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*Welcome to Kids Cave Early Learning, we are privately owned  
by the local Henry family.*

*We are extremely passionate about children's education and  
have been making a difference in childcare since 2009.*

*Our small sized centre consists of three rooms Nikau-Infants,  
Kowhai-Toddlers, Kauri-Preschool.*

*80-100% of our teaching team are qualified and registered  
teachers.*

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## **Philosophy**

**Mā te huruhuru te manu ka rere**  
*With feathers a bird flies.*

We embrace and celebrate each child's uniqueness.  
Fostering a strong sense of mana, knowing who they are, enabling confident,  
competent, lifelong learners.

We acknowledge the bicultural heritage of Aotearoa and the cultural diversity in our  
community, incorporating the principles of Te Tiriti o Waitangi;  
partnership, participation, and protection.

We believe it is when kaiako, whānau and community work together, that we can  
best help children reach their full potential.



## **Programme**

Our programme at Kids Cave Early learning is based on the New Zealand early childhood education curriculum called Te Whāriki. Kids Cave Early Learning is committed to providing a programme that balances the interests of the child together with the aspirations of both the parents and teachers. Our programme is varied and flexible on a day-to-day basis, developing curiosities of children. We offer a range of learning opportunities to engage in a well-resourced, creative and inspiring environment. We see children as capable learners and we believe our job is to provide the experiences and opportunities to encourage a love of learning as well as the essential skills a child may need to be confident in their world. Our team of qualified experienced and knowledgeable teachers engage with your child, getting to know their interests and personalities. Through activities, experiences, group times, shared kai times, and the choice between inside and outside play we capture your child's interest and creatively offer an environment where your child will have endless opportunities to communicate, explore and contribute while being part of our Kids Cave community. At the heart of our programme, we have a commitment to being kind, nurturing and caring while sharing in laughter throughout each day. Teachers document the children's learning through observations which we call Learning Stories. We are passionate about sharing with you, the experiences and learning that happens at Kids cave, this documentation can be seen within the centre, portfolios. This documentation forms the basis of our programme planning We aim to work in partnership with you and value the goals, aspirations and ideas you have for your child.

## **You can be part of our programme too**

We want you to be involved in your child's learning. You are welcome to visit anytime, join in our daily activities, look over the programme planning and talk with our teachers about your child's development and current interests.

## **We involve you through:**

Educa - other than conversations it is our most common way of communicating with you. We post photos, videos and learning stories often. You can download the app on your smart phone for daily updates from us or otherwise, click on the link we send you to your given email address, you can share this link with your own family all over the world and comments can be written as you see the post, thereby creating a conversation between you, family and us. This is a great way to share the goals and aspirations you might have for your child, as well as a private and a secure site to share family moments.



Notices – All our notices are posted on Educa, you will receive an email alert of these messages.

Portfolios — As we write learning stories about your child we post them onto your child's profile so only you (and those you have shared the link with) can see them and comment on them. We then print these off and keep a hard copy folder in the room for your child to see, and for you take away with you when your child leaves the centre. You are welcome to view, discuss and contribute to your child's portfolio at any time, we value your input and any contributions you make.

Facebook — We have our own Facebook page which you can join. Look up Kids Cave Early Learning Hamilton

Parent / teacher events —These provide an opportunity for parents to come into the centre and discuss their child's progress the direction of current interests and meet other parents and families.

Reviews and consultation — Biannually or when required our policies and procedures come up for review. You will be alerted about any changes and given the opportunity to contribute and discuss these changes, you may also consult with us at any stage if you have concerns about our policies and procedures or aspects of centre operation. Please refer to our communication and consultation policy located on the table in the foyer a Blue file on the table called "Parent Information" which contains all our policies, the most recent ERO report, the ECE Regulations, information about our local schools and procedures. Feel free to have a look through this information at any stage or ask us and we can assist you.

### **How your family can be involved**

Parents and families can become involved in our service by contribution through parent evenings, conversations with teachers about children's learning and our programme. Spending time in the centre, taking portfolios home and sharing and contributing stories about your child's development. Policies are reviewed annually in consultation with parents and families. This consultation includes the opportunity to give feedback on the current policy through face to face and email. Internal review is the basis of our quality improvement process, as these reviews take place, teachers will consult with parents to gain their ideas and opinions and share findings.



