

The background features a dark teal color with several overlapping, light-colored circles of varying sizes. A faint, stylized figure of a person is visible in the center, partially obscured by the circles. The text is centered and written in a white, serif font.

***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***

TE WHĀRIKI,
EARLY CHILDHOOD CURRICULUM,
MINISTRY OF EDUCATION,

2017





***We believe
family is everything.***

***We trust Giraffe ELC
will be your home
away from home.***



Together we will develop the skills and attitudes that will last your child a lifetime. We will move, play and explore, talk, sing and listen, read, count and create. Most of all we will respect encourage and love.



We value the bi-cultural heritage and history of Aotearoa / New Zealand and foster children's understanding through our early childhood curriculum, Te Whāriki

We respect and incorporate all cultures and uphold the Treaty of Waitangi.

We believe that the best educational outcomes for children are achieved through ongoing collaborations between family / whānau and the teaching team, we value the responsive, reciprocal relationships.

We provide a safe and challenging environment that is rich in quality resources where children have opportunities to play while extending their developing knowledge for life-long learning.

We promote consistent warm and caring relationships so that children develop a sense of trust, in which their needs will be responded to.



We support children's social competence by encouraging co-operative play and setting acceptable limits and boundaries.

We foster children's learning by empowering them to become capable and competent.

We offer a rich programme that balances child choice and exploration, with teacher-initiated experiences, which is based on Teachers Inquiry process.

The teaching team is reflective professionals committed to providing a programme, which develops children's interests and independence.

We believe that ongoing professional development and support is essential for teachers to demonstrate growth.

HOURS

The Giraffe ELC Mt Eden is open between 7am to 6.30pm Monday to Saturday and 9am to 6.30 on Sunday.

The Giraffe ELC Huapai is open between 7am to 6pm Monday to Friday

We will closed on public holidays

We ask for your co-operation in dropping off and collecting children within our operating hours, and within your booked session times. If at any time you have an emergency and are going to be delayed, please contact the Center. A late fee may apply if your child is collected later than the time specified on their enrollment form.

Staff will not release a child to a person who is not identified on the Enrollment Form, or who hasn't been identified by the parents. If an unauthorised person comes to collect the child, parents will be contacted by the Supervisor for authorisation.





M E A L S

At Giraffe ELC, we value the importance of food and nutrition and we appreciate the impact we have in establishing healthy eating habits, helping to shape your child's attitude towards food and setting them up for life.

We offer whole foods made up of unprocessed, seasonal, natural, healthy ingredients.

All of your child's food is provided by the Centre. We have worked with a respected Dietician to develop

a menu that is high in nutrients and low in sugar. Best of all, it has been tried and tested by the children... and they love it (even the fussiest of eaters)! Cooked on site by our wonderful cook - you can be assured that your children are nourishing their bodies perfectly for a day full of adventure and play.

A daily menu is posted on the notice board so that you can be aware of the variety your child has daily, water is served at all meals and fresh fruits is served twice daily.

D I N N E R O P T I O N

We can provide dinner for children who finish after 5.30pm if needed.

Parents can choose the dinner option if they prefer. Please refer to fee schedule for the dinner option charge.



HYGIENE PRACTICES

Our center follows meticulous cleaning procedures to ensure a sanitary, hygienic and organised environment for all children and teachers.

To maintain our high levels of cleanliness in both indoor and outdoor settings, teachers follow strict cleaning schedules throughout the day and we have contracted cleaning company to give the center a thorough clean at the end of each day. Teachers model and encourage children to practice good personal hygiene by washing their hands following play, using the toilet, blowing their nose and before eating and covering their mouth while coughing.

WHAT TO BRING

SUMMER – Changes of clothing as we have water play morning and afternoon.

WINTER – 2 changes of clothing and enough warm gear for outdoor play.

Children who are in toilet training need at least 6 pairs of clean underwear and 3-6 changes of shorts/skirts/trousers (1 set of extra socks and shoes in winter).

