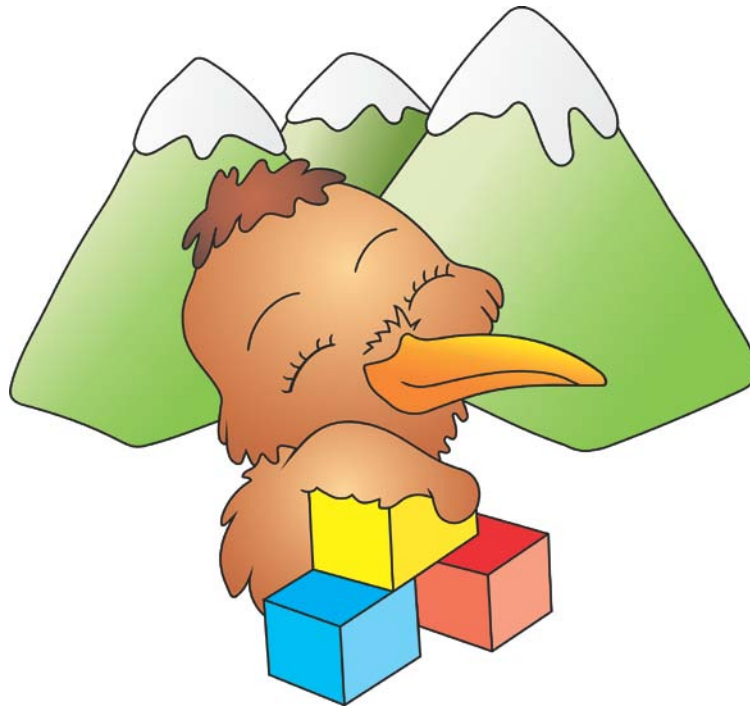


Kiwi Explorers

Early Education Centre



**Quality care and education for children aged
3 months to 5 years old.**

**219 Main Road Hope,
Nelson, 7020**

Open: 7.30am to 5.30pm

Phone: 03 544 6963

Welcome to Kiwi Explorers

Thank you for considering Kiwi Explorers as the early childhood environment for your child to spend their very important early years of care and education.

Background

Kiwi Explorers Early Education Centre has been purpose built using the 'original' farm house to create a 'home away from home' feeling. The separate indoor spaces will provide children with age appropriate programmes and environments that stimulate and develop their social skills.

The large outdoor areas allow for children to explore a natural environment freely. They will provide physical challenges that build children's confidence and develop important skills that lead onto children being capable formal learners.

Centre Philosophy

We believe that when teachers nurture children's interests with warmth and caring, both adults and children grow and learn together.

At Kiwi Explorers we provide a stimulating and safe environment that promotes challenges. We provide an environment which stimulates child initiated activities with uninterrupted periods of play alongside teachers acting as resources themselves, facilitating and scaffolding children's endeavours.

We incorporate our four guiding principles:

Empowerment

Our curriculum builds on "the child's own experiences, knowledge, skills, attitudes, needs, interests, and views of the world." (TeWhaariki, 1996). To learn and develop to their potential, children must be respected and valued as individuals. We encourage children to become independent and lifelong learners by providing equal educational opportunities for all and by recognising the significance of TeTiriti o Waitangi. (TeWhaariki, 1996, pg 40)

Holistic development

"Learning and development will be integrated through: tasks, activities, and contexts that have meaning for the child, including practices and activities such as care routines, mealtimes, and child management strategies; opportunities for open-ended exploration and play; consistent, warm relationships that connect everything together." (TeWhaariki, 1996, pg 41)

Family and community

We foster children's well-being by supporting families, respecting their culture, knowledge and community and aiming to build strong connections and consistency among all aspects of the child's world.

Relationships

At Kiwi Explorers we work to establish high quality relationships. Teachers are open in communication, engaging active listening skills and building a shared understanding between children, whanau, colleagues and communities through positive, responsive, reciprocal and respectful interactions. We understand that modelling appropriate social behaviours gives children the chance to learn this too. "We provide encouragement, warmth, and acceptance, challenges for creative and complex learning and thinking, helping children to extend their ideas and actions through sensitive, informed, well-judged interventions and support." (TeWhaariki, 1996, pg 43)

At Kiwi Explorers dispositions are important "learning outcomes". To encourage robust dispositions to reason, investigate and collaborate, children will be immersed in a community where people discuss rules, are fair, explore questions about how things work, and help each other. Our holistic approach to teaching benefits children in their social, emotional and physical development from infant's right up until they go to school.

Hours

Kiwi Explorers is open from 7:30am to 5:30pm Monday to Friday.

