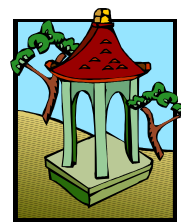


# CAMBRIDGE EARLY LEARNING CENTRE



## The Castle and The Pagoda *Taking the Lead in Preschool Education*



*Give your child a head start*

### Who Are We?

The Trust and the Teachers at Cambridge Early Learning Centre view early childhood education as a partnership between families, caregivers and the Centre.

The Trust is committed to managing the Centre in a way that promotes the continual development of a quality service.

*The Trust is well led by a long-serving chairperson and trustees who are fully committed to the centre's philosophy. (ERO 2016)*

Cambridge Early Learning Centre is a community based service and as such puts quality early childhood education and the needs of the community before profit.

The Trust is committed to providing qualified teachers. A feature of the Centre is the high number of trained teachers.

*A particular strength of the centre is the supportive, positive and responsive relationships that all staff have established with children and their families. The long-established team of teachers and support staff place high priority on providing an inclusive service for families. (ERO 2016)*

### Programme framework

The early childhood curriculum, Te Whariki, is the basis for all aspects of the programme.

The majority of projects and topics of interest are generated by the children's explorations and interests, with teachers supporting these choices and extending where possible.

The Trust and teachers acknowledge the Treaty of Waitangi and believe it is the right of all children to be enriched in an environment that acknowledges the dual heritage of Aotearoa.

The children have a learning portfolio to document their learning. Core activities are provided everyday to support the children's learning.

Evaluation and Assessment procedures will allow teachers to make informed judgments about the quality and effectiveness of the programme and ensure that further programme development will continue to meet the needs of all children.

#### CORE ACTIVITIES

Painting      Dough or clay  
Family play      Books  
Blocks and construction  
Puzzles  
Music and dance      Library  
Sand and water play  
Dress ups      Collage  
Writing and drawing  
Outdoor play

*Climbing and play to use large motor skills*

THE CASTLE AND THE PAGODA

#### Hours of operation:

7.30 am to 5.30 pm week days.

Closed all statutory holidays, and the days between Christmas and New Year.

Christmas Eve, the Centre closes at 3pm.

10 Fort Street

Cambridge 3434

Ph: (07) 8274727

Fax:(07) 8274828

Email: celc.kids@xtra.co.nz

Web: www.cambridgeearlylearning.co.nz

## OUR LEARNING ENVIRONMENTS

### The Castle Nursery (Newborn – 18 months)

The Centre provides a very flexible program for infants and toddlers aimed at catering for the individual children and their families. We encourage an inviting, warm and nurturing environment for all.

*Babies and children up to the age of two years benefit from the centre's commitment to providing learning and care from consistent key teachers. These children enjoy exploring and learning in a calm and aesthetically pleasing environment. Teachers are responsive to the individual care needs of babies and to supporting parent care preferences. (ERO 2016).*

Our Nursery is run by very experienced and qualified teachers who have created wonderful inside and outside environments for the children. Much thought has gone into creating a sense of wonder for the children, with the sensory garden areas and the many tactile and visual treats inside.

### The Castle Toddlers (18 months—3 years)

The Toddlers unit celebrates and reflects the capabilities of children aged from:  
18 months—3 years old.

*Children's learning, and sense of wellbeing and belonging is enhanced by teachers. Effective teaching practices contribute to high levels of children's meaningful and sustained play. (ERO 2016)*

We run an environment based program where children learn through their developing relationships with people, places and things.

We promote learning alongside play.

Our Toddlers unit works on a flexible child-centered approach, with teachers supporting children's choices and extending learning opportunities when necessary.

*Children participate in a programme where there are many opportunities for them to make choices about their play. This is balanced by teacher-led learning and care routines. (ERO 2016)*

### The Pagoda (3—5 years)

A consistent team of fully qualified teachers provide a stimulating, adaptable, child initiated learning environment at The Pagoda.

*Children's learning and sense of wellbeing and belonging is enhanced by teachers, including active participation alongside children in play to extend and add complexity to children's learning, together with nurturing and caring interactions. (ERO 2016).*

While the endorsement of children's own individual interests and ideas are still paramount, the teachers provide opportunities for group work. This focuses on fostering the development of confidence, perseverance and responsibility, allowing and encouraging children to practice communication and self help skills.

*Effectively planned and managed transition times support children and families into a welcoming and familiar environment and on to local schools. (ERO 2016)*

## ROLE OF PARENTS

Our aim is to make you feel "at home" in our Centre

Lauren, Mel, Elaine, Carla and Laura welcome discussions about your child and their needs anytime.

