**Welcome to Little Dudes Childcare Centre**

**Our opening hours** : 7.30 am to 5.30pm

Little Dudes is licensed by the Ministry of Education from 2-5years of age.

At Little Dudes, we make sure that quality care and learning is provided along with affordable fee. We want to stand out as the place which promotes leadership and regular professional learning for the team so that the children are part of the environment which promotes creativity, curiosity and meaningful interactions.

**Curriculum** : Our curriculum is inspired by *Te Whāriki,* New Zealand’s Early childhood curriculum*.* It is a framework for providing *tamariki*/children learning and development within a socio-cultural context. It emphasises the learning between *Kaiako*/teachers, parents and *whanau*/families. *Kaiako* and whanau weave a holistic curriculum in response to *tamariki’s* learning and development in the early childhood setting and the wider context of the *tamariki’s* world. Our experienced and dedicated staff empower children through setting up challenging yet safe environment along with hands-on activities to promote independence, self-help skills, problem solving, collaboration between peers, respect and care towards each other and the environment.

**Enrolment :** Little Dudes is a full day centre only with a limited attendance of at least 2 visits per week**. P**arents need to complete an enrolment form providing the necessary background information on each child. If any circumstances change please do advise us so as we can keep information up to date.

**Session timings**

* Full day                  7.30am - 5.30pm
* Morning hours                 8.00am - 12.00am
* School hours                   8.30am – 3.30pm
* Afternoon hours              12.30pm - 4.30pm

**Fees**

Fees for 2 - 3 year olds

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Days | 3 | | 4 | | 5 |
| Full day (7.30am - 5.30pm) | $180.00 | $240.00 | | $250.00 | |
| Morning hours (8.00am – 12.00pm) | $90.00 | $120.00 | | $150.00 | |
| School hours (8.30am - 3.30pm) | $165.00 | $220.00 | | $230.00 | |
| Afternoon hours (12.30pm-4.30pm) | $90.00 | $120.00 | | $150.00 | |

### Fees for 3 - 5 year olds that receive 20 ECE funded hours

The system provides for a maximum of 6 ECE funded hours per day. If your child is attending three days a week, you would receive a maximum of 18 ECE hours per week. Children who attend 4 or 5 days per week will receive 20 ECE hours.

Free ECE hour are available for only morning and afternoon hours.

|  |  |  |  |
| --- | --- | --- | --- |
| Days | 3 | 4 | 5 |
| Full day (7.30am - 5.30pm) | $90.00 | $120.00 | $150.00 |
| School hours (8.30am - 3.30pm) | $84.00 | $112.00 | $130.00 |

**Notes on Fees**

* On confirmation a place is available, a non refundable $30 administration fee is required to be paid to secure the place.
* Fees are payable a week in advance by direct credit.  We do accept cash payment.
* Fees are payable for the entire year (including statutory holidays, vacations and for days on which a child is sick).
* A 10% discount is available for two or more children from the same family if attending full time.

**Summary of key policies and procedures**

(All policies and procedure are placed in the entrance hallway for viewing at any time along with ERO report and 2008 regulations)

Settling policy for new children

Our goal is to ensure young children have a smooth transition to centre based care with the least disruption to their lives. It is beneficial for you and your family to visit the centre prior to your starting date, this will enable you and your child to familiarise to our environment, our staff, other children and routines.

Procedure for leaving your child

* Inform the teacher of your intention to leave.
* Tell your child you are going to leave and that you will be back after.
* After parting gestures (hug, kiss etc) say goodbye and please leave promptly.
* Parent’s are encouraged to ring at their convenience if they are concerned about their child’s settling.
* Teacher’s will inform you about the child’s day.
* Also please note that it is normal for a well settled child to experience some regression after few sessions in the centre.
* If the child has been unsettled, parents are encouraged to spend some time to settle their child before they leave.

Meals

Age appropriate meals are provided throughout the day keeping the food, safety and hygiene in mind. A four week menu board is displayed near the kitchen. A daily menu is displayed near kitchen and the cook maintains these records too. Morning tea, lunch and afternoon tea are prepared fresh daily by the centre cook.

