



# Kiddies Campus

Early Learning and Childcare Centre

## Parent Handbook



# Welcome to Kiddies Campus



For Little Explorers  
With Big Dreams



## Our Vision

To provide excellent education and care for children in partnership with their families and whānau so they are given the opportunity to excel and realise their potential and cultural distinctiveness in a community of learning.

## Our Philosophy

Kiddies Campus fosters the enjoyment of Lifelong learning – knowing we are all learners and teachers (*Ako and Whanaungatanga*). These reciprocal, nurturing relationships and values bind us together providing the foundation of unity, belonging and trust.

**“He waka eke noa”  
A waka we are all on together.**

Our learning is supported by *Te Ara Whānui – New Zealand’s Early Childhood Education Curriculum*. It validates and strengthens our bi-cultural practices - creating an inviting and safe learning environment, celebrating the diversity of our unique learners, their backgrounds, protecting their mana and funds of knowledge.

Our safe learning environment empowers our learners to contribute confidently as they navigate their changing worlds, enhance their mana through kaitiakitanga, strengthening the foundation to becoming lifelong learners who are resilient in mind, body and spirit.

**“Ka whāngaia, ka, tipu, ka puawai”  
That which is nurtured blossom and grows**



A young girl with blonde hair, smiling, holds up a yellow drawing titled "Elsie's Whare". The drawing features a sun, a mountain, and a person, with handwritten labels in Māori and English. The drawing is framed by a purple wavy border.

Labels on the drawing:

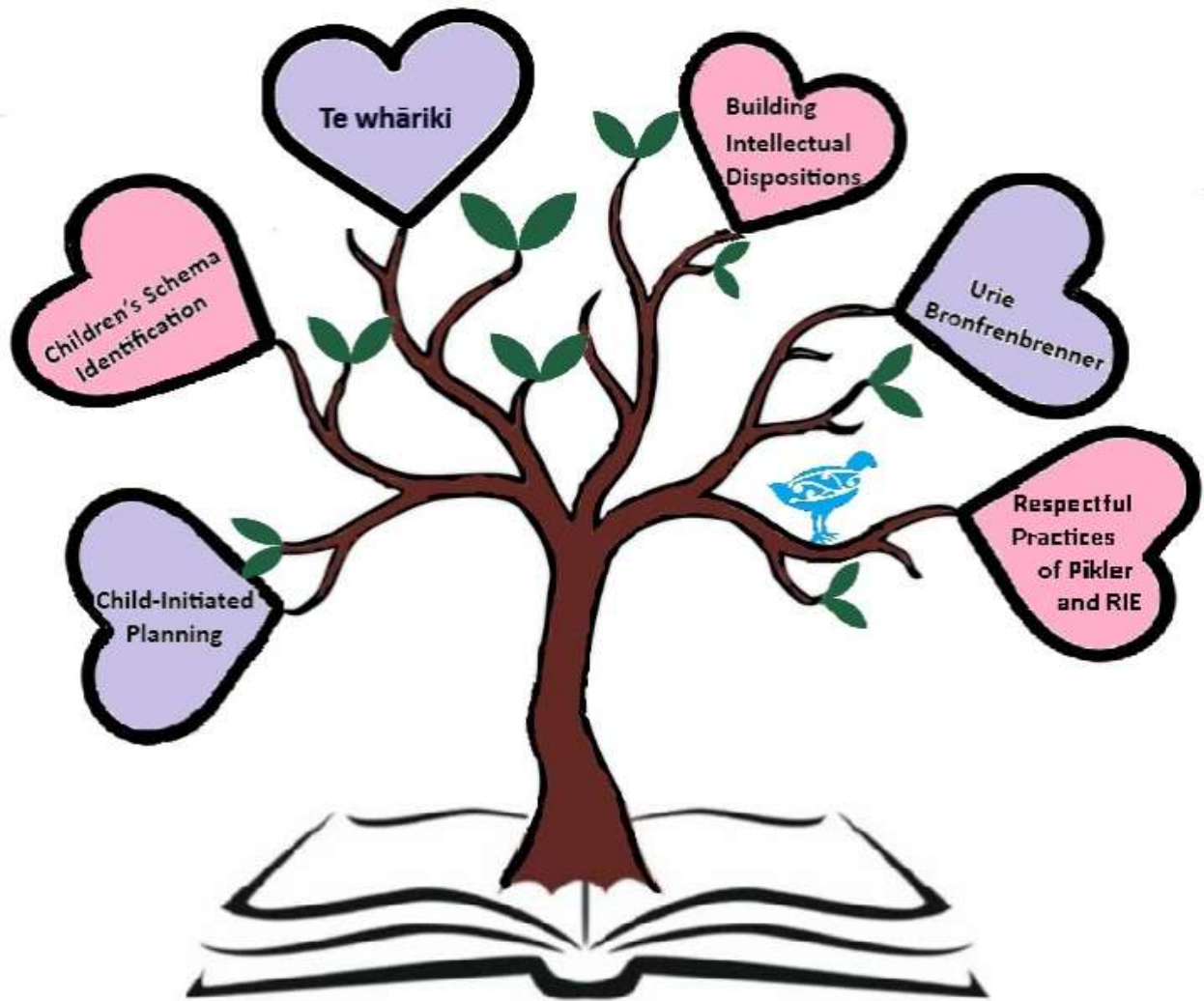
- Ko Hārangia te ārahi
- Ko Kim te kōwhiri mārama
- Ko Rangi te kōwhiri mārama
- Ko Elsie te kōwhiri mārama
- Elsie's Whare

