

Te Akonga Early Learning Centre



Parent Information

We are a community based not for profit childcare centre, overseen by a Governance Board which meets monthly. The Centre Manager makes day to day decisions regarding the running of the centre and reports to the Governance Board. The Governance Board is made up of parents/caregivers who are elected at the AGM. All parents/caregivers are welcome to attend Governance Board meetings.

Centre Hours

Te Akonga's hours of operation are 8.00am to 5.30pm Monday to Friday inclusive. Children are welcome to attend the Centre for as little as two days per week or up to five days.

Enrolment Form

Each parent will be asked to complete an enrolment form, providing the necessary background information on their child, before starting. Either a birth certificate or passport and immunisation certificate must be sighted at enrolment.

Fees

Te Akonga's Fee Schedule is enclosed in your enrolment pack.

Government 20 Hours Early Childhood Education

The 20hrs ECE Scheme is offered to children from 3 to 6 years of age for up to 6 hours per day.

Absence

If your child is sick or not able to attend his/her day for some other reason, please phone the centre by 9.30am or email admin@teakonga.org.nz. Full payment is still required if your child is absent.

Late Pick Up

Please ensure your child is collected by 5.30pm. If you are going to be late, please phone the Centre asap so we can notify two teachers involved as they may have other personal commitments to get to after their day. A late fee of \$25.00 per 15 minutes will be charged.

Te Akonga Communication

A whiteboard is located in reception where you will be able to read important daily information. We will also communicate via your child's notice pocket, email, our website www.teakonga.co.nz and our Facebook page. A newsletter is produced every term with a copy placed in your notice pocket and on our website.

Individual Portfolios

Portfolios are an ongoing record of your child's time at Te Akonga. They document your child's learning & development and contain observations, learning stories, photos & art. E-portfolios are also available. Your focus teacher will inform how to access your child's e-portfolio.

Trips & Excursions

Te Akonga Early Learning Centre will regularly go on trips outside of the Centre, either local where we go for a walk to the shops or the park etc or further afield. For further afield trips a permission slip will be placed in your notice pocket beforehand. There may be a small cost involved.

Children's Birthdays

We are happy to acknowledge each child's birthday. You are welcome to send a birthday cake for your child to celebrate & share with the other children at morning tea or lunch.

Illness

If your child becomes ill while at preschool you will be phoned to collect them. Children with diarrhoea and/or vomiting can return to the centre 48 hours after their last bout. Conjunctivitis is highly contagious and your child may return 24 hours after treatment has commenced and the eye discharge has stopped. For information regarding other illnesses refer to our Health & Safety Policy.

Parent Library

A parent library is available for information on a range of topics including: child development, education & parenting skills. The library is located inside the main entrance. If you would like to borrow a book fill out the book card with your name and details.

Medication

Written permission must be given by a parent/caregiver. Please notify a senior staff member if medication is required. Do not leave the medication in your child's bag.

Signing In and Out

You are required to sign your child in and out of the centre each time he/she attends. This is essential for health and safety reasons and is also a Ministry of Education requirement. Please personally hand your child over to a member of staff before leaving and ensure that the outside gates are shut. If another adult is collecting your child you must inform the centre. We will not let your child leave the centre without this permission.

Carpark

We lease half of the carpark from the Pukekohe Rugby Club. Please try to park on the half of the carpark closest to the Centre.

Fundraising Committee

The Centre has a voluntary Fundraising Committee made up of parents. If you would like to join this committee please see the Centre Manager.

Our Philosophy

Te Akonga is a **unique** early learning centre with a truly **inclusive** philosophy; we **strive** to meet the needs of **all children** and their **families**, and we **welcome** and **support** children with additional needs. We **cherish** and **respect** every child, regardless of their ability, ethnicity, gender, age or socio-economic background. We promote **positive outcomes** for all children through the development of **warm responsive relationships** and **quality learning** experiences. We value **respectful** practice, where **love** and **care** is evident in the way we deliver the **curriculum**, and **interact** with **children** and their **whanau**. We **honour** the unique place of **Maori** as **tangata whenua** and respect the principles of **Te Tiriti o Waitangi**. We endeavour to embed **Te Reo Maori** me ona **tikanga** into our daily practice.

Learning, Development & Curriculum

Within our inclusive environment we believe in learning experiences that reflect children's strengths, interests and needs & build children's confidence and competence. Our resources support and extend children's learning and development. Warm, responsive, reciprocal child/adult interactions & relationships are essential and contribute to the quality care and education we offer. Our environment helps create resilient, socially competent children. Using positive teaching strategies supports children's learning. Children with special needs learn and develop alongside their typically developing peers or in a one to one situation with a teacher. Our programme helps develop confident and competent children, ready to transition into school. Our qualified, stable teaching staff and high teacher/child ratios contribute to quality early childhood education. Professional development contributes to the learning, development and growth of our teachers. Te Whariki, the New Zealand Early Childhood Curriculum is the basis of our planning & teaching. Our latest ERO report can be viewed on the wall at reception or at www.ero.govt.nz

Family and Community

Family and community desires and goals are valued and respected. Family and community involvement is encouraged. Parents, caregivers, whanau and visitors are welcome at any time. Centre relationships help build friendships and support networks.

Behaviour Management

Teachers ensure our Positive Guidance Policy is followed. A safe and familiar environment gives children confidence to attempt new challenges. Teachers and children are encouraged to respect and value each other and their centre.

Policies & Procedures

The policy manual is available to reception to view & our complaints procedure can be found on the wall at reception.

Nikki Tarapa
Centre Manager

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