



Parent Handbook

THERE ARE HEAPS OF WAYS FOR CHILDREN TO LEARN AND HAVE FUN AT YOUR LOCAL KAURI KIDS CHILDCARE CENTRE.



Manukau Leisure

www.manukauleisure.co.nz

A Manukau City Council Company



A person's arm and hand are visible on the left side of the page, resting on a yellow ledge. The person is wearing a dark blue long-sleeved shirt. The background is white.

➤ Welcome!

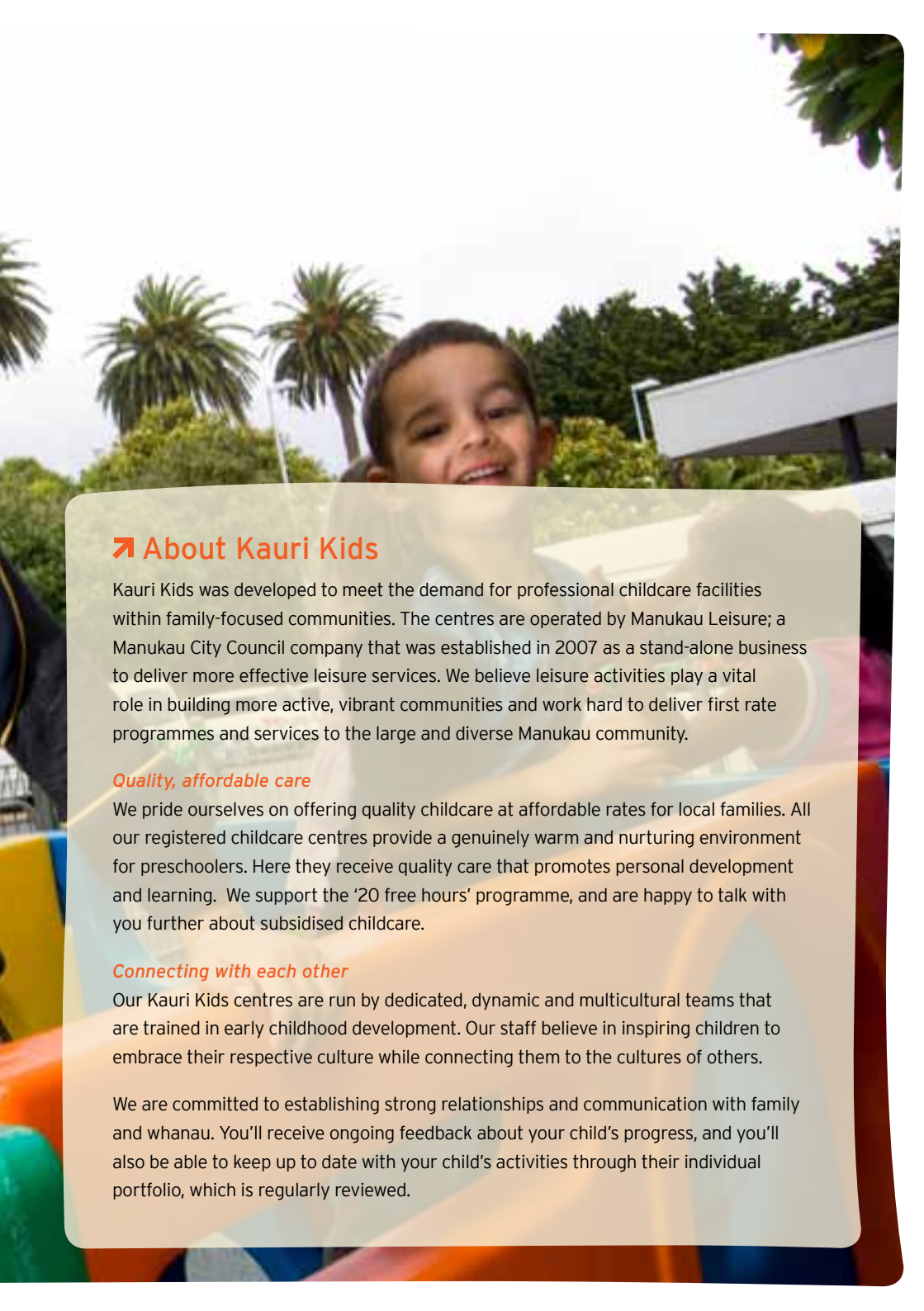
With children doing so much important learning in their early years, it's vital that they're given a secure environment that is stimulating and exciting where they will flourish to their fullest potential.