INFANTS – Formula and bottles sufficient for each day

TODDLERS – Formula until they change to milk after at least 1 year (we will provide whole milk).

Please name all clothing clearly and pack in a reasonably sized bag. Please dress your child in 'old' clothes, as they do get messy with paints, glue etc. While we do provide aprons, there is not always that guarantee that they will come home the way they arrived. A locker or hook will be provided for your child.



SETTLING IN

Settling your child into a new environment can be an exciting, but sometimes daunting time for parents and children. Our aim at The Giraffe ELC is to do everything we can to make this process as easy and enjoyable as possible. We will therefore invite you and your child into the Center for visits prior to their start date. This gives your child the opportunity to trust that The Giraffe ELC is a safe and fun place to be. It also gives you and your child an opportunity to develop meaningful relationship with the teachers in their room. We encourage open and honest communication during this time. The more the teachers can learn about your child's development, their interests, sleeping and eating requirements, as well as the things that make them unique or special, the easier it will be to support your child in their transition into The Giraffe ELC.

1. Parents are encouraged to stay and participate for periods of time.
2. Feel free to speak to our teachers. If you have concerns or apprehensions, teachers can suggest ideas and techniques that may suit your child in the situation.
3. If your child has a special cuddly toy they are attached to, bring it to the center to make your child feel more secure.
4. Always say 'good-bye' to your child, this approach develops feelings of trust.
5. Feel free to ring the center at any time to find out how your child is settling in. A quick call can relieve any anxiety.



This is the beginning of our partnership in working together to support you and your child throughout their time with us. We feel privileged to be sharing and celebrating your child's journey here at the Giraffe ELC.



M E D I C I N E S / I L L N E S S

Medication prescribed by your GP which is current and has your child's name on it, can be given provided you sign the permission form for each day the medicine is to be given. Please contact the centre if your child is sick and unable to attend. Please do not send your child if they have been vomiting, had diarrhea, high temperature, unidentified rash or inflamed throat or eyes as this can cause cross contamination and other children to become sick.

Should your child become sick during the day or have an accident we will ring you. We respectfully ask that you come within the hour, particularly if your child could be infectious. Please ensure your contact details and emergency contacts are up to date at all times.

The Giraffe ELC keeps a first aid kit, which includes some non-prescription and homeopathic medications for emergencies. Please advise the Center Manager if you would prefer these were not given to your child.

Open and meaningful communication is an essential part of our programme. Parents are kept informed of Center life and events through Storypark, newsletters, notices posted in the Center and through our Facebook page.



STORYPARK

Storypark is an online communication tool designed to help parents and families share more of your child's special moments at the Giraffe ELC, as well as being able to be more involved in your child's learning. It allows teachers to send you updates, photo and videos throughout the day. Through Storypark, you can expect to see, learn and experience more of your child's day at the Giraffe ELC.

SPECIAL EVENTS

Parent, Whānau evenings, special celebration events are an exciting opportunity to connect with your child's teachers and to provide an opportunity to interact with the team outside of the busy pick up/drop off times.

We hold regular workshops from top speakers around New Zealand cover topics including parenting tips, feeding, raising happy, confident and resilient children. We hold these regularly throughout the year and welcome you and your whānau to attend.

PROFILE BOOKS

As well as documenting learning on Storypark, your child will have their very own book which will be used to document your child's learning goals, their achievements, magic moments throughout their time at the Giraffe ELC, and even snippets of their artwork. The children will love reading and sharing these special books, and they become a wonderful keepsake for families.



PARENT INVOLVEMENT

We operate an open door policy, where parents and family are welcome into the center at any time. Parent participation sends strong positive messages to your child that you support them and their learning journey. The team sincerely wishes for you and your child to be happy and feel welcomed at our Center.

We take regular reviews to ensure that we are delivering high quality outcomes for children and their families. Throughout this process we value your feedback. Parents can contribute to policy development, review and decisions concerning their child's care and education.

