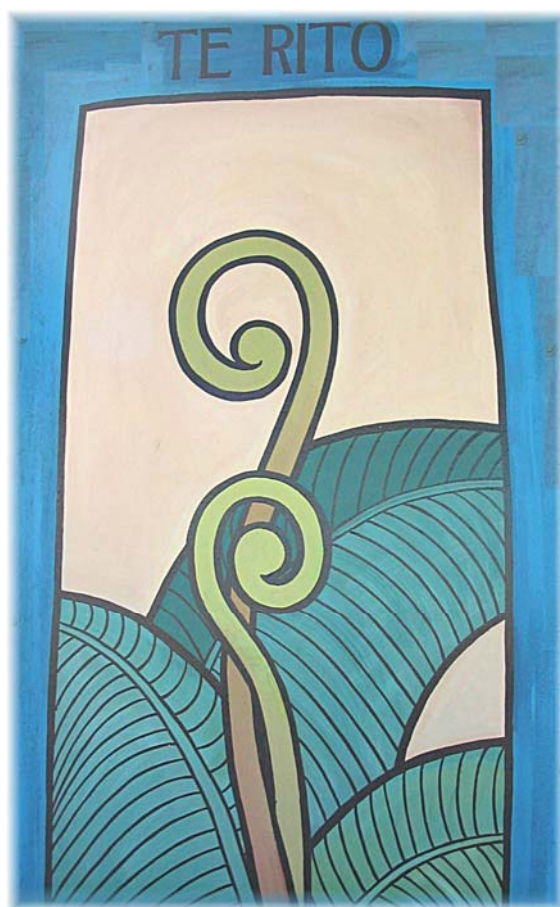


FLANSHAW EARLY
CHILDHOOD CENTRE



PARENT HANDBOOK

2007

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WELCOME TO OUR EARLY CHILDHOOD CENTRE

We welcome you and your child to what we trust will be an extension of your home. By working together we will provide an environment that promotes quality care and education.

HOURS

Our centre is open from 8.30 a.m. – 4.00 p.m. Monday and Friday. We are open during the school holidays, but close for 3 weeks at Christmas.

We ask for your co-operation in dropping off and collecting children within our operating hours. If at any time you have an emergency and are going to be delayed, please contact the Centre. Staff can then allay your child's concerns and make plans for their own commitments. A late fee may apply if your child is left at the Centre after closing time.

Our centre is licensed for 25 children. 5 of these may be under 2 years old. These spaces are only used for siblings of other children when their parent is present. Under 2 children can not be left without a parent or guardian.

STAFF

Centre Supervisor:	Heidi Overs
Trained staff member:	Anjila Reddy
Educator:	Lynne Taylor

PHILOSOPHY

Flanshaw Road Early Childhood Centre is a unique service for both community and children with special needs and their families. We offer quality care and education in a warm, supportive learning environment, where learning opportunities are not limited by individual difference. We believe that each child should be accepted and supported at their own level of development.

Our programme is based on each child's abilities and interest and provides activities that are both challenging and achievable. Children's efforts are always valued and acknowledges – 'by highlighting strengths, the weaknesses disappear.'

We offer excellent adult-child ratios, which provide the opportunity for trained staff to work with both children and adults individually or in small group settings. Adults support children to make their own choices in the context of their individual development plans (IDP's). These are developed in consultation with the family and other professional services.

We value our partnership with parents. We are committed to open communication and feedback and recognize that we have much to learn from each other.

ORIENTATION AND SETTLING

We ask that children visit the Centre 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 discussions on the child's development, behaviour, sleeping and eating requirements are held upon enrolment.

Parents are encouraged to stay with their child to settle him or her into the Centre, and to demonstrate that they feel happy and comfortable with their child's environment. Children are welcome to bring their own (named) 'cuddly' or blanket or special toy from home during this settling period. However, all care but no responsibility taken.

We enjoy visits from grandparents, younger and older brothers and sisters, and friends once your child has settled.

PARENT INVOLVEMENT

We operate an open door policy, where parents and family are welcome into the Centre at anytime. Parent participation sends strong positive messages to your child that you support them and are part of the child care environment. The staff sincerely wishes for you and your child to be happy and feel welcomed at our Centre. Be aware that a three-way relationship between parents, caregivers and the child exists in this setting. Communication is a vital ingredient to the success of this partnership.

