

**EARLY**  
**CONNECTIONS**  
A HOME AWAY FROM HOME

**INFORMATION**  
**PACK**



# WELCOME

Thank you for enquiring about childcare with us.

If we haven't met with you or your child already, we really look forward to doing so soon!

To follow you will find information to support you in enrolling your child or children with us.

## **Please enjoy reading the following:**

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## **The process for Enrolment in our centre is:**

- Complete the Enrolment Agreement as thoroughly as possible.
- Provide a copy of your child's Immunisation Records.
- Provide a copy of your child's Identification i.e. Birth Certificate or Passport.
- Await confirmation from us that a place for your child is confirmed or if you have been included on the centre wait list.
- Once confirmed payment of one week in advance is required.

***Thank you so much and we look forward to our journey together!***

***Arohanui,  
Loren, Rachel and Renee***

# Our Philosophy

## **Relationships/Whanaungatanga**

At Early Connections we strongly believe relationships are essential to creating a sense of belonging and the success of our tamariki. We work collaboratively with parents, whānau and our tamariki to gain a holistic view of the child and to ensure all their needs are met while in our care. Our kaiako are warm, caring and nurturing in their interactions with tamariki and ensure positive bonds are formed and tamariki feel safe and secure in their home away from home allowing them to explore and learn freely. With love, support, and guidance from our Kaiako, tamariki will feel empowered to discover who they are and to find their place in the world around them. We believe that all tamariki are one of a kind, each having unique gifts to share with those around them which is why we place a lot of value in respectful and reciprocal tuakana teina relationships where our tamariki can learn from one another across all age groups. Whanaungatanga is one of our strongest values and Ako can be seen throughout our spaces and interactions.

## **Environment**

We believe the environment is viewed as the third teacher and reflects the willingness and freedom of each tamariki to explore the world around them. We envision and work to maintain an environment where tamariki feel safe and secure, it's like being at home, a place where they have no doubts about belonging. We provide a calm, safe and unhurried environment that cultivates a sense of security empowering tamariki to participate in the daily curriculum. Our curriculum is guided by the principals, strands, and goals of Te Whāriki and reflects the current interests of our tamariki. Our Kaiako are committed to providing a challenging and enriching environment appropriate for each stage of development across all areas both inside and out prompting tamariki to explore freely and seek answers to who they are and how their world works without prejudice. Our kaiako are lifelong learners who take every opportunity to ensure the environment is an inclusive space that embraces the culture, language and identity of each tamariki and provides a space that supports all areas of development spiritually, emotionally, physically, and socially.

## **Kindness and Respect**

Our vision for tamariki is for them to grow as competent and confident learners and communicators, healthy in mind, body, and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society. We place a lot of value in respectful practice and feel this is integral to the well-being of each tamariki and creating a sense of belonging at Early Connections for all parents and whānau. We empower tamariki to grow into kind, thoughtful, and respectful members of society who feel confident in their abilities to formulate strategies to achieve their own goals.

**He waka eke noa**

**We are all in this together**

# FAQ'S

## and answers to help guide you.

- We are open 7:30am till 5:30pm Monday to Friday.
- We do encourage tamariki of all ages to enjoy tactile play activities as we know that there are plenty of benefits for young children in having these experiences. Please ensure your tamariki is dressed in clothing that allows for this kind of play!
- At Early Connections we are passionate about the outdoors and believe that with appropriate clothing tamariki can enjoy it most of the year round! Please ensure your tamariki has weather appropriate clothing each day - for example, raincoat/jacket, beanie, gumboots, and sunhat's.

*'There is no such thing as bad weather, only different kinds of good weather.'*

*John Ruskin*

- Please ensure your tamariki has plenty of named spare clothes in their bags for the day. We love to enjoy water & messy play with the children and occasionally they may need to get changed.
- This is also necessary for tamariki that are toilet training. We highly recommend providing a wet bag for soiled/wet and dirty clothes - Thank you in advance.
- We will be providing nutritious meals each day – morning tea, lunch & afternoon tea.  
You can view our menus at any time!  
We do not provide breakfast or dinner.  
**Due to allergies we are a strictly Nut Free and Egg Free centre.**  
Cow's milk is provided. If you would prefer your child to have a different type of milk such as Rice Milk, please provide this. **Remember no 'nut' milks due to allergies.**

