



Information Pack

2015

Our Philosophy

LEARNING

CARE

INDEPENDENCE

CULTURE

POTENTIAL

COMMUNITY

Our Philosophy

At Spotted Frog we are committed to working in partnership with parents to meet the needs of each child. Our goal is to provide a stimulating and caring environment in which each child is respected as an individual, treated with acceptance and kindness and positively encouraged and assisted in their endeavours.

We have a professional teaching team and believe that children learn best through play and provide opportunities for children to make their own choices and to participate in structured activities. Our planned programme is based on Te Whariki – the National Early Childhood Curriculum Document.

The following 6 words describe our philosophy and guide us when developing programmes.

Independence – children will develop new skills that will enable them to increase their independence. We will give them experiences and routines that will develop this independence. There will be opportunities for independent exploration and movement. We encourage self-help and self-care skills.

Care – we care about each child and want to develop them as individuals. We believe parents are the most important people in a child's life. Staff and parents should learn and work together. By using respect and communication the staff and parents work to make the child's early learning experience a positive one that will last a lifetime.

Potential – it is seeing something special and developing this in each individual. It is about improving, learning and growing with a positive attitude. It is about problem solving and taking risks. It is nurturing strengths and talents in a safe environment.

Culture – it is about valuing the history and traditions of our people. We value diversity and acknowledge the principles of the Treaty of Waitangi. We promote the language and symbols of their own culture alongside this.

Community – it is about having a sense of belonging and pride in our place. It is about building partnerships. It is about engaging with others and connecting to the wider world. We honor our commitment to involving the wider community and the importance of parents/whanau in decision making. We strive to create a welcoming and supportive environment.

Learning – we recognise the first years of a child’s life as the time of the most rapid acquisition of knowledge and understanding of the world around them. Play is an important avenue for learning and for enjoyment. Children learn through active involvement in play, using all their senses. Learning through play helps formulate healthy experiences for children. Children will learn early maths and literacy skills. Learning is a lifelong, enjoyable, and challenging experience.



Our Purpose

Welcome to Spotted Frog. We are a family owned and operated business that caters for children from 2.5 years to 6 years old. Spotted Frog has a strong educational focus and we aim to provide your child with a rich learning environment which is planned with stimulating and challenging activities. Your child will have fun while securing a strong foundation for a successful school life.

The centre is well resourced and staffed. We have sourced high quality resources to enhance the learning experiences of your child. Their day will involve structure, freedom and time to explore and direct their own learning interests.

We believe children are unique and it is our job to help each one discover their full potential by

- Developing warm reciprocal relationships
- Building and extending their interests
- Developing and extending their concentration
- Developing and extending their skills
- Building strong literacy and numeracy foundations
- Challenging them to take responsible risks
- Encouraging them to be curious

We want your child to leave Spotted Frog with having had the best possible start to their educational journey.



Our Programme

Hours of Operation

8.15am-4pm Monday to Friday.

Your child may attend for days, part weeks or whole weeks. Please talk to us in person to determine your needs. We are open all year except for 3 weeks over the Christmas period.

Meals

Your child will need to bring their own lunch box and drink bottle every day they attend. We are a nut-free centre so please do not pack nuts for your child as this may endanger our other children.

We will provide afternoon tea. This is a small snack, often baking prepared by the children and fruit. Water is offered at every meal and there is a water tap available at all times.

How do I enrol?

In order to enrol at the centre there needs to be a place available within the restrictions of our licence. Fulltime permanent enrolments have priority over part time enrolments.

Enrolment involves filling out an enrolment form and returning it, we will then contact you to organise orientation visits. If no space is available; you are placed on the wait list. When a suitable place arises that meets your needs we will call and inform you of the dates and times available and will arrange orientation visits.

WINZ gives assistance for child care to those people who qualify. Contact your nearest WINZ office for information. We also keep application forms in the office if you need one.

How do I pay?

Payment can be made by automatic payment, Eftpos or cash at the office. Please set this up when starting as no invoices are issued. Statements will be issued on request or to those parents who are in arrears or who have had changes to their booking. If you have any questions re payment please see Teresa in the office. She is more than happy to help.

Open Door Policy

We encourage parents to be involved in the centre and promote an open door policy and communication process. This promotes a feeling of involvement and a sense of belonging within the Spotted Frog environment. This is a family place and you and your extended family are welcome to pop in at any time.

