



Welcome to New Beginnings Early Learning Centre. This information booklet is designed to let you as a parent, caregiver or whānau know a little about who we are, and what we can offer your child. If you have any further questions, please feel free to ask us.

New Beginnings is a purpose-built centre with one room for our Pīwaiwaka tamariki (children under two years old) which provides a warm, homely atmosphere. The larger room is for our Tūi tamariki (children over two years old) with great access for children to have indoor/outdoor flow. The environment is bright & sunny with a great range of activities and resources for children to choose from.

Philosophy Statement

Here at New Beginnings, we believe the journey of lifelong learning begins at home and feel privileged to be part of each child's learning journey. We strive to embrace a Whanaungatanga approach within the centre by building reciprocal relationships through shared experiences with each child and their whānau while encouraging their sense of belonging within the Beginnings whānau.

We acknowledge and value that all children are unique individuals with their own experiences who develop within their own time. We strive to embrace a child led environment while encouraging positive social competencies and self-help skills. We believe that all children are capable and confident learners and value their independence, individual interests and personal strengths. We believe that children learn holistically through play in a loving, caring environment where they are encouraged to make their own choices. We feel each child should feel as equally valued and respected as their peers.

Where we value whānau as a child's first teacher and ourselves as kaiako as their second teachers, we also acknowledge and support the environment as the third teacher. We believe children should have the opportunity to explore nature within the centre and in the local community. We strive to maintain an indoor/outdoor flow within the centre and expand on children's natural curiosity.

At New Beginnings we value the diverse multi-cultural whānau we have in the forms of our kaiako, tamariki, whanau and wider community. We are committed to supporting and upholding Te Tiriti o Waitangi through our inclusion and continual learning of Te Ao Māori. We strive to incorporate tikanga Māori, te reo Māori and te ao Māori within our centre environment while also supporting and acknowledging the multiple cultures of the tamariki who help make up our Beginnings Whānau.

Pre-Entry Visits

Parents are required to visit with their child at least three times before their start date. This is important as it not only allows us to get to know your child and family a little but allows your child to start to feel comfortable with the surroundings, the routines and the staff while having their familiar and secure attachment present. It will allow for an easier transition between home and centre. The best time for visiting is around 10.15 am. You can also visit in the afternoon but please discuss this with the teachers in the room you are visiting so as to avoid sleep time, or the afternoon pick up times.

Arriving & Departing

Please park in the designated car parks when dropping off your child and escort them into the centre. Children when driven to and from the centre must travel in car seats or approved child restraints.

Arrival & departure at New Beginnings is through the main door at the side of the building. Here you will find the daily roles for signing your child in and out of the centre. Please do not use the gate entering the playground. This is for emergency use only. Please be sure to sign the role and advise a staff member that your child is arriving/departing as this is a Ministry of Education requirement as well as a safety requirement in the event of a fire or forced evacuation.

Please ensure your child arrives no later than 9.30am, if you are going to be later than this, please advise the centre beforehand.

It is beneficial to say goodbye to your child when leaving. This may cause an upset for your child but the staff will support you both. Feel free to call to check in on how your child is doing throughout the day, we will make sure to call you if your child is not settling and needs to be collected early.

We can only allow a child to be collected from the centre by a person authorized on your signed contact list. If you need to allow a different person to collect your child we need to be notified by phone and followed by an email, otherwise please let the teachers know at drop off time and they will make a written note in their communication book.

Visitors



WAIHEKE ISLAND, NEW ZEALAND

All visitors to the centre need to sign our visitor book and be supervised by staff to ensure safety requirements are met. We have an open-door policy, and actively encourage parents/caregivers to call into the centre at any time and be part of their child's care and education within our program. Our centre is a workshop, the children will get dirty and the centre will be messy at times. We do encourage the children to tidy up after themselves. Please remember that the centre is a vehicle for play and children learn through play.

