# Te Anau Childcare Centre

trading as



18 Luxmore Drive

Te Anau

Phone/Fax 03-249-7858

Email: [southernstars@callplus.net.nz](mailto:southernstars@callplus.net.nz)

**HANDBOOK**

Southern Stars Philosophy

Southern Stars Early Learning Centre is a community owned centre bordering the edge of New Zealand’s largest National Park and World Heritage Area.

This remote majestic setting makes us unique in being able to provide our children with teaching and learning experiences linked to a strong community and family spirit.

The children at our centre are happy, confident and inquisitive. Our children are social and trust those around them. They are inspired and influenced by the environment in which they live.

***Our service exists to offer high quality teaching and inspiring learning experiences to Fiordland’s tamariki and whanau.***

We value reciprocal and responsive relationships with children, parents, whanau and colleagues. Our child-centred teaching and learning programme is based on the early childhood curriculum – ***Te Wháriki***.

We use our natural environment and assets of our community as an integral part of our programme.

We believe in challenging and extending children’s personal and physical boundaries through strategies of thinking and reasoning.

We believe in establishing a love of learning in children.

We value meaningful verbal and non-verbal communication as a corner stone of children’s learning.

Children are given the opportunity to participate in activities regardless of gender, age, ethnicity or background.

We acknowledge and respect our bi-cultural heritage and incorporate Te Reo and Tikanga Máori into our everyday practise.

We support the right of each child to be confident in their own culture and encourage children to understand and respect each others cultures.

We believe in a professional, fun and happy teaching and learning environment.

We believe we are a community of learners (parents, teachers and children) and take part in professional development to support our learning.

**Policy Statement**

Southern Stars Early Learning Centre has a number of policies that set out the procedures that are in place for the care and education of the children who attend. We strongly urge you to read these. The signing of the enrolment agreement form indicates that you will abide by the policies of this service, and understand how you can have input to policy review

These are available to view on the front desk by the sign in folder.

**Parent/Staff Communication**

Communication between Staff and parents is vital to the smooth running of this Centre. We need your ideas and suggestions for how we can improve the Centre. Please feel free to speak to a staff member if you have any ideas, suggestions, concerns or complaints (If you wish to do this anonymously simply drop a letter in the slot by the sign in sheet). If you would like information on anything at all please ask.

This Centre belongs to the Te Anau Community so input from you is vital. We also need to know about changing patterns in your child’s routine or environment. This often directly affects behaviour and will help us to care for your child more appropriately.



**Portfolios**

Every child with a permanent booking will have an individual portfolio. Your child’s staff member will record observations and appropriate learning experiences will be planned for. Artwork, photos, comments will also be kept in your child’s clear-file folder. When your child’s clear-file is completed or updated it will be sent home for you to share with your family. You can however see it whenever you wish. When your child leaves this centre the portfolio is theirs to keep.

**Daily Routines**

Sleep times are recorded on a form outside the sleep room. Toileting and Nappy changing records of children are kept next to the nappy changing pad in the bathroom. What we supply for morning /afternoon tea each day is recorded daily.

If you wish us to record any other information regarding your child simply let us know.

IF YOU HAVE ANY QUERIES PLEASE ASK. WE ARE HERE TO HELP YOU IN ANY WAY WE CAN.

**WHAT TO BRING TO THE CENTRE**

PLEASE REMEMBER TO NAME EVERYTHING

BOTTLES, CLOTHING, ETC

EVERYTHING YOUR CHILD WILL NEED FOR THE DAY



**Every child must bring:**

* Completed enrolment form
* Lunch
* A complete change of clothing, including underwear.
* Sunhat in spring and summer.
* Woolly hat, warm jacket and gumboots if it’s cold and wet.
* Dress your child in old clothes, they will get messy.

**Younger children need**

Nappies - Disposable - write your child’s name on the folded end

Cloth - folded and ready to go.

Bottles of milk, formula or breast milk if your child requires them.

Any cuddly toy or dummy your child may be attached to.



Morning and Afternoon tea is supplied.

We are open Monday – Friday 8.00am to 5.30pm

We are closed for the two weeks over the Christmas

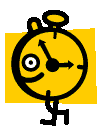
and New Year period.

We close on the usual Statutory holidays.

We are licensed for a maximum of 35 children.

(Inclusive of 15 under 2 children)

Age range of Children is 0 – 5 years.



**Days and Hours of Operation**

**General Information**

Southern Stars Early Learning Centre is a non-profit organisation run by a volunteer Management Committee who are committed to ensuring the Community’s early learning requirements are met. These people are dedicated to this Centre and the quality care and education of 0-5year olds. If you would like to be more involved with this service, or are interested in becoming a committee member, then please speak to an existing member for information on how to do this. Committee meetings are held once a month at the Centre. Nominations for Committee members are accepted yearly at the AGM – usually held in May. A list of all Committee members names are contained within this document.

This Centre is fully licensed by the Ministry of Education. A copy of the latest ERO report is available on the website www.ero.govt.nz and also in the folder at the sign–in desk.

**Operations Manual**

The sign-in desk holds this important document. It contains all the Centre’s policies and procedures, Early Childhood Regulations, Annual Financial Statements, the Centre’s Budget for the current year and a wealth of other information. Please take time to read it. Policies currently being reviewed are displayed in a separate folder - these change monthly. We welcome your comments and opinions.

