

PARENT/WHĀNAU INFORMATION BOOKLET

PLAY

LPP • CHILD-LED
PLAY-BASED

ENVIRONMENT

BACKYARD • HOMEY • EXPLORATION • CURIOSITY
ENVIRONMENT AS TEACHER
WONDER • RESPECT • INSIDE • OUTSIDE
RESOURCE • PEOPLE

NATURE

NO SUCH THING AS BAD
WEATHER, ONLY BAD
CLOTHING

GROWING TOGETHER

TUAKANA TEIHA



Rewanui
early learning centre

RELATIONSHIPS

MANAAKITANGA • WHANAUNGATANGA
ARoha • AWHI • INFANTS

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We aim at all times to provide the highest standard of care and education to your child.

We look forward to contributing to this important period of their lives and working in collaboration with you.

On behalf of all of our dedicated team of educators, welcome to Rewanui Early Learning Centre.

REWANUI PHILOSOPHY

RELATIONSHIPS UNDERPIN ALL THAT WE DO

Whanaungatanga, manaakitanga and aroha are integral to our relationships at Rewanui. We pride ourselves on the relationships we build with our tamariki and whanau as we believe that strong relationships make for a strong foundation to build upon with respect to learning and teaching. When the roots are strong there is no need to fear the wind.

GROWING TOGETHER

The concept of tuakana-teina is our driving force for growing together. We know we can all learn from one another within the collaborative environment at Rewanui and aim to empower all our tamariki through this. We also recognise that growth, development and learning happen through the three concepts of mohiotanga (prior knowledge), matauranga (Learning) and maramatanga (clarity). These three concepts combined allow each child to grow, develop and learn within their own specialised interests and knowledge base, all at their own pace.

“He aha te mea nui o te ao. He tangata, he tangata, he tangata.”

“What is the most important thing in the world. It is the people. It is the people. It is the people.”

PLAY, THE FOUNDATION OF LIFELONG LEARNERS

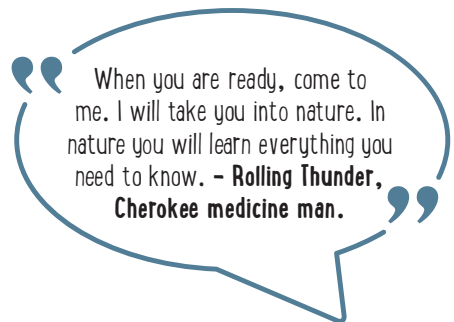
At Rewanui we believe that free play and child led play are essential to the holistic development of every tamaiti. The role of Kaiako at Rewanui is to identify teachable moments and support tamariki to explore these further. Play is the work of children.

ENVIRONMENT AS KAIAKO

We believe that the environment can be a child's best teacher. The teaching team at Rewanui therefore works hard to create an environment that is stimulating, inviting and encourages tamariki to learn, participate and have fun whilst also having time and freedom for true exploration. We value excursions to explore our community, especially the abundance of natural environments that we have available to us in Tairāwhiti. One of the main resources in our centre are our loose parts play materials which have endless possibilities for our tamariki.

FOSTERING A RELATIONSHIP WITH NATURE

At Rewanui we strongly believe that all tamariki should have equitable opportunities to form a nurturing and satisfying partnership with Papatuanuku, our Mother Earth. We need to future proof for our tamariki by encouraging them to explore the world around them with a sense of awe, joy and respect. To be a part of Papatuanuku throughout the entire year, appreciating and learning about all the seasons, as they happen.





INTRODUCTION

We welcome you to Rewanui Early Learning Centre. We are passionate about providing the highest level of care and developmental opportunities for our children. Our aim is to uphold the uniqueness of each child and through child led and teacher supported programmes encourage children to be socially competent and at the same time enjoy their individual skills and talents. To provide excellence in what we do, we encourage parent participation in the learning activities of our children.

We have an open door policy, where parents and whānau are welcome to discuss their child's learning and provide us with valuable feedback. On request we can provide our current ERO report and any Ministry of Education expenditure information.

CENTRE INFORMATION

We are licensed for 8 under 2s. Our under 2s are called our Fantails. They are separate, but we encourage a lot of interaction between all of our tamariki. We strongly believe in tuakana teina.

We are licensed for 25 over 2s. Our older tamariki are our Kiwis are 2-4 years old and Pukeko are our 4-6 years old.