Our Kauri Kids childcare centres aim to see that the children of Manukau grow up with foundations as strong as a Kauri tree. Your child will not only learn about their world but also how to build friendships and develop strong social skills.

With a focus on learning through fun, Kauri Kids offers an ever changing programme to expose children to a myriad of interests, activities and experiences.

We hope that you'll find plenty of heartening information in this booklet, but it can't replace the encouragement and reassurance we'd love to share with you firsthand. All of our centers enjoy visits from families so you're welcome to drop by any time.



A young child with dark hair is smiling and looking towards the camera. The background shows a park-like setting with several palm trees and other greenery under a bright sky. The child is wearing a light-colored shirt. The overall scene is bright and cheerful.

➤ About Kauri Kids

Kauri Kids was developed to meet the demand for professional childcare facilities within family-focused communities. The centres are operated by Manukau Leisure; a Manukau City Council company that was established in 2007 as a stand-alone business to deliver more effective leisure services. We believe leisure activities play a vital role in building more active, vibrant communities and work hard to deliver first rate programmes and services to the large and diverse Manukau community.

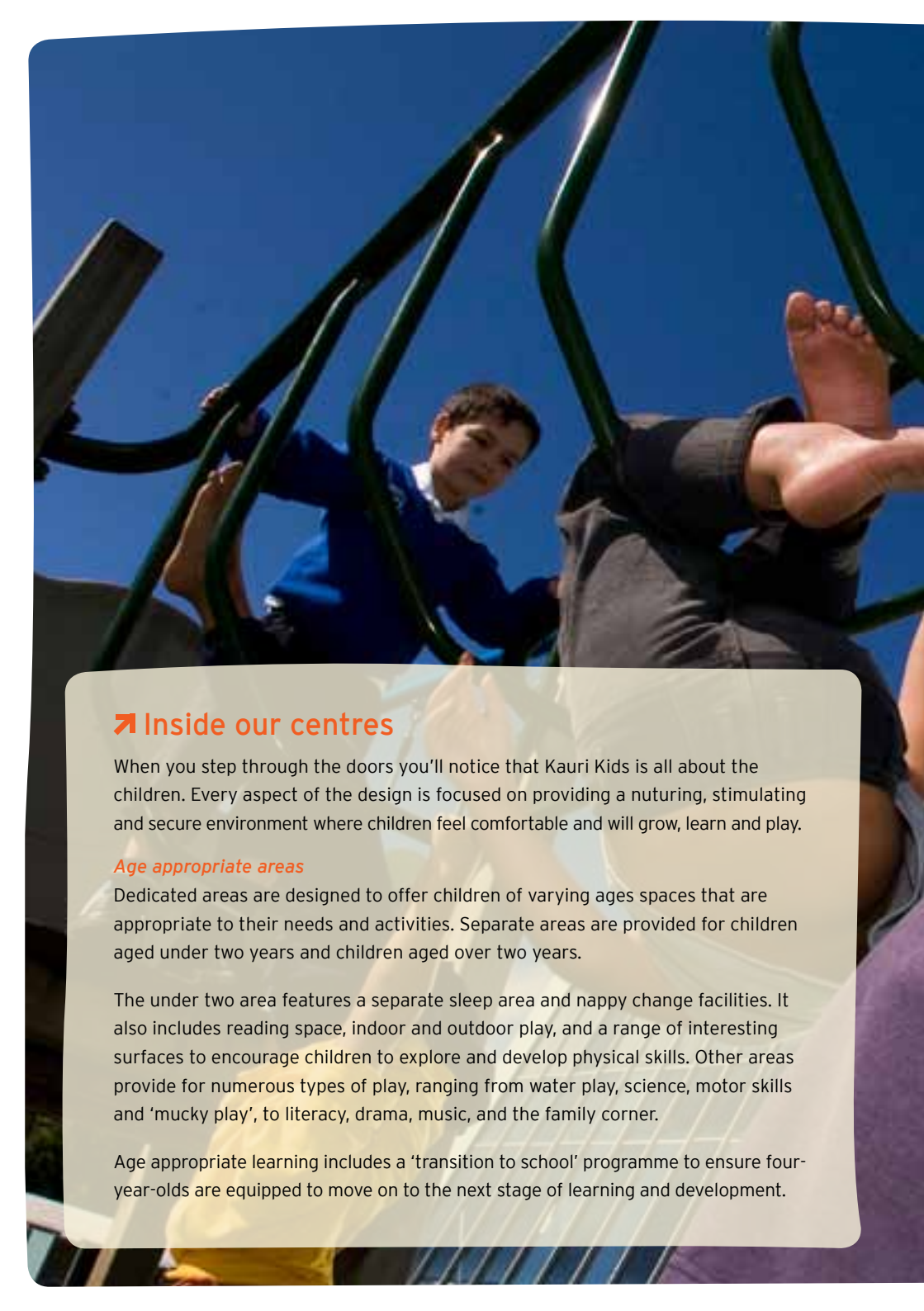
Quality, affordable care

We pride ourselves on offering quality childcare at affordable rates for local families. All our registered childcare centres provide a genuinely warm and nurturing environment for preschoolers. Here they receive quality care that promotes personal development and learning. We support the '20 free hours' programme, and are happy to talk with you further about subsidised childcare.

