

Welcome Booklet



Welcome

Nau mai, Haere Mai

We are thrilled to welcome you to our Wana Tamariki whanau.

Being part of our 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.

Working Together

At the heart of our service lies the trusting relationships we form with families, with the children we see, and with the team of professionals from our wider community.

We see strong relationships as key to getting the best outcomes for tamariki and their whanau. We recognise the importance of families coming together, sharing experiences and supporting others and that the 'team' working together each brings knowledge and skills to contribute.



About Wana Tamariki

Our service, a registered charitable trust, started in 1991 when Conductive Education was originally supported in New Zealand by parents who sought more options for their children; support that encouraged learning, even for those children with complex needs. Since then, we have worked with hundreds of families who have sought support and progress for their children, just like you.

While Conductive Education remains at the heart of our service, our services have evolved to meet the diverse needs of families in Aotearoa New Zealand, and is now supported by other therapies and equipment.

Wana Tamariki provides a holistic, engaging and fun programme that looks at the whole child, identifying and tailoring each step in the pathway to achieving. We use play-based, collaborative practice to support and nurture tamariki to reach their potential.

Our team works with the child and 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-driven goals.

Our focus is to support children and their whaanau to realise their potential and live their best lives.



About Conductive Education

Conductive Education was developed some 50 years ago in Hungary by Professor András Pető. Pető saw the concept of the motor disorder being a learning difficulty, and placed emphasis on what the motor disordered could do to help themselves. Conductive Education became creative process which permits the central nervous system to restructure itself – neuroplasticity.

Today, Conductive Education is a programme that looks at the whole child, identifying each step in the pathway to achieving.

We are affiliated with the New Zealand Foundation of Conductive Education (NZFCE), however our Centre is an independent provider to our community.



**“Poipoia te
kaakano kia
puaawai.”**

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

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 meaning ful 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.





About our Service

Accessing our Services

Wana Tamariki can support children from birth to school age who are not meeting developmental milestones. We welcome referrals from anyone (with parental/caregiver's prior consent) who feels a child may benefit from our support. Your child does not need a medical diagnosis to access our service.

Eligibility

We are funded by the Ministry of Health and the Ministry of Education to provide specific services and they have also specified who is able to access these services.

We aim to identify eligible children as soon as possible in the engagement process. However, we may not always be able to identify eligible children until after our initial assessment has been completed. If families wish to privately fund our services, there is no eligibility criteria but we will only offer service if we believe that we will be able to support the development of a child.

Children are unable to access Te Whatu Ora CDC services or McKenzie Centre services at the same time as attending Wana Tamariki. If you are already accessing services from an Early Intervention Provider or through Child Development Centre or you are a resident from outside of the Te Whatu Ora region, please discuss how this will relate to your child and our service with the General Manager.

Initial Assessment

On receipt of a referral or contact from a family, we invite families to visit. If seeking to pursue our services, we provide a **Pre-Assessment Form** and an option to re-visit for an Assessment.

Our **initial Assessment** is a play-based engagement where we explore the range of the child's development and the aim of the parent in seeking our service. A written Assessment Report is provided to the parent/s within approximately 15 working days, providing our observations, a summary of the information provided by the parent/s, the parent/s aims and a recommendation in regard to service. This Assessment Report provides us with baseline knowledge of your child.

Ongoing Assessment

Individual Education Plans (IEPs) are documents individual to your child and family and agreed learning goals. IEP meetings are facilitated every 6 months and give an opportunity for you to meet with the staff and your wider team, which may include staff from your community early childhood centre, to review your child's progress and set new goals. Prior to each meeting, the family and wider team will be invited to contribute information.

Our team use a range of formal assessment tools alongside observation to gain greater understanding of your child's developmental needs and gains. The following tools are currently used to help us assess your child and plan his/her learning: photos, video, AEPSi, Sensory Profile, Te Whāriki, observation checklists, team observations, observations from other professionals.

Our Team

Your child will have a Key Worker, 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
- 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 and risk assessed prior to working with a child, and this is reviewed every three years.





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. Not all children receive all services we offer, rather we work with families to select the best options for their child based on individual needs. Throughout your child's journey with us, we may include additional services to support the goals of the child and family.

Our services are funded through our contracts with Ministry of Social Development (Disability Support Services) and Ministry of Education (Early Intervention) for infants, children and families who meet our criteria, from within the greater Waikato Region.

Child Development Service

Our trans-disciplinary Child Development team provides individual, one-on-one therapy sessions to support physical, sensory or intellectual challenges, Global Developmental Delay (GDD) and Autism Spectrum Disorder (ASD).

Our Child Development team includes;

- Occupational Therapists
- Physiotherapists
- Early intervention teachers
- Early Childhood teachers
- Speech Language therapists
- Social Worker
- Psychologist

Our Practitioners use a range of Assessments to identify the correct intervention, which is then documented to form an individual plan for learning and support. Parents are provided with knowledge and resources on a range of topics, helping to support their child across all environments, including at home, out-and-about, and at early childhood education. Additional supports are also provided as required, including access to resources and equipment, and referral for access to additional community or medical services.

Early Intervention Specialist Services (EISS)

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.

Support in visiting ECE/schools, attending meetings with staff, completing documentation for enrolment, and follow up visits after transition are all part of the role.

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.

Education Support Workers (ESWs)

We are also contracted to provide Education Support Workers to eligible children, where support is provided in community based early learning facilities (term time only).

ESW's play a vital role for children attending both in our centre and in the community. They work as a team with the specialist as they implement the goals for each child within community Kindergartens/Early Childhood Education Centre's. This both implements and extends the goals our service identifies, whilst enabling the children to develop socially with their peers.



Early Childhood Education (ECE) Groups

Wana Tamariki also offers a licensed and chartered Early Childhood Centre (ECE). Attending an ECE group is by invitation, and determined by the needs and goals of tamariki.

Our specialised ECE classes extend and encourage a child's ability to be independent, socialise and enjoy play with peers. It is an intentional learning environment for children with learning activities that support tamariki to meet their goals.

As a Ministry of Education licensed premises, our Centre must operate under the licensing requirement of the Education (Early Childhood Centres) Regulations 2008. These affect the standards of staffing, programmes, buildings and management. 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/>.

Please refer to our **Parent Information Handbook – Early Childhood Education** for information specific to our ECE groups. A copy is available at reception, or on request.

ECE 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 support 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.



Enrolling in our service

Enrolment Documentation

To enrol in our service, you will need to fill in various documents including an Enrolment Form.

We will need to sight your child's Birth Certificate or Passport to verify your child's identification.

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.

Enrolment Forms for children attending ECE groups:

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.

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.

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.

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 and low-key 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.

Policies and procedures

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, and our Philosophy Review. Copies of these documents can be accessed at our centre reception, or on our website www.wanatamariki.nz. Please contact our General 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.

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 General Manager and qualified teachers reserve 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 General 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.

