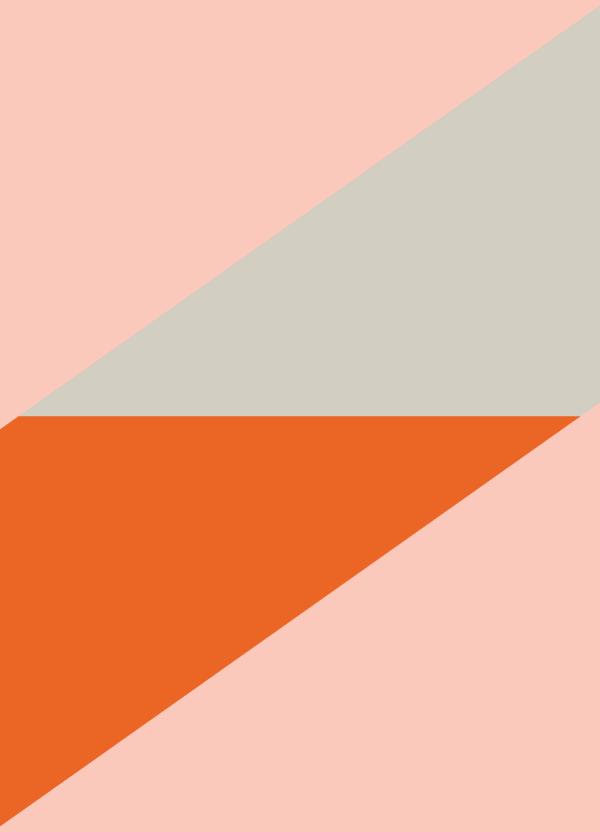
# **Campbells Bay**

EARLY LEARNING CENTRE







Campbells Bay is a bespoke, aesthetically designed Early Learning Centre, incorporating a historic church in tranquil native bush surroundings, located close to the village centre.

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# Welcome to Campbells Bay Early Learning Centre

We welcome you and your child to what we trust will be an extension of your home. By working together we will provide an environment that promotes quality child care and education.

Every child is unique and multifaceted. We never try to fit them in any one box, because we're all different shapes, sizes and colours. Our team are passionate about nurturing and celebrating the things that make each child unique. But we also know there are some things all kids have in common. That's why we foster a place of love, respect and belonging – creating a truly special environment where kids can really thrive.

Campbells Bay Early Learning Centre is aiming to become the leading family orientated centre in the local community, where children are supported to develop working theories, grow social competence skills and be well prepared to thrive in an ever changing world.

We would like to extend an invitation to all prospective parents and whanau to join us for a tour around our unique Centre.



# **About Our Centre**



Campbells Bay Early Learning Centre is proudly New Zealand owned and operated.

### **Organisational Structure**

Adrian Rowan is the Centre Licensee and has negotiated a charter with the Ministry of Education, which entitles us to receive bulk funding from them. Compliance with the Education (Early Childhood Centres) regulations is monitored by the Education Review Office. Parents are asked to contribute to policy development, review and decisions concerning their child's care and education. Our kaiako, teachers are inspired by the practices and philosophy of Dr Emmi Pikler and Magda Gerber. Our interactions with the tamariki are respectful, peaceful and predictable. We believe in doing with, not to children. We encourage all children to be the masters of their own movement, not putting them into positions that they cannot get into themselves. We do not use highchairs or other apparatus that could restrict children's natural movement. Whilst this practice is evident throughout the Centre, this is most visible in our infant rooms. We strongly believe in slowing down and having peaceful interactions with children.

# **Our Values**

Manaakitanga To extend aroha to all



Kaitiakitanga To respect our environment



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Campbells Bay Early Learning Centre

Kotahitanga To be a community of learners together



# Rangatiratanga

To determine our own destiny



#### Philosophy

We, as qualified and motivated educators with a best practice approach to Early Childhood Education offer a firm commitment to work with families and communities in children's education and care by making our children at the heart of what we do. We celebrate and respond to the interests of children respecting individual strengths, keeping alive their natural curiosity and their ability to learn through active exploration.

