



KindyCottage
CHILDCARE & EDUCATION

Parents Handbook



17 GRAHAM COLLINS DRIVE, ROSEDALE,
NORTH SHORE
WWW.KINDYCOTTAGE.CO.NZ
09 478 4784





ABOUT US

Our beautiful centre is located at Windsor Park, North Shore. We cultivate a nurturing, loving, and respecting learning environment for children aged 5 months to 5 years. More than just a daycare, we are an extension of your child's home. With child-centred learning and stimulating activities, we strive to give your children the best possible care and education that we can provide. We follow Te Whāriki, the New Zealand Early Childhood Curriculum. We aspire to be a centre of amazing, and a place where your child is nurtured but also challenged to learn and grow to their fullest potential.



More than just a daycare, Kindy Cottage is an extension of your child's home. With child-centred learning and stimulating activities, Kindy Cottage strives to give the next generation the best possible start!



with love,

Tracy Chen

Centre Manager



Our Philosophy

At Kindy Cottage, we welcome all tamariki and their whanau into our safe, trusting, and respectful environment where everyone feels a sense of love from our highly engaged, caring, friendly, and professional Kaiako.

When our tamariki leave Kindy Cottage, we would like them to go forwards with a love for learning, a sense of pride and confidence, an understanding for boundaries (but with freedom to explore), positively contributing to society, and having a respect for all others and cultures.



Parents and Whanau

We acknowledge parents and whanau as the child's first teacher, and the importance of developing respectful, reciprocal relationships with tamariki and whanau. We value and respect the unique knowledge and contribution whanau can offer in decision making and providing feedback. We encourage them to be actively involved in what we do and are always actively communicating with each child's whanau. Close connections to the wider community are valued and utilized as a way of extending children's knowledge in what happens in their world around them.

Environment

We value an environment which is a family centric, home away from home, that inspires curiosity and stimulates and encourages exploration. Our programme is primarily play-based, with the child's voice guiding us, and our teachers responding by intentionally planning to extend their learning. We believe tamariki are individuals and need to be treated as capable and competent learners. Support, respect, and guidance will always be given to assist learning, and to explore the wonder of their imagination. Tamariki are encouraged to learn through experience and participation which allows them to be able to take safe risks, try new things and problem-solve. We value our mixed aged centre, encouraging sibling interactions, and we embrace the concept of tuakana-teina, as tamariki of all ages within our centre learn, teach, care, lead and show respect for one another.



Multi-Cultural Partnership

Te Reo and Tikanga Maori is embraced and nurtured throughout the centre using music, language, arts, and stories of Aotearoa. We also embrace and celebrate the cultures and values of all our whanau at Kindy Cottage. We see this as being vital to enable the building of an inclusive environment. Tamariki will be encouraged to be proud of who they are, they will develop a sense of belonging, and be loved and valued.



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Our Teaching Team

Our caring and dedicated teaching team are highly focused on teamwork. We regularly share knowledge and engage in reflective practice and professional development. We are committed to supporting each individual child's needs and value each child's holistic development and respect their aspirations, empowerment, confidence, and ensure they feel a sense of belonging. Our team are flexible and are open to change to facilitate continuous improvement. Our philosophy is underpinned by the New Zealand Early Childhood Curriculum- Te Whariki. Our teachers are guided by the strands and goals to help plan and respond to children's individual needs and interests, dispositions, schemas, and urges.



OUR PROGRAMME

Our programme is based on The New Zealand Early Childhood Curriculum -Te Whāriki.

Our teachers use planning to develop the individual and group strengths, interests and needs of each child.

Holistic Development

At Kindy Cottage, we believe that children learn naturally through play and we aim to foster each child's individual social, physical, intellectual and cultural wellbeing.

Homely Environment

Our children experience a safe and nurturing environment with routines that match those they follow at home to make them feel comfortable as well as new experiences to challenge them and help them develop new interests and skills.

Social Skills

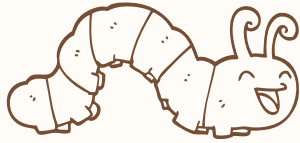
Children are also encouraged to develop social skills and understand the dynamics of group relationships growing in confidence and showing respect and responsibility.

Transition To School

To help your child make that transition successfully, we offer a range of organised learning activities including art, baking, carpentry, memory games, music & drama, literacy & numeracy experiences.



Caterpillar Room



Infants and Toddlers

Our nursery room only enrolls a maximum of 10 children under-2 at any time and we run a teacher to child ratio of 1:3. Rather than rushing children from activity to activity our nursery teachers respect each child and their rhythms. During their transition into the centre each child begins to form trusting, respectful relationships with their Kaiako ensuring they feel safe and nurtured throughout their time with us.

Caterpillars provides an inviting play space which empowers the children to be who they are. By offering the children space, time, and the support to be themselves, they learn to explore and discover the world in their own unique way. We use effective communication to encourage positive interactions and talk to children throughout the day during activities and transition times to reassure and help them. Each day different learning opportunities are available including: sensory-centred play, art, music, messy play, dance, outdoor play.

Our team of teachers observe each child's interests and disposition, and develop learning opportunities centred around these interests. We encourage independence and acknowledges the individual learning styles of each child.

If a child has an older sibling in the preschool there are opportunities during the day for the children to spend time together.

Morning tea is available from 9.30am and lunch is at 11.30am. Children are encouraged to be independent at the dining table, sit on chairs, and use cutlery and crockery. Their daily rhythms for sleeping and feeding are the same as those at home. Children are able to sleep or rest in their own full-size cot.

Butterfly Room

2-5 years old



Our preschool children experience a safe and nurturing environment, with routines that match those they follow at home to make them feel comfortable as well as new experiences to challenge them and help them develop new interests and skills.

Children in the Butterflies room are in a child led, play-based environment where intentional teaching woven throughout the children's spontaneous play. Children are also encouraged to develop social skills and understand the dynamics of group relationships, growing in confidence and showing respect and responsibility.

Group mat times/hui happen at set times during the day. These hui allow an opportunity for the children to gather and participate in singing nursery rhymes, reading stories, playing games, topic discussion and sharing news with their friends. At other times children are free to choose which areas of play within the centre they would like to take part in. If your child has a younger sibling in the Caterpillars then they will also be able to spend time together if they wish.

School Readiness Programme

Starting school can be an exciting time but it can also be daunting for children as they leave the familiarity of their preschool and head off to another place.

To help your child make that transition successfully, Kindy Cottage ensures we prepare our children with the necessary skills and development to give them the best possible transition into the school environment. This is woven into our daily curriculum and includes skills such as independence and caring for their own belongings, managing their own lunch box, following simple instructions, identifying colours, numbers and their own name, amongst others.



Our Policies and Procedures

Kindy Cottage has comprehensive policies and procedures in place, in line with Ministry of Education Regulations.

You will find the key policies on our website and all other policies are available on request.

Attendance

We require a minimum enrolment of 3 days per week. This helps your child to view the Centre as a familiar place and assists with the settling process. Younger children from 5 months – 3 years may start on 3 days a week during the settling period of up to 4 weeks and then move to a minimum of 3 days.

A daily attendance register is kept at the entrance to the school and must be signed when you bring your child to school and signed again when you collect your child at the end of the session.

Fees Policy

When you join Kindy Cottage, you sign for your child to attend agreed days. These are the days for which you will be charged, regardless of the days that you actually attend. This will include those days which fall on statutory holidays, Christmas concert/party days, childcare outing days, days not attended due to family holidays, days your child is absent due to sickness/doctor's appointments or school interviews or any other reason.





KINDY COTTAGE

Meet Our Team



Tracy

Tracy is the proud owner and centre manager of Kindy Cottage. She is a New Zealand registered teacher. Tracy has 14 years of experience in the early childhood education sector in New Zealand.



Georgia

Georgia is a fully qualified and registered teacher. She has been working in the early childhood sector for the last 11 years, and in that time, she has become extremely passionate about working with the infant and toddler age group.



Dima

Dima believes her personal and professional teaching philosophy is embedded with respect, and through authentic relationships each child will have the sense of well-being and belonging needed for positive learning experiences and outcomes.



MEET OUR TEAM



Adele

Adele is passionate about creating a positive and nurturing environment where tamariki can explore freely and their learning is supported. She looks forward to working alongside your children and whānau.



Alan

Growing up in a family where most members are educators, it seems teaching runs in Alan's blood. From a young age, Alan has had a natural affinity for caring for children. He is passionate about fostering a positive learning environment and nurturing the growth and development of young minds.



Anh

As a mother of a young daughter, Anh understand the importance of providing a safe and nurturing environment where tamariki can learn and explore freely. She looks forward to getting to know your children and whānau and create a positive and engaging learning environment.

FOR MORE TEACHERS INFO
PLEASE VISIT OUR WEBSITE

WWW.KINDYCOTTAGE.CO.NZ





- All fees are required to be paid by Automatic Payment weekly in advance. A detailed invoice will be issued every week.
 - Overdue fees may attract a \$15 penalty per week if more than 4 weeks overdue.
 - If you wish to alter your child's enrolment days or hours, you must complete and sign an amendment to the enrolment form at least two weeks before the changes. This will be considered, subject to availability of space, and may require placing on the waiting list.
 - A late pick-up fee will be charged for consistent late collection or early drop-off of your child (outside booked hours): \$15.00 per 15 minutes and is used to cover additional staff costs. Please call the Centre if you are running late due to unforeseen circumstances or if you wish to make drop-off arrangements that are earlier than your current booking.
 - Management must receive 14 days written notice (2 consecutive calendar weeks – Mon to Fri) from yourselves if you wish to withdraw your child from Kindy Cottage. Any outstanding amounts owing must be settled before the last day. If not settled, then it will be passed on to a debt collection agency. All cost of debt recovery will be added to your account.
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- **Family Discount** – A 10% Family discount – will apply only to the older sibling's fee & applies only to full time attending children (4 to 5 days a week); Discount applies only if payments are up to date and on AP. Discounts are calculated on fees after the deduction of other funding such as WINZ.





Child-care subsidy

There is a subsidy available from Work and Income (WINZ) to help with fees (if you qualify). Forms are available online or at your local WINZ office. This subsidy usually only pays PART of the fees and you remain responsible for all fees until payments are received from WINZ. See WINZ website at: <https://www.workandincome.govt.nz/products/a-zbenefits/childcare-subsidy.html>

It is your responsibility to ensure that your WINZ documentation is renewed before expiry date.



Collecting your child

A child becomes very distressed if a parent is late collecting them as they observe all the other children going home and become unsettled. Please do your best to be on time as staff has essential administration and cleaning duties to complete before they can go home.

Holidays

A maximum of 3 weeks holidays may be taken at any one time. Ministry funding is withdrawn after 3 week's absences so that for any period beyond 3 weeks, a top-up fee will be charged to cover lost funding.

Kindy Cottage offers children up to two weeks holidays during the year at a 50% discount. This discount will only be applied if your account is paid up to date and the duration of the holiday does not exceed 21 consecutive days. A Holiday application form must be completed. These holidays must be taken a minimum of one week at a time, are not cumulative and expire at the end of each calendar year. Holiday discounts may be taken after 6 months attendance at Kindy Cottage.





Settling In

Starting in a new environment can be fun and exciting to some children and at the same time frightening to others. We encourage you to visit as often as you like before starting and we recommend a minimum of 3 one-hour visits before your child attends for a whole session. If possible, during these visits spend some time playing with your child.

Before your child starts, take time to talk to them about what it will be like at Kindy Cottage. Prepare your child so that they are aware that you will be leaving and that you will be back to pick them up at the end of the session. When you bring your child on the first day, the staff will endeavour to make the transition as smooth as possible. If you need longer to settle your child you are welcome to stay, but once you make the decision to go, please do so as quickly as possible.

Our staff are skilled at reassuring unsettled children and redirecting them into fun activities. It is expected that a child will cry when first attending childcare. This is distressing for parents, but usually passes quickly once a positive routine is established. An unhappy child will often settle quickly after the parent has left. Should your child not settle we will telephone you to collect him or her. This is unusual as most children settle within a short time.

