

**Whānau**

**Handbook**

**Information for Parents and Caregivers**

**Directors: Joanna Jin**

**17 Graham Collins Drive  
Windsor Park, Mairangi Bay  
Auckland**

**Ph: 09 478 4784**

[**www.kindycottage.co.nz**](http://www.kindycottage.co.nz)

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**Kia Ora and Welcome**

Kindy Cottage is a privately-owned Early Childhood Education Centre, purpose built for the care and education of children from 5 months to 5 years. The Centre is situated in a quiet residential area next to a park, and adjacent to Rangitoto College and Knightsbridge Retirement Village.

We provide a fun and stimulating learning environment in a warm and homely atmosphere, with two separate age groups. Our licence allows us to accept up to 38 children. 12 under two’s and 26 children aged from 2 to 5 years. We are well resourced and have more than 80% qualified staff who are also first aid certified. We pride ourselves on our excellent teacher to child ratios, which ensures a quality learning journey for your child.

We believe that our centre offers a quality learning environment and a ‘home away from home’ culture where children are celebrated and cared for as they are supported to learn and grow.

**Centre Hours**: Monday to Friday - 7.30am to 5.30pm.   
We offer Full Time and Part Time enrolments.   
We are open 12 months a year and close only on Public Holidays and weekends.  
 **Session Options and Times**Full-time: 7:30am to 5:30pm  
Part-time 8:30am and 3:30pm

Any changes to session times require a minimum of two week’s notice.

**Our Philosophy**

**Rationale:** To ensure that the Centre effectively communicates to, and shares its philosophy with all parents, whānau and stakeholders, acknowledging and respecting their values, needs and aspirations.

**Purpose:** To ensure parents and whānau are aware of, and understand, the philosophy and direction of the Centre.

The Centre will effectively communicate and consult with parents and whānau, acknowledging and respecting their values, needs and aspirations, when reviewing the philosophy from time to time.

At Kindy Cottage, we welcome all tamariki and their whānau into a safe, trusting, and respectful environment where everyone feels a sense of love by our highly motivated, friendly, and professional Kaiako. When our tamariki leave Kindy Cottage, we would like them to go forwards with a love for learning, an understanding for boundaries, positively contributing to society, and having a respect for all cultures.   
 **Environment**We value an environment which is family / home like, that inspires curiosity and stimulates and encourages exploration. Our programme is play-based, with the child’s voice guiding us, and teachers responding by intentionally planning to extend their learning. We believe tamariki are individuals and need to be treated as capable and competent learners. Support, respect, and guidance will always be given to assist learning, and to explore the wonder of their imagination. Tamariki are encouraged to learn through experience and participation which allows them to be able to take risks, try new things and problem-solve. We value our mixed aged centre, encouraging sibling interactions, and we embrace the concept of tuakana-teina, as tamariki of all ages within our centre learn, teach, care, lead and show respect for one another.

**Parents and Whānau**We acknowledge parents and whānau as the child’s first teacher and the importance of developing respectful, reciprocal relationships with tamariki and whānau. We value and respect the unique knowledge and contribution whānau can offer in decision making and providing feedback. We encourage them to be actively involved in what we do and are always actively communicating with each child’s whānau. Close connections to the wider community are valued and utilized as a way of extending children’s knowledge in what happens in their world around them.

**Bi-Cultural Partnership**Te Reo and Tikanga Maori is embraced and nurtured throughout the centre using music, language, arts, and stories of Aotearoa. We also embrace and celebrate the cultures and values of all our whānau at Kindy Cottage. We see this as being vital to enable the building of an inclusive environment. Tamariki will are encouraged to be proud of who they are, they will develop a sense of belonging, and be loved and valued.  
 **Teaching Team**Our caring and dedicated teaching team are highly focused on teamwork. We regularly share knowledge and engage in reflective practice and professional development. They are committed to supporting each individual child’s needs and value each child’s holistic development and respect their aspirations, empowerment, confidence, and a sense of belonging. Our team is flexible and are open to change to facilitate continuous improvement. Our philosophy is underpinned by the New Zealand Early Childhood Curriculum- Te Whariki. The teachers are guided by the strands and goals to help plan and respond to children’s individual needs and interest, dispositions, schemas, and urges.

