



Welcome to the Y Early Learning Centre. We pride ourselves on offering quality care and education for children aged 0-5+. We recognise the importance of a child's first years and believe they are crucial to building the foundations of lifelong success.

This belief is demonstrated in our day-to-day activities, placing emphasis on establishing supportive relationships with peers and adults alike. All our children are encouraged to make the most of their fun filled days, sometimes getting messy along the way! We love to see the children grow in a safe, reciprocal learning environment. Nature and sustainability are also important throughout our days. We follow the National Early Childhood Curriculum, Te Whāriki which state that children aspire:

*"To grow up as competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a values contribution to society"*

### **Opening hours**

Monday to Friday from 7am to 5:30pm (closed on public holidays)

- ▼ Quality childcare for 0-5+ year olds
- ▼ A supportive nurturing environment
- ▼ Friendly qualified teachers
- ▼ Up to 20 hours FREE care per week for children 3+ years old
- ▼ Competitive rates
- ▼ WINZ Childcare Subsidies and Early Learning Payments available for eligible families

**125 Grey Street, Whanganui**

**Entrance to ECE on London Street (Opposite BP Service Station)**

**Phone: (06) 349-6117**



# Storypark

At our Early Learning Centre, we want you to be an integral part of what we do. You're welcome at the Centre any time to share your ideas, spend time with your child, or discuss their ongoing development.

Building relationships and communication with both you and your child is the key to our success!

All documentation about our service, including licensing details, teachers' qualifications, policy and procedure manuals, latest ERO reports, are located in our office – which you can access any time.

The children have their own Profile Books which provide a physical record of their learning while attending YELC. We also use an online tool called 'Storypark' to create ePortfolios for every child. This web-based format allows teachers and parents to document specific insights and give valuable feedback with the aim of providing the best possible learning outcomes.

**Storypark was created as a platform to help support the belief that it takes a community to raise a child. Storypark helps families and teachers work together to extend children's learning and is for anyone who cares for or provides education to young children. Designed in consultation with education experts, Storypark helps teachers deepen children's learning through creating and sharing children's learning stories and ePortfolios with parents.**

## ***How to access Storypark?***

We will send you an invitation via email. Just click on the link and load your login details, and you are all set to go.

## ***Learning Stories***

You will receive at least one full Learning Story on Storypark each month. This is where a teacher documents a special aspect of your child's play, or an observation about a particular learning situation. Emphasis is placed on the teacher recognising what is occurring developmentally, and how it will lead onto future learning opportunities. For example, if your 2 year old loves to "post" things, this may be about them discovering cause and effect relationships. They are realising that, "if I do this, then something happens" which can be transferred to other learning situations.

## ***Mobile Apps***

You can access Storypark with iPhone and Android apps. So if you are out with friends and whānau, you can easily show off your child's pictures and learning stories for all to enjoy!

## ***Secure Data***

Storypark puts children first – that means keeping the data safe. Only those who are allowed access Storypark will get into it! It is the teachers and a child's parents/caregivers who can view the child's personal data. Everything is stored safely on the server.

***All our children have a learning portfolio on Storypark. Parents/caregivers must give signed permission for this – which is included in the child's enrolment form. An office computer is available for you to use alongside a staff member, should you need help to log-in and find your way around the site – we're happy to lend a hand!***

## **General information – Centre procedures**

### ***Transition visits and settling in***

We welcome parents and whānau to have at least three visits prior to starting at our centre. This helps the settling in process as well as giving time for both child and family to get familiar with our staff and routines. Our teachers will discuss the best way to do this with you.

### ***Parent involvement***

You are an important part of our whanau and we encourage you to come along to the centre at any time and spend time with your child or share and discuss your ideas with our friendly teaching staff.

### ***Our staff – Ratios***

Our teaching staff is made up of over 80% qualified Early Childhood teachers, supported by Educators working towards their certification. The Manager and Administrative staff also play an active role in establishing day to day relationships with all our children and whanau.

