



CONTENTS

Mission Statement	2	Health	9
Philosophy	2	20 Hours ECE	9
About Us	3	Immunisation	9
Curriculum	4	Information Communication Technologies	10
Local Curriculum	5	Meal Times	10
Assessment/Planning	5	Medication	10
Allergies and Special Dietary Requirements	6	Nappies	10
Attendance	6	Newsletters and Notices	11
Behaviour Management	6	Parent Participation	11
Birthdays	7	Parking	11
Centre Evaluations	7	Pop up Library	11
Centre Policies	7	Rest Time	12
Clothing	7	Settling your Child	12
Complaints	7	Sun Protection	12
Emergency Evacuation	8	Toilet Training	12
Enrolments	8	Toys from Home	13
Fees	8	Trips	13
Funding	9		



WELCOME TO OLIVE SHOOTS EARLY CHILDHOOD CENTRE

At Olive Shoots we are committed to bring the best of care and education to your child.

We appreciate the confidence you have placed in us and trust you have a wonderful time with us at Olive Shoots as we all enjoy the wonder, discovery, exploration and growth that comes from being a child.

MISSION STATEMENT

Our mission is to create a learning space of excellence where children, their families and the teachers can belong, believe, discover and grow.

PHILOSOPHY

At Olive Shoots we welcome children and their families into our centre where we aim to create a safe, inviting and inclusive environment. We believe that family/whanau, the centre and the wider community all have a vital role in a child's growth and development. We acknowledge that the intellectual, emotional, social, physical and spiritual aspects of our lives are interrelated and influenced by each other.

We are committed to integrating our Christian values and principals with Te Whaariki, New Zealand's Early Childhood Curriculum. We endeavour to grow in our understanding and commitment to the Treaty of Waitangi. From this foundation we provide a curriculum which is primarily child initiated, developmentally appropriate and based on play.

We embrace the concept of ako wherein the teaching and learning relationship, the teacher and child are seen as co-learners. Therefore teachers regularly engage in professional development to be informed by current research and ongoing self review.

We believe that family and whanau are a valuable part of a child's life and teachers will work in respectful partnership with them to ensure positive outcomes for their children. Families and whanau are encouraged to participate in our programme.

We plan for children's individual learning pathways and interests by providing a variety of experiences using a range of teaching strategies.

We will provide a well resourced, stimulating and challenging learning environment which encourages children's interests and strengths to be supported and developed. Children are empowered to make choices, gain confidence, build strong reciprocal relationship and to become confident and competent learners. Through their relationships with teachers and as they explore their environment, children gain an understanding of God's love, His awesome creation, the Bible and how special they are to Him.

Olive Shoots is an integral part of the Laidlaw College Community and recognises and respects both the bicultural commitment of the College and the multicultural diversity of the wider community.

To read the Centre's Education Review please go to www.ero.govt.nz.

ABOUT US

Our purpose built centre is situated on the campus of Laidlaw College, Henderson and provides care and education for the children of students undertaking courses of study at Laidlaw College, for the children of staff at Laidlaw College and for children from the wider community.

The centre is fully licensed by the Ministry of Education and is divided into 3 rooms:

PIPI ROOM (under 2.5 years): 10 infants and toddlers under 2 years old with 3 teachers

SEAHORSE ROOM (2.5–4 years): 20 children with 4 teachers

STARFISH ROOM (4–5 years): 20 children with 3 teachers

Teachers

Qualified and experienced teachers, excellent ratios and an educational curriculum ensure all children attending Olive Shoots receive the best in quality care and education.

Our teachers are carefully selected for their personal qualities of warmth, friendliness, approachability, empathy, their teaching skills and their commitment to the special character of Olive Shoots. You will also see student teachers, who are supervised by trained teachers and tutors in the practical application of their early childhood education training.

Centre Hours

Our Centre hours are Monday to Friday, 8:00 am – 5:00 pm.

The Centre is open from mid January and closes for 1 week mid-year and approximately 3 weeks during the Christmas break, reopening again mid January.

The Centre is also closed for statutory holidays.

Governance Committee

The committee meets every 4-6 weeks and is responsible for the governance function of the centre.

CURRICULUM

The educational programme offered at Olive Shoots is based on Te Whariki, New Zealand's early childhood curriculum and reflects the Christian ethos of our centre while respecting the cultural diversity of the community.

The programme is child centred and provides for the individual needs of the children and the holistic way they learn and grow.