SPECIALIST PROGRAMMES

In addition to regular activities that appear in our daily programme, The center have a specialist programme that includes off-site experiences such as trips and plays, together with visits from providers such as creative dance, balls, gymnastics, swimming, French or Spanish and music programmes.

Our teachers also have a range of skills that include dance, art, music, yoga, science and foreign languages.

Your child will benefit from our outstanding facilities, our highly qualified teaching team and educational programme, our nutritious daily meals and low child: teacher ratios.

F E E S

Please refer to the Fees Schedule that is available from the Reception. Invoices are issued weekly. For the smooth running of the Center, it is very important that your fees are kept at least one week in advance. All overdue fees will be sent to a debt collection agency and the parents will be responsible for all fees charged by this agency.

We encourage parents to set up direct debit payment method and offer 10% discount for direct debit payment.

2 0 H O U R S F R E E

The Giraffe ELC offers the Free 20 hour subsidy which is provided by the Ministry of Education to all 3-6 year old children. To be eligible you must complete an Attestation form which confirms your attendance and that you are not attending another Early Childhood Center at the same time as you have applied funding here. If you change your enrolment hours you must complete another form. You may apply for this subsidy from more than one Center, but you must indicate this on your form. You may apply for the Free 20 hours subsidy and receive money from Work and Income, but we recommend that you discuss this with your case worker.



H O L I D A Y S

Each child is entitled to three (3) weeks (booked days) free of charge for holidays per calendar year (non accumulative). This entitlement is permissible providing a Holiday Request Form is received two weeks prior the holidays being taken and that all accounts are paid up to date.

C H I L D C A R E S U B S I D Y

Work and Income operates a subsidy for parents whose children attend the Giraffe ELC, The subsidy is subject to an income qualification. Contact Work and Income for further information and forms. Full payment of fees is the caregiver's responsibility and will be required until a subsidy has been approved.



To learn and develop, a child must be in a secure and happy environment. This is enhanced with the support of warm, caring and well-trained Kaiako. Tamariki are stimulated by a well-prepared and carefully designed curriculum. A good quality physical environment allows tamariki and kaiako to maximise play and 'work.'

Our programme is developed to allow children to learn at their own pace in their own way. We work collaboratively with you and your child to recognise their individual learning goals and aspirations. Our teachers provide support and opportunities during their time at The Giraffe ELC for your child to reach these goals.

Our curriculum is designed to be stimulating, yet flexible enough to provide for the children's desire to play alone or to be part of a group experience.

We believe play is key to a child's development. Play is a child's unique way of learning about the world. We provide opportunities for both spontaneous play and more structured activities for those children who enjoy this challenge.

Learning environments at The Giraffe ELC are calm and unhurried. We aim to allow time for rich conversations and opportunities for our children to grow and learn as individuals. We provide children with the freedom to explore and make their own discoveries whilst supporting a sense of wonder and curiosity.

We are aware and responsive to children's cultural identity, incorporating and extending this through many aspects of our programme.

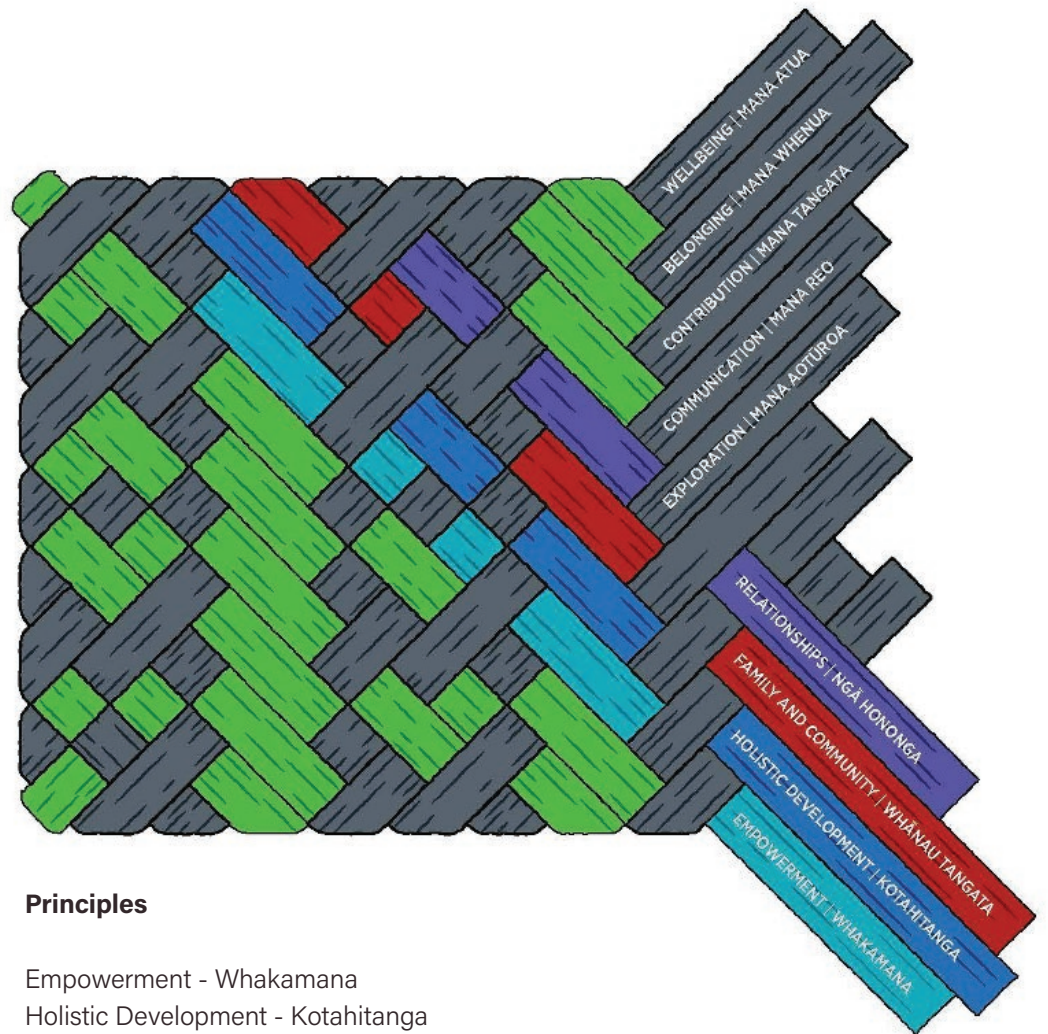
Our teachers delight in children's learning and love to discover and learn alongside our children.





TE WHĀRIKI

The Whāriki or woven mat is used in Te Whāriki as a metaphor for the ECE curriculum, in which four curriculum principles are interwoven with five curriculum strands. Together, these principles and strands give expression to the vision for children that is the heart of Te Whāriki. (Te Whāriki, Early childhood curriculum, Ministry of Education, 2017)



Principles

- Empowerment - Whakamana
- Holistic Development - Kotahitanga
- Family and Community – Whānau Tangata
- Relationships – Ngā Hononga

Strands

- Wellbeing – Mana Atua
- Belonging – Mana Whenua
- Contribution – Mana Tangata
- Communication – Mana Reo
- Exploration – Mana Aotūroa



I N F A N T S

Physical, cognitive and social emotional growth and development are more rapid during infancy than in any other period of life. Neural pathways formed during this period are the foundations for all future learning.

Primary Caregiving

If your child is joining us in the Nursery, they will experience Primary Caregiving. At The Giraffe ELC, our aim is to provide consistency and stability for your child and your family, as this helps to make the transition into care so much easier. We believe that it is important that each child has a special person to care for their best interests. Your child's Key Caregiver will be there to work as an advocate for your family, and especially for your child, while they are here at The Giraffe ELC.

