



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

Centre Cell phone: 022 4253 010



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, or discuss your child's 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.

We 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/caregivers to have at least three visits (approximately 1 hour each), prior to starting at our centre. Parents/caregivers will have to stay with their child during these visits. 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

The Y works in partnership with our families/whanau and we encourage you to share your aspirations for your child and walk alongside us on this learning and teaching journey.

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
 - Underwear
 - Socks
 - Jersey
 - Jacket and hat for the colder months
- Lunchbox (clearly labelled with child’s name)
- Water bottle (clearly labelled with child’s name)
- Milk bottle if applicable (clearly labelled with child’s name)
- Comforters if applicable (sleep toy and pacifier – clearly labelled with child’s name))

Please remember to dress your child in clothes suitable for messy play! They will 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 several carparks for you to use, directly outside the Centre's main gates. 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.

Breastfed babies

We accommodate mums who exclusively breastfeed. A comfortable seat will be available. **Mums who will not be breastfeeding their babies whilst in our care, will need to ensure that the baby is able to drink comfortably from a bottle before they start with us.**

Food and drink

We have a healthy food policy at the centre and we ask parents to support us in this approach.

You will be required to provide a named lunchbox for your child. Please pack sufficient food and snacks to sustain your child for Morning Tea, Lunch and Afternoon Tea (depending on your child's booking).

Please do not pack food that requires heating or any preparation/cooking (such as 2 Minute Noodles). Cooked food or noodles can be prepared at home and sent in the lunch box. We would recommend putting hot food in a heated flask that will keep the food warm and at a suitable temperature for your child to consume.

Food & Drink we will not allow:

- Any type of sweets or lollies
- Chocolates
- Marshmallows
- Jelly shots (huge choking risk)
- Juice or flavoured milk (children to bring in their water bottles filled with clean fresh water daily)
- Peanuts, peanut butter and any food that contains peanuts (we have a child who is severely allergic to peanuts).

Please see guidelines from the Ministry of Health on reducing food-related choking and appropriate foods on the last page of this information pack.

Nappies and wipes

We provide all nappies and wipes for children while they are attending the centre at no additional cost. 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 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

We ask that children do not bring in toys from home to play with, as there is a high risk that their toy will go missing or get broken.

Concerns or complaints

Please inform the Centre Manager if you have any concerns and/or complaints. It 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°) – only allowed to return to centre after temperature free for 24 hours
- Vomitting and/or Diarrhoea - only allowed to return to centre 48 hours after last episode
- Runny nose – coloured mucus
- Coughing / wheezy chest
- Not eating or drinking
- Rash or spots
- Conjunctivitis – only allowed to return to centre after discharge has cleared up.
- Generally lethargic / Not well within themselves (clingy and requiring one on one)

Management reserves the right to ask for a medical certificate from a health professional following an illness to ensure the child is not contagious. Please inform the centre of any contagious illnesses as soon as possible after a Doctor's visit.

Fee Structure effective January 2024

We use a sessional fee structure. Minimum bookings required are 2 sessions per week.

| | Under 3 years | 3+ years |
|---|----------------------|---|
| AM session 7am – 12pm (5 hours) | \$41.80 | \$41.80 |
| PM session 12:30pm-5:30pm (5 hours) | \$41.80 | \$41.80 |
| School day session 8:45am – 2:45pm (6 hours) Monday to Friday | Not available | \$65.00 per week (incl. free ECE hours) |
| Full day 7:00am – 5:30pm (10.5 hours) | \$63.80 per day | \$39.60 per day (incl. free ECE hours) |
| Full week 7:00am – 5:30pm Monday to Friday | \$297.00 per week | \$198.00 per week (incl. free ECE hours) |

Free 20 hours for 3+ year olds

You can receive up to 20 hours per week (max 6 hours per day) **FREE** childcare for children aged 3+ years. Please talk to our Admin Manager about your eligibility for these hours.

Payment options

Weekly childcare fees are to be paid weekly via internet banking or automatic payment. 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.

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 YMCA, so you don't risk missing out on your entitlement!

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

Notice Period for children leaving

We require a written 2 weeks' notice period if a child leaves our centre for any reason.