- We do encourage parents to enrol their children for at least 3 hours per visit and at least 2 days per week. This helps children settle into the programme and become confident in the learning environment.
- **School holidays** - Kiwi Explorers is **open** during the school holidays as normal. During school holidays bookings are as normal and any absences will be charged for at the full rate.
- **Statutory/public holidays**- Kiwi Explorers will be **closed** on all Statutory/public holidays. Normal fees will apply on all statutory/public holidays.

Fees

Fees are payable in advance by cash, direct debit or automatic payment. Payments are strictly weekly unless by prior arrangement with management. Invoices, statements, are given to parents weekly if in arrears or when required. These are printed and placed in your parent pocket or emailed.

Enrolment fee

We charge an enrolment fee of **\$45.00** to cover administration costs and to confirm a place for your child in our centre. This is payable before your child's start date.

Under 3 fees

- Part time \$6.50 per hour
- Full time (35 hours plus) \$225.00 per week

Over 3 fees

- Part time \$6.50 per hour
- Attested 20 Hours ECE \$1.50 per hour (optional charge)
- Full time \$225.00 per week, if 20 hours ECE is not attested
- Full time \$127.50 per week when 20 hours ECE are attested

Optional Charges for 20 Hours ECE

Some components of the high quality ECE that Kiwi Explorers provides are additional to the Ministry of Education's regulated requirement. This additional cost covers snacks, profile book colour printing, sun screen and excursions - things which directly benefit your child and builds on the experiences provided at Kiwi Explorers. This enables us to deliver high quality early childhood education to children. The optional charge is not compulsory and if you choose not to pay there will be no penalty.

Cancellation of enrolment

Two weeks paid notice is required to cancel your child's booking.

Subsidies

You may be eligible for a childcare subsidy through WINZ. We do have forms available but you will need to enquire at your local WINZ office.

We do offer the government's 20 Hours ECE funding. When your child turns 3 years old they will be eligible for this. Please enquire about this on enrolment or closer to your child's 3rd birthday.

Holidays and absences

Please remember to contact the centre if your child is going to be absent for any reason.

Sick days

- If you notify the centre 1 hour before your child's booked start time you will be entitled to half fees for the day.
- If you do not notify the centre you will be charged full fees for the absence.

Holidays

- All holidays are charged at the full rate to retain your child's place. Please contact the centre if your child will be on holiday.

Signing in and collecting children

- Please ensure you sign the day sheet both on arrival and before departure.
- If you are running late it is important that you ring and let a teacher know.
- Only people on the enrolment form are able to pick your child up. Please let a teacher know if someone different is dropping off or collecting your child.

Parent information and involvement

- We have an open door policy at Kiwi Explorers. Parents and whanau are welcome at any time.
- Each child has a profile book which documents their learning and development. These books can be taken home at any time to share with your whanau. We appreciate any contributions you wish to add e.g. photos, stories from home or comments on our learning stories.
- Parents are kept well informed through conversations with staff, parent notice boards and regular newsletters.
- Notices are put in your parent pocket or emailed.

Please feel free to ask our teachers if you have any questions or would like any other information.

Bags and belongings

- Please name your child's bag on the outside, this helps the teachers keep your child's belongings in the correct place.
- Please ensure all your children's clothes are clearly named, this helps the teachers return them to the correct families and helps eliminate lost property.
- Please make sure the spare clothing is weather appropriate.
- We encourage parents to keep all children's personal toys at home. We do not accept responsibility for lost or broken toys.

What to bring

A named bag containing:

- **Spare clothing** - Learning and exploring can get messy. Therefore all children require at least 1 or 2 full changes of clothes each day.
- **Hats** - all children are required to wear a sunhat when playing outside during the summer months. We encourage children to wear woolly hats outside on cold days.
- **Appropriate foot wear** - children's footwear should fit properly. Children should wear footwear that allows them to play easily, walk comfortably and is easy for them to take off and put on themselves as they get older. We encourage gumboots and slippers over the winter months as children will be asked to take their shoes off while inside.

Food and drink:

- A lunch box containing a healthy variety of food for lunch. We do have pamphlets available which can give you some ideas of healthy lunchbox options.
- A drink bottle containing water. We do have water and cups available for children to use if necessary.
- We provide healthy snacks for morning and afternoon kai, so if you are concerned about the amount of food your child is eating from their lunch box please talk to a teacher from their room about this.

Food and nutrition

Kiwi Explorers have a healthy eating policy and the teachers can help you with ideas for nutritious food and drink choices for your child. A copy of this policy is available for you to read in the operations manual located by the sign in desk.

Children's health

It is important for the well-being of everyone at Kiwi Explorers that any unwell child is kept at home (refer Illness and Infectious Diseases policy). If your child requires medication due to illness you will need to complete the authorisation form and give the medicine to a teacher for safe storage. Please make sure all medication is clearly named and labelled with your child's name, dosage and frequency required (refer medication Policy).

