



Centre Information

19 Kahu Crescent

Te Rapa Park

Tel: 07 849 1985

Email: tcc.terapa@gmail.com

Signing In and Out

Our sign in sheet is located in your child's room and MUST be signed each day when your child arrives and leaves. If another person is to collect your child, please advise a staff member and they will need to supply photo ID on their first pick up.

Early Drop off/Late Pick Up's

There is a penalty fee of \$10.00 per every 15 minutes (or part thereof) for early/late pick up that has not been arranged in advance.

Delivery and Collection of your child

Please drive slowly when entering or leaving the centre as there may be other parents and children around. Please ensure your child arrives and leaves in a car seat to ensure their safety. Also, please ensure that all security doors and gates are firmly shut at all times. Upon arriving at the centre, a member of staff will greet you.

We open at 7.00am and close at 5.30pm. Our License with the Ministry of Education does not permit us to be responsible for the children outside of these hours. Unfortunately, we cannot open the centre to children and families earlier than this as teachers need sufficient setting up time as well as conducting their routine safety checks.

What your child needs to bring to the centre

- Two complete changes of clothing, with each item clearly marked, appropriate for the season. Sunhats for summer
- Sufficient nappies for the period of time they will be attending. We will provide wipes.
- Toys are not permitted at the centre and we cannot accept any responsibility for loss or damage to them. Books, cultural items and other educational material that may interest children are welcome but any items that children bring along must be named.
- Please provide a large enough bag for your child to enable them to easily place all their belongings in. This provides such a great opportunity for them to take responsibility for their own belongings and fosters self-help skills too.
- Bottles with formula/milk.

- If your child is in the preschool room Wednesday is lunch box day and you will need to provide a lunch box with enough food for morning tea and lunch time. This helps to encourage children to learn how to portion their food throughout the day when they move over to primary school. We have a nut free centre and lollies, chocolate, fizzy drinks & juice etc. are not permitted at preschool.

Settling your child

Often saying goodbye is the hardest thing for both parent and child. It is important to say a quick goodbye when it is time to leave, always telling them that you will be back to collect them later in the day. It is best to go then and not hesitate. If your child becomes distressed during the day a staff member will call you. Please feel free to call us during the day to find out how your child is settling in.

Illness, Accidents and Medication

Children must be kept away from the centre whilst sick with any condition which could affect children or staff. This includes vomiting, diarrhoea, high temperature, conjunctivitis, an unidentified rash and any other contagious illness. All illnesses will be recorded in our illness register with the name, date, symptoms/circumstances of the illness, actions taken, contact made with parents /guardian /whānau and the stand down period for the illness.

Vomiting & Diarrhoea: A period of 48 hrs must elapse before returning to the centre following a bout of diarrhoea and/or vomiting. This time is to be taken from the last active episode.

A child that has had two loose bowel motions at the centre will be sent home however this could be after one should the bowel motion be liquid and must not return until after 48hrs has elapsed. In the event that a child has been absent for 48hrs due to vomiting and diarrhoea, they will be sent home after one loose bowel motion/vomit

Conjunctivitis: Children must not return to the Centre until the discharge caused by conjunctivitis has stopped

Hand, Foot and Mouth: Children must not return to the centre until the blisters have dried over

Skin Infections: A child should not attend if they have open wounds/ sores that cannot be covered either with clothing or bandages to prevent the child from scratching. A child may return providing they have been treated with the appropriate antibiotics, antifungal or anti-viral cream for at least 24 hours.

A period of 24 hrs. must elapse before returning to the centre after the commencement of antibiotic treatment or if diagnosed with a viral infection.

If your child becomes ill, parents/guardians or your emergency contact person will be notified immediately for collection. A sick child will be placed in isolation and will always remain supervised by one of our staff members. Upon returning to the centre following a period of sickness, a doctor's release statement must be presented if the illness is communicable.

All accidents are recorded on the accident register and a staff member will advise you when you need to sign the form. This is a confidential document and should only be read when a staff member refers you to your child's accident.

If your child requires medicine at school, please sign the medicine register. DO NOT LEAVE MEDICINE IN YOUR CHILDS BAG. If your child is on medication of any kind, we need you to fill in the details of the medication, the time it is to be taken, the exact dosage and then sign the medicine register. Staff are unable to dispense medicine unless they have been authorised by you in this way. Medicines should be passed to staff when you arrive, so that they can be stored safely in the kitchen out of reach of the children.

Please refer to our Illness, Accidents and Medication Policy for further information.

Change of details

Should any of your personal details change (i.e. address, telephone number etc.), please advise us immediately as it is essential that our records are up to date at all times especially if we need to contact you in regards to your child being sick or having an accident.

Notice of withdrawal

Parents/guardians are required to give two weeks' notice of their intention to withdraw their child or alternatively will be required to pay two weeks' fees in lieu of notice.

Policies and Our Education Review Office Report

All of our centre policies are readily available in the office. Please feel free to ask staff to read them as they have been written with your child's best interests in mind. You will also find some of the key policies relating to your child's well-being located around the centre.

Our ERO report will be situated in the reception area on the parent/whanau noticeboard. You are welcome to read it at any time or alternatively we can provide you with a copy.

Fees

Please feel free to contact us in regards to fees we can offer you. Note that we do not charge for the 20 Hours Free Subsidy. Any 3 and 4 year olds NOT using the 20 Hours Free Subsidy will follow the same fee structure for 2 year olds.

You can pay by direct debit/automatic payment. WINZ subsidies are available on request.

We are unable to give refunds for days absent through sickness, statutory holidays or family holidays. We do not run make up days if your child is absent from a session.

If you are planning a holiday our fees are as follows: 50% discount for 1-3weeks and full rate from week 4 onwards.