A photograph of three children playing on a brown patterned rug in a playroom. A girl on the left is stacking colorful wooden blocks. A boy in the center is also playing with the blocks. A girl on the right is interacting with a wooden triangular frame. In the background, there are white shelves with various toys, including a rainbow toy and baskets. The entire image is framed by a thick green wavy border.

A photograph of a young child with brown hair, wearing a striped shirt, playing in a black water tray. The child is splashing water with their hands, and water droplets are frozen in the air around them. The tray contains several colorful plastic toys, including a green frog and a red car. The tray is set on a wooden stand outdoors, with a black metal fence and green plants in the background. The entire image is framed by a thick yellow border with a wavy, hand-drawn style.



The educational theories that are important to us and form the basis of our curriculum delivery at Kiddies Campus.



The tamariki are active agents in their learning





**He taonga te mokopuna, kia whāngaia, kia tipu, kia rea.**

A child is a treasure, to be nurtured, to grow, to flourish.

All children are born with immense potential and quality early learning helps our children begin to realise that potential and build a strong foundation for later learning and for life.

Te Ara Whānui is the New Zealand Early Childhood Curriculum document for young children aged 0-6. It does not prescribe formal subject teaching but outlines the curriculum that the Ministry of Education requires every early childhood service in NZ to follow if it is to retain its licence to operate and care for and educate children.

The curriculum allows us to weave (or raranga) our principles, strands, goals and learning outcomes based on Te Ara Whānui. When deciding which areas to focus on, we take into account the interests, strengths, and needs of our tamariki and the aspiration of their families and whānau and the community. We support every child to be strong in their identity, language and culture.

### **Pikler/RIE**

Kiddies Campus is inspired by and loosely follow the Pikler/RIE practices.

At the heart of the RIE approach is the belief that infants and young children are competent and capable beings, and they deserve to be treated with respect, dignity, and trust.

Caregivers are encouraged to engage in authentic and respectful communication with infants and young children, even before they can speak. This includes using simple language, making eye contact, and listening attentively to children's cues and responses. It promotes healthy attachment, language development, and emotional well-being in children.

### **Children's schema identification**

Based on the work of Athey (1990) and researched in New Zealand by Meade and Cube (1996), is used as a tool to extend and develop children's thinking.

### **Building intellectual dispositions**

Is extended project work with older children is encouraged, based on the writings of Helm and Katz (2001) with the aim of identifying and building on children's intellectual dispositions.

### **Urie Bronfenbrenner**

This theory has implications for our early years practice. The main contribution is encouraging the creation of supportive environments that foster positive relationships and a sense of belonging and engaging families and whānau as partners in children's education.



