

Dunsandel Childcare & Preschool



Parent Information

Our Philosophy

We believe in providing quality childcare and educational experiences for rural preschool tamariki (children), in a safe and homely environment. Every child will be greeted by a friendly face and be treated with respect; they will be praised and encouraged in all that they do. We aim to empower tamariki to grow up as confident and competent individuals, being proud of their achievements and developing their curiosity for life!

In recognising children's individuality and varying stages of their development, our daily programme aims to cater for their needs, stages of development and interests. We recognise parents as first teachers and believe in open ended communication in regards to their child's needs, interests and aspirations.

Our Centre whānau are welcome to share their own taonga (treasures) and experiences, such as their interests, occupations, bringing pet lambs to the Centre for children to feed. These precious moments are a basis of quality learning for children. Through our centre environment children can build on these experiences, work through new knowledge, test, question and challenge their theories with peers and adults, establishing links to make sense of their world.

We believe children need the opportunity to play and explore the environment in their own time and in their own way, including plentiful opportunities to explore the natural environment. We aim to instil in children a respect for the natural world and knowledge of their place in the wider world. We use sustainable practices such as recycling, composting and having a worm farm. We grow food in our own vegetable garden, we encourage empathy and caring through teaching children to look after our centre pets. Tamariki will have time and space to paint, draw, create, imagine, enjoy books and pictures, sit and chat with a friend, care for a doll, look for bugs, have a swing / slide, ride a bike, climb a hill, play 'hide and seek' with friends and their *kaiako* (teachers). The indoors and outdoors flow from one to the other and like an open plan home, children are consulted and are able to make choices and decisions about their play and their day.

Within our centre environment, siblings can spend time together irrespective of whether they are four months or four years of age, but respective of their own desire to be together.

We embrace the principles of the New Zealand Early Childhood Curriculum (Te Whāriki) - Empowerment, Family and Community, Holistic Development and Relationships; and the interwoven essential strands –Well-Being; Belonging; Contribution; Communication and Exploration.

Dunsandel Childcare and Preschool respects the unique position of Māori as Tangata Whenua in Aotearoa / New Zealand. We honour the dual heritage of Aotearoa in accordance with Te Tiriti o Waitangi to acknowledge and empower children and their whānau. To support this we use te reo Māori (language) regularly, respect tikanga Māori (customs and protocols) and provide the children with experiences with natural resources. We form receptive respectful relationships, embracing whanaungatanga with children and their whānau, ensuring we hold high expectations of all. We embrace Te Reo Māori as a living and relevant language, Te Ao Māori and Tikanga Māori as an integral part of our daily life at the centre.

General Information

- Fees are to be paid weekly unless otherwise arranged with the Centre Manager or Accounts Administrator. Please read the 'Fees' policy. Two weeks notice is requested if your child is finishing at our centre.
- Cancellations, Absences, Sickness & Holidays - In order to cover staffing and ongoing costs, absences, sicknesses and all holidays (including public holidays) must be paid for in full. Another time may be taken in lieu of a public holiday - please request. (there is no charge, therefore no 'in lieu' for times/days that are attested to Free ECE).
- It is important that you are punctual at picking up your child. Having children at times they are not enrolled for, affects our adult to child ratio and licensing regulations. A late fee may be charged.
- Excursions - You will be notified well in advance when a planned trip is arranged. We will need signed permission if your child is allowed to go.
- Impromptu Outings - If you approve of your child being involved in impromptu outings, (a walk in the local community), you will need to give permission on the enrolment form.
- Medical Attention - We have qualified first aiders at our centre to deal with minor cuts and bruises, etc. If your child is unwell, you will be notified, so if on any day your contact number changes, please let us know (write in the comments column on the Attendance Register). In an emergency an unwell child will be taken to Leeston Medical Centre for medical attention. All reasonable steps will be taken to notify you immediately.
- The Centre will provide morning and/or afternoon tea for the children over two years of age. Water is the refreshment available at all times. Children staying over lunchtime are required to bring their own lunch in a named container. Infants - all food and drink to be supplied and named by parent / caregiver / whanau.
- Govt. ECE (20 hours per week) available, for eligible children aged 3 to 5 years.
- Booking times- 8am, 8.30 or 9am until 12.00 (midday). 12 (Midday) until 3pm. Finish anytime from 3pm-5pm

Quality Staff Ratios -

- Under Two's 1:4 (5)
 - Over Two's 1:6 (2:20)
 - We are licensed for - building #5 building #7
- | | | | | |
|--------------------|---|----|---|----|
| Children under two | - | 8 | - | 0 |
| Children over two | - | 13 | | 23 |

Centre Open - Monday to Friday

Centre Hours - 8.00am to 5.00pm

Closed - public holidays, two weeks over Christmas period.

