

Kidlywinks Childcare



20 Islington Street
Trentham

Phone 934 8868

Email - kidlywinkschildcare@gmail.com

Welcome to Kidlywinks Childcare centre.



The following is an information package that contains general information about our centre. However, there is nothing like seeing something for yourself, so please ensure that you come for a visit.



Kidlywinks Childcare provides quality early childhood education and care within a converted residential house. As a result, we have a home like environment. Our child/teacher ratios are well above that required by the Ministry of Education.

HOURS

The centre is open from 7.30am to 5.30pm Monday to Friday. We are open for 52 weeks of the year but are closed on Public Holidays (statutory days). We will be reviewing our hours that we are open over the Christmas period. We will give you 6 months' notice if this will change.

CHANGES TO BOOKED HOURS

Any changes to bookings require 2 week's notice. The time booked is what will be charged for.

ACCIDENTS

We are of course as vigilant as possible to ensure a safe environment for your children. However, accidents can occur. All accidents are reported to management and are written on an accident form. Parents are spoken to about the accident and are asked to sign the accident form to confirm they have been spoken to.

The majority of Teachers hold first aid certificates and there is always someone rostered on with a first aid certificate to attend to accidents and administer medicines if required.

BIRTHDAYS

We love to take part in acknowledging children's birthdays. We will help each child create a birthday hat and will sing "Happy Birthday" for the child at mat time. Please feel free to provide a cake or something similar if you wish. Please book these a month in advance so that we can give each child a day to celebrate their birthday. We will endeavour to give each child the day of their birthday to celebrate or as close to their birthday as possible.

FEES

Please contact the centre for a copy of our current fees schedule.

- Fees will be reviewed once a year.
- Fees are payable on week in advance.
- A non-refundable one week's fee is due upon enrolment (which goes towards your first week) and a weekly payment is required thereafter.
- If your child is absent due to holidays or illness, fees are still payable.
- A late fee of \$1 per minute will be charged if your child is collected after 5.30pm.
- Late fees will be charged for collection after booked in times (Minimum charge will be for 15 minutes)
- Invoices will be emailed weekly.
- Notice of one month (or one month's fees in lieu of notice) is required in order to cease attendance.
- Any variations will need to be discussed with the Team Leader or Manager.

CHILD HEALTH AND INFECTIOUS DISEASE POLICY

To avoid the spread of illness to teachers or other children, parents are asked to keep their child at home if he/she is unwell. Children with the flu, infected nasal discharge, conjunctivitis, childhood illness (chickenpox, mumps etc) must not be brought to the centre. Children with diarrhoea or vomiting must not return until 48 hours have passed since the last incidence.

If a child becomes unwell while at the centre, we will contact you.

CHILD NUMBERS:

We are licensed for 31 children, 10 of which may be infants who are under 2 years of age. We have 2 - 3 primary caregivers for the infants, depending on the number of children of this age.

CLOTHES

The children regularly partake in water play. Please ensure you supply at least two changes of clothes each day and name all clothes and footwear. Gumboots are great for winter but please also supply a pair of shoes in their bag in case we go on a walk or run.

Please supply a wet bag for any wet and soiled clothing to be sent home. We have some Mum2Mum wet bags available to purchase for \$7 each if you wish. We do have a few wet bags available for parents to borrow. Failure to return these will result in a replacement charge of \$7. If we do not have a wet bag for clothing available, your child's wet clothing will be placed in the front pocket of your child's bag.

Warm hats will be required in winter and a sun hat is required in summer. Parents are required to sunblock their children prior to arriving at the centre and sign the daily sunblock chart by the sign in sheet.

Children who are in nappies have a named basket for their nappies in the toileting area. You can either put the nappies into their basket or leave them in their bag and the teachers will put these away when they are needed. Please be aware that for a full day, up to 5 nappies could be required. We are happy to use your cloth nappies if you wish. If you choose to supply cloth nappies, please also supply a bag, or a bucket with a lid to put these in for you to take home.

Toilet training: these children may require lots of extra clothes, eg spare undies, trousers, dresses, shorts, socks and shoes if possible. Please try not to send these children in overalls or clothes that are difficult to take off in a hurry.

COMMUNICATION

Should you have any questions, feedback or problems, please feel free to talk to one of the Team leaders or the Manager. We feel it is important to always have an open door so as to provide the best possible care for your child.

FOOD

The centre will provide morning tea every day.

In order to help prepare children for school and to help develop healthy eating habits, we ask parents to supply a lunchbox. We ask that you do not send peanut butter or anything containing nuts, as we have children with allergies. We also do not give infants apples as a result of the choking risk.

If you would like ideas of what you can include in a lunchbox, please ask.

Parents are asked to supply a drink bottle that will remain at the centre. These will be washed and refilled daily so as to ensure that the children have access to drinking water all day. Water is also given with each meal.

FOOD ALLERGIES

Please advise us if your child has an allergy or food intolerance. This information will be contained in your child's enrolment form and will be displayed in the kitchen for all teachers.

MEDICINES

All medicines to be given to your child must have the child's name, quantities and frequency on it. You must authorise the use of medicines daily by signing in the register.

NOTICES

Information is supplied to parents on Facebook and our parent/teacher online portal Educa. There is also a whiteboard just inside the door which important messages may be written on.

PUBLIC HOLIDAYS

We are closed for all Public Holidays. Parent's fees are still payable.

SIGNING IN/OUT

Please sign your child in/out each day on the sign in sheet.

The Ministry of Education requires parents to confirm attendance. Correct times also need to be recorded for staff/child ratios and in case of an emergency.

TOYS

The centre cannot be responsible for breakages or the loss of toys brought from home. We ask that children do not bring their "treasures" along but if they do, they will be asked to put them in their bag straight away. (This does not include that really special cuddly thing that a child may require for sleeping or settling.)