

Christopher Robin Childcare Centre Information

Kia Ora, Welcome to Christopher Robin Childcare Centre.

We cater for 6 Month to five-years old. Our staff have recognised qualifications, or are in training, and all are experienced. We aim to provide a happy, healthy safe learning environment, where children may experience through doing. Children learn best when they work at their own level of understanding, when they are encouraged to explore and discover, and when teachers are there to support and scaffold their learning. We have an open-door policy and welcome your visits.

STAFF:

Centre Manager	Trish Jones
Under 2's Teachers	Philippa Jones Alexia McKee

Over 2's Teachers	Trish Jones Prachi Gala Lily Liang Yuriko Fadavi - Uko
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HOURS:

We are open from 7:30a.m. until 5:30p.m.

Enrolment times are either 7:30 - 5:30 or 8:30 - 3:30

Children enrolled for the shorter day must not be dropped off before 8:30 or picked up after 3:30. If children enrolled for short days are picked up late the long day fee will be charged for that day.

There is a late fee that will be charged of \$5.00 for every five minutes after 5:30p.m.

HOLIDAYS:

We are closed on statutory holidays and for 2 weeks at Christmas. Holidays of a week or more are charged at half fees if a weeks' notice is given in advance.

Each child is allowed up to a maximum of 4 weeks holiday e.g. if your child attends 3 days per week they will receive twelve days per year of holiday fees.

FEES:

Fees are paid fortnightly in advance via automatic payment. All absences and public holidays are to be paid for. If your child cannot attend for any reason, please ring and let us know. Two weeks' notice is required if you decide to withdraw your child from their position.



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Under 3s:

Daily \$64.00

8:30 - 3:30 \$57.00

Over 3s

Short day funded \$35.00

Long day funded \$42.00

Short day unfunded \$62.00

Long day unfunded \$69.00

Children over the age of 3 are eligible for 6 funded hours of Early Childhood Education per day up to a maximum of 20 hours per week. We charge a fee for hours in excess of this.

PROGRAMME:

Our centre environment is set up daily with a variety of activities to support children's current interests and stimulate new ones. Our programme is linked to the National Early Childhood Curriculum Te Whāriki which promotes the holistic development of all children extending and developing their social, physical, emotional and cognitive skills, encouraging them to become competent and capable learners.

We value relationships and encourage partnership with parents. We endeavour to discuss your child's development, and your goals and aspirations for them at drop/pick up times. We display Policies and procedures under review on our Self Review board in the hallway. We appreciate your input and welcome collaboration in regard to programme planning for your child.

Our most recent Education Review is on display by the sign in sheets.

PORTFOLIOS:

Each child has a portfolio. Inside is placed Learning Stories, anecdotal notes, child's voices, parent's voices, artwork and other items relevant your child's development and their time at Christopher Robin. Please take the time to look through contribute to your child's portfolio with them. Over 2's portfolios are kept on the paper shelf in the art room, and under 2's folders are kept on the unit in the under 2's room.

BELONGINGS:

Please send your children with a bag containing, changes of clothing, any toys, muslins, blankies etc they may need for sleep time (all other bedding is provided.), nappies (if needed), bottles (if needed), and a wet bag for wet /soiled clothing. All children's items need to be named to avoid any confusion.

MEALS:

Each day children are provided with freshly made meals. A menu is on display on the kitchen notice board, and you are welcome to check any time. Parents of young babies who are starting solids need to provide their own meals. Also, children with specific food requirements i.e. allergies need to provide alternative meals.

We are a "Nut Free" zone so please do not bring any food items containing nuts into the centre.

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SLEEP TIME:

All children sleep in the sleep room which is attached to the main building. For younger babies we like to stick close to the routine the child is used to, and if you can provide us with this information, we will record this and use it as a guide. Our main period of sleep time is from 12:30 - 3, and a staff member sits at all times with the children helping them to settle and being there to help them when they wake up. Outside of this time a staff member will help settle the child and check on them every 5-10 minutes, and then assist them to get up. If there is a certain period of time you want your child to sleep, please let us know.

SETTLING:

Please stay and play with your child if she/he needs settling in. Teachers are always available to support your child to settle in when you need to leave. Always say goodbye to your child as it is important that they know you are leaving. And please do not hesitate to phone if you wish to find out how their day is going. If your child is too distressed, we will contact you.

NAPPIES:

Please send in your child's bag each day 4-5 **named** nappies. If your child is toilet training, please let us know so we can also provide support and continuity. We have a chart in the changing area on which nappy changes and toileting is recorded, feel free to check your child's progress any time.

HEALTH:

We need to comply with health regulations in respect of contagious illnesses such as Chicken Pox or Measles, and we ask that you keep your child at home if they are vomiting or have diarrhoea, as other children and staff will be at risk. Please bring in your child's immunisation certificate for sighting and recording on our register.

MEDICATION:

Medicines are kept in the fridge or in basket above fridge, and details are to be written up and signed by the parent on the Medication Register which is situated on the kitchen notice board. Parents are also asked to inform staff verbally. Staff will administer medication, sign and note the time on the register.

We look forward to working in partnership with you and your child/children and including you as part of the Christopher Robin Childcare community. Please do not hesitate to approach any of the staff with any questions or concerns you may have.