**Our Programme**

Our programme is based on The New Zealand Early Childhood Curriculum -  
Te Whāriki. 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 and dispositions they will carry with them throughout life.

Early childhood education begins the process of establishing the knowledge, dispositions and values of our children, so that they grow the skills and confidence to take an active part in their community. The early years is the time when foundations are laid, and children need positive guidance and assistance to develop healthy emotional, social, cognitive, creative and physical skills strengthening their holistic development.

We use Storypark as our parental app, which allows our families to share individual experiences your child may have. We encourage you to be involved in the learning journey process and all decision making regarding your child

**Our Infant and Toddler Programme [Caterpillars]**

At Kindy Cottage the days are calm and unhurried. Rather than rushing children from activity to activity our nursery teachers respect each child and their rhythms. During their transition into the centre each child begins to form trusting, respectful relationships with their Kaiako ensuring they feel safe and nurtured throughout their time with us.

Caterpillars provides an inviting play space which empowers the children to be who they are. By offering the children space, time, and the support to be themselves, they learn to explore and discover the world in their own unique way. We use effective communication to encourage positive interactions and talk to children throughout the day during activities and transition times to reassure and help them.

Our nursery room only enrolls a maximum of 12 children under-2 at any time and we run a teacher to child ratio of 1:3  
  
Each day different learning opportunities are available including:

* Sensory-centred play
* art
* music
* messy play
* dance
* outdoor play

Our team of teachers observe each child's interests and disposition, and develop learning opportunities centred around these interests. Kindy Cottage encourages independence and acknowledges the individual learning styles of each child.   
  
If a child has an older sibling in the preschool there are opportunities during the day for the children to spend time together.  
  
Morning tea is available from 9.30am and lunch is at 11.30am. Children are encouraged to be independent at the dining table, sit on chairs, and use cutlery and crockery. Their daily rhythms for sleeping and feeding are the same as those at home. Children are able to sleep or rest in their own full-size cot.  
  
Your child's learning will be documented in their individual learning portfolio.

**Our Preschool Programme [Butterflies]**

Our preschool children experience a safe and nurturing environment, with routines that match those they follow at home to make them feel comfortable as well as new experiences to challenge them and help them develop new interests and skills.

Children are also encouraged to develop social skills and understand the dynamics of group relationships, growing in confidence and showing respect and responsibility.

Children in the Butterflies room are in a child led, play-based environment where intentional teaching woven throughout the children’s spontaneous play may include:

* art
* play dough
* baking
* carpentry
* messy play
* memory games
* water play
* outdoor play
* music and drama
* games and puzzles

Group mat times/hui happen at set times during the day. These hui allow an opportunity for the children to gather and participate in singing nursery rhymes, reading stories, playing games, topic discussion and sharing news with their friends. At other times children are free to choose which areas of play within the centre they would like to take part in. If your child has a younger sibling in the Caterpillars then they will also be able to spend time together if they wish.

Positive social interactions focusing on dispositions such as resilience, persistence, taking responsibility and communicating with others are encouraged and fostered.

**School Readiness Programme**  
Starting school can be an exciting time but it can also be daunting for children as they leave the familiarity of their preschool and head off to another place.

To help your child make that transition successfully, Kindy Cottage ensures we prepare our children with the necessary skills and development to give them the best possible transition into the school environment. This is woven into our daily curriculum and includes skills such as independence and caring for their own belongings, managing their own lunch box, following simple instructions, identifying colours, numbers and their own name, amongst others.

We have a Montessori trained Kaiako who works alongside any children showing a natural interest in early literacy and numeracy, extending on their interests in an individual workbook using specialized Montessori activities.

**Our Policies and Procedures**

Kindy Cottage has comprehensive policies and procedures in place, in line with Ministry of Education Regulations.

You will find the key policies on our website and all other policies are available on request.

**Attendance**We require a minimum enrolment of 3 days per week. This helps your child to view the Centre as a familiar place and assists with the settling process. Younger children from 5 months – 3 years may start on 2 days a week during the settling period of up to 4 weeks and then move to a minimum of 3 days.  
We encourage Full Time attendance (4 to 5 days a week) for children over 4 years to participate in our extension programme that will assist them with their Transition to Primary School.  
We will discuss this with you to try to accommodate your particular needs where we can.  
A daily attendance register is kept at the entrance to the school and must be signed when you bring your child to school and signed again when you collect your child at the end of the session.  
  
