



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiura o Manukau

2020

CHILDREN'S EDUCATION CENTRE TE POKAPŪ TIĀKI TAMARIKI

Information booklet





CHILDREN'S EDUCATION CENTRE STAFF

Licensee

Manukau Institute of
Technology Limited Board

Acting Centre Manager

Maxine Bannan

Team Leader

Elizabeta Pesovska

Chef

Arvin Valencia

If you wish to contact
our Centre Manager or
Administrator, please email:
child.centre@manukau.ac.nz

CONTACT US



Opening Hours

Monday to Friday | 7.30am–5pm



Location

NE Block, North Campus,
Gate 11, Otara Road, Otara



Age of children catered for

0–5 years



Phone

09 968 7715



Email

child.centre@manukau.ac.nz



Website

manukau.ac.nz/childcare



Facebook

[facebook.com/manukau.
institute.childcare](https://facebook.com/manukau.institute.childcare)

Open to the community



WELCOME TO A SAFE, HEALTHY ENVIRONMENT FOR YOUR CHILD

Haere mai, haere mai, haere mai, koutou ngā pakeke, me ngā whānau o ngā tamariki ki to mātou pokapū. Ko ngā whakaaturanga e whai ake nei e whakamārama ki a koutou ngā mahi o te pokapū mo au tamariki.

A warm welcome to you and your extended family and whānau into our centre.

Our centre is open to the public, as well as providing spaces for children of students and staff at MIT.

Our aim is to provide the best learning and nurturing environment for your child, to support parents and caregivers and be accessible at all times.

Naturally we value your input and your involvement in your child's learning and development. For this reason we'll ask you to fill in various information sheets, including "Me Sheets" and "Parents' Voices".

We're committed to providing the best level of care possible for your child.

VISION AND PURPOSE



Our vision is to be widely recognised as a provider of excellence in early childhood education. We aspire to provide stimulating and innovative experiences where children have the opportunity to reach their full potential.

Our Mission Statement

Our mission is to ensure that overall development of each individual child who works alongside passionate educators and in partnership with parents and whanau. Children will discover the joys of learning.

Our Philosophy

At Manukau Institute of Technology Childrens Education Centre, we acknowledge each child as a confident and competent individual learner. We believe that children learn best through play and education at their own pace and in their own way. Our approach to education is based on childrens holistic development following the principles in the Early Childhood Curriculum, Te Whariki.

We embrace relationships and open communication with our parents, whanau and community and together we are partners in supporting children to reach their full potential.

We vision our environment as a place where children, families and whanau feel safe and have a sense of belonging. We welcome the diverse range of values and ethnicity within our community with ongoing respect to the Tiriti O Waitangi.

Our Curriculum

The New Zealand Early Childhood Curriculum Te Whariki is a bi-cultural document and is the basis for our centre philosophy. It is developed around the four principles of empowerment, holistic development, family and community and relationships. Manukau Institute of Technology has four values which are interwoven with the Te Whariki Principles, these are Manaakitanga, We are excellent; we are connected and we are real. We are guided by these principles to support us to plan for childrens learning.

Manaakitanga. We show this through the way we welcome and engage parents and whanau in our centre. We ensure our environment is inclusive and our relationships are genuine and responsive to the needs of the children and their families.

We are excellent. We aim to provide high quality education and raise learners outcomes through the support of professional, passionate and qualified educators.

We are real. We are honest and genuine with our families. We see ourselves as partners in raising your child and want the best for your child also. Our teaching team reflects the different cultures in the community as well as being a variety of ages which appeals to our families.



We are connected. We show this through the way we build our relationships with our families. Many families return with their younger children or refer their friends to our centre. We are passionate about parent involvement and incorporate parents wishes and aspirations for their child in our practice.

The Importance of Outdoor Play

Recent research has shown the importance of children learning in a natural environment. It provides children with the opportunity for creating their own learning theories through the exploration and the discovery of the living outdoor world.

Outdoor play stimulates physical movement and fosters healthy minds. It may also stimulate your child's life and learning dispositions/abilities. Therefore, we encourage children to spend some time outdoors daily including in most weather conditions.

FEES



The following fees are effective from January 2020

DAYS	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
Under 3 years Full day	\$56	\$104	\$156	\$184	\$220
Under 3 years 9am – 3pm Extra hours at \$10 per hour	\$42	\$78	\$117	\$138	\$165
Over 3 years Full day	\$42	\$39	\$58.50	\$104	\$150
Over 3 years 9am – 3pm 20HRS ECE+10 hours free Extra hours at \$10 per hour	FREE*	FREE*	FREE*	FREE*	FREE*

Fees include: Morning tea, lunch and afternoon tea.

Explanation of ECE hours

We are now offering 30 hours free to all children aged 3 years and over enrolled at MIT Children's Education Centre. Please enquire at reception if you would like to take us up on this offer. The following conditions apply:

- Child must be aged 3 or over and must attend 9am to 3pm for 5 days per week.
- A minimum average attendance rate of 80% (calculated weekly) is required for these hours. Planned absences must be notified to the Centre at the earliest possible opportunity and must be agreed with the Centre.

- Hours of attendance that are in addition to these hours will be charged at a rate of \$10 per hour and are by prior arrangement with the Centre.
- For all new enrolments, an administration fee of \$20 is payable when submitting the enrolment form.

Payment of fees

Fees are payable at the Children's Education Centre Reception Desk or by direct debit (bank forms are available at the centre).

