



Parent Responsibilities

- **Transition visits;** Once your child's enrolment is confirmed you will be required to attend the centre a minimum of three times, for at least one hour, with your child before your child commence their permanent hours. These visits will enable you and your child to begin to develop relationships with the teachers and children in the centre. It will also help build a sense of belonging and trust in these new surroundings.
- We have an 'open door' policy for all Centre families. You, and your extended family are welcome in the centre at any time especially during the settling in period. When you are ready to leave the centre please say goodbye to your child and inform a teacher so they can support your child when you leave. We appreciate any information regarding your child's current health and well-being at this time that you think we need to be aware of. We welcome phone calls during the day if you wish to check in on your child's day.
- **Primary Teacher;** A primary teacher will be assigned to your child who will, in partnership with yourself, plan and extend your child along their learning journey. This learning plan will be recorded in your child's Learning Journal.
- **Sign in/out;** Please sign the daily Attendance Sheet on the desk in the foyer with the time that you arrive and leave. This is a Ministry of Education requirement as it's a confirmation of your child's attendance and serves as a roll to check attendance during an emergency..
- **Lunchboxes;** Place named lunchboxes into the fridges provided in the main area of each room. In the Koru Room milk powder and/or jars of food can be placed in the basket allocated for your child. We provide morning and afternoon kai but you will need to bring lunch for your child in a named lunchbox.
- **Bags;** These go into the lockers. In the Fern room this is a separate room next to the bathroom, please find your child's photo on the entrance wall and place on the locker that your child's bag is in. Koru Room have their lockers in the bathroom.
- **Clothing;** we encourage children to participate fully in our programme. Due to the nature of play that is provided at North Haven children can often get wet or dirty. Please make sure you have a minimum of at least one complete change of clothes (**named**) in your child's bag.
- **Medicine;** If your child requires medicine during the hours they are attending please see a teacher for the relevant form to complete. **Note** if your child has been prescribed antibiotics they **must** have the first 24 hours away from the centre. Please see Medication Policy included.

- **Nappies;** Please ensure that your child's nappy is clean before you leave the centre and we will ensure that it is clean before you take your child home.
- **Collecting your child;** If you have arranged for someone else to pick up your child, be sure to tell the teachers. Make sure this person has authority from you on your child's enrolment form to collect your child or write it on the sign in/out sheet and ensure that they bring I.D. with them (i.e. drivers licence). We cannot let your child leave the centre with anyone that has not got written authority to do so. In cases of the unexpected a phone call, followed up by an email on the day, is sufficient.
- **Early Arrival;** If your child is dropped prior to their booked in time (unless by prior arrangement) a fee of \$10.00 will be charged. Children arriving early compromise our child/teacher ratios.
- **Late collection;** If you are late collecting your child a fee of \$10 per child for every 15 minutes, or part thereof will be charged plus the current hourly rate for the extra time. If you have rung us to inform us that you will be late this fee will not be charge but you will need to pay the current hourly rate for the extra time that your child is in the centre.
- If you are later than 10 minutes and we are unaware of the reasons you will be phoned. If we cannot reach you we will call the names on your child's enrolment form that you have listed as emergency contacts.
- **Facebook;** This is updated regularly. We do not name children or tag anyone on this page, it is purely a means to show how children explore, experiment, and involve themselves in our programmes during their time at North Haven Child Care and Education Centre. The same applies to our website in regards to not naming children.
- **Closedown;** The Centre closes for 2 weeks over the Christmas/New Year period each year.

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