Through this they will continue to be selfpropelled learners with a desire to continue to aquire information as a consequence of ongoing interactions between people and their environment. We recognise the challenges of the 21st century and promote the attitudes, knowledge and skills that enable children to aquire the dispositions needed to overcome adversity. we achieve this by providing an environment that is treated as a living space, where both planned and spontaneous learning through play happens in tandem, where cultures are celebrated, where children are treated with respect and dignity and children's holistic development drives our practice. Our teachers work with the Principles, Strands and Goals of Te Whāriki - He Whāriki Mataranga mo nga mokopuna o Aotearoa -The Early Childhood Curriculum.

- The Early Childhood Curriculum will reflect the holistic way children learn and grow.
- The Early Childhood Curriculum will empower the children to learn and grow.
- Children will be given the opportunity to develop knowledge and an understadning of the cultural heritage of both partners to Te Tiriti o Waitangi.
- The wider world of the family and community is an integral part of the Early Childhood Curriculum.
- Children will learn through responsive and reciprocal relations with people, places and things.

Our Priorities for Learning encompass the Strands of Te Whāriki:

- Healthy Minds and Bodies
- Social Competence
- Resilience
- Technology
- Risk Taking
- Early Literacy

# **Our Programme**

### Our centre provides child-centred developmental programmes.

The programming is based on observing children on a regular basis, evaluating their needs and planning learning outcomes from these observations. We aim to develop programmes to meet the children's needs and therefore enhance individual development. Each child will be guided to develop at an individual pace according to his or her unique way. Programmes are evaluated regularly and are founded on the guiding principles of Te Whaariki.

Our practices reflect the multicultural heritage of our community, and emphasise nongender stereotyped behaviour. We recognise early learning facilitates the development of confidence, independence, and an interest in learning for our children. Indoor and outdoor experiences are an integral part of our programme and routine.

Play is central to our curriculum, it is a child's unique way to learn about their world. It is a means of expressing knowledge from previous experiences. We aim to provide opportunities for boys and girls to play freely regardless of stereotype roles they may choose. Routines give children a sense of predictability, they help children to feel a sense of stability and what will be happening next. We endeavour to provide an atmosphere that is warm, accepting and welcoming to both children and their families.

We believe infants, toddlers and preschool children have their very own unique needs and learning requirements. Each age group has their own play spaces, allowing for developmental appropriate play. When appropriate, teachers may take children into other areas to explore or play.

Our emphasis on maintaining a home-like environment ensures children are provided with a quality programme that is tailored to the appropriate development levels.

Campbells Bay Early Learning Centre has three key areas, consisting of six age-appropriate rooms and shared outdoor spaces.

- Under two's area; Tui, Kiwi, Kea
- Over two's area; Weka, Korora
- Pre-school; Ruru

Whanau will receive detailed information about their child's room including the philosophy and routine. Transitions between rooms are seamless for our children and are a natural progression.





When your child turns four, they will join our Enrichment Programme. The aim of the Enrichment Programme is to teach children the fundamental foundation skills for learning. It consists of an at least 20 minute session each day throughout term time. These sessions will be intensive with a strong emphasis on literacy, numeracy and self-help skills. We are not aiming to imitate a school environment as we believe children learn through play, however we have found the Enrichment programme builds skills and confidence for our children. So when they have their first day of school, they can approach this with self-confidence and knowledge of what happens at school.

Our Enrichment Programme Leader, Catherine is a qualified and registered Primary School Teacher however she soon found that her passion lay in building foundations in the early years helping her children develop working theories. The past 18 years has seen her work exclusively with four - five year old's with the sole purpose of providing them with the knowledge, skills, attitudes and dispositions needed for success.

