



“Providing for the  
healthy minds and healthy bodies  
of our Kiwi Kids”

Phone: (09) 436 3085

Email: [info@kiwikidsehc.co.nz](mailto:info@kiwikidsehc.co.nz)



# Parent Handbook

Welcome to Kiwi Kids Early Learning Centre. We look forward to meeting you and your child and getting to know your whanau. Below you will find information about the centre, such as our hours of operation, fees, the different rooms within the centre, programming, and policies of the centre. If after reading this hand book you have any more questions please feel free to talk to any of our staff, as we are here to help.

## About us:

Kiwi Kids Early Learning Centre is a modern and well equipped educational space - created to develop the healthy minds and bodies of our children within a stimulating and caring environment.

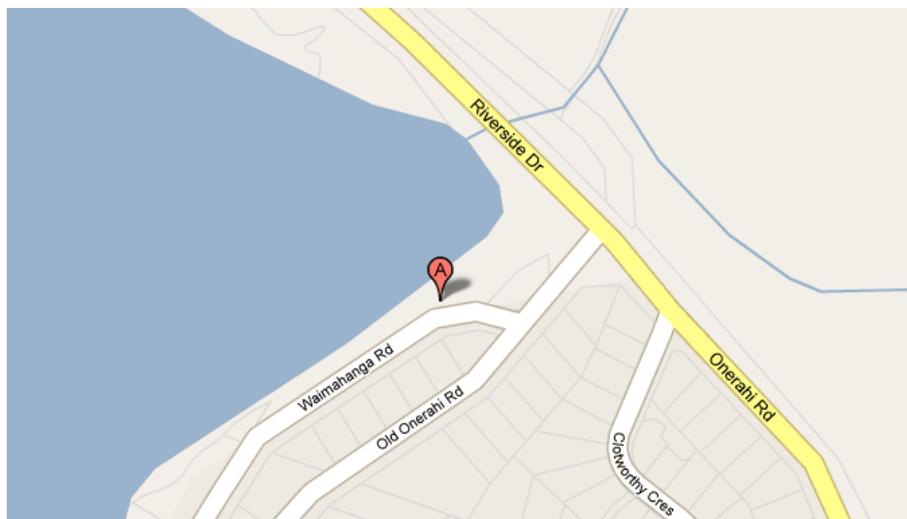
Kiwi Kids Early Learning Centre is a family centre where your child and whanau will feel at home and part of our extended whanau. Kiwi Kids is a purpose built centre, creating three developmental areas for your child. The Piwakawaka room is for our young infants, the Tui tots room is for our busy toddlers and the Kereru Kindy is for our ever exploring young children.

Fun, play, fresh air and outdoor exploration are very important elements in the healthy development of our children. Kiwi Kids Early Learning Centre provides a secure outdoor area for kids to experience the natural environment at their own pace. Inside we are equipped with various musical, technological, artistic, manipulative and quiet activities for the children to explore.

Kiwi Kids Early Learning Centre and its teachers are passionate about providing an environment that nurtures the healthy minds and healthy bodies of our children.



## Centre Location:



Kiwi Kids Early Learning Centre is located at:  
4 Waimahanga Road, Onerahi.

## Hours of Operation:

Kiwi Kids Early Learning Centre is open from 7:00am to 5.30pm Monday to Friday.

## 3 Separate Developmental Areas:

Piwakawaka caters for children aged 6 weeks to 18 months. Tui Tots caters for 18 months to 3 years and Kereru Kindy caters for 3 years to 5 years. These ages are just a guideline as transitioning between the rooms will be decided between the teachers and parent, and will focus on when the child is ready physically, emotionally and mentally as well as space availability.



## Charges:

We have three options available; so you can choose the option that best suits you and your whanau.

**Sessions:** 4 hours, morning, 8am to 12noon or afternoon, 1pm to 5pm

**School Day:** 7 hours, 8.30 am to 3.30 pm.

**Full Day:** 10 ½ hours, 7 am to 5.30 pm.

### Conditions:

Minimum of 2 days attendance per week.

