



**Kinderland
Educare**

Parent Information 2013



As a parent certainly you would want the best care for your child. At Kinderland Educare, you can be assured of best care in a safe, stimulating and educational atmosphere.

Are you looking for a childcare centre;

Which has a warm, friendly and professional staff?

Which takes pride in cleanliness, hygiene, security, and enforces children's services regulations and accreditation principles?

Then you are most welcome to Kinderland Educare at 1 Kohinoor Avenue, Mangere, Manukau City.

Welcome to Kinderland Educare

Kinderland Educare is purposely built centre to offer high quality childcare with its high standards for the satisfaction of the children, parents and the community. It is a venue where the children feel comfortable, happy and stimulated.

Parent Involvement

We welcome parents into the centre at all times. A three-way partnership amongst parents, caregivers and the children enhances the well-being and learning of the children. Communication is a vital ingredient to the success of this partnership.

Vision

Our vision is to provide a consistent, high standard care and education to children in South Auckland. We believe that to nurture enquiring minds, we need to educate and encourage individualism, critical thinking skills, initiative, choice and appreciation of differences.

Mission

Our mission is to provide excellence in the education and care of young children so that the children gain a strong sense of identity and a lifelong passion for learning and discovery. Furthermore, they see themselves as capable and competent learners; being able to direct and control their own learning as they grow.

Our Team

We are proud to be in a happy and well supported work environment. Our staff set personal and professional development goals in order to continue providing the best care and education for children. We are passionate about children and early education and we endeavour to be updated with current issues, trends and learning in the early childhood.

Operational Hours

Kinderland Educare is open for five days a week from Monday to Friday from 7.00 am – 6.00 pm except on public holidays.

We request for your co-operation in dropping and picking children within the operating hours. In case of emergencies, please contact the centre. In such cases staff can allay your child's concerns and make plans for their own commitments.

A late fee may apply if your child is left at the centre after closing time.

Dropping and Picking your child

To ensure children's safety it is essential that you bring your child into the centre each day, sign them in and then leave them in the care of a teacher. At the end of the day, upon your child's departure, it is essential that you sign them out. These are Ministry of Education requirements and also assist us in the event of an emergency.

Programme

Programme planning is based on Te Whariki the early childhood curriculum from the Ministry of Education.

When your child starts at Kinderland Educare they begin their learning journey. From nursery through to preschool, our team facilitates fun and interesting experiences through play, that nurture the children's development and build valuable foundations for the future - with the goal of preparing them for the transition to school.

Young children learn best through play and enjoying what they are doing. Our team of teachers are inspiring for creative learning by providing as many hands-on activities as possible for the children. This holistic approach allows the teacher to interact at the child's level with the focus on guiding children through the learning process rather than showing them how to learn.

This process allows children to develop resilience, learn to cope with many issues positively, communicate well and solve problems. We encourage children to become CONFIDENT LEARNERS. The world is changing so quickly that children have to constantly learn new skills and be confident in how to apply those new skills.

Our curriculum is central to a child's program and includes all the interactions, experiences, activities, routines and events, unplanned and planned that occur in our centres.

We use a holistic approach in response to each child's individual needs and interests and provide environments that are conducive to learning and exploring, focusing on the Reggio Emilia approach to teaching and learning.

As teachers we observe, plan, and reflect on children's learning, so that we can evaluate progress and plan opportunities to extend their progress. Our aim is to promote children to grow up as competent and confident learners and communicators, healthy in mind and body, secure in their sense of belonging and in the knowledge that they make a valued contribution to society.

We work in partnership with families to develop learning programs that are responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through a balance of play and incidental teaching. Our families are seen as 'partners' in our work. We approach our families with understanding, support and interest to work together for the good of the child. We strive to communicate openly with our immediate and wider communities, recognising that these are the communities of our children, and the need to understand these communities if we are to understand our children.

Kinderland Educare understands and values the varying needs and learning styles of children and therefore:

- Gives ownership to children, employees and parents.

- Supports biculturalism and multiculturalism.

- Encourages unity, understanding and respect.

