

University of Canterbury Students' Association



# Early Learning Centres



# UCSA Vision & Mission Statement

## OUR VISION

### **“Creating belonging and ownership”**

We want you to feel at home, we want you to relax and enjoy yourselves, we want you to have a say in how the association operates.

## OUR MISSION

### **“Enriching the student experience and culture by providing representation, services, facilities and phenomenal events”**

We want you to have a great time, enjoy yourselves, and feel supported and represented by your Association and its staff. We want to be an innovative Students Association where anything is possible.

The UCSA Early Learning Centre staff will work with parents and whānau to provide quality Early Childhood Education and Care which promotes the learning and development of every child. Each centre has its own vision and philosophy that reflects their individual environment.



# Contents

Vision & Mission Statement	2
Introduction	4
Teachers	5
Early Learning Centre Licences	5
Parent Support	6
Booking into the Centre	7
Days of Operation	8
Prior to Your Child's First Day	9
On Arrival	9
Fees	10
Late Collection of Children/Fines	11
Overdue Accounts	11
Important Commitments	11
Casual Bookings	12
Sleeping Children	12
Sickness	12
Frequent Absence	13
Lunchtimes at the Junior End (Ilam only)	13
Outings and Bus Trips	13
Emergency Plans and Safety Procedures	13
Financial Assistance	14
General Information	15

# This information booklet is for UCSA Ilam Early Learning Centre and for UCSA Montana Early Learning Centre

The University of Canterbury Students' Association (Inc) provides Early Childhood Education for children of students enrolled at the University of Canterbury to allow for attendance at lectures, tutorials and employment, and where places are available, for children of staff and the community.

Our teachers create a warm, friendly atmosphere, where children are able to feel secure and comfortable. Each child receives individual attention from the adults in the centres and has the opportunity for many learning experiences.

The Centres' programmes are based on Te Whāriki, the Early Childhood Curriculum.

Included in the programme are painting, drawing, puzzles, dough, clay, sand, water play, puppetry, music, collage, books and manipulation activities. Regular small group times provide learning opportunities for children to continue to develop their skills and confidence.

Equipment is carefully selected to cater for all children and activities are planned to make the environment stimulating and engaging. The activities are based on knowledge of the developmental stages of children, encouraging them to be independent and creative.

A copy of the Education (Early Childhood Services) Regulations 2008, the Licensing Criteria for Early Childhood Education and Care Centres 2008, the Centres' Policies and Procedures and the latest ERO reports are always available for parents to read.

# Teachers

Teachers' qualifications, experience and enthusiasm make a significant contribution to the quality of care and education at the centres.

To enhance their skills, teachers attend professional development courses and participate in seminars and courses on a regular basis throughout the year. Teachers' names and qualifications are displayed on both centres' notice boards.

## Early Learning Centre Licenses

### **Ilam**

The Centre is fully licensed for up to 55 children from birth to five years and meets the required standards for lighting, heating, fire protection, safe play equipment, safety, and hygiene and curriculum management.

The teacher/child ratios are above the minimum standards. They are 1:3 under one's, 1:4 one to three's, and 1:8 three to five's.

### **Montana**

The Centre is fully licensed for up to 30 children from birth to five years and meets the required standards for lighting, heating, fire protection, safe play equipment, safety, and hygiene and curriculum management.

The teacher/child ratios are above the minimum standards. They are 1:3 under one's, 1:4 one to three's, and 1:8 three to five's.

# Parent Support

Teachers value daily informal communications with parents and are happy to meet with you on a more formal basis. This will be arranged by the key teacher with opportunities for discussions on a regular basis.

Any comments, suggestions, or ideas for improving the Centres' practices are welcomed, please discuss these with the Head Teacher.

Please save resources for us, e.g. boxes, paper, cardboard, wrapping paper, ribbons, lace, wool, bottle tops. Your support is greatly appreciated.

Please familiarise yourself with your Centres' Operations Manual & Education (Early Childhood Services) Regulations 2008. The Centre's Philosophies, Concerns and Complaints, Positive Guidance Procedures and Emergency Policies and Procedures are all available on request.

To ensure we manage any unexpected incident as effectively as possible, and in case of emergencies, we ask that you keep contact information for you and your emergency contact people up to date.



# Booking into the Centre

## Hours

The Centre's are open from 8.00am to 5.00pm (up to 10minutes is allowed to accommodate students lecture times), excluding Public Holidays.

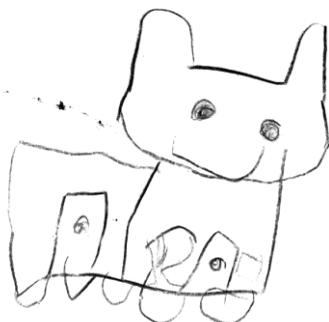
There is a 10 min leeway to allow students to get to and from lectures. We strictly enforce this time limit, as any overlap of children affects the ratios set by The Ministry of Education

All bookings are a commitment for the duration of the semester and include the April, June, August and November breaks.

