

13 Newton Street  
Mount Maunganui 3116  
Phone: 07 5758727 Mob: 021391557



## INQUIRY INFORMATION

(Updated March 20)

We welcome your inquiry about our Centre. We provide a fun and stimulating learning environment. Our licence allows us to accept up to 48 children aged from new born to 5 years, (12 under two year olds). We provide a warm, secure and caring environment. We are well equipped and have high quality staff to child ratios. We also provide an extended programme for four-year-olds and over in order to assist them with their readiness and transition to Primary School.

**Centre Hours:** Monday to Friday 7.00am to 6.00pm.

### **Objectives**

To offer a quality child-centred education and care environment based on our Philosophy.

To recognise and promote your child's natural desire and ability to learn whilst respecting their right to work at their own pace.

To encourage the holistic development of your child, focusing on contribution, well-being, communication, exploration and belonging.

To operate within the guidelines set by the Ministry of Education.

### **The Programme**

The programme is based on -The Early Childhood Curriculum -*Te Whaariki*. Our teachers use planning to develop the individual and group strengths, interests and needs of each child. We believe children's experiences during the early years significantly shape and determine the ongoing development of knowledge, the successful acquisition of skills and particularly the forming of attitudes and subsequent dispositions.

Early childhood education begins the process of passing on the knowledge, attitudes and values of our society to our children, so that they have skills and confidence to take an active part in the community. The early years is the time when a child learns the basis of all he/she will have to know to function well later in life. It is the time when foundations are laid, and children need positive guidance and assistance to develop healthy emotional, mental, social, intellectual, cognitive, creative and physical skills.

We believe that parent/teacher communication is an essential ingredient in meeting the needs of your child and therefore welcome and encourage a close partnership. Your input is encouraged and your child's portfolio is available to view at any time.

## Infocare – Parent Portal

Infocare is a web-based system, which has been specifically designed to connect the Centre's and Parents. This is a secure online system that enables you to view your child's account, work and portfolio's while attending Newton Street Childcare Ltd. It not only allows you to share in the experience of your child's day but we are also able to gain valuable feedback from you.

## Admission Requirements

Admission is at the discretion of the owner/centre manager.

We offer **20 funded hours** - subject to the following conditions:

- This offer is available to children aged three to five years only. (This allows children to attend school and their first 20 hours are paid by the Government.)
- Our Childcare policy provides that to qualify, hours must be agreed with Management.
- Children attending full time will receive their first 20 hours funded and the remaining hours at a set rate.
- When you join Newton Street Childcare Ltd, you sign for your child to attend agreed days. These are the days for which you have to pay, regardless of the days that you *actually* attend. For example, if you book for five full days and only attend 4 days – you are still liable to PAY for five full days. Attendance may not be less than 4 or 6 hours on any one-day unless agreed to by management.
- The fee charged is in direct relation to the days booked and not to days attended.
- **Fees may only change when notice is given and a *change of session form* is completed and signed by both parent and Management.**

## Fees:

- A ***non-refundable \$20.00 enrolment application fee*** is payable on enrolment, ***and the first week's fees are payable in advance of the start date.*** Your completed forms for your child to attend Newton Street Childcare Limited will only be processed if these fees have been paid in full.
- Full fees are payable for all enrolled hours which fall on statutory days during Newton Street Childcares open periods, Christmas concert/party days, childcare outing days, days not attended due to family holidays, days your child is absent due to sickness/doctors appointments or school interviews or any other reason.
- All fees are required to be paid by Automatic Payment paid weekly in advance. A detailed invoice will be issued every week.
- Overdue fees may attract a 5% penalty.
- If you wish to alter your child's enrolment, you must fill and sign an amendment to enrolment form at least one week before the changes. This will be considered, subject to availability of space, and may require been placed on the waiting list. Preference will be given to current children.

