



# Parent Hand Book

## A guide to easy transition for Children and their whānau/family

Address: Wāikaremoana Place, Pakuranga Heights, Auckland 2010

Ph: 09 5765731, 0211611125, 0279508920

Email: [riverhillselc@xtra.co.nz](mailto:riverhillselc@xtra.co.nz)



## Welcome to Riverhills Early Learning Centre

Nau mai, Haere mai. We welcome you and your family to our centre, where learning is inspired by open play, fun and friendship. We encourage indoor/outdoor free play and a fun-filled environment where the children can make their own choices to learn and grow,

At Riverhills ELC (Early Learning Centre) our foremost belief is in whānau (family). Our most important approach to teaching and learning is to ensure that our families experience a sense of belonging.

### Hours

The centre is open from Monday to Friday from 7.30 am to 6:00pm and will be closed on public holidays. We run full day programmes. We ask for your co-operation in dropping off and collecting your child within our operating hours. If at any time you have an emergency and are going to be delayed, please contact the centre late fee may apply if your child is left at the centre after the enrolled hours.

## Our Philosophy

At Riverhills ELC strives to encapsulate a friendly, supportive and an enjoyable place which nurtures a "sense of belonging" where tamariki and whanau can be a part of. We believe in building genuine relationships with tamariki, whanau and in our local community as it is the foundation there we can provide an authentic environment where a play-based curriculum can thrive.

The uniqueness of our service is having a "mixed age centre" which fosters the concept of tuakana teina. Thus being our and younger tamariki spending time together, learning from each other just like a whanau environment. So, we believe the older importance of providing a "home away from home" for whanau to entrust us with their loved one in our professional care, therefore they can be assured all their needs shall be met.

We believe that tamariki learn best within a play-based learning environment, where kaiako collaborate to extending their knowledge, skills and interests. By having a driven team, we provide a stimulating and fun environment which uses the community to extend learning. Therefore, through our observations we can document their journey of learning. By using learning stories, program planning boards and Educa we empower each child to be their own best and welcome

whanau to be on that journey of learning alongside them to create those lifelong memories

curriculum is based on Te Whariki and its partnership with Ti Tiriti o Waitangi which underpins the values of 'Kaupapa Maori' that we uphold in our centre. We are passionate about enriching our practice by using te reo and Te Ao Maori concepts such as Manaakitanga - aroha and compassion, Whanaungatanga -- respectful relationships, Taha Whanau - family wellbeing and Kotahutanga - togetherness and unity.

## Orientation and settling

We ask that the children visit the centre a minimum of two times prior to attending. We ensure that at least one staff member greets the child and creates a relationship with the family and the child. Detailed discussion on the child's development, behaviour, sleeping and eating requirements are held upon the enrolment. Parents/Family members are encouraged to stay with their child to settle them into the centre, and to demonstrate that they feel happy and comfortable with their new environment. This helps in establishing the three-way relationship between the parent, child and teacher. It also greatly assists in the settling period. Children are welcome to bring their own named "cuddly" or blanket or special toy from home. We enjoy

visits from, grandparents, younger and older brothers and sisters, and friends once your child had 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 are part of the child care environment. The staff wish for you and your child to

## Programme

At Riverhills ELC we follow early childhood educational curriculum Te whāriki. This looks at the holistic way children learn, their wellbeing, belonging, contribution and exploration. We aim to assess and plan for the individual child, but also extend the emergent curriculum that arises during the day. We encourage an understanding of kaitiakitanga or guardianship by allowing opportunities for children to have the responsibilities of being a kaitiaki by caring for rivers, native forest and birds.

We endeavour to provide an atmosphere that is warm, respectful, loving, accepting and welcoming our whānau. We believe in three-way relationship between parents, teachers and the child for the child to settle. Communication is the

vital ingredient to the success of the partnership. We encourage parents and the care givers to approach the team members if they can assist us or children in any way like reading books, gardening and celebrations.

We encourage our parents and whanau to contribute to policy development and while reviewing them.