**Admission Requirements**Your child must be between 5 months and 5 years old. Admissions will only be confirmed on the completion of a successful interview with parent/s and the child being enrolled; the receipt of the completed Enrolment Application form with a copy of Birth Certificate or Passport attached; and the receipt of an enrolment bond of two week’s fees paid in advance. Entrance is at the discretion of the owner/centre supervisor.  
 **Fees Policy**When you join Kindy Cottage, you sign for your child to attend agreed days. These are the days for which you will be charged, regardless of the days that you *actually* attend. This will include those days which fall on statutory holidays, 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 weekly in advance. A detailed invoice will be issued every week.  
• Overdue fees may attract a $15 penalty per week if more than 4 weeks overdue.  
• If you wish to alter your child’s enrolment days or hours, you must complete and sign an amendment to the enrolment form at least two weeks 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 or early drop-off of your child (outside booked hours): $15.00 per 15 minutes and is used to cover additional staff costs. Please call the Centre if you are running late due to unforeseen circumstances or if you wish to make drop-off arrangements that are earlier than your current booking.  
• Management must receive 14 days written notice (2 consecutive calendar weeks – Mon to Fri) from yourselves if you wish to withdraw your child from Kindy Cottage. 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.  
• Family Discount – A 10% Family 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 and on AP. Discounts are calculated on fees after the deduction of other funding such as WINZ.

Funding SubsidyWe 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 kindy and their first 20 hours are paid by a taxpayer funded subsidy from the Government.)  
• Children attending will receive the 20 hours funding for a maximum 6 hours per day, and the remaining hours at a set rate.  
• Children utilising Funded Hours must attend on the days and hours booked. A failure to attend at least 50% of these days and hours per month [Ministry funding requirement] may, if in breach of this arrangement for 3 months or more, result in the Funding being withdrawn. In this instance Full Fees to cover the lost subsidy will be charged until full attendance is rectified, or a new arrangement is made.  
  
Child-care subsidyThere is a subsidy available from Work and Income (WINZ) to help with fees (if you qualify). Forms are available online or at your local WINZ office. This subsidy usually only pays PART of the fees and you remain responsible for all fees until payments are received from WINZ. See WINZ website at: https://www.workandincome.govt.nz/products/a-zbenefits/childcare-subsidy.html   
It is your responsibility to ensure that your WINZ documentation is renewed before expiry date.

Settling InStarting in a new environment can be fun and exciting to some children and at the same time frightening to others. We encourage you to visit as often as you like before starting and we recommend a minimum of 3 one-hour visits before your child attends for a whole session. If possible, during these visits spend some time playing with your child.  
Before your child starts, take time to talk to them about what it will be like at Kindy Cottage. 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 session. When you bring your child on the first day, the staff will endeavour to 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.  
Our staff are skilled at reassuring unsettled children and redirecting them into fun activities. It is expected that a child will cry when first attending childcare. This is distressing for parents, but usually passes quickly once a positive routine is established. An unhappy child will often settle quickly after the parent has left. Should your child not settle we will telephone you to collect him or her. This is unusual as most children settle within a short time.  
You are most welcome to contact the Centre at any time throughout the day if you have any concerns about your child while settling in.  
  
Collecting your child from Kindy CottageA 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 has essential administration and cleaning duties to complete before they can go home.

AbsencesPlease let us know as soon as possible 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 possible additional fee being charged to cover this loss, or possible termination of your child’s placement at the school.  
Please discuss any expected absences of more than 21 consecutive days with the Centre Manager to arrange alternative funding or agree on alternatives for future placement. In exceptional cases relief can be applied for through the Ministry of Education.  
  
HolidaysA maximum of 3 weeks holidays may be taken at any one time. Ministry funding is withdrawn after 3 week’s absences so that for any period beyond 3 weeks, a top-up fee will be charged to cover lost funding.

Holiday DiscountKindy Cottage offers children up to two weeks holidays during the year at a 50% discount. This discount will only be applied if your account is paid up to date and the duration of the holiday does not exceed 21 consecutive days. A Holiday application form must be completed. These holidays must be taken a minimum of one week at a time, are not cumulative and expire at the end of each calendar year. Holiday discounts may be taken after 6 months attendance at Kindy Cottage.

