



## Welcome to *Growing Minds!*

This booklet gives you information to assist you to settle into the centre. Thank you for choosing our centre as your childcare provider.



## Philosophy Statement

At Growing minds we provide young children and their families with a safe, nurturing and educational environment where relationships with children and parents are fostered. We like to think of our centre as a home away from home for our whanau.

Our professional team is committed to a positive teaching approach that values each child as an individual. We believe that children learn best through play and their interests. Our programme is based on Te Whaariki - New Zealand Early Childhood Curriculum. We offer opportunities for children to make their own choices with support and guidance from teachers, in a challenging, well-equipped environment.

At Growing Minds, opportunities for children to learn are fostered irrespective of age, gender, ethnicity, ability or culture. We value and encourage children to learn about the community we live in and the world around us. At the point of writing we have over 18 ethnic groups at our centre.

Our aim is to work in partnership with families in genuine interest of each child's growth and development - physically, emotionally, socially and intellectually.

**Proud to be trusted by our  
community for 25 years**



## Under 2 room with purpose built sleep room



## Our room for big kids 2-5 years old



At Growing Minds, children will have the opportunity to:

- Work and play alongside other children and adults
- Develop high self-esteem, confidence and independence
- Be creative and express themselves confidently through both verbal and non-verbal communication skills
- Learn about and develop respect for others in their environment
- Develop skills for life-long learning
- Learn to be adaptive and accept change
- Develop a positive and fun approach to learning
- Be a self-motivated and empowered learner





**We look forward to getting to know you and your child!**

## **DAYS AND HOURS OF OPERATION**

Monday to Friday 7:30 am to 5:30 p.m.

## **MINISTRY OF EDUCATION FUNDING**

We receive funds from Ministry for each child enrolled, for example up to \$12.35 per child per hour for 20 hours ECE. This money is used to comply with Ministry of Education standards, to cover teacher education and compliance and to cater for some resources for our children. Should you want to see more financial information on the monies received from Ministry of Education and how it is spent please see Jenny in the office.

*Growing Minds does have an optional charge for the 20 hours ECE, this fee covers the cost for our hot cooked lunches, high ratio of teachers/children, qualified teachers and portfolio costs.*

## **SIGNING IN AND OUT**

It is a Ministry of Education requirement that the centre has a record of all children's attendance's each day. We use a tablet to sign your child in and out of the centre with actual attendance times. The Ministry also require that you confirm your child's attendance (these reports are printed our monthly).

## **NUMBER OF CHILDREN**

The Centre is licensed for 30 over 2's and 13 under 2's.

**Children under 2 (Fantails)** are cared for in a separate area of the centre which is set up entirely for the age and stage for the children in this area, we aim to provide a 1:4 ratio of adult to infant.

**The over 2's (Kiwis)** are in the main area of the centre and the transition of the two year olds is made smoother by gradually introducing them to the over two area over a period of time when approaching the age of two.

## **STAFFING RATIOS**

The Ministry of Education requires a minimum of 1:10 (over two year olds) and 1:5 (under 2 year olds) respectively. We maintain much higher levels of teachers than this



minimum ensure your tamariki have the best possible care (currently 1:4 for our under 2's and 1:8 for our older children). Our centre usually maintains above 90% ratio of fully qualified staff.

## CENTRE STAFF

We value our staff at Growing Minds Early Childhood Centre, all staff are selected for their ability to relate positively to the children we acknowledge and appreciate one another's special attributes and skills and we aim to work cooperatively as a team. Staff members may hold a range of qualifications but at all times the centre will have a fully trained and registered staff member on the premises.

## SUPERVISION

All children are under close supervision by all staff throughout the day including sleep times. We do stress all children **MUST** be signed in upon check-in and signed out on leaving. This is critical for your child's safety.

## ENROLMENT TYPE

We provide 2 sessions either full time care (8 hours plus) or 6-hour sessions. We require a minimum of three attendances per week to allow us to form a good relationship with your child. We have a transition program to ensure your child is comfortable with their new environment. This will be discussed with you upon enrolment but typically we recommend that you take the time to introduce your child to the centre. We value this time so do not charge for transition visits. The transition is normally 2 week process, where you will come with your child to spend short period of time in the learning environment. We also encourage you to bring in a toy/blanket/dummy etc. that might help to comfort your child when you depart and throughout the course of the day. Visits do need to be scheduled in advance so we can ensure a smooth introduction for your tamariki. We prefer visits around 1pm each day.

## TERMINATION OF CARE

If for some reason you decide to stop bringing your child to our Centre other than the transition to school, a three week written notice is required. Payment is due for three weeks of the notice period weather your child attends or not. Any outstanding fees must be paid before the child's last day.

