

Parent Information Handbook

Early Childhood
Education Centre



wana
tamariki

Welcome

Nau mai, Haere Mai

Wana Tamariki is a welcoming space where we see relationships as key to getting the best outcomes for tamariki and their whanau.

Being part of our Early Intervention community will be a new experience for your child and family/whaanau. We value the contribution from families/whaanau and our wider community and encourage you to be an active part of this journey with your child.

The information shared in the next few pages may help you to understand more about the unique way we work, with a focus on holistic and collaborative practice.

Early Intervention Support

Early intervention provided in an holistic, play-based, whanau-centred environment is key to helping little ones grow and learn. Through fun and engaging activities and active whānau involvement, we help children unlock their full potential and celebrate every small victory along the way.

Our team work alongside whanau, Early Learning Centres and other specialists to develop a collaborative plan for support that is specific to the needs, culture and goals of each child and whanau.

Early Childhood Education (ECE)

Wana Tamariki is licensed and chartered as an Early Childhood Centre (ECE). Our curriculum is guided by the principles of Te Whāriki, the New Zealand Early Childhood Curriculum – but is underpinned by our Centre origins. This offers a unique blend of Early Childhood Education, Conductive Education and additional therapies and interventions.

Te Whaariki – meaning "woven mat" in Māori, reflects the interconnectedness of learning and development. Our programme is designed to cater to the individual learning needs of tamariki, providing learning environments that nurture children's well-being, empower them as learners, and foster a sense of belonging.

Our ECE Groups

Our specialised preschool groups focus on skills to support the transition to school. Early numeracy, literacy, pre-writing skills, routine, and self-care skills are incorporated into topics to extend children's awareness of the world around them.

It is a very beneficial learning environment for children with mild to moderate needs who may have missed earlier intervention and need support in achieving developmental milestones.



Our Vision

All tamariki and whanau will be valued citizens of their community and live their best lives.

Our Philosophy

Whanau aspirations guide us in using holistic, collaborative and quality practice which supports tamariki to thrive, creating meaningful life-long impact for all.

Building trusting relationships is at the heart of our service, enabling us to effectively share information, coach and guide tamariki and whanau to discover the path that will lead to their good life.

Our Mission

Promoting choice and control for whanau, alongside providing the earliest intervention for tamariki, to support their hopes, dreams and aspirations.

Our Values

- **Whaanaungatanga – Relationships, Participation, Community**
 - At the heart of our service lies the trusting relationships that we form
 - with the family,
 - with the child
 - with the team of professionals from our wider community.
 - We recognise the importance of families coming together, sharing experiences and supporting each other.
 - We recognise that there are many members of a 'Team' working together, each offering different knowledge, skills and support, each as important as the other.
 - We recognise Te Titiri O Waitangi, and embrace and celebrate the cultural diversity of our tamariki and whaanau through bicultural and multicultural practice.
- **Empowerment – helping children toward independence**
 - We believe that each child has the right to make a choice; therefore we provide opportunities for them to do so.
 - We believe that the child's image of themselves as an individual and as a valuable member of the community is important.
 - We believe that it is important for children to explore the world around them and their place in the world.
 - We believe that in motivating children to coordinate movements they can achieve greater independence.
- **Learning – an educational approach**
 - Conductive Education is a non-medical educational approach. We believe that children with motor disorders can learn.
- **Quality of Service – individualised programmes**
 - We believe that we deliver a service that meets Health & Educational criteria, abides by our Code of Ethics and most importantly, is specific to each of our children's individual needs.



Our Services

We provide a diverse range of services, support and education that empowers the family as a whole. We create individual and group programmes offering opportunities to maximise every learning moment. We challenge tamariki using their own motivation to achieve whaanau determined goals.

Our services are continually evolving to meet the needs of the community, the diverse needs of the children and whaanau choosing to access our support and on the criteria of our funders.

Our Group programmes partner Early Childhood Education with a Conductive Education programme – this means that our curriculum is supported by Te Whāriki, the New Zealand Early Childhood Curriculum but is underpinned by our Centre origins in a blend of Conductive Education and additional therapies and interventions. For children developing independence, from 2 years of age, we provide Groups targeted at supporting ages and stages.

Wana Tamariki is one of three Providers in the Waikato contracted by the Ministry of Education – Learning Support for Specialist Services. We provide support for 20 children with 'high needs' in more than one developmental area (e.g self care, physical, communication, social-emotional, or behavioural).

Our Early Intervention Specialist Services support day to day actions and engagement, supporting the child to participate in daily routines and Early Childhood Education, providing a range of therapy for the child, providing coaching and resources for the parent / whaanau, providing coaching and resources for the Early Childhood Centre. Our Early Intervention Teacher works alongside families to assist them in the transition to community Early Childhood Education (ECE) settings and later, in transition to Primary School education.

