



Newton Street Childcare Ltd
13 Newton Street Mt Maunganui,
Phone: 07 575 8727
newtonstcc@orcon.net.nz Website:
www.newtonstchildcare.co.nz
Owners: Vicky & Wayne Robertson

PARENT INFORMATION

(16/08/2019)

About the Centre

Welcome to Newton Street Childcare Centre. Newton Street is owned and operated by Vicky and Wayne Robertson who are passionate about providing quality care and education within a secure and caring environment.

Newton Street Childcare is committed to ensuring all staff are equipped with up to date knowledge of current learning and development theories in regards to preschool children. We provide a fun and stimulating learning environment with two separate age groups. Our licence allows us to accept up to 53 children aged from new born to 5 years, (12 under two year olds).

We have high quality staff to child ratios.

Objectives

- To offer a quality child-centred education and care environment based on our Philosophy.
- To have sound and reciprocal partnerships between teachers and parents.
- To have an environment that is age appropriate and challenging
- To encourage the holistic development of your child, focusing on contribution, well-being, communication, exploration and belonging.
- To recognise and promote your child's natural desire and ability to learn whilst respecting their right to work at their own pace.
- To operate within the guidelines set by the Ministry of Education.

Our Curriculum Programme

Our curriculum 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. We also provide a readiness to school programme for four year olds and over in order to prepare them with their transition to Primary School.

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 preschool. 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.

Clothing

Please make sure that all of your child's clothing is clearly MARKED with his or her name. *Please provide a change of clothing* for your child in case of weather changes, water play or accidents. Gumboots are useful in winter and a sun hat. We do supply sunblock however if your child has allergies or is sensitive to normal sunblock you will be asked to provide your own. 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 Newton Street. 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. A minimum of 4 nappies per day are required.

Milk

Parents must supply milk bottles and formula as required for your child.

Collecting your child

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 we are governed by staff child ratio's.

Please note that your child will not be allowed to leave the preschool 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 you are delayed, please telephone us. A fee will be charged for consistent early arrivals and late pick-ups (\$15.00 per 15 min).

Newton Street Childcare Hours

Newton Street Childcare is open all year round only closing on weekends and public: Monday to Friday 7.00am to 6:00pm.

Newton Street Childcare is closed on Public Holidays

Holidays

Children are entitled to three weeks holidays at the end of each calendar year discounted at 50%. Discount will only be applied if your account is paid up to date.

Information

We issue a regular newsletter to all parents to keep you up-to-date with happenings around the classroom and centre.

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 pre-school and their first 20 hours are paid by the Government.)
- Our childcare policy provides that to qualify, hours must be agreed with Management, but must be either in the morning (8am to 12 noon) or in the afternoon (1pm to 5pm) for fully funded hours to apply.

- Children attending full time will receive their first 20 hours funded and the remaining hours at a set rate.
- Newton Street Childcare does have a public website, public Facebook page and provides a parent portal through our Info-care system. Parents are required to sign a permission slip on the enrolment form before starting date.
- When you join Newton Street Childcare, 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.
- The fee charged is in direct relation to the days booked and not to days attended.
- **Attendance Hours & Fees may only be changed when notice is given to Newton Street Childcare and a *change of session form* is completed and signed by both parent and management. Changes in hours will be dependent on space available.**

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 will only be processed if these fees have been paid in full.
- Full fees are payable for all enrolled hours which fall on statutory, Christmas concert/party days, childcare outing days, days not attended due to family holidays, days your child is absent due to sickness/doctor's 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 complete and sign an attestation/amendment form at least one week before the changes. This will be considered, subject to availability of space, and may require placing on the waiting list.
- 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 **2 weeks notice** if you wish to **withdraw** your child from Newton Street Childcare.
- 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 and at least 6 hours per day); Discount applies only if payments are up to date and on AP. Discounts are calculated on fees after the deduction of other funding such as WINZ.

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/Owner 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.

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.

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 Street Childcare will not be held responsibility 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 above-mentioned symptoms the Centre Policy requires that they do not attend the centre for at least 48 hours.

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

Parents are reminded of the importance of letting the preschool 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 preschool, 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 a doctor's prescription and parent's authorisation.

Attendance

A daily attendance register is kept at the entrance to the preschool and must be signed with the actual time recorded when you bring your child to school and signed again with the actual time recorded when you collect your child at the end of the session.

We look forward to welcoming you and your family to our lovely Centre. Newton Street Childcare on 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.



Parents Expectations Form

What are your learning expectations for your child while at Newton Street Childcare?

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Are there any cultural expectations for your child while at Newton Street Childcare?

