



INFORMATION PACK

Visit our Website: www.kidzunlimited.net.nz

Dear Parents/Whanau,

We understand that choosing a Childcare Centre can be a difficult decision.

Kidz Unlimited is a mixed age; family owned and operated Childcare Centre. We are committed to providing a happy, caring and fun environment with focus on the care and education of young people. Children learn and grow to meet their full potential when they feel safe and secure. Our educators are selected carefully to ensure that they are professionally competent and also share the same love of children.

We offer an extensive programme, as set out in our Information package. Our programme consists of everyday activities such as play dough, story time, group time, water, sand, blocks and family play to name a few. With an emergent and planned programme based on the children's interest's and passions, Parent/Whanau contribution, teachers observations of the children and the interests and passions of the teachers. Our planning boards displayed around the centre share the current focus and children's learning outcomes for all visitors to see.

Meal times are used as an opportunity to teach good nutrition, self help skills, hygiene, social manners and sharing attitudes.

We hope that this information pack will provide the answers to some of the many questions that you will have. Please feel free to call and ask if you have any further queries – we are only too happy to help. Our centre has an open door policy; you are welcome to visit at any time.

We look forward to hearing from you.

Kind regards

Karen Sears
Director

Angela Barnes
Director



Philosophy

At Kidz Unlimited we believe that childhood should be a happy, fun and exciting experience, where children are encouraged to explore the world around them. That is why we have constructed a learning programme to help children reach their full potential and will empower them to learn and grow.

We aim to provide an attractive learning environment that is both challenging and fun. Our Educators are qualified and experienced, they appreciate that every child is unique. This means to meet their individual and holistic needs we will provide a balanced programme of self-initiated and directed activities. To have high quality education and care is paramount at Kidz Unlimited. We feel it is important to use assessment and evaluation as outlined in Te Whariki for the basis of children's learning.

We believe that listening, observing and providing varied opportunities encourages children to flourish and grow into confident members of our community. This will also support children to become life long learners through their school years and into adulthood.

Kidz Unlimited will endeavour to have constant and consistent communication and consultation with our families and Whanau. This process will bring valuable information into the centre that will support children in their learning. To have reciprocal and responsive relationships will support Kidz Unlimited to have a positive partnership with our families.



Enrolment procedure:

We encourage you to visit the centre before making a decision to enrol. You are welcome to stay for as long as you like, feel free to bring your child along to join in with the activities. This information pack should answer any questions you may have but please feel free to discuss any queries with our Centre Directors.

Centre hours:

7.30am – 5.30pm (sharp) Monday to Friday

A \$40.00 late fee will be charged for the first fifteen minutes and a further \$40.00 for every fifteen minutes after that if your child is picked up late. This fee is to be paid directly to the Educator that remains behind to care for your child, but if the late fee isn't received the amount will be charged directly to your account. Please ensure the fee is paid promptly.

Our Staff also have other commitments so please show consideration, by picking your child up on time.

Staff:

Our Educators are special people, carefully selected for their personal qualities of warmth and empathy as well as their teaching skills. Our professional Educators know they are accountable to parents and they take the responsibility that comes with caring for children seriously. Kidz Unlimited provides a generous budget for the ongoing professional development of our Educators and they are encouraged to attend courses throughout each year to maintain their professional edge.

Sleeptime:

After a very busy morning, full of fun activities the children are ready for a rest. We provide individual mattresses and bedding for each child. We have a separate cot room for the babies. Where possible we follow home sleeping patterns for our babies and toddlers. Please discuss your child's sleep patterns with our Educators.

Meals/Snacks:

Each day at Kidz Unlimited our Cook prepares a well-balanced menu to accommodate each and every child. We provide nourishing meals and snacks, which includes fresh fruit and vegetables. We also supply drinks throughout the day.

Children love to celebrate their birthdays with the other children at the centre. Parents/Whanau are welcome to bring along a cake to share at morning snack time.

For any of the children that are on bottles please supply enough made up formula for your child for the day.