This service is provided by Early Intervention Teachers, OT's, SLT's, Conductors and other specialists as required. We provide services in alignment with the Specialist Services Standards Pathway – Poutama- Principles for Practice and regularly report on this to the Ministry of Education.



Our Team

Your child's Key Worker is responsible for your child's support, including assessment, planning, referrals, as well as consulting with you the parent, carer and whaanau.

Our multi-disciplinary team also provide additional guidance and support with sensory, motor, cognitive, communication and socio-emotional aspects of development, making up the team around your child.

Our team includes: Occupational Therapists, Conductive Education Practitioners, Paediatric Physiotherapist, Early Intervention Teachers, Early Childhood Teachers, Speech Language therapists, Family Support Coordinator, Psychologist, and Education Support Workers.

Our team also work alongside whanau, Early Learning Centres and other specialists to develop a collaborative plan for support that is specific to the needs, culture and goals of each child and whanau.

Education Support Workers contribute to the care and learning for your child, providing a high staff:child ratio in our Groups. When working within our Early Childhood Groups, some funding may be contributed from Education Support Worker funding when it meets the criteria of that contract.

Our General Manager, Vicki Coddington, is responsible for all communication with the Ministry of Education related to funding and regulations.

All staff are required to be safety checked prior to working with a child, and this is reviewed every three years.

Early Childhood Education

Children may be invited to join one of our ECE groups that best suits their learning and developmental goals.

Our ECE group sessions are tailored to be more targeted to the needs of the children in each group. This allows us to provide 1-on-1 support and intervention, and delivers better outcomes as the learning opportunities will take place while the child is best placed to take on new learning.

Group days and times are determined by the children requiring programmes. These may change from time to time, due to student numbers, students transitioning to school, new students moving into the Centre or staffing requirements. Our team will discuss changes with families should any variance be required.

There will be a gradual process of involvement in the programme until you both feel comfortable and your child can participate fully. Before your child transitions into a Group or class programme, you may be invited to observe the Group your child will join. Information will be given to you about the programme and we will endeavour to answer any questions you have.



ECE Licencing

Wana Tamariki is licensed and chartered as an Early Childhood Centre (ECE). The Ministry of Education issues the license, and the Centre must operate under the licensing requirement of the Education (Early Childhood Centres) Regulations 2008.

The Education Review Office review our ECE Services. Copies of their reports are available in our foyer and online at <https://www.ero.govt.nz>



**“Poipoia te
kaakano kia
puaawai.”**

***Nurture the seed
and it will bloom.***



General Information

Enrolling in our service

To enrol in our service, you will need to fill in various documents including an Enrolment Form. We will also need to sight your child's Birth Certificate or Passport, and Immunisation record.

Parents will be asked to confirm the attendance times by signing an Enrolment Agreement, which will state the days and hours of attendance. If there is a change to class times or days, parents will be required to sign a 'Change of Enrolment Agreement' form.

You will also need to sign an Attestation form to confirm any hours/days that your child attends another Early Childhood centre.

Hours

ECE group sessions are delivered at specific times from Monday to Friday, between 8.30am and 4.00pm. You will be informed of your child's class timetable on enrolment. If there is a change to class times or days, parents will be required to sign a 'Change of Enrolment Agreement' form.

ECE classes operate during school term times only, and do not run during school term holidays or public holidays.

Fees and subsidies

ECE Sessional Fees

For children attending ECE sessions under our Early Childhood License, a fee of **\$8.00 per hour** will be invoiced weekly. Fees are not charged during school holidays, public holidays and days where the child is absent due to illness.

20 ECE Hours

Our centre offers the 20 ECE Hours subsidy provided by the Ministry of Education. This subsidy is available for children 3 - 6 years of age, for a maximum of 6 hours per day, and 20 hours per week.

It is a requirement on enrolment for an ECE Centre to confirm which centre you will be claiming your 20 Free ECE Hours from. This will be included in the 'Attestation' section of the Enrolment Form or on the 'Change of Enrolment Agreement' Form on your child's third birthday. You may apply this subsidy from more than one centre, however we ask that you inform us in writing how your 20 Free ECE Hours are allocated to our centre or an alternate centre.

Childcare Subsidy

You may be entitled to a childcare subsidy from WINZ, and/or transport and accommodation assistance from Disability Support Link. Please ask if you require further information. Full payment of fees are the caregiver's responsibility and will be required until a subsidy has been approved.

Arriving and departing

When you arrive and depart, please ensure all gates and doors are closed behind you to help keep our tamariki safe.