Our Objectives

- To develop and maintain a quality 'Childcare and Preschool' centre for rural community families.
- To employ and empower a 'team' of qualified teachers, and carers, that shall work together to provide quality care and education for children who attend our centre.
- To work alongside parents to ensure the best planning for their child/ren's needs and interests.
- To ensure that all children that attend our centre have awesome experiences here; and that they are enriched, empowered, confident and ready for school !
- To develop and maintain good working relationships with Dunsandel School, to ensure the best possible transition to school (for children and their parents!). We will access and have available information about other local schools.
- To have available useful information for parents, families and personnel eg. adult library, health information, noticeboards, etc.
- To be proactive at keeping up to date with current education trends, health issues and any other information relevant, to benefit all that use our service and keep us at the forefront of quality.

Policies and Centre Practices are developed and reviewed in compliance with the Early Childhood Regulations and in view of our philosophy. Policies are available to all parents for feedback and acknowledgement.

Childcare Subsidies

Our Centre is approved for families to apply for childcare subsidies. Phone Work & Income on 0800-559-009 to

Our Planning

We use information we gather about your child to plan and to provide the support they need for their learning and development.

Information is gathered through communication with parents, the teaching team, the children and observations. Individual learning goals will be identified for your child and used as a basis for planning within our 'Daily Programmes'.

We empower children by offering a 'Self Choice Programme' within a safe and stimulating environment. Our teaching team shall work alongside children to extend their learning. We also have structured group times where children work in small groups with our teaching team.

Our aim is to cater for smaller groups of children by utilising two buildings, thus ensuring our mission of providing a homely environment along with maintaining high quality care and educational environment. We believe in creating a family environment, where siblings can be together. The layout of the two buildings and their respective outside areas have been designed to enable siblings time to be together. Our Team have the skills and experience necessary to manage and support these environments safely and effectively.

We also believe that due to the fact that children progress at varying stages in their physical, intellectual, emotional, language and social development, having times together as a mixed session provides experiences for a more flexible developmental span in children.

Children are able to participate at their level, having the opportunity to experience self choice activities as well coming together in groups to participate and contribute to planned group activities.

Please read our 'Philosophy Statement'

Settling In

We welcome and encourage parents to stay on session, particularly for their child's first few days prior to leaving them. We will discuss your child's settling in needs with you. Parents may also find this 'settling in' time useful to get to know the team and to experience the routines of our centre. Attending an early childhood service for the first time is a big step for both parties. You may feel apprehensive or unsure of the best way to get started. Rest assured, this is perfectly normal and we're here to help you through the process. Settling time ensures you visit before your child's first day with us. Please use this time to get to know us and to share all the unique things that will help us meet the needs of your child. During your visits talk with teachers and other children. Let your child see you relaxed and enjoying the new environment. Settling in will help to make you both feel more ready for the new routine when its time for your child to stay on their own .

Your child may be upset when saying goodbye in the early days of their attendance. Each child is different and will settle in their own time as they become familiar with their new surroundings. Our teachers are very understanding of your child's anxiety and they are there to support and comfort your child as they get to know us better.

On arrival each day, please sign the 'Attendance Register' located at the entrance to our centre. This is a Ministry of Education requirement and will also be used in the case of an emergency evacuation. Record any special daily messages to the team in the comments column, ie. a change in who is picking your child up, different contact number, etc. It is preferred that you speak with the team directly with regard to any specific needs or concerns of/for your child, ie. extra rest or sleep needs, diet needs, significant event in child's life, etc.

Please help your child (as appropriate), to put away their bag in the cubby holes provided.

Place your child's lunchbox and drink on reception bench adjoining the kitchen. Our Team will check for contents that need to go into the fridge and store your child's lunchbox until required.

Please supply a spare set of clothes and remember to name all clothing. In summer, a sun hat, in the winter a pair of gumboots, hat and jacket. Please return any of our Centre's clothing as soon as possible that your child may have gone home in. Please read our 'Sun Safety' policy.

Meals - Children will need to bring their own lunch and drink bottle (optional) both clearly named. We shall provide morning and afternoon tea, water will be the refreshment available at all times and is offered at lunch time to children who do not bring a drink bottle. Our centre encourages healthy eating.

Medication - Please hand any medication for your child to a team member on arrival. You will need to complete and sign the 'Medicines Register' giving your consent for our team to administer the medicine.