Sessions are only available in conjunction with a school/full day.

20 Hours is available for children aged 3 to 5 years.

Work and Income Subsidy is available. Please talk to Work and Income about your entitlements. We are able to sign the form needed to request the subsidy.

Nutritious meals, nappies and extra stationary for the Kereru Kindy programme are included in our fees. However, if your child is attending morning and afternoon sessions using 20 Hours ECE these items become an optional additional charge.

While our vision is that the children share in a communal experience at meal times, and that parents have the ease and convenience of having meals, nappies and extra stationary for the Kereru Kindy programme supplied, if your child's receiving 20 Hours ECE, the \$5 catering charge per day becomes optional. If you do not wish to pay this fee, you will need to provide your children with enough healthy food for each meal time they are at the centre for and supply any pull ups/nappies required, and any extra stationary required for the Kereru Kindy Programme.

An optional \$5 sun block fee is charged once each summer. If you chose to pay this fee your child will have sunblock applied every two hours or when needed during the summer. This will be charged at the start of December. If start date is after December and before March it will be added to their first account.



## Fees:

	1 Day	2 Days	3 Days	4 Days	5 Days
Sessions for children 0-5 years no 20 ECE	\$31	\$62	\$93	\$124	N/A
Sessions for children 3-5 years using 20 ECE	\$5	\$5	\$5	\$5	N/A
School Day for children 0-5 years no 20 ECE	\$47	\$94	\$141	\$180	\$220
School Day for children 3-5 years using 20 ECE	\$11	\$22	\$33	\$68	\$115
Full Day for children 0-5 years no 20 ECE	\$65	\$130	\$195	\$240	\$275
Full Day for children 3-5 years using 20 ECE	\$29	\$58	\$87	\$140	\$205

- 🌿 BOND – a bond of 1 week of fees are to be paid before your child starts at the centre. A full week is required even if you are getting a WINZ subsidy.
- 🌿 Absent fee - An absent fee will be charged when your child is absent due to illness or holiday. This fee will be charged at 50% of your child's normal fee that day. You must contact the centre 1 hour before your child's booked start time or at 7am if your child is booked in between 7 and 8 am. If your child's absence is due to holidays we require one weeks' notice.
- 🌿 All absences for children with Work and Income subsidies are charged at the full day rate.
- 🌿 Fees are to be paid weekly, unless prior arrangement with the manager. Late payment will result in penalties.
- 🌿 Our preferred method of payment is direct credit. We also accept Automatic Payments, EFTPOS or cash.



## What to bring to each day:

We need the completed enrolment form, a weeks bond, a copy of their birth certificate and up to date immunisation, if they are immunised.

## What to bring to each day:

Each day your child will need to bring a bag with:

- 🍁 2 full changes of clothes (minimum) – we love to get messy, wet, and grubby!
- 🍁 Formula or breast milk (if required) - clearly labelled with your child's name.
- 🍁 In winter – Gumboots, raincoats, and jumpers.
- 🍁 In summer – Togs, shorts and singlet's.

When your child starts at Kiwi Kids Early Learning Centre they will be given a personalised name tag for their bag, however, we do ask that you also write your child's name on the bag.

We ask that you name all of your child's clothing including socks and underwear. While the teachers will endeavour to make sure your child's named clothes are returned to their bags, we take no responsibility for lost clothing. All clothes left at the centre at the end of the day will be placed in the lost property collection. We ask that you check this collection regularly. At the end of each term any leftover items in the lost property will be given to charity.

## Things to know about when starting:

- 🍁 Your child must be signed in and out each day they attend the centre. The sign in sheets can be found outside the office.
- 🍁 Your child has an art folder located in their room. We ask that you check it regularly as these can fill up fast.
- 🍁 A parent pocket will be set up in the entrance area. All newsletters, invoices, accident reports and parent communication will be placed in this pocket. Please check it daily.
- 🍁 There is also parent information found in the whanau room.