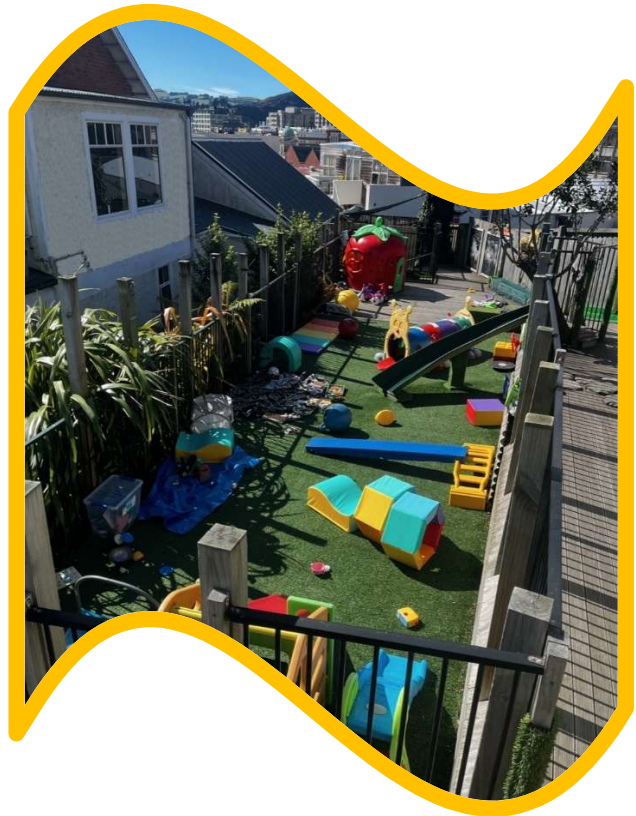
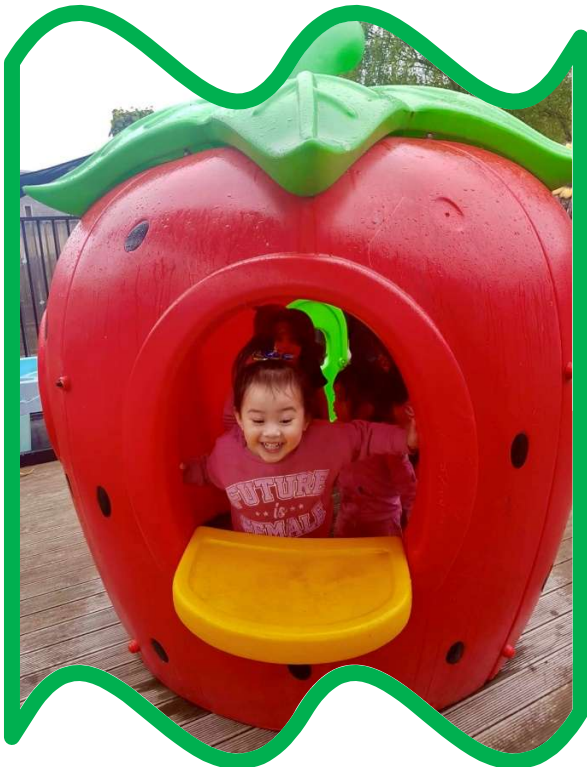


# Our Environments



## Under 3-year-olds

Our infants' outdoor area is purpose built so infants are able to move around safely and accessible by crawlers and runners. It has a large flat area for bike 'riding', an outdoor kitchen and sandpit area, a slide coming out of a tree and a playhouse. On one side it has a wall of ferns and flax which attract kereru and tui.





# Our Environments



## Over 3-year-olds

The over 3-year-olds' outdoor space has climbing apparatus and a large, very much-loved sandpit. There is a tunnel down to a boardwalk which goes around our old, large Magnolia tree. A large deck area can be used for riding bikes and is used as an outdoor classroom and games area. A grassed area is for the tamariki to kick a ball around or just play. There is an outdoor kitchen and well used playhouse.





# Settling your child

The biggest and bravest step of them all – entrusting your precious little one with us. We understand and will do everything we can to make it easier. Every baby who joins our growing family, brings something special and unique to our Centre.

We recommend a settling-in period with whānau present to help your child to adapt happily to their new surroundings. We suggest at least three visits before their first booked day.

Ways to help your tamariki to settle:

- Let them take a special toy or possession if it will help them feel more comfortable.
- Provide your kaiako (teacher) with your child's specific needs, including routines. It is often helps to know how the previous night/weekend has gone for you child.
- It is important to say goodbye to them. If you suddenly disappear, they may become more anxious about staying as they have not been told you will return.
- Spend quality time with your child after picking them up. Ask them what they did and how they felt. They will soon understand you will always come back to them.
- Call as often as you need to: you are learning to trust us, and we are getting to know you and your child. They'll soon be engaged in activities and feeling quite at home.

