

Southside Kids Childcare Centre

Information for Parents 2016

Street Address: North end Coromandel Street, Newtown. (Behind Wesley Ewart Hospital)

Postal Address: % 83 Fraser Avenue, Johnsonville

Phone Number: (04) 385 5911 (or hospital extension 5911)

After Hours Contact: (04) 478-9294

Email: info@southsidekids.co.nz

Website: <http://www.southsidekids.co.nz>

Manager/ Head Teacher: Julie Barton

Opening Hours

7.30am - 5.30pm. 6.45am start can be arranged, but must be negotiated with Julie beforehand.

Licence

Roll / Licence	Ratios
25 Over two	Maximum 1:10 Over twos
10 Under two	Maximum 1:5 under two

Staff and Qualifications

Julie Barton (full-time)	Advanced diploma of teaching Higher diploma of teaching Bachelor Degree in Teaching and Learning Higher Certificate in Education Management Certificate of Registration, Teacher NZ First Aid Certificate
Helen Ferris (full-time)	Diploma of Teaching Early Childhood Certificate of Registration First Aid Certificate
Lucy Bielby	Diploma of Early Childhood Cert of Registration, Teacher NZ Cert in First Aid
Lafoaluga Tuia (full-time)	Diploma of Teaching Early Childhood Certificate in teaching Sunday School Certificate in teaching Primary School (Samoa) Certificate of Registration, Teacher NZ First Aid Certificate
Xu Jie (Jessie) (full time)	Graduate Diploma of Teaching Early Childhood

Southside Kids Childcare Centre - Hospital end of Coromandel St, Newtown, Wellington 6021

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	Certificate of Registration, Teacher NZ (provisional) First Aid Certificate
Nikolai Economu-Barton (part-time and reliever)	Lots of experience

Philosophy of Southside Kids Childcare Centre

Summary

Meet the overall needs for education and care of each child attending the Centre, such that children should enjoy protection, opportunities and facilities, which will enable them to develop to their own optimum learning level and have positive dispositions of learning in an atmosphere that supports their interests in conditions of freedom, dignity and respect.

Together we will provide an environment that is safe, secure, happy comfortable, in which the children learn to feel confident and able, be independent, use their body skilfully, be eager for new experiences, develop good relationships with others, contribute to the wellbeing of others, express themselves through speech, movement and art, observe question and organise their thinking about the world, respect the natural environment, know who they are, respect and acknowledge the feelings of themselves and others.

Developing Social Competence

We believe that children's social development involves children learning to resolve conflict peacefully and respecting others and their property. In the centre, children are encouraged and supported to use words (or given the words if non-verbal) when in conflict. Teachers develop social competence through:

- Role modelling the desired behaviour
- Teaching children to take responsibility for their own behaviour/ actions
- Encouraging children to be kind and help each other
- Supporting children to be assertive not aggressive
- Supporting children to resolve conflict peacefully
Catch phrases used i.e. hands are tools not weapons
- Children requesting a turn with support from teachers, if required to learn this competence.

Parents are expected to follow these guidelines while in the centre and are encouraged to ask for teacher support if difficulties arise which they feel unsure of.

Guidelines

Parents are expected to follow these guidelines while in the centre and are encouraged to ask for teacher support if difficulties arise which they feel unsure of.

- **Signing In and Out**

Just inside the door on the left is the roll book. On this form you need to record what time your child arrives and leaves each day. This needs to be done as they arrive and as they leave. You are also required to sign in the signature column. We require this form to be filled out correctly every day for **Funding, Civil Defence, Health and Safety Reasons**.

- **Medicine Book**

Located just inside the door, with the roll book. If your child has medicine to be given to him/her during the day it needs to be recorded in this book. You need to fill in your child's name, the medicine, the dose, when they are to have it, and then sign the book. When the medicine has been given the staff member who gave it will sign the book. **If the book is not filled in correctly we are not, legally, able to give the medicine.**

- **Immunisation**

The centre is required to sight your child's immunisation certificate on enrolment and, in the case of children less than 15 months, again once immunisations are completed. This is a requirement of the Ministries of both Health and Education. These certificates are available from your doctor. While we do not require all children to be fully immunised, in the case of an infectious outbreak of any immunisable disease, we may require that unimmunised children remain absent from the centre for the duration of the outbreak.

