



Southern Stars

Early Learning Centre



Te Anau's Community Owned Centre.

18 Luxmore Drive
Te Anau

Phone/Fax 03-249-7858

Email: southernstars@callplus.net.nz

HANDBOOK





Southern Stars Philosophy

Southern Stars is a community owned, mixed age setting. We exist to offer high quality, inspiring teaching and learning experiences that develop, nurture and grow relationships, curiosity, and confidence for Fiordland's tamariki and whānau.

We treasure the concept of Whānaungatanga (the importance of family) and tuakana-teina (children learning from each other). We believe in encouraging collaborative authentic learning for children, including our community excursions, which challenge and encourage them to grow in confidence.

Our Centre acknowledges our bicultural heritage and respects our multicultural world. We're focused on implementing sustainable practices, instilling in the children environmental lifetime 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

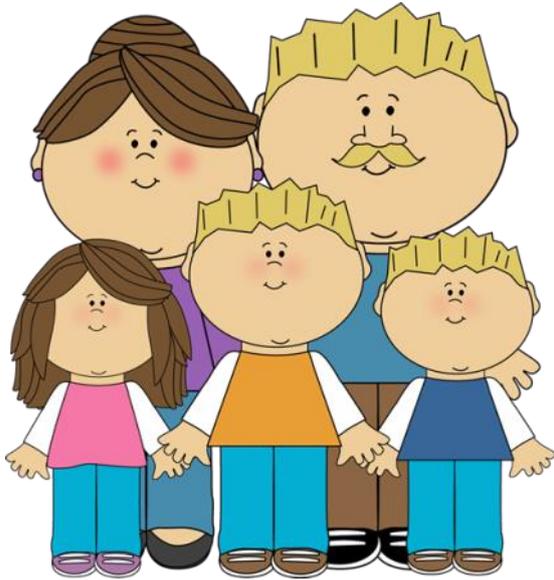
These are available to view on the front desk by the sign in folder.

Online Information relating to Regulations and Licensing criteria are available from

www.lead.ece.govt.nz and www.minedu.govt.nz/parents



Staff/Parent 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 teacher 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 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.



Did you know that we are using Educa?

With Educa, you can view updates about your child's learning and progress, make comments, leave feedback and communicate with educators.

Get started with Educa in four easy steps:

Step 1: Accept Your Email Invitation.

There should be an invitation waiting for you in your inbox. Make sure you click the link in the email to accept your invitation to join Educa.

Step 2: Download the 'Educa Touch' App.

To access Educa 'on-the-go', be sure to download Educa Touch from either the App Store or Google Play.

Step 3: Bookmark Your Educa URL in Your Browser.

Once you accept your invitation, you'll be sent a URL where you can access Educa.

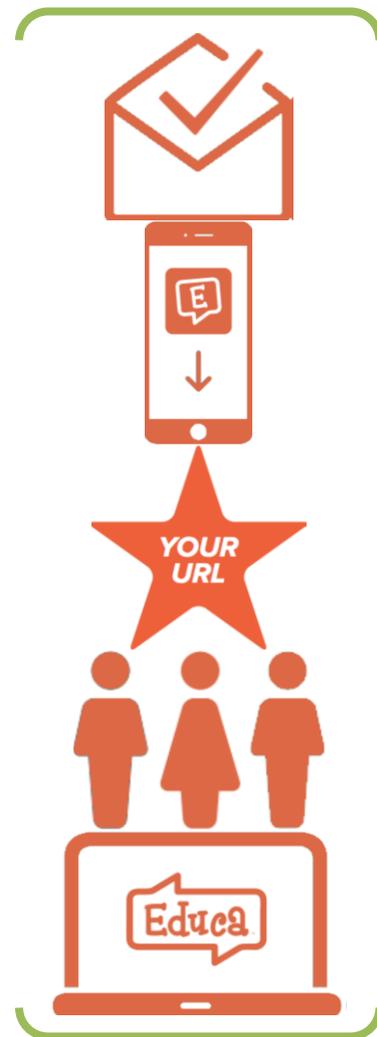
Step 4: Invite Extended Family.

Educa isn't just for parents. Extended family can be invited to view

your child's profile and stay up to date with all the latest developments.

Step 5: Add your profile photo, and start commenting on stories, as well as sharing your own stories!

