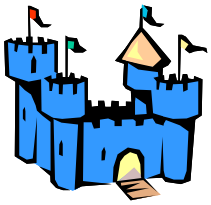
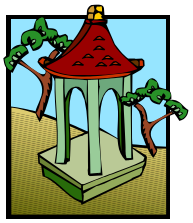
CAMBRIDGE EARLY LEARNING CENTRE



The Castle and The Pagoda

Taking the Lead in Preschool Education

Give your child a head start



Who Are We?

The Trust and the Teachers at Cambridge Early Learning Centre view early childhood education as a partnership between families, caregivers and the Centre.

The Trust is committed to managing the Centre in a way that promotes the continual development of a quality service.

Cambridge Early Learning Centre is a community based service and as such puts quality early childhood education and the needs of the community before profit.

The Trust is committed to providing qualified teachers. A feature of the Centre is the high number of trained teachers.

Promoting strong learning relationships is a key focus for teachers. They skilfully notice, recognise and respond to children's learning. Oral language is well supported through open-ended questions and children's desire to inquire and be curious. Children's preferences are respected by teachers as they choose to play alongside their peers, with adults and independently. (ERO 2020)

Programme framework

The early childhood curriculum, Te Whariki, is the basis for all aspects of the programme.

The majority of projects and topics of interest are generated by the children's explorations and interests, with teachers supporting these choices and extending where possible.
The Trust and teachers acknowledge the Treaty of Waitangi and believe it is the right of all children to be enriched in an environment that acknowledges the dual heritage of Aotearoa.
The children have a learning portfolio to document their learning.
Core activities are provided everyday to support the children's learning.
Evaluation and Assessment procedures will allow teachers to make informed judgments about the quality and effectiveness of the programme and ensure that further programme development will continue to meet the needs of all children.

CORE ACTIVITIES

Painting
Dough or clay
Family play
Books
Blocks and construction
Puzzles
Music and dance
Library
Sand and water play
Dress ups
Collage
Writing and drawing

Outdoor play

Climbing and play to use large motor skills

THE CASTLE AND THE PAGODA

Hours of operation:

7.30 am to 5.30 pm week days
Closed all statutory holidays, and the days between Christmas and New Year.
Christmas Eve, the Centre closes at 3pm.

10 Fort Street

Cambridge 3434

Ph: (07) 8274727

Centre Cellphone: 027 364 9482

(during Centre hours)

Email: reception@cambridgeearlylearning.co.nz

Web: www.cambridgeearlylearning.co.nz

OUR LEARNING ENVIRONMENTS

The Castle Nursery (Newborn – 18 months)

The Centre provides a very flexible program for infants and toddlers aimed at catering for the individual children and their families. We encourage an inviting, warm and nurturing environment for all.

Children up to two years of age have personalised routines and nursery teachers maintain a calm and slow pace. Children have easy access to an environment that is well resourced and encourages exploration. Responsive care-giving supports infants' need for strong and secure attachments. (ERO 2020).

Our Nursery is run by very experienced and qualified teachers who have created wonderful inside and outside environments for the children. Much thought has gone into creating a sense of wonder for the children, with the sensory garden areas and the many tactile and visual treats inside.

The Castle Toddlers (18 months—3 years)

The Toddlers unit celebrates and reflects the capabilities of children aged from:
18 months—3 years old.

Teachers view each family and knowledge of their child as an integral part of the learning community. Meaningful and well considered transitions within the centre contributes to children's sense of belonging. Children are seen as confident learners and explorers. (ERO 2020)

We run an environment based program where children learn through their developing relationships with people, places and things.
We promote learning alongside play.
Our Toddlers unit works on a flexible child-centered approach, with teachers supporting children's choices and extending learning opportunities when necessary.

Children experience a wide range of choices in their play and are confident to make their own decisions. (ERO 2020)

The Pagoda (3—5 years)

A consistent team of fully qualified teachers provide a stimulating, adaptable, child initiated learning environment at The Pagoda.