- **Medicine**

Any medicine brought to the centre is to be placed either in the fridge, in the compartment marked medicine or in the medical cupboard, which is located above the fridge.

- **Illness**

Please do not bring your child if they are ill. Our illness policy provides guidelines to help you determine whether your child is well enough to attend the centre and also staff will call and ask for children to be collected if they become ill/deteriorate during the day. Bugs spread easily in the centre and can make other children, staff and parents sick. Please inform the staff if your child is sick so we are able to notify other parents, if necessary, about any illness.

Communication

- Communication with parents is via the white board outside the front door, the parents notice board, a notice put in parents pockets (both of which are on the right inside the front door) or in the comments section of the roll book (which is provided for messages **from** parents to staff).
- Please check these areas daily.
- Newsletters – Newsletters are produced every few months. These contain current important information. Newsletters will be put in the parent's pockets. Information is also put on the information board outside door and is regularly updated.

Equipment/ what to bring

Please name all clothing/equipment

Please supply:

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- at least, one change of clothing (all named)
- a jacket and hat. We also suggest gumboots are a good idea in the winter and a sun hat in the summer (all named)
- Nappies (disposable only sorry), bottles and formula (named , if needed)

Note: The centre is not liable for things lost at the centre.

Outside

We have children outside in the play area EVERY DAY (within reason) and WATER PLAY almost every day. Please note that if your child is not well enough to be outside or get wet (we will change clothes as soon as practical) then they are not well enough to be at centre.

Sun block

We ask all parents of **walking children** to sun block their child **either at home before centre or before leaving the centre** (sun block kept by roll book or on fire alarm above roll book). We then sun block them again after lunch or when children go outside again after sleeps. This ensures that when outside is open we know that every child is sun blocked.

Lunch

The centre provides morning and afternoon tea. You are required to provide lunch for your child every day. **Please provide lunch/drinks in a named container.**

Lunch Box Suggestions

We Recommend:

- Sandwiches, plain biscuits/crackers, raisins or other dried fruit, cheese, yoghurt, muesli bars, fresh fruit/vegetables, spaghetti/baked beans, leftovers (in microwave safe container), seeds (pine nuts, pumpkin), diluted juice or water in drink bottle.

Foods on the Banned List:

- Sweets, chocolate bars, Soda drinks, 2 minute style noodles, peanuts and peanut products in the Under 2 area, and currently we have a centre wide nut, nut product, and egg ban due to a child's severe allergy.

There may be other things added to the list from time to time if a child is enrolled with severe allergies, e.g., shellfish

Bedding

Bedding is provided by the centre, but if your child has a special blanket or toy for sleep time you are encouraged to bring this to the centre if it is well named. These items often help with settling as well as sleeping!

Lost Property

This is located in a basket by the main door. Please check it every day. To help return of clothing please name everything, including socks.

Civil Defence

In the event of a civil defence emergency everyone in the centre will stay here for 72 hours, unless otherwise directed by civil defence. After this period all children will be taken to the nearest civil defence station. Civil defence supplies located in the cupboard in the foyer.

First Aid Kit

This is located in the cupboard above the fridge.

Holidays

The centre is closed for a two-week period over the Christmas break. It also closes for all statutory holidays. **Fees are paid over holiday periods.**

Teacher Only days

In order to properly programme plan and prepare the centre for the next term the centre may have up to 3 teacher-only days per year. One at the end of the Christmas break and doesn't affect parents the other 2 are attached to Stat. holidays e.g., Easter, Queen's Birthday or Labour Day. These will be advertised both on the white board outside and in a newsletter to take home. Fees are also paid for these days.

Non-refundable deposit/bond

Once a parent has accepted a placement, there is a **deposit/bond of one week of the Childs fees.** This deposit will be receipted and will be used to pay for the Childs last week of fees but is not refundable should the space not be taken.

Please note: the Centre will not hold any space unless the confirmation form and deposit are returned to the centre within 14 days of a place being offered to your child.

