



PARENT INFORMATION BOOKLET

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Tamarau

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MIHI / WELCOME

E te whānau, tēnā rā koutou katoa,

Nā mātou o te Whare Kōhungahunga o Tamarau e rere atu ana ngā kupu whakamiha nui nei ki a koutou ngā pakeke, ngā mātua me ā tātou mokopuna e ai ki ngā tūāhuatanga o te wā. Ko te manako ia, kia whai hua ai tēnei huarahi ako kia pakari ai, kia whāngai ai te tipu o te mokopuna hei rangatira mō āpōpō.

Nō reira, he taonga te mokopuna, kia whāngai, kia tipu kia rea'.¹

We would like to extend a warm welcome to all whanau and tamariki. We sincerely hope that your time with us will be enjoyable, enriching and productive. We are excited about sharing this learning journey with you and your child and we are fully committed to providing quality care and education.

TE TŪĀPAPA O TAMARAU / TAMARAU CENTRE PHILOSOPHY

Our core belief is that tamariki are a taonga from God; nurtured within the korowai of their tipuna and whanau and empowered to flourish in all facets of their being; a-wairua, a-tinana, a-whatumanawa, a-hinengaro.

Kaiako will partnership with whanau to provide a bilingual learning environment which offers authentic opportunities to learn together through the integrated use of te reo and tikanga Māori.

NGĀ MĀTĀPONO / OUR PRINCIPLES

❖ Whanaungatanga / Relationships

- Children thrive in high-trust relationships that are fostered through respectful, meaningful and responsive interactions.
- Collaboration with whānau is essential to achieving the best possible outcomes for tamariki.

❖ Manaakitanga / Nurture and Care

- Every child and whanau bring unique qualities and gifts that are recognized and catered to within a culturally sustaining environment.
- Cultural diversity is recognised as a strength and we welcome whānau and tamariki from all different backgrounds.

❖ Ako / Inclusive Learning

- Tamarau is committed to providing inclusive and responsive teaching and learning for all children irrespective of ethnicity, gender, age and ability.
- Children are supported to become socially competent and confident learners and communicators, happy and fulfilled within their environ.

❖ Whakamana / Empowerment

- Our aim is to ensure that children become secure in the knowledge that they are safe, loved and valued.
- Fostering independence is encouraged, building a child's capacity to think for themselves and to navigate through challenges.

❖ Rangatiratanga / Autonomy and Leadership

- Tamariki gifts, strengths and interests are embedded in their learning as a Rangatira and expressed accordingly.
- Tamariki are given opportunities to lead and take responsibility and manaaki others.

These principles are the foundations of decision making and a guide for every aspect of our centre!

¹Te Kāwanatanga o Aotearoa. (2017). *Te Whāriki a te Kōhanga Reo*. Wellington. *Te Tāhūhū o te Mātauranga*
Updated as of 12 May 2023

HOURS

The centre is open Monday to Friday from 8.00 am – 4.30pm. We will be closed on public holidays and for 2 weeks during the Christmas break. Remember to contact the Centre if for some reason you will be delayed in collecting your child, please be mindful that our staff do have commitments of their own.

ORIENTATION

To make your child's arrival as stress free as possible, come and visit us a few times prior to enrolling. This will enable you and your child to get to know our staff and to get a feel for the space and the other children. Discussions around your child's development, their sleeping and eating routines, your own aspirations for them and any other pertinent information can be formalised during enrolment. It's important that we make your child's time here comfortable and happy.

PARENT INVOLVEMENT

We have an open-door policy, where parents & whanau/family are welcome into the Centre at any time. Your input & contributions bring much value to our mahi and will inevitably play a vital role in the learning and development of your child. Each term the Centre will facilitate a whanau evening enabling family members to meet with staff to discuss their child's progress. These hui are also opportunities to review and amend Centre policies or to introduce & discuss new ideas and initiatives at the Centre. If you have a special skill that can enhance the learning journey of our tamariki or staff, please don't be shy and come and share it with us.

STAFF

Tamarau staff are genuine in their endeavours to provide a safe and caring environment that is filled with rich experiences and quality learning outcomes. Our current members consist of 6 teaching staff, an administrator, a centre manager and a part-time maintenance /finance officer. Of the teaching staff, 4 are fully registered and qualified, two are in training and the other member is the Centre Manager/teacher aide. We are licensed for 40 tamariki, 30 spaces for 2 years and older and 10 spaces for under 2 tamariki.

