



Educational Child Care Centre Inc.

*The little centre with a big heart!*



Information Booklet

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# Introduction

## Educational Child Care Centre Incorporated

Established in 1978, we have provided many years of quality care and education. With an average of 36 children daily aged 0-5 years, our teacher/child ratios are higher than those required by the Ministry of Education. Our experienced, trained, and registered Teachers (B Tch Lrn, Dip. Tchg) are genuinely interested in providing a nurturing, creative environment to fully develop your child's potential. Our programme has a mixture of structured and free play sessions, enhanced by our large playgrounds.

A Little Centre with a Big Heart!



*ECCC before the earthquakes*



# Aims of the Educational Child Care Centre

Centre Management is committed to provide quality full-time care and education for children 0- 6.

- ★ To provide experienced qualified teachers (B Tch Lrn or Dip Tch) to foster the children's full potential and to ensure their needs and rights are respected.
- ★ To provide a programme and curriculum which allows children to make choices and participate at their own level to enable the children and their families to learn and grow.
- ★ To provide a creative and stimulating environment from which children learn and develop physical, intellectual, emotional, social and language skills; facilitating smooth transition from home to pre school and on to school.
- ★ To provide an environment as an extension of home, which is open and caring so that warm, respectful and reciprocal relationships develop between children, teachers and parents.





# Our Teachers

<b>Sarah Matenga</b> ➤ <b>Principal</b>	Bachelor of Teaching and Learning E.C.E. Registered Teacher
<b>Nicola Forrester</b> ➤ <b>Deputy Principal</b>	Dip of Tch E.C.E Registered Teacher
<b>Joy Matenga</b> ➤ <b>Under 2's Supervisor</b>	Bachelor of Tch & Lrn ECE Registered Teacher
<b>Annie Fox</b>	Bachelor of Tch & Lrn E.C.E. Registered Teacher
<b>Sarah McRae</b>	Dip of Tch & Lrn E.C.E. Provisional Registration
<b>Kirsten Oates</b>	Certificate in Early Childhood Care & Education Certificate in Babies & Toddlers Care & Education
<b>Anita Leney</b>	Bachelor of Tch & Lrn Primary Post Grad Diploma ECE
<b>Rachel Young</b>	Bachelor of Education Secondary Post Grad Diploma ECE
<b>Leanne Heyward</b>	Experienced unqualified teacher
<b>Shalai Schwalger-Blazey</b>	Experienced unqualified teacher
<b>Nicky Patelesio</b>	Experienced unqualified teacher

Our teaching team's hours vary, some work full time and some work part time. We have approximately 90% of our team qualified at any one time on the floor and our amazing experienced unqualified teachers allow us to have better ratios, more hands-on deck to provide amazing opportunities for your tamariki.

# Current Fees

Our Centre is open for 48 weeks per year from January to December.

The cost is \$5.75 per hour.

Children aged 3 to 5 years old can receive 20 subsidised ECE funded hours through the Government for up to 6 hour per day to a maximum of 20 hours per week. We ask for an optional payment of \$1.25 for each of these hours to help offset the cost of colour printing for the profile books, sun screen, outings and other opportunities that the funding doesn't cover.

Ministry of Social Development (WINZ) childcare subsidies will be deducted from the child's weekly fees.

Your child's place on the roll may be retained for up to six whole weeks on an advance payment of a retainer of 50% of the current fees to enable families to have holidays together or should your child need to have an operation etc.

Please note that NO retainer is required while the Centre is closed over the four week Christmas break.

Statutory holidays and other absent days will incur full payment.

A late fee of \$10.00 per each 10 minutes will be charged after 5:00 pm.

We prefer fees to be paid via an automatic payment and our bank details are on the last page.

# Requirements

All children should come to Educational Child Care Centre dressed for play, with all clothing items named including shoes and socks.

## **Please bring:**

### ★ **Daily**

- At least one change of clothing
- Named nappies if required

### ★ **Summer**

- Sun hat
- Tops with sleeves

### ★ **Winter**

- Warm hat
- Coat
- Gumboots

Please provide a suitable snack for morning tea in a separate container and a named drink bottle for your child to access throughout their day. A healthy packed lunch will be required if your child is staying over the lunch period (11:30 - 12:00).

It is a requirement of the Ministry of Education and WINZ that children are signed into and out of the E.C.C.C. in the attendance register. We will explain our system to you. Failure to do so effects our bulk funding from the Ministry and could therefore impact upon our charges to you.

Please remember to pay your fees promptly each fortnight, as we are a non-profit making organisation we operate on a restricted cash flow. Your fees are needed to ensure that your children's teachers are paid.