We especially believe that learning happens through play when tamariki are able to play outside in all weather and seasons and with loose parts play resources.

OPENING HOURS

Rewanui is open between 7.45am and 5.15pm Monday to Friday. We operate through school holidays, but are not open on public holidays.

Rewanui has a close down period over the Christmas/New Year break. We will advise you of these dates closer to the time.

FEES

Hourly rate: \$6.50 per child

Children from the age of three qualify for 20 hours of ECE funding per week. The maximum entitlement is for up to six hours per day, then the normal rate will apply. Childcare subsidies for those who qualify are available through WINZ.

Our latest fee schedule and terms and conditions of payment are displayed at the centre and are available on request.

ACCOUNTS

Invoices are emailed weekly or for those who prefer a paper copy they will be available at the office. Fees are due 7 days following invoice. We do not charge fees for public holidays or during our annual close down period. Payments may be made by cheque or cash to the office or by internet banking.

POLICIES & PROCEDURES

Rewanui policies and procedures are developed by our kaiako, families and whānau to ensure that key legislative requirements are met and that those involved in our centre have a shared understanding of agreed processes and procedures so that these are consistent, safe and appropriate.

NOTICEBOARD

We value your contribution in the regular review of our policies and procedures. Copies of which are available at the centre and on the EDUCA page.

Also check out our facebook page @ RewanuiEarlyLearningCentre





ENROLMENT PROCEDURE

Families wishing to enrol a child at Rewanui are encouraged to come to the centre, meet the team and have a look around. At this time some details will be taken for our waiting list. These will include the days and times required and the date that you would like care to commence. When a position becomes available parents will be notified and requested to fill out an enrolment form. Management will discuss the orientation process with families.

A birth certificate and immunisation details must be presented for our records. Immunisation is not compulsory but in case of sickness your child may be asked not to attend for their health and wellbeing.

All children must be at least six weeks of age when starting at the centre and attend for a minimum of nine hours per week spread out over more than one day.

ARRIVAL PROCEDURES

TE WHARE ATAWHAI

- ▶ Take lunchbox out of bag and place on kai shelf. Have kai that needs to be refrigerated named. Kaiako will put this food in the fridge.
- ▶ Hang bag on hook with picture card.
- ▶ Discuss with the team any daily messages or routine information such as bottle times, and sleep times, medication or anything you wish for us to know.
- ▶ On arrival enter the time and a signature on the daily sign in sheet and fill out medication book (if required).
- ▶ We encourage parents to stay as long as they wish to help settle their child in.
- ▶ When the child departs for the day enter the time and signature on the daily sign in sheet.

TE WHARE AKO

- ▶ On arrival enter the time and a signature on the daily sign in sheet.
- ▶ Hang bag on hook in relevant area (either inside in bathroom, or outside on ramp).
- ▶ Place child's lunchbox on either the Pukeko or Kiwi trolley. Place child's drink bottle in either Pukeko or Kiwi container. For all food that
- ▶ Ensure kai that needs to be refrigerated is named and place in fridge. Please note that due to health and safety reasons children are not allowed in the kitchen.
- ▶ We encourage parents to stay as long as they wish to help settle their child in.
- ▶ When the child departs for the day enter the time and signature on the daily sign in sheet.

WHAT TO BRING

Any or all of the following as appropriate for your child: Bag, nappies, bottles, formula or breast milk, a lunch box with healthy kai, spare changes of clothes, comfort items for sleep, hat for sun protection or warmth dependent on season, suitable footwear, drink bottle with water, wet weather gear and a wet bag. Please label each of your child's belongings.

AUTHORISATION TO COLLECT CHILDREN

If your child is to be picked up by someone other than yourself and is not listed on the your enrolment form as an authorised person, please note this on the daily sign in sheet and let a staff member know. Children will not be released to any person unauthorised to have access.

SETTLING IN

We recognise that each child is an individual and therefore understand that it may take some children longer than others to settle in. We recognise that this can also be a stressful time for parents/whānau. A sense of well-being and belonging is more easily established when parents are actively involved in their child's transition to the centre.

We encourage parents/whānau to come in with their child before their child's start date and stay for at least 3 visits or as long as they feel necessary to settle. We also encourage new parents to keep initial visits short and when enrolment commences contact the centre during the time their child is in attendance to check on their well-being.

For younger infants especially it is also important for parents to provide the centre with information about home routines so that we can maintain consistency.