Promoting positive learning relationships is a key focus for teachers. They view each family and its knowledge of their child as an integral part of their learning community. (ERO 2020).

The curriculum is responsive to children's interests and promotes successful outcomes. (ERO 2020)

While the endorsement of children's own individual interests and ideas are still paramount, the teachers provide opportunities for group work. This focuses on fostering the development of confidence, perseverance and responsibility, allowing and encouraging children to practice communication and self help skills.

Children and families are well supported for their move to school. Through the 'Koru Club' programme, teachers successfully assist older children to plan their own learning and further develop skills and dispositions to aid their smooth transitions. (ERO 2020)

ROLE OF PARENTS

Our aim is to make you feel "at home" in our Centre

Laura, Marge, Stacey, and Jenny welcome discussions about your child and their needs anytime.

"The role of parents/ whanau as equal partners with educators is central to the process of delivering quality early childhood programmes to children. "

THE STAFF

Office Manager : Julie Wyllie

Centre Manager : Laura Herbert
B Tch (ECE) Registered Teacher

THE NURSERY TEACHING TEAM

Team Leader :	Mariee (Marge) Tumahai	*B. Tch (ECE) Prov. Registered Teacher*
Planning & Self Review Leader:	Carla Lockyer	*B.Tch (ECE) Registered Teacher*
Teaching team:	Emily Jenkins	*B. Tch (ECE) Registered Teacher*
	Maria Abbott	*B Tch (ECE) Registered Teacher*
	Janine Knowles	
	Lauren Burnnand	*B. Tch (ECE) Registered Teacher*
	Christie Oldridge	*In-training B. Tch (ECE)*
	Xin Jiang	*Grad. Dip. (ECE) Registered Teacher*

THE TODDLERS TEACHING TEAM

Team Leader:	Stacey White	*Dip. Tch (ECE) Registered Teacher*
Teaching team:	Brooke Jeffcoat	
	Kate Bidois	*Grad. Dip. (ECE) Prov. Registered Teacher*
	Allie Marshall	*B.Tch (ECE) Registered Teacher*
	Elise Liang	*Grad. Dip (ECE) Registered Teacher*
	Philippa Jones	
	Elaine Foxall	*B.Tch (ECE) Registered Teacher*

THE PAGODA TEACHING

Team Leader:	Jenny Clayton-Epp	*B. Tch (ECE) Registered Teacher*
Teaching team:	Katie Bradford	*B. Tch (ECE) Registered Teacher*
	Lauren Walker	*Dip. Tch (ECE) Registered Teacher*
	Sue Heaton	*Dip.Tch (ECE) Registered Teacher*
	Emily Walford	*B. Tch (ECE) Prov. Registered Teacher*

RELIEVERS

Tasha Robinson	*In-training B. Tch (ECE)*
Sophie Martin	
Claire Harvey	*Dip. Tch (ECE) Registered Teacher (on maternity leave)*
Brooklyn (Brookie) Pilcher	

CENTRE COOK

Keryn Mead

CENTRE CLEANER

Cindy Clark

ENROLMENT AND SETTLING

We endeavor to make settling in as enjoyable as possible for everyone concerned.
Prior to starting families are encouraged to arrange several visits, to enable us to get to know your child, and for the children to become familiar with the Centre. Families are encouraged to visit as often as they wish, there is no charge for any visits.
Children who are new to the Centre are well supported by the teaching team, this assists the child (and family) to build relationships and a feeling of belonging in this new environment.
Please phone as often as you like when your child is new.

