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## *Parent Handbook*



**KOHI**  
Learning  
Centre

203-237 Kohimarama Rd  
Kohimarama  
Auckland

Ph: (09) 521-0009, ext 711  
[preschool@eastcitytrust.org.nz](mailto:preschool@eastcitytrust.org.nz)

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## Lost Property

Lost property is stored near the main entry doors, outside the Managers office. We try to keep the contents current and about once a month we email photos of Lost Property to parents to check. This is the first place to check for shoes, hats, hoodies etc.

To prevent a lost property box, Please name all your childs belongings, including shoes.



## Birthdays

We are happy to celebrate the occasion of your childs birthday . Parents are welcome to send a birthday cake to share with the group.

*Because choosing a childcare centre is such a huge decision for you and your child, we welcome any questions, suggestions or concerns you may have.*

*Feel free to visit or phone at any time we are open.*

*We're sure your child will enjoy their time at Eastern Bays Learning Centre*

*Look forward to seeing you again soon*



## Emergency Procedures

In case of an emergency situation or the centre has to close for an unforeseen reason, the centre will send a text message to the emergency contact (this form will have been completed at part of your enrolment pack) advising the situation and what action is required .

Regular fire, earthquake and lock down drills are undertaken with the children as per the regulations. The staff are familiar with evacuation/lock down procedures and policies.

Each day a teacher is assigned as the Warden/PoR (person of responsibility).



## Safety

Safety is paramount at the centre for all children and staff, to ensure they are secure.

Should a child have a fall/cut/scrap/bruised; an accident form will be completed if the injury is severe enough. This is at the discretion of the Person of Responsibility for that day and/or the Manger.

For any head knocks/facial marks a concussion check is completed by 2 teachers and parents are phoned, and accident form completed and copied to the family



## Toileting

The centre is equipped with 2 child friendly toilets for the children to access at any time.

For our toilet trainers, we have a designated teachers assigned to ensure all children learning to self manage are taken to the toilet at very regular intervals through the day. Our trainers are rewarded with sticker chart progress. Our teachers also work with our parents to support similar habits from home. Please make sure your child has plenty changes of dry clothes should accidents occur.

Please discuss any special requirements with our teaching staff who are happy to help make this next step of independence a successful one for all.

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Kohi Learning Centre is attached to Barfoot Thompson Stadium which is run by the East City Community Trust. Operating as a community centre means that all funds go back into the facility.

## Mission Statement

Our Pre-schoolers enjoy an environment in which all children are respected, happy, secure and loved.

As well as flexible, challenging and well balanced programme which meets all aspects of the child's development, individual interests and needs.

## Policies

A centre policy folder detailing all Eastern Bays Learning Centre's policies is available in the foyer for your perusal and also included in our enrolment pack.

## Our Staff

Kohi Learning Centre employs staff that are caring, trained, experienced professionals, who are responsible for providing a safe, and educational environment. All staff members hold current First Aid Certificates. The teaching team may also consist of staff who are in training or who have valuable experience in working with children.

All teaching staff participate in ongoing professional development in order to keep up with current trends and practices in Early Childhood Education.

Working along side our teaching team are our support workers; a cook, cleaner, relievers and an administrator.

## Students, volunteers and visitors

Visitors are to sign in on arrival and out on departure of the centre  
Students, volunteers and relief workers are screened before working with the children. Teacher training students are also supervised at the centre during their practical component by our senior teachers.

## 20 Hours ECE

### 20 ECE Hours *Subsidy*

We have adopted the full day model for all ECE users ie. 8am-4.30pm. This means all children using 20hrs ECE funding must be booked from 8—4.30pm or at least a 6.5 hour day.

We do not ask parents to pay an optional charge for ECE hours.

For the centre to administer the 20 hours ECE all families must complete the paperwork as required by the ministry.

Your child must be at least 3 years old to receive 20 hours ECE at the centre

Going forward you must complete a change of enrolment form for ANY CHANGES to your child's enrolled hours prior to those changes being effective. Any changes in hours enrolled and daily funding changes need to be sign off by all families. This is a compulsory requirement to ensure funding is allocated to your child correctly.

If you are claiming funding at another centre or for Nanny/Au Pair, please advise the Manager as funding can only be claim from one source, unless you have spare funding hours that we can use (maximum of 20 hours per week/ 6 hours per day).



### Childcare Subsidy

A Work & Income (WINZ) subsidy is available to some families. See the manager or administrator for information. You will need to be aware, your child may not be absent for more than 210 hours per year. Your subsidy will be affected.



### Excursions & Trips

We have our own mini van, complete with booster seats for outings and excursions. You will always be asked to either sign and return, or email your permission for a trip out of the centre. This does not include walking excursions within 1 km of the centre, which are included in the permission section of the enrolment form.