You will need to sign your child in and out on the centre tablet located at reception every day. This is very important as this information is a legal requirement of the Ministry of Education, and is used in case of emergencies.

Only authorised persons (As indicated on the child's enrolment form) will be allowed to collect children from our centre. Please notify us in writing of any changes to authorised persons for the child's enrolment. Any adults collecting children other than a parent will be required to produce photo ID before leaving the centre.

Attendance and lateness

We care about your child's welfare, so please let us know as soon as possible if your child will be absent for any reason.

It is important to adhere to the booked arrival and departure times as best as possible. When late, your child will miss the opportunity to settle in and this in turn can disrupt their daily routine, or miss important parts of the programme. Please let us know if there are any issues with your child's booking time at our service.

If you are unable to collect your child at your booked time for any reason, please phone the centre as soon as possible to let us know. This allows us to adjust staffing numbers to accommodate an extra child if needed.

Starting Class

What to Bring

- A backpack for all belongings
- A named lunchbox with nutritious food
- Drink bottle for water
- Changes of clothing
- Sun hat for warmer months
- Warm outdoor clothing e.g. a raincoat and hat for cooler months
- Spare nappies

What not to Bring

- Lollies and sweets
- Toys and treasures from home, as they may be unsafe or a choking hazard



Settling and Transition

Before your child transitions into the ECE programme, you may be asked to observe the group your child will join. Information will be given to you about the programme and we will endeavour to answer any questions you have.

When you and your child join the programme you will meet the staff, parents/carers and the children involved in the group. There will be a gradual process of involvement in the programme until you both feel comfortable and your child can participate fully. At the end of each class, time may be available for you to talk to staff if necessary.

If your child is in a group without a carer and becomes distressed a staff member will be delegated responsibility for him/her. All staff will use positive encouragement through physical comfort, distraction and reassurance to settle your child.

Please refer to our Settling and Transition Policy and procedures for more information.

Excursions

Programme planning may include short excursions within the Woodstock School fenced grounds. The trip will have an educational purpose, often visiting the school library, gardens or playground area. Parents/carers will sign a consent form for their child to go on the trip. Staffing ratios will be observed at all times and a trained staff member must be in attendance at all times.

It is our policy that we will not undertake excursions outside of the school grounds. For more information, please refer to our Excursion Policy.

Food and Nutrition

In each ECE group, eating morning tea, lunch or afternoon tea is part of the programme. No food is provided by the centre, but we will provide water for your child to drink.

Please bring something nutritious as a finger food or spoon food and a drink for your child. Clearly name your child's lunch box and drink bottle.

We will not modify (ie cut up/change the food from how you send it in your child's lunchbox). There is a microwave available for heating food.

As a registered Early Childhood Centre, we encourage healthy eating and healthy choices. Additionally, we promote best practices to minimise risk of choking, as set out [Ministry of Health: Reducing food-related choking for babies and young children at early learning services.](#)

Several staff members are skilled in using a mic-key button for children's feeding. However, we would go over this with you in detail if your child needs this support when in group.

Nappies

Parents/caregivers are required to provide all students personal items. For children in nappies, it is helpful to have spare nappies on hand. Staff may also request a pack of wet wipes or tissues each term.



Health and Safety

Preventing illness

Wana Tamariki is committed to ensuring that children's health is promoted and emotional well-being nurtured. This is particularly paramount at our centre as we have a number of tamariki with high health needs.

To protect our tamariki and staff from illness and infection, please keep your child at home if they are unwell. The Centre Manager reserves the right to refuse attendance or send a sick child home. Depending on the illness, we will advise of the compulsory stand-down period before the child is able to return to centre.

Please advise the centre as soon as possible if your child has been exposed to, or has, a communicable disease to prevent it from spreading.

Please refer to our centre Injuries, Illness and Incidents Policy and procedures for more information.

Accidents and Injuries

The health and wellbeing of our children is of the utmost importance to us. We will make every effort to create a safe and healthy environment and will act urgently where required and effectively to ensure the health and wellbeing of all children in our care.

Many of our staff hold current First Aid certificates that are regularly updated.

In the event of an injury to a child, a first aid trained staff member will assess the severity of the injury, based on information derived from witnesses of the incident, knowledge of the child and the child's medical history, and on the child's appearance and response.

If the injury is beyond first aid treatment and the child requires further or more specialized medical attention, the centre manager or person responsible will call an ambulance. The parents of the child are notified immediately.

Please refer to our Injuries, Illness and Incidents Management Policy for more information.