INFORMATION SHARING

- The Centre produces a monthly newsletter. This is emailed to all families, or a hardcopy can be collected from the sign in desk. It is very informative.
- The Centre's web site is: www.cambridgeearlylearning.co.nz
- In each learning environment the walls contain photographs, planning and learning stories, detailing the children's current interest and documenting their learning.
- The Centre operates Storypark—a secure, private online space to share your child's learning while here and you are able to be more involved and up-to-date with what your child has been up to. You can choose to add your own stories or leave comments and feedback for children and our teaching team. Content we add will only be shared with our teachers and **the family members you choose to invite.**
  No personal information is shared with any third party.
- The Centre has documented policies that guide the daily operation of the Castle and the Pagoda. Policies cover such areas as Centre trips, behaviour management, first aid etc.
  These can be viewed by parents at any time.

MEDICAL INFORMATION

If your child requires medication while at the Centre, parents are required to fill in the medicine book and hand the medicine to a teacher. We **cannot** give your child medicine unless you have signed the medicine book.
If your child becomes unwell at the Centre, every effort will be made to contact you to collect your child. If you are unable to be contacted, your designated next contact person will be phoned to come and collect your child.

If your child is administered antibiotics they cannot return to the Centre until 24 hours from their first dose.

MEALS & SNACKS

The Centre provides a well balanced and substantial menu and meal service for the children. This includes morning tea, lunch, afternoon tea and a late afternoon snack. Breakfast can be brought in from home for children who arrive before 8.00am only. Details of what is on the menu for the particular day are displayed on the Castle foyer whiteboard. A copy of the menu can be requested from the office.
We need to know if your child has any food restrictions, this is included in enrolment information but may also occur later, please ensure that this information is passed on. A copy of the Centre Food and Nutrition policy outlines the provision of food supplied in the Centre.

GENERAL INFORMATION

Arrival and collecting times: The daily sign in/out sheet is located on the reception desk at the Castle and the front desk at the Pagoda. Please sign your child in when you arrive at the Centre and out when you are leaving at the actual times—this is a Ministry of Education requirement.

For your child's protection, teachers are only permitted to let your child leave the Centre with persons nominated by you on your enrolment form. We will not release your child to anyone without your personal authorisation.

Birthdays: Children are welcome to share their birthdays with us. If your child would like to celebrate their birthday with us, parents and families are most welcome to join in. We normally celebrate birthdays at either morning tea or afternoon tea time.

Visitors: As there are often teachers in-training in the Centre; we frequently have tutors from the University of Waikato or Wintec observing their practice. On occasion there can also be high school students in the Centre undertaking work experience.

Please be assured that any visitors are **always** supervised.

FEES

We are a non-profit organisation and therefore aim to keep our fees as low as possible for the community, without compromising our quality.

CASTLE	Hourly	$ 10.70
Under 2 yrs:	Daily	$ 59.00
	Weekly	$268.00
CASTLE	Hourly	$ 10.00
2-3 years	Daily	$ 55.00
School Day	Weekly	$250.00
8.30am to 3pm:		
CASTLE	Hourly	$ 10.40
2-3 years	Daily	$ 57.00
Full Day:	Weekly	$260.00

PAGODA &	2 days	$ 64.00
CASTLE:	3 days	$ 96.00
Over 3 yrs	4 days	$128.00
(incl 20 hrs ECE)	5 days	$160.00

RETAINER FEES

THE CASTLE—Under 3 yrs

Under 2 years—each child will receive a total of 20 days per calendar year at 50% of fees to cover holiday or sick absences, then full fees would apply.

2-3 years—each child will receive a total of 15 days per calendar year at 50% of fees to cover holiday or sick absences, then full fees would apply.

All absences from pre-booked sessions, whether full-time, part-time or casual, will be charged a 50% retainer where the Centre has been informed of the absence by 8.30am on the booked day.

If you fail to notify the Centre of your child's absence by 8.30am on the day of the booking, full fees will be charged.

With notice prior to 8.30am on the day, you can swap your hours from one day to another during the same week (dependent on availability).

If you have made a casual booking in addition to your permanent booking, with notice prior to 3.00pm the day before, you can cancel the casual booking and not be penalised.

If the Centre is given at least one week's notice of a child's intended absence due to annual leave the retainer fee will be 30% of the normal fee for the first two weeks and 50% for any absences thereafter.

THE CASTLE & THE PAGODA —Over 3 years

Each child will receive a total of 15 days per calendar year at 50% of fees to cover holiday or sick absences, then full fees would apply.

If you fail to notify the Centre of your child's absence by 8.30am on the day of the booking, full fees will be charged.

THE CASTLE & THE PAGODA

Absences exceeding 21 continuous days (or 3 weeks) will be charged at full fees and the Centre may seek the loss of funding back from families.

Any change to a permanent booking requires one week's notice.

Please note: Our Christmas closedown period will be advised to families via Storypark and our newsletter with plenty of notice. No fees will be charged on days that the Centre is closed, e.g. Statutory holidays or the closedown period at Christmas

WORK & INCOME NZ CHILDCARE SUBSIDIES

Children under the age of 5 that attend an early childhood centre for a minimum of 3 hours, may qualify for a childcare subsidy from Work and Income NZ which could help you meet some of the cost of childcare fees. Non-working parent(s) may qualify for up to 9 hours childcare subsidy per week.

To qualify, the combined income of both parents must be within certain limits as specified by Work and Income NZ.

Following approval of subsidy, it is very important that any change to your situation be notified to Work and Income NZ as soon as possible.

If you would like further information about subsidies please see the office for a Work and Income pamphlet, check out their website www.workandincome.govt.nz or see Laura / Julie.

LATE FEES

Cambridge Early Learning Centre is licensed to provide education and care for children between 7.30 am and 5.30 pm. If you arrive after 5.30 pm to collect your child two staff will have stayed late to care for him or her.

Late fee charges are displayed above The Castle foyer sign-in desk.

A fee per every 5 minute increment, or part thereof, will also be charged if your child is dropped off 5 minutes or more early, or collected 5 mins or more late to your child's booked times during business hours.

SPECIAL DAYS

During the year we celebrate some of the special days that occur. These start with Kiwiana Day for Waitangi and follow through the year acknowledging special celebrations; Mother's Day, Matariki, Father's Day, Grandparents Day and many others.

Often these days are dress-up days so keep some colourful classics handy!!

POINTS IN BRIEF

- The Castle for under 3 year old children does not have fixed hours or minimum hours, you book what hours suit you and your family.
- The Castle and The Pagoda for over 3 year old children requires a minimum booking of 6.5 hours per day, two days per week.
- Settling visits make starting in the Centre much easier for the children. Several visits are beneficial prior to your child beginning at the Centre.
- Changes to booked hours can be accommodated, and we will let you know if and when this is possible. For children aged up to 3 years old, and with notice by 8.30am on the day, days can be swapped within the same week with no additional charges.
- It is very important to say goodbye to your child when you leave. A goodbye tells your child that you are going and they are staying; they know where they stand. Often when parents have not said goodbye the children continue to look for them.

WHAT TO BRING

Please send your children in named clothes suitable for a day of child's play, that might include painting, sandpit, etc. Please also supply at least one **complete** named change of clothes for your child. Please supply enough nappies for the time your child is at the Centre. Nappies are available for sale at the office.

Wet bags: we can supply a named wet bag for your child on commencement at a cost of $17.50. Wet bags are of a high quality and these are available in red, lime green, royal blue, sky blue or pink samples can be viewed at the office.

Ten Attributes of Good Learners

- **Resilient** – able to bounce back, cope with difficulties
- **Attentive** - notice and listen
- **Curious** – ask questions, wonder, investigate
- **Playful** – play around with materials, explore
- **Imaginative** – pretend, role play
- **Practical** – use common sense, make use of what they have
- **Sociable**- get on well with others
- **Empathetic** - can feel with others, see another view point
- **Self Regulating** - use internal controls
- **Thoughtful** - apply their mind to their world