



Introduction to the Centre

We are open: Monday – Friday 8.30am until 2.30pm

Each session caters for up to 20 tamariki

We are located behind the Kilbirnie/ Lyall Bay Community Centre
There is easy access and parking through Childers Terrace.

Centre Governance and Management:

The Centre is a not-for-profit community service. All whānau who use the Centre can be involved in governing of the Centre through a whānau committee.

Committee meetings are held every 6 weeks and an AGM once a year. The Committee reports to, and consults with whānau by regular newsletters, notices via email and the noticeboards.

Whānau can support the Centre by volunteering for other jobs such as, washing, working bees etc. Social events are organised by the Committee or Manager so that whānau can meet the kaiako and other parents on an informal basis.

The day-to-day management of the Centre is the responsibility of:

Senior Teacher: Tenaya Tilly
Manager: Helen Baxter
Administrator: Kathleen Reece

The names and contact phone numbers of the Committee members can be found on the Centre notice board.

Centre Teaching Team:

Senior Teacher Tenaya Tilly
Teachers/Kaiako Jim Bailey, Riana Ngaia and Maddy Heyward

Our kaiako are experienced, qualified and/or in-training Early Childhood Teachers and have worked with tamariki and whānau in many different ECE settings. Ongoing professional development is made available to our kaiako. All our kaiako hold a current First Aid Certificate.

Centre Curriculum Programme:

A programme of learning experiences allows tamariki to learn through exploration and play and engaging alongside others. Group play and socialization is supported by kaiako. The Centre has a wide range of resources that tamariki can engage with to support them to develop their learning. Our programme is planned accordingly to and in conjunction with the National Early Childhood Curriculum, Te Whāriki.

The kaiako observe tamariki on a regular basis following their learning. Each tamaiti has an individual learning journey book. This is always available to whānau. Whānau can also engage with kaiako about their child's learning journey via Storypark on line.

Enrolments:

Enrolment forms are available from the Centre. The Centre has a license for a maximum of 20 tamariki each session, with places for up to 7 under two year olds.

Costs

Fees are \$6.62 per hour (\$39.12 per day) GST inclusive.

Centre fees are payable even when tamariki are absent from Centre.

Fees are paid monthly. Payments can be made by automatic payment, direct debit, or internet banking. Invoices are emailed out at the beginning of each month for the month ahead and must be paid by the 20th of that month.

The Centre charges fees for the Public Holidays, i.e. Waitangi Day, Good Friday, Easter Monday, Anzac Day, Queens Birthday, Matariki Day and Labour Day. Fees are not charged when the Centre is closed over the Christmas period.

Childcare subsidies are available from Work and Income NZ for some families. For more information, please talk to the Senior Teacher or contact WINZ.

20 ECE Hours for 3 and 4 year old's

Kilbirnie Early Learners offers the *20 Hours ECE* initiative. This means that parents of 3 and 4-year-old tamariki have the option to attest hours to the Centre, up to a total of 20 hours per week. As a result, the Centre receives *20 Hours ECE* funding from the Ministry of Education for those hours.

For whānau attesting *20 Hours ECE* to the Centre, no fees are charged for those 20 hours, but a donation of \$2.70 per attested hour – is recommended in order for the Centre to continue to provide a high-quality learning environment and a full complement of qualified teachers.

And a fee of **\$6.62** per hour is charged for any unattested hours.

We do however require each whānau to pay \$3.00 per day in lieu of fundraising.

	Fees per day	Fundraising Levy per day	Total
No 20 Hrs ECE attested	\$39.72	\$3.00	\$42.72 (incl GST)
With 20 Hrs ECE attested		\$3.00	\$3.00

What to bring for your tamaiti to each session:

- A nutritious morning tea and lunch and a drink.

N.B. Lunch boxes and drink bottles need to be labeled with your child's name.

Please also note, that the Kilbirnie Early Learners is a nut free Centre.

- A coat and hat on cold days, and a sunhat and sunscreen for sunny days.
- A change of clothes (named please!).

N.B. Your tamaiti will need to wear clothes that you don't mind getting messy so that they can make the most of all the activities at the Centre

- Disposable nappies and wet wipes if your child wears nappies.

Settling In:

Before your child's first session at the Centre the kaiako will work with you to put a settling plan in place to support your child's integration into Kilbirnie Early Learners.

Holidays:

The Centre remains open during the school term holidays. We do close however, at the end of the last primary school term before Christmas and reopen mid January the following year. The Centre is closed on public holidays.

Information for Whānau:

Information for whānau is provided via email. A newsletter for whānau is published from time to time during the year. Other information is also posted on the Centre face book page and Centre noticeboards.

Formal documentation that guides the Centre is available at the Centre:

- Centre Philosophy.
- Our Centre Licence.
- Our latest ERO report.
- Annual Reports and Annual Accounts.
- KEL Policies, Strategic Plan and Annual Management Plan
- A copy of Te Whāriki the national Early Childhood Education Curriculum.
- The ECE Regulations and Licensing Criteria as set out by the Ministry of Education.

We hope you enjoy your time with us at Centre.

If you have any queries, please do not hesitate to contact the Centre Senior Teacher or Manager.