



PARENT INFORMATION PACK 2020

Quality Early Childhood Education and Care

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WHO ARE WE?

Kai Ora!

Welcome to All About Children, where a lifetime of learning begins.

We are a leading provider of quality and affordable early childhood education in New Zealand. We have many centres in the North Island, each imbibing our central philosophy of 'belonging'. Yet every centre has a distinct flavour, reflective of the communities and environment they flourish within, and the needs of the children and families that form a part of it. Every centre complies with the regulatory requirements set by the Ministry of Education. You can be assured that your child has access to the very best resources and equipment.

We are a family-owned and professionally managed group of early education and care centres. The management works closely with experienced and passionate educators to ensure a high standard of care, attention and education is maintained at all times.

Thank you for entrusting us with the care of your child in these formative early years.

My team and I look forward to working with you and delivering a personalized learning programme within the safe, fun and stimulating environment of our centres so your child grows into a confident and happy learner.

TRINA TUKI

Group Manager



HOURS

The centre is open Monday- Friday 07:00 am until 18:00 pm and will be closed on public holidays. We run sessional and full day programmes. We ask for your co-operation in dropping off and collecting children within operating hours. If at any time you have an emergency and are going to be delayed, please contact the centre. A late fee will apply if your child is left at the Centre after closing time.

OUR PHILOSOPHY

We strongly believe that every person has a place in our centre, they develop a sense of 'belonging'. When someone feels like they belong, they would participate in the program, engage with others and enhance their mind, body and soul. We strive to acknowledge everyone as an individual and respect their culture and the uniqueness they bring to our centre.

Being apart of an effective and communicative team

Environments are challenging, stimulating and culturally inclusive

Learning is meaningful and fun

Ongoing growth and professional development

Nurturing loving interactions

Going the extra mile

Identifying children strengths, interests and dispositions

Natural learning process

Goals and aspirations are valued and are in consultation with parents and whanua

ORIENTATION AND SETTLING

We ask that children visit the centre a minimum of two times prior to attending but you are more than welcome to do more visits. We ensure that at least one staff member greets the child and creates a relationship with the family and the child. Detailed discussions on the child's development, behaviour, sleeping and eating requirements are held upon enrolment.

Parents/Family members must stay with their child to settle them into the Centre, and to demonstrate that they feel happy and comfortable with their new environment. This helps establish the three-way relationship between the parent, the child and the teacher. It also greatly assists in the settling period. Children are welcome to bring their own (named) 'cuddly' or blanket from home. We enjoy visits from grandparents, younger and older brothers and sisters, and friends once your child has settled.

PARENT INVOLVEMENT

We operate an open-door policy, where parents and family are welcome into the centre at any time. Parent participation sends strong positive messages to your child that you support them and are part of the childcare environment. The staff wish for you and your child to be happy and feel welcomed at our centre. Be aware that a three-way relationship between parents, caregivers and the child exist in this setting.

Communication is a vital ingredient to the success of this partnership. We encourage parents and care givers to approach team members if they can assist us or children in any way like reading books. If you are participating in the rooms/activities its important to understand that every child is different and the teacher are aware of special needs and backgrounds of individual children and some children have a special IDP plan which the parent of the child is aware of. This will under pin there practice with that child.

STAFF

All About Children is committed to staffing the centre with skilled caring people. The centre has fully qualified staff and staff who are in training. Staff also participate in regular professional development.

Our adult child ratio is regulated by the Ministry of Education. The staff are required to work with the children is 1 adult to 10 for over 2-year-old children and 1;5 for children under 2. We aim to provide better than this ratio at busy times of the day.

STUDENT, VOLUNTEERS AND VISITORS

From time to time, you will see new faces at the centre. Volunteers are screened before starting. They must adhere to our philosophy whilst at the centre. At no stage will a volunteer worker be left in charge of a group of children. However, they will interact with the children, giving help and attention as needed. Teacher training students are also supervised at the centre during the practical component of their course. Visitors are required to sign in and out on arrival and departure of centre.

FEES

Please refer to the Fees Schedule that is attached to your child's enrolment form. Invoices are issued weekly and all payments should be credited in the bank account provided at the time of enrolment. Invoicing is 1 week in advance.

For the smooth running of the centre, it is very important that your fees are kept at least one week in advance in line with invoicing. Please also refer to the T &C's on our fee structure.