Engaging with your child's learning profile is a great way to add your voice to their learning and connect with educators.



Joining Educa is simple.

If you have any questions email support@geteduca.com

What to bring to the Centre

Please remember to name everything, including bottles, clothing etc - everything your child will need for the day.



Every child must bring:

- Completed enrolment form.
- Lunch and afternoon tea.
- 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.

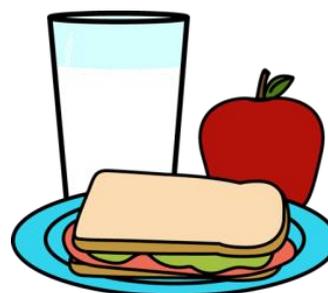
Younger children need

- 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 tea is supplied.

The children get their lunch boxes back for afternoon tea.



Days and Hours of Operation

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)



General Information

Southern Stars Early Learning Centre is a non-profit, community owned 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.

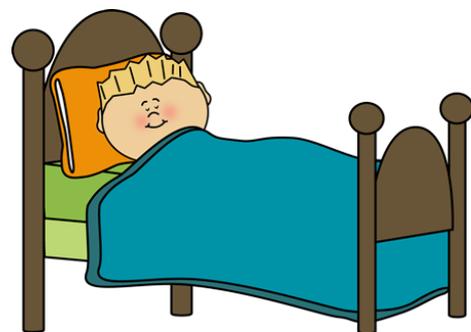
We recommend that you ring and make bookings as early as you can. Teacher ratio's dictate places available on individual days. If you do require your child to attend at short notice please ring and we will let you know if we have places available. We have an answer phone available 24 hours a day 7 days 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 and teachers 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

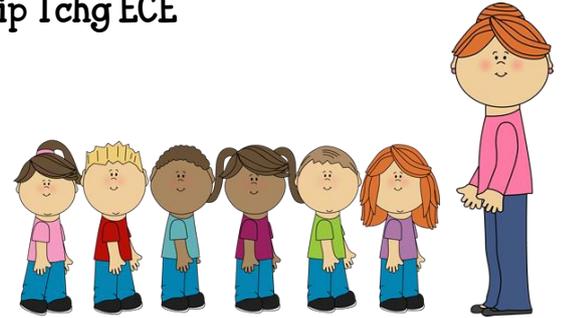
Head Teacher
Teacher
Teacher
Teacher
Teacher
Teacher
Reliever
Reliever
Reliever

Susie Cribb
Kaitlyn Bird
Tarn Willans
Robyn Moody
Lisa Sadler
Jackie Glover-Dennis
Jennifer Robbie
Toni Jackson
Grace Allan

BA Grad Dip Tchg ECE
BA Tchg ECE
BA Tchg ECE
Dip Tchg ECE
BA Tchg ECE
Dip Tchg ECE

Centre Manager
Office Assistant

Terri Jones
Toni Jackson



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 thereof.

*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 dependent 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:

BNZ - Te Anau Branch

02 0965 0035621 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, a paper based copy from the sign in desk at the childcare, or on Educa.

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**

2018/2019 Committee Members

President: Marg Jones 0274613131

Secretary: Nicola Laurie 249 9593

Treasurer: Rachel Irwin 027 4413427

Committee:

