



**Kia ora**

## **Welcome to Cozy Corner Educare**

We are a purposely built early childhood centre catering for children from three months until they go to school.

We are committed to offer the best quality childcare service. Your child will enjoy a secure and positive learning experience that helps to provide a strong foundation in these early formative years.

### **Our Philosophy**

At Cozy Corner Educare we are inspired by the principles of Emmi Pikler, and guided by the New Zealand early childhood curriculum – Te Whāriki. We acknowledge the dual heritage of Aotearoa/New Zealand and make conscious efforts to uphold the intent of Te Tiriti o Waitangi.

We believe early childhood education should be a heart-centred practice and we strive to nurture a caring and inclusive community where people are valued, wellbeing are enhanced, relationships are strong, and everyone is encouraged to grow. Our beliefs are aligned with the Maori concept, Manaakitanga, extending aroha to all people involved at our Centre.

We believe all tamariki are self-sufficient, confident and competent learners irrespective of background and ability. We provide a right environment in which they feel safe, loved, respected, and are supported to develop at their own pace, find out who they are and unfold to their full potential.

We value trusting and reciprocal relationships between the tamariki, parents and kaiako. Through providing primary care for each tamaiti, along with fully present kaiako, sensitive observation, an unhurried manner, respectful interactions and rituals, we ensure both ākongā and whānau feel a sense of belonging, and every tamaiti is supported to flourish in a peaceful environment.

Our environment is home-like, inviting and stimulates wonder and curiosity. We draw resources from the natural world, thoughtfully source recycled materials and loose parts, create small areas, utilise the natural reserve by the centre, allowing tamariki time and space to freely explore and revisit previous experiences, encouraging their curiosity, imagination, creativity, problem solving and cultivate a love for learning.

We embrace whānau tangata and work in partnership with parents and whānau, encouraging their involvement in tamariki's learning and the centre life. We provide regular outings to promote connections with our community and the wider world, forming a collaborative community of support for our tamariki.

**A Nurturing Place with Heart ---- Aroha, Respect, Relationships, Community**

## **Specific age-related areas**

Our centre is made up of specific age-related areas. Ages may vary in the rooms, as we need to consider a range of dispositions (developmental, personality, temperament, relationships, parents' requests and ratios). We have a strong philosophy based on the work of Dr. Emmi Pikler and provide primary care to each child across all ages.

### **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 (Toddler- 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 urges. Language skills and children's learning dispositions are promoted through daily activities in the program.

### **Kauri room (Preschool -over 3s')**

Children are provided with age specific activities that are designed around children's interests and developmental stages. The program supports independence, 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 ready programme focus on supporting children to be able to manage themselves, relate to others and develop healthy life and learning habit.

## **Children's learning journals**

Each child will have a learning journal book showcase their learning experiences and journey. We also use Educa online journal to share your child's learning with you. We welcome our families to join us to document and celebrate the child's progress through the learning journal.

A child's learning journal becomes part of your family memorabilia long after your child has left the centre.

## **School ready programe**

We strive to ensure that your child leaves for school with a good foundation of basic skills that they will need to approach primary school with confidence and enthusiasm.

In the Kauri Room we support children to develop skills such as self-help, self-control, self-confidence and strong communication. These skills are vital for all children to learn in order to be successful lifelong learners.

## Opening Hours

Full day service – 7:00am—6:00pm from Monday to Friday

## Fee policy

We have a range of options available.

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, 1-6pm);

For over 3 years old children we offer short day, long day and Free sessions for 20 hours ECE (7-12, 1-6, and 9-3. Lunch charge apply for 9-3 session).

More details please see Fee Schedule in reception.

## Enrolment Conditions

- Our fees include high quality teacher ratios above Ministry of Education Standards;
- For over 3 years old free sessions you can enrol up to 6 hours per day (no more than 20 hours per week), limited space available; For others the minimum enrolment is 2 sessions or 2 days per week;
- A \$30 administration fee per child will be due upon enrolment to confirm your place;
- Two weeks written notice is required when terminating enrolment;
- 10% discount is applicable to the total fee if you have two or more children attending Cozy Corner full time.
- Food and sunscreen are provided; and
- Formula is NOT provided - this must be brought in from home if required.

## Payment options:

- Automatic payment and internet banking are our preferred methods of payment;
- Fees are to be paid at least ONE week in advance to BNZ -02-0192-0399326-000
- Please use your child's First Name & the letter of Last names as your reference;
- WINZ subsidies are available for fee assistance depending on the levee of your total family income. Please visit <https://www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html>

## 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 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.

## Late Fee Payment

Failure to pay the missed fees will result in your child/ children's positions being terminated. All debt collection costs are the responsibility of the parents or caregivers. All collection costs will be added to the outstanding fees.

## Late Pick Up Fee

A late pickup fee will be invoiced if a child is picked up after the child's official enrolled time. The fee is \$20.00 per child for each 15 minutes or part thereof for the first late fee in a month. For subsequent late fees in the same month the fee payable is \$25.00 for each 15 minutes or part thereof. The fee is payable immediately.

Any time after your child's enrolled time or the centre's official closing time is considered late. This is not negotiable for any type of excuse.