The learning we value at Olive Shoots is as follows:

Te Taha Hinengaro – Emotional, Mental

- Empowering children to take responsibility for making choices about their own learning and behaviour.
- Developing imagination and creativity through play.
- Developing problem solving skills.
- Developing literacy and numeracy skills.

Te Taha Wairua – Spiritual

- Understanding that God loves us and has created us uniquely and we are valuable to Him irrespective of gender, culture and abilities.
- Developing a sense of wonder and curiosity about God's world.
- Developing a knowledge and experience of the Fruits of the Spirit.
- Experiencing opportunities to be engaged in an environment where praise, worship, prayer and learning from the Bible are valued.

Te Taha Whanau – Family, Community

- Celebrating cultural diversity.
- Embracing the concept of ako, where the teacher and child are seen as co-learners.
- Developing an increasing competency of techniques and skills for communication.
- Building reciprocal relationships and expanding experiences with families, whanau, places and events.
- Developing social skills.
- Being mindful and considerate of others.

Te Taha Tiana – Physical

- Learning to show respect and care for themselves, the environment and our resources.
- Growing control of body and physical co-ordination.
- Encouraging children to try new things and take risks.

LOCAL CURRICULUM

Our Te Whariki curriculum provides us “with a framework of principles, strands goals and learning outcomes that foregrounds the mana of the child and the importance of respectful, reciprocal relationships”.

Further to this it also states that “this framework provides a basis for each setting (ie Olive Shoots) to weave a local curriculum that reflects its own distinctive character and values”. (MoE, 2017, p.7)

Through a process of consultation with teachers and parents and in line with our philosophy, the 5 local curriculum focuses in our centre are our Christian Faith, our bicultural and multicultural partnerships, Inclusiveness, Foundational Skills (that are needed in preparedness for formal learning) and Sustainability. This local curriculum in its various forms should be seen throughout our Centre life. Further information on local curriculum is on the Reception wall.

ASSESSMENT/PLANNING

Assessment is a key component of the programme. There are 3 areas that our teachers use in planning and assessment:

- **Noticing** what your child does, is interested in and talks about etc
- **Recognising** what learning dispositions (patterns of learning eg being creative, perseverance and patience) can be seen as well as skills and knowledge. At this stage an individual specific learning goal is developed for your child which are displayed on this wall along with the teacher who will be responsible for documenting your child's learning.
- **Responding** – ways in which to develop, or extend the learning around the goal.

Portfolios/Educa

Every child has a special portfolio documenting their journey of learning. We encourage you to take time to talk with your child's teachers and discuss with them your child's development.

As well as the hard copy portfolio, each child in the centre is connected to Educa which is an online portfolio system. After giving permission on the enrolment form, parents and other family members are able to access the portfolio online. There is a one off sign up fee. This will be added to your weekly invoice in the first month of starting at Olive Shoots. This online portfolio encourages stronger links with home with parents being able to have immediate access to new learning stories, make comments and to send us photos that you might like to share with us.

We also send messages on Educa to keep you informed about upcoming events.

ALLERGIES AND SPECIAL DIETARY REQUIREMENTS

Any allergy is managed through an allergy plan in accordance with medical instructions from your health care provider. Staff have current first aid certificates and take allergy issues seriously.

The Centre has a strict **NO NUT POLICY**. Please do not include any nut products in your child's lunchbox i.e. peanut butter, nuts of any kind, nutella, muesli bars with nuts.

We ask that **NO WHOLE EGG OR EGG SANDWICHES** are brought to the Centre because of children with egg allergies.

ATTENDANCE

On arrival and departure please sign your child in and out by scanning your child's barcode at the front desk.

Please be on time when collecting your child. We keep accurate records of bookings and attendances, and your cooperation enables us to be fully aware of who is here and who isn't.

We ask you to keep within your booked times as we provide staff to meet these booking requirements and to avoid a late fee.

Each month parents are to sign a monthly attendance summary sheet located at the front desk. This is a Ministry of Education requirement.

If your child is unable to attend due to sickness, or any other reason, we would appreciate you notifying us as soon as possible.

Please ensure your file is up to date regarding who has permission to collect your child. Legally we can only release your child to those people who have been stipulated by you as having permission to collect your child. This person must be over 14 years of age.

BEHAVIOUR MANAGEMENT

We aim to manage children's behaviour in a respectful, positive and effective way by:

- positive guidance
- clear expectations
- consistent handling
- providing a safe and interesting environment
- overall supervision
- building self-control
- building self-esteem
- giving encouragement
- staff role modelling

We are committed to partnership with parents and the need to manage behaviour is discussed openly and honestly with parents. Please refer to our Social Competence Policy.