Parent Involvement

As well as popping in, you will be encouraged to take part in our review programme. When we are reviewing a policy or procedure we will either send this by email or home with your child. We encourage you to take the time to read these and send back any suggestions that you have. These will be considered as part of the review. We also hold regular parent evenings. These take a variety of forms – a night of information on a parenting topic, an evening to socialize together as a centre or a chance to talk to staff 1 on 1 about the development of your child.

We have a Facebook page where you can keep updated on what is happening in the centre. From time to time we also send out Newsletters. These will include up and coming topics, parenting information and other important information that you will need to know. We also have an electronic portfolio system. Storypark is our electronic portfolio service where you and other nominated relatives can receive frequent updates on learning activities your child has been

involved in. Please enjoy these stories, make comments or add your own.

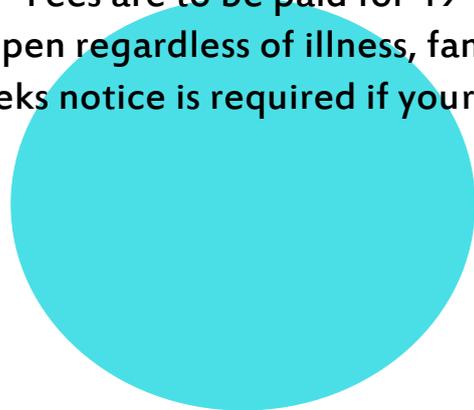
What if my child is unhappy when I leave?

A child is far more likely to be unsettled by a caregiver who sneaks away than by one who says goodbye, even if your child is crying. Be positive; if your child shows some initial distress do not feel that this is a reflection on you as a parent or us at Spotted Frog. It is a well identified phenomenon of separation anxiety. Short visits prior to their start date are a good way of easing your separation. Parting can be stressful for both of you. Eventually your child will overcome this issue as they learn that parents do return everyday and that Spotted Frog is full of interest and intrigue.

Usually a quick hug and a smile is the kindest way and a staff member will engage them in something they like to distract them. You are also most welcome to phone and talk to a staff member to check on your child's wellbeing throughout the day.

What about holidays?

The centre is open all year except statutory holidays. We are open all year except for 3 weeks over Christmas. Fees are to be paid for 49 weeks of the year that Spotted Frog is open regardless of illness, family holiday and statutory holidays. Two weeks notice is required if your child is leaving Spotted Frog.



What if my child is sick?

If your child is unwell we cannot accept him/her at the centre.

Children should be kept at home if they show any of the following symptoms –

- A high temperature
- An unidentified rash
- Inflamed throat or eyes
- An upset stomach or diarrhoea

If your child has had diarrhoea or vomiting, in keeping with the Ministry of Health regulations, they will be **required to stay away for 48 hours.**

We would appreciate a phone call in the morning if your child is not going to attend.

Once your child is well enough to return but still needs medication we are happy to administer it. You must note this on the medicine sheet.

If your child has long term medication, such as an asthma inhaler, you can fill in one form to last the whole time. We cannot administer any medication without signed permission from you. If your child becomes unwell during the day we will phone you or the person that you have designated as the contact person.

Who can pick up my child?

You or any pre-arranged person can pick up your child. We will not release your child to the care of anyone that we have not been informed about. It is vital that you let a supervisor know about any changes to normal arrangements.

The centre management must be aware of any custody issues. Confidentiality will be maintained at all times.

What do I bring?

- A school bag
- A named drink bottle for water
- Two or three changes of clothes
- Nappies (if necessary)
- Extra underpants
- Sunhat in warm weather
- Gumboots, warm hat and coat in cool weather
- Any medication for chronic conditions such as asthma which will be stored in the kitchen
- Please name all personal belongings

How does Spotted Frog assess and evaluate learning?

There are many ways that we assess and evaluate learning.

Documentation is a way for us to demonstrate to you what learning is taking place for your child and allows you opportunities to have involvement in planning and reflections. We also believe that by documenting learning it allows children to revisit their learning.

Learning stories are one of our main approaches to documenting and assessing learning. These are displayed in your child's portfolio and on Storypark.com. You can also look at wall displays as we make learning visible throughout the centre.

How do you communicate with me about my child's learning and development?

We like to engage in brief discussions at the end of the sessions, so we can share what your child has done for the day.

We also use -

- Portfolios
- Facebook
- Story Park (electronic portfolios)
- Newsletters
- Parent surveys/ questionnaires
- Planning
- Photos
- Open communication between parents and teachers
- Parent evenings

An important communication tool we like to use is our Facebook page. We make regular postings to show all the fun things that we get up to during the day. There is a permission slip on the enrolment form, where you can give your permission for photos of your child to be used on the page. Please have a look at our page to get an idea of the things we get up to, just search up Spotted Frog Preschool or use this URL <https://www.facebook.com/spottedfrogpreschool>



Routine

The daily routine is based on the National Curriculum Te Whariki strands and goals.