## Settling In:

When your child starts at Kiwi Kids Early Learning Centre they will be appointed a Key Caregiver. This will be a teacher in your child's room that will be responsible for your child's settling in, routine, developmental updates, portfolio updates, communication, and parent induction.

Settling into new and unfamiliar environments can often be challenging for young children. This can be distressing for both the child and the parent/whanau. There are a few steps we insist take place to minimise the stress and time involved in the settling process.

- ✿ A minimum of three settling visits are required. These visits will introduce you and your child to the centre environment and the routines at Kiwi Kids Early Learning Centre. More settling visits maybe needed dependant on the child.
- ✿ During the first visit we require you to stay with your child in the centre and explore and investigate the centre with them.
- ✿ After the first visit depending on the comfort of your child we ask that you leave for a short period. This enables the child to explore the centre on their own and it also lets them know that Kiwi Kids Early Learning Centre is a place for them to have fun and enjoy. When returning to pick them up after a short period the child, learns that while you will be leaving them in the centre you will return to collect them.
- ✿ A whanau room is available for you to relax in while your child is having their visit, or you may leave the centre provided we have a means of contact for you if needed.
- ✿ When leaving your child at the centre we ask that you do say goodbye, so they know you are leaving. We ask that you only say goodbye once otherwise it can be quite distressing for the child.
- ✿ Please take the time while you are in the centre to meet the teachers and get to know them and share information about your child.
- ✿ Children are welcome to bring any special toys or cuddlies that are needed to help them settle



## Parent Involvement:

We understand the importance of links between the home and the centre. As the parents and whanau of your child you are our greatest source of information and support. We are here to work alongside you and your whanau. We encourage communication between the centre and home, home and the centre.

- 🌿 We encourage parents to take time to talk with teachers in the morning to inform us of how your child has been to enable us to support them fully.
- 🌿 We encourage you to catch up with teachers when picking up your child as this is a chance for you to find out about your child's day.
- 🌿 Each room has their own communication book which will be filled with photos, and/or captions about what the children have been doing.
- 🌿 A parent evening is held twice a year on a topic of choice. A survey may be sent out prior to the evening asking for a suitable day, time, and topic. We encourage parents and whanau to attend the parent evenings as they are developed to increase communication and share knowledge and information.
- 🌿 Surveys will be sent out periodically asking for your ideas and opinion on happenings around the centre. We appreciate your information and thoughts.
- 🌿 The children's menu for the day along with photos of the teachers in each area are available each day.
- 🌿 Parent pockets are set up in the entrance of the centre. Invoices, newsletters, and parent communication will be placed in these pockets.



## Portfolios:

- 🌿 Upon starting at Kiwi Kids Early Learning Centre your child will have a special book that is kept at the centre. This book will be all about your child and their learning. We will document their interests, strengths, explorations and discoveries. It will include artwork and stories about your child, plus a range of photos demonstrating experiences and learning your child is having. Your child's portfolio is a place where we can celebrate the individual skills and abilities of your child.
- 🌿 Another important aspect we encourage with your child's portfolio is parent/whanau feedback and stories. We believe that as parents and whanau you can offer a different view to your child from the one we may experience at Kiwi Kids Early Learning Centre. By including your parent and whanau voices, the teachers and children at Kiwi Kids Early Learning Centre are able to learn and connect more with your child. They can use the valuable information you share and include it in your child's daily life at Kiwi Kids Early Learning Centre.

## Programming and Curriculum:

At Kiwi Kids Early Learning Centre we follow 'Te Whariki', the New Zealand Curriculum that is in place for Early Childhood Education.

We have programmes in place for each room that are based on the children's developmental needs and interests. As the planning and programmes are different for each room we ask that you talk to the teachers in your child's room about the specific programme designed for each group.

We also believe that fresh air is important for children. Therefore, we will strive to take all the children for a weekly walk around our community and outdoor environment, so it is important your child brings good walking shoes.