# Settling your child

You can help your child to become accustomed and confident with their new surroundings and routine by visiting us several times before leaving your child alone with us. This settling period will be at no charge.

The first few weeks can be stressful for some children and parents. If you are confident and positive, this will assist your child.

Please tell your child when you are ready to leave (don't just "slip away"). A teacher assigned to support your child will encourage her/him to say "goodbye" to you and stay with your child until settled.

Please feel free to ring the E.C.C.C. when you arrive at work or home if you are concerned in any way - 385 3636/ 022 103 6781.

You are welcome to visit the Centre at any time and stay as long as you like. If you have any interests or skills, we would love you to share these with the children 😊

Several times throughout the year we have disco's, fish 'n' chip nights etc this is a great way to meet your children's friends and get to know the other parents/caregivers.

We can't wait to get to know you and your whanau!

# Daily Routines

- ★ **8:00am** - Welcome families and supervised free choice activities, inside or outside, depending on weather.
- ★ **9:20am** - Toileting and hand washing. Unless toilet learning in which we will work with you to develop a toilet learning plan.
- ★ **9:30am** - Small group sessions and morning kai time. Children are in their own group according to their age and ability. The sessions are organised by teachers who organise activities such as songs, dancing, story times, games and programmes to develop numeracy and literacy skills.
  - This daily contact with a small group of children enables teachers to teach and evaluate the individual child's development. The duration of these group activities is dependent upon the age of the children and their attention span.
- ★ **10:00am** - Free choice play/activities inside or out.
- ★ **11:30am** - Toileting, hand washing, Lunch time.
- ★ **12:00pm** - Younger children sleep in the small playroom whilst older children have free play inside or out.
- ★ **1:00pm** - Free choice activities inside or outside for children who are awake.
- ★ Introduction of new activities.
- ★ **2:00pm** - Toileting and hand washing. Afternoon tea and mat time, planned activities similar to the morning sessions.
- ★ **2.30pm** - Free choice activities.
- ★ **4:00pm** - 'Lunch box time'. Wind down and clean up before 5pm finish

# Health and Safety

Please inform us if your child has any allergies or health problems that may require special consideration.

Please inform us if your child has contracted any infectious diseases (e.g. rubella, chicken pox, measles etc.).

To protect your child and other children's health please do not bring them to the Centre if they are unwell, or have displayed symptoms such as vomiting, diarrhoea, rashes, raised temperatures or severe coughs and colds in the previous 48 hours.

If your child is on antibiotics they will need to stay at home for 48 hours to give the antibiotics a chance to work.

If medication is to be taken at the centre please inform staff and write details in the Day Book.

If your child becomes unwell while at the Centre, you will be contacted to collect your child.

Please advise us before 9:00am. if your child will be absent for any reason.

If someone other than yourself is picking your child up from the Centre, you **must** inform staff accordingly and **provide written approval** in the day book. No child will be permitted to leave the Centre with anyone other than you or the nominated persons on your enrolment form without written approval.

Please sign your child in and out each day and sign that the hours recorded are correct as this will affect the Ministry of Education's funding to the centre.



# Outings / Excursions

When on walks around the community there shall be a ratio of at least one adult to six children over the age of two years old, and a ratio of at least one adult to three babies under the age of two. Each walk will be assessed for possible hazards and teacher to child ratios adjusted accordingly.

All trips are recorded, and a hazard management plan completed.

Other outings and activities away from the Centre involving bus, private motor vehicles, coach or taxi transport are planned in advance and individual written permission is sought at least a day or two prior to the trip. Car seats will always be required when traveling in private motor vehicles and only person's holding a full licence and in a registered and warranted car will be permitted to transport children.





# Encouraging Social Competence

Teachers will promote social competency by giving praise and encouragement with positive guidance and skillful intervention. We will promote caring and loving relationships and use peaceful conflict resolution and positive intervention.

Teachers interact with children in warm, positive ways and help them to acknowledge their feelings. Teachers help the children learn conflict solving skills and alternative solutions, for example: Taking turns, sharing, playing together, helping each other. We encourage and role model, talking through their problems and nurturing responses, a smile, a kind word, a hug or cuddle does wonders for your self esteem.



# Important numbers

- **Centre landline:** 03 385 3636
- **Centre mobile:** 022 103 6781
- **Bank account:** 03 0859 0132655 00 ( Westpac)
- **Email:** [eccc.inc@xtra.co.nz](mailto:eccc.inc@xtra.co.nz)
- **Address:** 96 Gayhurst Road, Dallington, Christchurch 8061

You can also contact us through our Centre **Facebook** page.

**Thank you for taking the time to read our little booklet we have Policies and Procedures for you to read please ask for a copy any time.**

**Regards**

**Sarah Matenga**

**(Principal/Licensee)**