## Fees and Payment

	<u>Daily</u> (includes all meals)	<u>Full Week</u> (5th day food fee only)
Under 3 (& non ECE user)	\$83.40	\$344.00
Over 3 ECE user	\$51.70	\$236.60
Siblings	10% discount	
Enrollment Fee	\$50.00 (one off fee) includes a Wet bag & sun hat	
Civil Defense fee	\$5 per child—Annually (charged weekly)	
Portfolio fee	\$30 per child—Annually (charged weekly)	
Excursion fee	\$5—\$7.50per excursion	
Statutory Days	regular rates apply	
Illness	regular rates apply	

### Payment of fees

Parents are invoiced at the beginning of each month according to their childs' normal session times. Payments must be received by the 21st of each month, payments can be made by direct debit (due 25th of the month), eftpos, weekly auto payments or direct bank transfer. All payments details are included on your invoice.

Please ask if you think you would be entitled to a WINZ subsidy.

### Late Pick up and Late Payment Policy

Late pick of your child will incur a late charge of \$35 for the first 10 minutes; then \$5 for every 5 minutes until your child is collected.

Late Payment of your invoice will automatically incur a 2% charge for each week it is past due.

## Staff

Licensee: Brian Tomlinson (East City Community Trust)

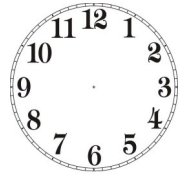
Manager: Shona Mc Hugh—B ED, Dip Tchg ECE

Administrator: Cindy Duggan—PG Dip Tchg ECE

Teachers: Alisa Bowden	B.A, M.A, GD Tchg ECE PG Special Teaching
Kym Petaia	B Ed (PTE) Dip Tchg ECE, PG Spec Edu—Early Intervention
Angela Lindfield	Grad Dip Tchg ECE
Candy Yeh	Grad Dip Tchg ECE
Christine Guo	Grad Dip Tchg ECE
Cindy Duggan	PG Dip Tchg ECE
Karen John	Teaching Assistant

We are Licensed for 38 Children (incl up to 8 under 2 year olds): 6 Teachers





## Hours

Monday to Friday 8.00am—4.30pm

### Session times

8.00am—12.00pm/12.00 pm (for our younger U3 children)

Full Day 8.00am—4.30pm

Morning Tea 9.45am      Lunch 12noon      Afternoon tea 2.45pm

Nap time 12.30pm—2.30pm

We are closed all public holidays

## Attendance

Minimum 2 full days per week or 3 sessions per week

All children must be signed into the centre on arrival by a responsible adult. Only authorized person (as indicated on your enrolment form) will be allowed to collect your child from preschool. All children must be signed out at the end of their session..

All absences must be reported to the manager as soon as possible. We need 2 weeks notice for a planned absence.

Two weeks written notice is required if your child is leaving the preschool



## About our programme

Kohi Learning Centre’s Philosophy is based on the belief that each child and family is unique. Respect for community, and the environment, as well as for each child, family and teacher is strongly valued and practiced.

We believe that children learn by following their interest areas– emergent curriculum-and we aim to provide opportunities and learning experiences to promote and enhance their knowledge.

Our centre is a family grouping, mixed age centre where all children join together in an environment that supports both individual and group education and care.

Our centre follows the Principles of Te Whariki—New Zealand Early Childhood Curriculum.

As we value life long learning, teachers are encouraged to continue their professional development to enhance their knowledge of early childhood education.



## Absences — Extended Leave & Cancellation of Service

If your child is going to be away for a longer period of time, written notification is required. The first 2 weeks of leave is at 50% of your regular rate, (providing you have not already used your annual holiday leave and have been enrolled for at least 6 months), the remaining holiday’s taken are charged at your regular enrolled rate.

Public Holidays— Our centre is closed on Public holidays, usual fees are applied

Christmas holidays—Our centre is closes for a 4 week period. These 4 weeks are at no charge

School Holidays—the centre is open during the school holidays except for the 4 week closure over the Christmas period.

### Cancellation of Service

On cancellation of our service, two (2) weeks notice in writing is required. All outstanding fees must be paid when the centre receives your cancellation notice.



## Meals

Our onsite cook prepares a nutritious morning tea, lunch and afternoon tea for the children that are here for meals. The weeks menu is displayed for parents information. Individual children’s needs can be catered for, ie vegetarian, allergies, special diets. Please complete the details on the enrolment form of any special requirements your child may have.

*Morning Tea & Afternoon Tea can consist of :*

Crackers	Fruit Toast	Crumpets
Scones	Sandwiches	Bread baskets
Fresh Fruit	Yogurt	Sausage Rolls

*Lunches can consist of:*

Monday	Tuesday	Wednesday	Thursday	Friday
Lunch box Style	Cheesy Spaghetti	Teriyaki Chicken	Picnic Tray	Cottage Pie
Ham Salad Pita	Vegetables	Brown Rice	Chicken	Broccoli
Carrots/fruit		Broccoli	Pita	
			Carrot / Corn	



## Arrivals & Departures

Arrivals: On arrival at the centre, please:

Sign your child IN, (both time and signature). Please sanitise your child's hands or wash with soap on entering the centre.