The daily menu is displayed on a white board by the kitchen. If your child has any allergies please share this information on enrolment so we can ensure your child is not given any food items which may cause concern.

Clothing:

The work that children engage in at the centre is often very messy so please ensure that your child is dressed in clothes which give them the freedom to fully participate in the programme. Please ensure that every item of your child's clothing is clearly named. It is wise to include a couple of changes of named clothing in your child's bag. Your child will get "Dirty" so please do not send them in their best clothes. The messier they get the more fun they have.....

Toilet training:

Our Educators will work with you to support your child through toilet training. Please feel free to discuss this with us. Please do not supply pull ups/nappy pants to the centre for all day use as these do not encourage the toilet training process.

Nappies:

Please supply nappies for your child. You are welcome to leave a supply of nappies at the centre for your child and we will notify you when we run out. All children's nappies are named. Please do not supply nappy pants or pull ups ... Nappies only thanks.

Personal toys:

At Kidz Unlimited we provide a wide range of fun resources for your child to play with throughout the day. Please do not allow your child to bring toys from home as it causes heartbreak when something is lost or broken.

Arrivals and departures:

Kidz Unlimited does not accept responsibility for children who are "dropped off" at the gate. Please ensure that your child is brought into the building and signed into the centre and under an educator's supervision before leaving the building.

Children should not be encouraged by Parents/Whanau or even permitted to open doors or gates. This is **STRICTLY ADULTS ONLY**. Please adhere to this in the interests of everyone's safety.

Special needs:

If any child has special needs, a conference will be arranged between the Parents/Whanau, Centre Directors and the appropriate agencies so we can determine the best way to accommodate the child's needs whilst in the early childhood environment.

Notebooks/News reports:

All of our under two children are supplied with a notebook. We fill this in each day to update you on your child's day at the centre. We also include a record of nappy changing whether they are wet, dry or soiled. For the younger babies we also include sleep times, feeding times and amounts of formula taken.

Behaviour management:

At Kidz Unlimited we focus on positive behaviour, observing a child doing good and praising them for it. However, from time to time the need arises to take action with a child who is displaying inappropriate behaviour. Our Educators use methods such as "Thinking time". During this process the child will sit on a chair away from activities for a few minutes. Harsh language, belittling or degrading responses is forbidden. Please ask to see our comprehensive Behaviour Management Policy if you have any further queries.

Emergency Contacts:

Each parent will be asked to provide us with the names and contact numbers of two friends/relatives, who can be contacted in case of emergency, if the parents are unavailable. Please let us know in advance if your child is to be picked up by anyone other than those people you have nominated on your enrolment form. These arrangements can be made by telephone on a daily basis if necessary. For safety reasons children will only be released to those authorised on your enrolment form. Please be sure to notify us of any changes.

Sun Safety:

At Kidz Unlimited we have a sun safety policy. "No Hat No Play". We supply sun block to all of our children. It is applied every time we go outside. It is also reapplied while we are outside. Please bring along a named sunhat for your child to leave at the centre. If your child has any allergies to sun block please let us know so we can accommodate this.

Accidents:

Accidents do happen, and we are prepared. All of our educators have certified First Aid Certificates and we are equipped with First Aid supplies. All accidents are recorded into an accident book and are reported to parents. In the event of an emergency all efforts will be made to contact you immediately. However, in your absence we will seek medical or other advice necessary.

Emergencies:

At Kidz Unlimited we are well prepared for emergencies. Children and educators regularly practice fire drills and there are supplies kept on hand for other events such as earthquake, eruption, tornado or flood. Civil Defence headquarters know the location of the centre so that in an emergency we get priority attention.

Immunisations:

We are required to keep a record of the immunisation status of each child enrolled. Please provide the Centre Directors with a copy of your child's immunisation certificate. Our centre does not require that all children are immunised but we do encourage parents to consider the choice. In the event of an outbreak of an infectious disease within the centre, parents/whanau will be notified via a newsletter or by a notice on the whiteboard or parent portal. Children who are not immunised will be advised to stay away until the danger has passed.

Excursions:

Excursions play an important part in our programme. We will visit places such as the zoo, farms, shows, rest homes and more. We require a signed permission slip to enable your child to attend these excursions. A small fee will apply to cover costs. As safety is a major priority we encourage parent participation as much as possible. We also take the children on visits close to home such as the supermarket, library, parks and nature walks. You will be notified of all our excursions by letter and also by notices on our white board or parent portal. The centre's excursion policy will be followed at all times.

Communication:

Communication is the key to success. Please feel free to talk to your child's Educator or the Centre Directors if you have any feedback. We can only improve our practice if you let us know of any issues you may have. Because your child's educator may be busy supervising a group of children, which is our first priority, it may be difficult to have much of a conversation. Feel free to make an appointment to talk by telephone or in person. Please share your concerns with us so that any issues can be sorted out promptly. Incidentally, we love to hear when things are going smoothly and you are pleased. Your praise gives a needed boost to people who work hard and care about what they are doing.

We hope your time with us will be a happy one built on mutual respect, interest and concern for the optimum holistic development of your child.

Make-up Days:

We do not have a definite policy on providing make-up days, but are willing to try and accommodate them where possible. We have a roll of 34 children per day and only when there are absences can we offer you any makeup days. (Due to the license we hold, 34 children is our maximum number) Due to this, a makeup day may be offered to you at short notice. All accounts must be up to date and paid in advance to qualify for any extra hours or days.

20 hours:

At Kidz Unlimited we do 20 hours. If you opt in for the 20 hour scheme then full fees are payable for all holidays. We have different rates for 20 hours (see the fee schedule above). If you only do a maximum of 20 hours per week an optional charge applies, for food, staff. Please ask if you need any further information.

Parent Portal:

Every child at KU has their own parent portal. You are allocated a personal and private login with a secret password when your child starts. Photos, learning stories, newsletters, account information and centre contact information is all stored here and updated regularly for you to share with your family and friends. It is a great way to see what your child has been learning at KU and to build responsive and reciprocal relationships with your teachers. Feedback is always appreciated 😊

Health Information

Illness:

Due to the risk of infection we are unable to take care of sick children. You will need to keep your child at home if they have any of the following symptoms:

- ◆ High temperatures (a temperature of 38.0 degrees or more)
- ◆ Temperature controlled by pamol or paracetamol
- ◆ Inflamed throat or eyes
- ◆ Unidentified rash
- ◆ Vomiting or diarrhoea
- ◆ Conjunctivitis
- ◆ Chicken pox
- ◆ Green runny nose (sign of infection)
- ◆ Head lice
- ◆ Hand foot and mouth (blisters on hands, feet, mouth)

Children are to remain at home if they have any illness, which is contagious. Children who have been vomiting or had diarrhoea must remain at home for a period of 48 hours after the last bout. A virus is still contagious so please keep your child home for 24 hours.

If your child becomes unwell while attending the centre we will contact you immediately to take your child home. If we cannot contact you directly we will phone the first person on your enrolment form as your emergency contact. All sick children must be collected within the hour of notification.

Please be aware that almost all children experience some mild form of illness when they first enter a group situation, whether it is preschool or primary school. This is common for adults as well. When you do keep your child at home, please notify the centre by 8.30am on the day of absence.

Medicine:

When your child requires medication, you will need to fill out our medicine register authorising teachers to administer the medication. It is essential that the medicine is handed to one of our educators to be stored in the kitchen. NO medicine is to be left in the children's bags. All medicine is to be in its original bottle. The bottle must be in the name of the child it is to be administered to; the only exceptions are non-prescription medication. The medication must not be past its used by date.

Automatic Payments

You may find it more convenient to make payments by automatic payment, internet banking or direct credit from your bank account direct to Kidz Unlimited Learning Centre's bank account.

To do this you will need to obtain from your bank a form called: **Authority for Automatic Payments**

All payments regardless of which payment method you are using must be made in *advance*.

Record the following information on the "Authority for Automatic payments" form.

