

## Southside Kids Childcare Centre

### Information for Parents 2022

Street Address: 2 Coromandel St, Newtown, Wellington 6021

(Behind Ewart Building)

Postal Address: 83 Fraser Avenue, Johnsonville

Phone Number: (04) 385 5911 (or hospital extension 5911)

After Hours Contact: 0275706124

Email: [juliebarton@xtra.co.nz](mailto:juliebarton@xtra.co.nz)

Website: <http://www.southsidekids.co.nz>

Manager/ Head Teacher: Julie Barton

### Opening Hours

7.30am - 5.30pm. 6.45am start can be arranged, but must be negotiated with Julie beforehand.

### Licence

Roll / Licence	Ratios
29 Over two	Maximum 1:10 Over twos
10 Under two	Maximum 1:5 under two

### Teachers and Qualifications

Julie Barton	Bachelor Degree in Teaching and Learning Higher diploma of teaching Advanced diploma of teaching Certificate in Education Management Certificate of Registration, Teacher NZ First Aid Certificate
Helen Ferris	Diploma of Teaching Early Childhood Certificate of Registration First Aid Certificate
Lafoaluga Tuia	Diploma of Teaching Early Childhood Certificate in teaching Sunday School Certificate in teaching Primary School (Samoa) Certificate of Registration, Teacher NZ First Aid Certificate
Anita Vishvanath	Graduate Diploma of Teaching Early Childhood Certificate of Registration, Teaching NZ First Aid Certificate
Nikolai Economu-Barton	Bachelor Degree in Teaching Certificate of Registration First Aid Certificate
Carley Ferris	Bachelor Degree in Teaching Field based training in ECC

Southside Kids Childcare Centre - Hospital end of Coromandel St, Newtown, Wellington 6021

T: 04 385 5911 E: [juliebarton@xtra.co.nz](mailto:juliebarton@xtra.co.nz)

Postal address 83 Fraser avenue, Johnsonville Wellington 6037

## Philosophy of Southside Kids Childcare Centre

### Summary

Meet the overall needs for education and care of each child attending the Centre, such that children should enjoy protection, opportunities and facilities, which will enable them to develop to their own optimum learning level and have positive dispositions of learning in an atmosphere that supports their interests in conditions of freedom, dignity and respect.

Together we will provide an environment that is safe, secure, happy, comfortable, and in which the children learn to feel confident and able, to be independent, use their body skilfully, be eager for new experiences, develop good relationships with others, contribute to the wellbeing of others, express themselves through speech, movement and art, observe, question and organise their thinking about the world, respect the natural environment, know who they are, respect and acknowledge the feelings of themselves and others.

### Developing Social and Emotional Competence

We believe that children's social development involves children learning to resolve conflict peacefully while also respecting others and their property. In the centre, children are encouraged and supported to use words (or given the words if non-verbal) when in conflict. Teachers develop social competence through:

- Role modelling the desired behaviour
- Teaching children to take responsibility for their own behaviour/ actions
- Encouraging children to be kind and help each other
- Supporting children to be assertive not aggressive
- Supporting children to resolve conflict peacefully  
Catch phrases used i.e. hands are tools not weapons
- Children requesting a turn with support from teachers, if required to learn this competence.

**Parents are expected to follow these guidelines while in the centre and are encouraged to ask for teacher support if difficulties arise which they feel unsure of.**

### Guidelines

Parents are expected to follow these guidelines while in the centre and are encouraged to ask for teacher support if difficulties arise which they feel unsure of.

- **Signing In and Out**

Just inside the door on the left is the roll book. On this form you need to record what time your child arrives and leaves each day. This needs to be done as they arrive and as they leave. You are also required to sign in the signature column. We require this form to be filled out correctly every day for **Funding, Civil Defence, Health and Safety Reasons.**

- **Medicine Book**

Located just inside the door, next to the roll book. If your child has medicine to be given to him/her during the day it needs to be recorded in this book. You need to fill in your child's name, the medicine, the dose, when they are to have it, and then sign the book. When the medicine has been given the staff member who gave it will sign the book. **If the book is not filled in correctly we are not, legally, able to give the medicine.**

- **Immunisation**

The centre is required to sight your child's immunisation certificate on enrolment and, in the case of children less than 15 months, again once immunisations are completed. This is a requirement of the Ministries of both Health and Education. These certificates are available from your doctor. While we do not require all children to be fully immunised, in the case of an infectious outbreak of any immunisable disease, we may require that unimmunised children remain absent from the centre for the duration of the outbreak.

