

March 2020

Welcome back to 2020 and to all our new families that have joined us here at Waiuku Early Learners.

General News

Congratulations to Mikayla who had her baby girl on the 28th December 2019 whom they named Eliza Aletta.

It is still hot and sunny so please remember to sunscreen your children in the morning – we have sunscreen available for your use near the sign in board. We will reapply sunscreen after lunch.

Our fruit break before Morning Tea is working well and most children participate. If each family could donate a piece of fruit per week, this would be greatly appreciated.

We have decided to stop providing the option of Friday lunches as not only do we have only a small number of children attending Fridays but we are also supporting Waiuku College's ECE class and the children are attending classes that the College are running on a Friday in the school gym. We will revisit this next term.

We are here to support and extend on your children's interests both within and beyond the centre, so if you have ideas or interests that you would like staff to follow up, please don't hesitate to let us know.

We are working on establishing a one day a week Forest Explorers group. At present this has been put on hold due to the fire ban and the Waiuku Forest being closed. More details will follow once we have all policies and procedures finalised.

Date to Remember: We will be closed on Monday the 27th April this year as ANZAC day has been 'Mondayised'.

Coronavirus

As you know there is much talk in the media about the Coronavirus. If we are unfortunate enough for the centre to be affected by this, we have emergency plans which we follow. This also involves guidance from the Ministry of Health in conjunction with the Ministry of Education. These would be the organisations that will determine exactly what happens with our centre.

In saying this, let's try and stay as well as possible this year. We have hand sanitiser available by the front entrance door for you to use. It would be great to see parents use this upon entry to the centre.

A cold has always been considered just one of those winter ailments that children get but can function well with. This year we are going to be vigilant with colds. If your child does have a cold, please keep them at home and do not be offended if you are asked to keep them at home. The children are great at trying to cover coughs and sneezes but as colds are airborne viruses, they are very hard to contain especially in the setting of an ECE. We would really appreciate your support with this.

ERO

ERO came to WEL for our review late last year. We have since had our report confirmed and they commended us on our centre philosophy and curriculum. It will be available for you to read on the ERO website in the next couple of weeks.

Spaces

With many children heading off to school this term, this has resulted in a number of spaces available each day. If you would like additional spaces or change your days, please email or speak to Whitney.

Staffing

With the government push to increase qualified teachers in centres, we are working towards meeting ratios of 80-100% of staff being qualified teachers. Currently we have five registered teachers (one away on maternity leave) and two teachers in training with the aim of having seven qualified teachers by January 2022.

Nut Free

A reminder that we are a **nut free** centre so please do not include whole raw nuts especially peanuts in your child's lunchbox. We currently have children attending who are highly allergic. No apple or popcorn to be in our Under 2 lunchboxes. No sweets (lollies) or chocolate to be included in lunchboxes. Thanks for your co-operation with this.

Booked Times

Please remember you need to stick to your booked times. If these need to be adjusted as circumstances change, a change of enrolment needs to be done. All this information is sent direct to the Ministry and they require that each child attends at their booked times for funding. If you arrive late in the morning you will still need to pick up at your enrolled pickup time. If you drop off early, you will also be charged an early drop off fee regardless if you pickup early to complete 6 hours. If you need to change your hours on the odd occasion, can you please check with the office if this is ok as it may have an impact on ratios. See Housekeeping below for charges.

Holidays/Sick Days

A reminder that we do charge for sick days. We require 7 days notice for holidays for you not to be charged. If you no longer want extra days for your child you need to fill out a change of enrolment as you will be charged for the days your child is enrolled, even if you no longer require them, as we are unable to fill these spaces until the enrolment change has been done.

Email

We will be emailing all newsletters going forward. Can you please ensure that we have your correct email address. We will note on the whiteboard outside when we have sent one out. You may need to check your junk/spam email file or we are happy to print off a hard copy if you would prefer.

Housekeeping

Signing in and Signing out: THIS IS IMPORTANT, this is our record of attendance. Ministry requires that the **exact time** of arrival and departure is noted. If there is an emergency in the centre and we need to leave the building, we need to know who is here. WE DO NOT WANT TO LEAVE ANYONE BEHIND.

If your child is booked in on our 6-hour school session and you need to drop off your child early or pick them up late, please check that it is okay with us first as we must ensure that we have enough staff for the number of children in attendance. Please do not assume that if you drop off your child late that you can pick them up late as we staff the centre according to your enrolment times.

All early drop-offs and late pick-ups will be charged for as follows: Up to 1 hour \$10. If you do not contact the centre, you will be charged a late fee **and** a full day charge. Over 1 hour \$10 plus Full Day Charge unless prior arranged. \$1 per minute after 5:30pm.

Have you moved house or changed your email or telephone number?

Please remember to advise us if you change your address or if any of the telephone contact numbers you have given us change.

This includes your home and mobile numbers, email address plus any contact numbers that you have given us for emergency contacts and other people who are allowed to pick up your child.

If a child is unwell or there is an emergency at the Centre, it is imperative that we can contact you. You can email your updated contact details to waiukuearlylearners@xtra.co.nz or call into the office so we can update your records.

Also, please advise of any medical issues that we may not be aware of since you have filled in your enrolment form.

Please remember we are always happy to welcome any suggestions that you may have for our centre.