PAYEE DETAILS :

NAME OF ACCOUNT : Kidz Unlimited Learning Centre
BRANCH : Queen Street
BANK : Kiwibank
ACCOUNT DETAILS : 38 90110675936 00

Details to appear on the Kidz Unlimited Learning Centre Statement – to be included on the form where it asks:

REFERENCE: **Your child's surname followed by the First initial of your child's name.**

Fees not made by automatic payment will have additional charges on them as follows:

An additional weekly fee of \$10.00

We encourage the use of Automatic Payments because it does not interrupt our time with the children. If you have any queries regarding Automatic payments please ask us.

Helping your child adjust

Children go through an adjustment period when there is change in their lives. Starting at an early childhood centre can be exciting but also a bit scary. We understand that sometimes parents find adjusting to the new situation as difficult as it is for their child.

Here at Kidz Unlimited we want to do everything possible to make this experience a positive one for both you and your child.

To help you all settle in, we would like to make the following suggestions:

- ◆ Visit the centre prior to starting.
- ◆ Get acquainted with your child's educator ahead of time and mention anything special you feel should be known about your child.
- ◆ It is important that you and the new educator like and trust each other. Children are very good at picking up on your feelings.
- ◆ Spend time getting to know the new environment.
- ◆ Participate and play with the toys instead of standing back and watching. This tells your child that you think Kidz Unlimited is a fun place to be.
- ◆ Never sneak out when your child isn't looking.
- ◆ Saying "Goodbye" can be difficult, please always reassure your child that you will return later in the day, as this step plays a very important role in the settling of your child into the centre.
- ◆ When you need to go ask an educator to help you, tell your child you are going, wish them a good day and leave.

Children adjust in different ways. Often children cry. Our educators will comfort them and will wait until they are ready to participate in activities. If you wish, the educator can call or text you during the day and let you know how your child is doing. You are welcome to call or text anytime during the day to find out how your child is doing.

Fees and Holidays

	<u>Under 2 years</u>	<u>Over 2 years</u>	<u>20 Hours</u>
Per day by automatic payment	\$60.00	\$55.00	N/A
Per day by cash/cheque	\$70.00	\$65.00	N/A
Three day rate	\$180.00	\$165.00	\$90.00
Four day rate	\$220.00	\$210.00	\$115.00
Per week Mon - Fri	\$260.00	\$245.00	\$165.00

20 Hours – 5 mornings or afternoons per week no charge.

Extra hours over and above 20 hours are \$10.00 per hour.

20 Hours 9am – 3pm three days per week - \$5.00 per day quality charge.

Above fees are for direct credit ONLY. For cash please add \$10.00 per week.

Payment of fees:

Fees need to be paid at least one week in **advance**. A discount is offered to those paying by automatic payment, Internet banking, phone banking etc. At least two weeks notice must be given if you are either changing your enrolment or leaving the centre. All charges that the Centre incurs from bounced cheques, late payments or insufficient funds will be added to your child's account. If fees are outstanding for longer than 2 weeks at any stage, than Kidz Unlimited Management reserve the right to change your enrolment until the overdue amount is rectified. Unpaid fees could be forwarded to a debt collector at your expense.

Work and Income Childcare Assistance:

Work and Income services provide a childcare subsidy to help pay for your child to go to an early childhood centre if you are on a low income. If this information is of interest to you please do not hesitate in asking the Centre Directors for further information.

Holidays:

(NB: Children receiving 20 hours are not eligible for 50% fees. Full fees are required at all times)

At Kidz Unlimited we give you two weeks at 50% fees for holidays per calendar year which can be taken at any time throughout the year, although we recommend that they are used when the centre is closed over the Christmas period. To become eligible for these holidays your child must attend the Centre for six months prior to the holiday being taken. These two are to be taken in block weeks. After these two weeks, full payment is required for all absences. Please feel free to discuss this with the Centre Directors. The centre is closed for all public holidays. A fee retainer of 100% will be charged for public holidays. Our licensing regulations require us to employ educators based upon the number of children in the centre. We cannot give refunds for periods when your child is away sick. The centre closes on the 23rd of December at 5:30pm until the first Monday in January.

