



Growing wings

Getting kids school ready



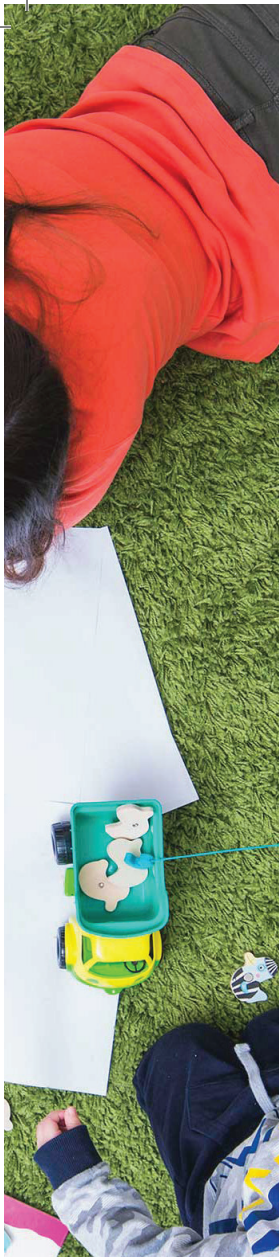
HANDBOOK





VISION

To get all kids school ready. It doesn't matter what age they join us here at Growing Wings.



WELCOME

It is our pleasure to welcome your whānau on behalf of our staff here at Growing Wings Early Learning Centre. As parents you are your child's first and most important teachers. At Growing Wings Early Learning Centre we recognise that your child's early years are critically important to their future and we value the trust you have placed on us. We are looking forward to working with your whānau to create the best learning environment for your tamariki. We hope you find this booklet useful and that your time with us at Growing Wings is enjoyable.

PAGE

4	LEARNING
5	STRIVING AND SUCCEEDING
6	SETTLING YOUR CHILD
7	COMMUNICATION
8	WHAT TO BRING TO THE CENTRE
9	WAYS TO SUPPORT YOUR CHILDS LEARNING
10	PLAYGROUND - CHILDREN'S ONLINE PORTFOLIO
11	GENERAL INFORMATION
12	ABSENCES
13	OPERATIONAL DOCUMENTS SUMMARY
14	REGULAR OUTINGS AND EXCURSIONS
15	ILLNESS POLICY



LEARNING

At Growing Wings we want to ensure that we are empowering tamariki of all ages to reach their full potential, in all areas of their life. We offer a child-led and heart centred approach, play through meaningful real-life experiences and relationships are at the core of our philosophy. We will ensure your tamariki are recognised for all that they are and all that they bring with them, alongside ensuring that they have all the correct tools to succeed at school.

Your child will have opportunities and experiences to:

Learn about and understand the world around them and their place in it.

Learn to value and respect people, places and things.

Grow and develop as a socially competent, caring individual for themselves and peers.

Develop an appreciation and be aware of sustainable, environmental practices in today's world.

Develop an understanding and relationship of their culture, Te Ao Māori and other cultures

To be a creative, resilient and curious problem solver learner.

Be curious, creative, resourceful, adaptive, and resilient with their self

To grow an understanding and confidence within Literacy, Mathematics and Science learning

Flourish their interests, understanding, needs and strengths

Move their bodies; freely, unhurried and at their own pace



Teaching 21st century leadership and life skills based on the idea that there is a leader in everyone and leaders strive to be the best version of themselves.

We will work alongside your child to encourage their leadership to:

Be a responsible person and do the right thing without being asked even when no one is looking

Make good choices, in relation to actions and attitudes

Help others

Influence others

Set their own goals

Show initiative

Foster persistence

Strive to reach their full potential.

STRIVING AND SUCCEEDING

At Growing Wings we believe every learner has potential to grow and succeed in all aspects of their lives. We believe that through love, support and being exposed to a rich learning environment your child will further and develop as a curious confident learner. Our tamariki will be secure in their sense of belonging and become school ready.

Our teachers will work alongside your whānau to equip your child to reach beyond their abilities and potential by:

Empowering your child to have a can-do attitude, make decisions and become increasingly independent.

Ensuring that all learning and development are supporting your child's development (Physical, social, emotional, academic, and spiritual learning).

Working alongside you to create learning that suits your whānau, child and their future.

Create an environment that is designed to support the children's growing curiosity and encourage them to explore and learn with the guidance of our kaiako.

SETTLING YOUR CHILD

Starting childcare is a big step for children as well as yourself as a whānau/parents. Here are some tips to help you and your child settle into Growing Wings Early Learning Centre these should help your child adjust to their new surroundings.

