

The RAINBOW CORNER

EARLY LEARNING CENTRE



Parent Information



THE
RAINBOW CORNER
GROUP OF COMPANIES

Contact Details

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Parent Information

Hē mihi nui kaya koutou katoa

Childhood is a rare time in life that only ever happens once, it is to be enjoyed and cherished as much as possible.

Your child's journey through these early years is an amazing time, full of new encounters and learning opportunities that will help shape their future. So, it's important to us at The Rainbow Corner that we continually strive to create an amazing world that will challenge, cherish and nurture your child/ren to reach their fullest potential.

If you have any queries, we are very happy for you to get in touch.

Ka kite ano

The Rainbow Corner Teaching Team

Our Centre Aim

- To provide an environment that resembles the home (home away from home).
- To provide a safe, warm, caring, stable and educational environment for children, their families/whanau and for educators.
- To prepare children for life-long learning and participation in the community
- To provide an environment that is respectful of children, helping them to gain a positive image of themselves and independence.
- To provide equipment and furniture that is of the highest quality and appropriate for the age and development of children 0-5 years, thus optimising children's learning in all areas (physical, emotional, social, and cognitive).
- To provide natural and real experiences and equipment for children making learning meaningful.
- To provide opportunities for all children to develop satisfying relationships with others.
- To provide an environment that is sensitive and non-threatening.

Our Centre Philosophy/Kaupapa

At The Rainbow Corner, we have a deep understanding of what makes children tick. Our focus is on helping each child develop his/her potential through a healthy mix of educational and recreational activities.

Te Whāriki shows us that **"Children are confident and competent learners"** which is why our educational programme encompasses this principle.

Its been said "It takes a whole village to raise a child." We believe it takes a "whole team to raise a child." Our expertise and experience in the industry will be pooled with our experienced and passionate teachers.

Our goal is to provide your child with a safe, clean, nurturing, caring environment, where your child will feel safe, secure, and important, thus letting their own individuality and talents shine. At The Rainbow Corner, they can achieve and learn to fulfil their own individual potential.

Education Programme

The programme at The Rainbow Corner is guided by Te Whāriki the New Zealand Early Childhood Curriculum.

- We have a child initiated programme giving children the opportunity to freely and actively explore and experiment with the environment. Toys and equipment are readily available and at an appropriate height for children to pick and choose what they would like to do.
- Toys will be developmentally appropriate offering children a chance to be successful and to challenge their abilities.
- Play is the key aspect of the educational programme. Children learn and develop through play.
- Teacher- child relationships are an important aspect in the education programme here at The Rainbow Corner. You observe adults and children learning alongside each other as we believe they are both seen as equal learners. They learn and share ideas and knowledge.
- Individual and group planning will be done after detailed observations to provide educational opportunities that extend children's knowledge, abilities and interests.
- Our programme offers children times during the day where they are involved in more structured activities, which have stemmed from their interests.

Being Part of Your Child's Journey

One of the joys of parenting is watching your child's progression and development as they learn to navigate our world. At The Rainbow Corner, we want you to be as involved as possible, so we work hard to record your child's journey.

A learning story journal is created for each child, cultivated throughout their time with us and becomes a cherished and valued document later in life. The learning story profile is yours to keep when your child leaves our Centre.

Settling and Transition

At The Rainbow Corner we provide a secure, nurturing and welcoming environment where children are loved, valued and accepted as individuals.

We ensure that they feel safe and comfortable through positive and enriching learning experiences. Our teachers ensure that family aspirations and their values are upheld, and they feel welcomed and acknowledged.

We nurture a sense of belonging, comfort and security through responsive and reciprocal relationships with people, places and things and this is at the heart of everything we do - please refer to our policy.

Enrolment

Each parent will be asked to complete an enrolment form. Please ensure that you fill this in accurately as it provides The Rainbow Corner with important information to keep your child safe and secure. This must be kept up to date, so please let us know if there are any changes to enrolment days, address, phone numbers etc.

Allergies

The Rainbow Corner is dedicated to the Health and Safety of all children. We acknowledge that some children in our care have severe allergies. In order to prevent them from having allergic reactions please refrain from bringing eggs or nuts into the centre.

Fees

All fees are GST inclusive and are subject to change from time to time.

You will be invoiced for the hours enrolled as per your enrolment agreement. An invoice will be issued every week to be paid in full the following week. We need to be informed immediately of any changes to your enrolled days and times at least two weeks in advanced.

Any booking more than 30 hours per week (this includes the 20 free ECE hours) will be deemed as a full-time admission with no exceptions and weekly fees will be charged.

20 Hours FREE ECE

The Rainbow Corner offers the 20 Hours ECE subsidy which is provided by the Ministry of Education to all 3, 4 and 5 year old children. The cost of your 3-5 year old attending our centre can be fully funded for a maximum of 6 hours per day for 20 hours per week. This is not based on household income, however, to be eligible you must complete a 20 Hours ECE Attestation form which is available upon request.