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Kia ora ko _____ toku ingoa (name)

Ko _____ toku iwi (tribe)

Ko _____ toku maunga (mountain)

Ko _____ toku kainga (place you live)

Ko _____ toku mama (mother)

Ko _____ toku papa (father)

What are your personal expectations for example: your child’s health and wellbeing needs.

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CONFIDENTIAL ADMISSION AGREEMENT
24/2/2019

Criterion GMA 10/Regulation 47
Updated:

Newton Street Childcare Ltd
13 Newton Street Mt Maunganui,
Phone: 07 575 8727
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Owner: Vicky & Wayne Robertson

OFFICE USE ONLY

Date of Enrolment:

Enrolment Fee paid:

Waiting List:

Requested start date:.....

Confirmed start date.....

Entered Infocare:

Child's details:

Child's **official surname** or **family name**:

Child's **official given name**:

Child's **official other names / middle names**: (please
separate names with a comma):

Name your child is known by / preferred name:

Surname / family name: Given
name:

Copy of official identity verification document* collected by staff:

- New Zealand birth certificate → Foreign birth certificate
- New Zealand passport → Foreign passport
- Other **Staff initials:** _____

Child's date of birth: dd / mm / yyyy

Male

Female

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Post Code:

Privacy Statement:

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child.

We will use and disclose your child's information only in accordance with the Privacy Act 1993. Under that Act you have the right to access and request correction of any personal information we hold about you or your child. Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes.

You can find more information about national student numbers at: www.minedu.govt.nz/parents

* Information about acceptable identity verification documents is available online at www.lead.ece.govt.nz and www.minedu.govt.nz/parents.

The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

Parents / Guardians:

1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:

Additional person/s who can pick up your child:

Given names:	Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):

Custodial Statement

Are there any custodial arrangements concerning your child?

If **YES**, please give details of any custodial arrangements or court orders (a copy of any court order is required)

Person/s who cannot pick up your child:

Name:

Name:

Name:

Name:

Additional Emergency Contacts (also able to pick up child):

1. Given names:

2. Given names:

Surname / family name:

Surname / family name:

Address:

Address:

Post Code:

Post Code:

Phone (Home):

Phone (Home):

Phone (Work):

Phone (Work):

Phone (Mobile):

Phone (Mobile):

Email:

Email:

Child's doctor:

Name:

Phone:

Name of medical centre:

Health

Illness/allergies:

Is your child up-to-date with immunisations?

Tick One Yes

No

(Please provide verification of all immunisations)

For staff: Immunisation records sighted and **copied** for records:

Tick One Yes

No

Medicine

Category (i) Medicines

A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet.

Note: The service must provide specific information about the category (i) preparations that will be used.

Do you approve category (i) medicines to be used on your child?

Tick One Yes

No

Name/s of specific category (i) medicines that can be used on my child, **provided by service:**

✦ Arnica (bruising)

✦ Savlon (cleaning wounds)

✦ Anthisan (insect bites and other itches)

✦ Saline Solution

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Category (ii) Medicines

Category (ii) medicines are prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is used for a specific period of time to treat a specific condition or symptom, provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.

I acknowledge that written authority from a parent is to be given at the beginning of each day a category (ii) medicine is to be administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

Category (iii) Medicines

To be filled in if your child requires medication as part of an **individual health plan**, for example for an ongoing condition such as asthma or eczema etc and is for the use of that child only.

For staff: Individual health plan sighted and a copy taken:

Tick One: Yes

No

Name of medicine:

Method and dose of medicine:

When does the medicine need to be taken: (State time or specific symptoms)

These plans are reviewed every three months.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

In the event of your child receiving a minor injury at preschool the following protocol will take place:-

- Child will be comforted and a qualified First Aider (all teachers on duty have current practicing First Aid Certificates) will carry out any required treatment.
- Any scrapes and cuts will be cleaned, disinfected with antiseptic, HYPERCAL cream will be applied and a plaster will be placed on the injury.
- Any insect bites will be treated with ANTHISAN cream.
- Any bruise will be treated with an ice pack and application of ARNICA cream.
- A comprehensive accident report will be completed and brought to your attention when collecting your child from school. This form will be signed by staff and parent and you will receive a copy.

Enrolment Details: (subject to conditions)

Date of Enrolment: ___/___/___ Date of Entry: ___/___/___ Date of Exit: ___/___/___

Please Note: 20 Hours ECE is for up to **six hours per day**, up to **20 hours per week** and there **must be no** compulsory fees when a child is receiving 20 Hours ECE funding.

Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total hours:

For 20 Hours ECE fill out boxes below with the hours attested e.g. 6 hours

20 Hours ECE at this service						Total hours:
20 Hours ECE at another service (name of service) : _____						Total hours:

Parent/Guardian Signature: _____

Date: ___/___/___

1. Is your child receiving 20 Hours ECE for up to six hours per day, 20 hours per week at this service?

Tick One

Yes

No

2. Is your child receiving 20 Hours ECE at any other services?

Tick One

Yes

No

If yes to either or both of the above, please sign to confirm that:

- ✦ Your child does not receive more than 20 hours of 20 Hours ECE per week across all services.
- ✦ You authorise the Ministry of Education to make enquiries regarding the information provided in the Enrolment Agreement Form, if deemed necessary and to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE.
- ✦ You consent to the early childhood education service providing relevant information to the Ministry of Education, and to other early childhood education services your child is enrolled at, about the information contained in this box.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

↩ 20 Hours ECE Attestation:

↩ Dual Enrolment Declaration

I hereby declare that my child **is/is not** enrolled at another early childhood institution at the same times that he/she is enrolled at [insert name of service].

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

↩ **Fee Charges:** (our service **does not** require you to pay fees for the 20 funded ECE hours your child is receiving)

I agree to pay the following fee as specified in this enrolment agreement form (or subsequent change of session form)

\$ _____ per week. (all fees are due one week in advance)

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

↩ **Person(s) responsible for payment of fees:**

Please Note that you remain responsible for all fees until payments are received and it is your responsibility to make sure your documentation is regularly updated.

**It is our policy that all fees are paid by *Automatic Payment*. [Westpac](#)
Account number 03 1322 0827064 000**

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 management and parent.

Your child will not be enrolled at the centre until this enrolment form is completed, signed and the \$20.00 enrolment fee has been paid. If there are no current/suitable vacancies then your application may be placed on our waiting list.

Any outstanding accounts will be passed on to Debt Collection Agency and all costs, plus interest, of debt recovery will be added to your account.

If your child is leaving the pre-school, **TWO WEEKS NOTICE** is required in writing to the manager/head teacher.

I/We accept responsibility for payment of fees and understand that *unpaid fees will be processed for debt collection. (including all associated costs)*

Parent Signature: _____ Date: ____ / ____ / ____

Statutory Holidays / Term Breaks

We do not close over Government school holiday periods.

We are closed on public holidays and normal fees apply. Normal fees apply for absent/sick days. After your child's first twelve month anniversary you will be entitled to three weeks holidays at half fees.

No reduction will be made for absence due to illness, Public Holidays or other personal activities which keep the child away from the centre. Full fees apply on these days

Other

Policy Statement: Newton Street Childcare Limited

Policy Statement: Newton Street Childcare Limited has a number of policies that set out the procedures that are in place for the care and education of the children who attend. We strongly urge you to read these. The signing of this enrolment agreement form indicates that you will abide by the policies of this service, and understand how you can have input to policy review.

Parent Information Folder: Please ensure you have read the information attached to your enrolment form as it covers such things as fee details, subsidies that are available to you and ways in which we can help you and your child settle into the service.

- I give permission for my child to receive vision and hearing testing by The Public Health Nurse.
- I give permission for my child to be photographed while at the centre for Purposes of their personal record portfolio.
- I give permission for any such photograph to be used for parent education purposes and viewing. (Our Public Website, centre public Facebook page, parent portal (Infocare and portfolios).

Service Declaration	
On behalf of Newton Street Childcare I declare that this form has been checked and all relevant sections have been completed	
Service Provider Signature: _____	Date: ____ / ____ / ____

Parent Declaration	
I declare that all the above information is true and correct to the best of my knowledge.	
Parent/Guardian Signature: _____	Date: ____ / ____ / ____

Parent Information

Please ensure you have read the information attached to your enrolment form as it covers such things as fee details, subsidies that are available to you and ways in which we can help you and your child settle into the service.

Attestation Form

Change of Days/Times of Enrolment:						
Effective Date of Change: ____ / ____ / ____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
For 20 Hours ECE fill out boxes below						
20 Hours ECE at this service						
20 Hours ECE at another service						
Effective date resume back normal booked				Date: ____ / ____ / ____		
Parent/Guardian Signature: _____				Date: ____ / ____ / ____		
Change of Days/Times of Enrolment:						
Effective Date of Change: ____ / ____ / ____						
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled:						Total
For 20 Hours ECE fill out boxes below						
20 Hours ECE at this service						
20 Hours ECE at another service						
Effective date resume back normal booked				Date: ____ / ____ / ____		
Parent/Guardian Signature: _____				Date: ____ / ____ / ____		