Visits:

familiasing yourself and your child with the centre and its vision and values.

Our transition process will be spread out over 3 weeks. We encourage you to spend lots of time in our space getting you and your tamariki settled. During the first week we will ask that you stay with your child for each visit, while you explore our environment together. The second week we recommend leaving your child in our space for roughly 30 minutes. For the third week of visits we recommend a sleep visit. This is a way to settle your child into our space ensuring that they're settled and are beginning to gain their sense of belonging here at Growing Wings.

Saying goodbye and reassuring your child you will return to collect them at the end of the day

Please plan to stay a while for your first few sessions. By staying 5 mins can help your child ease into the centre and transition with a positive understanding. When you and your child are comfortable and it's time to leave. It's time to say goodbye. It is important that you say goodbye so that they know you will be back and they aren't searching for you for the whole day. You may ask the teacher to stay with your child as you say goodbye so that when you leave, they can comfort and support your child with their day. We totally understand that saying goodbye is hard, try to keep it a positive experience. If you are upset your child will pick up on the reaction, so try with all your mite to not look sad, worried and don't linger too long, a quick goodbye and reassure them you will be back.

Creating a special goodbye can be a way of you and your child to make the transition into Growing Wings Early Learning Centre a positive experience. For example, a kiss on the hand to hold, handshake or a special hug can be ways to indicate goodbye. You are welcome to call the centre for an update if you are worried or concerned but please note that the staff at Growing Wings Early Learning Centre will care, support and help your child settle in.

COMMUNICATION

It is important to make sure you provide the teachers with all relevant information regarding your child and their specific needs, including routines/ moods if they didn't have a good night, this will help us with the transition but also with how we can best support them throughout the day.

Contacting the centre

You are welcome to give us a call as often as you feel necessary, or you need reassuring that they are ok. Very soon your child will be absorbed in the daily activities and the experiences that the centre brings, it will become a feeling of home to them and you when your relationship with staff develops.

Spend some quality time with your child when you have picked them up

When you pick your child up, you are welcome to come and see what your child has been up to for the day, they will love sharing their experiences with you and you are then able to continue the learning back at home. When your child is able to share their experiences, they feel empowered with their learning.



WHAT TO BRING TO THE CENTRE

A school bag

Lunchbox with a range of age appropriate food encouraging a healthy balanced diet

3 x change of clothes

In summer a clearly labelled sunhat (No hat no play)

In winter a warm hat, rain jacket and shoes or gumboots for outside wet play

Drink bottle (named)

Wet bag for wet and dirty clothing

Nappies if applicable

Formula

Bottles for milk

Anything they require for sleep, eg sleepsack, cuddly etc

It is important that all clothes, possessions are clearly named this will help staff with returning lost property to the owner. return the right property to the right child. We can't take responsibility for property that is lost. Lost property is situated in your child's classroom. Please check for lost property regularly. Children learn through creative play and this kind of play can be messy. They will get paint, mud, playdough all over their clothes so dress them in comfortable clothes, easily washable and suitable for active play. When we have fancy dress days, we will ensure that the paint is hidden away.

Parent involvement

Parents/whānau/caregivers to use here at Growing Wings Early Learning Centre are acknowledged as the first teachers to their child, and our teachers work collaboratively with you in the interests of your child to help support, maintain and encourage further learning.



WAYS TO SUPPORT YOUR CHILDS LEARNING

Spending time in the centre

The centre has an open-door policy. What does this mean to you? This is when family and whānau are welcome to spend time at the centre with their child throughout their time with us. Involvement in the centre can be in many forms including, attending field trips and parent evenings, sharing your culture, career, sport, music, interest, or hobbies with the children in the centre. Parent help is always appreciated if you or a family member is available, please let the manager or a teacher know how you might best suit, Here are some ideas that you might be able to help with (ideas include gardening, mending books, sewing, telling stories, working bees etc).

Communication at pick up and drop offs

Teachers will share with you your child's day. It is really helpful if you could share with us how their evening and morning has been this allows us to support your child. If you would like to discuss any aspect of your child's day, please approach a teacher, however please bear in mind that drop off and pick up times can be busy and we may ask you to make a time if further discussion is required. Please know that you are important to us and we take all conversations with you very seriously hence why we would like to make time for these discussions.