- **Medicine**

Any medicine brought to the centre is to be placed either in the fridge, in the compartment marked medicine or in the medical cupboard, which is located above the fridge.

- **Illness**

Please do not bring your child if they are ill; our illness policy provides guidelines to help you determine whether your child is well enough to attend the centre. Staff will call and ask for children to be collected if they become ill/deteriorate during the day. Bugs spread easily in a centre environment and can make other children, staff and parents sick. Please inform the staff if your child is sick so we are able to notify other parents, if necessary, about any illness.

- **Information**

Communication with parents is via the white board outside the front door, the parents notice board, a written notice put in parents pockets (both of which are on the right inside the front door) or in the comments section of the roll book (which is provided for messages **from** parents to staff). Please check these areas daily.

- **Newsletters**

Newsletters are produced every few months. These contain current important information. Newsletters will be put in the parent's pockets. Information is also put on the information board outside door and is regularly updated.

- **Equipment/ what to bring:**

Please supply at least one change of clothing. A jacket and warm hat (we also suggest gumboots are a good idea) in the winter, and a sun hat in the summer. Please ensure all items are named. Nappies; we prefer nappies with taps, as opposed to pull-ups. Bottles and formula are to be supplied - named, if needed.

- NB: Southside Kids is not liable for things lost at the centre.

- **Bedding**

Bedding is provided by the centre, but if your child has a special blanket or toy for sleep time you are encouraged to bring this to the centre if it is well named. These items often help with settling as well as sleeping!

- **Outside**

We have children outside in the play area EVERY DAY (within reason) and WATER PLAY almost every day. Please note that if your child is not well enough to be outside or get wet (we will change clothes as soon as practical) then they are not well enough to be at centre.

- **Sun block**

We ask all parents of **walking children** to sun block their child **either at home before centre or before leaving the centre** (sun block kept by roll book or on fire alarm above roll book) we then sun block them again after lunch or when children go outside again after sleeps. This ensures that when outside is open we know that every child is sun blocked.

- **Lunch**

You are required to provide lunch and morning and afternoon snacks for your child every day. **Please provide lunch/drinks in a named container.** Recommendations are further on in the information pack for lunch boxes following the Ministry of Health guidelines - **Reducing Hazards and Risks of foods from choking in ECE**

- **Lost Property**

This is located in a basket by the main door. Please check it every day. To help with the return of clothing please name every thing, including socks.

- **Civil Defence**

In the event of a civil defence emergency every one in the centre will stay here for 72 hours, unless otherwise directed by civil defence. After this period all children will be taken to the nearest civil defence station. (Civil defence supplies located in the cupboard in the foyer)

- **First Aid Kit**

This is located in the cupboard above the fridge.

- **Holidays**

The centre is closed for a two-week period over the Christmas break. It also closes for all stat holidays. **Fees are paid over holiday periods** as this is accounted for within the weekly fee structure.

- **Teacher Only days**

In order to properly programme plan and prepare the centre for the next term the centre may have up to 3 teachers only days per year. One at the end of the Christmas break and doesn't affect parents the other 2 are attached to Stat. holidays eg Easter, Queen's Birthday or Labour Day. These will be advertised both on the white board outside and in a newsletter to take home. Fees are also paid for these days.

- **Pre entry Visits**

In order to make the transition from home to centre as stress free as possible for the child, parent and teachers, our policy is that each child **must have a minimum of 2 visits to the centre before they are left**, to familiarise them with the teachers, children and environment and us to get to know them and their families a little. The child must be accompanied at all times by an adult that they know really well (preferably their parent/s) and are free of charge. It is defiantly not part of this procedure to have parents leave the child for a period of time during these pre visits to find out how they might go without them. This takes away from the child learning to trust and familiarise with the centre while they are at SSK with their parents or significant person in their lives.

The length of time these visits last is flexible, but we suggest an hour or 2 each visit, and should be as close to their official start date as practicable (but **not** for instance the morning of the first day they are left) We also suggest that if the children have a **special toy/blanket** etc that this should accompany the child to the centre at least in the beginning. We do not expect that 2 visits will be enough for all children or that the settling process will be complete after these 2 visits, but experience has shown us that these do help a great deal toward the child settling happily at SSK.

