

CAS EARLY LEARNING CENTRE



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www.casearlylearning.co.nz

12 Renfrew Street
Waikiwi
INVERCARGILL 9810

Cellphone 02108932919
Phone 03-2159944

Hours of Operation 8.00 am – 5.15 pm. Monday to Friday.

Mission Statement

CAS Early Learning Centre is privately owned and operated and we embrace the boundless potential of every tamaiti aged 2-5. We want our centre to be a place where tamariki can utilise their capability, creativity and problem-solving skills when given space to explore, question and create. We aspire to be a place where tuakana-teina is encouraged and a place where every exploration is a doorway to discovery.

“Poipoia te kākano kia puāwai” - Nurture the seed and it will blossom.

Vision Statement

Our overall objective is that through hands-on learning experiences, collaborative play, and meaningful relationships, our CAS tamariki grow their independence, self-esteem and identities.

Philosophy Rapunga whakairo

We believe in fostering a holistic approach to early childhood education prioritising development of the whole child- socially, emotionally and physically. We recognise tamariki as active participants in their learning by constructing knowledge through experiences, exploration and interaction with their environment. We believe in encouraging curiosity, creativity and critical thinking skills from an early age. We embrace diversity and promote inclusivity creating a nurturing and supportive environment where every child feels valued, respected and empowered to express themselves authentically. We aim to lay a strong foundation for life-long learning and cultivate a love for discovery and exploration through hands-on learning.

We at CAS Early Learning Centre plan and implement a hands-on learning programme with open-ended learning experiences that encourage decision-making, problem-solving and critical thinking for children. Children have the freedom to develop collaboration and communication, exploration and discovery, inspiration and intrigue.

Te Whāriki is the curriculum our programme is designed with. Te Whāriki provides a framework of principles, strands, goals and learning outcomes that foregrounds the mana of the child and the importance of respectful, reciprocal and responsive relationships. *Te Whāriki* holds the promise our tamariki will be empowered to learn with and alongside others by engaging in experiences that have meaning for them. As kaiako, we will actively respond to the strengths, interests, abilities and needs of

each child and, at times, provide them with additional support in relation to learning, behaviour, development or communication.

The latest ERO report is available for you to read at any time. This is displayed on the parent notice board in the Locker Room.

Excursions and Outings

We do regular excursions and special excursions. We have a great community for our children to visit.

Transition to School

We provide advice, and support families/whānau so families can establish a relationship with the school of their choice. Taking your child's profile to their teacher will demonstrate your child's strengths, interests, skills and abilities. We have a book bag where they can take a couple of books home each week. Also, a scrapbook in which we put a couple of worksheets into and when they bring the books back, we put more in. This is not compulsory for 4-year-olds to do.

Kai Time

Children bring their own lunch boxes and drink bottles. Water is always available. We can do heat ups for lunch except for noodles. Kai is offered at 10.00 am, 12.00 pm, 2.45 pm and again at 4.00 p.m.

We have a Healthy Food policy and do encourage you to provide healthy food for your child.

Unwell Children

Please phone if your child is sick or unable to attend our centre.

The Ministry of Education requires written and signed notification of any medicine to be administered at all centres. Medicine (prescription and nonprescription) is not given to a child unless it is with the written authority (appropriate to the category of medicine) of a parent. The medication will only be administered if it has the child's name on the label. Please hand all medication to a staff member. In the event of your child becoming unwell during the day, we will contact you.

Financial Information

The annual audited accounts for Ministry funding are available for your inspection in the locker room.

Funding for CAS Early Learning Centre comes from 3 sources:

- The Ministry of Education
- Parent Fees
- Work and Income New Zealand

The Ministry of Education funds each child for a maximum of 6 hours per day.

All children 3 years and older are entitled to 20 hours ECE hours with a maximum of 6 hours per day.

WINZ Subsidies

You may be entitled to a WINZ subsidy to help with your fees. Further information can be received from Sharyn (Manager) or from the WINZ office in Gala Street, Invercargill. All WINZ Recipients are charged their normal booked fees regardless of if attending or absent.

Accounts

The hours that you write on your application form are what you will be charged unless you exceed the hours booked. You will then be charged for the extra time you use. These are due weekly and placed in your named pocket on the wall in the locker room or can be emailed on request.

Absences

Full fees are charged for all booked time absences. A phone call or text is appreciated with absences to ensure staff are aware of any illnesses etc.

Permanent Cancellation

Two weeks' written notice is required for permanent cancellation. (Or payment in lieu) to cancel your booking.

Should you have any concerns or issues, please discuss them with a staff member or management. You may also note your concerns in writing and place in our FEES box in the locker room.

Your teaching team at CAS Early Learning Centre

General Information

Policies and Procedures

These are statements that explain how and what our legal requirements mean in actual practice. They are found in our Policy and Procedures Folder manual.



Signing In/Out

Each time you leave or collect your child you **MUST** sign the attendance sheet because it is a Ministry requirement and for Health and Safety.

Departure

For the protection of your child, staff only release children into the care of those specified on the enrolment form. If someone else is to collect your child, we require written authorisation. Without written authority, the child must remain at the Centre until the parents can be contacted to verify the identity of the person collecting the children. This information is recorded on your enrolment form. If your situation changes, please be sure to notify staff so the authority can be amended.

Clothing

Children require at least one change of clothing. In the colder months they will need a jacket, hat and gumboots. The centre provides full brimmed sunhats in the summer, or your child can bring their own, but it must be fully brimmed. **PLEASE NAME ALL CLOTHING.**

Lost Property

Lost property is kept in the Locker Room. Please check it regularly. Children will be encouraged to put clothing straight into their bags or locker. All property that is unclaimed is cleaned and used for spare clothes.

Tissues

We ask for four boxes of tissues a year. As you can appreciate, we use a large number especially in winter.

Toys from Home

If an item is brought to CAS, staff will not be held responsible for it. We will endeavour to encourage the child to return this to their bag once they have finished playing or showing their friends. We prefer children not to bring toys unless they are comfort items. Alternatively, parents could take the toy home when they leave after their child has shown it to their friends.

Accidental Injury

In the event of an accident, we will make an immediate attempt to contact a parent, whānau or emergency contact and take whatever steps are necessary for the well-being of your child. If a child has an injury to their head area, we will notify you as soon as possible as per our Head Injury Policy.

Contact Number

It is important to keep our records up to date with current phone numbers, emergency contacts and other information pertinent to the child's health and safety. If you are called to collect your child, please do so as soon as possible as it is difficult to isolate a small child for lengthy periods. It also alters our staff ratios.