We work hard to achieve the best teacher to child ratios possible. We work to the current Ministry of Education national standard of 1 teacher to 5 children for children aged under 2, and 1 teacher to 10 children for children aged over 2 years old.

### ***The Oak room and the Kowhai room***

When children are inside, they are in two main areas – The Oak room for our children aged 2 and under, and the Kowhai room for our children aged 2 and over. You may hear staff refer to these areas as the ‘under 2’s’ and ‘over 2’s’. Sometimes children may move between the two areas.

### ***What to pack in your child’s bag?***

- ▼ Change of clothes – **Please pack at least two sets of named clothing** including
  - Tops
  - Pants/shorts
  - Underpants
  - Socks
  - Jersey
  - Jacket and hat for the colder months
- ▼ Drink bottle (named to live at the centre)
- ▼ Milk bottle
- ▼ Comforters (sleep toy and pacifier)

Please remember to dress your child in clothes suitable for messy play! They will definitely be getting dirty while in care with us!

### ***Car parking***

Please use the Y's London Street entrance (opposite the BP station) and park in this area. There are a number of carparks for you to use, directly outside the Centre's main gates. The top two carparks are reserved for the International Flight school that we share the building with, please be sure to not park here. Please turn around at the top of the carpark, do not reverse into London Street, it is state highway 3 and a very busy road. Because it is such a busy road, we recommend that when you leave the car park you turn left onto London street towards the traffic lights to avoid any accidents.

### ***Food and drink***

Breakfast, morning tea, lunch and afternoon tea are provided by the centre. We have a healthy food policy at the centre encouraging parents to support us in this approach. We have a lunchbox day for our 4-year-old children to help prepare them for school lunches. We ask you provide a named lunchbox, have a chat to your teachers to learn about the process with lunch boxes.

### ***Nappies and wipes***

We provide all nappy and wipes for children while they are attending the centre. Please talk to the staff if you have any special requirements regarding nappy changes.

### ***Sunscreen and sun hats***

The centre provides sunscreen for your child which is applied throughout the day during the warmer months. Please let staff know if you are going to provide your own (named) sunscreen to be applied. We supply red bucket sun hats for all children.

### ***Signing your children in and out / day sheets***

All children must be signed in and out of the Centre each day by their parent or caregiver. Teachers are instructed to only permit children to leave the Centre with people who you have nominated on your enrolment form. We can add and remove people from your child's enrolment form at any time, it is your responsibility to make sure it is up to date. We ask that if someone isn't familiar to the team, we may ask them for ID and check it against your child's enrolment form.

It is important you sign your child in each day as we use this information to check your child is present, this is particularly important in care of emergency.

### ***Toys***

Some children like to bring a comfort toy with them each day, especially when they are settling into the Centre. We ask that children do not bring in toys from home to play with, there is a high risk that their toy will go missing or get broken, this is not the Centres responsibility.

### ***Concerns or complaints***

Please inform your Room Leader or the Manager if you have any concerns. They will be treated respectfully, and in confidence. It is our job to ensure we provide the best outcomes while your child is entrusted in our care.

### ***The Ministry of Education***

We receive operational funding from the Ministry of Education. With this funding we are able to employ qualified staff, provide educational resources and childcare facility geared towards providing the best possible care. We advise the amount of funding we receive, and how we have spent this. This information is placed on the parent notice board.

### ***National Student Number (NSN) – Early Learning System (ELI)***

All children enrolled in the centre must have a National Student Number (NSN). This is allocated by the Ministry of Education. Your child's NSN will remain with them through their school years, and for any further adult education, e.g university or polytechnic training.

The Ministry of Education uses the NSN to track attendance so our centre can receive the correct level of Government funding. Information is also used for our research purposes. The Education Act states that the NSN information can only be used for statistical, research, or resourcing purposes. Access to the information is strictly limited.