STUDENTS, VOLUNTEERS AND MANUHIRI

From time to time, you will see new faces at the Centre. Relief staff and volunteers are screened and vetted before participating in our daily activities and must adhere to our policies & procedures whilst at the Centre. At no stage will a volunteer worker or a student teacher on placement, be left in charge of a group of children. However, they will interact with the children, giving help and attention as needed. Visitors will be required to sign in and will be supervised throughout their stay.

FEES

- An hourly rate of \$5.00 per child per hour is charged for all permanent children.
- For extra children of the same whānau, a rate of \$4.50 per hour per extra child is charged.
- If your child is attending less than 20 hours per week, an hourly rate of \$5.50 per child per hour is charged for casual children. Extra children of the same whānau are charged \$5.00 per hour.
- If more than 20 hours on a casual basis it remains \$5.00 per hour per child. Extra children from the same whānau are charged \$5.00 as well

Invoices are issued weekly and all payments should be handed to the administrator or you can set up a direct debit or automatic payment through our banking system. For the smooth running of the Centre, it is particularly important that your fees are kept at least one week in advance. For outstanding debt please refer to the 'Payment of Fees Policy'.

*If whanau would like to view our annual financial audited statements, these are available on request which includes the amount and details of the expenditure of Ministry of Education funding.

20 FREE ECE HOURS

Our Centre offers the 20 free hours subsidy which is provided by the Ministry of Education to all 3 - 5 year old children. To be eligible you must complete an Attestation form which confirms your attendance and that you are not attending another Early Learning Centre at the same time as you have applied for funding at our Centre. If you change your enrolment hours you must complete another form. You may apply for this subsidy from more than one centre, but you must indicate this on your form.

WINZ CHILDCARE SUBSIDY

Work and Income operates a subsidy for parents whose children attend the Centre. The subsidy is subject to an income qualification. Full payment of fees is the parent's/caregiver's responsibility and will be required until a subsidy has been approved. Our staff are available to assist you if necessary.

ATTENDANCE/ABSENCE

Whanau accessing WINZ subsidies and 20 hours ECE

- If your child is absent you will be charged full fee

Whanau who do not receive WINZ subsidies and 20 hours ECE

- If your child is absent, and you have notified the centre prior to or on the morning of absence, you will be charged 50 % of the full fee. No notification means that you will be charged the full fee
PLEASE NOTE: we will require a doctor's certificate before we can initiate the discounted rate

All Tamarau ELC Whanau

- Childcare fees will be waived at the discretion of the Manager in the case of a tangihanga and/or personal crisis
- Discretion or alternative arrangements may be extended to whanau whose children are prevented from attending due to monetary shortfalls
- Parents must give at least 2 weeks' notice before withdrawing their child and at least one weeks' notice if you wish to change your hours. Please ask the administrator for the appropriate form.

PROGRAMME

Tamarau offers child-centred developmental programmes that focus on the individual strengths and abilities of each child. We incorporate whanau aspirations in conjunction with teacher observations and feedback, to develop a learning plan that reflects and nurtures the mana & mauri of each child. We are ably guided by the Ministry of Education Early Learning Curriculum 'Te Whariki' and firmly grounded in Te Tūāpapa o Tamarau/Our Centre Philosophy.

Our learning environment is inclusive and embracing of all backgrounds, ethnicity, gender and abilities. We acknowledge and celebrate the unique nature of every child by providing an environment that is safe, loving and empowering. We recognise the value of play as a constant learning tool that also inspires independence, self-confidence and social interaction.

As a bilingual/reorua service, we are mindful and respectful of other indigenous or English-speaking whanau and tamariki and we will continue to grow and foster opportunities for family to learn together or at a pace conducive to the individual child or whanau member.

'Iti noa ana, he pito mata' 'A small seed with unlimited potential'

BEHAVIOUR MANAGEMENT

Tamarau staff will ensure that children are treated with respect and dignity at all times, acknowledging and accepting children's feelings and encouraging these feelings to be expressed. Steps established to teach good behaviour include:

- Setting and maintaining appropriate limits of behaviour
- Verbal redirection
- Explaining the appropriate uses of materials and equipment
- Reinforcing positive behaviour with praise
- Explaining why a behaviour is inappropriate and providing acceptable options
- Offering children choices and encouraging decision making.
- Setting realistic expectations which are age and stage appropriate
- Have sensitivity and an understanding of cultural differences and needs.
- Staff to provide and model appropriate behaviour for children in both adult: adult and adult: child interactions and relationships.