Catherine has an engaging presence; her knowledge and energy motivates learning and the children look forward to their time spent with her. Our Enrichment Programme has been developed to work in tandem with Te Whāriki, the Early Childhood Curriculum and is aligned with the Key Competencies in Te marautanga o aotearoa the NZ Curriculum (school) which encompasses the knowledge, skills, attitudes and values of:

Managing self Wellbeing Mana atua

Participating and contributing Belonging Mana whenua

**Relating to others** Contribution Mana tangata

Using language, symbols, and texts Communication Mana reo

**Thinking** Exploration Mana aoti

#### Storypark

We use Storypark to share the children's learning journey with you, as well as a portal for communication. Storypark is an easy-touse private online service that helps teachers, parents and families work together to record, share and extend children's learning. You can capture a child's development by posting photos, videos, stories, moments, notes and responses. You own your children's Storypark page and can invite families, friends or anyone you would like to be a part of your child's learning journey.

#### Behaviour Management

Our child behaviour management policy is based on the importance of respect and dignity for the child, acknowledging and accepting children's feelings, and encouraging these feelings to be expressed.

#### Appropriate and desirable behaviours the Centre encourages:

- Turn taking
- Being kind to our pets
- Being kind to others in actions and words
- Respect for others and our environment
- Respect for others belongings
- Safe practices

## Steps we take towards establishing good behaviour management 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 or unacceptable and providing acceptable options
- Offering children choices and encouraging decision making.
- Setting realistic expectations which are age and stage appropriate
- All staff encouraged to model non-violent behaviour for the children's interactions with each other.





# Fees

Please refer to the Fees Schedule attached to your child's enrolment form. Invoices are issued weekly and your fees must be paid at least one week in advance.

In accordance to our Finance Policy, we reserve the right to review fees on the first of January each year.

Once you have been offered a place at Campbells Bay Early Learning Centre, and you accept, we require a \$200 enrolement fee to secure your child's spot.

#### 20 ECE Hours

Our Centre offers the 20 hours subsidy provided by the Ministry of Education to all 3 and 4 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. You may apply for the 20 hours subsidy and receive money from Work and Income, but we recommend that you discuss this with your case worker.

#### Childcare subsidy

Work and Income operates a subsidy for parents whose children attend the Centre. The subsidy is subject to an income qualification. Contact Work and Income for further information and forms. Full payment of fees is the caregiver's responsibility and will be required until a subsidy has been approved.



# Information

#### Hours

The centre is open Monday to Friday from 7:30am-6:00pm. We are closed on public holidays, and between Christmas and New Years.

We ask for your co-operation in dropping off and collecting children within our operating hours. If at any time you have an emergency and are going to be delayed, please contact the Centre immediately. Staff can then allay your child's concerns and make plans for their own commitments. A late fee may apply if your child is left at the Centre after closing time.

### **Orientation and settling**

A key teacher will be allocated to welcome and support new families and children prior to beginning orientation visits. We require at least two orientation visits, and each visit is 30 – 45 minutes. During orientation visits, parents will be encouraged to stay with their child. Once the teacher and parents feel the child is settled, the parent can leave the room and is welcome to sit in the family lounge. The parent must not leave the building during orientation visits. In the Infant Room, a journal will be provided for both parents and teachers to write about your child's day.

On the first orientation visit, parents will be given a 'Transition Information' form to fill out, in consultation with the new teacher. In the Under Two's room, this information will go directly into the child's journal.

Teachers will also give the new family an enrolment pack that will contain information about the new room and the teachers.

Teachers will be aware if a child shows any signs of distress when his or her parent leaves, offering comfort and support to the child.

Children are welcome to bring their cuddly, special blanket or toy from home. We do, however, ask that regular everyday toys are not brought into the Centre, if these are lost or broken, it can be very upsetting for the child.

We enjoy visits from grandparents, younger and older brothers and sisters, and friends once your child has settled.



#### Parent involvement

We operate an open door policy, where parents and family are welcome into the Centre at any time. Parent participation sends strong positive messages to your child that you support them and part of the childcare environment. The staff sincerely wishes for you and your child to be happy and feel welcomed at our Centre. Be aware that a three-way relationship between parents, caregivers and the child exists in this setting. Communication is a vital ingredient to the success of this relationship.

#### Staff

We are committed to staffing the Centre with skilled caring educators. The Centre has fully qualified and registered staff, and staff who are in training. Staff also participate in professional development regularly. Please refer to our website for a list of our current staff members. This is also displayed in each room and attatched to the daily sign in sheets

Our adult to child ratio is regulated by the Ministry of Education. The staff required to work with the children under 2 years old is 1 adult to 5 children and for over 2 years old the ratio is 1 adult to 10 children. We aim to provide better than this ratio at most times of the day with 1 adult to 3 infants, 1 adult to 4 toddlers and 1 adult to 7 pre-schoolers.

### Students, volunteers and visitors

From time to time, you will see new faces at the Centre. Relief staff and volunteers are screened before participating in our daily activities and must adhere to our philosophy whilst at the Centre. At no stage will a volunteer worker be left in charge of a group of children. However, they will interact with the children, giving help and attention as needed. Early learning teacher training students are also supervised at the Centre during the practical component of their course.

Visitors are required to sign on arrival and departure of the Centre.

#### Attendance

A responsible adult known to the manager and staff must bring children into the Centre. Only authorised persons (as indicated on the enrolment form) will be allowed to collect children from the Centre. Please notify the manager in writing if you make any changes to the adult able to collect or drop off your child. An adult other than one known to the Centre requires photographic identification.

Parents with custody orders must provide a copy to the manager.

In the case of a non-custodial parent arriving to collect the child, the manager will contact the police and provide a copy of the order for the police to enforce.

A child will not be allowed to go home with a parent/guardian in contravention of a custody/court order held at the Centre. However, in the event of a non-custodial parent gaining access to a child, the Centre cannot be held liable.

Staff are always concerned about your child's welfare, so if you are aware of any intending absence, could you please inform the manager and your child's teachers.

Parents must give at least two weeks notice before withdrawing their child and two weeks notice if you wish to change your session days. Session time changes must be in writing. Please ask the administrator or manager for the appropriate form.

### Food

All of your child's food is provided by the Centre, created fresh daily by our Centre Chef. We work with a local nutritionist to ensure our meals are healthy and provide a varied diet. Please ensure your child brings a water bottle each day.

The weekly menu is posted on Storypark on a Monday, and it is also on display in each room and in the chefs kitchen. Children who require a special diet will need to look on the class noticeboard each day. It is important that any food allergies be advised to staff on enrolment (or as they develop) so they can be posted in the kitchen and strictly followed.

#### Toileting

Routine toileting times are provided before meals and naps to encourage good habits and independence in children who are ready (cognitively, physically and emotionally). During toilet learning, staff will endeavour to support efforts made at home. Please feel free to discuss any special needs with staff. Please make sure you send plenty of changes of clothes during this time, as a few accidents are unavoidable.

We are committed to providing a sustainable practice therefore cloth nappies are used in our infant room. The re-useable nappies are provided by the Centre. Please ensure you provide your own re-usable or disposable nappy for the last change of the day.

For toddlers and young children, parents must supply sufficient nappies for their child's day (this may vary from 4 to 8) as the Centre keeps only a limited emergency supply on hand. If you are using reusable nappies, please provide a sufficient amount of liners and a wet-bag.

### Rest

All children are offered the opportunity to have a special time to relax or rest during the day; it enables them to gather their thoughts and strength for the rest of the day. It is our policy that if a child falls asleep, they are in need of a rest and will not be woken unless parents have requested otherwise. It is also our policy that if a child takes longer than 30 minutes to go to sleep, we will not force them. Some children may not need sleep, for these children we will set up quiet activities.

#### Clothing

All clothing, shoes, cuddlys and bags must be clearly named. Because play and exploration can often be wet or messy, children should be dressed in old or play clothes, and a spare change should be packed everyday. In winter, rain attire and gumboots are essential. In summer, sunhats are to be provided for outdoor play, and we ask you apply sun block to your child before the start of every day, we will apply it thereafter.