NB these times are only an indication of the rhythm of the day. It is flexible and tailored to suit children's needs.

8.15am	Centre Opens. Greet parents / Whanau and children
8.15 - 9.30	Activities are set up to welcome the children and support fine motor development and the current topic of the centre
9.30 – 10.00	Mat time
10.00 - 10.30	Group time – children are working in small age groups on specific skill development
10.30 - 11.15	Rolling morning tea
10.30 - 12.30	Child directed play
12.30 - 1.00	Lunch time – children bring lunchboxes from home to allow them to learn how to select food in a nutritional appropriate order, how to regulate their eating and how to open containers and packaging
1.00 – 2.00	Child directed play
2.00 – 2.30	Group activities
2.30 - 3.00	Rolling afternoon tea
2.30 – 3.30	Child directed play
3.30 - 4.00	Reflection on the days learning and story time

Mat times – these are an important and exciting part of the programme. They allow children to experience stories and music from around the world as well as a chance to discuss the day and their learning. They can listen to different points of view, while at the same time develop their confidence to speak in front of an audience. It is also a time to learn numeracy and literacy concepts.



Group times – Our group times are a special time of the day. The children work in small groups with a dedicated teacher who plans experiences for the group that build on their strengths, needs and interests. These sessions provide incredible learning opportunities for each child.



Fees

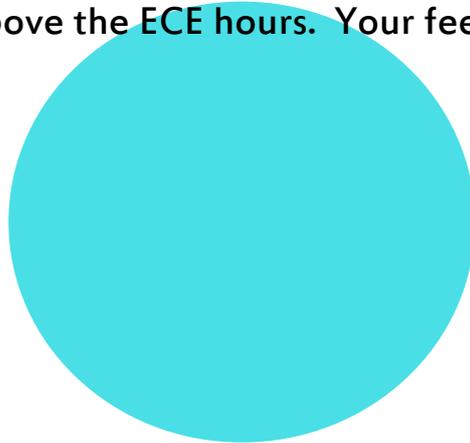
We are open 8.15am – 4pm, Monday to Friday for 49 weeks a year.

1 day	2 days	3 days	4 days	5 days
\$10	\$20	\$30	\$80	\$100

Please note – The above fees are for 3 year olds eligible for 20 hours free ECE hours. For children under 3 years old or not eligible for 20 hours free ECE, the daily charge will be \$45 per day.

Centre's policy regarding fees:

- If you wish to change your child's enrolled sessions of attendance, please see Bee. The request will be actioned subject to availability and the change is not confirmed until the parent has signed a change of booking form.
- Spotted Frog does not charge for the 20 hours ECE hours that you attend. All charges are for the additional hours your child attends above the ECE hours. Your fees covers the additional hours.



Administration Of Prescribed Medication By Centre Staff

Regulation – 46 1a, 47 1b(i), 1c(i), 57 2b

Purpose

To provide clear guidelines and procedures re the administration of medication [prescribed by a G.P. or specialist] to Spotted Frog children during opening hours.

Objectives

- 1 All parents and staff are aware of this policy
- 2 Prior approval is sought/given before any medication is administered. Such requests are made on the *Spotted Frog Medications Agreement* form and addressed to the supervisor of the area the child is in. When all parties agree this form is signed by the parent and supervisor.
- 3 A register is maintained and signed each time medication is administered.
- 4 The medical practitioner's directions, included on the label of all medicines and on the Medication Agreement, are followed.
- 5 When treatment/medication is given on an irregular needs basis, e.g. Ventolin for asthma, the details are recorded in the Medications Register.
- 6 Medication of the type referred to in this policy are stored in the staffroom fridge or in a locked cupboard, the key for which is kept in the office.
- 7 Medication Agreements state the amount of medication held at Spotted Frog. This is normally no more than one week's supply.
- 8 Children requiring regular medication obtain this from the supervisor. If the supervisor is absent, the medication is administered by the person acting in the supervisor's role.
- 9 When medication is administered by a delegated person this is witnessed by another adult on staff.

10 Entries in the Medication Register include: the child's name, the date and quantities of medication given, signatures of the staff members who administered and witnessed the administration of the medication.

11 If medication is refused, or not taken, this fact is noted in the register and the child's parent is contacted.

12 If Spotted Frog is unable to find a staff member who is willing to administer medication, the child's parent is requested to perform this task.