ORGANISATIONAL STRUCTURE

The Flanshaw Road Early Childhood Centre is under an Incorporated Society and is run and operated by a Management Committee. The Centre is not run to make a profit, but it is expected to meet all incurred costs including wages, maintenance, equipment etc. Our only sources of income are Government funding and parent fees.

ECE Management Ltd has been appointed by the Management Committee to manage the Centre. They will work with staff and parents to improve efficiencies as well as striving to achieve excellent educational outcomes for the children.

The Management Committee has negotiated a charter with the Ministry of Education, and receives bulk funding from them. Compliance with the Charter and the Education (Early Childhood Centres) regulations is monitored by the Education Review Office. Copies of all these documents are held at the Centre and are available for parent's inspection. . Parents are asked to contribute to policy development, review and decisions concerning their child's care and education.

STUDENTS, VOLUNTEERS AND VISTORS

From time to time, you will see new faces at the Centre. Relief staff and volunteers are screened before participating in our daily activities and must adhere to our philosophy whilst at the Centre. At no stage will a volunteer worker be left in charge of a group of children. However, they will interact with the children, giving help and attention as needed. Early Childhood teacher training students are also supervised at the Centre during the practicum component of their course.

FEES

Please refer to Schedule Two - Fees Schedule that is attached to your child's enrolment form. Invoices are issued monthly and all payments should be handed to the Supervisor with the remittance slip.

CHILDCARE SUBSIDY

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

ATTENDANCE

A responsible adult known to the Supervisor and staff must bring children into the Centre. Only authorized persons (as indicated on the enrolment form) will be allowed to collect children from the Centre. Please notify the Supervisor in writing of any changes to the adult. An adult other than one known to the Centre requires identification (preferably photographic). Parents with custody orders must provide a copy to the Supervisor.

In the case of a non-custodial parent arriving to collect the child, the Supervisor will contact the police and provide the copy of the order for the police to enforce. A child will not be allowed to go home with a parent/guardian in contravention of a custody/court order held at the Centre. However, in the event of a non-custodial parent gaining access to a child, the Centre cannot be held liable.

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

Parents must give at least two weeks notice before withdrawing your child and at least one week's notice if you wish to change your session days. Sessions time changes must be in writing. Please ask the Supervisor for the appropriate form.

PROGRAMME

Our Centres provide child-centered developmental programmes. The programming is based on observing children on a regular basis, evaluating their needs and planning activities from these observations. We aim to develop programmes to meet the children's needs and therefore enhance individual development. Each child will be guided to develop at an individual pace according to his or her unique, individual way. Programmes are evaluated on a regular basis and are founded on the guiding principles of Te Whaariki, the early childhood curriculum of the Ministry of Education.

Our practices reflect the multicultural heritage of our community, and emphasize non-gender stereotyped behavior. We recognize that early childhood education facilitates the development of confidence, independence, and an interest in learning for our children. Indoor and outdoor experiences are an integral part of our programme and routine. Play is central to children's development by providing opportunities for both structured and spontaneous activities. Play is a child's unique way to learn about their world. It is also a means of expressing knowledge from previous experience. We aim to provide opportunities for boys and girls to play freely regardless of any stereotype roles they may choose. Routines give children a

sense of the passage of time as they move through the day. Routines encourage independence and an understanding of personal hygiene.

We endeavor to provide an atmosphere that is warm, accepting and welcoming to both children and their families. Our emphasis on maintaining a home like environment means that although over 2 year old children and under two year old children have their own areas that allow the programme to be tailored to the appropriate development levels, children may make visits to other areas with their caregivers.

BEHAVIOUR MANAGEMENT

Our child behaviour management 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 that we take towards establishing good behavior management include: -

- 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 options
- Offering children choices and encouraging decision making.
- Setting realistic expectations which are age and stage appropriate
- All staff encouraged to model non-violent behaviour for the children's interactions with each other.