Allergies and Special food requirements :

If your child has any allergies or dietary requirements please inform the staff members and we shall make sure that it is been taken care. You can always ask for a copy of the weekly menu.

First Aid

All our staff members hold a current first aid certificate to ensure up to date first aid knowledge in the event of emergency. First aid cabinet is located in the changing area out of reach of the children.

Accident recording

For minor accidents an incident register is used. This has date, time, area, explanation about the accident, treatment, signature of the attending staff and signed by the parents when they collect their child. Parents/Guardians will be informed immediately of a head injury or a serious accident.

Illness Policy

Because of the risk of infection, Little Dudes Childcare Centre do not take care of sick children. If your child has any of the following symptoms you must keep him/her at home until a medical clearance has been obtained or 24 hours after last symptoms:

* + Continuous High fever / Inflamed throat
  + Vomiting and diarrhoea (at least 48 hours after last symptoms)
  + Eye discharge-Conjunctivitis / Unidentified rash

We may require a Doctor’s certificate as evidence to record.

Medication

If a child requires any medication while in the centre the parents/guardian must sign the medication book. Any kind of medication must be in it’s original packaging and have directions in English. The medication must be handed over to a staff member with clear instructions whether it would require refrigeration/not.

Emergency Procedure

Emergency procedures have been developed and are displayed on the walls.

Fire and safety Equipment

Fire and safety equipment is checked regularly by the National fire protection ltd. We do conduct fire and earthquake drill on regular basis so that the children are aware of the process and procedure.

No Smoking policy

There shall be no smoking permitted in any areas on the premises during operating and non operating hours.

Cleaning and Maintenance

Cleaning and maintenance of the centre are kept up to date.

Gates

Parents/Guardian, staff and other visitors are advised to keep the gates/main door closed at all times to ensure the safety of the children of our centre.

Immunisation

If your child is immunised, please provide us a copy of immunisation certificate for our records, which will be attached with your child’s enrolment form.

Sleep room

Children sleep on their individual mattresses, all bedding is labelled and the records of the sleep-time are kept.

Policy for Excursions

Little Dudes Childcare Centre will ensure that children are taken outside the centre for planned trips or activities, a safe ratio of (1:4)adults to children will be enforced. These ratios may fluctuate due to various ages of the children. The parent/guardian of each child will give a written approval for their child/children to go for walks within our local area (as

on the enrolment form). Excursion policy is easily accessible in our policy folder.

Positive Guidance Policy and Strategies

* At Little Dudes Childcare Centre we believe that ‘child care’ should be positive and nurturing, and that each child should be treated as an individual.
* It is important that children’s boundaries are made clear and consistent, so that they can feel secure and happy in their environment.
* Positive reinforcement of good behaviour is often used i.e. focusing on and praising of positive behaviour. We also aim to foster positive behaviour in other ways, such as setting up challenging yet safe activities throughout the day.
* Respecting each child is vital to their emotional development and we feel that by managing their behaviour positively we are respecting them. It is a two-way process. We show children respect, they learn to respect each other. Realistic expectations are set for the children according to their age and stage of development. This is important so that they are not caused undue frustration.
* Eye contact, cuddles, positive words and feedback, to both children and parents all work in combination with the above-mentioned factors to ensure a ‘Positive guidance Policy’ which is both positive and effective.

Prohibited Actions: At no time will any staff member, adult or other child subject any child to: Physical ill-treatment, solitary confinement, Immobilization (excluding temporarily holding to ensure safety of other children), deprivation of food or drink, deprivation of warmth, shelter or protection, loud, aggressive, harsh or threatening language, frightening, threatening or degrading actions.

Complaints procedure

We follow a well-defined complaint procedure which is displayed near the signing in/out sheet along with a suggestion box, where you can drop written concerns/complaints/suggestions or you may talk to any staff member or drop in a email at littledudes2012@yahoo.co.nz

*Also, please note we update our notice board regularly. Hence, please check the notice board on regular basis.*

We at Little Dudes childcare centre comply with the Early Childhood Regulations (2008).