20 HOURS ECE

All About Children offers the 20 hours subsidy which is provided by the Ministry of Education to all 3 and 5-year-old children. To be eligible you must complete an Attestation form which confirms your attendance and that you are not attending another Early Learning Centre at the same time as you have applied for funding at our centre. You may apply for this subsidy at more than one centre, but you must indicate this on your form. If you change your enrolment hours you must complete another form. You may apply for the 20 hours subsidy and receive money from Work and Income, but we recommend that you discuss this with your case worker.

CHILD SUBSIDY

Work and Income operates a subsidy for parents whose children attend the Centre. The subsidy is subject to an in-come assessments. Contact Work and Income for further information and forms. Full payment of fees is the caregiver's responsibility and will be required until a subsidy has been approved. Any changes to child enrolment (increase or decrease) required a change of circumstance form completed.

ATTENDANCE

A responsible adult known to the manager and staff must bring children into the centre. Only authorized persons (as indicated on the enrolment form) will be allowed to collect children from the centre. Please notify the manager in writing of any changes to the adult. An adult other than one known to the centre requires identification (preferably photo ID).

Parents with custody orders must provide a copy to the manager. In the case of a non-custodial parent arriving to collect the child, the manager will contact the police and provide the copy of the order for the police to enforce. A child will not be allowed to go home with a parent/guardian in contravention of a custody/court order held at the centre. However, in the event of a non-custodial parent gaining access to a child, the centre cannot be held liable.

Our staff are always concerned about your child's welfare, so if you are aware of any intending absence could you please inform the manager/staff.

FOOD

At All About Children we promote healthy food and eating habits. Our menu is well balanced and nutritious based upon the needs of the children. We have a seasonal menu and aim to provide the best and fresh produce.

It is important that any food allergies/preferences be advised to staff so they can be posted in the kitchen and strictly followed to keep children safe.

TOILETING

Routine toileting times are provided before meals and naps to encourage good habits and independence in children who are ready. Staff will endeavour to support efforts made at home. Please feel free to discuss any special needs with staff. Please make sure you send plenty of changes of clothes during this time, as a few accidents are unavoidable. Parents must supply sufficient nappies for their child's day. This may vary from 2 to 6 depending on child's attendance as sessional/full day. The centre keeps no emergency supply on hand. If you are using reusable nappies, please provide a sufficient amount of wet bags.

REST

All children are offered the opportunity to have a special time to relate and rest during the day; it enables them to gather their thoughts and strength for the rest of the day. It is our policy that if a child falls asleep, they are in need of a rest and will not be woken unless parents have requested otherwise. Some children may not need sleep, but quiet activities will be available for selection.

CLOTHING

All clothing, shoes, cuddly's and bags must be clearly named. Because play and exploration at All About Children can often be wet or messy, children should be dressed in old or play clothes and a spare change should be packed every day. In winter, rain attire and gumboots are essential, and in summer, sunhats are to be provided for outdoor play and we recommend you apply sun block to your child before the start of every day, we will apply more throughout the day

WHAT TO BRING

Parents need to bring the following items in a named schoolbag

- Complete spare set of clothes and extra singlets
- Cuddly or comfort blanket
- Sun hat / warm waterproof outside clothes in winter
- Gumboots / closed walking shoes (in all weather)
- Nappies if still needed
- Water bottle

We have chosen a wide range of developmentally appropriate equipment and toys for our centre. It would be appreciated if parent can explain to their children that the toys at the centre are for everyone to share and that they cannot be taken home. It would be appreciated if your child could be dissuaded from bringing in toys.

Only cuddly or security toys are welcome but need to be clearly named. If you have any music that you would like to have played during rest time, please bring them in and we will be happy to play them for your child.

CAR SEATS

We recognize that for safety in a vehicle your child needs to be restrained in a standard approved car seat. This is required by law. If different vehicles are to be used to transport your child to and from the Centre, you can store the car seat in the outside shed.

LOST PROPERTY

At the centre there is a container for unnamed and lost property. It would be appreciated if parents could check this regularly as the mount builds up. Items that are still uncollected after a period are donated to a local charity.

EXCURSIONS/TRIPS

Children will be taken on consented excursions. Regular walks out of the Centre into Kirk's Bush crossing the main road. Approval for these is given when completing the enrolment form. In our uniquely placed centre, our children are empowered and encouraged to go beyond the four walls of a classroom and playground and explore their own interests and strengths, take risks and gain confidence in themselves as learners during their time in the bush.