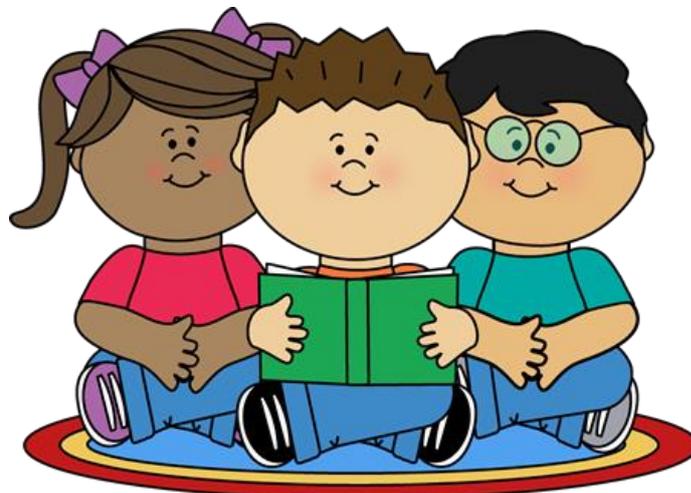
Nat Calder 0274613131

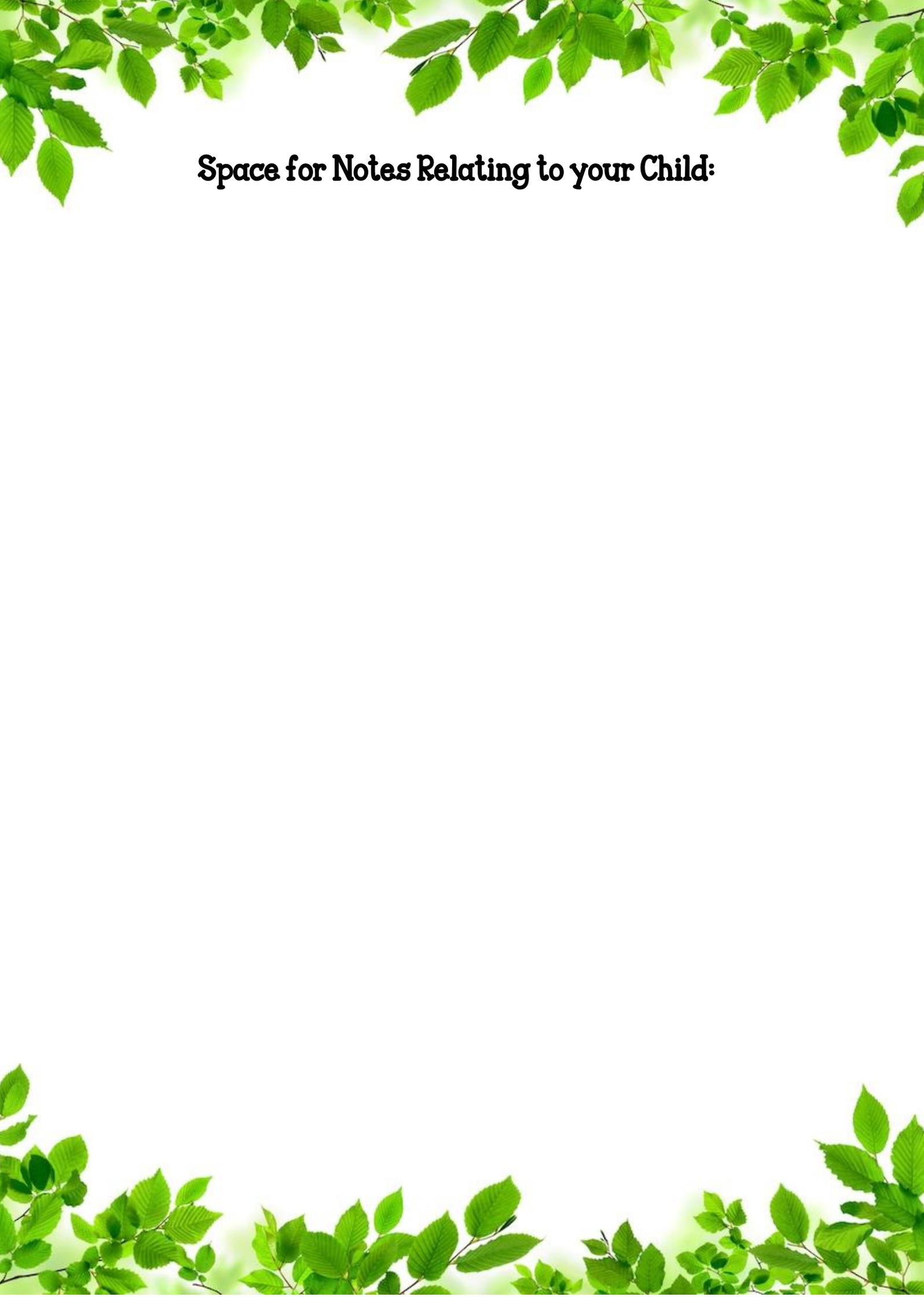
Phil Marsh 249 8408

Robert Moore 249 9099

Renee Patino 02108041887

Annette Leith 02041336002





Space for Notes Relating to your Child: