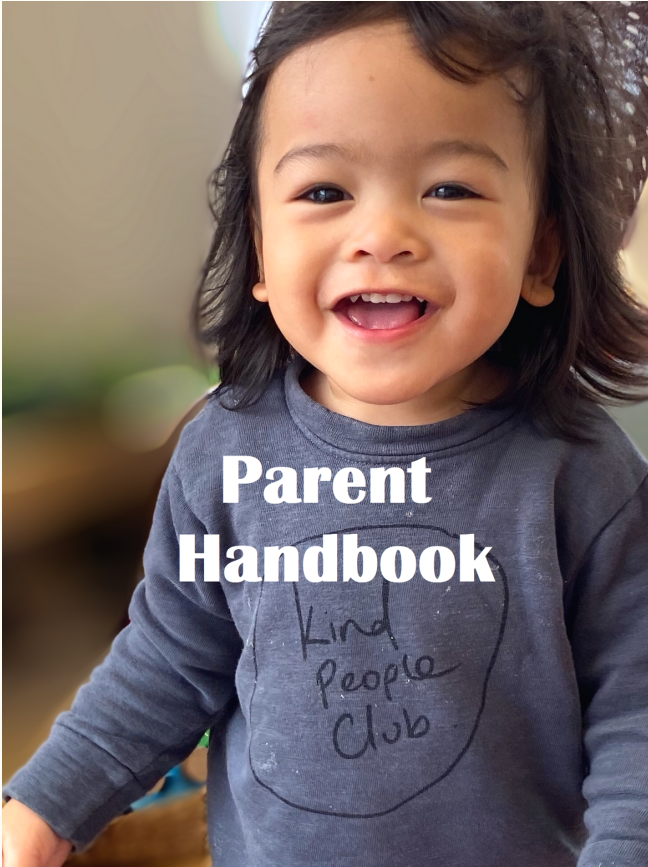




CozyCorner
Educare



Parent Handbook

A Nurturing Place With Heart

79 Pilkington Road, Panmure, Auckland

Web: www.cozycorner.co.nz

Email: info@cozycorner.co.nz



Welcome to

Cozy Corner Educare

**Open from Monday to Friday
at 7:00AM to 6:00 PM**

- Purposely built centre in 2020
- Aim for the highest quality care and education
- For children from 3 months to 6 years old.
- 3 Learning spaces.
- Better than Ministry ratios: infants 1:4; Toddlers 1:5; preschool 1:8
- Highly trained and nurturing teachers
- We are passionate to meet the unique and diverse needs of each child and family

OUR PHILOSOPHY

Aroha, Respect, Relationships, Community

Cozy Corner Educare is a caring and inclusive environment for children and families. We are inspired by the principles of Emmi Pikler and Magda Gerber, and guided by the New Zealand early childhood curriculum – Te Whāriki.

Our intention is for all children who attend Cozy Corner Educare to feel a sense of belonging and wellbeing, to experience a positive and enriched learning experience that helps to provide a strong foundation in these early formative years.

Our environment is developmental supportive, and rich in natural and heuristic resources and loose parts.

Our curriculum is emergent and planned. Daily provocation and planned experiences are based on the children's current needs and interests. Weekly library and bushwalk trips are full of fun, wonder, adventure and discoveries.

Our teaching team are passionate to meet the unique and diverse needs of the child and family, together with parents and whānau, we are driven to ensuring the child's growth and learning success.

[Online inquiry click here](#)

[Enroll now click here](#)



WHY COZY CORNER?

- **Inclusive atmosphere**

Our teaching team are passionate to meet the unique and diverse needs of each child and support the values of individual families.

Through a range of channels, such as daily feedback, online communication, parent- teacher conference, surveys and cultural celebrations, parents and whānau's voices are involved in the learning programme. Their aspirations are valued in children's individual learning plan.

Children and their families feel a sense of belonging and well-being in a nurturing environment.

- **Caring environment**

Inspired by the work of Emmi Pikler and Magda Gerber, we have created a warm, caring and respectful learning environment in which children feel secure, accepted, respected, and are comfortable spending time away from their family during the day.

The key to this environment, is the trusting and reciprocal relationships between children/tamariki, families/whānau, and the teacher/Kaiako. Through a primary caregiving approach, we ensure that in the centre one teacher is committed to building a close relationship with each child and their family, so every child is seen, heard, understood, and supported to grown and learn.



• Developmental supportive

We have THREE specific age-related learning spaces/rooms. Ages may vary in the rooms, as we need to consider a range of dispositions. There are regular opportunities for mixed-age group play. Our resources are rich in natural and heuristic resources and loose parts, which encourages curiosity, creativity and opened -ended play.

Kowhai room (Under 2s')

Our teachers provide an unhurried and quality environment where infants can grow and develop. We recognise that infants are competent individuals with their own agendas and should be treated with respect.

Pohutukawa room (Toddlers-2-3s')

Children's independence is extended and built upon. Self-care skills are encouraged and supported. A rich and inviting indoor and outdoor environment/resources are provided daily based on children's interests and strengths. Language skills and children's learning dispositions are promoted through daily activities in the program.

Kauri room (Preschool -over 3s')

Daily program and regular excursions support independence, risk taking, group and individual learning experiences. We have a strong focus on assisting children in discovering who they are so they can express their own opinions and nurture their own ideas.

School readiness program focuses on supporting children to be able to manage themselves, relate to others and develop healthy life and learning habits.

[Online inquiry click here](#)

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- **Quality curriculum**

Our curriculum is emergent and planned. Teachers create inviting and stimulating daily provocation and plan experiences based on the children's current needs and interests, which offer opportunity for exploration and investigation.

Music and Mandarin sessions offer more learning opportunities for children. Weekly library and bushwalk trips are full of fun, wonder, adventure, and discoveries. Getting ready for school programme helps 4-year-old children develop essential skills for primary school.

- **Celebrating interests and strengths**

We offer a high-quality documenting system which celebrates individual children's interests and strengths in their journey of learning and development.

Each child has a portfolio book which their teacher adds to with stories about their interests, strengths and special milestones. Children love to revisit and share memories with their peers and whānau.

Educa is an E-portfolio which connects centre and home environment and encourages parents/whānau to get more involvement in children's learning and connect.

We also have Facebook whānau group, visual diary, Kowhai communication book, Getting ready for school book, to celebrate children's learning, as well as encourage communication with parents/whānau.



• Nutritious and delicious food

We appreciate the quality of food that children eat significantly contributes to their growth and development and establishing a healthy eating habit can set them up for life.

We design our seasonal menus following the Heart Foundation's guidance. Our well-experienced Centre Cook makes us nutritious and delicious meals on site with fresh ingredients.

We also meet the needs of children who have food allergies or intolerances to certain foods or food groups, gluten free and specific dietary requirements.



Enroll today to secure a place at Cozy Corner

- Complete the enrollment form online or in the centre
- Bring your child's ID (Birth certificate or passport)
- Provide your child's immunisation record
- pay the admin fee

[Online enroll click here](#)

Fees, Enrolment and Settling process

Fees

- For under 3s and not taking up 20 Hours ECE we have short day (up to 7 hours a day), long day and sessions (7-12, 12-6pm);
- For over 3 years old children we offer short day, long day and Free sessions for 20 hours ECE (7-12, 1-6pm).
- Details please see fee schedule
- **WINZ subsidies** are available for fee assistance depending on the level of your total family income. Please talk to the centre manager for assistance.

Enrolment process

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Pre-visits and settling

We have a "suit your needs" approach and will ensure positive, supportive strategies are in place to assist you and your child in the settling process.

We would recommend at least 3 transition visits for children over 2 years old, and 1-2 weeks transition period for under 2 years old. However, we do understand that everyone's circumstances are different, and we will endeavor to support the child and their whānau as best as we can.

Please talk about Cozy Corner positively to your child, let your child play away and observe from a few steps away, talk about leaving for a while and coming back soon. It is advised that you always say goodbye to your child, not sneak away.

What to bring

Nappies, formula and a named formula bottle if required, named water bottle, sunhat, at least two sets of named clothing suitable for the season.

Public holidays, Holidays, Meals and Birthdays

Public holidays and absence

- The Centre is closed on all public holidays and charges remain in place for public holidays as this is accounted for in the set fee as noted above.
- Fees are charged when your child is absent due to sickness or other reasons.

Holidays

- We understand the importance of family time together, therefore, we will allow two weeks holiday per calendar year per child free of charge. This holiday must be taken in a minimum of one week block within a minimum of two weeks prior notice. Please note that if the centre is closed over Christmas, then this will be included in the holiday allocation. Holiday allocation cannot be accumulated and must be used within the calendar year for which they fall.
- Holidays that are more than the two weeks allocation will be charged out at our standard fees rates to ensure we are meeting our budgeting requirements and staff wages bills.

Meals

- We provide morning and afternoon tea, and lunch for the child attending. A copy of the menu will be displayed at the foyer. Our cook is trained in Health and Hygiene and provides nutritious meals.
- It is important that any food allergies and special dietary requirement please inform us during enrolment. Cozy Corer is a nut-free zone.
- Parents with babies on formula need to supply formula and named bottles for the day.

Birthdays and Other special occasions

- To promote a healthy eating habit, parents are encouraged to bring in a healthy option for the child on birthdays.
- We work with parents to hold a light celebration for the child's special day.

Policies

- A comprehensive copy of the centre policies is readily available for viewing in the centre. Please take the time to read this and feel free to ask any questions you may have. We regularly review our policies throughout the year, and any changes will be in consultation with stakeholders of the centre including parents and whanau.
- Some key policies to note are: Accident and illness policy, Civil defence and emergency policy, Exclusion policy, and Reducing food-related choking for babies and young children at early learning services from the Ministry of Health (MoH).

Immunisation

- Parents and caregivers will be required to provide a copy of their child's immunisation status and provide the updated certificate thereafter.

Illness

- We follow the guidelines for illness and infectious published by MoH and which will be available for parents and staff for reference.
- Please do not bring your child to the centre if your child is unwell with infectious disease.

Medication

- Please ensure that all medication is handed to staff of your child's room and medication form completed.
- The centre maintains a medication form and all medication to children needs to be administered by first aid certified staff. All medication will be stored as directed and returned after use.

Smoking and vaping free policy

- Smoking and vaping are not permitted at the centre premise at any time and on any day.

Sun protection

- We recognise NZ Cancer Society's message of "slip, slop, slap and wrap" and particular care is taken between September and April when UV levels are high.
- Parents please provide a clearly named sun hat for your child.
- We provide sunblock and staff will apply sunblock to children prior to each session of outdoor play. Any child requiring a special sunblock due to skin allergies must provide their own.

Parent involvement

- Please to read our parent involvement policy. We will strive to ensure that parents are advised on how to access relevant information concerning their child and the operation of the centre and inform them of any planned reviews or consultations.
- Parents' aspirations for your child are supported. please talk to us and/or fill in your child's "All about me" page for future reference.

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