## Funding

Our centre receives funding from the Ministry of Education. As required by the Ministry a detailed expenditure of this funding can be made available to you upon request

## Childcare Assistance (WINZ)

WINZ subsidies are available for fee assistance depending on the levee of your total family income. Please visit <https://www.workandincome.govt.nz/products/a-z-benefits/childcaresubsidy>

*Any questions please see the Centre Managing Director.*

## Pre-visits and Settling process

We recognise the importance of a smooth transition that meets both the children and parents' needs to develop a sense of belonging in a new childcare setting. We have a "**suit your needs**" approach and will ensure positive, supportive strategies are in place to assist you and your child.

we would recommend at least 3 transition visits for children over 2 years old, and 2 weeks transition period for under 2 years old. There is no fee charge for these visits. However, we do understand that everyone's circumstances are different, and we will endeavour to support the child and their whānau as best as we can.

- For the first two visits (for over 2s) or the first transition week(for under 2s), you will stay in the centre while your child get familiar with their environment, get to know their primary caregiver, be involved in the Centre routines and join in with the daily programme.

- For the 3rd visit (for over 2s) or the 2nd transition week (for under 2s), you are encouraged to leave your child for increasing amount of time. Teachers and children focus on building relationships.

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.

## **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. We also do not provide eggs and pork in the centre.

Parents with babies on formula need to supply formula and named bottles for the 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 endeavour to review our policies throughout the year and welcome any comments that parents may have.

Some key policies to note are:

### **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 Ministry of Health and which will be available for parents and staff for reference.

We kindly request that you not bring your child to the centre if your child is unwell with infectious disease. The child needs to be excluded from the centre, for the best interest of the child and others in the centre.

### **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 free policy**

Smoking is 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 (between 10am and 4pm) when UV levels reach their peak.

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.

## **Birthdays and Other special occasions**

To promote a healthy eating habit, parents are encouraged to bring in a healthy option for the children on birthdays. If you would like to bring in a cake, we encourage you to bring either a fruit based cake or a plain cake. We can suggest healthy cake recipes retrieved from the Heart Foundation website.

## **What to bring**

Under 2s'—Nappies, formula and named formula bottle, at least two sets of named clothing

Over 2s'--- Nappies if required, named bag, at least two sets of named clothing, named water bottle for children who is learning to use the drinking fountain

# Help your child transition to Cozy Corner

Dear Parents,

At Cozy Corner Educare we understand that transitioning to a centre is hard for both parents and children. We have a flexible “**suit your needs**” approach for transition and settling. For over 2s we recommend at least 3 transition visits; for under 2s there are 2 weeks transition time; a primary caregiver will spend time with your child and start building relationships.

We would like to share some understandings of separation anxiety with you.

Separation anxiety is only one of the many different stages of behavioural growth your child will go through, and it affects most babies and toddlers at some point in their young lives. It is the child's way of expressing how much she really doesn't want to say goodbye. A toddler's unwillingness to leave her parent or other beloved adult is a good sign that important attachments have developed. Be proud of this.

Although it may not seem like it to the parent dealing with an emotionally upset child, separation anxiety is not only normal, but it is also a good thing. Your child's teacher will respond if they see your child is feeling distressed about being apart from you. Children see that they are not alone and that their parents have left them in a safe place where someone will care for them. This help them to bond with their teachers.

## **Strategies for coping with separation anxiety:**

- Be aware of your emotions, such as apprehensiveness, guilt, or ambivalence. Remember that your child looks to you for the reassurance that he is safe and that you are confident about his ability to adjust to this new environment.
- Reassure your child that it is all right to miss you or feel sad, and that they will be fine. However, do not dwell on these feelings. Reassure him that he will have fun. Let him know what kinds of experiences he can look forward to.
- A beloved object from home, such as a stuffed animal, special blanket, or family picture to stick on our family tree can help the child to feel more secure and make the transition easier.
- Open communication with the teachers. No one understand your child better than you. We love your child, but we can't replace you. Please communicate with us about your child and your family during transition, daily drop off and pick up time, and feel free to phone the centre at any time during the day to find out how your child is. The teachers will also call you should your child continue to be really upset and not able to settle.

We are here to work alongside you supporting your child's learning and wellbeing.

From Cozy Corner team



# School Ready Programme

Dear Parents,

At Cozy Corner Educare we strive to ensure that your child leaves for school with a good foundation of basic skills that they will need to approach this new exciting environment with confidence and enthusiasm.

In the Kauri Room we develop skills such as self-help, self-control, self-confidence and strong communication. These skills are vital for all children to learn in order to be successful lifelong learners. These skills do not start when your child reaches a certain age, they are developing from birth and need nurturing.

Children do not need to know all the answers but they do need to be able to ask the questions. Paying attention, sitting still and concentrating on a task may not be easy for your child but these skills will make up a big part of your child's school day. At Cozy Corner Educare we begin developing these skills from day one and continue up until the day your child heads off to school.

Schools encourage children to have the following key competences in school readiness:

- Responsibility
- Resilience
- Listening - including the ability to follow instructions and routines
- Independence and self-help skills
- Participation - taking turns and waiting
- Relationship development - including co-operative team work
- Predicting, questioning and hypothesising

Activities that support readiness for school are cutting, drawing, creative writing, storytelling, matching games and sizing activities to name a few. During mat times we extend children's understanding of basic concepts such as days, weeks, months and practice sharing of news and stories. We also do a focusing time after lunch when the littles are sleeping.

Teachers encourage your child to take safe risks. This may be trying something they would not normally attempt - beginning to write their name and recognise names/ sounds of letters of the alphabet and understanding colours, shapes and numbers, baking together and making their own lunches.

We thank you for taking the time to hear about all the things your children are doing and learning. We are also interested in hearing your ideas or suggestions.

From the Kauri team