FOOD

At Flanshaw Road Early Childhood Centre we do not supply food or drink so please send with your child a nutritious lunch box and drink bottle. All uneaten food will be returned to your child's lunch box as this helps parents to be aware of their child's appetites and lunch boxes can be adjusted accordingly.

There is now clear evidence that childhood nutrition has a lasting effect on many aspects of health. Children need fresh, nutritional food and well-balanced meals. Please support us by making healthy choices when packing your child's lunch and snacks for the day.

Recommended foods include sandwiches, cheese, cold meats, fresh or dried fruit, prepared fruit snacks, savoury biscuits, fruit cake, yoghurt and milk or fruit juice. For more ideas and guidelines, speak to your Supervisor.

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

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. Please feel free to discuss any special needs with staff. Please make sure you send plenty of changes of clothes during this time, as a few accidents are unavoidable.

Parents must supply sufficient nappies for their child's day (this may vary from 4 to 8) as the Centre keeps only a limited emergency supply on hand. All nappies must be disposable.

REST

All children are offered the opportunity to have a special time to relax and rest quietly after lunch. It enables them to gather their thoughts and strength for the rest of the day. It is our policy that if a child falls asleep, they are in need of a rest and will not be woken unless parents have requested otherwise.

CLOTHING

All clothing, shoes, cuddlys and bags must be clearly named. Because play and exploration can often be wet or messy, children should be dressed in old or play clothes and a spare change should be packed everyday. In winter, rain attire and gumboots are essential, and in summer, sunhats are to be provided for outdoor play and we recommend you apply sun block to your child before the start of everyday.

What to bring:

Parents need to bring the following items in a named schoolbag.

Over Twos

1. Nappies if still needed
2. Food for lunch – in a lunch box
3. Drink – in a drink bottle
4. Complete change of clothes (more when toilet training)
5. Special items for sleep i.e. cuddly, doll etc.
6. Sunhat / warm waterproof outside clothes in winter

TOYS AND OTHER TREASURES FROM HOME

We have chosen a wide range of developmentally appropriate equipment and toys for our Centres. It would be appreciated if parents can explain to their children that the toys at the Centre are for everyone to share and that they cannot be taken home. It would be appreciated if your child could be dissuaded from bringing in toys. Cuddly or security toys are welcome but need to be clearly named. If you have any tapes that you would like to have played during rest time, please bring them in and we will be happy to play them for your child.

CAR SEATS

We recognise that for safety in a vehicle your child needs to be restrained in a standards approved car seat. This is required by law. If different vehicles are to be used to transport your child to and from the Centre, you can bring the car seat inside to be stored.

LOST PROPERTY

At the Centre there is a container for unnamed and lost property. It would be appreciated if parents could check this regularly as the amount builds up. Items that are still uncollected after a period are donated to a local charity.

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. Children may be taken on small walks out of the Centre. Approval for these is given when completing the enrolment form.

EMERGENCY AND EVACUATION PROCEDURES

In case of an unforeseen emergency situation, every effort will be made to contact parents to collect their child. The Centre is fitted with safety devices, which are maintained regularly. Regular fire drills are necessary for regulation purposes. If you are present at a fire drill, you are required by law to participate. Emergency evacuation plans are displayed in the Centre. Staff are familiar with evacuation procedures and policies. Parents and visitors to the Centre will be asked to make themselves familiar with the evacuation plan and where hoses and first aid equipment is to be found. Every effort will be made to make evacuation procedures enjoyable rather than stressful events for the children. Regular emergency procedures give the children an opportunity to become familiar with the routine and planned evacuation.

SAFETY

Centre policies on safety precautions are continually reinforced by staff and children. Such practices include:

- The storage of chemicals in locked cupboards
- Checking the safety of sandpits and outdoor equipment
- Children's awareness of personal safety, i.e. not throwing equipment, walking inside.

There is always someone trained in first aid on site; first aid certificates are renewed every two years.

CHILD HEALTH

We ask that any child who is unwell be kept at home so illness does not spread through the Centre. The Supervisor may at his/her discretion refuse to accept any child deemed unwell enough to attend the Centre, as we do not have the specialist staff or the space for sick children. Children with severe coughs or colds, vomiting diarrhoea, conjunctivitis, rashes or raised temperatures cannot be brought into the Centre. If symptoms develop during the day the parent will be contacted to arrange for the immediate collection of their child.

