



Introduction to the Centre

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

Each session caters for up to 20 children

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

Centre Management:

The Center is a non-profit community service. All parents who use the Centre can be involved in managing and governing of the Centre through a Parents' Management Committee.

The Committee is supported by two paid part-time staff:

Manager: Helen Baxter

Administrator: Kathleen Reece

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

Parents can volunteer for other jobs such as, clerical, and general work e.g. washing, working bees etc. Social events are organised by the Management Committee or Manager so that families/whānau can meet the staff and other parents on an informal basis.

Regular committee meetings and an AGM are held. Parents are also kept up to date with regular newsletters and notices.

Centre Teaching Team:

Senior Teacher Jannie Nehemia

Assistant Supervisor Tira O'Hara

Teacher: Isabel Boyes

Our staff are qualified and experienced early childhood teachers and have worked with children and their families in kindergartens, crèches and language nests. Ongoing professional development is made available to staff to keep them up to date with changes within Early Childhood Education.

Centre Curriculum Programme:

A programme of learning and activities allows children to learn through active exploration and play. Group play and socialisation is promoted. There is a wide range of materials, activities, events and equipment that children can experiment to help them to develop their skills. Our programme is planned accordingly in conjunction with the national early childhood curriculum, Te Whāriki.

Formal observations are carried out on the children on a regular basis and each child has an individual profile book is developed for each child. These are always available to children and their parents.

Enrolments:

Enrolment forms are available from the Centre. The Centre can cater for a maximum of 20 children at one time. To guarantee a place for your child you must book, but sometimes casual sessions come up if other children are away sick or on holiday. This can be checked with the Senior Teacher.

Costs

Fees are \$6.30 (GST inclusive) per hour.

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

Fees are paid monthly. Payments can be made by cheque, automatic payment, direct debit, internet or tele-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 for the Public Holidays of Easter, Anzac Day and Waitangi Day.

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 olds

Kilbirnie Early Learners offers the *20 Hours ECE* initiative. This means that parents of 3 and 4 year old children 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 families 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 \$6.30 per hour is charged for any unattested hours.

	Fees per day	Donation per day	Fundraising Levy per day	Total
No 20 Hrs ECE attested	\$37.80		\$3.00	\$40.80
With 20 Hrs ECE attested		\$16.20	\$3.00	\$19.20

What to bring for your child to each session:

- A nutritious morning tea and lunch (and an afternoon snack if your child attends till 2.30 pm)
N.B. Lunch boxes and drink bottles need to be labeled with your child's name.
- A coat and hat on cold days, or a sunhat and sunscreen on sunny days.
- A change of clothes (named please!).
N.B. Your child 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 is in nappies.

Settling In:

Before your child's first session, we recommend that you visit the Centre with your child, so that they can get used to the environment there. You may also need to spend time with your child to help them settle in during the first few sessions. The Senior Teacher is always happy to discuss ways of settling your child.

Holidays:

The Centre is open during the school holidays and closes at the end of the last primary school term before Christmas and reopens mid January the following year. The Centre is closed on public holidays.

Information for Parents:

There are individual pockets for parents of children attending the Centre situated in the main room. These are used to give parents newsletters, invoices (if you do not use email) receipting and other information. A newsletter for parents is published every six weeks.

Other information about what the children have been up to and Centre news is posted on our facebook page.

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.