



Education in Care

83 Fourth Avenue
Whangarei

Postal Address:
P O Box 230
Whangarei 0140

Phone: (09) 438 7194

Email: avenues.educare@xtra.co.nz
Website: www.avenueseducare.co.nz

Open: Monday to Friday 7.00am to 5.30pm
Licensed for children from birth to 5 years
(16 under 2's, 24 over 2's)

Bank Account for direct payments:
06 0493 0267896 00
Northland Residential Nursery

Avenues EduCare staff and committee welcome you and your family to our centre. Please feel free to visit us anytime or phone if you have any queries.

Philosophy of Avenues EduCare

Avenues EduCare is a non-profit, community based Early Childcare Education centre which has a strong history of education and care in the community. We value and respect the important contribution the community has made over the years and continue to develop and maintain relationships with past families/whanau, childcare centres and organisations within the wider community.

Avenues EduCare believes quality relationships are important and values the partnership educators create with parents/whanau and their children. We endeavour to work collaboratively with families to enrich children's learning and development. We believe positive communication between parents/whanau is important for this partnership to develop and grow and make every effort to provide a welcoming environment for children, parents/whanau, caregivers and visitors. We have an open door policy and encourage parents/whanau to communicate their children's needs, desires and aspirations with the educators.

We believe that children learn to their best ability when they feel secure and safe in and with their surroundings. The spacious outdoor area in a natural setting fosters positive learning experiences. Our rich learning environment ensures children are happy and have the freedom to explore new areas of learning that feeds their curious minds. Our curriculum fosters holistic development for each individual child to enable them to become confident, competent learners.

Teachers develop relationships with children which foster creative emergent learning. We believe each child is a unique individual which brings magic and excitement to learning. All children are nurtured and cared for in a respectable way ensuring all their daily needs are met. Our educators model positive reciprocal, responsive and respectful relationships. We invite participation, while respecting the wishes and cultural beliefs of parents/whanau. We embrace and acknowledge our bicultural and multicultural society celebrating diversity in our culture. We promote Te Titiri O Waitangi through te reo, tikanga, waiata and by using some natural resources. We are committed to Te Whariki and believe in weaving the principles, strands and goals throughout our practice and environment.

At Avenues EduCare we embrace children's individual interests by noticing, recognising and responding through careful observation and being in the moment. Children's interests and passions are incorporated daily into the curriculum, extended and scaffolded through careful planning. Children are inspired and encouraged to try new and challenging experiences and to revisit their prior experiences. Children are encouraged to develop a thirst for knowledge and become lifelong learners, both independent learners who can discover their own interests and passions and also individuals who can work collaboratively with others. Children are encouraged to persist with difficulty, respect individuals and learn to self-regulate. We value children's individuality and strive to teach respect for people, property and belongings.

Welcome to Avenues EduCare

This booklet will cover most of what you need to know about our service. Our Philosophy was formed with input from all of the staff and with parent's approval, and reflects our beliefs as to what we provide for the children and also reflects the environmental setting. We are proud to be able to offer the children a spacious natural environment where they are able to explore and make their own discoveries.

Below is a list of our staff, their position and their qualifications.

Debbie Beardsell	Centre Manager	Bachelor Degree of Early Childhood Education
Rebecca Schofield	Team Leader Under 2's	Bachelor Degree of Early Childhood Education
Judy Edgar	Team Leader Over 2's	Bachelor Degree of Early Childhood Education
Jess Nola	Educator	Bachelor Degree of Early Childhood Education
Jorg Duerkop	Educator	Bachelor Degree of Early Childhood Education
Mirka Haslar	Educator	Bachelor Degree of Early Childhood Education
Macey Hilton-Jones	Educator	Bachelor Degree of Early Childhood Education
Sharee Cunis	Educator Over Two's	
Sharon Slade	Educator Over Two's	
Mellissa Greeff	Educator Under two's	
Anita Vesey	Office Manager	
Tara Dodd	Centre Cook	

Enrolment

On your first day of attendance, you will receive enrolment forms. Please take time to read through this and fill out the necessary forms and return to us. This will include a form for our online portfolios and your child's interests and needs.

There is an initial enrolment fee of \$100 which will be added to your account upon confirmation of enrolment. This fee is used for hats, your child's portfolio and administration costs.

To secure your child's place at this centre, we require your first week fees to be paid upon acceptance of the space. This guarantees your place at the centre and will be paid directly to your account. If however, you decide NOT to take your place at Avenues EduCare, these first week's fees are non-refundable. Until your first weeks fees have been paid, the space is NOT guaranteed.

Please keep your enrolment information up to date and let us know of any allergies, medication or any information which may change.

Settling Children

We offer free settling-in time. This is for up to 2 weeks prior to your child/children starting. Please discuss this with a staff member so that we can meet your and your child's needs, to make the transition to Avenues EduCare as smooth as possible.