You are most welcome to contact the Centre at any time throughout the day if you have any concerns about your child while settling in.



Fresh & Healthy

OUR MENU

We provide nutritious morning tea, lunch and afternoon tea to meet our children's needs. Kindy Cottage is a "peanut free zone"



Kindy Cottage teams up with Nurture Kids to provide healthy and fresh meals for our children. Nurture Kids is a locally owned and operated food catering company established in 2017 by owners Frith Griggs and Kristin Burns. The meals are cooked from scratch, using the best quality and seasonal ingredients.



Milk / Baby Formula

Please supply enough bottles of made up formula / milk for your child's day at the Centre. Bottles should be named and put in the refrigerator.

Clothing

Please make sure that all your child's clothing is clearly MARKED with his or her name. The teachers will mark unmarked clothing. Please provide at least one change of clothing for your child in case of weather changes or little accidents.

Gumboots are useful in winter and a sun hat and sun block for summer are compulsory. If the children do not wear a hat on sunny days, they are required to stay indoors during playtime.

Nappies and Toileting

For children still wearing nappies, please provide enough nappies/pull-ups for your child's day at the Centre. We suggest you name these along the fold for ease of identification. If your child requires special creams or wipes, please name these and give them to a staff member.

Please supply several pairs of underpants for children making the transition from nappies to toilet. We will work with you to support your child's development of toileting skills.

Personal Toys

Please ensure that your child does not bring toys to school unless these are special comfort toys which are essential for sleeping, settling or security needs. Toys often get lost or are broken leaving a very unhappy child. Staff cannot be held responsible for the safe-keeping of any items that are brought to school. The centre is very well resourced and will provide your child with hours of fun. We are however happy for your child to bring an item of interest to share during show and tell.

Outings

Small groups of children over two years may be taken on walks to the park next door to the Centre and in the local environment. Appropriate adult/child safety ratios will always be maintained. You will be able to provide consent for this when signing the Enrolment Form.



Illness Policy



For the protection of our children and their families, we cannot accept sick children at the Centre. Please do not bring your child to the Centre if they have any of the following:

- Vomiting or diarrhoea (a child must be well for 48 hours before returning to the Centre)
- Conjunctivitis
- Measles
- Mumps
- Chicken Pox
- Whooping Cough
- Rubella
- Any other contagious or infectious diseases.

Alternative care arrangements must be made for children who are unwell and display symptoms of:

- A high temperature – above 38°C (fever)
- A severe cough or cold
- An unidentified rash (may not return until diagnosed or cleared)
- Covid-19

We will notify you if your child becomes unwell at the Centre. Sick children will be put to bed in the office, away from other children and under staff supervision until collected. We ask that your child be collected promptly. The Centre will seek medical attention in the best interests of your child in cases of severe illness or emergency, where we have been unable to contact you or your emergency contacts.

If your child has a temperature of 38°C or higher, you will be notified. We do not administer Pamol/Panadol to children unless it is prescribed.

Medication

If your child requires any medication while they are at school, please notify a teacher and you will be required to complete an authorisation document signed by yourself and the teacher. Medication may NOT be administered without parent's written permission.





Emergencies

Minor accidents do happen, and these receive prompt and careful attention by qualified first aid staff. In the case of illness or accident, the parent will be notified immediately, and arrangements made for your child to go home or to the emergency department of A & E.

The teacher will complete an accident report and parents are required to sign this report and receive a copy.

Parents are reminded of the importance of letting the centre know about phone number changes so that they may be contacted easily in case of emergency.

Sun Protection

We have a supply of sunhats at Kindy Cottage, however we prefer it if you provide a named sunhat [with neck protection if possible] for your child. All children and staff at Kindy Cottage are required to wear sunhats during outdoor activities during the Summer months [Nov-Apr]. We ask that you apply sunblock before coming to the Centre in the morning. We re-apply sunblock after lunchtime.