## PROGRAM





Our program is child centered it stems from children's developmental characteristics and interests and the integration of the New Zealand Early Child Curriculum Te Whaariki. The centre will be organized into activity areas which are equipped to entice children's individual learning and are changed regularly.

Staff will observe, plan and implement a program which allows individual and group learning opportunities and experiences appropriate for children of their age. Each child will have their own individual portfolio, which is a record/snap shot of their time with us at the centre. It is a document that is available to you daily and upon your child departing Growing Minds it is for you to take for your own use once your child is no longer attending. We also share stories on a regular basis showing your child and their learning process using the Storypark system. These are emailed to you to share.

The program is available for parents to see at all times and once a year we have a parent conference for your family to attend to discuss with staff your child's development. Of course we are happy to discuss your concerns or progress at other times. We welcome your participation with our centre's programme to allow us to work in partnership with you the parents/whānau. Some ways in which you can participate are through comments in portfolios, comments on planning walls, our positive feedback book. We welcome you to talk with staff further about ways in which you can contribute. You are also able to arrange an appointment to speak with the Centre Manager or Head Teacher in regard to the learning & development or concerns of your child.

## MEALS

Growing Minds has fully equipped kitchen facilities. The children are provided with nourishing and healthy midday meals which suit the weather conditions. Parents provide morning and afternoon snacks (please include fruit, vegetables and try to avoid salty snacks and chocolate). Food exceptions will not be made for individual children except for allergy cases or cultural.



Children are readily able to access fluids for drinking at all times. All meals are recorded for you to see what your child has eaten throughout the day. Children are never forced to finish what is on his/her plate, but they are encouraged to try what has been provided for them.

## REST TIME





All children under the age of four are encouraged to have a rest in the early afternoon this allows for children's batteries to recharge for the afternoon's activities. Children are provided a safe, warm quiet place to rest. No child will be forced to sleep. With the under 2's we follow the routine that you have at home this can be discussed with the Supervisor at the time of enrolment.

## TOILET TRAINING

When you feel that your child is ready for toilet training and you start this training at home please let the staff know and we can then follow through and encourage the training at the centre. When we are toilet training we ask parents to provide lots of changes of clothes especially pants, shorts, skirts and underpants. We also ask that when toilet training your child be dressed in "user-friendly" clothing, try to avoid really tight clothing, pants with snaps and zippers and overalls as clothing with too many "gadgets" make it harder for the children to get to the toilet on time

## FIELD TRIPS

Field trips will be carried out throughout the year to different places. We will provide you with written information in regard to each trip, and inform you of the cost (this will vary depending on where we go and travel). Our trips are planned around our children's current interests. As well as planned trips outings to local community areas will also be a regular event at the centre to places like the local library and parks in the area. Permission for these informal outings are given when signing the enrollment form upon enrollment.

## CHILDREN AND STAFF HEALTH

Because of the strong risk of infection within the centre we will not permit care of sick children. We require children to be seen by a doctor or kept at home if there are any signs of:

- \* Vomiting
- \* Upset stomachs
- \* Diarrhea
- \* Sticky Eye
- \* Green or clear mucus from the nose
- \* Rashes
- \* High temperature above 38C

When the illness of your child is communicable the centre requires a statement from your G.P stating that the child is well enough to return to the centre. For diarrhea or vomiting you need to wait 48hours after the last event before your child returns to the centre.



If your child falls ill during the course of the day you will be contacted immediately we will make every endeavor to keep your child comfortable and we will isolate your child from others (this is done in the office) at the centre. A staff member will remain with your child until you arrive. If your child has siblings that attend the centre, they also must remain at home until your child is no longer infectious.

## ACCIDENTS, INCIDENTS AND OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the centre will be cared for in the appropriate manner. Treatment and a record of the accident will be logged in the accident book for you to check and sign upon your arrival at the end of the day.

If a medical emergency arises you will be contacted first, unless doing so endangers the child's life. In this case the necessary steps will be taken putting the child first (calling a Doctor, Hospital, poison control etc).

If need be we will take your child to the Constellation Drive Accident and Emergency Centre, then try to call the you when we arrive. If you are unable to be reached we will keep trying until you are available.

In the event of fire, we would evacuate the centre immediately and gather in the car park. This procedure is practiced monthly so the children are familiar with what to do. If severe weather arises and a civil defense warning is issued the children will all be brought together inside and will be cared for there until further notice. The centre has a Civil Defense Policy in place and all staff are trained to deal with this sort of emergency. In the rare event of a lockdown we will contact you via our community link on Storypark. We suggest you download StoryPark to your phone so you will have immediate knowledge of any event.

## MEDICINES

If your child requires medicine while at the centre we will require you to fill out a form giving us permission to give the medication to your child. Please do not leave the medicine in your child's bag. All medicine must be in its original container labeled with the child's name, doctor's name, name of medication, dosage and when to be taken. Prescription medicines will not be administered if the child's name is not printed on the label. Non-prescription medicine or cream must also have written permission provided from you.