Your child's Key Caregiver will take the time to observe and really get to know your child. They will spend quality time with them and take the opportunity to learn those extra little things that other people may not notice. This

Key Caregiver will also be responsible for your child's care moments. Care moments are the special one-on-one times during the day. These include feeding, dressing, changing nappies, and sleeping. We believe it is important to treasure these times, to make sure they are respectful to the child, enjoyable and unhurried. It is during these Care moments that the relationship is developed and strengthened.

Infants are rapidly acquiring communication skills, which our kaiako will support through thoughtful interactions within a language-rich environment.

Infants are developing trust that their physical, emotional, cultural and spiritual needs will be met in predictable ways.

TODDLERS

Toddlers are developing their identities as autonomous learners.

They are active, curious, and seeking to make sense of their world. They enjoy testing limits, cause and effects as they develop and refine their working theories. Our Kaiako support them by being attentive to their interests and providing opportunities for both new and repeat learning experiences.

Toddlers communicate both verbally and non-verbally and are developing both receptive and productive language skills. Their language learning is supported through conversations, stories and songs in which they play an increasing part.

Toddlers are learning to self-regulate, amidst feelings that are sometimes intense and unpredictable. Our Kaiako will support self-regulation by staying calm and offering them choices.

Respectful Practices

When you show consideration for another person you communicate to them that they are valued. Feeling valued contributes to sense of trust and self-esteem and is reflected in the individual's ability to form and maintain relationships with others.

A culture of respect in our early childhood setting means that interactions between teachers and children are respectful and reciprocal.

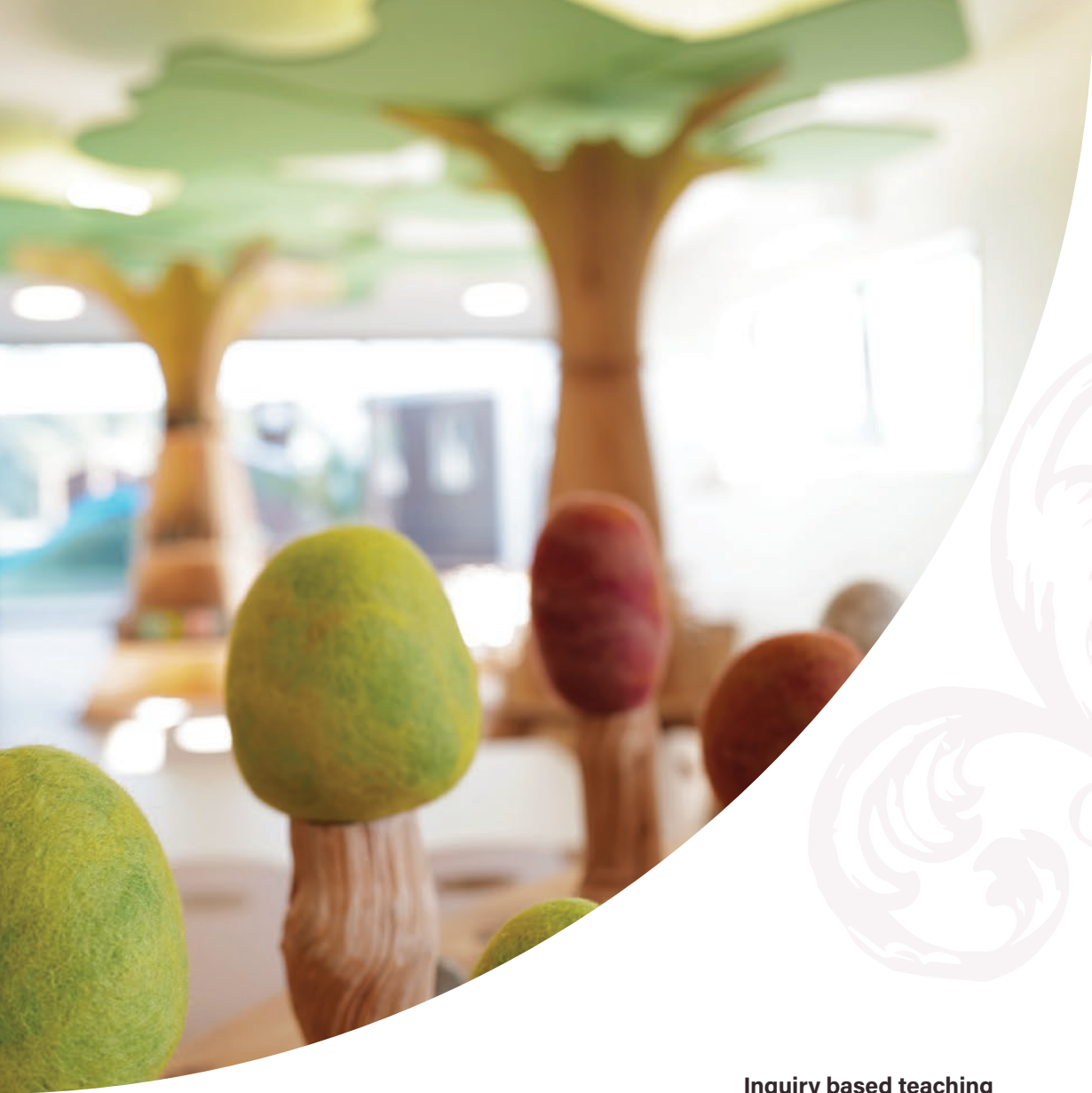
Treating children the way we would like to be treated – respect is shown when adults treat children in ways similar to how they would like to be treated by others.