- Supports ideas and development.

- Encourages originality and creativity.

Orientation & Settling

Prior to the full enrolment of your child to the centre, we recommend that parents and children visit the centre to meet staff and familiarise themselves with our surroundings. This ensures a positive beginning for the littlies.

Detailed discussions on the child's development, behaviour, sleeping and eating requirements are held on the enrolment day. Children are welcome to bring their own (named) 'cuddly' or blanket or special toy from home during this settling period. However all care of the toys will be done but we don't take responsibilities.

We ensure that at least one staff member greets the child and creates a cordial relationship with the family and the child. Many children are happily settled within the first day but all children have different comfort levels. We are flexible as some children take a longer time in settling than the others. We enjoy visits from grandparents, younger and older brothers and sisters, and friends once your child has settled.



What to bring to Kinderland Educare

Young children learn through creative play and this kind of play can be messy. They get paint on their clothes and play dough in their hair, so dress them in clothes that are comfortable, easily washed and suitable for active play.

A clearly labelled bag for your child

Two changes of clothes, clearly labelled

For children in nappies please provide enough for the day (usually around 5)

In the summer, please ensure your child has a clearly labelled

sunhat

In the winter, please ensure your child has a warm hat, jacket and gumboots

Storage is provided for each child's belongings.

Staff

Kinderland Educare is committed to staffing the centre with skilled caring people providing equal opportunities to all. All staff participate in ongoing professional development. Our centre's staff are either qualified childcare teachers or in training for their qualifications.

Our adult child ratio is regulated by the Ministry of Education. The staff required to work with the children is 1 adult to 5 under 2 year old children and 1 adult to 10 over 2 year old children. We aim to provide a ratio that is better than this.

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 handed to the Supervisor. For the smooth running of the centre, it is very important that your fees are kept at least one week in advance. Automatic payments or internet banking deposits are preferred, please put your child's name as reference (See below for account details). All overdue fees will be sent to a debt collection agency and the parents will be responsible for all fees charged by this agency.

BNZ Bank

Account number: 02-0191-0352446-01

Sibling discount

Where two or more children with the same legal guardian attend the centre full time, the older child(ren) may be eligible for up to a 5% discount. In order to receive this discount, fees must be paid by automatic payment or direct debit and must be maintained in advance at all times.

Holiday

You are entitled to 2 weeks holiday a year once you have been enrolled at the centre for a minimum of six months, where you are charged 50% of the normal weekly fee. These holidays can not be carried forward from year to year. Discounts are only available where adequate notice is given to the centre in writing. In order to receive this discount fees must be paid by automatic payment or direct debit and must be maintained in advance at all times. A week of holiday entitlement refers to a normal week's booking.

20 free hours

Kinderland Educare offers the Free 20 hours subsidy which is provided by the Ministry of Education to all 3 and 4 year old children. To be eligible you must complete an Attestation form which confirms your children's attendance.

If you change your enrolment hours, you must complete another form.

You may apply for the Free 20 hours subsidy and receive money from Work and Income. We suggest that you discuss this with your case manager at Work and Income.

Childcare Subsidy

Work and Income operates a subsidy for parents whose children attend the centre. The subsidy is subject to an income qualification. 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.

Positive Guidance

Children are given respect and dignity, and guidance and control. No child is subjected to any form of physical ill treatment, solitary confinement, immobilisation or deprivation of food, drink, warmth or shelter.

Every child is given positive encouragement and guidance using praise and rewards. Blame, harsh language, and belittling or degrading responses do not exist at the centre.

Meals

Kinderland Educare is a health promoting centre and we support healthy eating for children.

We have trained cook who cooks and prepares all the children's meals and snacks during the day. We ensure that children have healthy balanced meals. If your child has a specific dietary requirement, please inform the centre prior to enrolment so that we can provide suitable meals for your child. Kinderland Educare also participates in the Heart Foundation 'Healthy Heart Award' programme. All meals are Halal.

Toileting

Learning to use the toilet is an important developmental milestone that commonly occurs during the years children are in out-of-home care. Parents and providers can be partners and support each other during this transition process.