When is a child infectious?

Common infectious diseases

1. Measles Infectious up to four days after rash has first appeared.
2. Mumps Infectious up to three days after swelling has disappeared.
3. Chickenpox Infectious until last spot is covered by a scab.
4. Whooping Cough Infectious until at least one month after onset.
5. Rubella (German Measles) Infectious up to four days from when rash first appeared.

Common contagious parasitic conditions

1. Headlice Please check your child's head regularly and treat immediately if headlice are found. Once a child has been treated she/he may attend even if eggs are still present in the hair.
2. Threadworms Difficult to prevent the spread. Usual signs are irritability and an itchy bottom.
3. Scabies An itchy skin condition which can be difficult to diagnose. A doctor should be consulted on any doubtful rash.

Infectious skin conditions

1. Impetigo Bacterial skin infection, which is highly contagious. A doctor must be consulted on any multiple sores. If on the face, the child should stay at home until no longer infectious. If on other parts of the body, sores should be properly covered.
2. Ringworm Fungal skin condition. Advisable to consult a doctor for the confirmation of diagnosis and treatment. Please keep lesions covered when your child is at the Centre.

N.B. Any skin condition persisting for more than 24 hours requires a medical opinion.

Vomiting and Diarrhoea

Can be a serious health risk to babies. A baby should be seen by a doctor immediately. If a child has diarrhoea: keep him/her at home. Give only fluid for 24 hours (10 mls per 10 minutes is recommended) – then gradually introduce a light diet. If the diarrhoea still persists, a doctor should be consulted. Usually it is a problem, which lasts only one or two days.

The Centre should be advised if the child has contracted a notifiable or infectious disease such as Gardia, mumps, chickenpox etc so that other parents can be advised. The child should be kept away from the Centre for the required length of time as per the communicable diseases chart which is on display in the Centre.

MEDICATION

Please advise the staff if your child is taking any medication. All medicines must be kept in the kitchen and the medicine book that is kept beside the sign in sheet must be filled in before we can administer any medication. Only medication that has a label stating your child's name and expiry date will be administered.

The Centre keeps a first aid kit, which includes some non-prescription and homoeopathic medications for emergencies. Please advise the Supervisor if you would prefer these were not given to your child.

IMMUNISATION

We are required to keep an up-to-date list of all children at the Centre and their Immunization status. Please remember to bring your Well Child Book and a copy of your immunization certificate with you when you enroll your child at the Centre. If your child is not immunized a letter confirming this needs to be attached to your enrolment form. In the case of an outbreak of such a disease your child will be asked to stay away from the Centre for the duration of the outbreak.

COMMUNICATION

All parents are required to sign their child in and out of the Centre everyday on the form provided at the front door. While verbal reminders on your child's needs and dispositions are appreciated any special notes can be made in the book to ensure nothing is overlooked. This is a legal requirement by the Ministry of Education and can be audited at anytime to ensure compliance with our roll returns (the bases of bulk funding). 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.

Parents are kept informed of Centre activities through newsletters, notices posted at the door and information on the parent's notice board.

FUNDRAISING

Telecom and Clear operate "Friends of the School" programmes. They will donate 5% of your phone account to a nominated school or early childcare Centre. There is no cost to you. Please consider joining one or both of these schemes and nominating The Flanshaw Road Early Childhood Centre. You can join by ringing the customer services number or filling in a form available from the Supervisor.

CONCERNS AND COMPLAINTS

Parents should feel free to discuss any queries or problems with the Supervisor. However, remember that busy drop off or pick up times may not always be an appropriate time to have detailed discussions on your child's or your needs, and you may need to schedule an appointment with the Supervisor at another time.

A policy for dealing with complaints is displayed on the parent's notice board. If you have any concerns or complaints relating to the operation of any Centre please refer the matter to ECE Management Ltd, P. O. Box 99-696, Newmarket or phone and speak to Diane Toal or Chris Cole on 523 4300.

Your participation in the running of the Centre is welcomed and will help to ensure your family enjoys their early childhood experience.

We look forward to working in partnership with your child's education and care.