Health and Safety

Visitors sign-in

All visitors to the centre are required to sign in with the tablet at reception. Visitors will be made aware of important notices regarding health and safety, as well as our centre Policies and Procedures. Visitors must agree to health and safety requirements while onsite.

Authorised persons

On enrolment and on annual update of student information, you will be asked if there are any custodial arrangements or court orders pertaining to your child. If there is a court order in place, we will require a copy to place on file.

For the safety of your child, we ask that you also name the person or persons who are eligible to collect your child from class.

If a Court Order is not in place, we are obliged to provide information equitably to both parents. Please discuss with us if there are any concerns.

Immunisation

The Health (Immunisation) Regulations 1995 require services to have an Immunisation Register stating students current immunisations. We require parents/caregivers to provide an Immunisation Certificate at the time of your child's enrolment, with updates annually, to meet this requirement. Students who have not been immunised or who do not have current records may be asked to stay away if there is an outbreak of any infectious disease.

Sun Protection

We require children to wear sun hats and appropriate clothing when outside in the summer months. Sunblock is provided at the centre. If your child has allergies or sensitive skin, you are welcome to provide your own named and suitable sunblock for your child's use while they are at the centre.

Medication

Written consent must be received from a child's parent/caregiver for the administration of all medication given at the centre on enrolment.

All medication, including those which are prescribed, "over-the-counter", homeopathic or natural, will only be given on the direct instruction of the parent or carer. Details must be written daily into the medicine record and staff will sign to confirm medicine has been administered. Parents must also sign to confirm they have seen the details of the dose administered by staff.

Information about any allergies or health issues are recorded at the time of enrolment and updated as necessary.

Policies and procedures

As per the Ministry of Education's requirements, and to ensure the smooth functioning of our centre, we have collaboratively developed policies and procedures to ensure tamariki's safety, security and wellbeing at all times.

Through a regular process of review, we invite and encourage parents, family and whaanau, our community and staff to participate in consultation on Policy and Procedures, our Philosophy Review and Charter Review. Copies of these documents can be accessed at our centre reception, or on our website www.wanatamariki.nz. Please contact our Centre Manager or Centre Administrator if you have any queries regarding our policies and procedures.

Our foyer is an area for sharing information. There are a number of documents and notices for your review. Please take a few moments to look at these regularly. Please also let us know if you have information you wish to share on our notice board or family Facebook page.

Accessing our Services

Privacy and Consent

Wana Tamariki Trust recognise their responsibility for ensuring that all private information that we have access to or retain is managed effectively.

Wana Tamariki collects personal information about the child and family to support learning and facilitate intervention, ensuring that effective services can be provided in recognition of health and well-being. Personal information is also used for quality assurance purposes to improve the quality of services provided, and for associated administrative and accountability purposes. The information is held by Wana Tamariki Trust in our database (Digital Applications) as well as paper files. Our Server is located in a locked area, and children's paper files are located in our staff office area.

On enrolment, and throughout your engagement with our service, you will be asked to provide consent to share information specific to your child with appropriate services including the Child Development Centre, your child's intended school or early childhood education provider. Information is not shared with other agencies except where necessary for the provision of services, or as authorised by you or required by law. We provide data to Ministry of Education (MoE LS) and Ministry of Health (MoH) as required in our contract statistical reporting.

It is not compulsory for you to provide any personal information but we may not be able to provide the most effective services for your child if you choose not to.

You have the right to request access to information we hold in relation to your child at any time.

Accessing Information

At this centre we value parents' contribution and involvement in their child's education and care. We will strive to ensure that parents are advised on how to access relevant information concerning their child and the operation of the centre and inform them of any planned reviews or consultation.

Please contact our staff if you would like to access information pertaining to your child at any time. Important centre information is also accessible to parents, including;

- Information concerning their child's learning/progress and the curriculum/Conductive Education Plans (CEPs): at our centre this is predominantly done through Playground and via email.
- Our centre's operational policies and procedures located in the reception office and on Playground, including the fee structure and financial information, i.e. the amount and details of the expenditure of any MoE funding received by our centre
- Information about the centre's policy review cycle
- Our centre's philosophy
- The most recent Education Review Office report regarding our centre in the front entranceway

Complaints

Wana Tamariki Trust has centre-specific policies and processes to engage with parents and whanau. We welcome input and feedback, and are committed to positive, supportive resolution of concerns and complaints. We take concerns and complaints seriously, and will investigate in a thorough and transparent manner, reporting back to the complainant our findings and the resulting actions and outcomes.

Should you be concerned about us meeting any of the Licencing Criteria for Early Childhood Education & Care Services (booklet at reception), please do not hesitate to discuss with the Centre Manager.

You may also contact the Ministry of Education Waikato office on 07 850 8880.