When your baby joins, you can be assured there is personal routine will be supported. When you share with us your baby's routine, care, health and dietary requirements, we will follow them, using your baby as a guide.

The teachers we have invited to work to work with your baby at our Centre have been chosen because they have a high level of commitment to exceptional childcare. These teachers have an affinity with their young children. Their reward for their hard work is developing a close bond with each child and being part of that very special time in a child's life.

As our babies grow into toddlers, then preschoolers, we grow with them. Our days are guided by them, their interests, health and needs for attachments. It is really special privilege to be able to care for your baby, feel the excitement of them achieving their milestones and sharing their days at daycare with you.





Toddlers are enormous fun. It doesn't take them long before they know their needs will always be supported and responded to by us, allowing them the confidence to really let those little legs get them exactly where they want to go and explore.

We think of our toddler group being from about 18 months to 3 years. This is such a wonderful age as they excitedly explore and make discoveries with their peers.

In our toddler group, we support their rapidly evolving physical development, interest in problem solving, drive for creativity and emerging awareness and understanding of the world around them.

In their transition through this group, get ready to talk toilet training, independent eating, starting to dress and undress, coping with their determined independence and supporting them through cutting those first molars! Not to mention developing social skills and that will mean the odd dispute. With support, they learn conflict resolution skills and empathy for others. Essential lifelong learning.



Our preschoolers' rooms (takahe room) are where more focussed learning really starts to take place. Children learn best through play. We are here to encourage creative, intelligent thinkers who are engaged in what they are doing.

The takahes are really starting to show some strong interests and this is why they need time and an environment to enable their learning through their interests. It is by having interests that the drive to learn more, investigate, look deeper and learn is discovered and engaged with. It is these habits that enable lifelong learning through knowing how to learn and wanting to dig deeper.

Our takahes are also learning social skills that will enable them to get along with their peers. Sharing, working collaboratively, forming special friendships and real cooperative play all start to take place. Negotiation becomes more sophisticated – there can be arguments and frustrations, but it is essential for them to feel and have experience in resolving conflict, especially when it is over something you are passionate about.

This is a crucial time for your child's development as they prepare to transition to school. We have tailored our curriculum to equip them with the skills they need to succeed, exciting activities, ongoing projects, science experiments, literacy and math experiences as well as physical developmental play. We support our tamariki as they develop the essential skills of writing, reading, numeracy and independence.

We support our tamariki, and whānau, as they transition to school by communicating with the school and preparing a transition to school report to support their new adventure.





# Sustainability



**"We do not inherit the Earth from our ancestors; we borrow it from our children."  
(Old North American proverb)**

**"When you put the whole picture together, recycling is the right thing to do."  
(Pam Shoemaker)**

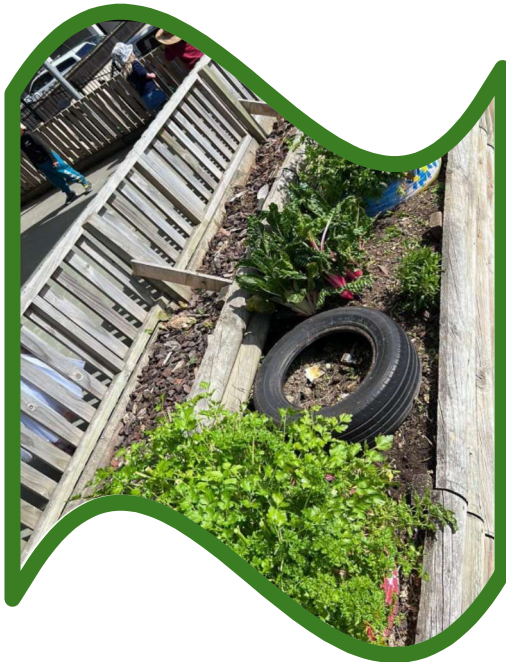
**"There is no such thing as 'away'. When we throw anything away it must go somewhere."  
(Annie Leonard)**

**Sustainability means your tamariki will blossom into nature's kaitiaki (guardian).**

The aim is to reduce social environmental impact with optimal recycling.

The kaiako (teachers) try not to waste by recycling paper, plastics, glass and tin. It is taken to the recycling centre in Green Island. We recycle paper within the Centre where we can.

We have a worm farm that produces fertiliser. We grow vegetables with the tamariki and have our own lemon tree. We teach the tamariki about the birds (tui, kereru) we see in the area, and we have a fish tank which is used to teach how to care for fish.