Remember you may not have your child enrolled at another centre for the same hours your child is enrolled at one of our centres.

**Please note for Ilam families:** Children booked until 12 midday must be collected by this time. Children arriving at midday are only allowed a 5-minute margin.

Because of Ministry of Education regulations, we are unable to allow an overlap at this time of day. We ask parents to take their children promptly from the Centre at this time.



# Days of Operation

## **Ilam ELC**

The Centre is open throughout the year from early January to mid December but is closed for one week during July.

## **Montana ELC**

The Centre is open throughout the year from mid January to mid December.

## **First Semester Bookings**

Priority will be given to students at Canterbury University, staff & community bookings will be taken after that. Proof of study needs to be shown.

Spaces are limited and a place for your child may not be guaranteed immediately.



## Prior to your Child's First Day

- Read the information booklet.
- Organise WINZ subsidy (preferably online).
- You will also need to fill out enrolment and booking forms. It is important that these are handed in before your child's first day, so that we have all your details in case we need to contact you.
- Immunisation records need to be sighted. Please bring these with you.
- Documentation of your acceptance into your course needs to be shown to obtain the student fee rate.
- Payment of 2 weeks fees in advance needs to be made on your child's first day.
- \$25 will be charged to your first account, this is a semester administration fee and will be charged to your account at the beginning of every semester thereafter.
- Please bring in a copy of your child's Birth Certificate or Passport for our records.

## On Arrival

You must sign the attendance sheet when arriving and leaving the Centre. It is your responsibility to do this. In case of a fire, earthquake or emergency this gives an accurate record of who is in attendance at that time.

***The Attendance Register is a requirement of Work and Income New Zealand and the Ministry of Education.***

# Fees

Fees are assessed per hour and a reduced rate is offered to children whose parents are students. Full details of our current fees can be obtained by contacting the centre directly.

We offer 20 hours ECE for over 3's. For those booked within 20 hours ECE an optional charge of \$10 per week is requested. By paying this optional charge we are able to maintain our ratios above the Ministry of Education's minimum requirements, thereby continuing to offer a quality of care and education in line with our philosophy.

Siblings receive a 10% discount on fees. If there is more than one sibling in a family, a discount is offered on each 2<sup>nd</sup> child (one full paying = one discounted rate).

Fees are applied on public holidays.

Families may take the opportunity of further holidays at a reduced rate of 50% of usual fees for up to two weeks (only Montana).

Up to one booking change per family is allowed per semester. To assist with administration a cost of \$10 will be applied for further changes to bookings.

Fees are to be paid weekly on invoice and must be clear at the end of the semester. **Note:** Invoices are issued for the current week.

Please note: Our fees are reviewed every year and are also subject to change on 30 days written notice to parents/guardians of currently enrolled children.

Payments can be made at the centre. EFTPOS is available, or payments can be direct credited into the UCSA Early Learning Centres' bank accounts:

**Ilam Early Learning Centre – ANZ 06 0665 0033464 00.**

**Montana – ANZ 06 0665 0184326 00.**

Please put your child's name and the centre's name on the bank deposit form if direct credit is your choice of payment. Please note on your bank deposit form if you are a student (s) or non-student (ns).

# Late Collection of Children

If children have not been collected by 5pm (5.10pm for students who have lectures until 5pm), operating costs increase and teachers suffer personal inconvenience.

## Late Collection Fines

<b>First Offence</b>	We ask you to sign the warning book/sheet.
<b>Second Offence</b>	\$10 for late fee collection after booked time. This increases to \$20 after 15 mins and an additional \$20 per 15 minutes thereafter
<b>Third Offence</b>	Base rate increases to \$20 and then multiples of \$20

Repeated late collection may necessitate forfeiture of child placement. The UCSA Management may alter the level of fines at any time.

## Overdue Accounts

All accounts must be paid weekly and UCSA reserves the right to send overdue accounts on to a Debt Collection Agency. Non-payment of accounts can result in your child losing their placement at their Centre.

## Important Commitments

Please note that all bookings are commitments and must be kept and paid for, because teacher employment hours are confirmed at the beginning of each semester.

Payment is required for the hours your child is sick or away during the semester. Two weeks' notice must be given when your child leaves.

## Casual Bookings

It is possible to make casual bookings after the semester bookings have been finalised. Naturally full semester bookings take priority, but a few weeks into each semester, casual bookings may be available. Please ask the administrator or the Head Teacher about this.

## Sleeping Children

A teacher continually monitors the sleep whilst children are asleep. Teachers will communicate daily with parents about the times their children slept. The Centre's provide children with their own bed linen, which will be washed weekly.

## Sickness

Parents are advised to have alternative care available for their child in the case of sickness. All bookings are a commitment and you will be charged for this time. Please supply a doctor's certificate after a notifiable disease to enable the child to come back to the centre.

Children may not attend the Centre if they exhibit any of the following symptoms:

- High Temperature
- Constant or coloured discharge from the eyes, ears, or nose
- Severe cough or sore throat
- An unidentified rash
- Vomiting or diarrhoea within the previous 48 hours
- School sores (impetigo) until treated and covered
- Any infectious or notifiable disease, including hand/foot/mouth conjunctivitis, campylobacter, giardia

## Frequent Absence

As part of the funding criteria, enrolment agreements need to match attendance patterns to ensure funding is fair and accurate.

If your child is absent on the same enrolled day of the week for more than half of these in a month, or if they attend for fewer days or hours per week over a period of a month, our funding is at risk.

In incidences of frequent absence you will be asked to reconfirm your enrolment stating that your requested hours remain valid or to change your child's enrolment. If funding is at risk due to ongoing differences in your booking and actual arrival / departure times, you will be liable for this difference.

## Lunchtimes at Ilam

Junior End children need to have eaten lunch before their arrival at midday, unless an arrangement has been made with the Head Teacher.

Please provide a snack only for children leaving the centre at Midday. Both our centres are nut free so please ensure all foods provided are nut free.

## Outings and Bus Trips

Parents sign their consent for walks within the vicinity of the University grounds and Ilam School on the enrolment form. Parents will be asked to sign a consent authorisation form for trips away from the University grounds and Ilam School.

Photographs/Videos are often taken at the centre, or on outings for children's profile books, displays of Learning Stories and occasionally for University publicity. Parents have the opportunity to indicate on their child's enrolment form if they do not want their child's photos included in any public displays.

# Emergency Plans and Safety Procedures

Children will only be released from the Centre to a parent or a designated person authorised by the parent.

The same procedure applies during an earthquake or other civil defence emergency. Emergency procedures are located at the Centres' front entrances.

To enable the centre to be a safe place for children please ensure you adhere to the following procedures:

- Plastic Bags (exception – for nappies only), nuts of any kind and chewing gum must not be brought into the centre
- Gates, doors and latches must be shut at all times

## Financial assistance

A WINZ subsidy is available to parents who qualify to assist them financially with their children's attendance at a licensed Early Childhood Centre. Certain criteria have to be met.

Children must attend hours booked to receive full subsidy (unless sick).

Please ask the Administrator or Head Teacher for a WINZ subsidy application form. WINZ prefer parents to apply online. Apply to WINZ for the subsidy in the same week you enrol your child at the centre.

If for any reason your subsidised hours change, you must complete a Review Form and send it to WINZ immediately.



# General Information

- If using cloth nappies please provide liners.
- Please bring a named brimmed hat for your child. Parents are responsible for the application of sunscreen prior to their child's arrival at the centre. Teachers will reapply sunscreen after lunch for children who attend all day.
- **Ilam Only** Children have fruit and water for morning tea. Please bring in a piece of fruit each day and place it in the morning tea bowl.
- Birthdays are special days and you are welcome to bring a cake or a healthy alternative. Families and whānau are always welcome on these occasions. In line with Ministry of Education requirements, any food brought in must be accompanied by a full list of ingredients
- Please do not send frozen foods or packets of noodles for lunch.
- No smoking is permitted on the premises, grounds or on excursions with children.
- Toys brought from home often get lost, broken, or cause friction. Please leave them at home.
- Please dress children in suitable play clothes and footwear and provide at least one spare set of clothes.
- Please notify the administrator or Head Teacher of any changes regarding authorised people to collect your child.
- For easy identification please clearly name bags, lunchboxes and all clothes.
- If you find your child arrives home with a piece of clothing or equipment that does not belong to them, please return it the following session your child attends.
- Further details can be found on our website: [www.ucea.org.nz](http://www.ucea.org.nz)



**Ilam Early Learning Centre**

90 Ilam Road

Phone: (03) 348 4336 or 364 2652 ext. 3955

Email: [childcare@ucsa.canterbury.ac.nz](mailto:childcare@ucsa.canterbury.ac.nz)

[www.facebook.com/IlamEarlyLearningCentre](http://www.facebook.com/IlamEarlyLearningCentre)

**Montana Early Learning Centre**

31 Montana Avenue

Phone: (03) 364 3968 or 364 2652 ext 3968

Email: [montanaelc@ucsa.canterbury.ac.nz](mailto:montanaelc@ucsa.canterbury.ac.nz)

[www.ucsa.org.nz](http://www.ucsa.org.nz)