



Parent Information

Welcome to Minimee Early Childhood Education Adventure

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.

We are licensed by the Ministry of Education for 50 children, of which 16 are under 2 years old. Within our building there are three learning adventure areas – the Toi Toi room for up to 18 months, the Koru Room for toddlers to 3 ½ years and our Nikau Room for the emerging preschoolers. Children move between the areas when parents and staff feel that they are ready.

We know you and your family will enjoy your time at Minimee.

Hours

The Centre is open Monday to Friday from 7.30 a.m. – 6.00 p.m. We are closed on public holidays.

Orientation and Settling

We ask that children visit the Centre prior to attending. 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 in period. However, we are unable to take responsibility for these items. We normally encourage the children to visit at least two or three times for one to two hours at a time. These will be arranged approximately one month prior to your start date. These visits are very valuable in getting to know your family and will be sure to ease the transition into the centre.

Staff

At Minimee we are an equal opportunities employer and are committed to staffing the Centre with skilled and caring people. We employ fully qualified staff and also staff in training; all participate in ongoing professional development.

Our adult child ratio is regulated by the Ministry of Education. The ratio of staff required to work with children is 1 adult to 5 under 2 year olds; and 1 adult to 10 over 2 year olds. We provide a higher ratio of adults to children at our Centre.

Fees

Please refer to Fees Schedule that is attached to your child's enrolment form. We ask that your fees are paid at least one week in advance. We prefer payment through internet or automatic banking. All overdue fees will be sent to a debt collection agency and parents will be responsible for all fees they may charge

Our centre offers the 20 Hours ECE subsidy from the Ministry of Education for 3 and 4 year old children. To be eligible for a fee reduction, an attestation must be completed on your enrolment form and be kept current.

Childcare Subsidy

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

Attendance

Your child's welfare is our primary concern at all times. Only authorised persons known to the Supervisor and staff (as indicated on the enrolment form) will be allowed to drop-off and collect children from the Centre; any changes must be notified in writing. If an authorised adult is not personally known to the Centre we will require photographic identification.

Please keep us informed of any sickness or intending absence. Parents must give at least two weeks notice before withdrawing their child from the Centre and at least one week's notice if they wish to change their session days. We require any session time change to be in writing on the appropriate form.

Behaviour Management

Our policy on child behavior management is displayed in the reception area for you to read at your leisure.

Food

All food and drink is provided by the centre. Our resident cook is trained in Health and Hygiene and provides nutritious meals. Our daily menu is displayed in the reception. It is important that any food allergies (as noted on your enrolment form) be advised to our staff so that it can be **highlighted** in the kitchen and **strictly followed**.

Toileting

Routine toileting times are scheduled 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 so please feel free to discuss any special needs with staff. Also, please ensure several changes of clothes are available during this time as some accidents can occur.

We ask that parents supply sufficient nappies for their child's day (this may vary from 4 to 8 nappies) as our 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 or rest during the day; 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. Some children may not need to sleep, instead selected quiet activities will be available.

What to Bring

Parents need to bring the following items in a named baby bag/schoolbag: nappies for the day, milk/milk powder and bottles, two or three changes of clothes and sunhats, winter hats, rainjackets etc.

Toys And Other Treasures From Home

Please dissuade your child from bringing in their own toys, however, cuddly or security toys are welcome but need to be clearly named.

Excursions/Trips

Excursions out of the Centre will be arranged from time to time enhancing your child's learning experience. We welcome parents to accompany us on any 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.

On occasion we may arrange short walks within the local vicinity; approval for these walks is given on the enrolment form.

Child Health

We ask that any child who is unwell be kept at home in order to reduce the spread of illness throughout the Centre. The Supervisor may at his/her discretion refuse to accept any child deemed unwell, as we do not have extra staff available to monitor and care for a sick child; this includes children with severe coughs or colds, vomiting,

diarrhoea, conjunctivitis, rashes or raised temperatures. If symptoms develop during the day a parent will be contacted to arrange for the immediate collection of their sick child. Sick children should be excluded from the centre for 48 hours after the last bout of vomiting, diarrhoea or high temperature.

Medication

Please advise our staff if your child is taking any medication. All medicines will be kept secure in the kitchen. The medicine book, which 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 with expiry date will be administered. Paracetamol (Pamol) will not be given unless prescribed by a doctor.

Immunisation

We are required to keep an up-to-date list of all children's immunisation status at our Centre. Please remember to bring your Well Child Book and a copy of your immunisation certificate with you when you enrol your child at our Centre.

If your child is not immunised, a letter confirming this should be attached to your enrolment form. In the case of an outbreak of a communicable disease, your child will be asked to stay away from the Centre for the duration of the outbreak.

No Smoking

Smoking is not permitted anywhere within the Centre and its grounds.

Signing In and Out

All parents are required to sign their child in and out of the Centre everyday on the form provided at reception. This is an important safety requirement in the case of an emergency evacuation of the Centre and a legal requirement by the Ministry of Education to ensure compliance with our roll returns.

Parent Concerns

Our Supervisor is always happy to discuss any queries or concerns you may have. However, the busy drop-off or collection times may not always be an appropriate time to have a detailed discussion, therefore you may wish to schedule an appointment with the Supervisor.

Our policy for dealing with complaints is displayed on the parent's notice board. We welcome your contribution and feedback.

Thank you for joining Minimee Early Childhood Education Adventure.

Please note, a more comprehensive copy of this parent information will be given to you on enrolment.