# Nutrition



We know the importance of food and nutrition and appreciate our role in establishing healthy eating habits for tamariki. We know quality and a full belly contribute to growth, development and contentment.

## Allergies and intolerances

If your tamariki has any allergy or intolerances to certain foods or food groups, please talk to our Cook or Head Teacher.

## Dietary requirements

If your tamariki have dietary requirements, for example, vegetarian, vegan, dairy free or Halal, please let us know so we can cater to their needs.





# Sample Weekly Menus



## Sample Menu Week 1

### Monday

Morning Tea Fruit platter, Cereal, Milk & Toast

Lunch Mac & Cheese

Afternoon Tea Savoury Muffins

### Tuesday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Nachos with cheese and sour cream

Afternoon Tea Fruit and Pikelets

### Wednesday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Spaghetti buns with various toppings

Afternoon Tea Fruit and homemade cookies

### Thursday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Veggie Pasta Bake

Afternoon Tea Fruit and Jelly Cups

### Friday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Burgers

Afternoon Tea Carrot Cake



## Sample Menu Week 2

### Monday

Morning Tea Fruit platter, Cereal, Milk & Toast

Lunch Mango Chicken with Rice

Afternoon Tea Fruit, Cheese and Crackers

### Tuesday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Spaghetti Bolognese

Afternoon Tea Fairy Bread and Fruit

### Wednesday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Quesadillas with various fillings

Afternoon Tea Fruit smoothies and fresh baking

### Thursday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Orange Pasta Bake with Vegetables

Afternoon Tea Fruit, Cookies and Crackers

### Friday

Morning Tea Fruit platter, Yoghurt, Cereal, Milk & Toast

Lunch Pizza

Afternoon Tea Chocolate Muffins and Fruit



*Special options are prepared and available for children with dietary preferences*





We have many different dietary requirements within our tamariki and working closely with families and whānau I am able to incorporate this into our meal planning. I aim to have all the meals looking the same, so everyone is included, and no one feels like they are getting something different.

I create my menu with the goal of two white meat, two red meat, and one vegetarian meal every week and at least five different fruits and vegetables every day. I love to create and source different types of food for the tamariki, so that they get to try new things and expand their palate.

We love to celebrate every single one of our cultures within our Kiddies Campus whānau; Diwali week, Chinese New Year, Matariki and any other celebrations, or any other reason to give the children different types of foods.

*(Sarah)*







# Whānau communication

Communication between Centre and home is very important so that we can work together to provide the best possible care for you tamariki.

We welcome emails, phone calls, messages on Educa, or person to person chats. Kaiako are available to discuss any queries, or concerns, about the Centre and your child.

We encourage you to be actively involved in decisions made about your child.

Any information you share with us is confidential. We hope any concern you might have can be discussed and resolved as soon as possible.

Any feedback is welcome at any time.

We have a public Facebook page which will be used as a general communication tool. Please visit the page and add any comment you think relevant. We will not post photos without your permission and names will not be used.

Please follow us on Facebook: [www.facebook.com/](http://www.facebook.com/)

## Profiles

Kiddies Campus uses an interactive platform called Educa. Your child's profiles are stored on the site and are updated regularly by the teachers.

Once your child has started at Kiddies Campus you will be invited to join the Educa family which is done by loading your email. You can give permission for whānau to also access your child's information.

Your child's information cannot be accessed by any other family; it is confidential to you. You also have the ability to comment on any story posted by staff.

General messages to families are also put on Educa. They may relate to upcoming activities, weather notices, or just general news from the Centre. You have the ability to comment on these stories as well.

## Policies

We have Centre policies available for families to read. They are located in the entrance foyer and are available on Educa. Our policies are reviewed annually by staff and our families. Should you have any input, queries, or concerns please contact either the Director or Head Teacher.



# Child Health

A Vision and Hearing technician from Te Whatu Ora Health South regularly visit the centre to screen tamariki over 3 years of age. Consent is requested from parents before your child is tested.

Children are not required to be immunised to enrol at Kiddies Campus but if there is an outbreak of a notifiable illness and your child is not immunised, you will be required to keep your child at home until the illness is clear of the Centre. There is no discount if this happens.

However, we are required by the Ministry of Health to keep an up-to-date Immunisation Register. If your child has a new immunisation, please bring a copy for the Centre so we can update our records.

