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# Little Ferns Learning Centre

## Information Booklet



### Nau Mai Harae Mai Welcome

Little Ferns Early Learning Centre welcomes children to learn and develop through play. We encourage curiosity and discovery based learning and value kindness and inclusion.

We aim to create an environment that feels like home where children feel relaxed, safe, included and loved.

We are a fully catered centre which means we provide everything your child needs for the day including nappies, wipes and all meals while they are with us.

We aim to be a sustainable business and try to keep our environmental impact to a minimum, so we use eco friendly products and resources and support the reforestation of NZ native forests through Trees That Count.

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## Our Centre Philosophy



At the Little Ferns, we strive to promote a sense of belonging and a feeling of homeliness within a fun and interactive learning environment – Your family's home away from home.

We aim to establish and enhance learning foundations through reciprocal relationships – relationships rich in trust, respect, and communication – between teachers, children, parents and whānau.

We value children's creativity, curiosity and exploration of the world around us. We encourage children to wonder, to question, and to embrace their learning journey therefore developing competent and confident learners free to discover at their own pace.

Our team are passionate, qualified staff who ensure a nurturing, kind and homely environment is at the forefront of our daily interactions.

## What we value as a centre and team

We aim to provide early childhood education as a foundation for lifelong learning. We create this foundation by respecting the uniqueness of each child and valuing their individual differences. We strive to provide an environment where tamariki are supported to learn at their own pace.

We focus on the holistic development of each child - developing children academically, physically, emotionally, mentally, and spiritually. We do this through encouraging and extending on imaginative play and promoting the environment as the third teacher.

Our team value each and every family, the cultural beliefs they hold and we strive to incorporate multi-culturalism and biculturalism within the centre to celebrate each child, their heritage, and the unique personality they bring to the centre.

Learning is hard work (even when it's fun) so we ensure our tamariki enjoy nourishing meals throughout the day and sleep when needed.

Our team are our work family and are cherished and supported always to create a workplace where our staff feel valued and appreciated.

## Our Curriculum

Our learning programme is based on Te Whāriki, New Zealand's early childhood curriculum.

To make your child's introduction to learning and formal education fun and enjoyable we use a mixture of structured and play based learning incorporating as much nature guided learning as possible. Each child's learning journey will be guided by their child's natural abilities and interests.

As caregivers you will be kept up to date and be able to contribute to your child's progress and learning through Educa - a learning application. This is also how we will share information, newsletters and updates.



## Child Ratios

We value quality care, and for the majority of the day operate above the minimum Ministry of Education requirements for adult to child ratios.

With a 1:4 ratio in the nursery and 1:7 ratio for our toddlers and 1:10 in our preschool.

We have a high percentage of qualified teachers being 80- 90% of our team.



## Our Kai

Our onsite chef cooks our tamariki their meals for the day. Our menus exceed the Ministry of Health's expectations and guidelines for toddlers and pre-schoolers healthy eating. They are low in sugar and salt and include lots of plant-based ingredients and whole foods. Our menus are reviewed and updated each season although there are some favourites that stay - like our delicious black bean brownies.

We use local sustainable, clean and cruelty-free produce to align with our centre's philosophies.

We know so many families are over the moon about their child eating lots of different fruit and vegetables at the centre and now at home too this keeps their energy levels nice and balanced for quality learning and socialising.



## Operating hours

We are open from 7.30am - 5.30pm weekdays, closed on public holidays and for a week over the Christmas period. Enrolment is offered on a weekly basis for a minimum booking of 4 hours in the nursery and 7 hours in the over two's and both areas require two days per week. If you haven't already the best way to enrol is through our website, if you have any questions please email or phone us.



# Settling in

We want our tamariki to settle in and feel welcomed at Little Ferns as quickly as possible so we work closely with caregivers and offer settling in visits prior to attending. It doesn't take long before they feel confident and excited about coming to the Little Ferns.

For settling, we encourage 3-6 visits prior to their first day usually over 1-2 weeks. The first few visits will be one hour long, with you staying with your child as they explore their new surroundings as well as taking the opportunity to discuss your child's routines, development and personality.

From the third visit onwards, we recommend these to be about three hours long, and we encourage you to leave your child with us for that time.

For our pre-schooler's, we have a transition programme with Clearview Primary School so that when our little ones leave our environment, they settle into primary school smoothly. This has been hugely beneficial at our other centres who offer the same programme.



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## What to bring

We take care of as much as we can for families that attend the centre but please bring along a few changes of clothes and a wetbag, any milk and bottles required, and a cuddly if needed for sleep. We take care of food, nappies, wipes and sunblock. We also ask if you could please apply sunblock before or as you drop your child off, in case they scoot outside as soon as they arrive.



## Absences

Please phone or email the centre as soon as possible if your child is going to be absent for the day.

## Sickness

Please phone to advise the centre if your child is unwell and has constant or coloured discharge from the eyes, ears, or nose, fever, rash, persistent cough or strep throat, vomiting or diarrhoea within the last 48 hours, or if they are requiring one on one care. Any other diseases as outlined by the Ministry of Health guidelines.

If your child develops any of these symptoms while at the Tree House, they will be considered infectious and will be isolated and you will be contacted to come and collect your child. They can return when they are well again or after a Doctor has given them a Doctors certificate stating they are fine to return to the centre.



# Health and Safety

## Immunisation

We are required to keep a register of the immunisation status of all children that attend our centre. Please remember to present your child's immunisation certificate on enrolment and again after each immunisation. This does not require parents to have their child immunised but means that if there is a case of measles, mumps, rubella, hepatitis, meningitis, chicken pox, whooping cough, or polio any child who has not been immunised can be excluded from the centre.

## Medication

Parents need to inform staff of any medication that is required to be administered while your child is in our care. This needs to be recorded in the medication folder in your child's room. Records need to match the prescription details advised by the child's doctor including, name, dosage and exact times to be administered.

## Accidents

All of our qualified teachers have current first aid certificates. We have a first aid kit in every area of the centre for accidents and emergencies. All accidents are recorded in the accident register in your child/children's rooms. If your child has had an accident throughout the day you will be informed either at the time or at the end of the day depending on the type of accident. For any serious incidents or accidents requiring medical attention you will be contacted right away. If you cannot be contacted the emergency person will be notified.

## Child protection

For your child's safety and protection, your child will not be permitted to leave the centre unless it is with a nominated person on the enrolment form. If someone else is to collect your child that is not on the enrolment from you need to inform the staff via phone and we will walk you through the process. This person must bring a form of ID to prove they are the nominated person and must sign in at reception. We also have a pin protected entrance.





# Parent and Whānau Involvement

We would like to encourage families to play an active part in the day to day operations of the centre including our annual events.

If at any time you would like access to information concerning your child, please feel free to approach any member of staff or a teacher and they will help you. Alternatively, you can access any of our Policies and Procedures on Educa (your child's online e-portfolio) or at the front reception notice board desk.

If you would like to view any of our operational documents such as our:

- Philosophy and Values
- Policies and Procedures
- Curriculum Planning or Individual Planning
- Breakdown on how we spend our funding

Please feel free to ask any member of staff and they will happily give you these to view.

We do not have an ERO review yet because we are a new centre but when we do this will be available online.

<http://www.ero.govt.nz/early-childhood-school-reports>

If you would like to see details around Ministry of Education funding and use, please speak to a member of the team.

Your opinions matter to us! If you care to contribute to the development or review our operational documents, please see any member of staff we would love to hear your ideas.