**Administration terms and conditions**

**Fees schedule**

Children must be enrolled for a minimum of 2 days a week. We offer a 10% discount for siblings.  
 Children from 3 months to 6 years

<b>6.5 - 10 hour days</b>	<b>All Ages</b>	<b>Over 3 years with ECE hours</b>
2 days	\$103	\$35
3 days	\$149	\$53
4 days	\$192	\$91
5 days	\$220	\$130

<b>6.5 hour days</b>	<b>All Ages</b>	<b>Over 3 years with ECE hours</b>
2 days	\$92	\$20
3 days	\$123	\$40
4 days	\$155	\$60
5 days	\$184	\$80

**Early Childhood Education 20 hours**  
 20 hours ECE is for **three and four year** olds enrolled in teacher- led early childhood education services. The 20 hours ECE programme means no compulsory fees for up to **six hours per day** and up to **20 hours per week**. Entitlement ceases after 3 weeks continuous absence  
**20 ECE Hours, what does it mean?** It means that the Government will subsidise up to 20 hours of your child's childcare fees.  
**How do we claim it?** All you need to do is complete the section on your child's enrolment form and we do the rest.

**Payment terms:** Fees are to be paid one week in advance by automatic payment or direct debit to *Kids Cave Limited 03-0442-0028991-000* Failure to comply with this will result in the termination of your child's enrolment of the centre. Outstanding fees will be passed onto debt collections agencies. Agencies costs will be the client's responsibility also.

**Holidays & absences:** Statutory holidays and absences are charged in full.

**Late pick up fee:** The centre is not licensed to care for your child outside of the opening hours A penalty of \$25 per 15 minutes may be charged if you fail to collect your child within the agreed times.



**Changes & notice periods:** We require one month notice in writing if you wish to terminate your permanent booking. Should you wish to make changes to your booking, we require two weeks' notice and the completion of the "Change of booking form" which is available from the office.

Please ensure you notify the centre in writing and advise Work and Income accordingly if appropriate.

Discounts are allowed at the discretion of the centre and may be withdrawn at any time.

Discounts will be withdrawn from accounts not paid in accordance with centre policy. Enrolment at this service confirms your acceptance of the terms and conditions on this schedule.

Kids Cave reserves the right to terminate your booking with one weeks notice.

**Ministry of Education Funding** - Documentation of expenditure by the centre of Ministry of Education funding, both amount and details of funding will be made available to parents by email upon request, or it can be found in the "Parent Information Folder" located at reception This will allow you and your family/ whanāu to see where the funding money has been spent or invested.

**Education Review Office** - The centres most recent report is filed in the 'Parent Information Folder' located at reception.

**Operational documents** — These are located in the "Parent Information Folder" in reception and may be issued on request.

### **Settling**

All children settle into a new centre at their own pace, some children need a little time to familiarise themselves with the new environment. We recommend that children are settled in gradually. The parent is welcome to stay with the child if they feel this is appropriate, the child is welcome to stay for a visit as short as 10 minutes or as long as a couple of hours. During the settling process we will try to introduce your child to certain parts of the days routine, for example sleep times if required and meal times. Staff will let you know the best time to come. We recommend approximately 3 settling visits which are free. Visit one is usually a pop in and observation of the centre programme in action. Visit two is usually when a parent leaves for an hour or so. Visit three, the parent would also aim to leave as we introduce your child to the centre meals, sleeping arrangements and or play, as part of the day depending on their age.

### **Transition to School**

As your child nears school stage, we aim to provide the opportunity to participate in weekly school visits to an in-zone School, accompanied by a teacher from the Kauri Room. These school visits are an opportunity for your child to see a school environment in action We will provide your child with a morning tea lunchbox and transport, there is no charge for this experience. As this arrangement is often dependant on the school itself, it is not always possible to participate. However, the Kauri Room programme is designed to give children the vast range of experiences and opportunities to make transition to school a positive and smooth transition.

### **Portfolios**

Children enrolled will have a portfolio book which is kept in your child's room. The work the teachers do with your child gets printed and goes into this profile for you to read. When your child leaves the centre, the profile book goes with you. Your child will also have an Educa portfolio, this is a private online portfolio as teachers write about your child, they upload work to your childs portfolio and an email gets sent to you to let you know something new has been uploaded. You can invite family



members to a part of this profile as well, you then can write comments, share photos and have direct input into your child's learning and goals. All portfolios have an initial set up cost of \$20.

### **Meals**

We provide wholesome meals and snacks for children from one year of age while they are in our care. All food is catered for by our amazing chef who believes in installing healthy wholesome eating habits at a young age is key. The menu is displayed in the foyer.

Children under the age of one will need to provide their own food for the day and follow the Kids Cave guidelines to providing meals..

**Food Allergies** — Children with food allergies will be catered for to the best of our ability. Please talk to the Team Leader / Centre manager on enrolment to establish what needs to happen to best cater for your child's allergy or cultural dietary requirements.

### **Absentees**

Please phone the centre if you know your child will be absent.