MealsKindy Cottage provides nutritional, balanced snacks at morning and afternoon tea every day.

You will need to supply a packed lunch in a named lunchbox. The packed lunch should contain healthy foods as NO juice, soft drinks, flavoured milks, sweets or chocolates will be allowed (a sandwich and fresh fruit is usually best).

Food which needs to be kept cold e.g. yoghurt should be named and placed in the refrigerator.

Kindy Cottage is a **“peanut free zone”** – please do not send nut products in your child’s lunchbox.  
  
Water is always available to the children and children are required to bring their own named drink bottle to school every day.  
 **Milk / Baby Formula**Please supply enough bottles of made up formula / milk for your child’s day at the Centre. Bottles should be named and put in the refrigerator.  
 **Clothing**Please make sure that all your child’s clothing is clearly MARKED with his or her name. The teachers will mark unmarked clothing. *Please provide at least one change of clothing* for your child in case of weather changes or little accidents.  
Gumboots are useful in winter and a sun hat and sun block for summer are compulsory. If the children do not wear a hat on sunny days, they are required to stay indoors during playtime.  
 **Nappies and Toileting**For children still wearing nappies, please provide enough nappies/pull-ups for your child’s day at the Centre. We suggest you name these along the fold for ease of identification. If your child requires special creams or wipes, please name these and give them to a staff member.

Please supply several pairs of underpants for children making the transition from nappies to toilet. We will work with you to support your child’s development of toileting skills.  
 **Personal Toys**Please ensure that your child does not bring toys to school unless these are special comfort toys which are essential for sleeping, settling or security needs. Toys often get lost or are broken leaving a very unhappy child. Staff cannot be held responsible for the safe-keeping of any items that are brought to school. The centre is very well resourced and will provide your child with hours of fun. We are however happy for your child to bring an item of interest to share during show and tell.  
  
OutingsSmall groups of children over two years may be taken on walks to the park next door to the Centre and in the local environment. Appropriate adult/child safety ratios will always be maintained. You will be able to provide consent for this when signing the Enrolment Form.  
  
SicknessFor the protection of our children and their families, we cannot accept sick children at the Centre. Please do not bring your child to the Centre if they have any of the following:  
• Vomiting or diarrhoea (a child must be well for 48 hours before returning to the Centre)  
• Conjunctivitis  
• Measles  
• Mumps  
• Chicken Pox  
• Whooping Cough  
• Rubella  
• Any other contagious or infectious diseases.  
Alternative care arrangements must be made for children who are unwell and display symptoms of:  
• A high temperature – above 38ºC (fever)  
• A severe cough or cold  
• An unidentified rash (may not return until diagnosed or cleared)  
• Covid-19  
We will notify you if your child becomes unwell at the Centre. Sick children will be put to bed in the office, away from other children and under staff supervision until collected. We ask that your child be collected promptly.  
The Centre will seek medical attention in the best interests of your child in cases of severe illness or emergency, where we have been unable to contact you or your emergency contacts.  
If your child has a temperature of 38ºC or higher, you will be notified. We do not administer Pamol/Panadol to children unless it is prescribed.

**Please ask our staff for our current Covid Management Plan**

**Medication**If your child requires any medication while they are at school, 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 parent’s written permission.  
 **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.  
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 the centre know about phone number changes so that they may be contacted easily in case of emergency.*  
Sun Protection**We have a supply of sunhats at Kindy Cottage, however we prefer it if you provide a named sunhat [with neck protection if possible] for your child. All children and staff at Kindy Cottage are required to wear sunhats during outdoor activities during the Summer months [Nov-Apr]. We ask that you apply sunblock before coming to the Centre in the morning. We re-apply sunblock after lunchtime.  
 **Safety / Security Issues**It is important that your contact details and those of emergency contacts are kept current. Please notify us promptly of any changes.  
When arriving at the Centre to drop off your child, please inform a staff member of your arrival and **sign your child in**.  
When picking up your child, please ensure that a staff member knows that you are leaving and **sign your child out**.  
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 are collecting your child, advise the teachers on duty and write the person’s name on the attendance register. If we do not have your permission, we will not allow the child to leave until we are able to contact you.  
  