25 Hours FREE ECE

There is no charge for children enrolled for the Ministry of Educations 25 Hours Free ECE Scheme (conditions apply - the extra 5 Free ECE hours can be changed at the discretion of the Centre Supervisor with a 4 weeks' notice to the parents).

Administration Charges

We charge an administration fee of \$20 at time of enrolment.

Advance Fees

We require a week's fees in advance at all times.

Dietary Requirements

Please advise our Centre Manager of your child's dietary requirements.

Religious Dietary Guidelines and Restrictions

A number of religions have dietary guidelines which might be observed. As a community filled with diversity it's also important for us to know if you have any dietary restrictions.

Family Discount

We have a family discount of 10% if you have two or more children enrolled in our centre at the same time. You pay the full fee for the first child and the reduced rate for any other children. We calculate the discount on the amount left after all fees, charges and any subsidies have been applied.

Statutory and Public Holidays

We are closed on all public and statutory holidays. Full fees are payable for all statutory and public holidays.



Method of Payment

Our preferred payment is by automatic payment or direct credit.

If your fees are overdue, we will send you a reminder and you won't be able to increase the hours your child attends or enrol another child during this time. If your fees are overdue for more than one week, your child will not be able to attend until your account is settled in full or we have arranged an acceptable payment plan. During this period, we cannot guarantee your child's place at the centre.

Overdue fees, beyond two weeks, maybe pursued through a private debt collection agency and collection fees will be added to the debt.

Absences

If your child is going to be absent, we require two weeks written notice in order for you to receive a holding fee of 50% - this option is available for a maximum of three weeks per year from February to November. For children enrolled less than a full week, the discount will be applied pro-rata e.g. a child enrolled for three days a week will receive nine days in total at the discounted rate. All fees are to be paid in advance when going on holiday i.e. if you are on holiday for two weeks the fees less any eligible discount must be paid prior to going on holiday or if not paid in advance, the 50% discount will not apply. If your child is absent without two weeks written notice, including if they're unwell, we will invoice you for the full fee. Uninformed leave of absence more than three weeks in a calendar year will be deemed as cancellation of enrolment.

Dropping Off and Collecting Your Child

The safety of your child is paramount, and your child can only be released to the care of an authorised person who is identified on your enrolment form.

Please make sure you sign in when you drop off your child and sign-out when you pick up your child. You will need to sign your first name and your last name on the sign in/sign out sheet.

Please be on time to pick up your child before closing time. A late fee will be charged if parents or caregivers are late to collect their child/ren or drop their child/ren off outside of booked times if it has not been previously arranged with staff. The charges are: \$1.00 for every minute after the booked time.

What to Bring

- Lunch box or bag with lunch, clearly named - check with centre.
- Formula and bottles, clearly named.
- Nappies with name clearly written on them - check with centre.
- A named sun hat/winter hat. Sunhats are worn from September through till April.
- Any security blankets, toys or dummies that your child may need to help settle or sleep.
- At least two complete changes of comfortable clothes for messy and active play. All clearly named
- In the summer, please ensure your child has a clearly named sunhat. Sunhats are worn from September through till April.
- In the winter, please ensure your child has a warm jacket, hat and gumboots.



The Rainbow Corner Policies

The Rainbow Corner has a number of policies. These are situated in the policies folder at reception.

Read through these and if you have any concerns please discuss this with a teacher. These policies are an important foundation in the running of The Rainbow Corner and ensure the safety of your child. Some more pertinent policies are placed on notice boards and areas around the centre.

Child Safety

The Rainbow Corner has a detailed Child Protection Policy, which includes the reporting of any suspected child abuse to Oranga Tamariki - Ministry for Vulnerable Children. Parents will be asked to give their consent for their child's photos to be used by The Rainbow Corner in the enrolment form.

Sleep Time

At The Rainbow Corner we follow children's normal sleep patterns and we endeavour to work in with the routines they have at home. Children will have a cot/stretcher with their own linen and blankets that The Rainbow Corner supplies and washes.

All children who are sleeping are regularly monitored and the children's length of sleep is recorded (see sleep monitoring policy for more information).

Illness, Bereavement/Tangihanga

If your child is unable to attend due to illness or bereavement, please phone and inform us of their absence. Full fees are payable for all booked hours, whether attended or not, including absences through injury, illness or bereavement.

Sickness

No parent wants to impose a sick child on anyone. While it is easy to recognise that most ill children simply want to be in bed sleeping, it is not always so easy from a working parent perspective.

Whānau/parents/caregivers must keep the perspective as to how they would feel if another family brought a child with a contagious illness to the centre and exposed their child, our staff and other children to sickness. When a child is sick, it is a stressful time for whānau, parents, caregivers. However, we would appreciate if your child is absent due to sickness that you inform the centre by 9.00am on the day of non-attendance.