FOOD

We acknowledge the huge expense some whanau face in providing for their families, however, we also accept that good nutritious food is integral to the overall well-being of our tamariki. Therefore, we encourage parents and caregivers to provide a healthy substantial lunch for their tamariki. We are happy to provide you with a list of yummy suggestions. **Please note, Tamarau ELC is a peanut free centre due to severe reactions when allergic tamariki or kaimahi come into contact with this kai.

For our pepi who are on formula, please ensure that the appropriate amount of bottles are pre-prepared and stored in the refrigerator on arrival. A small supply of their formula in a container will be useful in case of emergencies. Please ensure that breast milk in bottles is immediately stored in the refrigerator. Birthdays are a wonderful time to affirm our children, so whanau are welcome to provide a cake to celebrate their child's special day.

CLOTHING

All clothing, shoes, bags, water bottles and lunch boxes **need to be clearly named**. As children are involved in messy or wet activities, please ensure that you pack a spare set of clothes in their bag every day; wearing their best clothes to childcare is not a wise move 😊. If they are toilet training, extra clothing supplies or nappies are definitely needed. During the colder months, a warm jacket and gumboots are recommended and a hat during summer is essential. **Once again, please ensure all items are named.**

PERSONAL TOYS & BELONGINGS

Our Centre strongly discourages personal toys, trinkets, novelties, books etc coming from home. If your tamaiti does arrive with a special taonga from home to help them with settling in at drop off time, although we will do our best, our kaimahi are unable to take full responsibility for its care and return.

TOILETING

Our staff will support your endeavours to toilet train your child, so please ensure there are ample supplies for this purpose as the Centre only has a limited supply on hand. If you are using reusable nappies, please provide a sufficient amount of wet bags. Toilet training is a sensitive and sometimes traumatic time for tamariki, so staff are mindful to show patience and gentleness during this period.

REST

Cots and blankets are supplied for tamariki under 2 and portable stretchers are available for older tamariki to rest or sleep if they so desire. Parents/caregivers should advise staff if there are special instructions pertaining to the sleeping routines of your child.

EMERGENCY PROCEDURES

Every effort has been made to protect the tamariki and staff of Tamarau and parents/caregivers will be notified immediately if an emergency occurs and an evacuation is likely. Regular emergency drills are facilitated by our Health & Safety Officer, for different types of events, ensuring staff & tamariki are well versed in the procedures. Staff have been trained in dealing with a variety of emergency scenarios and relievers, volunteers and student placements alike are required to undergo training and to become familiar with the policies and procedures. The Tamarau Emergency Evacuation Plan is displayed in the foyer of the Centre and parents/caregivers are encouraged to read them, if only for peace of mind.

SICK TAMARIKI

It's essential that sick children remain at home to prevent the spread of further illness. While our hygiene and cleaning practises are of a high standard, please assist us by keeping your children home where they are more likely to heal quicker. The Centre Manager or the Head Teacher, at their discretion, can refuse a child entry if they deem that child to be unwell and unable to attend. If symptoms develop throughout the day, parents will be contacted immediately, and the child will be removed to a supervised separate space to await the arrival of their whanau. The well-being and comfort of all our tamariki and staff is paramount.

WHEN IS A CHILD INFECTIOUS?

Common infectious diseases:

1. Measles: Infectious up to four days after rash has first appeared.
2. Mumps: Infectious up to three days after swelling has disappeared.
3. Chickenpox: Infectious until last spot is covered by a scab.
4. Whooping Cough: Infectious until at least one month after onset.
5. Rubella (German Measles): Infectious up to four days from when rash first appeared.

Common contagious parasitic conditions:

1. Headlice: Please check your child's head regularly and treat immediately if headlice are found. Once a child has been treated she/he may attend even if eggs are still present in the hair.
2. Threadworm: Difficult to prevent the spread. Usual signs are irritability and an itchy bottom.
3. Scabies: An itchy skin condition which can be difficult to diagnose. A doctor should be consulted on any doubtful rash.

Infectious skin conditions:

1. Impetigo: Bacterial skin infection, which is highly contagious. A doctor must be consulted on any multiple sores. If on the face, the child should stay at home until no longer infectious. If on other parts of the body, sores should be properly covered.
2. Ringworm Fungal skin condition:

Advisable to consult a doctor for the confirmation of diagnosis and treatment. Please keep lesions covered when your child is at the Centre.

N.B. Any skin condition persisting for more than 24 hours requires a medical opinion.

