

Avenues EduCare



Education in Care

83 Fourth Avenue
Whangarei
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)

(Northland Residential Nursery & Creche Soc Inc)
83 Fourth Avenue Whangarei Ph 09 438 7194

Welcome to Avenues EduCare

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.

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

Philosophy of Avenues EduCare

Avenues EduCare is a community based early learning centre which has a strong history in the community. We acknowledge the contribution made in the past from this wider community.

We believe that strong partnerships with parents and genuine relationships are at the heart of quality teaching. Our values- Whanaungatanga, Kotahitanga, Kaitiakitanga and Rangatiratanga-guide us each day. We honour the mana of every child by celebrating who they are and supporting them as valued, confident learners.

We believe tamariki thrive when they feel safe, secure and valued in their surroundings. Our large, nature filled outdoor area and thoughtful curriculum nurture each child's unique learning journey, supporting them to explore, grow, and become confident and capable learners.

We are deeply committed to Te Whāriki, our early childhood curriculum, and intentionally weave its principles, strands, and goals throughout our daily practices and learning environment. We honour Te Tiriti o Waitangi by incorporating te reo Maori, tikanga practices and waiata into our teaching and interactions.

Our whakatauki/mantra to teaching is “respectful, responsible and kind”.

Enrolment

Before 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 you decide NOT to take your place at Avenues EduCare, these first week's fees are non-refundable. Until your first week's 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.

Hours

Licensed to be open from 7am to 5.30pm, Monday to Friday.

Open during the school holidays.

NOT open public holidays and no fees will be charged for these.

Usually closed over Christmas and New Year but for no more than 2 weeks.

What do I need to bring?

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

Please supply a bag each day 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.

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.

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 strongly 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.

Accidents

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. The cost of this is \$3.50 per day.

Currently lunchbox day is on Friday. You will need to supply a lunchbox of food, enough for your child for the day.

Every other day, main meals are supplied by an external food safe company where healthy eating will be promoted.

Morning and afternoon teas comprise of fresh fruit and biscuits or crackers, or sometimes home baking. All other food offered during the day is recorded in the kitchen.

Fees

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

Payments can be made by cash 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. ALL children are charged the \$3.50 per day meal charge except for Fridays which is lunch box day.

Bank Account for direct payments:

06 0493 0267896 00

Northland Residential Nursery

Fees are subject to review but adequate notification will be given.

Free ECE

We offer 20 free ECE hours 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 the daily meal charge. The optional meal charge of \$3.50 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 \$3.50 per day meal charge Mon-Thurs.

Childcare Subsidies

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

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.

Smoke free

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

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.

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 to be on the committee.



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