Infants will be given a notebook for routines when they start that will be written in by Kaiako and then will go home with them.

NOTE: Settling in can take anywhere from one to six weeks.



KAI

NOTE: We are an egg and nut-free centre. Home baking with egg in it is okay, but no other form of egg please.

Rewanui provides a variety of healthy and nutritious kai for morning and afternoon tea. Please discuss with the team if your child has any food allergies, intolerances or special dietary requirements. For children who will be at the centre for lunch please pack healthy kai in a named lunch box and a drink bottle containing either water or unflavoured milk. The use of re-usable containers and bags is encouraged to help support our emphasis on sustainable practice. Lunch is provided on Thursday at no extra cost.

LOADING UP THE LUNCHBOX

Children need a variety of healthy foods to learn and grow. Try to choose foods from each of the four groups below, every day.

VEGETABLES & FRUIT



Banana, apple mandarin, carrot sticks, celery, capsicum, cucumber, grapes, kiwifruit, leftover vegetables, tinned fruit.

GRAIN FOODS & STARCHY VEGETABLES (WHOLEMEAL/WHOLEGRAIN)



Wraps/pita, sandwiches, mini pizza, leftovers, sushi, roti/chapati, popcorn*, crackers, kumara.

MILK, YOGHURT & CHEESE



Cottage cheese, cheese, custard, yoghurt, reduced fat milk.

WATER



LEGUMES, SEAFOOD, POULTRY & MEAT



Tuna, chicken, chickpea/lentil curry, baked beans *

*Popcorn is not recommended for children under 3 years and nuts are not recommended for children under 5 years. Check with your ECE service or school if there are any allergy restrictions.



SLEEPING

Sleep times will take into account children's individual routines. Parents are encouraged to bring comfort items such as toys, dummies and blankies which will help settle them to sleep. Children have individual bedding which is washed weekly.

MEDICATION

If your child requires medication while at Rewanui please discuss this with a teacher who will guide you through the procedure of recording details.

IMMUNISATION RECORDS

A register containing details of each child's immunisation status is required to be kept at the centre. Please provide a photocopy of your child's immunisation record each time it is updated. In the event of an outbreak of a notifiable disease, such as measles, the register may be used to identify children who are not immunised. On the advice of our local health authority non-immunised children will be excluded from the centre.

ILLNESS

Rewanui illness policy applies to all enrolled children. This means that any child suffering from vomiting or diarrhoea is excluded from the centre until 48 hours after normal bowel habits have returned and or vomiting has stopped, unless we have a medical certificate stating the child is well enough to attend the centre.

If a child becomes ill at Rewanui a parent or caregiver will be phoned immediately and is required to pick up their child as soon as possible. Our phone number is **868 9867**.

Details will be recorded in our illness register.



ACCIDENTS

If a child has an accident at Rewanui details will be recorded in our accident register and there will be a notification on the daily sign in sheet to alert the parent. If the injury is more serious the centre will notify the parent by phone. For children who require emergency treatment an ambulance will be called and a parent or appropriate contact person will be notified immediately. In this event a teacher will accompany the child to hospital.



CENTRE CURRICULUM & PROGRAMME

Our programme reflects the principles, strands, goals and learning outcomes of Te Whariki the New Zealand bi-cultural early childhood curriculum. This celebrates the uniqueness of each child and the value we hold in the contribution of family/whānau in their child's learning.

CHILDREN'S LEARNING AND DEVELOPMENT

Each child's learning and development is documented and shared through their kete matauranga which consists of both portfolio books and E-portfolios.

We encourage, support and value the contribution of parents and whānau in creating links between the child's home and centre environment.

Together our contributions will establish mutual goals for children based on parent aspirations and identified interests and needs.

A plan to extend children's learning is put into place and documentation will show progression to attaining these goals and aspirations. Learning experiences for children will be authentic and relevant.

EDUCA

Educa is the electronic system that Rewanui uses to document your child's learning journey at the centre. Only you and the centre teaching team can access your child's personal page. Educa is accessible anytime for you to view and contribute to. You can also invite other family members to your page.

GROUP PLANNING

When teachers observe that there are a number of children with similar interests or significant learning trends a group plan will be made. Activities and experiences will be organised around the topic to extend children's learning and development.

We also go on weekly excursions out into the wider community to foster a relationship with our community, follow children's interests and to have time in nature.

We value your contribution and encourage you to share your knowledge and skills with us.





EMERGENCY CONTACT

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