### **Lost property**

Please ensure that you clearly name all of your child's belongings. We try to encourage children to take responsibility for their own belongings and encourage them to put things away in their bags. But this is not guaranteed to work all the time and items then become misplaced. If they are named, staff will return the items to the correct owner. Any unnamed items will go in to our lost property which will be emptied on the last day of every month - all unnamed items will go to the Salvation Army/Woman's' Refuge.

### **Sickness**

If a child becomes unwell we will contact the parents and request that they collect their child as soon as possible. Some reasons may be that your child has a temperature of 38 degrees or over, or that your child has vomited or has had two bouts of diarrhoea within a short period, or that your child is generally un-well and not themselves. If your child has been prescribed antibiotics or is requiring Pamol, Ibuprofen or other pain relief, then it is our policy that you keep your child at home for the first 24hrs. These guidelines, help prevent cross contamination and the spread of illness, as well as enabling the child to regain their good health. For more information please refer to our Health and Safety Policy, Illness and Administering Medicines Policy.

### **Medication procedure**

The medication book needs to be filled out and signed by parents before teachers can administer any medication. The medicine type, amount to be given, date and time needs to be acknowledged and documented. Only medicines authorised by parents/whanau will be given, we require prescribed medication such as antibiotics eye drops etc to have a chemist label attached to the bottle with the child's name, date, and doctors name, amount of medicine to be given as well as the length of time the medicine is given. No medicine will be given if it has been prescribed to another member of the family/whanau or it is an outdated medicine. Prescribed medication is to have written authority from the parent /whanau at the beginning and end of each day the medicine is administered. Any medicines which need to be kept in the centre for an ongoing health issue, will require an Individual Health Plan attached to which needs to be reviewed every third month, the teachers can help you work through this process.







### **Arrival**

On arrival in your child's room you will be required to sign your child in, you will need to fill in the time you arrived followed by your initials. Please ensure that your child's bag and belongings are placed away in your child's assigned locker. All of your child's belongings need to be **clearly named**. Please inform staff of your child's well-being and how the night went, sleeping, eating, toileting, etc. This will ensure that the staff know what your child's needs are. Most importantly parents are encouraged to leave the names of who will be picking your child up if this is not you, at the end of the day.

### **What you will need to bring**

All children are required to bring their own clearly named bag containing 2-3 complete changes of clothes suitable wear for the season e.g. sun hat, woollen hat, jacket, gumboots etc, please ensure each piece of your child's clothing is named.

For infants you will need to bring everything they require for the day. This includes their bottles of formula, pre-made or breast milk if required, a nappy for every 2 hours your child attends, including a couple of extra ones, comforters or cuddly toys if required for your child's sleep.

For older children

If your child is toilet training, they are required to bring **5 pairs of knickers or undies** and an equal amount of pants/shorts/skirts with these.

Please do not send your child with chewing gum or money.

**We also try to encourage children to leave their own personal toys at home as it saves disagreements amongst the children.**

From time to time children may be asked to bring in different items relating to the current interests, and staff will advise you of this.

### **Nappies**

You will provide your own nappies, which must be kept stocked, or we can provide nappies for you at a charge for \$2 a day.

### **Bottles**

Please make sure all bottles are clearly named. You can place these in the fridge in the Nikau room. We ask that you bring all of your child's bottles in already made up, if you have any further questions regarding bottles please feel free to ask any of the teachers.

### **Nappy and sleep charts**

The nappy chart is kept beside the changing mat in each room, if you were wanting to know your child's movements for the day. Sleep times are also documented -you will find this information by the sleep room.



### **Artwork**

Any artwork your child has created will be in the art basket located in each room.

### **Planning Walls and Portfolios**

Everything your child has been involved in within the centre is documented around the room on the walls and throughout. Also displayed are the children's interests, and any future activities and developments planned for children. Please feel free to contribute to these walls by writing down your comments, adding your own photos or observations from home.

### **Notices and correspondence**

Your invoices will be emailed directly to the email address you have stated on your enrolment form. All notices of events or important information will be posted on Educa as well as the TV screen located in the front foyer.

### **Excursions**

Planned or spontaneous excursions stimulate children's understanding and awareness of our community and the world around them. It is essential that these excursions are planned for and carried out in a manner that promotes safety at all times, for any teacher and children involved. Under the conditions stated in our excursion policy and enrolment form, prior to children leaving the premises on an excursion, an assessment and management of risk is undertaken. (An example of which is attached for you information)

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*If you have any other questions or concerns please feel free to discuss them with any of the team. Thank you for choosing our centre, for the care and education of your child. We look forward to getting to know you.*