*"The role of parents/ whanau as equal partners with educators is central to the process of delivering quality early childhood programmes to children. "*

Ministry of Education.

## THE STAFF

**Office Manager :** Julie Wyllie

**Centre Coordinator :** Lauren Burnnand  
*B Tchng (ECE) Registered Teacher  
Cert Child Protection Studies*

### THE NURSERY TEACHING TEAM

**Team Leader :** Mel Burt *B. Tch (ECE) Registered Teacher*

**Teaching team:** Emily Jenkins *B. Tch (ECE) Registered Teacher*

Susan Heaton *Dip. Tch (ECE) Registered Teacher*

Janine Knowles

Caro Candy *Dip. T Grad (ECE) Registered Teacher*

Jessica Read *In Training B. Tch*

### THE TODDLER'S TEACHING TEAM

**Co Team Leaders :** Elaine Foxall *B. Tch (ECE) Registered Teacher*  
Carla Lockyer *B. Tch (ECE) Registered Teacher*

**Teaching team:** Stacey White *Dip. Tch (ECE) Prov. Registered Teacher*

Kristi Gaudin *B. Tch (ECE) Registered Teacher*

Lauren Walker *Dip. Tch (ECE) Registered Teacher*

Brooke Davy *In Training*

Priscilla Anderson *In Training B. Tch*

Mandy Stichbury *B. Tch (ECE) Registered Teacher*

### THE PAGODA TEACHING TEAM

**Head Teacher:** Laura Herbert *B. Tch (ECE) Registered Teacher*

**Teaching team:** Katie Bradford *B. Tch (ECE) Registered Teacher*

Jenny Clayton *B. Tch (ECE) Registered Teacher*

Michele Schofield *B. Tch (ECE) Registered Teacher*

Lisa Kowalewski *Dip. Tch (ECE) Registered Teacher*

Gill Bush *In Training B. Tch*

### COOK/CLEANER

Keryn Branje

Julie Cresswell

## ENROLMENT AND SETTLING

We endeavor to make settling in as enjoyable as possible for everyone concerned.

Prior to starting families are encouraged to arrange several visits, to enable us to get to know your child, and for the children to become familiar with the Centre. Families are encouraged to visit as often as they wish, there is no charge for any visits. Children who are new to the Centre are assigned 'special teachers', this assists the child (and family) to build relationships and a feeling of belonging in this new environment.

Please phone as often as you like when your child is new.

## INFORMATION SHARING

- The Centre produces a monthly newsletter. This can be collected from the sign in desk or viewed via our website and is very informative.
- The Centre's web site is: [www.cambridgeearlylearning.co.nz](http://www.cambridgeearlylearning.co.nz)
- In each learning environment the walls contain photographs, planning and learning stories, detailing the children's current interest and documenting their learning.
- The Centre operates Storypark—a secure, private online space to share your child's learning while here and you are able to be more involved and up-to-date with what your child has been up to. You can choose to add your own stories or leave comments and feedback for children and our teaching team. Content we add will only be shared with our teachers and **the family members you choose to invite.** No personal information is shared with any third party.
- The Centre has documented policies that guide the daily operation of the Castle and the Pagoda. Policies cover such areas as Centre trips, behaviour management, first aid etc. These can be viewed by parents at any time.

## MEDICAL INFORMATION

If your child requires medication while at the Centre, parents are required to fill in the medicine book and hand the medicine to a teacher. We **cannot** give your child medicine unless you have signed the medicine book.

If your child becomes unwell at the Centre, every effort will be made to contact you to collect your child. If you are unable to be contacted, your designated next contact person will be phoned to come and collect your child.

If your child is administered antibiotics they cannot return to the Centre until 24 hours from their first dose.

## MEALS & SNACKS

The Centre provides a well balanced and substantial menu and meal service for the children. This includes morning tea, lunch, afternoon tea and a late afternoon snack. In the morning toast is provided as a settling tool. Details of what is on the menu for the particular day are displayed on the whiteboards for parental information.

Copies of the menu can be requested from the office.

We need to know if your child has any food restrictions, this is included in enrolment information but may also occur later, please ensure that this information is passed on. A copy of the Centre Food and Nutrition policy outlines the provision of food supplied in the Centre.

## GENERAL INFORMATION

**Arrival and collecting times:** The daily sign in/out sheet is located on the reception desk at the Castle and the front desk at the Pagoda. Please sign your child in when you arrive at the Centre and out when you are leaving at the actual times—this is a Ministry of Education requirement.

For your child's protection, teachers are only permitted to let your child leave the Centre with persons nominated by you on your enrolment form. We will not release your child to anyone without your personal authorisation.