Over two daily routine

A Structure that is flexible enough to respond to the needs of our children.

7.30am	Centre Opens. Welcome to Parents/Whanau and Children.
8.00am	Inside/Outside play. Uninterrupted play time Art. A range of activities are available based on all aspects of our programme core, emergent, planned curriculum.
10.00am	Morning Tea Available. Social time, self help skills, nutritional snacks, Manners
10.15am	Outside/Inside Play. A range of child initiated and teacher directed activities.
11.45am	Lunchtime. Self help skills, manners, nutritional meals, social time.
12.15pm	Sleeptime/Quiet time. Sleeping time, reading, soft music, puzzles etc
1:30pm	Group Story Time Songs, discussion, fingerplays, music, instruments Small Group time. Transition to school programme. Kiwis, Kakapo, Kea Pukeko Group time Inside/Outside play. Uninterrupted play time
3.00pm	Afternoon snack time. Social time, Manners, Self help skills
3.15-4.30	Outside/Inside play. Last outside time for the day.
4.30-4.45	Tidy up time. Prepare children for home.
4.45-5.30	Inside play. Winding down, books, drawing, puzzles, small group games.
5.30	Centre Closes. Farewell to Parents/Whanau and Children.

Well-being Belonging Contribution Communication Exploration

Under two daily routine

A Structure that is flexible enough to respond to the needs of our children.

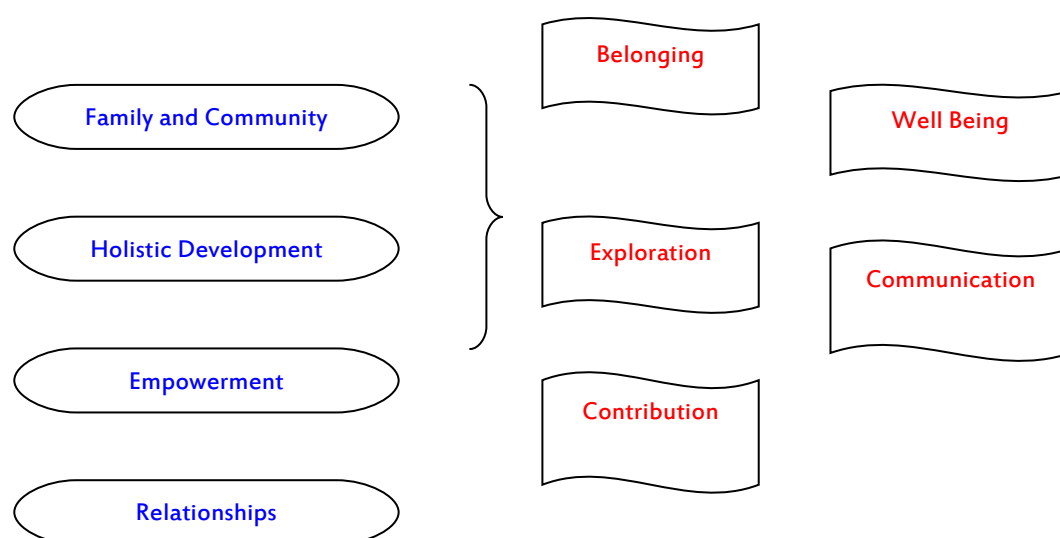
7.30am	Centre Opens. Welcome to Parents/Whanau and Children.
7.30-10.00	Inside play. Ranges of age appropriate activities while settling in. Mat-time. Songs, stories, music, fingerplays, age appropriate Activity time. A range of activities are available based on all aspects of our program core, emergent, planned curriculum. (age appropriate) Tidy up time. Wash hands for morning snack time.
10.00–10.15	Morning snack time. Social time, self help skills, nutritional snacks, Manners Outside/Inside Play. A range of child initiated and teacher directed activities.
11.15-11.30	Lunchtime. Self help skills, manners, nutritional meals, social time
11.30	Sleeptime. Sleeping time, soft music,
2.00	Mat-time. Songs, fingerplays, stories etc Activity time.
3.00-3.15	Afternoon snack time. Social time, Manners, Self help skills
3.15-4.30	Outside/Inside play. Last outside time for the day.
4.30-4.45	Tidy up time. Prepare children for home.
4.45-5.30	Inside play. Winding down, books, drawing, puzzles, small group games.
5.30pm	Centre Closes. Farewell to Parents/Whanau and Children.

