



73 Aranui Road
Mt Wellington
Phone : 525-4365

INFORMATION AND CONTRACT AGREEMENT

Hours :	7:30 – 5:30	Morning Sessions: 25 children		
	Monday – Friday	Afternoon Sessions: 25 children		
Staff ratios	Under 2's	1:4	2:8	
	Over 2's	1:6	2:12	3:18

Special features of the Centre

Little Feet is a small privately owned centre catering for children from birth to five years, with a maximum number of 25 children in attendance.

Primary Principles

The needs of the child shall be the first and major consideration.

Early childhood care and education shall facilitate the development of self-esteem, confidence and moving from dependency to independence and an interest of learning for all children.

All early childhood centre and education should enhance the development of the child and support the family.

The curriculum will be stimulating and flexible to meet the needs of each child.

Little Feet will provide an atmosphere that is nurturing, warm and welcoming to both children and adults.

The Curriculum

Little Feet Pre-school has a weekly curriculum, which is based on Te Whariki principles. These principles, aims and goals are an integrated approach woven from the “Whariki” or mat to have a holistic approach to our curriculum. We observe the children at work in their play and design our curriculum areas on those observations.



It is stimulating and flexible, designed to meet the changing needs of the children in care; daily records are noted in each child's book and available upon request.

We believe that children do benefit in a positive way from their experiences in early childcare. We encourage your child, socially, emotionally, physically and mentally. We are involved in your child's development and we are interested in your thoughts and concerns. As a parent you are welcome to attend our monthly planning sessions.

Settling In

We expect and encourage caregivers to spend time with their child at the Centre. This settling in period is treated with sensitivity for both child and adult. Please feel free to bring a familiar toy or comforter from home to help you child feel security in this new environment.

Your child will buddy up with our morning staff member, but is free to have attachments to all staff members.

We will phone you to let you know how you child is adjusting to being with us.

We welcome you to visit the Centre before due start date to familiarise yourself with our staff and routines.

For more information please ask to see our Charter.



Dear Parents or Guardians,

Please follow the regulations set out below, as this is a contract between you and our Centre.

Service Offered

The Centre caters for 25 children from birth to 5 years, full-time, part-time and casual placements are available.

Hours

The hours are strictly 7:30 a.m to 5:30 p.m., Monday to Friday excluding Public Holidays.

Fees

Fees are to be paid one week in advance and this first advance is to be held as bond and refunded when notice is given.

If you have reserved a place for your child, you must pay for it irrespective of whether you use it or not. This includes Public Holidays, sickness and non-attendance for any other reason.

Attendance

If your child is unable to attend please notify the Centre.

If you are running late, please notify the centre.

A late fee of \$20.00 per ¼ hour is charged to your account.

Your child must be signed into and out of the Centre; any other comments may be added to the attendance register.

Health

Due to the risk of infection, your child must be kept at home if any of the following symptoms occur :



- a high temperature over 37°C;
- an upset stomach or diarrhoea;
- infected sores;
- unidentified rash;
- German measles, chicken pox, mumps, conjunctivitis;

Infections are easily passed on to young children. Please adhere to our policy. If medication is to be given, please indicate this in the medicine register.

Clothing and Nappies

Please bring a named bag, which contains changes of clothes, and a plastic bag for soiled clothing.

A sufficient number of nappies for the duration of the child’s time in care.

Do send you child in clothes that allow them to move freely in, for messy play indoors and out.

Bottles and Formula

Bottles and formula are to be supplied from home and clearly labelled. As the baby progresses on to solids this will be provided for by the Centre.

Toys

Feel free to bring a familiar toy or cuddly to the Centre if you child needs this.

I have read this Parent Information Sheet and Contract for Care Agreement and accept the conditions that are stated.

Parent/Guardian’s signature

Supervisor’s signature



Date

Commencement date for is

Non-payment of fees unless discussed with management will terminate your child's placement. Two weeks notice is required.



Introducing

Born

My special likes and dislikes, milestones/habits and routines are :

My favourite toys and playthings ...

My favourite activities ...

Pets ...

Favourite Books ...

My Favourite Rhyme or songs ...

What will comfort me?

Food and Drink. Any allergies?

My sleep or rest times ...

My toileting - words used ...

How I express myself ...

In new situations, I ...

Things I need ...

I need help with ...

I can do by myself ...

I am good at ...

Anything else ...



Please continue on back of sheet if needed

Date