



Little Feet



Pre-School

INFORMATION BOOKLET

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Dear Parents,

The Management and staff would like to welcome you and your family to Little Feet Pre-school.

We believe that children can benefit in a very positive way from their experiences in childcare and in our Centre every effort is made to encourage your child's social, emotional, physical and cognitive development. We see ourselves as part of your child's extended family. Parents are always welcome at the Centre we are one of your support systems. As we are closely involved in your child's development we would like to talk to you and listen to your thoughts and concerns for your child.

PROGRAMME

We endeavour to run a programme that caters for all children's social, educational and emotional needs. We try to give children a varied and stimulating range of experiences. Although there are activities going on through out the day - some structures and cognitive, some creative - some for fun and laughter, children are free to choose whether they wish to join in or would prefer to 'do their own thing'.

The staff work very much as a team, in any session they work out together the direction and emphasis the programme will have.

Our programme is based on the New Zealand Early Childhood Curriculum Te Whaariki.

Children are encouraged to develop at their own pace through various activities: books, puzzles, play dough, blocks, music

and movement, Art, dramatic play, outdoor play and group activities.

HOURS OF OPERATION

7.30A.M. - 5.30P.M.

Morning session: 7.30a.m. - 12.30p.m.

Afternoon session: 12.30p.m. - 5.30p.m.

A late fee is charged at \$5.00 per 5 minutes if you are late to collect your child.

SIGNING IN AND OUT

For Ministry and safety reasons children must be signed in and out each day. The signing in/out sheet is kept on the deck between the ranch sliders, in case of an emergency the staff will grab this sheet and do a roll call.

COLLECTING YOUR CHILD(REN)

We will only allow children to leave the Centre with the person's stated in writing on the enrolment form or the emergency contact person. If you are unable to collect your child please let a member of staff know.

UNDER NO CIRCUMSTANCES WILL YOUR CHILD BE ALLOWED TO LEAVE THE CENTRE WITH ANY UNAUTHORISED PERSON.

CUSTODY ARRANGEMENTS

If you have a legal document outlining custody or restraining order, please provide the Centre with a copy for our records. Parents are requested to notify the Centre Manager or administrator if these legal circumstances change.

SETTLING IN

Starting in a childcare centre can be very scary for children. Our aim is to make this transition as easy as possible.

So prior to your child starting talk about the Centre at home, and then come in for a few visits to meet the staff and the other children.

Then on their first day, hand your child over to a member of staff, give them a hug and a kiss then say "goodbye, I pick you up later."

We understand that it is hard to leave when your child is crying, but your child will settle down and find an activity to do. PLEASE DO NOT SNEAK OUT when your child is not watching this will make it harder for them to leave you next time that they come.

We do encourage parents to phone during the day to see how your child is getting on.

PERSONAL TOYS

We ask that your child does not bring toys or valuables from home unless they are required for sleep or a special event.

If toys from home become lost or broken your child will become very upset.

PARENTS CONCERNS

We are here for you and your child so if you have any concerns please talk to a member of staff who will bring it to the attention of the Centre Manager.

We aim to address all concerns immediately.

NEWSLETTERS

Every 6 - 8 weeks you will receive a newsletter which will keep you informed on current events at the Centre, and what is about to happen.

BAGS AND CLOTHING

Your child requires a bag that is named with a few changes of spare clothes also named.

We will take all care but no responsibility if the clothing or bags that are not named.

Dress your child in clothing that they can manage by themselves: i.e. no belts, braces.

In winter gumboots, slippers, warm hat and a jacket are essential.

In the summer your child will require a sunhat and suitable footwear.

In the summer parents are requested to provide sun-block for your child with their name on it. Staff will only use the named lotion on the child who has provided it.

LOST PROPERTY

Please check the lost property box regularly.

NAPPIES/PULL-UPS

If your child requires nappies please supply enough nappies for two days or you may leave a packet of nappies at the Centre and the staff will inform you when your child will require more.

HEALTH

We are committed to provide and maintaining a healthy environment, so in an attempt to minimize the spread of infection, sick children should be kept at home.

If your child has any of the following:

Unidentified rash	High temperature
Diarrhoea	Vomiting
Conjunctivitis	Generally unwell
Measles	Mumps etc

It is the policy of this Centre not to admit any child who has a communicable disease

Should your child become unwell whilst in our care, we will contact you and you may be required to collect your child from the Centre?

MEDICATION

If your child requires any medication whilst at the Centre, you must fill in the Medication Book with all the details

regarding the medication on a daily basis if the medication is required for more than one day.

The medication must be given to a member of staff who will store it safely.

IMMUNISATION

Parents are to provide an immunization certificate, as we are required to keep an up-to-date record.

Please advise the Centre of any up-dated immunizations.

If your child is not immunized they are still welcome at the Centre.

ACCIDENTS

Even in the safest environment accidents do occur. Any accidents that occur are recorded in the Accident Register and a copy is given to the parents, if necessary you will be contacted to collect your child to seek medical attention. If you are unable to be contacted and your child requires medical attention, we will take the required steps.

PARENT INVOLVEMENT

At Little Feet we welcome parents, family/whanau to feel free to work together in the best interest of your child. So please have a look around and maybe join in some of your child's activities.

Talk to members of staff about your child about what you would like for your child,

Parents can participate in the programme by sharing skills, materials for art.

By working together we can help your child to develop to their full potential.

BEHAVIOUR MANAGEMENT

It is the policy of Little Feet to focus on encouragement and positive guidance, rather than to discipline the children, in accepting children's feelings.

The staff will role model positive behaviour through interactions with other members of staff, families and children.

The staff will use verbal re-direction, reinforcing positive behaviour with praise.

AT NO TIME WILL A CHILD BE PHYSICALLY DISCIPLINED.

SLEEP AND REST TIMES

All children will be given the opportunity to sleep or rest during the day. Babies will follow the sleep patterns they have at home. It is our policy not to wake children unless parents state otherwise.

BIRTHDAYS AND OTHER CELEBRATIONS

We encourage parents to let their children share in their special day at Pre-school with their friends.

If you would like us to celebrate any occasion with your child please talk to a member of staff.

EXCURSIONS

Trips outside the Centre are important part of the programme. We encourage parents/whanau and caregivers to be a part of our excursions.

Excursions allow us to extend on maths, science, communication, belonging, contribution, well-being and exploration which is all a part of a child's learning experience. We will let you know in advance when we plan any trips.

FEES

WINZ subsidy is available to some families who are eligible to receive the childcare subsidy.

Please speak with the Centre Manager or Administrator for more information

Fees are payable one week in advance.

Any fees unpaid will be handed over to a debt collection Agency and any charges incurred will be levied against you.

HOLIDAYS AND SICK DAYS

Please notify the Centre if your child is sick or unable to attend, if your child has been absent for more than 2 weeks without notification we will be unable to hold your position.

Little Feet as with other childcare centre's public holidays and absences must be paid for.

With the exception when we close for three weeks over the Christmas period no fees are payable.

WHAT TO BRING:

Cuddly (if required)

Bag (named)

Several changes of clothes (named)

Bottle(s)

Formula

Nappies/pull-ups enough for 2 or more days

Hat: winter/summer

Shoes/boots/slippers: summer/winter

Jacket winter

WHAT NOT TO BRING

Sweets

Fizzy drinks

Toys from home

Money