Connecting with each other

Our Kauri Kids centres are run by dedicated, dynamic and multicultural teams that are trained in early childhood development. Our staff believe in inspiring children to embrace their respective culture while connecting them to the cultures of others.

We are committed to establishing strong relationships and communication with family and whanau. You'll receive ongoing feedback about your child's progress, and you'll also be able to keep up to date with your child's activities through their individual portfolio, which is regularly reviewed.

A low-angle photograph of children playing on a green metal play structure against a clear blue sky. The structure consists of thick, curved bars. A young boy in a blue sweater is visible in the middle ground, and the legs and feet of other children are seen in the foreground and background, suggesting a busy play area.

➤ Inside our centres

When you step through the doors you'll notice that Kauri Kids is all about the children. Every aspect of the design is focused on providing a nurturing, stimulating and secure environment where children feel comfortable and will grow, learn and play.

Age appropriate areas

Dedicated areas are designed to offer children of varying ages spaces that are appropriate to their needs and activities. Separate areas are provided for children aged under two years and children aged over two years.

The under two area features a separate sleep area and nappy change facilities. It also includes reading space, indoor and outdoor play, and a range of interesting surfaces to encourage children to explore and develop physical skills. Other areas provide for numerous types of play, ranging from water play, science, motor skills and 'mucky play', to literacy, drama, music, and the family corner.

Age appropriate learning includes a 'transition to school' programme to ensure four-year-olds are equipped to move on to the next stage of learning and development.







➤ Meet our staff

Kauri Kids staff all think they have the best job in the world! They're passionate about what they do and strive to build relationships and understanding with each child in their care.

Group Manager - Barbara Ludlow

With six children of her own plus another six grandchildren (and counting!), Barbara's experience surpasses professional interest. Barbara is passionate about children and she's vigorous about making sure every child we have the pleasure of caring for is nurtured. Barbara brings a wealth of experience to the position with over 20 year's experience in the childcare industry and has held senior positions with many of the larger childcare franchises.