Fees must be paid by noon each Thursday or a 10% penalty will be incurred and added to the next week's fees.



Childcare subsidy

A Work and Income New Zealand (WINZ) subsidy is available to some families. Please see the manager or administrator for this information.

Please be aware that a child may not be absent for more than three weeks at any time. After that time, a subsidy benefit will be affected as well as the child's placement.

Staff Childcare Discounts

The 25% discount applies when a child or children (aged 0-5 years) are enrolled at the MIT Children's Education Centre.

The 25% discount is taken off the standard MIT Children's Education Centre childcare fees.

For all new enrolments, a non-refundable \$20 administration fee is payable when submitting the enrolment form.

MIT staff (casual, fixed-term or permanent) will be required to provide evidence of their employment with MIT.

Centre Hours

Weekdays 7.30am–5pm

We are licensed only until 5pm, so children must be picked up before that time. A penalty fee will be incurred should a child/children remain late.

Penalty Rates for late pick up

The penalty rate of \$20 applies for each 10 minutes or part thereof after 5pm.

Time example	Penalty
Child picked up at 5.03pm Up to 10 minutes	\$20
Child picked up at 5.12pm Up to 20 minutes	\$40



Absence

Should a child be absent for any period of time up to one full week, fees will still be due in full. For any day thereafter, a 50% discount will apply on presentation of a medical certificate.

Holidays (including Statutory Holidays)

Fees are payable throughout the entire year, except for the three week Christmas period. To retain a place for a child these fees must be paid.

The centre closes for approximately three weeks during the Christmas holiday period. The centre will also be closed on all statutory days including an extra day during Easter.

Meals

Nutritious homemade meals of fresh fruit and vegetables are provided for the children for morning tea, lunch and afternoon tea.

Please advise Reception Desk if your child has any special dietary requirements or food allergies.

Bedding

All children have the opportunity for an afternoon nap in an assigned bed. (Please refer to sleeping policy).



ENROLMENT REQUIREMENTS



- Well-Child book or immunisation record
- MIT student timetable (if applicable)
- MIT student ID (if applicable)
- Birth certificate
- Copy of driver's license/passport
- Copy of custody order (if applicable)
- Course commencement and completion dates (if applicable).

Student timetables and ID assist staff when locating a parent in an emergency or when a child is ill.

Transitioning

Every child is different so we understand how important it is to work closely with that new child and family prior to the child starting at MIT Children Education Centre.

Our procedures are:

- We encourage parents/guardians/whānau to visit the childcare centre with their child prior to the child's first day to become familiar with the caregivers and the other children for at least 5 days prior to starting.
- We recommend that you say good-bye to your child when you leave as this develops trust between yourself, your child and the caregiver.
- We encourage phone contact during the day.
- We acknowledge the importance of our teachers/caregivers providing daily communication with the child's family.

- We welcome your child's special comforting toys and blankets, but we will not take responsibility for any toys the children bring from home.

As you become more familiar with our learning programme, you are welcome to discuss this with us.

What to bring with your child

- Spare clothes
- Hat
- Appropriate clothing/shoes
- Bedding (sheet/blanket for weather)
- Baby bottles (formula or breast milk)
- Transport bag
- Nappies if appropriate

Please ensure all items of clothing/items are named.

Re-enrolment

In November each year parents will be asked to re-enrol their child/children for the following year.

Note: All money owed for the current year must be paid in full to ensure placement for the following year. Any unpaid accounts will be passed on to a collection agency.

Withdrawing a child

Two weeks' notice is required if parents intend to withdraw their child from the centre. The usual fees will apply for the two weeks.

POLICIES



We encourage parents to familiarise themselves with centre policies and emergency procedures. Please ask one of the team members to get a copy of these policies or you can view them on our website: www.manukau.ac.nz/childcare.

Curriculum

- Transition Policy
- Excursion Policy
- Te Tiriti o Waitangi Policy
- Positive Guidance Policy

Health and Safety

- Child Health Policy
- Immunisation Policy
- Late Pick-up Policy
- Nutritional Policy
- Rest and Sleep Policy
- Guardianship Policy

Parents Contact Information

It is important to update your contact information at the centre if there is a change in your phone numbers or email address. It will enable us to keep you informed in case of an emergency. Make sure that your contact information is up to date on our centre's database.

In cases of high fever (38°C+)

Should the centre be unable to contact any parent or emergency contact person within 30 minutes, and be unable to bring the temperature down, an ambulance will be called. Parents will be responsible for any cost incurred.

1.

Policy flow chart for sick children

All attempts will be made to contact a parent or emergency contact.

2.

In cases of high risk of infection, the child will be taken to a non-activity area or reception area to await a parent or guardian.

3.

If concern for the child is serious, we will call for an ambulance and a teacher/manager will go with the child to hospital. Any charges incurred will be passed onto the parent.

4.

A child will not be accepted back into the centre for at least 48 hours after vomiting, diarrhoea, or infection of any sort. A doctor's certificate will also be required. The exception will be in cases of head lice. After treatment the child will be able to return to the centre.

5.

For cases of rash infections, e.g. chicken pox, rashes need to be dry or have disappeared. A doctor's certificate will also be required.

Medication will be administered according to our Medication Policy.



Contact us

Children's Education Centre

NE Block, Gate 11,
Otara Road, Otara,
Manukau, Auckland

 09 968 7715

 child.centre@manukau.ac.nz

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0800 62 62 52
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