

# Te Whare Whai Hua Early Childhood Centre Information Booklet for Parents & Whānau





# He Rapunga Whakaaro: Philosophy

Te Whare Whai Hua exists to provide a safe, secure and loving place, where tamariki can thrive as unique individuals.

Our kaupapa is to provide our whānau with a strong sense of tūrangawaewae (belonging), where they feel valued as rangatira to actively contribute to their child's learning and development.

Our kaupapa is founded upon wairuatanga, whakapapa and whakapono (spirituality, relational connections and righteousness).

We honour and celebrate our hononga as Ngā Uri a Māui with mana whenua, connecting us to Te Tairāwhiti, to Te Moana-nui-a-Kiwa, to Aotearoa, and beyond.

Our whānau embraces mātauranga and kaupapa Māori, and nurture our tamariki as taonga tuku iho

As ākonga, we strive to learn alongside our tamariki and whānau, ensuring their aspirations and interests are supported through collaborative learning.

We will respect and honour Te Tiriti o Waitangi and our obligation to embody the principles throughout the curriculum.

We acknowledge the special place of mana tangata and mana atua, and will treat all tamariki and whānau with aroha and respect.

## Whāinga: Our Aim

Our aim is to enrich the lives of all tamariki and whānau by carefully weaving our whāriki mātauranga with aroha and manaakitanga.

## Wawata: Our Aspirations

To nurture children to grow with a strong sense of tūrangawaewae, connecting themselves to their whānau, hapū, iwi, and community

To build lifelong confident learners who are respectful and caring

To provide an curriculum that places the child at the centre of all learning

To embody values and principles drawn from mātauranga Māori in Te Tairāwhiti and Aotearoa

To respect social justice and equity in all that we do, by being inclusive, loving, and



# Nau mai, Haere mai

Staff and Trustees of Te Aka Ora Charitable Trust would like to thank you for choosing Te Whare Whai Hua Early Learning Centre for your child. Te Whare Whai Hua is open from 8am until 4.00pm Monday to Friday. Other than a period of closure during the Christmas break and public holidays, we are open. For more details, please contact reception.

**Address:** 347 Nelson Road (In the grounds of Lytton High School)

**Telephone:** 06 86 80255

**Email:** [taopm@ora.org.nz](mailto:taopm@ora.org.nz)

As you can see from our Philosophy, we value you as whānau and look forward to welcoming you into our centre. If you have any questions — please just ask. We understand how important our role is in the life of your pēpi/tamaiti and we want you to feel at ease with staff and the environment where your pēpi/tamaiti will be.

## Te Rito

Te Rito is for our pēpi/kōhungahunga aged between 3 months and 2 and a half years old. Tamariki will stay in this room until they are developmentally ready to transition to Te Puāwai.

The kaiako and kaiāwhina will nurture your pēpi/kōhungahunga and ensure their unique needs are met. A kaitautoko (lead kaiako) will meet with you to discuss the daily routine of your pēpi/kōhungahunga and assist you with any queries.

## Te Puāwai

If your tamaiti is between 2 and 2 and a half years old, you and your whānau will be welcomed into Te Puāwai. A kaitautoko (lead kaiako) will take the time to show you around, to sit and kōrero with you about the current interests and skills of your tamaiti, and discuss your aspirations as a whānau.



# Helpful things to know before you start

**Transition:** When you enrol with us, we will begin to plan for the transition of your tamaiti into Te Whare Whai Hua ELC. This will entail making time for whānau to come in and meet with a kaitautoko to fill out an information sheet that will help us get to know routines, kai intake and moe times (if applicable) for your tamaiti.

We understand that your pēpi/tamaiti is precious and that sometimes you may notice them or other children crying in our centre. Please be assured that staff are usually able to distinguish the many cries of pēpi. There will always be a teacher close by who has acknowledged their crying and will comfort and talk to your pēpi/tamaiti to meet their needs.

**Kaitautoko:** You and your whānau will be allocated a kaitautoko who will get to know you all and your tamaiti from the first day. This person will meet with you within your transition week and they will be your first point of contact should you have any queries or just need something clarified.

**Our Philosophy:** Our Philosophy has been created by the whole community that surrounds Te Whare Whai Hua Early Learning Centre including staff, trustees and parents. We all uphold the values and beliefs within the Centre Philosophy and hope that all new whānau to uphold these values.

**Correspondence:** All correspondence for your whānau will be placed in your parent pocket, which is located above the sign in/out area. This is for us to give notification of any events approaching, newsletters, notices and account information. We ask that you keep a close eye on your pocket for any incoming information. At times, we may send correspondence via email. We also have a closed Facebook page that you can request to join. Search for 'TWWH Early Learning Centre' and await approval.

**Clothing:** Please ensure that your child's name is on all of their clothing. This will help us (and you) to keep a track of their things. There are markers available on site if you need one.

