CAS EARLY LEARNING CENTRE

cas09@xtra.co.nz

[www.casearlylearning.co.nz](http://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 a privately owned and operated learning centre for 2-5 year old children. We want our centre to be a place where children’s success is normalised and where they discover that learning is fun, a place where children and adults will be able to participate in a wide range of experiences and develop their full potential, a place which emphasise the development of knowledge, skills, attitudes, and dispositions that support lifelong learning, and a place where we encourage tuakana teina, (the expert shares with the learner). Children can be both an expert and a learner.

* **Ngā Tamariki / te Tuatahi**
* **Children come first.**

Our overall objective is each child’s potential is nurtured by fostering their self-esteem and independence and children are valued as active learners who choose, plan and meet challenges through their play.

 **Philosophy Rapunga whakaaro**

***Our Philosophy Statement expresses values and beliefs held and reflects what we believe is important for children’s learning.***

We recognise Tangata Whenua and that our bicultural heritage is founded in Te Tiriti o Waitangi (Treaty of Waitangi) and we believe all children have the right to knowledge and understanding of the dual cultural heritage of Aotearoa/New Zealand and an understanding of Māori values and beliefs.

We will respect the languages, music, stories, and aspirations of each child’s family and community.

We recognise the important role of Whānau Tangata (family and community) and the importance of developing respectful, reciprocal relationships with tamariki and families. We value and respect the unique knowledge and contributions of whānau in the decision-making process around their child’s care and education.

Our children, families/ whānau and the teaching team form a warm, rich and diverse community of learners.

We will provide an environment that is inclusive of all families/whanau and their tamariki (children). In this environment tamariki (children) will take an ***aro mai*** (interest in), be ***whakauru*** (involved in), persist with ***mea uaua*** (difficulty), ***te taki (***the challenge)*and* ***kunukumu*** *(uncertainty), and express their* ***āhua whakaaro*** (point of view).

Our programme is based upon ***Te Whāriki: He whāriki mātauranga mō ngā mokopuna o Aotearoa (the New Zealand early childhood curriculum***) which emphasise the development of knowledge, skills, attitudes, and dispositions that support lifelong learning.

We believe that by promoting and supporting each child’s learning dispositions

***Whakawhirinaki me Hangareka*** (Trust and Playfulness)

***Māiatanga*** (confidence)

***Māia mea* *whakamatemate*** (Courage and Curiosity)

***Hiringa*** (perseverance)

***Kawenga*** (responsibility)

we will ensure tamariki (children) feel valued and have independence for later learning and development.

Through learning stories, observation and discussion, teachers enhance opportunities to build on children’s learning dispositions and working theories.

We will provide a facilitating environment that includes a wide range of resources and opportunities for children to act on their own ideas and develop knowledge and skills so that they can make decisions.

The outdoor environment and outdoor play are essential to the development of a healthy body, mind and spirit. Our outside environment is a special feature and children are encouraged and supported to play outside, at any time, in most weathers.

Children are encouraged to be self-motivated learners and creative thinkers while building a foundation for life-long learning.

Children are valued as active learners who choose, plan, and meet challenges through their play.

We believe that the skills for getting along with others, in all sorts of situations, will be the most valuable skills your child can learn with us.

***Our learning environment is shaped by the values of***

**Tuakana Teina - The expert shares with the learner**

*Children can be both an expert and a learner.*

*Children can share their knowledge*

*Children can take on different roles in different circumstances.*

**Ako - Learning together**

*Children being confident to share their ideas with others*

 *Children can share their knowledge through words and actions*

*Children are a learner and a teacher*

*Teachers believe in children and allow me time to problem solve*

*Teachers know they have a lot to learn from children*

**Manaakitanga - Kindness and caring**

*Children feel welcomed*

*Whānau are welcomed and included*

*Children are respected and valued*

*Children will show kindness towards others, and it will be shown to them*

*Children respect their environment*

*Children treat others fairly and include others in play.*

In recent studies, children's learning outcomes are shown to be higher in a play-based programme compared to children's learning outcomes in direct-instruction approaches. Research has also identified young children in direct-instruction programmes can experience negative effects. These include stress, decreased motivation for learning, and behaviour problems.