Fees are as follows:

<b>No of days booked at centre</b>	<b>Fees for under 3 year olds and for 3+4 year old children without 20 Hours ECE</b>	<b>3+4 Year old fees with 20 Hours ECE.  Payment required to cover hours not covered by 20 Hours ECE</b>	<b>½ day rate for under 2 year olds and for 3+4 year old children without 20 Hours ECE 3  (Limited Spaces)</b>	<b>½ day rate for 3+4 Year old with 20 Hours ECE.  Payment only required for not covered by 20 Hours ECE  (Limited Spaces)</b>
	<b>Minimum 2 days per week</b>	<b>Minimum 2 days per week</b>	<b>Minimum 3 days per week</b>	<b>Minimum 3 days per week</b>
<b>1 day</b>	<b>\$69</b>	<b>\$42</b>	<b>\$48  Per day</b>	<b>\$40  Per additional day.  First 20 hours are covered by ECE.  Hours can be discussed at time of enrolment or enquiry.</b>
<b>2 days</b>	<b>\$138</b>	<b>\$86</b>		
<b>3 days</b>	<b>\$207</b>	<b>\$127</b>		
<b>4 days</b>	<b>\$278</b>	<b>\$184</b>		
<b>5 days</b>	<b>\$290</b>	<b>\$200</b>		

## Fees

Fees are paid either weekly by automatic payment or if paying fortnightly fees are paid the week child starts and also for the following week by automatic payment.

The first automatic payment is paid the week the child starts the centre and paid 52 weeks per year. These are still paid if your child is away on holiday, statutory holidays, teacher only days or illness, as staff wages and bills etc still need to be paid. Also the fee structure is reflected in this.

## Late Fees

Late fees will be charged if parents pick up their children after the stated time. Charges are: \$10.00 for the first 15 minutes or part thereof and \$5.00 for every five minutes after that. This money is expected to be paid immediately

# Parents/Whānau at Southside Kids

Partnership between the teachers and the parents and whānau is of vital importance if children are to receive the best care and education possible. Therefore, parents and whānau are welcome and actively encouraged to be part of centre life. We value your ideas and contributions and encourage you to join our programme by being part of a session, sharing a hobby, bring along a new baby or pet etc

## Regulations, Charter, ERO Report, Financial audit and Centre policies and practices

These can be found in the folder by the front door. Please take the time to read them at least once so that you are aware of our guidelines etc. We also have a small selection of books in our parent library, which you are welcome to borrow, please ask a teacher.

## Communicating with Parents/Whānau

We have a mail pocket system where teachers will put messages, newsletters etc for parents. We also regularly write messages on the white board by the main door. We display the children's current "learning story" for you to add to /comment on etc and their profile books are also displayed and available for you to comment in etc. We welcome any input as it gives a much more complete picture of your child if your insights are included. You are especially welcome to chat with teachers at the beginning and end of the day, and you can always make an appointment to meet with them if your discussion will take a little longer or you would prefer not to have the children present.

## Helping at SSK

Parents are welcome to spend time at the centre to assist the teachers or just to have time with your child sharing and assisting their learning. The partnership between teachers and the families is essential for the best learning of the children.

NB: While we respect parents and whānau rights to choose their own forms of child management for their own child, and their views and input into Centre policies are valued, there will be certain guidelines which the Centre maintains.

- At all times all children will be treated with equal respect and dignity.
- Parents will not be allowed at any stage to reprimand physically or use harsh tones or words to their own or any other children while within the Centre environment.

## Celebrations

We like to celebrate a range of events that are important to people in our centre community. If you have an occasion, which is important to you that you would like to celebrate, then please discuss this with the teachers.

We also have quite a few social functions that we encourage you all to attend.

Children's birthdays are celebrated in the centre. Parents are welcome to bring in a cake and some party food to share with the centre children. If you would like to do this please make contact with a staff member to "OK" times etc. Please note that flavoured milk and savoury snacks are better than fizzy drinks and lollies.

## **HS19 Reducing Hazards and Risks of foods from choking in ECE**

Babies and young children have increased risk of choking on food due to their small air and food passages. They are learning to move food around their mouths and learning how to bite, chew and grind food.