### ***Change of contact details***

If you change your contact numbers or move to a new house, please let us know your updated details as soon as possible. This is a Ministry of Education requirement. Most importantly, we need to know we can contact you, or one of your emergency contacts when your child is in our care.

### ***Attendance and absences***

Your child must attend the Centre for the booked hours as per the enrolment form. If you arrive early, please stay with your child until their booked start time. If you are late to collect your child, you will be charged a penalty late fee for every 15 minutes.

If your child is absent, please phone us and let us know. If you do not call us within 1-2 hours of your usual arrival time, then we will contact you, next of kin and move down the emergency contact list to check on your child's wellbeing. A full fee is charged for absences.

### ***Medication***

Medication is the responsibility of the parent or caregiver. If your child is taking medication, you must take it out of the bag and hand it to a teacher so it can be put in a safe place. The medication must have a pharmacy label showing your child's name and dosage required. Administration of the medication can only be done with written instructions from a parent/caregiver and will be entered into the room's medication book. If your child needs medication because they are unwell, we ask that you keep them at home till they are well enough to return to the centre (see child wellness section below).

### **Child wellness**

If your child becomes unwell during the day, your teacher will contact you to discuss this and to collect your child as soon as possible. Examples of such situations would be if your child had any of the following:

- ▼ High temperature (over 38°)
- ▼ Diarrhoea
- ▼ Runny nose – coloured mucus
- ▼ Vomiting
- ▼ Coughing / wheezy chest
- ▼ Not eating or drinking
- ▼ Rash or spots
- ▼ Generally lethargic
- ▼ Not well within themselves

A Doctor must provide written confirmation that your child is well and able to return to the Centre if bringing them back before the end of a stand down period. Please contact us as soon as possible after a Doctor visit so that other parents can be advised if necessary, e.g if it is a case of the chicken pox.

### **Fee Structure effective January 2022**

We use a sessional fee structure. Minimum bookings required are 2 half day sessions, or two full day sessions.

	Under 2 years	2 years to 3 years	3+ years
AM session 7am – 12pm (5 hours)	\$33	\$33	\$33
PM session 12:30pm-5:30pm (5 hours)	\$33	\$33	\$33
School day 8:45am – 2:45pm (6 hours)	-	-	\$45 (full week) <small>T's and c's apply</small>
Full day 7:00am – 5:30pm (10.5 hours)	\$53	\$53	\$53
Full week 7:00am – 5:30pm Monday to Friday	\$250	\$250	\$160

### **Free 20 hours for 3+ year olds**

You can receive up to 20 hours per week **FREE** childcare for children aged 3+ years. Please talk to our Admin Coordinator about your eligibility for these hours.

***NB: We provide breakfast/morning tea/lunch/afternoon tea, sunscreen, nappies, and wipes at no extra cost.***

### ***Payment options***

Weekly childcare fees are to be paid one week in advance via internet banking or automatic payment. You will need to pay the first week's care as a deposit at the time of enrolment. Invoices are emailed to families every week. You can make payment via internet banking.

If fees become 14 days overdue you will be advised in writing that your child's placement may be cancelled if the account is not settled within 7 days (refer to the policy statement enclosed in the enrolment pack for further details).

### ***Work and Income Childcare Subsidies***

Eligibility for a Work and Income Childcare Subsidy depends on your total household income, number of children you have, and how many childcare hours you need each week.

Our staff will complete the necessary forms for you to take to Work and Income. **A subsidy will only be approved from the date care starts OR the date you submit the application form to Work and Income**, whichever is the latest of these two dates.

It is ***very important*** to get your forms into their office well before your child starts with us here at YELC, so you don't risk missing out on your entitlement!

If approved, the Childcare Subsidy is paid direct to our centre.





# Reducing food-related choking for babies and young children at early learning services

March 2021

## Fibrous or stringy food

For example, pieces of:



Raw pineapple



### Choking risk

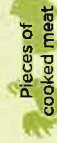
Fibres make it difficult for children to break up the food into smaller pieces.

### Options for tamariki of all ages:

- Peel the skin or strong fibres off where possible; **and**
- Slice these foods thinly across the grain of fibres.

## Compressible foods

For example:



Pieces of cooked meat



### Choking risk

Can fit into the shape of the airway and get wedged tightly.

### Options for tamariki of all ages:

- Mince, shred or chop meat to 8mm x 8mm sized pieces; **and**
- Cook meat until very tender.

### For tamariki aged 4–6 years you can also:

- Offer thin strips of meat (around 4–6cm long) that can be picked up with one hand or with a fork.

## Fruit with skin

For example:



Peaches

Plums

Nectarines



### Choking risk

Fruit skins are difficult to chew and can completely seal children's airways.

### Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Grate raw apple or pear, **or** slice thinly using a mandolin or vegetable peeler.
- Cook until soft<sup>3</sup> and cut into strips (around 4–6cm long) that can be picked up with one hand.
- Finely chop tomato to an 8mm x 8mm size or smaller.

### For tamariki aged 4–6 years you can also:

- Cut raw fruit into sticks (around 4–6cm long) that can be picked up with one hand.

## Food with bones

For example:



Fish

Chicken nibbles



### Choking risk

Small bones present a choking risk.

### For tamariki of all ages:

- Remove all bones.

3. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue. Tinned fruit (in natural juice and drained) is acceptable.

## Providing appropriate food

Research shows that some food poses a greater risk of choking on. To reduce the risk, early learning services should not provide high-risk foods and change the texture or size and shape of others.

### High-risk food to exclude

Exclude the following foods. They have the highest risk of choking on, and are either not practical to alter, have no or minimal nutritional value, or both:

- whole nuts or pieces of nuts
- large seeds, like pumpkin or sunflower seeds
- hard or chewy sweets or lollies
- crisps or chippies and corn chips
- hard rice crackers
- dried fruit
- sausages, saveloys and cheerios
- popcorn
- marshmallows.

### High-risk food to alter

Foods to alter, why and how to do it for different age groups<sup>1</sup>.

#### Food with skin or leaves

For example:



#### Choking risk

Food skins and leaves are difficult to chew and can completely seal children's airways.

#### Options for tamariki of all ages:

- Remove skin from chicken.
- Finely slice or chop salad leaves, lettuce, spinach and cabbage.

#### Small hard food

For example, pieces of raw:



#### Choking risk

Difficult for young children to bite through and break down enough to swallow safely. Pieces can become stuck in children's airways.

#### Options for tamariki of all ages:

- Grate raw carrot, apple or celery; or
- Spiralise to create vegetable or fruit spirals; or
- Slice thinly using a mandolin or vegetable peeler; or
- Cook until soft<sup>2</sup> and cut into strips (around 4–6cm long) that can be picked up with one hand.

#### For tamariki aged 4–6 years you can also:

- Cut raw vegetables or fruit into sticks (around 4–6cm long) that can be picked up with one hand.

#### Thick pastes

For example:



#### Choking risk

Can fit to the shape of a child's airway or stick to side of airway.

#### For tamariki of all ages:

- Use smooth thick pastes sparingly, spreading thinly and evenly onto bread.

#### Small round or oval food

Small round fruit and vegetables, and fruit with stones and large seeds or large pips, for example:



#### Choking risk

Small round foods can lodge in children's airways.

#### Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Remove large seeds or large pips.
- Quarter or finely chop grapes, large berries and cherry tomatoes to an 8mm x 8mm size or smaller.
- Cook raw or frozen green peas and squash with a fork.

#### For tamariki aged 4–6 years you can also:

- Cut into sticks (around 4–6cm long) that can be picked up with one hand.
- Halve or quarter grapes, large berries and cherry tomatoes.
- Whole cooked green peas are acceptable.

1. This advice is for children aged 1–6 years of age.

2. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue.