

Centre Info Pack



**MERCURY BAY
PRESCHOOL**

Where our tamariki shine



"I just wanted to say how amazing every single one of your teachers are at MBPS! Zoe absolutely adores Grace and Lisa B – they project such kind, loving vibes. Sometimes Zoe can get overwhelmed with the busyness of the Creative Room in the morning so Esther and Tia will welcome her into the Rainbow Room and I think that's amazing. Thomas also loves being there and he will love that someone lies with him till he goes to sleep. Anyway, I just wanted to say thank you so much to everyone. I think you are all doing a great job and we appreciate you."

Carolyn



Whānau - family
Tamaiti - child
Tamariki - children
Kaiako - teacher



Tamariki and whānau are at the heart of everything we do.

Kia Ora!

Mercury Bay Preschool offers quality childcare at competitive rates in a purpose-built early learning centre in Whitianga.

We are open 52 weeks of the year and only close on weekends and public holidays.

07 866 4945

58 Kupe Drive, Whitianga

admin@mercurybaypreschool.co.nz

www.mercurybaypreschool.co.nz

Monday - Friday 8.00am to 5.15pm

20 Free ECE hours available for children 3 years and up

Welcome to all parents, whānau & caregivers

At Mercury Bay Preschool, we understand that choosing the right early learning centre for your family is one of the most important decisions you will make as a whānau.

You want to know your child is being cared for and educated in a way that matches your family's values. We will endeavour to support you by ensuring that the aspirations and desires you have for your child are discussed and incorporated in to their learning pathway encouraging a love for life long learning.

We celebrate a rich and diverse cultural environment where languages, rituals and symbols of children's own and other cultures are protected, valued and promoted.

We look forward to meeting your child and welcoming you into the Mercury Bay Preschool whānau.

Our Vision

To provide a nurturing and enriching early learning experience that celebrates the uniqueness of every child. We prioritise holistic development, fostering curiosity, creativity, and well-being. We do this through strong relationships with families and our community. We create an inclusive environment that values cultural diversity and prepares children for lifelong success.



About Us

Mercury Bay Preschool is a privately owned, fee charging early learning centre that offers quality childcare in a safe and stimulating learning environment for tamariki aged 0 - 6 years old. We are licenced for 39 tamariki with a maximum of up to 10 under two-year olds.



We believe in learning through play and offer all learning experiences through play opportunities. We have high quality teaching staff who want to get to know your child and explore their learning interests. We encourage full participation of children, staff, parents and whānau to deepen the connections and links we already have with the wider community. We take a dispositional approach to implementing Te Whāriki and this is reflective in our planning and evaluation. We provide a safe and stimulating learning environment to challenge the children and push their boundaries. We celebrate diversity in a safe and welcoming environment where we work toward people of all ethnicities feeling respected, supported and connected.

Hours of peration

Mercury Bay Preschool is licensed to operate between 8.00am and 5.15pm, Monday to Friday.

We are open 52 weeks of the year and only close on weekends and public holidays.

We ask for your co-operation to ensure your arrival and departure times are within our hours of operation. Your child may not be signed in or dropped off at our centre before opening hours or picked up after closing hours as this puts us in breach of Ministry of Education regulations and our operating licence.

We are closed on all statutory/public holidays.

Full fees are applicable for any statutory holiday that falls on a day when your child would normally attend.

Usual fees will apply if your child is absent as fees are based on time enrolled, not attendance.

We ask that you contact us by phone or email to let us know if your child will be away for the day. An answerphone is available outside of our opening hours for you to leave a message.

Holidays

We offer a holiday discount of three weeks per year at 50% fees. (*conditions apply)

**Please refer to our Fees Policy /
Terms of Trade document for the full
information on fees.**

Our Philosophy

We, at Mercury Bay Preschool, operate under the NZ Early childhood curriculum, Te Whāriki, where tamariki are “competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society”

Our tamariki are our most precious taonga, and we believe that each tamaiti is a gift, who comes to us with their own unique culture, strengths, talents, and interests. Kaiako value the tamaiti’s individuality and diversity and this guides the kaiako’s relationships with whānau, hapu, and iwi.

The contribution and involvement of our whānau is embraced, valued, and encouraged to ensure that each individual tamaiti shines and their interests, desires and aspirations are enriched.

Creating effective relationships (whakawhānaungatanga) between kaiako, tamariki and whānau, based on openness, honesty and respect is one of our values and this sets the foundation for learning and teaching.

As tamariki discover in an environment full of stimulation and wonderment, their natural curiosity will inspire and shape our evolving curriculum.