Sleeping

Cots and mattresses are available for children who require a sleep. Each child will have an individual set of linen, provided by Kiwi Explorers. If your child requires a sleep during their time at Kiwi Explorers you will be shown our sleep areas and our 'Sleeping Children policy'. We do try to keep sleep routines similar to the one your child has at home however due to the environment being different their patterns may change slightly. We will endeavour to follow your wishes keeping in mind the children's well-being throughout the day.

Programmes

At Kiwi Explorers we have three developmentally appropriate areas for children, the baby space, toddler/pre-school area, and our transition to school room.

Each area has its very own programme running day to day, weekly and termly. Each programme fosters skills and focuses on the interests of the children attending in that area at any given time. Please take time to look at the programme boards to see what the children are interested in and working on developmentally.

Preparation for school - early literacy and numeracy

We aim to support young learners on their pathway to literacy and numeracy success and overall transition into a school environment. We prepare children physically, cognitively, socially, and emotionally for the next steps in their learning journey. As educators we are aware of the strong link between a child's physical and emotional development and literacy and numeracy success and therefore ensure that our programmes cater for this.

Benefits of providing small group times

Each area has a daily routine consisting of play times, mat times and meal times. These are at the same time every day. Consistency in routine helps children relax with the knowledge of what comes next during a school day.

Building confidence in children helps them become positive capable learners. By creating an environment in the classroom that is similar to the one at school helps with the transition because children recognise and already know how to e.g. count, recognise numbers, recognise their written name, identify letters in their name, write letters, read a book by themselves and work co-operatively alongside others in small or large groups.

Small groups allow close interaction between preschoolers and adults. Children benefit from small group activities by getting more opportunities to participate and by learning to work and play well with the other children in the group. Teachers benefit from small groups by being able to engage each child in the activity and conversation; observing them more closely than they could in a large group setting. (Mary Davis)

The balance between communal, small group, and individual activities should allow opportunities for interaction, co-operative activities and privacy. TeWhaariki (1996)

The following information is designed to answer some of the most frequently asked questions that parents have when enrolling and settling their children in an early education setting.

Visits, settling in and transitioning

- We recommend about 3 visits of an hour's duration to familiarise your child with their new environment. This also helps your child to get to know the other children and teachers whilst still having you available to support them.
- During this time you will be introduced to the teachers and specifically the teacher who will be responsible for helping your child settle into Kiwi Explorers.
- Once your child is left in our care for the first time, we welcome you to ring as many times as you feel necessary to ensure your peace of mind.
- At Kiwi Explorers we have an open door policy which means parents and whanau are welcome to visit at any time during the day.
- It often takes children 2-3 weeks to really settle into a new environment. This time is when children are getting used to all the new faces, different noises and routines.
- Occasionally children will appear to have settled in immediately, only to then become unsettled a few weeks later. This is also quite normal and we encourage you to continue the normal settling in process with them.

Suggestions that help the settling in process

Encourage your child to begin being independent before you arrive at the centre and then during your drop off routine by:

- Talking to them about what is going to happen when you do arrive;
- Talk about who and what they might play with;
- Walking into the centre holding your hand (rather than being carried);
- Helping to put their bag away.

Information that helps parents through the leaving process

It is most helpful if you have a regular routine when saying goodbye. It helps your child when they know what to expect and that you will be consistent. It is also a good idea to discuss your leaving routine with your child as well.

Some things you could use to settle your child before you leave are:

- Stay and do a quick puzzle or read a short story together before you say goodbye (something that has an end);
- Leave them with a teacher or some other children;
- Always say goodbye, give them a kiss or cuddle, and tell them you are going to leave and that you or someone else will come back later to pick them up;
- It is important to leave as soon as you say goodbye;

When you leave your child may cry. This is normal and usually the crying stops very soon after you leave. Your child will get busy and feels better quickly, but you may feel awful for a lot longer! Feel free to phone us at any time to check on your child.

In our experience, if your child is finding saying goodbye especially difficult, you can help them by making the routine short and sweet. It is also helpful to think about how you feel when leaving your child at Kiwi Explorers. If this is something you find hard to do and you don't really want to do it, your child will pick up on this and behave accordingly when it comes for you to leave.

When you return to pick them up try and spend a few minutes looking around and encouraging your child to tell you something they did that day. This builds their self-esteem and shows them that you enjoy listening to them and sharing their experiences at pre-school.

Thank you for taking the time to read our information. It is important that you keep this information for reference as you have signed our enrolment agreement stating "you have read the information in the parent information booklet" and "Kiwi Explorers 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,"