COVID-19

In light of recent events that have greatly impacted our community and nation, it is imperative that staff & whanau are fully aware of the consequences of this dangerous threat to the ongoing health of our nation. Therefore, Tamarau are committed to instigating robust procedures to maintain the well-being of all whanau associated with the centre. In the event of a recurrence of this disease, our procedures will be vigilantly monitored, and emergency supplies will be provided to ensure the well-being of all people on site. We acknowledge that all infectious diseases pose a threat to whanau health, but the Coronavirus is extremely dangerous and will be treated as such: Please refer to 'Infectious Disease Policy' for further information. We fully appreciate the cooperation of staff and whanau in this matter.

VOMITING & DIARRHOEA

This can be a serious health risk to babies & toddlers. A baby should be seen by a doctor immediately. If a child has diarrhoea: keep him/her at home; give only fluid for 24 hours (10 mls per 10 minutes is recommended); then gradually introduce a light diet. If the diarrhoea still persists, a doctor should be consulted. Usually it is a problem, which lasts only one or two days. The Centre should be advised if the child has contracted a notifiable or infectious disease such as Giardia, mumps, chickenpox etc so that other parents can be advised. The child should be kept away from the Centre for the required length of time as per the communicable diseases chart which is on display in the Centre. If the child develops symptoms throughout the day, the parent/caregiver will be notified, and the child will be removed to a supervised space until they are collected by the parent.

MEDICATION

Please advise the staff if your child is taking any medication. All medicines must be kept in the kitchen and the medicine book, also located in the kitchen, must be filled in before we can administer any medication. Only medication that has a label stating your child's name and expiry date will be administered. If on Antibiotics children are required to stay at home for 24 hours after their first dose. This ensures that the medication has time to work and allows for important rest time for the child. The Centre keeps a first aid kit, which includes some non-prescription and homeopathic medications for emergencies. Please advise the Centre Manager if you would prefer these were not given to your child.

IMMUNISATION

We are required to keep an up-to-date list of all children at the Centre and their immunization status. Please remember to bring your Well Child Book and a copy of your immunization certificate with you when you enrol your child at the Centre. If your child is not immunized a letter confirming this needs to be attached to your enrolment form. In the case of an outbreak of such a disease your child will be asked to stay away from the Centre for the duration of the outbreak.

CONCERNS & COMPLAINTS

Parents should feel free to discuss any queries or problems with the Centre Manager or Head Teacher. However, remember that drop off or pick up times may not always be an appropriate time to have detailed discussions on your child's or your needs, so you may need to schedule an appointment with the Centre Manager or the Head Teacher at another time. Be assured that the Tamarau Early Learning Centre is committed to serving our whanau without prejudice and judgement and the well-being of our tamariki is paramount. A policy for dealing with complaints is displayed on the parent's notice board.

EXCURSIONS

We are constantly blessed by the environment we live in, te ngahere, te moana, nga maunga, nga awa. There will be ample opportunities for our tamariki to experience the joys of living in Turanga-nui-a-Kiwa. Parent/whanau help will be necessary to enable us to get out and about. Notices and excursion forms will be sent out periodically and those tamariki unable to participate in the excursions will remain at the Centre with qualified staff. Small groups of tamariki will take occasional walks around the neighbourhood and parent approval for these excursions will be included in the enrolment forms.

LOST PROPERTY

A basket of lost property will be located in each of our teaching areas. It's not always easy to find the owner of one sock, or a sweatshirt or cardigan that has been hurriedly removed & dropped on the floor and lo & behold, has no name on it! So please be vigilant whanau and check the baskets in your area. If you ensure that all **personal items are clearly named**, it will be easier for staff to match clothing with the right child and the clothing won't end up in the 'lost property' 😊. Clothing that has been unclaimed for a lengthy period will be cleaned and donated to a hokohoko shop.

PARKING

Parents/whanau are able to use the front drive-through to drop off and pick up their tamariki. Please do not remain parked there for a long period of time as it will cause congestion. The single parking spot adjacent to the front garden can be used for this purpose (longer stays) or you will need to park on the road.

Parking at the rear of the building is for staff members only. Lastly, a reminder to be fully alert and vigilant, for little people trying to flee their aggrieved parent. 😊

COMMUNICATION

All parents are required to sign their child in and out of the Centre **every day** on the form provided in the reception. This is a legal requirement by the Ministry of Education and can be audited at any time to ensure compliance with our roll returns (the bases of bulk funding). It is also a safety requirement in case of emergency evacuation of the Centre therefore a very important part of your drop off and pick up routine. Parents are kept informed of Centre activities through newsletters, notices posted at the door and information on the parent's notice board, whanau hui, phone texts, email, and our social media.

Please notify the Centre immediately about any absences, either through our Facebook page, txt or leave a message on our answer machine.

NAU MAI HAERE MAI