Kaiako acknowledge and recognise Māori as tangata whenua and assumes a shared obligation for protecting Māori reo and tikanga within our early childhood setting.

Aroha, kindness, and respect is at the heart of our practice.

Tamariki = children

Taonga = treasure

Tamaiti = child

Kaiako = teacher

Whānau = family

Hapu = sub-tribe

Iwi = tribe

Tangata whenua =
people of the land (NZ)

Reo = language

Tikanga = culture

Bicultural Commitment

At Mercury Bay Preschool our team embraces our responsibility to create an environment which upholds the bicultural heritage of New Zealand and the principles of partnerships inherent in Te Tiriti O Waitangi. We do this because we acknowledge, respect and appreciate the fact that Māori are the Tangata Whenua (people of the land) here in Aotearoa/New Zealand. We celebrate a rich and diverse cultural environment where languages, rituals and symbols of children’s own and other cultures are protected and promoted.

We encourage and appreciate the awareness of the bi-cultural heritage within New Zealand. We value each family's cultural diversity and identity. These multi-cultural values are interwoven and visible in our curriculum and environment.

Our Curriculum

Te Whāriki

Our stunning, nature-rich surroundings provide the perfect backdrop for our early childhood education curriculum where our highly skilled kaiako guide children through a diverse and carefully crafted curriculum which is underpinned by Te Whāriki, the National NZ Early Childhood Education Framework.



Te Whāriki is underpinned by four principles:

- **Empowerment | Whakamana** – Early childhood curriculum empowers the child to learn and grow
- **Holistic Development | Kotahitanga** – Early childhood curriculum reflects the holistic way children learn and grow
- **Family and Community | Whānau Tangata** – The wider world of family and community is an integral part of early childhood curriculum
- **Relationships | Nga Hononga** – Children learn through responsive and reciprocal relationships with people, places and things

We encourage and support exploration and learning through these principles.

The daily rhythm and programme reflects these principles and the discussions and observations we note about our tamariki are supported by these alongside our philosophy and parent aspirations.



"Learning comes to life through our carefully crafted curriculum that intertwines with our surroundings, drawing inspiration from play, nature, and the diversity of our communities."

Problem-solving, determination, resilience and empathy are interwoven with the essential building blocks of literacy and numeracy. We aim to create and foster an environment that's positive, inclusive, and responsive to each child. We acknowledge the aspirations for children within Te Whāriki, that tamariki are "competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging."

Your child's innate ability to learn, develop and explore will be sensitively supported by our knowledgeable teaching team, as they develop the dispositions, skills and mind set for a lifelong journey of learning and discovery.



We view play as central for children to develop positive lifelong learning success. We believe play and learning occur simultaneously. It is not play versus learning, but rather play and learning. For it is 'play that gives children a chance to practice what they are learning'

The Importance of Play!

"Scientists have discovered that it takes approximately 400 repetitions to create a new synapse in the brain, unless it is done in play, in which it only takes 10 to 20 repetitions."

What we teach

When a child steps foot into Mercury Bay Preschool, it isn't ABC's & 1,2,3's that we focus on. Shapes aren't the main task & colours aren't the priority. Those things will come, we assure you. They always do. They just don't trump the many other necessary aspects of learning that children need to do.

When we teach, we teach the whole child. Not just their brain. We teach them to live, to love, to grow.

We guide children and provide the opportunity to process information, exercise decision-making skills without adult intervention and so much more. We encourage children to be confident so they can speak up and act for themselves. We teach children about turn-taking with toys, so that they may practice generosity. We encourage parents to say goodbye so that children come to understand that sometimes love means letting go. We encourage children to care so that they can offer a hug to a hurting friend. We offer children choices to show them that what they are interested in matters. We provide children with open-ended experiences so that they can create, imagine, explore and discover. We provide children with items that can spill or break so that they can practice life-skills. We provide children with items that are fragile so they can practice being gentle. We provide children with time when they disagree with one another so that they have a chance to work it out. We provide children with unhurried moments so that they develop persistence in whatever they are doing. We allow children to be angry, frustrated or upset so they learn that experiencing a range of emotions is normal & healthy. We teach children that mistakes are allowed because that is how we grow. We encourage children to hope because sometimes we need it to see the other side of the rainbow.



What we have to offer you and your whānau

- Privately owned centre
- Qualified and experienced staff who want to get to know you and your family
- A safe, nurturing and stimulating environment full of exciting activities for your child to explore and discover
- A quality learning curriculum
- Extended childcare hours to cater for working families
- A great, easily accessible location with plenty of easy parking
- Great teacher-child ratios
- Two distinct rooms catering to different ages and developmental stages. This room arrangement ensures that your child will never feel lost or overwhelmed, as they will be placed in an environment suitable for their specific needs. Furthermore, this structured approach contributes to maintaining a family feel
- We maintain social media pages and host family events, fostering a strong connection between family, children, and our centre
- We maintain high standards while offering competitive fees, ensuring that quality is not compromised. Recognising the potential financial burden of childcare, we have designed our fees to be competitive. Moreover, the 20 hours subsidy is accessible for children aged 3 and up, further providing financial support to families
- Storypark - we use this to help involve you in your child's learning journey
- We offer age-specific, calm, natural and thoughtfully resourced environments; encouraging tamariki of all ages, abilities, interests and backgrounds to engage in the learning that captures their interests
- We provide ongoing professional development for all staff
- Positive guidance - we practise positive guidance by role modelling good behaviour and teaching the children how to behave. Our qualified and experienced childcare and teaching staff will work in partnership with you towards the physical, emotional, social, cultural and intellectual enrichment of your child
- We provide a sense of family, trust, security love and care.
- We embrace and celebrate all cultures in our centre, where families and staff from diverse backgrounds come together. Additionally, we are dedicated to honouring New Zealand's bi-cultural heritage by incorporating Māori culture into our centres daily practices

"Mercury Bay Preschool, a place
where tamariki shine"



Orientation



When you first arrive to our centre, you will be welcomed by our friendly staff and invited to tour around our centre.

We are very proud of our centre and are open to any questions or comments you may have. We encourage parents to browse through our policies and procedure statements to be comfortable with how we care for your child.

Following your first initial enquiry visit, you will be offered to complete an application for enrolment on our website.

Once a start date is decided, we encourage at least two visits prior to your starting date so that both you and your child become familiar with the centre and staff.

Our Environment

Mercury Bay Preschool is a purpose built, privately owned centre.

We pride ourselves on our warm and spacious activity spaces that allow the children to play, create and feel excited about being there.

Catering to Whitianga's ever-growing community, Mercury Bay Preschool is conveniently located down the road from the local school and is within walking distance to many parks and walking trails. Our early childhood centre is the perfect choice for many families in the area. Within our walls, rooms are filled with child-friendly furniture, a calm, earthy aesthetic and plenty of stunning sunlight. With an abundance of outdoor space, greenery, a sandpit, and a vege garden, our outside area lets children connect with nature, explore their boundaries and hone their creativity. The homely feel to the learning environment gives you a sense of belonging and our relaxed and friendly teachers ensure that you are made welcome from your very first visit.

At Mercury Bay Preschool, we believe that children need time, space and the right environment in which to grow and further develop their strengths and abilities. We believe in learning through play and offer all learning experiences through play opportunities. We provide carefully chosen resources to support connections with the natural environment. Additionally, the inclusion of and provocation with items that encourage children's creativity and imagination, thinking and curiosity. Open ended resources are utilised to support children to discover, hypothesise, test out ideas and develop positive working theories about the world around them, inclusive of people, places and things.

Our Rooms

We have two rooms which have been designed to ensure that each tamaiti can develop a sense of belonging and identity.

However, as an intimate centre the tamariki can explore both rooms as they develop close and reciprocal relationships with the Kaiako.

Our under-two setting boasts low ratio, high quality primary caregiver relationships which are responsive and respectful of our littlest people.

Rainbow Room

Our Rainbow Room is for our younger tamariki aged up to 30 months and children transition as they are ready.
(up to 10 children)



Creative Room

Our Creative room is for our older toddlers and pre-school children.



Settling

Although starting your child at an early childhood centre can be exciting for both the parents and children, it is a big step and while some embark with confidence, others need a little more time and extra support. We are here to work with you and we recommend a settling-in period with whānau present to help your child adapt happily to their new surroundings. Once a start date is decided, we encourage at least two visits prior to your starting date so that both you and your child become familiar with the centre and staff - you will not be charged for these visits. The length of time and number of visits is different for every child. There's no rush, we want to make sure you and your tamaiti are confident in your chosen centre and we want to allow time for bonding with your kaiako. We will work alongside you to meet the needs of your tamaiti and establish a strong line of communication.

Our professionally trained kaiako are experienced in settling tamariki but here are some suggestions that can help with settling your child:

- Tell your child about the centre and visit as many times as you feel necessary before their first day so they know what to expect
- Spend some time familiarising yourself and your child within the centre
- Make sure you say goodbye to them every time and always reassure your child that you will return
- Spend some quality time with your child after you have picked them up each day. Ask them what they did, how they felt etc. Try not to introduce too much change at the same time
- Make sure you provide the kaiako with all relevant information regarding your child and their specific needs, including routines and moods
- You are welcome to call as you feel necessary. Very soon your child will be engaged in the activities and experiences of the centre and will feel quite at home. We will endeavour to contact you if your child has difficulty settling, and we will work in with you to support their transition into our centre

We enjoy visits from grandparents, younger and older brothers and sisters, and friends once your child has settled.

At Mercury Bay Preschool we understand the difficulty in leaving your child when they get upset, so we will be there to support you and your child in whatever way possible to manage any separation distress experienced.

Please be assured that your child's emotional well-being and safety is always our number one priority. If at any stage we feel that your child is not coping well without you, we will contact you.

Our Kaiako

Our educators are passionate about teaching your children. We love to discover your child's interests and extend them through offering a stimulating and challenging learning environment. Te Whāriki is our guiding document and is central within our daily practices.



Tamariki, Whānau & Kaiako

Tamariki and whānau are valued. We respect that a family is a child's number one advocate. The relationship we build with you and your child is an important part of our work. We acknowledge that whānau bring vital ideas and information that support our teachers' everyday practice. We acknowledge whānau in their unique role as a child's first teacher.

Through the development of secure, responsive, and respectful relationships with kaiako, your child will be confident in their sense of belonging and, in return they will have the confidence and flexibility to venture in the world around them.

Your child will be ready to engage in meaningful play, which supports the disposition for lifelong learning.

Centre Policies

Mercury Bay Preschool has a number of policies that set out the procedures that we have in place for the care and education of the tamariki who attend. All policies are reviewed regularly, and we welcome feedback on these. Once a policy has first been reviewed by our kaiako, the appropriate policy will then be emailed to all parents/guardians for their feedback. Any questions will be clarified, and the policy may be amended accordingly with the consideration of relevant feedback. A Parent Policy Folder is located in the reception area for parents to view at any time. All centre operational documents and policies are also available upon request from the Centre Manager.

Parent Communication

We believe that a high level of communication and collaboration between kaiako and whānau will result in positive outcomes for our tamariki. Therefore, we always encourage open communication, collaboration and feedback on all centre policies, procedures, our philosophy and programme.

Communication and information will be fed back to you via emails, Storypark, Facebook and direct communication. We encourage whānau to use these same communication channels.

Open door policy



We operate an open door policy, where parents and family are welcome at the centre at any time to visit. Parent participation sends strong, positive messages to your child that you support them and are part of the childcare environment. Our kaiako sincerely wish for you and your child to be happy and feel welcomed at our centre.

Good ole chin wag



At Mercury Bay Preschool we welcome feedback on all aspects of our service. Please feel free to communicate or discuss any queries with us. We want to know that we are meeting your expectations and providing you and your child with the care that you are requiring. If you don't tell us, we won't know and believe us, we WANT to know. However, remember that busy drop off or pick up times may not always be an appropriate time to have detailed discussions on your child's or your needs. Please schedule an appointment with the Manager at another time instead. If you have any concerns or complaints relating to the operation of our centre, please refer to our Policy for further details. This can be found in the reception area.

Compliments

TELL EVERYONE!

Both inside and outside of the centre. Please let our Centre Manager know if there is something you would like to compliment a specific member of our staff on – we would love to be able to provide this positive feedback to them. You can also email us at admin@mercurybaypreschool.co.nz

If you would like to put something in writing, please post a google review and email us so we can display it as a testimonial on our website.

We would SO appreciate this!



Education Review Office Reports

As part of our compliance and licensing criteria, all early childhood services within Aotearoa/NZ are reviewed by an external government body called the Education Review Office (ERO). All services are visited by ERO within the first two years of operation and are then regularly reviewed, with the regularity dependent on the rating received. You may be asked by reviewers to share your thoughts on the service and our practices during an ERO review. Please talk to our kaiako or management if you have any questions. Our ERO review is displayed on the noticeboard in the foyer.

Parent Involvement

We encourage our families to form a partnership with us at Mercury Bay Preschool. There are many opportunities to engage with our team; whether it be face to face quick catch ups at drop off and pick up, written emails, or responses to our posts on Facebook or Storypark. We also hold events throughout the year where we encourage parents and extended families to attend, and other opportunities where the parents and families can participate.

Birthdays



Birthdays are a special time for tamariki, and the centre enjoys sharing the occasion. We have a Mercury Bay Preschool tradition where the birthday tamaiti (child) will be served a cupcake (provided by Mercury Bay Preschool) on a tray with candles and we all sing happy birthday. The creative room also do a special mat time for the tamaiti and will sing a song or do a story of the birthday child's choice.

Celebrations



At Mercury Bay Preschool we believe in celebrating many celebrations. This includes Birthdays, Christmas, Easter, Matariki, other cultural celebrations, Mothers and Fathers days just to name a few. We invite our families/whānau to come and celebrate with us in the centre and find this is a great opportunity for parents to engage with kaiako as well as other families/whānau that attend the centre.

Storypark & Portfolios

StoryPark is an all-encompassing online portfolio platform that actively involves you in your child's learning journey. It functions as a powerful communication tool, facilitating the viewing and sharing of photos and videos while also capturing kaiako's observations, evaluations and assessments of your child's development. It helps begin a record of your child's learning journey that you can access anytime and will cherish forever. It is a great way to share and communicate privately with the people that matter most to your child.

Please visit www.storypark.com to read more about it or chat to the centre manager if you would like to find out more.



At Mercury Bay Preschool each child will have their own 'portfolio book'. Portfolios are a living, breathing account of your child's early research into this world where we record growth, exploration and learning for each child during their time with us and we hold these books in reverence.

They are on display in the centre for tamariki and caregivers to read at any time they wish & will be given to you to keep when the child leaves.

These records serve as valuable keepsakes for both you and your child and will become a cherished treasure.



Changes of information

Please notify staff of any changes in writing. (Changes of address, contact phone numbers, names of those who can collect your child, allergies, medications etc). This is a Ministry requirement and will ensure we are able to reach you quickly if required in an emergency.



Students, volunteers & visitors

From time to time, you will see new faces at the centre. Relief staff and volunteers are screened before participating in our daily activities and must adhere to our philosophy whilst at the centre. At no stage will a volunteer worker be left in charge of a group of children. However, they will interact with the children, giving help and attention as needed. Early learning teacher training students are also supervised at the centre during the practical component of their studies. All visitors are required to sign in on arrival and departure of our centre.

Childs Daily information

Any information we hold concerning your child can be accessed by you. Information relating to your child's sleeping and nappy changes can be found in each room. As each room is different, please ask a teacher where these are kept.



Excursions

Excursions out of the centre will be arranged from time to time as part of your child's early learning experience and connection to the local community.

This offers tamariki different opportunities and the chance to build on the learning they are doing at the centre. Parents/caregivers are encouraged to be part of our outings.

Children who do not attend the excursion will remain at the centre under the care of staff.



Charges

From time to time, there will be planned optional activities or excursions, for which charges may apply to cover direct expenses such as transportation, entry fees and additional staff. Prior notification will be given for each activity outlining the trip, transport, cost, and adult / child ratio and consent will be obtained on an individual basis.

Health & Safety

Childrens Health

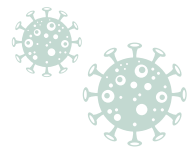
It takes time for a child's immune system to keep up with what they are exposed to and as a result almost all children will experience some type of illness when they begin attending an Early Learning Centre or Primary School. Be prepared for this and have some support on hand if required. Please be assured we have robust cleaning and hygiene processes and procedures.

We will notify you immediately if your child shows signs of illness and needs to be collected. We do this to ensure your child can be cared for, and to minimise the spread of illness at the centre, therefore ensuring the welfare of all children in our care.

We ask that any child or adult who is unwell be kept away from the centre - especially at drop off and pick up times, this will help prevent illness from spreading throughout the centre. It will be the manager's discretion to refuse to accept any child deemed unwell enough to attend the centre, as we do not have the staff or space to care for sick children. Children with severe coughs or colds, vomiting, diarrhoea, conjunctivitis, rashes or raised temperatures cannot be brought into the centre. If symptoms develop during the day, the parent/caregiver will be contacted to arrange for the immediate collection of their child. For further information, refer to the centre's Health and Safety Policy for more detailed information.

The centre should be advised if the child has contracted a notifiable or infectious disease such as mumps, chickenpox etc so that other parents/caregivers can be advised. The child should be kept away from the centre for the required length of time as per the infectious diseases chart.

Guidelines of Infectious Diseases



Guidelines of infectious diseases are provided by the Ministry of Health, and we follow these guidelines strictly. These are displayed in the reception area, as well as in the creative room and on our website.

Since Covid-19 has made itself known we need to be extra diligent when dealing with illness in the centre. Please be aware of this as we have a responsibility to our whole community as well as individual children in our care.