Food

Morning tea and afternoon tea are provided for children in both the Tui Room and Piwaiwaka room with children in the Tui room enjoying their lunchboxes from home at lunchtime. We do ask that you consider packing your child's lunch as if they were going to school where they will not be able to store it in a fridge or heat their food as this takes a teacher off the floor and away from the children to prepare individual lunches. Piwaiwaka children have premade mashed vegetables daily along with fruit and/or crackers. You will need to provide formula or breast milk if your child has bottles during the day but cow's milk will be provided. If your child has any food allergies, please let us know. We ask that all hard fruit & vegetables (apples, pears, celery etc) supplied in lunchboxes are peeled, grated and or/cooked to comply with the Ministry of Health regulations on minimizing food related choking hazards in ECE.

Attached to the end of this enrolment information is advice on reducing food-related choking in centres

We are also a completely **nut free** centre so ask that you please refrain from sending any nuts, muesli bars or nut spreads to the centre.

At meal times we encourage the children to participate in karakia – grace.

At New Beginnings we celebrate Birthdays, Christmas and Easter, but please inform us if you don't or if you celebrate any other traditions. Food may be brought in as a treat for these celebrations by other families and shared by the staff to the children here.

Outside Excursions Authority

As part of our curriculum, we like to take children for short walks around our community. This requires you to sign the enrolment form that gives us authority to take them on short

walks. When we go on a major excursion involving transport, or when your child is offered a space in the weekly excursion, a consent form will be sent home.

Policy for Unwell Children

Parents and caregivers of children who attend Beginnings Early Learning Centre are requested to adhere to our sickness policy and its contents.

- In cases of suspected illness, children will be isolated from other children and will be supervised at all times.
- We will contact parent(s)/ caregiver as provided on the enrolment form as soon as possible, to advise them to collect their child.
- If a child appears to be seriously unwell, staff will alert the supervisor so an ambulance may be called, eg. Febrile convulsions, severe asthma attack, difficulty in breathing, fitting after bumping head etc.
- If a child is sent home with any illness, it will be recorded in our Sickness Book which is located on the teacher's shelf in both rooms. Details to be recorded are: The child's name, date, time, the suspected illness, time parents are contacted to collect and the time they are collected.
- **MEDICATION:** All medication must be handed to a staff member to be kept in the kitchen. Medicine **MUST NOT** be left in children's bags. The medicine sheet located by the teachers' desk in each room must be filled in and signed by the parent/Caregiver. The book must state the date, child's name, time medication is to be administered, name of medicine, amount to be given, parents signature and staff signature who gives the medicine.
- We request that Parents and caregivers take all precautions required to help us maintain a healthy environment for our children to enjoy.
- **Diarrhea and Vomiting** - the last episode of either of these should be at least 48 hours before returning to the centre. It is the policy of the centre to send children home when they have had diarrhea [watery or offensive smelling] or vomiting.
- **Temperatures** – children must be at least 24 hours fever free with no other symptoms before returning to the centre.
- **Colds and Coughs** - If your child is obviously unwell, **PLEASE** do not bring them to the centre as they don't cope well with the busy centre day when sick. A green runny nose always indicates the presence of infection.

We use the Guide to Infectious Illnesses as printed by Ministry Of Health.

Thank you for helping to keep our Centre healthy.

new
BEGINnings

WAIHEKE ISLAND, NEW ZEALAND

Termination of enrolment

We require three weeks written notice when ending your child's enrolment, whether this is to attend school, kindergarten or for any other reason. If you withdraw your child without notice you will be charged the notice period of 2 weeks.

Changing of booked hours

If you require a change to your booked hours, we require two weeks written notice to action this. If you change your hours by dropping a day or reducing your hours without notice you will be charged for the notice period of 2 weeks.

Policies & Procedures

In signing the enrolment form you agree to abide by the procedures and rules of New Beginnings Early Learning Centre. These terms and conditions are not exhaustive and others are contained in our policies, practices, procedures, charter, notices and parent handouts.

Our policies are available for you to read in our foyer. We ask parents to make comments on our regularly revised policies and we welcome this.