# What to bring

Parents need to bring the following items in a named baby bag or schoolbag.

## Under Twos

- Infants; a nappy for the last change of the day. Toddlers; enough nappies for the day/ week or a whole packet.
- 2. Milk or milk powder enough for the day.
- 3. Complete spare set of clothes and extra singlets.
- 4. Items the baby is attached to eg. dummy, teddy bear, etc.
- 5. Sunhat in summer, or warm waterproof outside clothes in winter.
- 6. Your child's Daily Diary (provided on enrolment).
- 7. A wet-bag (available to purchase).

# Over Twos

- 1. Nappies if still required.
- 2. Complete change of clothes (more when toilet training and extra underwear).
- 3. Special items for sleep eg. cuddly, doll etc.
- 4. Sunhat in summer, or warm waterproof outside clothes in winter.
- 5. A wet-bag (available to purchase).

Toys and other treasures from home

We have chosen a wide range of developmentally appropriate equipment and toys for our Centre. It would be appreciated if parents can explain to their children that the toys at the Centre are for everyone to share and they cannot be taken home. It would be appreciated if your child could be dissuaded from bringing in toys. Cuddly and security toys are welcome but need to be clearly named. If you have any music you would like to have played during rest time, please bring it in and we will happily play for your child.

## Car seats

We recognise for safety in a vehicle your child needs to be restrained in a standards approved car seat. This is required by law. If different vehicles are to be used to transport your child to and from the Centre, you can bring the car seat inside to be stored.

## Lost property

At the Centre there is a container for unamed and lost property. It would be appreciated if parents could check this regularly as the amount builds up. Items that are still uncollected after a period are donated to a local charity.



#### Parking

You are only permitted to park at the Centre whilst you are on site; dropping off your child, picking them up or meeting with teachers.

## **Excursions / trips**

Excursions out of the Centre will be arranged from time to time as part of your child's learning experiences. Parents are encouraged to be part of the outing. Excursion forms outlining the trip, transport, cost and adult to child ratio will be given to all parents to complete prior to an outing. Children who are unable to attend the excursion will remain at the Centre with a trained staff member. Children may be taken on small spontaneous walks out of the Centre. Approval for these is given when completing the enrolment form.

#### **Family Events**

We have several family events during the year, at which we would love to see you! These include Parent Evenings (held at night, usually with a guest speaker), morning teas, Matariki, Christmas festivities and our much anticipated annual exhibition, showcasing our children's talents, project-based learning and creativity.

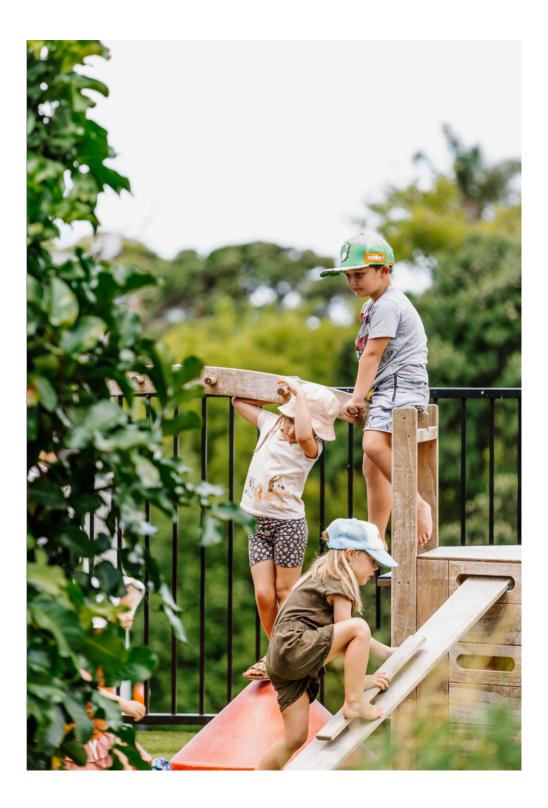
#### Communication

All parents are required to sign their child in and out of the Centre every day on the form provided in each room. 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 basis 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.