Fees

Fees are paid two weeks in advance by automatic payment. The first automatic payment is paid the week the child starts the centre and paid 52 weeks per year. These are still paid if there are holidays, teacher only days or illness, as staff wages still need to be paid.

No of days booked at centre	Fees for under 3 year olds and for 3+4 year old children without 20 Hours ECE Funding	3+4 Year old fees with 20 Hours ECE funding. Payment required to cover hours not covered by 20 Hours ECE Funding
1 day	\$61.00	\$34.00
2 days	\$122.00	\$70.00
3 days	\$183.00	\$103.00
4 days	\$244.00	\$154.00
5 days	\$250.00	\$160.00

Late Fees

Late fees will be charged if parents pick up their children after the stated time. Charges are:

- \$10.00 for the first 15 minutes or part thereof and \$5.00 for every five minutes after that. This money is expected to be paid immediately.

Pre entry Visits

In order to make the transition from home to centre as stress free as possible for the child, parent and teachers, our policy is that each child **must have a minimum of 2 visits to the centre before they are left**, to familiarise them with the teachers, children and environment and us to get to know them and their families a little. The child must be accompanied at all times by an adult that they know really well (preferably their parent/s) and are free of charge. The length of time these visits last is flexible, but we suggest an hour or 2 each visit, and should be as close to their official start date as practicable (but **not** for instance the morning of the first day they are left)

We also suggest that if the children have a **special toy/blanket** this should accompany the child to the centre at least in the beginning. We do not expect that 2 visits will be enough for all children or that the settling process will be complete after these 2 visits, but experience has shown us that these do help a great deal toward the child settling happily at Southside Kids.

Parking

Wilson's manage the car parking at the hospital, which includes the car park below the centre. The car park is a Casual park for staff at the hospital with a permit and paying \$3 a day. Fortunately for us the centre carpark is far enough away from the hospital so parking in this area is our parents with permits. We have 3 car parks, number 74, 75 and 76, which we use for visitors to the centre or parents wishing to spend time at the centre.

Teachers park at the top of the driveway to keep these parks free. The agreement we have with the Hospital and Wilson's is we can use other parks in the car park for dropping off and picking up of children without tickets being issued.

Parents/Whanau at Southside Kids

Partnership between the teachers and the parents and whānau is of vital importance if children are to receive the best care and education possible. Therefore, parents and whānau are welcome and actively encouraged to be part of centre life. We value your ideas and contributions and encourage you to join our programme by being part of a session, sharing a hobby, bring along a new baby or pet, etc.

Regulations, Charter, ERO Report, Financial audit and Centre policies and practices

These can be found in the black folder by the front door. Please take the time to read them at least once so that you are aware of our guidelines etc. We also have a small selection of books in our parent library, which you are welcome to borrow, please ask a teacher.

Communicating with Parents/Whānau

We welcome any input as it gives a much more complete picture of your child if your insights are included. You are especially welcome to chat with teachers at the beginning and end of the day, and you can always make an appointment to meet with them if your discussion will take a little longer or you would prefer not to have the children present. We display the children's current "learning story" for you to add to /comment on and their profile books are also displayed and available for you to comment in.

Helping at SSK

Parents are welcome to spend time at the centre to assist the teachers or just to have time with your child sharing and assisting their learning. The partnership between teachers and the families is essential for the best learning of the children.

NB: While we respect parents and whanau rights to choose their own forms of child management for their own child, and their views and input into Centre policies are valued, there will be certain guidelines which the Centre maintains.

- At all times all children will be treated with equal respect and dignity.
- Parents will not be allowed at any stage to reprimand physically or use harsh ones or words to their own or any other children while within the Centre environment.

Celebrations

We like to celebrate a range of events that are important to people in our centre community. If you have an occasion, which is important to you that you would like to celebrate, then please discuss this with the teachers.

We also have quite a few social functions that we encourage you all to attend. Children's birthdays are celebrated in the centre. Parents are welcome to bring in a cake and some party food to share with the centre children. If you would like to do this please make contact with a staff member to "OK" times. Please note that flavoured milk and savoury snacks are better than fizzy drinks and lollies.