- A late pick-up fee will be charged for consistent late collection of your child (outside booked hours, as per schedule): \$15.00 per 15 minutes.
- Management must receive **14 days written notice** (2 consecutive calendar weeks – Mon to Fri) from yourselves if you wish to withdraw your child from Newton Street.
- Any outstanding amounts owing must be settled before the last day. If not settled, then it will be passed on to a debt collection agency. All cost of debt recovery will be added to your account.
- 10% - Sibling discount – will apply only to the older sibling's fee & applies only to full time attending children (4 to 5 days a week); Discount applies only if payments are up to date.

**Please note that *you* remain responsible for all fees until payments are received from the Ministry of Education or WINZ and it is YOUR RESPONSIBILITY to make sure your documentation is regularly updated.**

### **Attendance Requirements**

Minimum attendance is two days per week unless otherwise agreed to by management. We recommend full-time attendance for 4-5 year olds in order that your child gains the most benefit from attending our comprehensive early childhood programme.

### **School Hours**

The school is open from January to December every year: Monday to Friday 7.00am to 6.00pm.

### **Holidays**

Children attending full time are entitled to three weeks holidays during the calendar year at 50% discount. Discount will only be applied if your account is paid up to date.

### **Absences**

Please let us know if your child is absent through illness or any other reason, as this information is important for our register and the safety of your child. **Please note that absence for more than 21 consecutive days will result in a termination of Ministry of Education funding and therefore a termination of your child's placement at the school.** Please discuss any expected absences of more than 21 days with the Centre Manager in order to arrange alternative funding or agree on alternatives for future placement.

### **Child-care subsidy**

There is a subsidy available from Work and Income (WINZ) to help with fees (if you qualify). Forms are available at your local WINZ office. This subsidy usually only pays PART of the fees and you, the parent, remain responsible for the remainder of the fees.

## **General Information**

A new learning environment can be fun and exciting to some children and at the same time frightening to others.

You are welcome to visit as often as you like before starting and we recommend minimum one-hour visit before your child attends for a whole session. However, the decision is yours as you know your child the best.

Before your child starts, take time to talk to your child about what it will be like at Newton Street Childcare. Prepare your child so that they are aware that you will be leaving and that you will be back to pick them up at the end of the day/session. When you bring your child on the first day, the staff will make the transition as smooth as possible. If you need longer to settle your child you are welcome to stay, but once you make the decision to go, please do so as quickly as possible.

An unhappy child will often settle quickly after the parent has left. Please feel free to ring and check how your child is settling during the day/session.

## **Nut Free Centre:**

When you pack your child's lunch please remember that we are a "NUT FREE CENTRE" any foods containing nuts will be taken out of the child's lunch box this is very important as we do have children with allergies and who are on special diets. Children are only to have water, no orange juices or sugar juices and no lollies please.

## **Clothing**

Please make sure that all of your child's clothing is clearly MARKED with his or her name. The teachers will mark unmarked clothing. *Please provide minimum 2 changes of clothing* for your child in case of weather changes, water play or accidents. Gumboots are useful in winter and a sun hat for summer are compulsory, sun block is provided. If the children do not wear a hat on sunny days, they are required to stay indoors during playtime.

## **Nappies**

For children still wearing nappies, parents are asked to provide a bag of nappies when your child starts kindy. These items will be labelled with your child's name and kept in the nappy changing area. The teachers will advise parents when new stock is required.

## **Milk**

Parents must supply milk bottles, formula as required by your child.

## **Toys**

We try to encourage children **NOT** to bring toys to school as they distract the other children and your child does not want to share a special toy. We are happy to share an item of interest like shells, post cards, books, a picture or something out of a newspaper.

### **Collecting your child from Newton Street**

A child becomes very distressed if a parent is late collecting them as they observe all the other children going home and become unsettled. Please do your best to be on time as staff have essential administration and cleaning duties to complete before they can go home.

Please note that your child will not be allowed to leave the school with anyone other than the designated person listed on the enrolment form. If someone other than these persons is collecting your child, please advise the teachers on duty and write the person's name on the attendance register.

**Drop off or Pick up times outside of booked hours will be by agreement ONLY**

If delayed, please telephone us. A fee will be charged for consistent early arrivals and late pick-ups (\$15.00 per 15 min).