BIRTHDAYS/ GOING TO SCHOOL

We always enjoy celebrating children's birthday. A time and date will be discussed with you and you are very welcome to attend this celebration. At a mat time we provide a playdough birthday cake and sing Happy Birthday. On their 4th birthday your child will receive a Children's Bible. Parents sometimes ask about a leaving present for when their child goes to school. You are very welcome to donate a book or a plant. Please ask for suggestions. Thankyou.

CENTRE EVALUATIONS

Internal Evaluations are undertaken regularly by the staff and are driven by the motivation to improve our practice and processes here at Olive Shoots. Parents are informed about these evaluations in our newsletter or on the Reception Info board.

An external evaluation is undertaken by ERO (Education Review Office) approximately every 4 years. We currently are in a VERY WELL PLACED position to provide positive learning outcomes for children at Olive Shoots.

CENTRE POLICIES

Take time to view the centre policies which are available at Reception. These documents are reviewed regularly by the teachers. Reviewed policies are emailed out to parents and whanau for your comments.

CLOTHING

Please provide at least 2 clearly labelled complete changes of clothes.

Please dress you child in comfortable play clothes that you don't mind getting wet or dirty.

Children need to wear clothes and shoes they can manage themselves.

Please name all clothing.

COMPLAINTS

Should you have a complaint, please follow the complaints procedure on the Reception information board or policy folder.

EMERGENCY EVACUATION

- Fire and Earthquake and Lockdown Drills are practiced regularly and supplies are on hand in the event of a disaster.
- In the event of an emergency closure during a session, all families will be informed by telephone and text services of the emergency and that they need to collect their child/ren from Olive Shoots. Registered staff will remain on the premises until all children are collected.
- If the closure is due to an emergency where Olive Shoots needs to be evacuated, the children will be safely evacuated according to our Fire evacuation procedures.
- If the closure is due to a lockdown we are not permitted to let any adults inside our buildings
- Contact information regarding the children will be taken when evacuating. If needed the Managers will ensure the relevant emergency services are called.
- The children are then taken to a place of safety. This may be in the Laidlaw College Atrium in the main reception building or our Civil Defence post, which is situated at The Trusts Arena, 65-67 Central Park Drive, Henderson (across the road from the Laidlaw campus). We will remain there until children are collected by their parents/family members.
- The Managers will contact the families of the children present. Staff will remain with the children during this time.
- The Centre has an emergency kit of food and other supplies in case of an emergency.

ENROLMENTS

All children wanting to attend Olive Shoots need to be enrolled and will be placed on a waiting list. Parents will be notified by phone when there is a vacancy for their child.

As part of the enrolment process you will need to provide a copy of a birth certificate or passport.

Notice of withdrawal

A two weeks' notice is required when withdrawing your child from the centre.

FEES

We do not charge fees for (a) statutory holidays, (b) Teacher Only Days, (c) when the centre is closed for the Christmas break. Fees are charged for all other absences including being on holiday and sickness.

Olive Shoots fees are to be paid one week in advance. Fees can be paid by automatic payment or direct debit. A late fee will incur if fees are not paid on time.

Please see the Olive Shoots Fee Structure in your enrolment pack for our current fees.

FUNDING

The Centre receives funding from the Ministry Of Education for each child who attends our Centre. Please see the Financial Report on the Reception Info Board which outlines how this funding is used.

HEALTH

Because of the risks of infection, we are unable to take care of sick children. You must keep your child home if he/she has any of the following symptoms:

- high temperature
- inflamed throat, ears or eyes
- unidentified rash
- infected sores
- upset stomach, vomiting or diarrhoea (until 24 hours after the last episode)
- any sign of general ill health that staff feel would warrant a doctor's visit.

If your child requires Paracetamol we would prefer they stay at home.

If antibiotics are prescribed the child must have been taking them for 48 hours before they can return to the centre.

If in the event your child becomes unwell while at Olive Shoots we require a parent or guardian to collect them immediately.

Almost all children experience some mild form of illness whenever they first enter a group situation. We will notify you immediately if your child shows any sign of illness. If we are informed of any contagious illness we will inform families by email or our noticeboard.

20 HOURS ECE

We offer 20 hours of free ECE per week to all 3 and 4 year olds. To receive the free hours parents must have signed an attestation form.