Although we at Southside do not provide food for children as they bring lunch boxes, we feel should recommend that lunchboxes should follow the recommendations to what food to exclude food from lunch boxes and what food to alter to reduce the risk of choking at SSK. The recommendations are based on the Ministry of Health for ECE Services providing food. For ECE services providing food this is a regulation that comes into effect on the 25<sup>th</sup> January 2021 (HS19) and they are required to exclude foods identified as a choking risk and how to alter food identified as high risk foods to lower choking risk.

To help prevent choking children at SSK are required to sit and eat and drink under the supervision of teachers and will be redirected to sit if standing and walking around with food and drink. This can also be supported at home to make transitions from home to centre easier for the child to adapt within the centre environment.

Registered teachers revalidate their first aid certificates every 2 years to support children's health and safety while attending the centre.

## **Providing appropriate food in ECE**

Research shows that some food poses a greater risk of choking on. To reduce the risk, early learning services should remove high-risk foods and change the texture or size and shape of others.

### **High risk foods to exclude:**

- |   |                                  |
|---|----------------------------------|
| •Whole or pieces of nuts                      | •Hard rice crackers              |
| •Large seeds, like pumpkin or sunflower seeds | •Dried fruit                     |
| •Hard or chewy sweets or lollies              | •Sausages, saveloys and cheerios |
| •Crisps or chippies                           | •Popcorn, Marshmallows           |



Food type	Examples	Choking Risk	Changes to reduce risk	
			1 to 3 year olds	4 – 6 year olds
Small hard food	Pieces of raw carrot, apple or celery	Difficult for young children to bite through and break down safely enough to swallow safely. Pieces can become stuck in children's airways.	Grate raw carrot, apple or celery, spirals to create vegetable or fruit spirals, slice thinly using mandolin.  Cook until soft and cut into strips (around 4-6 cm long) that can be picked up with one hand.	Prepare as for 1 to 3 year olds.  Raw or cooked vegetable or fruit cut into sticks (around 4-6 cm long) that can be picked up with one hand. .
Small round or oval food	Fruit with stones and large seeds or pips like watermelon.  Grapes, large berry's, cherry tomatoes  Raw green peas.	Small round food can lodge in children's airways.	Remove stones and seeds or large pips.  Quarter or finely chop grapes, berries and tomatoes to 8mm Times 8mm or smaller (about half the width of a standard dinner fork)  Peas cook and squash with a fork.	Half or quarter grapes, berries and cherry tomatoes.  Whole cooked peas are acceptable.
Food with skin on or leaves	Chicken			Remove skin from chicken  Finely slice or chop salad leaves, spinach and cabbage.
Compressible food	Pieces of cooked meat	Can fit into the shape of the airway and get lodged tightly.	Cook meat until very tender.  Choose mince, shed or chop meat to 8 mm times 8 mm sized pieces.	Prepare as for 1 – 3 year olds or offer thin strips of meat (around 4 -6 cm long) that can be picked up with one hand or with a fork.
Food with bones	Fish-Chicken	Small-bones present choking risk.	Remove all bones.	
Thick pastes	Nuts or seed butter	Can fit to the shape of a child's airway or stick to the side of airway.	Use smooth thick pastes sparingly, spreading thinly and evenly onto bread.	
Fibrous or stringy food	Raw pineapple .	Fibres make it difficult for children to break up the food into smaller pieces	Peel the skin or strong fibres off where possible.  Slice these foods thinly across the grain of fibres.	

## Southside Kids Childcare Centre Confirmation Form

Please complete the confirmation form and return to SSK if you wish your child to attend the centre.

This can be done in person, via email [juliebarton@xtra.co.nz](mailto:juliebarton@xtra.co.nz), mail 83 Fraser Avenue Johnsonville 6037 or photo to 0275706124.

### Confirmation Form

Parents'/Guardians' names:	
Childs Name:	
Date of Birth:	
Address:	
Email Address	
Phone Number:	
Confirmed Date Starting:	
Full Time or Days attending:	
Weekly Cost:	
Booking Fee	

Parent/Guardian Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_

This confirmation form and booking fee is returned to the centre via email, post, centre or text within 14 days of space for your child being offered to you. Postal Address: 83 Fraser Avenue, Johnsonville 6037.

The booking fee is your first week payment in advance and is non-refundable if you should later choose not to attend.

The automatic payment is started on the week the child first attends the centre. Fees paid weekly or fortnightly. Account details: Southside Kids Childcare Centre 03 0518 0160973 00.

Julie Barton  
Head teacher

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