Departures: At departure time, please:

Sign your child OUT, (time and signature)

*Due to our licensed hours, morning arrival is from 8am, we cannot accept families into the centre earlier than this time.*

This is important for :

- ◆ emergency evacuation - in an event of evacuation and accountability for all children
- ◆ Ministry of Education—signing your child IN and OUT each day is a requirement by the MOE for funding for the centre.

### Authorised persons to collect

Only people you nominate on your child's enrolment form will be allowed to pick up your child. If someone else is collecting your child please fill in the "Authorised to collect" form outside the managers office.

Please note: Only persons given parent/guardian consent & are over 18 years will be allowed to collect the child. A photo ID may be required if the adult is unknown to staff.



## Absences — Sick/Holiday

It is always important to phone the centre as soon as possible to notify staff if your child will be absent for the day due to sickness or other.

Kohi Learning Centre has a 'two weeks notice' policy for planned absences (eg holiday, operation,). With this notice given your child is eligible for 2 weeks per year of your child's normal booked week at 50% of your regular charge, after being enrolled for 6 months. Normal fees apply when your child is absent due to sickness or other absence without notice.

Ministry of Education regulations state that a child can only be absent from the centre for a maximum of 21 days at one given time and thereafter government funding ceases. (Outside of our regular closed down period over Christmas break).



## Consultation with parents

Both management and teachers endeavour to acknowledge and respect the values, needs and aspirations of all parents and families. We do this by encouraging parents to spend time at our centre, where we can discuss their queries or concerns, either formally or informally, to enable them to become involved in decision-making concerning their child.

Parent communication on a daily basis is also vital as it keeps staff informed about changes in a child's routine.

We also invite parents to become involved in our curriculum but viewing and discussing their child's Memory Book, and taking it home to share with other family members.



## Communication

We keep parents up to date with what is happening each day at Kohi Learning Centre through the parent notice boards, emails, and our Daily Do newsletter which is published on Educa at the end of each day.

Should you have a query or concern, do not hesitate to let us know. Please follow this communication process for such matters;

Discuss with your child/ren's teacher

If still not satisfied talk to the Centre Manager

Refer the matter to the licensee

Seek assistance from the Ministry of Education.

Educa—once your child is enrolled you will receive an email inviting you to join the Educa site. Here you will find your child's photos, stories written by our teachers, daily messages and our daily do highlight of the day information. You can invite other family members to have access also. They will only see your child's details.



## Settling In

At Kohi Learning Centre, we understand that you may have mixed emotions and feelings when placing your child in care. These emotions are very common and we will endeavor to ensure both yourself and your child's needs are met through providing yourself and your child with extra support during this settling in process.

In our enrolment pack you have an All About Me form, to complete. This helps our staff to learn more about your child and background upon starting. Please inform us about the things that may help your child settle in; e.g favourite books, songs, interests, special comforters.

We encourage parents to come in and spend time with their child while allowing the child to explore the environment and begin to form a relationship of trust with our caring teachers. This will also give the child the opportunity to familiarize themselves with the routine.

Parents are advised to start by leaving their child for an hour or so the first time, and slowly build it up to a whole session when the child is comfortable with the centre (particularly for younger children).

Please remember to always say "Goodbye" to your child, and ensure the staff members are aware that you are now leaving, as this may be when your child will require a little more support. You are more than welcome to phone or email the centre at any time to check on your child.

As communication between staff and parents is vital for the well being of the children, please feel free to discuss any areas of concern.



## Educa—ePortfolio

Each child has a profile on Educa where the learning stories, photos, samples of work can be viewed online. An invitation to join Educa will be provided when you enroll at the centre. You can invite other family members to view your child's work with their own user id.



## What to bring

Your Child will need:

Nappies (if required) or underwear (if toilet training)

Two complete changes of clothes.

Sun protective hat

Shoes/socks/Gumboots

All items must be clearly named

**Please Note: Do not bring** any food into the centre in their bags. We can have children with anaphylactic reactions and unknown food in children's bags poses a high risk to those children.

If your child requires particular brand of sunscreen, wipes, nappy creams, please provide (clearly names) and leave at the centre for your child's use.



## Sleeping routines

Our 'sleep room' contains cots and miniature beds. The sleep room is situated away from the main area of play and has 2 viewing windows. Our sleeping policy states that when more than 3 children are asleep at one time, a teacher will be in the room at all times. When there are less than 3, the sleeping children will be checked regularly.

Individual children's needs are met by enabling them to sleep when they need to, but most younger children sleep between 1.00pm—3.00pm. Parents are welcome to send along a favourite toy or blanket for this time.



## Medication & Sickness

All medication for your child must be signed in daily in the medicine record book, and full details must be given to staff. Only medication currently prescribed by a practitioner is acceptable.

Children with severe colds, and coughs, diarrhea or vomiting will not be permitted to attend the centre until either a doctor's clearance has been given, or the child has been well for 48 hrs. Any contagious childhood illness such as conjunctivitis, measles, chicken pox you are required to provide the centre with a medical certificate of clearance before the child can return.