We must be advised of any Custody issues. In the absence of a legal custody order, your child may be released into the care of either parent.

**Behaviour Management**At Kindy Cottage we give children clear guidelines and have consistent expectations of positive behaviour. We promote positive behaviour through praise, encouragement and respect.  
If unacceptable behaviour occurs, staff will explain to the child why their behaviour is unacceptable and will model the acceptable way to behave or resolve conflict. If the behaviour continues, the child may be moved to another activity.  
No form of physical punishment is used at Kindy Cottage, nor will staff use harsh language, belittling or degrading responses. We will not isolate any child.  
 **Parent Involvement and Communication**Parents are always welcome at the Centre. It is our privilege to work alongside you as caregivers and educators of your child. Please discuss any concerns with the Centre Manager Joanna Jin.  
Kindy Cottage has a clear Complaints Procedure in place. This is displayed on the notice board alongside the children’s lockers. Please take time to read this and other policies/information that are posted on the notice board  
 **Newsletter -** We issue a regular newsletter to all parents to keep you up-to-date with happenings around the classroom and to introduce new families or say goodbye to present families. The newsletter also provides interesting educational articles and advises of upcoming events.  
 **Storypark Online Portfolio**We keep you and your extended family up to date with regular postings on Storypark – we send you an email with login details once you have enrolled. We also keep a hardcopy Portfolio as a record of assessment of your child’s learning and interest.

***Please contact the centre on 478-4784 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.***

**Our Staff**

**Centre Manager:**

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| **Joanna Jin**  **021 293 5758** | Bachelor of Teaching (ECE),  Full Teacher Registration |

**Teachers:**

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| **Tracy Chen** | Bachelor of Teaching (ECE),  Postgraduate Diploma in Early Years Full Teacher Registration |
| **Jamie Scott** | Bachelor of Teaching (ECE),  Full Teacher Registration |
| **Georgia Drumm** | Bachelor of Teaching (ECE),  Full Teacher Registration |
| **Ava Wang (reliever)** | Bachelor of Teaching (ECE),  Full Teacher Registration |
| **KarenVan Bemmelen** | Experienced ECE teacher |
| **AnhLu Hubbard** | Experienced ECE teacher |
| **Adele Bird (maternity leave)** | Bachelor of Teaching (ECE),  Provisional Teacher Registration |
| **Anna Rix (reliever)** | Bachelor of Education & Diploma in Teaching ECE Full Teacher Registration |

**NOTICE TO ALL PARENTS RE: FREQUENT ABSENCES**

The Ministry of Education provides three types of funding to early childhood centres such as our own to subsidise fees that parents would otherwise have to pay to cover the overall expense of running a good centre with qualified teaching  
staff. There is a basic funding rate for children enrolled between the ages of 0 and 2 and another funding rate for children 2 years and over, and 20 hours ECE funding for children 3 years and over.  
  
The Ministry does however have some **strict rules around attendance** and the provision of this funding. We would like to explain these rules and how they affect you.

1. All children in our school are receiving a funding subsidy for the hours that the parents have agreed they are booked to attend. Because of this booking, you are required to ensure that your child attends as closely as possible to the days and hours that they have requested.
2. The Rule states that a child’s attendance **MUST** match their enrolment agreement [booking] for at least half [i.e. 50% or more] of each calendar month.

They will be considered as having breached the Rule:

* 1. when a child is absent on the same enrolled day or days of the week for more than half of these days in a calendar month or
  2. when a child attends for fewer days per week than they are enrolled to attend, in more than half of the weeks in a calendar month or
  3. when a child attends fewer hours than they are enrolled to attend, on a daily basis, on more than half of their enrolled days in a calendar month

