

KIA-ORA! WELCOME TO MEADOWOOD COMMUNITY CRECHE

Meadowood Community Creche is a licensed non-profit community early childhood centre. We offer sessional and day options for children of mixed ages and high quality early childhood care and education.

We aim to support children, their families and whanau by providing a safe environment in a mixed age early childhood centre. We are committed to honouring New Zealand's bi-cultural heritage.

Teachers will strive to provide a high quality environment that ignites and nurtures children's passions, potential and a love of learning through play and relationships.

We believe in developing relationships between children, teachers, whanau and community that are based on trust, respect and caring.

Staff

All our permanent staff are registered teachers and well qualified to work with young children:

They are:

Valma Wills - Dip. Tchg (ECE) – *Crèche Manager*

Carla Tunncliffe - B.Ed (EC Teaching)

Kim Rusbridge - B.Tchg (E.C E)

Brittany Dyer - B.Tchg (E.C E)

Rhian Bennett –B. Ed (EC Teaching)

Session Times

We cater for up to 25 children (birth to 5yrs) with a maximum of 8 up to two year olds in a mixed age setting.

Our opening times are **Monday to Friday 9.00 -3.30pm**

Morning session: **9:00am -12:00pm**

Afternoon session: **1:00pm - 3:30 pm**

Day: **9.00am -3.30pm**

We ask that families respect the session times by arriving 5-10 minutes early (before noon and 3:30 pm) to collect their children. We have an open door policy and welcome parents/whanau visiting the centre whenever they wish.

Daily Programme

The centre's programme is based on Te Whāriki (NZ Early Childhood curriculum) and we offer a wide range of experiences.

Welcoming / settling in

Free choice of play experiences

Music and Movement (15min)

Morning/Afternoon Tea/Lunch

Free choice of play experiences



Donations

To maintain our service as a non-profit centre we suggest a donation of \$6.50/hour

\$19.50 per child for morning (9am-12pm)

\$16.25 per child for afternoon (1pm-3.30pm)

\$42.25 per child for day (9am-3.30pm)

Family rates: For 2 or more children is \$5/hour/child

We offer 20hrs ECE for eligible children aged 3 years and over.

We ask for a small donation of \$1 per hour when using the 20hrs ECE to cover costs and the unfunded extra half hour. If attending more than 20hours we ask for \$6.50 for each hour for the time that is *not* covered by the 20hrs ECE funding.

We also ask for an additional termly fundraising contribution of \$25/term/family. This money is used for equipment, to help make a safe stimulating environment for your child and contributes to fun family occasions such as disco, trike-a-thon or colour run. .

If you wish to pay your door donations directly to the crèche bank account please deposit to – **Meadowood Crèche Account 12-3087-0154275-00**. Donations are tax deductible.

ATTENDANCE

If your child is absent we would appreciate a 50% contribution of the usual suggested door donation. We would appreciate at least 2 weeks' notice if your child will be no longer attending the centre.

Enrolment

Please bring a copy of an official identity document (passport or birth certificate) when you are enrolling your child. For a guaranteed place, children will need to be permanently enrolled for their chosen sessions. Please notify us as soon as possible if your child is away. If your child is away for three consecutive weeks, your child's space will no longer be available.

Casual spaces are occasionally available for those people who wish to use the crèche on a casual basis. Please phone on the day required, before the session starts, to see if there are any spaces available.

SIGNING IN & OUT

Creche staff are very concerned with your child's safety. When you come to creche we would like you to sign your child in, on our day sheet. When leaving, you must sign your child out, so that we know that he/she has left in safe hands. If someone other than yourself is going to pick up your child please tell staff, and this will be noted. We cannot allow your child to go without this authorisation.

Food

All children are asked to bring a named drink bottle of water and a snack box e.g fruit/finger food which will be given to them at morning and afternoon tea times. Please let teachers know of any milk bottle times or dietary requirements. Children attending for the day should also bring a labelled lunch box with a small selection of healthy food. Please **no** nuts or nut based spreads (e.g. peanut butter/Nutella) as some children may have nut allergies.



NAMES

Please name all removable clothing clearly e.g. socks, shoes, gumboots, bags and hats. Bags, especially nappy bags all need to be clearly named on the outside. We have name cards with magnets for every child to help young children recognise their names and letters and help to increase their sense of belonging.



In hot weather it is important that every child has a hat on and that sunscreen is put on before coming to creche. Hats should be clearly named and on your child's head. You can put these hats in their bags or in the hat box, where other clean hats are kept, (just in case a hat isn't brought.)

HEALTH POLICIES

Parents are required to present us with a copy of their immunisation certificate on enrolment or when the child is 15 months old. Please consider people in the centre by not bringing a sick child to creche. Isolation and exclusion from creche will occur if a child has a notifiable disease or a contagious condition such as impetigo, conjunctivitis, high temperature, diarrhoea etc

Please ask to see our policies as they contain valuable information that you may need to be aware of. We value your input with reviewing the policies. If you would like information regarding your child's progress please see the Manager or a permanent staff member.



A portfolio is kept as a record of learning for each child. We ask for a contribution of \$4 on enrolment to help with costs. These portfolios are kept in the centre for you and your child(ren) to see. When a child leaves crèche to go elsewhere, the portfolio goes home. We ask that families create a family page to support links between home and the crèche.

FAMILY INPUT

In order to maintain the well equipped centre that we have, we need to have fund-raising efforts. We hold an annual quiz/auction and the termly fundraising contribution allows us to hold social fun events nights such as disco night and a fish & chip evening. We appreciate any help with these events. To inform everybody on these fun events we have a monthly newsletter with upcoming events and news and postings are put on our Facebook page. We also have a monthly parent committee meeting which makes important decisions about the creche.

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