Excursions out of the centre will be arranged from time to time this is part of program planning. Parents are encouraged to be part of the outing. Excursion slips outlining the trip, transport, cost and adult / child ratio will be given to all parents to complete prior to an outing.

Children who are unable to attend the excursion will remain at the centre with a trained staff member.

EMERGENCY AND EVACUATION PROCEDURE

In the case of an unforeseen emergency situation, every effort will be made to contact parents to collect their child. The Centre is fitted with safety devices, which are maintained regularly.

Regular fire drills are necessary for regulation purposes. If you are present at a fire drill, you are required by law to participate. Emergency evacuation plans are displayed in the Centre. Staff are familiar with evacuation procedures and policies. Parents and visitors to the Centre will be asked to make themselves familiar with the evacuation plan and where hoses and first aid equipment is to be found. Every effort will be made to make evacuation procedures enjoyable rather than stressful events for the children. Regular emergency procedures give the children an opportunity to become familiar with the routine and planned evacuation.

Safety centre policies on safety precautions are continually reinforced by staff and children. Such practices include:

- The storage of chemicals in locked cupboards
- Checking the safety of sandpits and outdoor equipment
- Children's awareness of personal safety, i.e. not throwing equipment, walking inside.

CHILD HEALTH

We ask that any child or adult who is unwell be kept away from the centre. This is so illnesses don't not spread through the centre. The manager may at his/her discretion refuse to accept any child deemed unwell to attend the centre, as we do not have the specialist staff or the space for sick children. Children with severe coughs or colds, vomiting, diarrhoea, conjunctivitis, rashes or raised temperatures cannot be brought into the centre. If symptoms develop during the day the parent will be contacted to arrange for the immediate collection of their child.

For further information refer to the centre's Health and Safety Policy.

When is a child infectious?

Common infectious diseases

- Measles: Infectious up to four days after rash has first appeared.
- Mumps: Infectious up to three days after swelling has disappeared.
- Chickenpox: Infectious until last spot is covered by a scab.
- Whooping Cough: Infectious until at least one month after onset.

Rubella (German Measles): Infectious up to four when rash first appeared.

• Head-lice: Please check your child's head regularly and treat immediately if head lice are found. Once a child has been treated, she/he may attend even if eggs are still present in the hair. But you must continue to comb lice and ever day. We also have regular relievers at the centre, these maybe in-training but has some form of experience in working with child. They are the people will call to cover permanent staff when absent. All staff are safety checked before starting.

• Thread-worms: Difficult to prevent the spread. Usual signs are irritability and an itchy bottom.

• School sore Scabies: An itchy skin condition which can be difficult to diagnose. A doctor should be consulted on any doubtful rash.

Infectious skin conditions

- Impetigo Bacterial skin infection: highly contagious. A doctor must be consulted on any multiple sores. The child should stay at home until no longer infectious.
- Ringworm Fungal skin condition: advisable to consult a doctor for the confirmation of diagnosis and treatment. Please keep lesions covered when your child is at the centre.

N.B. Any skin condition persisting for more than 24 hours requires a medical opinion. There is always someone trained in first aid on site; first renewed every two years.

IMMUNIZATION

We are required to keep an up-to-date list of all children at the centre and their immunization status. Please remember to bring your Immunization Book and a copy of your immunization certificate with you, when you enrol your child at the centre. If you child is not immunized a letter confirming this needs to be attached to your enrolment form. In the case of an outbreak of any infectious illness your child will be asked to stay away from the centre for the duration of the outbreak.

COMMUNICATION

All parents are required to sign their child in and out of the Centre every day using the iPad at reception. This is a legal requirement by the Ministry of Education and can be audited at any time to ensure compliance with is met. It is also a safety requirement in case of emergency evacuation of the centre therefore a very important part of your drop off and pick up routine.

Parents are kept informed of centre activities through newsletters, notices posted at the door and information on Storypark All absences to be notified to the centre ASAP.

PARKING

You are only permitted to park at the centre whilst you are on site; dropping off your child, picking them up or meeting with teachers

CONCERNS AND COMPLAINTS

Parents should feel free to discuss any queries or problems with the manager. However, remember that busy drop off or pick up times may not always be an appropriate time to have detailed discussions on your child's or your needs, and you may need to schedule an appointment with the Manager at another time.

A policy for dealing with complaints is displayed at reception on the wall. If you have any concerns or complaints relating to the operation of our centre, please refer the matter to: The centre manager manager.opaheke@allaboutchildren.co.nz and our Group Manager Trina at trina.tuki@allaboutchildren.co.nz