- Nappies and formula are to be supplied by the family. We suggest you provide a pack of nappies which we will name and then when they get low, we can let you know.
- We love that you want to celebrate your child's birthday and we would like to as well! What we would like to ask is that you don't provide a cake or sweets for their birthday, we will make their day special we promise! This just helps us to manage dietary concerns such as allergies.  
**We thank you for your support with this!**
- Our centre is ***closed on all Public Holidays*** throughout the year. Full payment is required for Public Holidays.
- **Christmas/New Year Closure 2023-2024**  
To Be Confirmed

# Policies and Procedures

Our centre Policies and Procedures are designed with the children's safety, and wellbeing at the heart of them along with protecting the health & safety of all adults in the centre.

A copy of our Policies and Procedures is made available to all families in the front entrance of the centre (just below where you sign your children in).

These are also uploaded and available to our families and teachers via Educa upon enrolment.

Review of these policies happens on a regular basis either annually, or if there is a need to review sooner after an update of Ministry policies or if an event has occurred.

We invite and welcome feedback from all families and educators about our policies either at the time of review or at any other time.

Please ask if you would like a copy of our policies or would like to chat about any policy or procedure further.



# 20 Hours ECE Parent Information

Taken directly from <https://parents.education.govt.nz/early-learning/early-childhood-education/20-hours-ece-2/>

## How 20 Hours ECE works

The government subsidises all children who attend ECE. 20 Hours ECE is a higher funding subsidy. It means that if your child is 3, 4, or 5 and goes to an ECE service or Kōhanga Reo that offers 20 Hours ECE, the cost can be fully subsidised for up to 6 hours per day and up to 20 hours a week.

You can find more information on funding rates in the Ministry's funding handbook.

You can choose to use as many or as few hours of 20 Hours ECE as you want, up to 6 hours a day and 20 hours a week.

Your child's ECE Service or Kōhanga Reo may, however, have a minimum number of hours or days of enrolment as part of their policy.

## How to apply

If your child is 3, 4, or 5, you can apply for 20 Hours ECE when you enrol your child at the ECE service, or you can do it just before your child turns 3 if they are already enrolled.





Fill in the enrolment agreement at the ECE service. The agreement must include an 'attestation', where you write and sign for the days and hours you are claiming as 20 Hours ECE. 20 Hours ECE cannot be claimed until you have completed the attestation.

You can choose which hours you want to claim for 20 Hours ECE – it can be for any hours that your child is enrolled.

As children must attend school from the age of 6, the last day that the 20 Hours ECE can be claimed is the day before your child's sixth birthday.

The subsidy is paid directly to the ECE service. You don't have to apply separately to the Ministry of Education.

If your child goes to more than one ECE service, you can split the hours between them so long as it's not more than 6 hours per day and 20 hours per week in total.

### **Anyone can apply**

If you have a 3 or 4-year-old, or a 5 year old child who is not enrolled at primary school, you can apply for 20 Hours ECE. This is regardless of your income, whether you or your child is a NZ resident or citizen, or any other reason.





## Changing your child's hours

If you change the number of hours your child is at their ECE service, you must update your enrolment agreement and attestation. You should also do this if your child is going to be away for a time.

## Extra Fees

Your child's ECE service can charge their normal enrolment fees, if they have any. They cannot charge extra fees for setting up 20 Hours ECE. The ECE service can charge fees for hours that are not covered by 20 Hours ECE. For example, if your child is at the ECE service for 7 hours per day, and 6 of them are 20 Hours ECE, they can charge for one extra hour.

## Optional Charges

An ECE service can ask you to pay optional charges, and they can ask for a donation. It's up to you whether you pay these. Optional charges must be for the actual costs of providing extra items or services.

## WINZ Information

Application form provided on request.



# Get in Touch

**See our website for our team of amazing kaiako!**

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

**Check out our social media pages to see all the fun we get upto!**

Facebook and Instagram - Earlyconnectionschildcare

## **Centre Manager**

Loren Baldwin - 021 2641271  
[loren@earlyconnections.co.nz](mailto:loren@earlyconnections.co.nz)

## **Centre Administrateur**

Renee Baldwin - 021 02470185

## **Centre Contact Details**

Early Connections Childcare,  
66 Seventh View Avenue, Beachlands

**Phone: 09 536 6099**

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