PLAYGROUND - CHILDREN'S ONLINE PORTFOLIO

Growing Wings Early Learning Centre uses 'Playground eportfolios on the Xplor Playground App to help you as parents and families relive your child's important moments and to be more involved in their child's learning and day to day life at the centre. You will receive an invitation to join Playground, once your child has started and you will oversee who can be invited to be involved in their learning journey. We encourage parents and extended family to contribute to the Home app with stories of life at home so that we can celebrate/share these in the centre or leave a comment on the days activities.

Planned Reviews & Consultation

Policy and Centre reviews will be displayed on the notice board regularly to get your views and comments to help us make sure that Growing Wings Early Learning Centre keeps it's high standard. Please ensure you read the documents and add your comments. Your views are important to us, and they help us plan and change our centre when needed. These will be reviewed in our leadership meetings and actions will be made when/ where needed.

Parent Focus Groups

We hold Parent meetings during the year from time to time to discuss current reviews, strategic goals and our policies and procedures. Please express an interest if you wish to join the focus group at some point as your views and opinions matter to us as a centre.

Family Events

Family events are held throughout the year, and we encourage you and your whānau to come along and participate. These events provide a great opportunity to strengthen relationships among our Growing Wings Early Learning Centre families and community, to make it a better, safer, and inclusive environment for our learners.



GENERAL INFORMATION

Hours of Operation

The Centre is open from Monday to Friday including school holidays. We are closed for public holidays.

See our website for opening hours of the centre. www.growingwingselc.co.nz or ask staff .

Growing Wings Early Learning Centre is a cashless centre. Invoices are to be paid via internet banking or from the parent App, Bank account details are on the invoice.

Fees and Payment of Fees

(Inclusive of GST) Our fees are available on the website. Fees include, childcare, sunscreen and access to the *Playground* parent portal app, To enable you to keep on top of your account you may select the frequency of payment that best suits you. Weekly, fortnightly or monthly. Please talk with the centre manager if you need too.

Unpaid fees may be passed on to third party debt recovery, associated costs with debt recovery will be in addition to the base unpaid debt.

Statutory Holidays

For ease of automatic payments full fees are applicable for any statutory holiday that falls on a day when your child would normally attend as fees are calculated over the year and divided to give a weekly rate. This will build up credit that can be used at some points for additional care or will be refunded if it gets into excess.



ABSENCES

Full fees will be charged for all booked days regardless of whether your child attends or not, with exception of pre-informed annual leave which is 50% of fees for up to 4 weeks per annum.

Failure to keep up to date with fees may result in the dissolution of your child's enrolment. If you need to discuss this with us, please contact us, to see what we can arrange before we get to that point.

Fees are subject to change and may be increased when necessary at the discretion of Growing Wings Early Learning Centre. Notice will be given.

If your child is going to be absent please inform the centre by email or phone of their absence and reason for absence ie holiday or sickness. We are not able to claim funding for hours or days children are not attending regularly, so please ensure you are attending the hours and days you book.

Attendance sign-in for your child

You must sign your child in and out on the tablet at reception, using your unique pin number. Pin numbers are not to be shared, each person authorised to collect your child will be allocated their own number. This is important as it is used in the event of an emergency, as well as documentation required by the Ministry of Education.

Changes to booked times

Any changes to your child's times must be discussed with the administrator or manager and a change of booking form signed, please let us know of this ASAP.

Notification of Withdrawal

Two weeks' notice is required in writing. In the event of two weeks' notice not being provided, fees will be required to be paid until the notice period has expired. This allows us to let another child take that spot.



OPERATIONAL DOCUMENTS SUMMARY

The Growing Wings Early Learning Centre has a comprehensive and supportive operations manual. This clarifies expectations and ensures a uniform approach is used to ensure we meet regulatory requirements and are implementing good practice consistently to ensure the safety of your child. A copy of our key policies and procedures are available on the Home app or available on premises. Please ask a staff member. Some key points within these that you need to understand are:

Authorisation to collect children

When you enrol, you will be asked to identify ALL authorised people that are able to collect your child. If your child is to be picked up by someone other than yourself, or those listed on the enrolment form, please notify the Centre in advance. Please also inform others that they will need to provide photo identification before we will release your child into their care. Your child will not be released to any person who is not authorised.

Accidents and Incidents

All accidents and incidents are recorded in an Incident Register. You will be notified at time of pick up or via phone when the incident has happened. You will be provided with a copy of the report and will be required to sign it to acknowledge you were informed. If the incident / accident is of a significant nature, we will contact you immediately.

Administering Medication

If your child is to be administered medication by staff while in the centres care, you must record on the medicine register each day the dosage and relevant details and check with the teachers for an appropriate storage place. Clearly label any medications brought in with name, dosage, time etc. Prescribed or non-prescribed medicines are to be brought into the centre in original packaging which clearly shows a name, dosage, and expiry date.