Illness Policy

We have a strict policy on illness as we are committed to providing and maintaining a healthy environment for everyone. We understand that keeping a child at home is difficult for busy and working families, but your child must remain at home if they are unwell. If your child is unwell and unable attend, please email or phone the centre as soon as possible.

You will need to keep your child at home when they are ill, causing concern or;

- The illness prevents them from participating comfortably in the programme or activities
- The illness results in a greater care than we can reasonably provide without compromising the health and safety of the other children
- Cries easily, is irritable or is in pain
- Constantly wants to be held and comforted
- Has a high temperature (over 38C)
- Has an inflamed throat or eyes
- Has a consistent, thick green runny nose
- Has an unidentified rash
- Has diarrhoea or is vomiting (can return 48 hours after the last episode)
- Can return after 24 hours from the first dose of antibiotics

High temperature

38°C and over is considered to be a high temperature.

When children have a high temperature they will;

- Have a tepid flannel put on the back of their neck or on their head
- Be given a drink of water
- Have extra layers of clothing removed

Before phoning parents teachers will use common sense and consider these factors;

- Has the child been awake for longer than half an hour?
- Is the child over-dressed?
- Is the child dehydrated?

Children may return to the centre 24 hours after the temperature has returned to normal without the use of medication.

Vomiting & Diarrhoea

Tummy bugs are very contagious - whether they are viral or bacterial.

A person will be considered infectious if they;

- Vomit once (does not include milk “spills”)
- Have had two episodes of diarrhoea
- Arrive at the centre after having diarrhoea and/or vomiting overnight

A person who has had diarrhoea or vomiting may return to the centre when;

- They have been clear of vomiting and diarrhoea for 48 hours
- In the case of diarrhoea caused by antibiotics, a medical certificate may be required stating that the child does not have a contagious illness, prior to the child returning to the centre

If your child becomes unwell while at the centre, we will phone you to come and collect them. We strongly encourage parents/caregivers to ask for a medical certificate after seeing the doctor to confirm the date the child can return to centre. Please bring this with you when your child returns to the centre to be held on the child’s file.

Antibiotics

Children who are taking prescribed antibiotics must remain away from the centre for 24 hours (or for a time at the discretion of the Head Teacher and/or Manager) after beginning the antibiotics. This is in case of an allergic reaction and to ensure that the child can rest away from the busy environment of our centre.



Conjunctivitis

The following symptoms may suggest conjunctivitis;

- Puss oozing from the eyes
- Watery, red, itchy sticky eyes
- Eyes stuck together after sleeping

If conjunctivitis is suspected management will examine the eye by;

- Using gloves and a tissue, wipe away any discharge and decide if the child is considered contagious

Any child returning to the centre after a suspected case of conjunctivitis must have;

- No discharge visible in the eye AND
- Have been on medication for 24 hours

Please note that conjunctivitis is extremely contagious and is transmitted by the discharge. If the eye discharge is not the result of conjunctivitis a medical certificate is necessary.

Immunisation

It is a parent's decision whether to immunise their child/ren or not. However, Health Regulations state that we must maintain up-to-date immunisation records for all children attending the centre. If there is an outbreak of a vaccine-preventable disease at our centre, children who are not immunised will not be able to attend for the duration of the outbreak. We are advised of this timeframe by the Ministry of Health.

You will need to supply a copy of your child's immunisation record when you enrol your child and provide an up to date copy of the immunisation record whenever your child has a vaccination.

Medication

Please advise the staff if your child is taking any medication. If a child requires medication to be administered, either prescription or non-prescription, a Medical Authority Form must be completed and signed daily, authorising kaiako to administer the medication for both short-term illnesses and long-term conditions. Please talk to us about completing these forms and arranging medication.

Medication that is required to be administered at the centre must be signed in and all details recorded in the medication form - kaiako will only administer medication that has a label stating your child's name and expiry date on it. It will only be given as per the dose and instructions prescribed by the doctor and written on the bottle.

Ongoing medication/ health plan

If your child has ongoing medication for conditions such as asthma or epilepsy, you will be required to complete a Medication Authority Form and an individual management plan will be discussed and signed off with parents/caregivers.

Use of Paracetamol

Kaiako will not administer paracetamol without a doctor's certificate. If you think your child needs paracetamol or ibuprofen on a regular basis throughout the day, they are probably not well enough to be at the centre.

Our kaiako do not administer paracetamol to any children unless;

- It is administered for a specific purpose i.e. to accompany antibiotics for pain relief
- It has been prescribed by a registered medical professional within the last month for that particular child

We DO NOT administer paracetamol for teething or to treat a high temperature.

Paracetamol will NOT be kept on site.

It is important for parents to communicate with the centre as to whether their child has been given paracetamol outside of the centre hours and the reason for this. Paracetamol given for a fever can mask other symptoms and leave a potential illness undiagnosed.

First Aid Kit

The centre keeps a first aid kit, which includes some non-prescription and homeopathic medications for emergencies. Permission for these medicines is given in your child's enrolment form.

Accidents

Accidents and injuries occur even in the safest of environments. Any accident that occurs will be recorded in the Accident Book by the first kaiako on the scene of the accident. All accidents are reported to parents/caregivers. If an accident occurs that requires medical attention, we will contact you immediately and if necessary, seek medical attention until you arrive. Our priority is the well-being of the children in our care.

Wounds

Any open sores or weeping cuts must be covered at all times. If these weeping wounds cannot be covered the child must stay home. A doctor's note maybe requested.

Emergency & evacuation procedures

As part of our curriculum and support of health and safety practices we undertake regular emergency procedure drills. If you are on-site during a drill, you are required by law to participate. Emergency evacuation and procedure plans are displayed throughout our centre. These drills will be enjoyable rather than stressful for tamariki while giving them the opportunity to become familiar with the routine of an emergency should such an event occur. Staff are familiar with evacuation procedures and policies.

In case of an unforeseen emergency, every effort will be made to contact parents/caregivers to collect their child, it is therefore essential that all contact information is up to date, always.



Parking



We encourage you to use our car park while dropping off and picking up your child/ren and remain aware that at certain times of the day the car park will be busy. Please be mindful while reversing and using the car park, small children may also be using the area.

We ask that parents please do not park on the grass verge as this destroys the grass.

Collection of your tamaiti/tamariki

We ask for your co-operation in dropping off and collecting child within our operating hours. Please ensure that your child is brought into the centre and left safely in the care of a staff member.

Children may only leave the centre with:

- Authorised adults listed on the enrolment form OR
- With an adult whose name and relationship to the child has been made known to the centre by the parents/caregivers, prior to picking up the child

If there are any changes to who can/cannot collect your children, you will need to notify the manager in writing.

Please contact us if you have an emergency or are going to be delayed. Kaiako can then allay your child's concerns and make plans for their own commitments. If we have not been able to contact you or your emergency contact and you have not contacted us within one hour of closure of the centre we reserve the right to contact the local police.

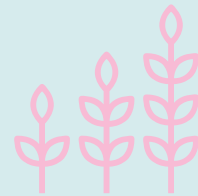


Meals

Mercury Bay Preschool does not provide meals and therefore a healthy lunchbox is to be provided by whānau. If you are unsure of what to provide, please talk to the team or visit our website for some ideas.

Nappies

Nappies are to be provided by the parents/caregivers.



Transitioning to the next room

When your child shows signs of being ready to transition to the next room your child's teacher will work in collaboration with you and the next teaching team. Our primary focus is ensuring that the transition is a positive and smooth one where children embrace the challenge that the next learning environment has to offer. While there are guidelines regarding the age of transition to the next room – this is only a guide and the individual readiness of your child is the primary indicator. Children are ready at different ages, and stages of development occur at different times for different children. The time we recommend for a child to transition will be according to the individual child's needs.

While the existing teaching team will share their knowledge of your child with the new teaching team we encourage you to come and meet the new team and to share your knowledge of your child with them first-hand. No-one knows your child like you do.

Moving between rooms throughout the centre is based on developmental readiness and availability of spaces. Parents/caregivers will be notified prior to any transitioning programme being established.

Attendance Records



As a licensed Early Learning Centre that receives funding from the Ministry of Education, we are governed by specific guidelines around attendance. Your child must attend the days and times that are reflected on their enrolment forms. On occasion, you may be asked to reconfirm your child's enrolment by signing an attestation form. This may be due to an absence pattern that has been formed or attendance hours differing to actual enrolled hours and as part of the process we must reflect and confirm actual attendance. **This is a Ministry of Education requirement.**

It is compulsory for all parents/caregivers/guardians to sign your tamariki in and out of the centre each day. This ensures the centre can account for all attending children at all times and that in the event of an emergency evacuation or drill at the centre all the children are accounted for. **This is also a Ministry of Education regulatory requirement.**

Please call us on 07 866 4945 or email us at admin@merucrybaypreschool.co.nz if your child is going to be absent.

Signing in & out

You must sign your child in and out upon arrival and departure on the tablet located at reception. Each family member/caregiver will be allocated an individual PIN number to use to sign in and out. Individual PIN codes will be given on completion of your child's enrolment form. You will be advised on how to do this but please also feel free to ask for help at any time.