Parent Resources

We believe that we support parents in the care of their children. We have resources available to you in our parent library. Please feel free to borrow these resources. There is a parent notebook to sign the material in and out. We also try to organize education nights and fun nights for parents and encourage you to attend.

What should you send in with your child?

- ✓ At least two (2) sets of named spare clothes
- ✓ Extra underwear and pants if your child is currently toilet training
 - ✓ Sun hat for summer/warm winter hat for winter
 - ✓ Medication if needed
 - ✓ Nappies if your child is in them still
- ✓ Named bottles and formula (we will provide cow's milk) if your child is still having these
 - ✓ Lunch if in the Tui room
- ✓ You are welcome to bring your child's own drink bottle if you wish, but we do have cups and water available throughout the day
 - ✓ Dummy or comfort items your child uses for sleep.

Some Key Information to keep in mind:

- ✓ Your child will get messy while playing and learning here at New Beginnings – we love messy play. We ask that they are dressed in old clothes, or at least clothes you don't mind getting messy and/or stained.
- ✓ Our staff are here to help. Please feel free to ask questions or raise any concerns. No matter how small the issue, just ask.
- ✓ Remember to sign your child in and out at the beginning and end of the day. This is a Ministry of Education requirement.
 - ✓ Please update your contact details when you move house or change phone numbers. It is important that we can always contact you.
- ✓ Please leave your child's toys at home, it is very distressing to the staff and children if their special toys go missing. You are welcome to bring a special comfort toy.
- ✓ Your child's individual portfolio records your child's learning and development. You will receive stories via Educa as they are written and you are welcome to take their portfolio home at any time. Just remember to bring it back so we can add more learning stories.
- ✓ The centre will be closed for 2 weeks over Christmas and New Year. You will receive the dates at the beginning of November.
- ✓ Please give us 2 weeks' notice if you wish to change your child's days, are going away on holiday or are leaving the centre.
 - ✓ Please do not post photos of children at the centre on social networking sites.
- ✓ The Early childhood services regulations (2008) and the Licensing Criteria for Early Education and Care Centres (2008) are located in the office, and are also available online if you would like to read them.

- ✓ You can read our most recent ERO by requesting this from a Team Leader/Centre Manager or these documents can be found online at www.ero.govt.nz

How can you be involved in your child's learning here?

At New Beginnings we believe that a partnership with our parents and whanau is essential to providing children with excellent learning opportunities and high-quality care and education.

Here are some ways that you can be informed about the centre and be involved:

- ✓ Fill out your child's introduction page.
- ✓ Check your child's portfolio for new learning stories, reply to your child's stories on Educa or write some of your own stories on Educa of things that you have done at home or on holiday.
- ✓ Communicate daily with staff about your child's day and share information.
 - ✓ Read the white boards to see what is happening in your child's room.
 - ✓ Read our newsletters and keep an eye on Educa for up-to-date information
 - ✓ Give feedback and contribute to our policy reviews or self-reviews.
- ✓ Let us know if something special is happening at home e.g., new baby, grandparents coming to stay, and upcoming trip etc
- ✓ Bring in recyclable materials/loose parts for the children to use, we are always looking for:
 - Lids: different sizes, plastic, and metal
 - Ribbon; different sizes, colours
 - Empty cotton reels
 - Bunches of keys
 - Wooden pegs, wooden spoons
 - Wood for carpentry table (untreated)
 - Natural materials e.g., shells, pinecones etc
 - Tins with lids e.g., Empty formula tins are great
 - Egg cups and cartons
 - Curtain rings and napkin rings



Feedback

If you have any other questions or queries, please do not hesitate to talk to Danielle, the Centre Manager, the Team Leaders or any of the Teachers. We look forward to getting to know you and your whanau and providing a wonderful learning environment for your child/children. You are also welcome to send any concerns or praise relating to your child, the program or centre itself to us via email at info@newbeginningswaiheke.co.nz so the matter can be discussed, resolved or applauded.