THE GIFT OF TIME – teachers are available, tuned in, responsive and consistent

PREDICTABILITY – Teachers help infants anticipate what will happen next e.g. nappy changing, sleep, meal times, and getting dressed.

RELATIONSHIP BUILDING – primary caregiving and slowly building trusted relationship between teachers and children.





Y O U N G C H I L D R E N

Young children have increasing capacity for language and inquiry and for understanding other points of view. Our Kaiako support the learning and development of young children by providing opportunities for them to experience new challenges, pursue self-selected learning goals and participate in longer-term projects.

Inquiry based teaching

Remember teaching isn't always child-led. Our Kaiako are the key resource in our Center. They facilitate children's learning and development through thoughtful and intentional pedagogy.

Our inquiry based teaching are designed to encourage exploration, investigation and reflection in a way that allows each individual to engage with their own areas of interest.

Sleep + Rest Times

Your child will be offered the opportunity to have sleeps, rests or special quiet times during the day at Giraffe ELC. This enables them to re-energise and to be able to participate happily in the remainder of their day.



It is our aim at The Giraffe ELC to send children to school who are confident and competent in a wide range of skills and dispositions.

As early childhood teachers we have a role in empowering children and their families by promoting the necessary knowledge and resources to make this successful. A large part of being ready for school is having the necessary social skills. New entrant teachers often talk about the importance of children being able to contribute to discussions, talk confidently and socialise in a positive way.

When your child turns four years old they are encouraged to gather together to participate in group experiences. This group-time is semi-structured and the experiences that occur are aimed at helping children develop dispositions, attributes and life skills that will be needed when they start school. We will use Letterhead Phonics system with our 4 year old children. Phonics are the best tool for preparing children for the literacy skills needed at school.

We hold close relationships with neighbouring schools, and encourage interaction between our children and our neighbouring school children. This can be in the form of reciprocal visits, performing arts presentations or more intimate interactions where primary students read to our children. These interactions assist in bridging the gap for your child's transition into school.



Giraffe Early Learning Center

CREATE YOUR FUTURE
KEI ŌU RINGARINGA TE AO





GIRAFFE
EARLY LEARNING CENTRE

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