You must also attest to the weekly attendance of your child by way of electronic verification. You will be emailed each week with a link to do this. **This is a regulatory requirement by the Ministry of Education. Failure to verify your child's attendance may result in the centre losing the funding for your child.**

We so appreciate your diligence with these requirements.



Sleep & Rest

For children under 2 individual sleeping patterns are followed as much as possible. Children will sleep in cots or on mattresses or stretchers with linen provided by our centre. We do encourage you to provide any special toys or cuddly's that they have to help them settle or sleep.

All children requiring rest and sleep during their time at our centre will be provided with a quiet space and their own bedding. We encourage usual sleeping routines as at home so we may discuss this with parents/caregivers. Some children may not need sleep, but quiet activities will be available.

Toileting

Our kaiako will work in partnership with you to support developing toileting skills. Routine toileting times are provided before meals and naps to encourage good habits and independence in children who are ready. However, toileting needs to begin at home, so please ensure that your child has had some experience and successes at home first. Please make sure that plenty of complete changes of named clothes are provided during this time as a few accidents are unavoidable. Please feel free to discuss any special needs with staff.

Sun Safety

Kaiako will educate tamariki about being sun smart and will encourage tamariki to use areas of shade during peak burn times. We ask that whānau provide a named hat that will protect the child's face, neck and ears. Tamariki who do not have a hat may have to play inside.

We will provide sunscreen (30+ SPF) which will be applied regularly throughout the day. If your child is allergic to standard sunscreen, please provide your own named bottle of sunscreen for kaiako to reapply during the day. Please ensure that sunscreen has been applied to your child/ren in the morning, prior to being dropped off.



Children see magic because they look for it

What to bring:

Please ensure all items brought in to the centre are clearly named. Storage is provided for each child's belongings.

Tamariki learn through creative play and exploration. Because play and exploration can often be wet or messy, children should be dressed in clothing that is comfortable, easily washable and suitable for all kinds of play.

In winter, rain attire and gumboots are essential, and in summer, sun hats are to be provided for outdoor play. It is also required that you apply sunscreen to your child before the start of every day.

Please supply a named bag containing:

- Clearly named bottles and formula - enough for the day
- Nappies & nappy cream (if needed)
- Pacifier/dummy if required
- Underwear - toilet trained children need one or two extra pairs of underwear in case of the occasional accident or water play
- A named water bottle
- A named wet bag for your child's soiled or wet clothing
- At least two full changes of clothes (clearly named - including socks and underwear)
- Cuddly or toy used for sleeping/settling

In the summer months

- A named sun hat
- Our children and teachers love water play, please bring plenty of spare clothes, we suggest that togs and a rash shirt along with a small towel be placed into your child's bag

In the cooler months

- A warm hat or beanie
- A jacket
- Rain attire
- In the colder weather, slippers may be worn inside. Comfortable slip-on shoes are best. Gumboots are wonderful as children can slip these on and off themselves. Jandals are to be avoided; these can often cause a child to trip





Toys & other treasures

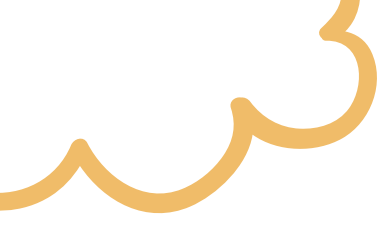
We ask that tamariki leave their own toys at home (not in their bag) to avoid any disappointment should they become lost, broken or taken to another home.

We have chosen a wide range of developmentally appropriate equipment and toys for our centre.

Security toys or cuddly's are welcome but must be clearly named.

Lost Property

We endeavour to return all clothing and personal items home with your child at the end of each day. However, there are occasions when we have items that are left behind or unnamed that we cannot return to the appropriate owner. On these occasions, we have a container for unnamed and lost property. We ask that parents check this regularly as the amount of items builds up. Items that remain uncollected after a certain period of time are donated to a local charity.



Notes / questions





We look forward to welcoming you and your child to our whānau based centre and sharing the journey with you as your child continues to develop, learn and grow.

Thank you for taking the time to read through this important information regarding your tamariki's care. Please keep this information in a safe place for future reference.

And please remember if you have any questions just ask, we are happy to help in any way that we can.

Warmest Regards,

Ngā mihi nui, e te kapa at Mercury Bay Preschool

Sandy, Sam, Josh, Gary and our committed team of teachers and support staff





MERCURY BAY PRESCHOOL

Where our tamariki shine

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