While verbal reminders on your child's needs and dispositions are appreciated, any special notes can be made on iPads located in each classroom, directly to your child's teacher via Storypark or feel free to email or call the manager.

Parents are kept informed of Centre activities through newsletters, Storypark, notices posted at the door, information on the parents notice board and our Facebook and Instagram pages.

All absences are to be notified to the Centre as soon as possible. The Centre has a 24 hour answer phone.





# Safety & Wellbeing

Emergency and evacuation procedures In case of an unforeseen emergency situation, every effort will be made to contac parents to collect their child. The Centre is fitted with safety devices, which are maintained regularly. Regular fire drills are necessary for regulation purposes. If you are present at a fire drill, you are required by law to participate. Emergency evacuation plans are displayed in the Centre. Staff are familiar with evacuation procedures and policies. Parents and visitors to the Centre will be asked to make themselves familiar with the evacuation plan and where hoses and first aid equipment is to be found. Every effort will be made to make evacuation procedures enjoyable rather than stressful events for the children. Regular emergency procedures give the children an opportunity to become familiar with the routine and planned evacuation. The Centre has a Civil Defence emergency kits on site.

#### Safety

Centre policies on safety precautions are continually reinforced by staff and children.

#### Such practices include:

- The storage of chemicals in locked cupboards
- Checking the safety of sandpits and outdoor equipment
- Children's awareness of personal safety, i.e. not throwing equipment, walking inside.

There is always someone trained in first aid on site; staff first aid certificates are renewed every two years.

#### Child health

We ask that any child or adult who is unwell be kept away from the Centre especially at drop off and pick up of children/siblings, so illness does not spread through the Centre. The manager may at his/her discretion refuse to accept any child deemed unwell enough to attend the Centre, as we do not have the specialist staff or the space for sick children. Children with severe coughs or colds, fevers (temperature over 38° or higher), vomiting, diarrhoea, conjunctivitis or rashes cannot be brought into the Centre.

If symptoms develop during the day, the parent will be contacted to arrange for the immediate collection of their child.

For further information refer to the Centre's Health and Safety Policy.

#### Medication

Please advise the staff if your child is taking any medication. All medicine must be kept out of reach and recorded on the medicine register. The register must be filled in before we can administer any medication. The details on this form must be clear and correct, otherwise the medication will not be administered. Medication needs to have the pharmacy label on it stating your child's name, expiry date and the amount to be given. Only medication that has a label stating your child's name and expiry date will be administered.

The Centre keeps a first aid kit, which includes some non-prescription and homeopathic medications for emergencies. Please advise the 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 immunisation status. Please remember to bring your Well Child Book and a copy of your immunisation certificate with you when you enrol your child at the Centre. If your child is not immunised a letter confirming this needs to be attached to your enrolment form.

In the case of an outbreak of a notifiable disease, the Ministry of Health requires your child to be kept away from the Centre for the duration of the outbreak.

When is a child infectious

Common infectious diseases

COVID 19 (Coronavirus) - Infectious for 7 days from onset of symptoms.

Measles - Infectious up to four days after rash has first appeared.

Mumps - Infectious up to three days after swelling has disappeared.

Chickenpox - Infectious until last spot is covered by a scab.

Whooping Cough - Infectious until at least one month after onset. **Rubella** (German measles) - Infectious up to four days from when rash first appeared.

Hand, Foot and Mouth - Contagious for 7-10 days. Child can return to Centre when fever has gone, blisters have healed and child is feeling well again.

#### Common contagious parasitic conditions

Headlice - Please check your childs 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.

Threadworms - Difficult to prevent the spread. Usual signs are irritability and itchy bottom.