We at CAS, plan and implement a play-based programme, using loose parts, natural and recycled materials in open-ended learning experiences which encourages decision-making, problem-solving and critical thinking for children. Children have the freedom to re-invent, create, and deconstruct. It encourages collaboration and communication, exploration and discovery, inspiration and intrigue, and the learning space as a place for research.Children are valued as active learners who choose, plan, and challenge. This stimulates a climate of reciprocity, ‘listening’ to children (even if they cannot speak), observing how their feelings, curiosity, interest, and knowledge are engaged in their early childhood environments, and encouraging them to make a contribution to their own learning.

*Te Whāriki is the curriculum our programme is designed with. Te Whāriki* provides principles for curriculum development, strands that describe valued learning, goals relating to the provision of a supportive learning environment and learning outcomes. *Te Whāriki* interprets the notion of curriculum broadly to include all the experiences, activities and events, both direct and indirect that occurs within the ECE setting. It 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 that all children will be empowered to learn with and alongside others by engaging in experiences that have meaning for them. This requires kaiako to 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.

Each child is on a unique journey. They come into the world eager to learn and into family, whānau or ‘aiga that have high hopes for them. Teachers, educators and kaiako in ECE settings work together in partnership with the family to realise these hopes.

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

**Excursions and Outings**

For walks within the local area, a list of the children walking will be left at CAS Early Learning Centre, noting destination and time away. At least 1 registered teacher will accompany children on walks. A cell phone and first aid kit will be carried for emergencies. For outings that require transport, prior written authority will be required. Adult/child ratios will be in accordance with Government regulations.

**Transition to School**

We provide a prospectus for all the schools in the area and provide enrolment information, advice, and support families/whanau 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 and interests, skills and abilities.

**Kai Time**

Water is available at all times during the day.

The children bring their own lunchbox, which is offered at 12.00 pm, 2.45 pm and again at 4.00 p.m. These times can be flexible to meet your child’s needs.

All children's lunch boxes will be stored in the fridge unless requested not to by the family/whanau.

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

 We ask that each child brings 2 pieces of fruit a week to go into our fruit bowl for morning tea or if it is easier to pay cash or have a charge on your account. Please let staff know.

**Immunisation Register**

We are required by law to keep a register of all immunisations children in our care have had. The Licensee will need to record information from your child's immunisation certificate onto our files.

Our Pre-school will not admit or retain any child who has any of the following symptoms:

* Fever/High temperature
* Diarrhea (more than 1 abnormally lose stool in the last 24 hours)
* Vomiting (in the last 24 hours)
* Jaundice (usual yellow colour of skin or eyes)
* Conjunctivitis - severe sinus
* Skin lesions or severe rashes (weeping/pus filled)
* Infectious diseases - Chicken Pox, Diphtheria, Hepatitis A and B, Measles, Mumps, Polio, Rubella, Strep Throat, Scarlet Fever, Whooping Cough, Meningitis

If your child has been in contact with any infectious disease, please notify the staff and keep your child at home until the infectious period has passed.

**Unwell Children**

Please phone if your child is sick or unable to attend our centre but as mentioned before absences are charged.

When your child needs to go to the Doctor, please ask whether your child is fit enough to attend our early learning centre. If your child is prescribed antibiotics, please keep him/her at home for the first 24 hours.

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. Any medication to be given should be written in the folder in the kitchen stating the child’s name, name and amount of medication given, time and date medicine was administered and by whom and evidence of parental acknowledgment. *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.

If your child is unwell, please make alternative arrangements for his/her care. It is vital that other children are not exposed to infectious illnesses.

**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**

These are available for families for both childcare and out of school care. Further information can be received from the office 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 a permanent cancellation. (Or payment in lieu) to cancel your booking.

Should you have any concerns or issues, please discuss 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.

**Scanning Your Child In and Out**

This is done on our computer which keeps an up-to-date record of all children's enrolments and attendance for each day.

**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 one box of tissues per term. 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, whanau 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.