**Birthdays:** Children are welcome to share their birthdays with us. If your child would like to celebrate their birthday with us, parents and families are most welcome to join in. We normally celebrate birthdays at either morning tea or afternoon tea time.

**Visitors:** As there are often teachers in-training in the Centre; we frequently have tutors from the University of Waikato or Wintec observing their practice. On occasion there can also be high school students in the Centre undertaking work experience.

Please be assured that any visitors are **always** supervised.

## FEES

We are a non-profit organisation and therefore aim to keep our fees as low as possible for the community, without compromising our quality.

Hourly \$ 9.00

Daily \$ 49.00

Weekly \$225.00

Invoices are emailed to you weekly. Alternatively, invoices can be collected from the reception desk and would be available by Tuesday of each week for the previous week. Please check in with Julie and discuss what payment method will suit you.

## RETAINER FEES

All absences from pre-booked sessions, whether full-time, part-time or casual, will be charged a 50% retainer where the Centre has been informed of the absence by 8.30am on the booked day.

If you fail to notify the Centre of your child's absence by 8.30am on the day of the booking, full fees will be charged.

With notice prior to 3.00pm the day before, you can swap your hours from one day to another during the same week or cancel a casual booking and not be penalised (dependent on availability).

If the Centre is given at least one week's notice of a child's intended absence due to annual leave the retainer fee will be 30% of the normal fee for the first two weeks and 50% for any absences thereafter.

Absences exceeding 21 continuous days will be charged at full fees.

Any change to a permanent booking requires one week's notice.

Please note that as a general rule the Centre closes at 3.00pm on Christmas Eve. In this instance no fees or retainers will be charged between 3.00pm and 5.30pm.

No fees will be charged on days that the Centre is closed

e.g. Statutory holidays or the closedown period at Christmas

For a full explanation of our policy on retainers please ask to read the policy.

## LATE FEES

Cambridge Early Learning Centre is licensed to provide education and care for children between 7.30 am and 5.30 pm. If you arrive after 5.30 pm to collect your child two staff will have stayed late to care for him or her.

Late fee charges are displayed above The Castle foyer sign-in desk.

## WORK & INCOME NZ CHILDCARE SUBSIDIES

Children under the age of 5 that attend an early childhood centre for a minimum of 3 hours, may qualify for a childcare subsidy from Work and Income NZ which could help you meet some of the cost of childcare fees. Non-working parent(s) may qualify for up to 9 hours childcare subsidy per week.

To qualify, the combined income of both parents must be within certain limits as specified by Work and Income NZ.

Following approval of subsidy, it is very important that any change to your situation be notified to Work and Income NZ as soon as possible.

If you would like further information about subsidies please see the office for a Work and Income pamphlet, check out their website [www.workandincome.govt.nz](http://www.workandincome.govt.nz) or see Lauren / Julie.

## SPECIAL DAYS

During the year we celebrate some of the special days that occur. These start with Kiwiana Day for Waitangi and follow through the year acknowledging special celebrations; Mother's Day, Father's Day, Grandparents Day and many others.

Often these days are dress-up days so keep some colourful classics handy!!

## POINTS IN BRIEF

- The Centre does not have fixed hours or minimum hours, you book what hours suit you and your family.
- Settling visits make starting in the Centre much easier for the children. Several visits are beneficial prior to your child beginning at the Centre. 'Special teachers' will be chosen too.
- Changes to booked hours can be accommodated and with notice by 3.00pm the day before hours swapped within the same week have no additional charges.
- It is very important to say goodbye to your child when you leave. A goodbye tells your child that you are going and they are staying; they know where they stand. Often when parents have not said goodbye the children continue to look for them.

## WHAT TO BRING

Please send your children in named clothes suitable for a day of child's play, that might include painting, sandpit, etc. Please also supply at least one **complete** named change of clothes for your child. Please supply enough nappies for the time your child is at the Centre. Nappies are available for sale at the office.

**Wet bags:** we can supply a named wet bag for your child on commencement at a cost of \$10.00. Wet bags are of a high quality and these are available in either red or green, samples can be viewed at the office.

## Ten Attributes of Good Learners

- ◆ **Resilient** - able to bounce back, cope with difficulties
- ◆ **Attentive** - notice and listen
- ◆ **Curious** - ask questions, wonder, investigate
- ◆ **Playful** - play around with materials, explore
- ◆ **Imaginative** - pretend, role play
- ◆ **Practical** - use common sense, make use of what they have
- ◆ **Sociable** - get on well with others
- ◆ **Empathetic** - can feel with others, see another view point
- ◆ **Self Regulating** - use internal controls
- ◆ **Thoughtful** - apply their mind to their world