Safety / Security Issues

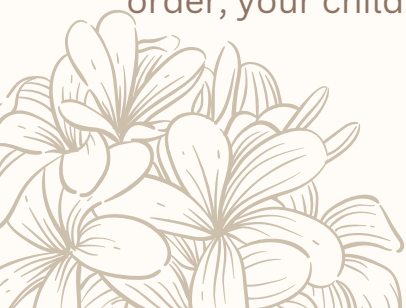
It is important that your contact details and those of emergency contacts are kept current. Please notify us promptly of any changes.

When arriving at the Centre to drop off your child, please inform a staff member of your arrival and sign your child in.

When picking up your child, please ensure that a staff member knows that you are leaving and sign your child out.

Please note that your child will not be allowed to leave the school with anyone other than the designated person listed on the enrolment form. If someone other than these persons are collecting your child, advise the teachers on duty and write the person's name on the attendance register. If we do not have your permission, we will not allow the child to leave until we are able to contact you.

We must be advised of any Custody issues. In the absence of a legal custody order, your child may be released into the care of either parent.



What to Bring when your child starts at the Centre



- A decent sized bag with your child's name on it
- A minimum of 2 complete changes of clothes (including underwear). Please name all of your child's clothing and belongings.
- Nappies if your child needs them.
- Weather appropriate clothing: jacket, hat, sunhat etc
- A lunchbox with healthy food, a guideline from the ministry of health is available. Please do not send nuts (we are a nut free centre). Please NO sugary foods such as lollies.
- A named drink bottle with water only.
- Milk powder and bottles if required.
- Special sleep time comforts such as a blanket or teddy if needed for nap time

Remember to:

- Inform the centre if your child is going to be away or is sick
- Ensure emergency contact information is up to date
- Leave toys and special items at home
- NAME all clothing and belongings
- Sign in and out on the register every day.





OUR FEES

for 0- 3 years old

7 Hours Day 9:00am-4:00pm

4 Days NZD\$ 235/week

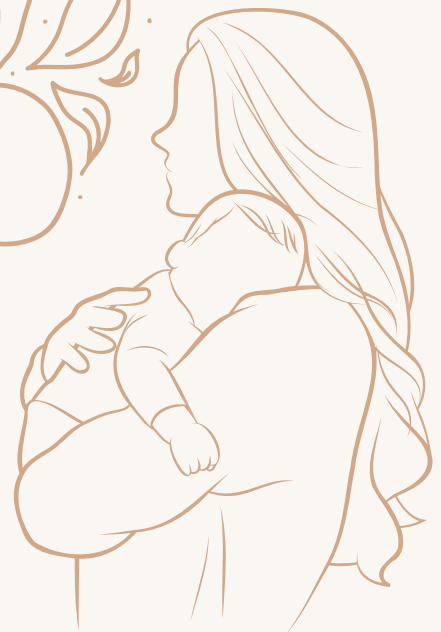
5 Days NZD\$ 265/week



Fulltime 7:30am-5:30pm

4 Days NZD\$ 275/week

5 Days NZD\$ 305/week





for children over 3 years old

7 Hours Day 8:30am-3:30pm

4 Days NZD\$ 160/week

5 Days NZD\$ 175/week

Fulltime 7:30am-5:30pm

4 Days NZD\$ 195/week

5 Days NZD\$ 215/week



ENROLMENT/WITHDRAWAL

A non-refundable fee of \$50 is payable on enrolment.

EARLY STARTS / LATE PICK-UPS

\$15 per additional 15 minutes or part thereof. We do understand & accept the occasional emergency, but please let us know.

INCLUSIONS

Fees include healthy meals, better teacher: child ratios and our parent portal app.

HOLIDAYS / STATUTORY HOLIDAYS / SICK DAYS / ABSENCES

Fees are charged when your child is absent due to sickness or other reasons.

FAMILY DISCOUNT

10% - family discount applies to the older sibling's fee & only to full time attending children (4 to 5 days a week); discount only applies if account is on AP/DC.

CONTACT US TODAY TO ENROL YOUR CHILD



64 09 478 4784



info@kindycottage.co.nz



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