We welcome the participation of parents/whānau for our outings as it makes them all the more possible due to increased child to adult ratio's required for outings, and we also welcome any ideas for trips from parents/whānau.

## PARTICIPATION BY PARENTS/WHĀNAU

We welcome the participation of parents/whānau and any suggestions that you may have. Feel free to visit us at any time during the day to spent time with your child, this is especially important during your child's first few visits to the centre it helps to ensure that you are completely satisfied with the care your child is going to receive and that your child is happy with the new environment.

## WHAT TO BRING FROM HOME. PLEASE NAME ALL ITEMS!

Please bring your school bag with .....  
4 spare nappies or underpants



Lots of changes of clothes  
(play is dirty work)



In summer, we get wet, you will need....

Towel

In winter, please bring spare warm clothes

Hat



We



We encourage outdoor play everyday  
Please bring in changes in case we get wet

Swim gear or Vest for wet





## Fee schedule

Under 3 years	2 days	3 days	4 days	Weekly rate
6 hour	\$120	\$180	\$230	\$270
8 hour plus	\$140*	\$210	\$260	\$300

\* Our 2-day enrolment option is offered as a "transition" period for 3 months. After this period children need to be enrolled for a minimum of 3 days.

### Over 3 years

6 hours	n/a	nil*	\$135	\$160
8 hours plus	n/a	\$135	\$180	\$200

\*\* 3 years plus rates are using the 20hrs ECE subsidy.

### Enrolment

Minimum commitment of 3 days per week. We offer a 2 day transition session for the first 3 - 4 months. After this transition period we require children to attend a minimum of 3 days per week.

Once a child is enrolled and confirmation of your start date is given this is a binding agreement and all booked sessions will be charged regardless of whether a child attends or not. This is because we have to cover each session with the correct number of qualified teachers. Upon confirmation of enrolment, you will be charged an administrative fee of \$50 -this charge is non-refundable.

To provide a service throughout the year for our families, Growing Minds does not close over Christmas and New Year. Fees will be charged as per your normal enrolment. If your child used the 20 hours ECE free we ask for a voluntary fee of \$15 per day (\$5 of this is to cover lunch the remainder is to help with our costs for teachers and resources). For the best outcomes for our tamariki we maintain a much better ratio of child/ teacher care than the government funds. Our optional charges in excess of the 20 hours ECE reflect that we provide a much higher level of staffing for your tamariki than the MOE minimum standards. We currently maintain in excess of 80% qualified teachers.

### Changes to enrolment

Please give us two weeks written notice if you wish to change enrolled hours. Should you wish to withdraw your child from Growing Minds, we ask for three weeks' notice.





## **Family discount**

Where there are 2 or more children from the same family attending we will apply a 10% discount to the eldest child's fee.

## **Holidays**

Each child after 6 months enrolment at Growing Minds is entitled to 10 holiday days at no cost per calendar year.

## **Public holidays**

Full fees will be charged for Public Holidays (i.e. Auckland Anniversary Day, Christmas Day etc).

**Please note that the Ministry of Education requires parents to provide written notification for an absence exceeding 9 days and that no funding is available for any absence exceeding 21 days.** Funding information is available on request. For those that use Ministry of Education funding for 20 hours free ECE please note that this funding is cut if your attendance does not comply with your enrolment.

## **Late pick up fee**

If your child is picked up outside their booked time a late fee will be charged to your account. Charges are 5-10 minutes \$5, a further \$5 per 5 minutes after that time.

## **After hour's late fee**

If you are late for our 5.30pm close we charge a fee to cover our teacher's time. Charges are 5-10 minutes \$10, a further \$5 per 5 minutes after that time.

## **Review of fees**

Fees will be reviewed from time to time. Parents will be given one month's notice of any changes.

## **Payment of fees**

Automatic payment is preferred. All payment of fees are due the week in advance of the time your child is due to attend.

We also advise that we do not give discounts or refunds for time your child is absent from the centre for absences or statutory holidays. This is due to licensing regulations requiring staff to be available for the amount of children enrolment for that particular day. We do, from time to time, offer specials such as the first 6 weeks free (this comes with a commitment to a 1 year enrollment).

All fees are to be paid to Growing Minds **ANZ 06-0145-0756482-00**

Please enter your child's full name as reference.







We are privileged to journey with your child in his/her early years. But just like you, one of our greatest fulfillments as educators is seeing your child thrive and ready to transition to school for a bigger adventure and greater learning of the world around them.



Our korowai, our graduation cloak for our big kids when they graduate.. 🦄

We look forward to partnering with you and your whanau for your child's learning journey.

Thank you for taking the time to read this information sheet. If you have any questions, please feel free to inquire with the Centre Manager or our Room Leaders.