1. Our bookings and monitoring of attendance is on a Ministry approved software package called APT. This automatically notifies the centre management if any of the above breaches occur.
2. The system is set up to notify us monthly when a breach occurs
   1. on the first breach – for information only – we will bring the breach to your attention
   2. if the first breach has not been rectified in the following month, then on the second breach – we will notify you and ask you to sign a re-confirmation of your booking days and hours
   3. If the second breach has not been rectified during the month, then on the third breach we will notify you and ask you to again sign a re-confirmation of your booking. If this is signed, we will be able to apply for funding for the third month [in arrears]. If the re-confirmation is not signed, then funding will cease, and we will bill you for the lost portion of funding for the third month and the next month onwards until the breach is rectified or the booking is changed to match the attendance.
   4. If the previous breach has still not been rectified, then on the fourth breach we will notify you and advise that the booking MUST be reviewed to match the attendance. Funding may not be claimed for that month and a charge for lost   
      funding for that month and subsequent months, will apply until the breach is rectified.
3. To correct a breach once it has occurred your child must attend for at least the next 3 complete consecutive weeks without a single absence and for the correct hours to clear the record.
4. There are some occasions where an Exemption can be applied for from the Ministry
   1. In the case of a child with ongoing special needs or
   2. a child with a short-term illness or condition that is supported by an EC13 form completed by a Medical Professional and approved by the Ministry In all cases an EC12 Form and EC13 Form [where applicable] must be completed and submitted to the Ministry for approval to obtain an exemption for frequent absences
   3. Children without special needs or health problems but who have parents or siblings with special needs or health problems are **not** eligible for an exemption from the absence rules
   4. Exemptions are limited to a maximum of 12 weeks funding.  
      Because of receiving Ministry funding, Early Childhood Centres can keep their fees as low as possible, but at a level that ensures they can employ good, qualified staff, provide safe and healthy environments, purchase and maintain school supplies, learning materials and equipment, pay rent, utilities and insurances and provide nutritious snacks for the children each day.

Your enrolment of your child in our Centre is on the understanding that you are aware of the Ministry’s funding and their attendance rules and that you accept these as part of the enrolment agreement.  
We are also subject to Financial Audits by the Ministry to ensure correct requisitioning and usage of their funding.  
We do understand that from time to time you may experience some difficulties with this and we ask you to discuss any issues that you may have about attendance and timekeeping with the Centre Manager. This will make it easier for us to manage and spend less time on the administrative issues and more on taking care of your children’s care and  
development.  
We will work with you and endeavour to help you manage through the situation in the unlikely event that it occurs.

Our apologies for having to swamp you with a load of complicated rules and regulations. Please contact **Joanna** if you would like any further information or explanation of the above.

**Settling in to the Centre**

Every child is different; some feel comfortable in the centre after a couple of visits, while others take a few weeks to settle in. We suggest that you and your child visit the centre a minimum of 3 times before your child’s starting date and spend time together in the room your child will be in. This time allows both child and parent to become familiar with the routines and teachers in the centre. The more you visit the better.

When you drop your child off, help them to put their things away and then say “good bye” to them when you are ready to leave. Try not to ‘sneak’ out and be firm in leaving straight away once you have said good bye.

It can be normal for some children to be upset when you leave, we understand that this can be distressing and our teachers will lovingly comfort your child and support them to settle in. You are very welcome to call during the day to check up on how your child is doing.

Please ensure that you **sign your child in and out on the register every day**. This is a very important legal requirement, as in an emergency, we will use this so we know exactly who is in the building. There are copies available in the drop off area with all of our centre policies for you to read.

We provide a nutritious morning and afternoon tea for the children. Don’t forget to bring their healthy lunch box which we will store for you.

**What to Bring when your child starts at the Centre**

* A decent sized bag with your child’s name on it
* A minimum of 2 complete changes of clothes (including underwear). Please name all of your child’s clothing and belongings.
* Nappies if your child needs them.
* Weather appropriate clothing: jacket, hat, sunhat etc
* A lunchbox with healthy food, a guideline from the ministry of health is available. Please do not send nuts (we are a nut free centre). Please NO sugary foods such as lollies.
* A named drink bottle with water only.
* Milk powder and bottles if required.
* Special sleep time comforts such as a blanket or teddy if needed for nap time
* **Medication:** If your child needs medicine administered (even paracetamol) while at the centre, you must fill in a medicine administration form. Without a completed form we cannot give your child any medications. You must bring the named medication and let a staff member know dosage, time etc. There is a separate form for chronic illness [eg Asthma, severe allergies] which you can ask for upon enrolling. We will develop a Health Care Plan for your child.

**Remember to:**

* Inform the centre if your child is going to be away or is sick
* Ensure emergency contact information is up to date
* Leave toys and special items at home
* NAME all clothing and belongings
* Sign in and out on the register every day.