**Learning and development:** Our Kaiako encourage learning that will help tamariki to:

- Develop respectful and reciprocal relationships
- Confidently communicate their wants and needs
- Stay safe and happy
- Learn through play, kōrero and manaakitanga
- Develop resiliency and aroha for people and places

**Medication Register:** If you require staff to administer medication to your child, the medication register is to be filled in on a daily basis. Please ensure all necessary information is filled in correctly. Medication will only be administered by a member of staff who holds a current first aid certificate. Medication will only be administered to the child named on the prescription. Medication must be within the expiry date. The centre does not hold a supply of pamol (in accordance with our centre policy) so we are unable to administer this if your child is unwell.

**Accident Book:** If your child has an accident or becomes ill whilst at the centre, you will be informed and asked to sign an accident/ illness report at the end of the day. We may call immediately if the accident/ illness is of concern and we feel you need to be informed to assist us with making a decision (eg. High temperature, a bite, a head bump).

**Routines:** Te Rito and Te Puāwai daily routines are fairly similar and involve 'mat-time', morning and afternoon tea and lunch time and opportunities for interaction and play. 'Te Whāriki 2017' is our curriculum document and we work hard to create a wonderful learning space. Ask our kaiako for more details.

**Hat:** Our policy requires all children to wear a hat-especially in the summer months. If you wish to bring your child's own hat in - that's great. Please clearly name it. Bucket hats are the preferred type.

**Bag:** Your child will have a place to put their bag which will be shown to you on their first day. Their printed label will soon follow.

**Kai:** In Te Rito & Te Pūawai we use fruit from tamariki lunch boxes to go towards providing a shared morning and afternoon kai. Please bring in a healthy lunch for the rest of your child's stay. We suggest a sandwich, yoghurt, more fruit and a little treat. In Te Pūawai tamariki require an extra snack as they use their lunchbox for afternoon kai too.

**Nappies/Toilet training:** Please supply 4 or more nappies per full day that your child attends. A nappy chart will document your child's changes and is always available for viewing on the clipboard in the children's changing area. If your child is toilet training, we ask that you supply 3 pairs of named trousers, underwear and socks.

**Charts:** We document sleep, kai, bottle and nappy changes. These are available for you to view at any time. Please ask your kaitautoko.

**Messy Play:** Everyday, our tamariki will have the opportunity to enjoy messy and or wet, muddy play. It's good for them!! It is how they make sense of their surroundings—by touching, squishing and especially by tasting all things. Please ensure you have spare clothes in a backpack each day.



# Policies & Procedures

We have many policies and procedures that we abide by. They will help you to understand how our centre operates. We require all parents/ whānau to understand relevant policies in order to keep tamariki and kaiako safe, and within our ECE regulations

Below are a list of some of the policies you may wish to read. Please ask any kaiako and we can arrange this for you. We also have other operational policies that you may also wish to read—just let us know.

Child Protection	Complaints Procedure
Behaviour Guidance	Biting Policy
Excursions	Medicines
Nappy Changing	Sun Smart
Sleeping	Wharepaku

## FEES POLICY

Te Whare Whai Hua Early Learning Centre adheres to the following fees policy, thus the service is fair and equitable to all who attend.

**Centre fee:** The hourly rate per child is \$5.00 per hour

**Late fee:** All arrivals to and from the centre outside of booked hours will be charged at \$5.00 per hour

## Procedures

- All fees are to be paid to the Centre on a weekly basis unless an alternative arrangement is reached with the Manager.
- If there are fees owing at the end of the year, the child/ren cannot return the following year.
- All unpaid fees above \$200.00 left unpaid for 3 months are referred to Baycorp Collection Agency.
- All unpaid fees above \$200.00 could result in a hold on your child's enrolment
- If a subsidy is received through WINZ, it is the parent/caregiver's responsibility to ensure that their subsidy payments are correct, and renewal forms received on time. In the event that a debt is created through a shortfall in WINZ and cannot be resolved with WINZ, it is the parent/caregivers responsibility to pay this debt.
- The Centre holding fee is \$5.00 per hour and is charged for the booked hours. The holding fee is at the discretion of the Manager.
- Parents agree their child is not enrolled in any other early childhood service on the same day they attend our Centre.
- Any fee changes will be entirely at the discretion of Management. *(Parents will be notified of any changes 3 weeks prior)*
- WINZ subsidies are available through application.

- 20 hours free is available for all 3+ year olds, and 10 extra hours at \$2 per hour extra on the condition your child attends for 30 hours.

In cases of hardship, an application for reduced fees can be sought and will be at the discretion of the Manager.

- At least two weeks' notice is requested if your child is being withdrawn from the Centre.
- It is important that you keep to your booked hours, and respect these times. Staff are rostered on according to these hours and if you are either early or late it can affect class ratio.

Fees are payable for all weeks the centre is open. The exception is our 'Close down' over the Christmas period— this is fee-free.

Please ask if you need any further information—we're only too happy to help!