## Picking up Children:

Children will only be released into the care of the child's parent or guardian, who is nominated on the enrolment form. If you wish to have your child picked up by another person you must inform the office and the teachers in your child's room. We require the person's name and a description, so we can be sure we are letting your children go with the right person.

## Car Seats:

It is a law that children under the age of 5 be restrained in an approved car seat. The centre owns a car seat which is available for parents to borrow in order to get their child home safely.

## Excursions:

At Kiwi Kids Early Learning Centre we believe it is important for children to experience their world and the community around them, therefore, we will endeavour to take the children on a range of trips informing them and giving them different experiences. When a planned excursion is coming up you will receive a newsletter informing you of the trip and any information you need to know about it. We may ask for parent helpers to add aide us with child ratios, we may also ask for a small fee towards the trip. This will cover the bus and the entrance to the excursion.

We will also take the children at Kiwi Kids Early Learning Centre on regular and spontaneous excursions around the community, e.g. the park and the Waimahanga track among other places.



## Child Information:

We have sleep, toilet and food charts available for your viewing. If you wish to know how your child slept, a sleep chart is kept in the sleep room and you can talk to the sleep teacher regarding their sleep. If you wish to know about your child's toileting throughout the day, please catch up with the toileting teacher and check out the toileting chart available in the bathroom.

## Special Occasions:

Birthdays and special family celebrations are an important part of your child's life. Please let the teachers know so they can support your child with photos and cards. You are more than welcome to bring a cake and/or come celebrate your child's birthday with us at Kiwi Kids Early Learning Centre; however, we ask that you make sure there are no nuts in any baking or food bought in.

## Facebook:

If you have a Facebook page please go to "Kiwi Kids Early Learning Centre" and "like" us. We find this a really easy way to keep up to date information, photos, and communicate all of the fun things we have been doing at Kiwi Kids.

## Centre Cellphone:

We have our own centre cell phone which we take on outings so we can easily be contacted. If your child is going to be absent or you would like to know how your child is getting on you are able to text us on 022 042 7086.



## Your child's health:

If your child is showing signs of any of the following symptoms we ask that you keep your child home:

- 🦘 High Temperature
- 🦘 Within 24 hours of starting antibiotics
- 🦘 Diarrhoea
- 🦘 Vomiting
- 🦘 Conjunctivitis
- 🦘 Whooping cough or other viral cough
- 🦘 Slap Cheek
- 🦘 Hand, foot and mouth
- 🦘 Inflamed eyes/throat
- 🦘 Unidentified Rash
- 🦘 Chicken pox
- 🦘 Mumps
- 🦘 Measles
- 🦘 Green Discharge from the nose
- 🦘 Headlice

If your child becomes unwell during the day, we will contact you to collect your child as soon as possible. Your child will be isolated until you arrive to pick your child up.

If your child contracts a contagious illness such as chicken pox, we require you to inform us as soon as possible so that we can inform other parents and limit the risk of it spreading.

## Immunisation:

On enrolment we require information of your child's immunisation status. Please bring in your Well Child book for us to copy and keep us update when your child has their immunisations. Please let us know if you choose not to immunise.



## Accidents:

Accidents are written up in the accident register. A teacher will talk to you about the accident when you pick up your child.

If any serious accidents arise, we will contact you or emergency person straight away, passing on all information. A decision will be made whether your child is taken straight to a medical centre or if you or an emergency contact person will collect the child. (A qualified teacher will accompany your child to the medical centre in the centres car seat, if required.)

## Medication:

All medication must be written, and signed into the medicine register, and handed to a teacher. We cannot give any medicine to a child without parent's permission. If your child requires regular medicine i.e. asthma inhaler or allergy medication please make sure this is written on the enrolment form. When the medicine has been administered, you will be required to sign it off.

Please make sure the medication is in its original bottle, with the child's name, dosage amount, name of medication and doctor that prescribed it on it. If any of this information is not on the bottle or the medication is not in the original bottle, the medication will not be given.

## Please ask us:

Teachers and staff are always available to answer any questions you might have. Please feel free to come and talk with us, as we are here for you.