## Illness

Children often get sick when they first enter a group environment such as preschool or primary school. This is quite common for teachers too!

We ask that any child who is unwell be kept at home, so illness does not spread through the Centre. The Head Teacher may, at their discretion, refuse to accept any unwell child. If your child is not coping through the day, or is developing symptoms of illness, you will receive a phone call and asked to pick up your child. This is for the health of everyone in the Centre.

Children showing the following symptoms should be kept at home until better:

- Severe coughs or colds, not linking to asthma or any other breathing disorder
- Vomiting, diarrhoea (they can return 48 hours after the last episode)
- Conjunctivitis (they can return once antibiotics have been started and there is no longer gunk present in their eyes.)
- Unidentified rash or spots
- Temperature over 38°, stay home 24 hours and until they no longer need Pamol to control the temp.
- Head lice (they can return 24hours after the first treatment and prevention).

A child may return to the Centre when cleared by their doctor. Please bring a copy of the clearance note when dropping your child at the Centre.

## Medication

Please see a teacher to fill out our Medicine register if your child has medicine that they require during the day. All medication must be in the child's name and no older than 3 months. All medicine must be clearly named with the amount to be given and its frequency. This will be recorded on our medicine chart and the parent will be required to sign the medication in and sign it out at the end of the day.

The Centre does not provide any oral medicine. For bumps, scrapes, and bruises the Centre treats the site with a cold compress, or if needed, a 'magic band' (sticking plaster).

## Individual Health Plan

Children that have the need for regular on-going medication, for example, asthma inhalers or eczema cream, or have a known allergy and possibly require EPI pens, will be required to complete a 'Health Plan' when they are enrolled. A teacher will discuss this with you and assist when filling out an '**Individual Health Plan**' with you.

**NO medication of any sort is to be left in children's bags as this poses a serious health risk.**





# Emergency and Evacuation Procedures

In case of an unforeseen emergency, every effort will be made to contact the parents to collect their child. Regular fire and earthquake drills are necessary for regulation purposes. If you are present at a fire drill, you will be invited to join us.

In case of a fire/earthquake staff will stay onsite until all children have been collected and a release form completed. If we have been required to vacate the Centre, you will be advised and a note left in a prominent position advising where we have gone.

For more information, please refer to the Emergency Management plan located in the entrance foyer.

**Please remember to keep us updated of any changes in contact details.**

All Centre policies are continually reviewed and reinforced by staff and any notable changes will be conveyed to families and whānau.

All permanent staff at Kiddies Campus are First Aid qualified.

## Child Protection Policy

Definition of Child Abuse: Includes physical, emotional, and sexual abuse as well as neglect which is the direct consequence of a deliberate act or omission by an adult, and which has the potential, or effect of, serious harm to the child.

Kiddies Campus is committed to protecting our children against child abuse by developing teacher expertise to recognise and respond appropriately to indications of child abuse.

The interest and protection of the child is paramount in all our actions.

If any person (parent or teacher) has reasonable cause to suspect child abuse, their first obligation (after ensuring the child is in no immediate danger) is to immediately advise the Head Teacher, Director or the person responsible at the time. One can also contact the New Zealand Police or Oranga Tamariki directly, especially if the child's safety is compromised.

All matters related to individual cases are confidential to those directly involved and under no circumstances will be discussed with other parents, children, or any other person outside the Centre.

## Hours of Operation

Our hours of operation are Monday to Friday, 7.30 am to 5.30 pm.

We are closed weekends and public holidays, except Otago Anniversary Day.

We are open between Christmas and New Year.

Dunedin can be susceptible to snow days. When this happens, we will endeavour to open at 10.00 am because we are aware that some families have work commitments, even on such days. The Head Teacher will send a text to all families when this happens and listen to the radio as well for road conditions.



# Arrival and Departure

Parents must sign their children in and out each day, even when settling your child. This is very important because we must be able to account for all children, staff and parents in the building.

Please ensure all gates and doors are properly closed to ensure the safety of our children.

Please drive in and out of the Centre safely. Watch out for children.

All children must be seated in approved child restraint devices.

Only people you authorise on your child's enrolment form will be allowed to pick up your child. If we do not recognise the person, or there is no message another person will be picking up your child, they will not be allowed to leave the Centre until you have been contacted for advice.

If you need to temporarily authorise another person to pick up your child, you may do so by email, text or by phone call or tell the teacher the day before when collecting your child.