Centre team leaders

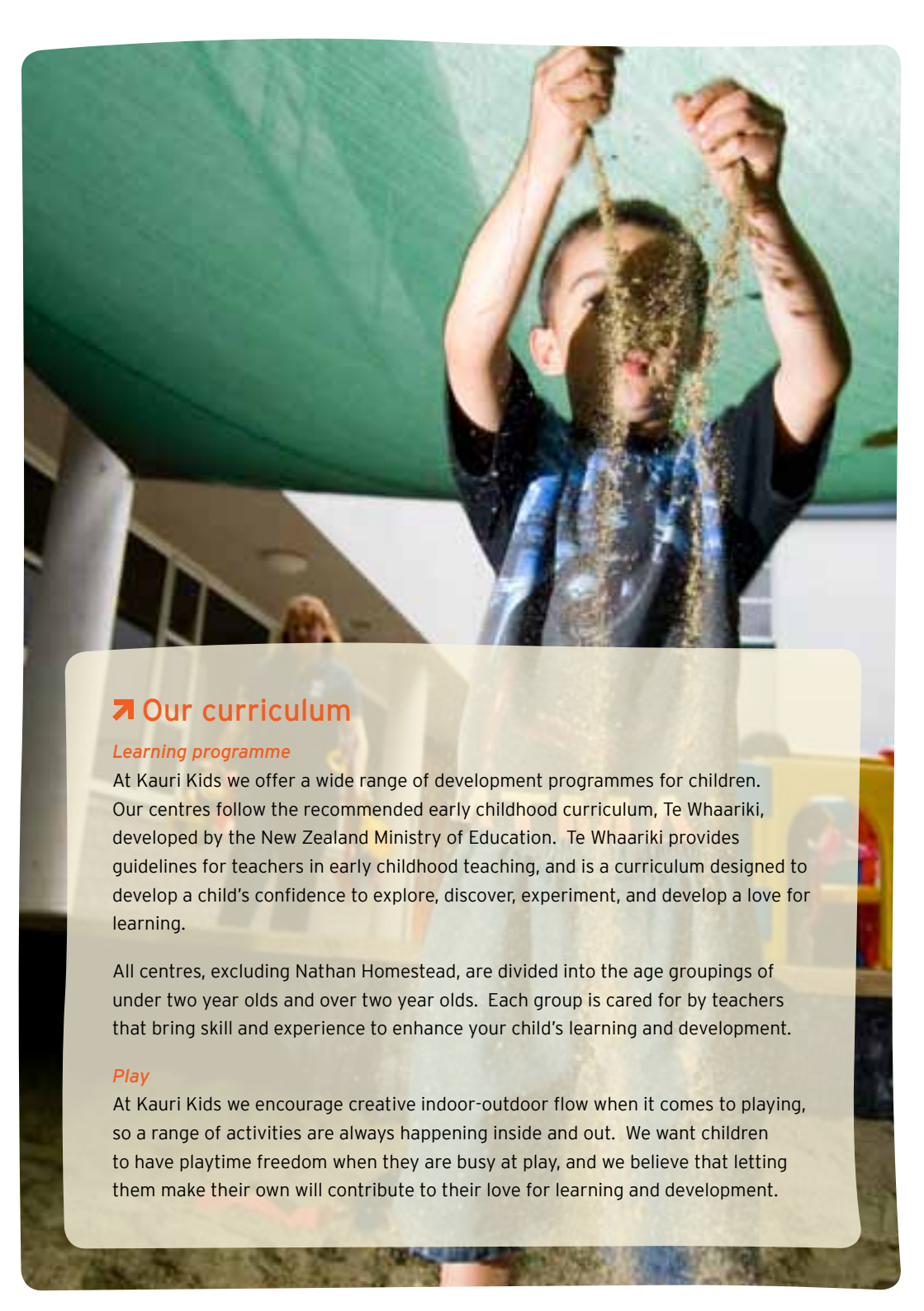
All our centre team leaders are trained and qualified professionals. Our team leaders enjoy interacting with children and provide absolute care and development for all those in our care. All team leaders and teachers are serious about being accountable to parents and take the responsibility that comes with caring for children seriously.

Staffing ratios

Our staff includes qualified early childhood teachers and those on their way to obtaining early childhood diplomas.

To provide dedicated care for each child, we operate within the follow ratios:

- Children under two years - one carer to four children
- Children over two years - one carer to eight children

A young boy in a blue patterned shirt is pouring sand through his fingers, creating a vertical stream of sand. He is standing under a green canopy. In the background, another child is visible, and the setting appears to be an outdoor play area.

➤ Our curriculum

Learning programme

At Kauri Kids we offer a wide range of development programmes for children. Our centres follow the recommended early childhood curriculum, Te Whaariki, developed by the New Zealand Ministry of Education. Te Whaariki provides guidelines for teachers in early childhood teaching, and is a curriculum designed to develop a child's confidence to explore, discover, experiment, and develop a love for learning.

All centres, excluding Nathan Homestead, are divided into the age groupings of under two year olds and over two year olds. Each group is cared for by teachers that bring skill and experience to enhance your child's learning and development.

Play

At Kauri Kids we encourage creative indoor-outdoor flow when it comes to playing, so a range of activities are always happening inside and out. We want children to have playtime freedom when they are busy at play, and we believe that letting them make their own will contribute to their love for learning and development.

➤ Health and hygiene

Medication

If your child requires medication as prescribed by a doctor you will be required to complete the medication administration form each day that medication is required. As the parent/guardian, you will need to put your signature to the medication, dosage, and time medication is to be administered. The staff member responsible for your child will sign the form when the medication is administered. All medication must remain in its original packaging and is to be handed to the teacher responsible at time of drop-off so we can ensure it is stored safely out of reach of children. For further information on our centres medication policy please speak with the team leader.

Illness

At Kauri Kids we believe that maintaining a healthy environment is exceptionally important, therefore if your child is unwell, or showing signs of being unwell, we ask that you please keep them at home. If your child becomes unwell during the course of the day we will contact you to come and collect your child. We wish to protect all children and staff from illness, infection or contagious disease.

Hygiene

In order for us to maintain a healthy and hygienic environment we have strict hand washing procedures. We ask all children to wash their hands before and after meals, after using the toilet, and following messy activities and play.

Sun smart

Children love to play outside, especially on glorious sunny days. All our centres promote the 'sunsmart' message to slip, slop, slap and wrap, and we will ensure that each child is covered with sunscreen and has a suitable hat on before going outside.