### **Emergencies**

Minor accidents do happen and these receive prompt and careful attention by qualified first aid staff. In the case of illness or accident, the parent will be notified immediately and arrangements made for your child to go home or to the emergency department of A & E. Newton will not be responsible or liable for any medical costs.

Children with diarrhoea, vomiting, fever and /or an undiagnosed skin rash shall only remain at the centre for the time it takes for them to be collected by their parent/caregiver. As a general rule, if a child experiences any of the mentioned above symptoms the Centre Policy requires that they do not attend the centre for 48 hours at least.

The teacher will complete an accident report and parents are required to sign this report and receive a copy.

***Parents are reminded of the importance of letting us know about any phone number changes so that they may be contacted easily in case of emergency.***

### **Medication**

If your child requires any medication while they are at childcare, please notify a teacher and you will be required to complete an authorisation document signed by yourself and the teacher. Medication may NOT be administered without the parent's authorization.

### **Information**

We issue a regular newsletter to all parents to keep you up to date with happenings around the classroom and to introduce new families. The newsletter may provide interesting educational articles.

## **Attendance**

A daily attendance register is kept at the entrance to Newton Street Childcare and must be signed when you bring your child and signed again when you collect your child at the end of the session.

***Please contact the school on 07-575 8727 should you require any further information. Please feel free to speak to any of our teachers to discuss our programme in further detail. We look forward to welcoming you and your family to our lovely Centre.***

# Philosophy



At Newton Street we are inspired by the New Zealand Early Childhood Curriculum Te Whāriki which is underpinned by sociocultural theories. The Principles and Strands of Te Whāriki are embedded and weaved throughout our practices and routines ensuring positive learning outcomes for all our children and whānau. Our teachers learn alongside the children in a credit-based environment wrapped around our children's interests. Aligning our practices alongside Tātaiako, Whanaungatanga and implementing a Te Ao Māori cultural view ensures identity, language and culture is recognised, and valued.

We will endeavour to identify and meet the aspirations of parents and how they wish for teachers and the centre environment to meet the holistic and educational needs of their children.

This will be achieved by;

- Ensuring all children and their families feel a sense of belonging within the centre. Having sound and reciprocal partnerships between teachers and parents including honest communication between, teachers, families, and children. We aim to work collaboratively with our community and be recognised as a quality service
- Ensuring our children are safe and protected while attending the centre. We will provide preventative strategies and policies that will protect the physical and emotional wellbeing of the children within the centre.
- Having an environment that is age appropriate, challenging, and aesthetically pleasing. Ensuring children reach their full potential to feel confident in risk taking while learning their limits and boundaries
- Promoting inclusive practices that acknowledge and include the bicultural and multicultural perspectives of all our families. Including providing a programme rich in content that is relevant to children's/tamariki cultures. We aim to recognise and incorporate the Treaty of Waitangi to reflect the unique place of Māori as tangata whenua.
- We aim to create an environment where learners can be confident in their identities, languages, cultures, and abilities. Where their own unique strengths are recognised and valued.
- We aim to market and promote our philosophy, strive for excellence and commit to continuous improvement.
- Our programme is play based which encourages children to make their own choices about where, what and who to play with.
- Providing key teacher roles allowing new and existing parents and children to feel safe and secure knowing they have someone who is conscious of their needs and is working collaboratively with the parents, building a solid relationship built on trust and respect for the wellbeing, care and education of their child.
- Ensuring all children are "school ready" by offering a programme that allows children to develop the dispositions that are needed to be successful learners in all areas of their learning and development.
- Centre management have an open-door policy, employ high quality trained / registered teachers who aspire to achieve the aims of the Newton Street Childcare's Philosophy.

The following quote from Te Whāriki (Early Childhood Curriculum – page 5) sums up our goals for the children who attend the centre.

*“To become confident, competent learners and communicators, healthy in mind, body and spirit. Secure in their sense of belonging and secure in the knowledge that they make a contribution to society”.*

Reviewed: March 2020