Any adult collecting your child, will be required to produce photo identification before leaving the Centre. They will be required to sign your child out.

## Sun smart

During the summer months please ensure your child comes to the Centre with a named sun hat and drink bottle.

Kiddies Campus applies sunscreen to your child throughout the day, but we ask that you also apply sunscreen before bringing your child to the Centre. We also have a policy of **"no hat – no outside play"**.

## Children's sleep time

Children are given the opportunity to sleep based on the routines described by the parents.

Children will be checked for warmth and temperature, breathing and general wellbeing every 5 minutes.

## Toilet Training

When you think it's time to begin toilet training your child, start at home to see if the time is right. If you believe it is time, please discuss this with the staff. Once your child has learned to use the toilet at home over 2-3 weeks, staff will start the same routine at the Centre. If your child appears nervous, is not interested, or has a lot of 'accidents', we will discuss this with you and may consider putting the training 'on hold' for a while before trying again. Children are easily distracted in the Centre, so it is important they have developed a routine at home before we start the process again.

## Excursions

Being in central Dunedin, we take excursions to local destinations. It is an easy walk to the Dunedin Public Library, Dunedin Public Art Gallery, the Octagon. We are also known for visiting cafes. You may see us out there because we all wear hi viz vests.

## Celebrations

We love to celebrate! Any birthday, special event, graduations and cultural events are celebrated. Cultural diversity and connections are big part of who we are, and we celebrate across the year, inviting families to join us.



# What do I bring for my Child?



Children should be dressed in old or play clothes and at least one spare change should be packed every day. In winter, rain wear (and gumboots are a good idea) is essential and in summer, a sunhat must be provided for outdoor play.

Kiddies Campus supplies child-safe sunscreen. However, if your child has sensitive skin, please feel free to pack your own preferred brand.

## Under Twos

- Breast Milk or Formula – enough for the day, bottles and nappies.
- Sleep sack.
- Complete spare set of clothes and extra singlets.
- Items the baby is attached to i.e. dummy, teddy bear, etc.
- Sunhat / warm waterproof outside clothes in winter.

## Over Twos

- Nappies (if still needed).
- Water bottle.
- Complete change of clothes (more when toilet learning).
- Special items for sleep i.e. cuddly, doll etc.
- Sunhat / warm waterproof outside clothes/gumboots in winter.

**Please name all clothing.** You should avoid using clothes that can't be replaced if they get stained.

**Medications** – please give these to Centre staff to manage directly (described above).



# Fee's



A non-refundable admin fee of \$50.00 is payable when enrolling your child. This secures your child's space at Kiddies Campus, and this covers the cost of setting your child up in the childcare management system.

Fees will be invoiced weekly and should be paid weekly or fortnightly. Failure to make payment may result in the cancellation of your enrolment.

We do not charge for statutory days because no service is offered. Otago Anniversary Day is the exception – we are open and will charge for those children attending on that day. We ask you to let us know if your child will be attending so we can ensure the correct staffing is available.

Fees are charged when a child is absent on a booked day.

Two weeks' paid notice is required if you are going to remove your child from Kiddies Campus.

# Subsidies

Kiddies Campus offers the 20-hour ECE subsidy, which is provided by the Ministry of Education for all 3- to 6-year-old children in an early childcare education service. To be eligible you must complete an Attestation Form which confirms your child's attendance and that your child is not attending another early childhood centre while enrolled with us.

Kiddies Campus is committed to providing small teacher to child ratios and quality education and care for your child. We received funding from the Ministry of Education which offsets a large portion of our teaching employment costs to meet the minimum standard required. Your fees help pay for the balance of staff costs, resources, environmental costs, professional development, and extra teachers.

Parents may be eligible for a childcare subsidy on fees from Work and Income NZ (WINZ). To check your possible eligibility please refer to [www.workandincome.govt.nz](http://www.workandincome.govt.nz) for more information. Until WINZ subsidies have been approved all fee's must be paid in full by the parents.

The Government has introduced a new FamilyBoost refund scheme which allows families to claim some of the costs of childcare directly from the Government. The amount you will be eligible for is dependent on your level of income and paid directly to you every three months upon application. Information on the scheme can be found at [www.ird.govt.nz/familyboost](http://www.ird.govt.nz/familyboost) or follow this [link](#).





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[www.kiddiescampus.co.nz](http://www.kiddiescampus.co.nz)

Kiddies Campus