If your child is in the process of toilet training, it will be more successful if he/she is dressed in appropriate clothes such as pants with elastic waist. The more the children can do themselves, the more successful they feel. Please make sure your child always has a change of clothes, with his or her name clearly marked on them. When children begin our program they are familiarized with our bathroom facilities.

We encourage all children to use the bathroom before AM snack and lunch, before and after nap and before PM snack. The children are encouraged to be self sufficient in the toileting process although help is readily available if need be. If an accident occurs, the soiled clothing is double bagged and sent home that day.

Excursions/Trips

We recognise the importance of providing a variety of experiences. Planned or spontaneous excursions stimulate children's understanding and awareness of our community. It is essential that these excursions are planned for and carried out in a manner that promotes safety for the teachers and children.

Spontaneous walks in the community will be part of the centre activities. For local walks, general permission will be obtained in the enrolment form. Parents/caregivers will be informed if the children have been on a walk by written information on the day sheet and white board.

For planned excursions, a note to parents will be put out as early as possible to give parents as much notification as we can. Parents will have the opportunity to give and deny the consent for each trip.

A carer will be arranged separately should a parent wish not to send the child on a particular excursion.

The centre reserves the right to cancel any planned trip if there are any safety concerns. No child will be taken on a trip involving transport without a car seat.

Emergency Action

In the event of an emergency we are prepared and our teachers are fully trained. We will make every effort to contact parents/person nominated as contacts for your child. Civil Defence head quarters have been notified of the centre and we would receive priority attention. Fire drills are practiced regularly and emergency supplies are held on site.

Child Health

We have a firm sickness policy to ensure the health and well-being of the children and teachers. You must keep your child at home if they have a high temperature, inflamed throat or eyes, upset stomach, diarrhoea within the past 24 hours or an unidentified rash. Teachers follow the recommended Department of Health policies and if your child becomes sick during the day we will notify you. In the event of an emergency we will seek medical advice immediately. We will always act within the child's best interests.

Immunisation

We fully support the government's target of having 95% of children under the age of two fully immunised, and recognise that immunisation is a valid preventative health measure providing protection from a range of serious illnesses. However, we also acknowledge the right of choice for non-immunisation or under-immunisation and so all children will be accepted into the centre regardless of their immunisation status.

Please remember to bring your Well Child Book with you when you enrol your child at the centre. If your child is not immunised a letter confirming this needs to be attached to your enrolment form. In the case of an outbreak of such a disease your child will be asked to stay away from the centre for the outbreak.

Medication

The medicine register will be situated in the room that your child attends. All medication must be kept in the kitchen and only medication that has a label stating your child's name and expiry date will be administered. Parents must write in this register, each day, any medicine that is required to be administered to their child.

The parent must list:

Date, name of child, name of medicine, times and amounts of medication to be administered, and signature of consent.

Communication

Our aim is to have communication with parents as open, regular and as informative as possible.

However, we do recognise that while parents are interested in all aspects of the centre, they are often restricted by time. We have therefore instigated a variety of communication channels:

- Monthly newsletters.
- A day book providing two way communication between teachers and parents when it is not possible to discuss matters directly with a teacher.
- Annual profile and artwork evenings.
- Programme planning is displayed on the room whiteboard for parents to view.
- An information book in your child's room records daily nappy changes/toileting and sleep times.

- Individual Discovery Projects are kept for each child so parents can enjoy seeing their incremental development.
- Parents are encouraged to communicate with teachers and management freely and we value your contribution.

Parents are invited to be part of the centre policy review process, please make sure you are involved when the opportunity arises.

If you have any concerns or complaints relating to the operation of the centre please refer the matter to:

Riakat Hussain (Director of Kinderland Educare).



For enrolment details Call Zayka Ali (Center Manager) on 09 275 1984 / 021 1576037 or email: kinderlandeducare@gmail.com

"We hope you and your family have an enjoyable time at Kinderland Educare!"



Kinderland Educare
at 1 Kohinoor Avenue,
Mangere , Manukau City.