## Transition to school Programme

We offer a structured and planned programme for our 4-5-year-old children to make the transition to school as smooth as possible. This programme includes self-help skills, school visits, learning phonics, recognising and writing names, numbers and shapes. This programme assists in making children independent and confident before they go to school.

## Behaviour management through Positive Guidance

We believe in guiding children's behaviour in positive and supportive way. Our positive guidance 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.

## Steps we take towards establishing good behaviour management are:

- 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 option
- Offering choices and encouraging decision making

## Food

Parents are responsible to provide children's lunches as it is a part of our school readiness programme. We provide morning and afternoon tea.

It is important that any food allergies should be advised to staff so they can be posted in the kitchen and strictly followed to keep children safe.

## Toileting

Routine toileting times are provided before meals and naps to encourage good habits and independence in children who

are ready. During toilet training, staff will endeavour to support efforts made at home.

## Belongings

All clothing, shoes, cuddlee's and bags must be clearly named. Because play and exploration at Riverhills ELC can often be wet or messy, children should be dressed suitable clothes and spare changes should be packed every day.

## 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 of any changes to the adult pick up. Any adult other than one known to the centre requires identification. (Preferably photographic)

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

Parents must give at least two weeks' notice before withdrawing of their child and at least one week notice if you wish to change the time or days. Please contact the centre manager for appropriate form.



## Signing in / out

When you drop off and pick up your child, we require you sign the daily sign in/out sheet. 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.

## Medication

Please advise the staff if your child is taking any medication. Please handover the medication to the staff and fill out the medication chart that is kept beside the sign in sheet. Only medication that has a label stating your child's name and enquiry date will be administrated.

## Illness

PLEASE DO NOT BRING YOUR CHILD TO THE CENTRE IF HE/ SHE HAS:

Vomiting, school sores, any contagious disease e.g. chickenpox, measles, mumps, etc. head lice, conjunctivitis,

diarrhoea. an undiagnosed rash, having a high temperature and if the child doesn't seem well.

## Immunisation

We are required to keep an up-to-date list of all children at 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.

## Staff

Riverhills ELC is committed to staffing the centre with skilled caring people. The centre has fully qualified staff and staff in training. Staff are upgrading their skills with professional development.

Our adult child ratio is regulated by the Ministry of Education. We aim to provide better than this ratio at busy times of the day.

## Students, Volunteers and Visitors

From time to time, you see new faces at the centre. Relief staff and volunteers are screened before participation our daily activities and must adhere to our philosophy when at centre. They interact with children, doing activities and helping them. Visitors are required to sign in and out on arrival and departure at the centre.

## Excursions/ Trips

Excursions out of the centre will be arranged from time to time as part of your child's experience. Parents are encouraged to be part of the outing. Excursion slips outlining the trip, transport, cost and adult/ 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.

## Small Walks

Children will be taken for small regular walks within the area, visiting local schools. The approval for these is given when completing the enrolment form. In our uniquely placed centre, our children are empowered and encouraged to go beyond the four walls of the classroom and playground.

## Fees

Please refer to the FEE Schedule that is attached to your child's enrolment form. Invoices are issued weekly and all payments should be credited in the bank account provided at the time of enrolment. For the smooth running of the centre, it is very important that your fees are kept at least one week in advanced.

## 20 ECE Hours

Riverhills ELC offers 20 hours subsidy which is provided by the Ministry of Education to all 3 to 5 years 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 you need to complete another form.

## Childcare Subsidy

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



# Riverhills Early Learning Centre Ltd

## Fees

### Under 2 years

30 hrs - \$ 40.00 per day

\$ 200 .00 per week

Over 30 hrs - 55 . 00 per day

\$ 275.00 per week

### Over 2 years

30 hrs - \$ 25.00 per day

\$ 125 .00 per week

Over 30 hrs - 35. 00 per day

\$ 175.00 per week

### Over 3 years

20 hrs - Free

Less than 30 hrs - 70 .00 per week

Over 30 hrs - \$ 8 per hour