If the illness is contagious, or suspected to be contagious, we place a notice informing whānau/parents/caregivers of this occurrence. No child is to return to the centre unless they have been cleared by a doctor and a medical certificate is produced saying they are well enough to attend.

Any child who is present at the centre and is deemed to be unwell by the teacher will be sent home. The child's whānau/parents/caregivers will be phoned, and the child will be put in a separate area and supervised by a staff member until picked up. A written account will be provided for your information and for your doctor if necessary. Illness that warrants a child being sent home includes the following:

- High temperature - 38°C.
- Coloured discharge from the child's nose.
- Vomiting with any of the above, especially vomiting and diarrhoea, it is strongly recommended that whānau/parents/caregivers keep their child at home for 48 hours before returning. Again, if the condition has been contagious, we will need to sight a medical clearance from your doctor.

- Unidentifiable rash or spots.
- Constant cough, which is not linked to asthma or a breathing disorder.
- Diarrhoea.

Immunisation

We are required to sight, copy, and record your child's immunisation documents for our records.

Whānau of children who have not been immunised will be notified that in some instances of an outbreak, they will be asked to stay home.

Accidents

Bumps and bruises do happen from time to time as we learn to navigate our world.

Minor Injury and Incidents

In case of a minor injury we treat with first aid and lots of TLC (tender loving care). A detailed account noting time, accident and treatment will need to be signed by the parent. You will be asked if you would like to have a copy.

Medication

We are required by the Ministry of Education to have a process for using non-prescriptive medicines and as well as prescriptive medicines for children.

Category (i) Medicines

A non-prescription preparation such as arnica cream, antiseptic liquid, insect bite treatment that is not ingested.

- The Rainbow Corner does not supply category(i) medicines.
- Parents can provide such things as nappy rash cream and when used this will be recorded on the nappy chart or other preparations on the medicine chart.
- We do however apply sunscreen, and this is recorded on the sunscreen chart, whenever applied.

Category (ii) Medicines

- A prescription such as antibiotics, eye/ear drops or non-prescription such as paracetamol liquid, cough syrup, that is used for a particular time to treat a specific condition and provided by a parent for the use of that child only or in relation to Rongoa Maori that is prepared by other adults at the Centre.
- The Rainbow Corner does not administer paracetamol, except in an emergency, as we feel it may mask more serious symptoms and if a child is unwell, they should not be at the Centre.
- There will be a medicine chart for parents to fill in anytime medicine is required, detailing time to be given, which medicine, and the dose. Teachers will sign each time when the medicine has been given to the child.
- Written authority to administer prescription medication will be obtained from parents, guardians or whānau prior to the administration of any medication and staff will sign when medication has been administered.

Category (iii) Medicines

- A prescription (such as asthma inhalers, epilepsy medication or antihistamines) or non-prescription medicine that is used for an ongoing treatment of a pre diagnosed condition such as asthma, diabetes, eczema etc and is provided by a parent for the use of that child only.

If your child has been unwell at home, please do not bring them into the Centre.

- Written authority to administer prescription medication will be obtained from parents, guardians or Whānau prior to the administration of any medication and staff will sign when medication has been administered.
- Medicine charts will be updated every three months.

Serious Injury

Serious injury is considered any injury that causes serious bodily harm. First aid will be applied as soon as possible, along with lots of TLC and we will contact you immediately. If you are unavailable, your emergency contacts and then your doctor will be notified. If he or she is unavailable, then the child will be taken to the local doctors' surgery or an ambulance will be called (applicable to those who have given permission on our enrolment form). As a last option your child will be taken to hospital, accompanied by a staff member. We will continue to try and contact you and give you as much information possible.

An accident form will be completed within 24 hours of injury and given to parent/medical practitioner and WorkSafe.

Our Complaints Procedure

The Centre has a complaints procedure displayed in the entrance. If you have any concerns or problems, please approach the Centre Supervisor and they will be happy to assist you with your concerns.

Children with Diversity

All children are welcome at The Rainbow Corner. If your child requires additional support, please speak to our Centre Supervisor so we can form a plan to accommodate your child's individual needs.

Excursions

We regularly aim to take children on local excursions and you will need to sign a permission slip for your child. You will be informed on ratios, form of travel and destinations. You may also be required to pay an additional cost. We always welcome whānau/parent/caregiver help during these excursions.

Special Events

At our Centres we like to celebrate special days. For example, Mother's and Father's Day, Easter, Matariki, Christmas and so on. We create opportunities to celebrate children when they leave and cultural events of our families. Please let us know what cultural events are important to you.

Birthdays

A child's birthday is celebrated at The Rainbow Corner unless you advise us that you do not want this for your child. Whānau are welcome to bring in a cake, if not teachers will still celebrate by letting the child have a special day.

Thank you for choosing and entrusting The Rainbow Corner with the care of your child/ren. We welcome the opportunity to nurture and educate your child/ren and are committed to providing the best possible environment we can.