Well-being Belonging Contribution Communication Exploration

Learning Programs

The early childhood curriculum (Te Whaariki) has been developed by The Ministry of Education to ensure that licensed Childcare Centres are consistent in providing the best possible education and care.

Te Whaariki is designed to encourage children to use their abilities to create, discover, experiment, explore and realise a love of learning. Te Whaariki is based on four principles and within these are five important areas of learning and development.



At Kidz Unlimited we offer a program that is semi-structured, recognising the holistic way in which children learn.

Learning stories, group observations, photos and emergent ideas are used to plan interesting and challenging child initiated and teacher directed activities in maths, music, language, arts, technology and science. These learning experiences will extend on and support your child's knowledge and understanding. We display all of this information on our Planning Story Boards, please feel free to have a look at what is happening at K.U when you visit the Centre.

Every individual child has their own Portfolio, which will contain photos, artwork, observations and parent contribution forms. Parents/Whanau and your child will have access to this information at all times while maintaining confidentiality.

We encourage participation and feedback from our parents as we are working together in the development of your children. The centre welcomes suggestions about aspects of the programme, please feel free to visit and share your talents and skills.

Children are able to choose from a wide range of indoor and outdoor resources and equipment.

With our caring and competent educators, an outstanding curriculum and Centre especially designed for children, you can have confidence that your child will develop skills that will be needed in the years ahead.

Under Twos

Infants – Our Educators are here to provide a predictable and calm environment which allows infants to develop a sense of their own worth, necessary for them to become confident in relationships and as learners.

Toddlers – Our Educators are here to provide your toddlers with a wide range of fun learning activities, which will provide challenges and predictable happenings to allow your child to try things for themselves. We will also help your child to feel comfortable playing and interacting with other children.

Over Twos

The over two children are separated into 4 groups:

- Kiwi's – 4 to 5 year olds – School Readiness Programme
- Kakapo's – 3 1/2 to 4 year olds
- Pukeko's - 2 1/2 to 3 1/2 year olds
- Kea's -- Children who have just turned 2

Kiwis – Children aged 4-5 years are encouraged to participate in our school readiness programme, which has been developed to help ease them into Primary School. The Kiwis are introduced to language and literacy, early maths, self-help skills and handwriting skills. The Kiwi group are also encouraged to explore, ask questions, try new things and have loads of fun too! Please feel free to discuss this program with staff.

Kakapos - The Kakapos are encouraged to participate in a program designed to extend their concentration span and also to give them the confidence to participate in group activities. In this group they have a lot of fun being creative and enjoy a range of age appropriate activities. A few examples of the activities include a, b, c, colours, numbers, shapes, concepts. If you would like to know more about this program please do not hesitate to ask our Educators.

Pukekos - The Children in the Pukeko group will learn how to express themselves and communicate their needs and ideas, extend on language on a range of topics, recognise numbers 1-10, focus for 10-15 minutes on one activity, control a pencil with confidence, have developing fine motor control, recognise a few different shapes, contribute and engage in small group activities, follow simple instructions.

Keas – After your child moves from the baby and toddler room, they will be in the Kea Group. Within this group, they will be learning activities and actions which will help forward them into the next group and also help them in everyday life both within the centre environment and also at home. Among these are: Primary colours, shapes and name recognition (by sound and first letter) and pronunciation. Fine and gross motor skills (puzzles, artwork etc). Hand-eye co-ordination (threading, scissor skills etc). Understanding commands and instructions, through repetition and consistency.