Our Team will not:-

- * administer medicines that are expired,
- * administer medicines prescribed to another child,
- * exceed the recommended dosage.

Sleeping & Rest Times - We will strive to ensure that babies individual sleeping patterns are retained to that at home. They sleep in cots with their own individualised bedding. Older children requiring rest or sleep can do so after lunch, however, children are able to sleep at any time of the day. - see our 'Sleeping Arrangements for Children' policy.

What to Bring - Please bring a bag which is clearly labeled with your child's name. Send your child in comfortable, easy to wash clothes that will not suffer from messy play (eg. paints, clay, sand).

Infants - If your child is in nappies, please provide enough for each day.

Baby Feeding - Parents will need to provide their baby's daily food and bottles in clearly named containers/bottles.

When not to attend - Children, teaching team and other adults may not attend our Centre if they have any of the following symptoms:

- * constant or coloured discharge from eyes, nose or ears
- * fever, rash, persistent cough or strep throat
- * vomiting or diarrhoea within the last 48 hours
- * infectious diseases as outlined by Crown Health guidelines

Please Note: We are unable to give any medicines to children without written parental consent.

(see our Sickness Policy for further information).

Our Daily Programmes

These programmes are developed around the following timetable and provide flexibility to ensure children's individual needs and interests are catered for.

Infants & Toddlers Area at #5 Dunsandel Hororata Road

8.00am	Centre opens. Settling in for all tamariki aged 8 weeks school age entry arriving early, selection of inside activities.
8.45	Young children (aged 3 to 5 years) go next door to #7 (see Young Children's Daily Programme.)
9.00	Children arriving and settling in, selection of inside activities, collage/art, outside (weather permitting) -
9.30 - 10	Morning kai
10- 10.30	Nappy changing / toileting. Kaiako led 'Group times'
10 - 11.30	Inside/Outside play
11.15 - 12	Infants (Under 2's) lunch (provided by parents)
11.30 - 12pm	Toddlers lunch (provided by parents)
12.00	Sleeping, resting. quiet time, stories, etc. Arrivals and departures of children's families.
12.30	Choice of activity with teacher's support and extension.
2.15 - 2.45	Afternoon tea
2.45 - 3.30	Nappy changing / toileting
3.00	Departures, remaining young children and teachers arrive back from next door, #7.
3.15	Choice of activity with teacher's support and extension (inside and outside)
4 - 4.30	Late afternoon tea time for children remaining.
4.45	Quiet activities – ie. puzzles, stories, board games
5.00	Centre closes

Our Daily Programmes continued

These programmes are developed around the following timetable and provide flexibility to ensure children's individual needs and interests are catered for.

Young Children's Area at #7 Dunsandel Hororata Road

8:00	Children arrive in Kea classroom
8:50	Pukeko children come to our classroom
9:00	Children encouraged to hang bags up, sort lunch boxes into fridge container
9-9:40	Free play
9:40-10:00	Tamariki sharing time & Karakia
10-10:20	Morning kai
10:20 -11:30	Free play
11:30 - 12pm	Interactive mat time
12-12.40	Kai (lunch)
12.40-2.15	Free play
2.15-2.30	Tidy up inside and outside
2.30-2.45	Interactive mat time
2:45-3.00	Afternoon kai/ home time
3.00-3:15	Pukeko building closed - join kea classroom
3:15-5:00	Free play with a late kai around 4pm
5:00	Centre closed

Primary caregiver

We believe that caring and responsive relationships between teachers and children are the foundations of your child's happiness, well-being and learning whilst at Preschool. Your child will be supported and welcomed by all teachers and will also have an extra special 'primary caregiver teacher'. The primary caregiver is responsible for your child's profile book and individual needs. As this teacher works with your child they will develop an extra special relationship of care, fun and responsiveness to your child's personal needs. The primary caregiver is also the person of first contact when discussing the needs of your child.

Parent involvement

You are an important part of our family and have much to contribute. You are welcome at the centre at any time to share your ideas, discuss your child's development or to just spend time with your child. A regular newsletter will keep you in touch with the happenings of the Centre. We have a folder explaining our Policies and Procedures that is available for you to read at any time.

Profile books

Every child at Dunsandel Childcare and Preschool has a profile book that will provide a beautiful and detailed record of their time at Preschool. Your child's learning, discoveries, artwork, photo's and milestone memorable moments will be documented. The profile book is yours to keep and will provide your family with lovely memories to recount in the years to come. We are sure you will get lots of enjoyment from them.

Dunsandel Childcare & Preschool Limited

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Canterbury

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