Emergency Supply Kit

It is a ministry requirement that we have supplies on the premises in case of an emergency where children are unable to be collected from the Centre. This includes food, so we ask that on enrolment you provide a can of Spaghetti or Baked Beans, or baby food AND a bottle of water.

What do I need to bring?

All children's belongings should be named to prevent loss!

Please supply a bag with a few sets of spare clothes.

If your child is in nappies, please supply at least 5 nappies per day. These will be taken out of your child's bag, named on the end, and put on the shelf above the change table. Alternately you can supply a whole bag and we will let you know when we need more.

If your child has a bottle, we supply cow's milk but ask you to supply your own formula. Please make sure that all formulas, bottles and containers are named.

Your child is welcome to bring any comforter items that they use (ie: dummy, blanket or cuddly).

Arrival

Please be sure to sign in your child/children on arrival at the centre and sign out on departure. Please leave an emergency contact number on the sign-in sheet for the day. It may be the same each day but this is the roll that we use in emergencies such as fire and will not be able to contact you if we have no number.

Please shut all gates and doors as you pass through to keep the children safe.

Medicine

If your child is on any medication, please fill in a medication form, found by the sign in sheet, and hand it to a staff member.

All medication must be named and have the dosage written on it. We do not give medication without it being signed for.

Illness

We discourage you from bringing your child to the centre if they are unwell. All children are required by Health and Childcare regulations to be kept home if they have a condition that is easily passed onto other children, eg. Chicken pox, diarrhoea, school sores, conjunctivitis, measles or mumps. In the case of Vomiting or Diarrhoea, our policy is that the child must not attend Avenues for at least **48 hours (2 days) after** their last attack.

When children are sick at the centre, parents or emergency contact person will be contacted to collect the child immediately.

If an accident occurs at the centre, comfort and first aid will be given and the accident will be recorded in the accident book. Parents or the emergency contact person will be contacted immediately of serious accidents and medical assistance will be sought accordingly.

Meals

All meals are provided by Avenues EduCare, each day except for Lunchbox Day. Currently lunch box day is on Friday. You will need to supply a lunchbox of food, enough for your child for the day.

Every day, our cook will prepare all meals where healthy eating will be promoted.

Morning and afternoon teas comprise of fresh fruit and biscuits or crackers, or sometimes home baking.

A four weekly menu cycle can be found by the sign in sheet. All other food offered during the day is recorded in the kitchen.

Free ECE

We offer 20 hours ECE when your child turns 3. You can claim up to 6 hours per day. Over and above these hours we charge you the current hourly rate and also the daily meal charge. The optional meal charge of \$3 only becomes "optional" when your child starts receiving 20 hours free ECE, and if he/she attends ONLY for the 20 hours. Outside of the free hours, ALL children are charged the \$3 per day meal charge except for Fridays which is lunch box day.

Hours

We are licensed to be open from 7am to 5.30pm, Monday to Friday. We are open during the school holidays. We are not open public holidays and no fees will be charged for these.

We usually close over Christmas and New Year but for no more than 2 weeks.

Childcare Subsidies

Please ask about these. You may qualify for a subsidy from WINZ.

Fees

For regular and permanent bookings we ask that you pay either weekly or fortnightly.

Payments can be made by cash, cheque or direct credit.

Please telephone the centre before 8.00am if your child is going to be late or if they are not well, and will not be attending.

The current fees are enclosed in this booklet. Fees will be subject to review but adequate notification will be given.

Collecting Children

Please let us know if someone other than the person you have named in the sign in/out sheet is going to pick up your child.

Please remember to sign your child in on arrival and out on departure each day that your child attends the centre.

We ask you not to park across the gateway. It may block access for others and may need to be used in the event of an emergency such as a fire. Please also watch your speed on the driveway.

Parent's notice board

Please read the parent's noticeboard. It will be updated regularly. Please ask if you are interested in courses or workshops which we may know about or can arrange for you.

Smoke free

At Avenues EduCare we have a "smoke free" policy and thank you for your co-operation.

Portfolios

Every child has an online portfolio(Educa) as well as a hard copy, that records their learning while at Avenues EduCare. Please feel free to share these with your family and contribute to them. We encourage parents to share their aspirations for the children's learning. Please share these with the staff and contribute to our daily planning.

Programming

Programming will be based on the children's interests. We will program to Te Whariki, the early childhood curriculum.

Policies

Our policies are available on Educa, our online portfolio website, as well as on request.

At Avenues EduCare, we make all effort to ensure communication and consultation with each other, families and Hapu/iwi and local communities, acknowledge and respect all parties' values, needs and aspirations. We will endeavour to identify effective and culturally appropriate practices and procedures, adopt a flexible approach and recognise that a variety of approaches may be required for communication with local whanau, Hapu and iwi.

Please let the Manager or staff know if you would like to be on the committee of Avenues EduCare, or would like information of what is required being on the committee.