Emergency Procedures

Evacuation plans and meeting points are displayed in the centre. In the event of an emergency all parents/caregivers are contacted via text messaging/ phone calls/email/playground depending on technology available at the time. Your child during an emergency will be cared for and we have staff that know all policies to keep them safe.

WINZ Childcare Subsidy

Children who attend licensed early childhood centres for at least 5 hours a week can under certain criteria access subsidies. See www.workingforfamilies.govt.nz

REGULAR OUTINGS AND EXCURSIONS

Regular outings form part of our regular curriculum and stimulate your child's understanding, awareness and curiosity of our community. Permission is requested at the time of enrolment for regular outings. Special permission will be sought, and information provided in advance of excursions that involve travel from the centre. On all excursions, risks are considered and ratios set to maximise children's safety. You may be asked to meet the cost of an excursion.

Education Review Office (ERO) Reports

Early childhood centres are reviewed within the first two years of operation. Once reviewed you will find a link to our most recent review on our website.

Newsletter and Notices

These will be posted onto our community notice board on *Playground*. This will include information on happenings at Growing Wings Early Learning Centre, upcoming events, information, what has been happening, staff etc. Please read them carefully and we welcome all feedback

Food and Nutrition

At Growing Wings Early Learning Centre we recognise the importance of healthy eating for children as this helps your child learn and develop to their full potential.

Parents Providing Food

Organising a nutritious packed lunch doesn't need to be complicated. Here are some suggestions for healthy snack choices and lunchbox ideas. Please let us know if you would like new and exciting ideas.
[www.health.govt.nz/system/files/resource-files/HE1302_Eating%20for%20healthy%20 children%20to%202012_0.pdf](http://www.health.govt.nz/system/files/resource-files/HE1302_Eating%20for%20healthy%20children%20to%202012_0.pdf)
<http://www.fuelled4life.org.nz/recipes/category/lunch-box>



ILLNESS POLICY

Growing Wings Early Learning Centre is committed to providing a healthy environment for all of our children and staff. We will provide an environment in which all efforts are made to reduce the risk of illness and infectious diseases spreading. A copy of the illness policy is available on *Playground*. We do have a strict Cleaning and Sanitising policy.

We encourage parents, children and staff to use hand sanitisers each day to help protect themselves and should be used throughout the day when needed (There are hand dispenses in each room). All resources and equipment is cleaned and sanitised regularly, by our cleaner. If you have concerns that a child may be unwell, information should be shared with a teacher upon arrival at the centre. In this case teachers will be vigilant and alert to any changes in behaviour, or signs of illness, and can respond to your child's needs promptly and make action when/ where needed to keep your child, others and staff safe. If your child is suffering from any of the following symptoms they will be required to leave the centre. If you are unavailable the emergency contact person listed on your child's enrolment form will be contacted. Please keep this contact updated as its important that we make contact with someone listed ASAP.

Reasons to exclude a child from Growing Wings Early Learning Centre:

- Illness prevents your child from participating comfortably in play.
- Illness results in greater care needed than we can reasonably provide without compromising the health and safety of the other children.
- Your child has any of the following conditions: fever (38 degrees Celsius and over), persistent crying, difficulty breathing, persistent coughing, persistent runny nose, or other signs of possible illness.
- Your child has diarrhoea. Your child must be symptom free for 48 hours and must have had at least one normal bowel motion before returning to Growing Wings Early Learning Centre.
- Your child is vomiting. Children must be symptom free for 48 hours and must be able to keep food down for those 48 hours.
- Rash with fever or behaviour change - until a doctor has determined that the illness is not a communicable disease.
- Tuberculosis - until the child's doctor or the Public Health Service advises that the child is non-infectious.
- For some vaccine preventable diseases, there is a requirement to exclude unimmunised children who have had contact with a case of the disease. This applies to Measles, Diphtheria and Whooping Cough, and would be arranged on the advice of the Medical Officer of Health.
- Your child is prescribed antibiotics for any illness they should not return until at least 24 hours after treatment has started or at the centre manager's discretion.

Growing Wings Early Learning Centre reserves the right to request a medical certificate from a health professional before allowing your child to return following illness.

Communication and Complaints Procedure

This is displayed on the reception, along with the contact details. If you have any queries or concerns talk to a teacher or the centre manager in the first instance. If necessary, the matter may be referred to the service provider. If necessary, relating to non-compliance, it may be referred to Ministry of Education.



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All enquiries welcome



May 2023