**Te Whariki – The Early Childhood Curriculum.**

The Centres programme is based on the aspirations of the Te Whariki (The Woven Mat), which is New Zealand’s Early Childhood Curriculum document. Its main goal is for children.

*“To grow up as competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society.”*

Ask the Staff if you would like to see a copy of this document.

**Absences and Attendances**



Signing in/out of your child is very important**.** Ministry of Education regulations require it for funding purposes and the sign in sheet is used to calculate your account. In the unlikely event of a fire etc it is our record of the children present that day.

We recommend that you ring and make bookings as early as you can. Staffing ratio’s dictate places available on individual days. If you do require your child to attend at short notice please ring and we will let you know if we have places available. We have an answer phone available 24 hours a day 7 days a week for you to leave booking and/or cancellations on. Please refer to our Cancellation policy in this pack. We are unable to pickup or drop off children from Kindy. No Child under the age of fourteen years is able to pick up a Child from the Centre.

**Health**



In the interest of your child’s health and that of other children attending this Centre, parents are asked to keep sick children at home. There is a list of contagious diseases on the Front door which may preclude your child from attending the Centre.

In the event of accidents, Staff will seek medical advice should it be deemed necessary. All cost will be the responsibility of the Parent/Caregiver.

In the event of sickness, the Parent/Caregiver will be rung by the Centre and the child must be collected as soon as possible.

**Staff**

Head Teacher Beth Herd BA Tchg Degree 0- 8 yrs

Teacher Susie Cribb BA Grad Dip Tchg (ECE)

Assistant Head (Over Two Team Leader) Tarn Willans BA Tchg (ECE)

Teacher Tracey Jennings Dip Tchg ECE

Teacher (Under Two Team Leader) Brooke Boniface BA Tchg Degree ECE

Teacher Izumi Darroch Dip Tchg ECE

Teacher in Training Laura Dalley

Office Manager Angie Still

Office Assistant Colleen Hampton

Office Assistant Terri Jones

Kitchen Manager Anne Hammond

Various relieving Staff are employed when required.

**Enrolment Bond**

Upon enrolment of your first child you will be required to pay a Bond of $150, which is refundable (less any monies owing) on departure of your child/children from the Centre.

**Schedule of Fees**



0 to 5 year olds

1 child $ 5.95 per hour

2 children $ 8.95 per hour

3 children $ 11.95 per hour

\*You are charged from the time your booking starts, not the time you drop your child off.

\*If you are late collecting your child, a late fee of $5.00 is charged per 15 minutes or part there of.

\*If you are dropping your child off earlier than the booked time, please check with the office first as required teacher ratios are determined by bookings and early drop offs may affect this.

Cancellation fees apply as follows:

Advice of cancellation prior to Wed of the previous week: No charge

Advice of cancellation after Wed of the previous week and before 8am of the day of the booking:

50% of the fees applicable for that day

Advice of cancellation made after 8am on the day of the booking:

100% of the fees applicable for that day

Non attendance of booking:

100% of the fees applicable for that day

If you fail to notify the Office for non- attendance of a booking more than twice in a row, your permanent booking for those days will be cancelled.

**Subsidies**

Subsidies for childcare are available and are dependant on your weekly taxable income. This means that Work and Income may pay a certain amount of money towards your child’s early learning costs.

Talk to us for further information.

20 Hours ECE

Southern Stars Early Learning Centre offers 20 Hours ECE which is applicable to all three and four year olds.

Talk to us for further information

**Tourist/Visitors to the Centre**

The rate per child is $10 per hour

Payment must be in advance for hours booked. Any difference will be settled on collection of children**.**

**Accounts**

Monthly accounts will be posted or emailed at the end of each month and are to be paid by the 20th of the following month. Overdue monthly accounts attract a 2.5% penalty. Any account that remains overdue, and no attempt at payment is made, will result in the cancellation of your child’s bookings. You must undertake to pay the account in full on or before the due date. In default of such prompt payment, you must undertake to pay late payment fees of 2.5% per month on any amount outstanding and to indemnify us and pay all costs and expenses on a solicitor and own client basis if legal actions is necessary, and/or Debt Collection agencies fees, which we may incur in recovering from you any overdue amount.

Methods of payment are either, Cash, Cheque or Direct Credit. No EFTPOS facilities.

Direct credits can be made directly to the Centre with the following details:

Westpac - Te Anau Branch 03 1749 0009976 00

**Annual Subscription** $5.00 per family

**Monthly Newsletter**

To keep you up to date with what is going on at the Centre a newsletter is produced early each month.

This is either available to you via email, if you have provided an email address, or a paper based copy from the sign in desk at the childcare.

We are also on Facebook, search for us at Southern Stars Early Learning Centre and on the web: www.southernstars.co.nz

FOR ANY FURTHER INFORMATION YOU WOULD LIKE REGARDING THE SOUTHERN STARS EARLY LEARNING CENTRE, PLEASE DO NOT HESITATE TO CALL 249-7858

**2014/2015 Committee Members**

*President: Rachel Williams Hm 249 9489*

*Secretary Steph Jones 027 2146789*

*Treasurer: Deeane Flewellen Hm 249 9506*

***Committee****:*

*Adrienne Moffat Hm 249 7144*

*Tina Hardie Hm 249 8229*

*Hamish Angus Hm 249 8040*

*Adrian Braaksma Hm 249 9018*



**Space for Notes Relating to your Child:**