Clothing

Children love to play and learn and can get dirty while doing so. During the day your child will get involved with many different activities, and some messier than others. We encourage children to wear aprons while participating in messy play but do recommend you send a spare set of clothes along every day.

Sensible footwear and comfortable casual clothes is required for older children. Clothing such as braces, overalls or belts are not recommended as children can find these difficult to get in and out of easily when they go to the toilet.



➤ Our policies

All our centre policies can be found inside your Kauri Kids centre and we encourage you to take the time to read them. Please ask the team leader or one of our teachers to point you in the right direction.

Behaviour management

It is important that children's boundaries are made clear and consistent so that they can feel secure and happy in their environment. We encourage positive behaviour through celebrating good behaviour and focus on encouraging guidance. In the event that a child behaves negatively, a teacher will try to discern the reason for that behaviour and discuss alternative options for the child to use next time and redirect the attention to positive strategies.

➤ Enrolment procedure

We understand that you will want to visit the centre before making a decision on enrolling your child. We welcome you to come and spend as long as you like in the centre, bring your child, talk to the team leader and teachers, and ask any questions. You will be given an enrolment pack and we will discuss



important information such as policies, fees and programmes with you. Read through the information, complete the enrolment form and return it back to the centre as soon as possible.



➤ Settling in

Settling in and adjusting to change can be exciting and a bit scary for a child. That's why we offer an open door policy at all times and encourage parents/guardian to spend time with their child while adjusting to the new environment. We also understand that it can be hard for parents/guardians to adjust to the new situation as well.

Parent participation

We want your child to reach their fullest potential while in our care. That's why we invite you to check in anytime and observe the happenings within our busy, creative centres and observe your child play. We encourage you to work with us in your child's progress and value your input, and we always want to hear about any progress your child is making at home or any concerns you may have.

➤ Birthdays and celebrations

Children love celebrating special events with friends and we are happy to accommodate this. We welcome you to bring in a cake and celebrate your child's birthday with us during morning or afternoon teatime. Please talk to a friendly staff member to arrange this.

➤ Safety

Evacuation

An evacuation plan is located on the wall in all our centres. Every term, each centre will have a fire drill to ensure that in the event of a real emergency the children can be evacuated in a safe and prompt manner. If you are present at the centre on the day of a fire drill you are legally required to participate in the procedure.



Accidents and injuries

Children are so keen to explore and learn new things that even in the safest environment accidents and injuries can happen. In the event that an accident or injury does happen, we will seek medical advice for your child and when necessary you will be contacted to collect your child. All our staff hold current First Aid Certificates.

Drop-off and collection of children

When dropping off your child we require you to bring them into the centre and have your arrival acknowledged by a staff member. Under no circumstances are you to leave your child at the gate and have them walk in alone.



We will only allow persons authorised by you in writing on the enrolment form to collect your child from the centre. If for any reason you cannot collect your child you must contact us or notify the centre in writing. The person collecting your child from the centre must be over 18 years of age.

Custody arrangements

If you are proceeding through a legal agreement, such as custody or restraining arrangements, we require you to provide a copy to the centre for our records.

A woman with dark hair, wearing a dark blue polo shirt, is looking down at a piece of paper she is holding. A young girl with light brown hair, wearing a pink shirt, is looking towards the paper. They are outdoors, with a blue structure and a red railing visible in the background.

➤ Fees and holidays

Fees

All our Kauri Kids centres offer 20 free hours for children aged three years and over. If your child is aged between two and three years of age, you may be eligible for the WINZ 15-20 hours family start payment. For more information on our fees policy please speak with the team leader.

Holidays

Our Kauri Kids centres are open everyday of the year except public holidays, weekends and a short break over Christmas and New Year. We understand that your child may be absent during the year for a variety of reasons. Fees will be charged for all booked days including those days when your child is ill, on holiday, or during an emergency. Public holidays are charged for unless the centre is closed for a period of time extending before and after the said public holiday. However, we understand that sometimes a child may be absent for reasons out of your control and are happy to make a mutual arrangement on a case by case basis. For more information about our holiday policy please talk to the team leader.



THERE'S A KAURI KIDS CHILDCARE CENTRE NEAR YOU

CLENDON

Te Matariki Clendon Community Centre and Library
Palmers Road, Clendon
Phone: 09 269 0494

HOWICK

Howick Recreation Centre
563 Pakuranga Road, Howick
Phone: 09 535 7507

MANUREWA

Nathan Homestead
70 Hill Road, Manurewa
Phone: 09 267 0180

PAPATOETOE

Allan Brewster Recreation Centre
Tavern Lane
Phone: 09 277 8805

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