako) Centres



Ensure your child has enough nappies



2-3 changes of clothes (appropriate and named)



If toilet training please supply an extra 2 changes of clothes



Make sure they have suitable footwear.

Settling Your Child

We realise that your child may be upset when starting at a new centre and this often makes it difficult for you as a working parent. We wish to reassure you that this too will pass. If your child is upset, we will designate a caregiver to assist your child to settle in. Your child needs to feel safe and secure with us and we need to form a relationship as well. It can take up to two weeks, or sometimes longer for our part time children to settle.

Once your child settles in then they're away. The other children are excellent motivators and it does not take too long before your child is joining in on all the activities.

You are welcome to pre-visit with your child; there is no cost, so long as you stay. You will need to speak to your child's supervisor to organise a time and length of stay.



Collection of Children

Written permission on the Enrolment Form from the child's parent is required if anyone other than the child's parent is going to be collecting the child from school on a regular basis. Written permission must be provided if someone other than the child's parent will be collecting the child the same day. If this is not possible the preschool must be notified by telephone before the child is to be collected. Children under 16 years of age are not permitted to collect children or sign the attendance register.

Child Protection

Harakeke ELC is committed to the prevention of abuse and to the well-being of staff, children and their whanau. The whanau's primary role is seen as caring and protecting the child and Harakeke ELC recognizes that this should be valued and upheld. Children have a right to be safe from abuse and harm. We ensure that all our staff have been safety checked and have been Police Vetted.

Please let us know if you have any custody arrangements or people who are not able to pick up your child. We will need to see a copy of the legal documents.



Lost Property

Please name all items that your child brings to school, as any unnamed items will be gathered into the lost property basket which we ask you to check on a regular basis. Unclaimed items will be donated to charity at the end of each year.

Trips

We sometimes take the children on excursions outside of the centre. You will be advised of these trips and a permission slip will need to be signed. We welcome any adult help.



Remember

It is very important that you sign your child in and out daily, as this is required by the Ministry of Education. It is important that we know at all times how many tamariki are on site so we can ensure we have the right number of teachers and so that we are prepared for a fire or earthquake evacuation.

Please also check the roll for any comments from supervisors, e.g. accidents, illness, etc

You will notice that in each centre there is folder of Parent Forms. There are four different forms:

- **Alteration Form:** Please fill this out at least one week in advance if you need to change days or change time for your child's attendance.
- **Change of Details Form:** Please fill this out if you have changed your contact details, emergency contacts, etc.
- **Holiday Form:** Please fill this out at least two weeks before you plan to take your child away for a holiday.
- **Child's Last Day:** Please fill this form out at least two weeks before your child's last day so we can say farewell and settle your account before you go.

It is important that you let us know of any changes so that we can make sure you are being charged correctly and we can contact you in an emergency.

Remember it is your responsibility to inform us of all changes of details for your child including address and contact phone numbers.

Policies

We have the following policies at Harakeke ELC. Please ask a teacher if you would like to read the Policy Manual:

- Carseat
- Child and Adult Health
- Child Protection
- Complaints
- Curriculum and Programme
- ICT and Social Media
- Eftpos card
- Emergency Management
- Excursion and Travel Permission
- Financial Management
- Food and Drink
- Good Employer
- Harakeke Early Learning Centre Philosophy
- Hazards
- Health and Safety
- Inclusion and Special Education
- Management Communication and Meetings
- Laundry
- Nappy Changing
- Planning, Assessment and Evaluation

- Positive Guidance for Children
- Professional Development
- Property and Equipment Maintenance
- Publish Fees
- Publish Government Funding-Auditing Statement
- Settling In
- Sleep
- Staff Appointments
- Staff Code of Conduct
- Staff Leave
- Staff Performance Appraisal Policy
- Student Teacher
- Sun Protection
- Te Tiriti o Waitangi
- Teachers Registration
- Transition between Centres
- Transition to School
- Centre Vehicle
- Visitors
- Writing and Reviewing of Policies and Management Plans



THANK YOU

For choosing our centre to provide an opportunity to nurture and educate your child.

We hope that you and your child (ren's) experience at Harakeke ELC is a memorable one.

Harakeke ELC Team.