Scabies - An itchy skin condition which can be difficult to diagnose. A doctor should be consulted on any doubtful rash.

#### Infectious skin conditions

Impetago - 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.

**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.

Note - Any skin condition persistent for more than 24 hours requires a medical opinion.

#### Vomiting and Diarrhoea

These can be a serious health risk to babies. A baby should be seen by a doctor immediately. If a child has diarrhoea: please keep him/her at home; give only fluid for 24 hours (10mls 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. Please be aware that we have a 48 hour stand down period from the last loose bowel motion or vomit.

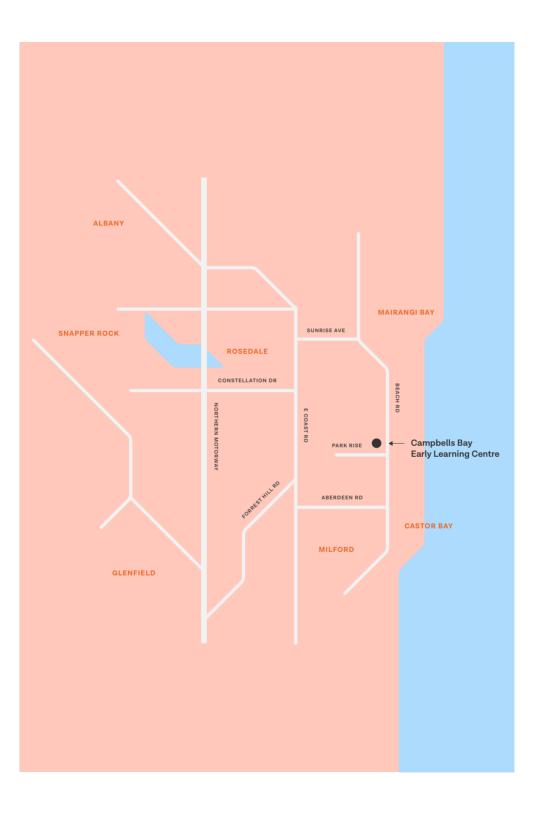
The Centre should be advised if the child has contracted a notifiable or infectious disease such as Giardia, Mumps, Chickenpox etc so that other parents can be advised. The child should be kept away from the Centre for the required length of time as per the communicable diseases chart which is on display in the Centre.

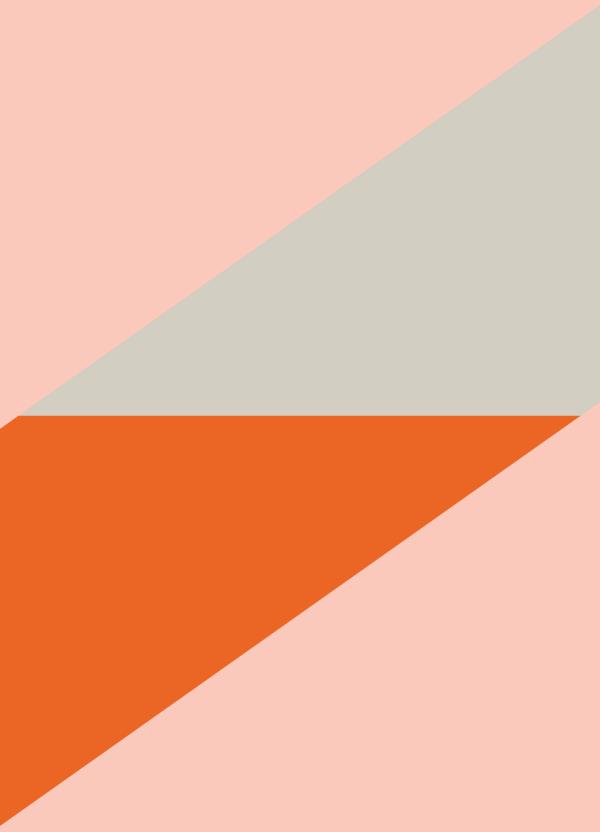
# **Contact Details**

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