



**Specialist Care and Education
for children 0-5 years**

Information Booklet

Welcome to.....

Tippytoes Childcare centre is a small purpose built centre (Licensed for 40 children) situated on a quiet Avenue in Pakuranga. Our operating hours are Monday to Friday 7.00am to 5.30pm. The Centre caters for children aged 0-5 years of age, offering a developmentally appropriate environment for children to grow, learn and develop to the best of their ability. We have three centres:

Kiwis: approx age 0-2 years

Keas: approx age 2-3/3.5 years

Pukekos: approx age 3/3.5 - 5 years

Centre aims:

- ☺ To provide an environment that resembles the home (home away from home).
- ☺ To provide a safe, warm, caring, stable and educational environment for children, their families/whanau, and for educators.
- ☺ To prepare children for life long learning and participation in the community
- ☺ To provide an environment that is respectful of children, helping them to gain a positive image of themselves and independence.
- ☺ To provide equipment and furniture that is of the highest quality and appropriate for the age and development of

children 0-5 years, thus optimising children's learning in all areas (physical, emotional, social, and cognitive).

- ☺ To provide natural and real experiences and equipment for children making learning meaningful.
- ☺ To provide opportunities for all children to develop satisfying relationships with other children and adults alike.
- ☺ To provide an environment that is sensitive and non-threatening.

Centre Philosophy:

The Educators and Management at Tippytoes believe that:

- ★ Children's play is fundamental for children's learning. Play is the means by which children learn and is essential for development.
- ★ Children are social beings and need to be able to have quality interactions with others. Children learn from interacting with each other.
- ★ Parent and Family involvement is an important part of an Early Childhood Centre. Parents are involved in decision-making concerning their child and can provide educators with an in-depth picture of their child.
- ★ Children develop best in an environment where they are kept safe from harm, feel loved and cared for and are affirmed as individuals. Each child is an individual therefore we focus on the whole child unique in strengths, abilities, interests, development, learning style and family/cultural background.

- ★ Children deserve to be respected. If children are respected they are accepted and begin to develop a feeling of personal worth, a feeling of personal worth leads to self confidence, motivation and pride which in turn optimises their capability to grow learn and develop.
- ★ Learning in the early years of a child's life sets the foundations for later learning.
- ★ Success is important in keeping children positive and motivated to learn therefore a developmentally appropriate programme is essential as it provides experiences and equipment that children can successfully perform.
- ★ Children are confident and capable learners, and learn best when they are interested in what they are doing.

Educational Programme:

- The programme at Tippytoes is guided by Te Whaariki, the New Zealand Early Childhood Curriculum.
- Child- centred/Child-initiated programme giving children the opportunity to freely and actively explore and experiment with the environment. Toys and equipment are readily available and at an appropriate height for children to pick and choose what they would like to do.
- Toys will be developmentally appropriate offering children a chance to be successful and to challenge their abilities.
- Play is the key aspect of the educational programme. Children learn and develop through play.

- Adults and children are both seen as learners sharing ideas and knowledge.
- Individual and group planning will be done after detailed observations to provide educational opportunities that extend children's knowledge and abilities.
- The programme offers the children focused times during the day. These are times where the children are involved in more structured activities, which have stemmed from their interests. This is our more structured time of the day and all children are encouraged to participate.

Portfolios:

Children will have their own portfolio. The portfolio is used to track their development and learning whilst at Tippytoes. The portfolio will contain individual plans, photographs and artwork completed by your child. These portfolios are available for parents and children to look at. We appreciate parents input in these so that together we can implement a programme that best suits your child.

Enrolment:

Each parent will be asked to complete an enrolment form. Please ensure that you fill this in accurately as it provides Tippytoes with important information to keep your child safe and secure. This must be kept up to date, so please let us know if there are any changes to enrolment days, address, phone numbers etc.

Settling In:

Parents/Guardians are invited to spend as much time as they wish settling their child in. We advise that a few pre-visits are made with parents and child to get the child familiar with the new environment and also to help parents feel more comfortable about leaving their child. Children, parents and educators benefit from these visits.

Meals:

A well-balanced nutritional morning tea and afternoon tea will be provided each day for your child. Please advise staff of any allergies your child may have or any dietary requirements that you require.

Allergies:

Tippytoes is dedicated to the Health and Safety of all children. We acknowledge that some children in our care have severe allergies. In order to prevent them from having allergic reactions please refrain from bringing eggs or nuts into the centre.

What to Bring:

- Lunch box or bag with lunch, clearly named.
- Formula and bottles, clearly named.
- Nappies with name clearly written on them.
- At least 2 complete changes of clothes, all clearly named.
- A named sun hat/winter hat
- Any security blankets, toys or dummies that your child may need to help settle or sleep.

Tippytoes Policies:

Tippytoes has a number of policies. These are situated in the policies folder in the office. Please take time to read through these as they concern the running of Tippytoes therefore concern your child. Some more pertinent policies are placed on notice boards and areas around the centre.

Sleep Time:

At Tippytoes children follow their normal sleeping patterns and we endeavour to work in with the routines they have at home. Children will have a specified cot with their own linen and blankets that Tippytoes supplies and washes. All children who are sleeping are regularly monitored and the children's length of sleep is recorded (see sleep monitoring policy for more information). We acknowledge that not all children sleep but we encourage that after lunch all children take part in some quiet time. This may be resting on a bed, reading a book, listening to a tape or another quiet indoor activity.

Excursions:

Excursions are seen as a fundamental part of Tippytoes programme. Many opportunities will arise over the year for excursions. Written notification will be given prior to the excursion, asking for parental consent and participation. We regularly utilise the community by taking impromptu visits to the park. You will see on the enrolment form a statement about this.

Illnesses, Medications and Immunisations:

We have clear policies on child illness, medications, and immunisations and these are outlined below. Please take the time to read the full policies situated in the Policy folder.

Child Illness:

Any child, who is present at Tippytoes and is deemed, to be unwell by staff will be sent home. Illness that warrants a child being sent home include the following:

- High temperature (above 37.5)
- Constant green discharge from the child's nose
- Unidentifiable rashes or spots
- Constant cough
- Diarrhoea and/or vomiting

Medication:

Any child that is on any form of medication while attending Tippytoes must have it clearly written on the Medicine

Register by the parent and signed by the parent. The parent must list the following in full:

- Date
- Child's full name
- Medication details
- Times to be administered

Immunisation:

Parents have the right to choose whether they have their child immunised or not, but the Health Regulations state that all parents must provide documented evidence of their child's immunisation status. This information will be kept on an immunisation register. Please keep these records up to date for Tippytoes' files.

Absence:

Please notify the educators if your child is unable to attend his/her session due to illness or holiday. When this absence is related to a holiday notification prior to holiday is appreciated.

late Pick-ups:

Please ensure that you are on time to pick up your child. If you are going to be late for any unforeseen reason, please call staff and notify them as soon as possible. If you are repeatedly late an appropriate late fee will be charged. We close at 5.30pm please ensure that you provide yourself with enough time to organise and collect your child.

Annual Closedown:

Tippytoes will close over the Christmas Break each year. Parents will be notified of this well in advance.

Sessions:

- 1) Full Time - 7.00am to 5.30pm
- 2) School Day - 8.30am to 3.00pm

We recommend that a minimum of two days a week be attended for children to get the benefits of the programme.



60 and 62 Reelick Avenue

Pakuranga, Auckland

Ph: (09) 576 0046