IMMUNISATION

You will need to supply us with a copy of your child's immunisation records at enrolment and keep us updated.

If you choose not to immunise your child please let the manager know.

INFORMATION COMMUNICATION TECHNOLOGIES (ICT)

At Olive Shoots we enhance learning opportunities through the meaningful use of ICT.

While supervised by teachers, children are given opportunities to experience:

- digital and video cameras
- computers
- microscopes
- iPads

MEAL TIMES

We encourage healthy food at Olive Shoots.

For morning tea, fruit that has been brought from home is cut up and children are able to choose from the fruit platter.

Suggestions and ideas for the lunchbox are included in the enrolment form.

Small conical jellies are not permitted as they are a known choking hazard. Please keep chocolates and lollies as a treat at home.

Water is available at all times. Fizzy soft drinks, colas etc are not permitted. Please supply your child with sufficient food and drink for their time at Olive Shoots.

Please clearly name your child's lunch box and drink bottle.

Please ensure the contents are easy for your child to manage independently.

In line with our philosophy we give thanks to God before meals.

MEDICATION

When your child is on medication from a doctor, you will be required to sign a form each day, authorising teachers to administer the medication.

Non-prescribed medicine will not be administered, nor will medicine be given that doesn't have your child's name and a current date on the label.

Arnica and Hypercal are provided by and used at the centre. Permission from you is gained on the enrolment form.

Long term medication will be administered based on your child's action plan. Medications for life threatening conditions, such as allergies, can be held here in a locked cabinet. Staff are trained in the administration of epi-pens and asthma inhalers.

NAPPIES

Please provide disposable nappies and wet wipes for your child. Please ensure you provide enough for your child each day/week and where possible name the nappy.

It is our policy that we do not use cloth nappies in our centre.

NEWSLETTERS AND NOTICES

Olive Shoots aims to make communication with parents as open, regular and informative as possible.

Regular newsletters are sent out by email and provide parents with relevant information.

Email is used to communicate with parents.

Please check the blackboard at our main entrance and the signs on the desk at Reception for notices.

Messages are also sent to parents about upcoming events through Educa- an online portfolio software we use at Olive Shoots.

PARENT PARTICIPATION

Olive Shoots warmly welcomes families and whanau and is committed to partnership with parents, encouraging input and feedback on any aspects of our programme.

We welcome parent participation. We encourage you to visit and to share your thoughts and talents with us. We are always keen to listen to parents and to involve you where possible.

Please feel comfortable to talk to the Managers regarding further information or concerns over the care and education of your child.

We love parent/whanau attending the Centre events we put on throughout the year.

Throughout the year we aim to hold two parent meetings for consultation, discussion and collaboration on various topics. These may include our Internal evaluation focus, our local curriculum or learning priorities or other topics of interest.

You are welcome to read our Partnership with Parents policy which is displayed on our Reception Info Board.

PARKING

Parking is available for drop off and pick up only. If you are also a student at Laidlaw College please use the College parking spaces.

As there is no footpath access through the carpark, we would remind parents to walk with their children.

The speed limit around Laidlaw College is 20 kph.

POP UP LIBRARY

We encourage parents to read to their children.

You are welcome to borrow books from our Pop up library in the Reception area.

REST TIME

Facilities are provided for children to have supervised rest and sleep if required. Children have individual bedding which is laundered regularly and stored in their own bedding bags. Please discuss your child's needs with the staff.

SETTLING YOUR CHILD

Starting at Olive Shoots can be a huge change to your child's day.

We want to ensure that at Olive Shoots we make this adjustment as easy as possible for both the child and the parent.

Here are some ways to help your child settle:

- Visit Olive Shoots as often as possible before you leave your child at the Centre for the first time. Participate and play with your child with the toys and equipment. This allows him/her to become familiar and happy with their new environment.
- Get acquainted with the teachers; tell them anything special you feel should be known about your child.
- On their first day stay for only a little while. In our experience, children respond best when you leave them happy, quickly and you make a statement like "I'm off now. I will be back and you can tell me all the wonderful things you have done today."
- Never sneak out when your child isn't looking. This will tell them not to trust you and they will cling harder the second day.

Saying "good-bye" can be difficult for children and parents alike. A hug and a promise to return at the end of the session are very important. Our teachers are here to help you and your child to work through this transition time. Feel free to ring us if you would like to know how your child is settling during the day.

SUN PROTECTION

Please provide a named hat which will protect your child's face, neck and ears. Please ensure your child has sunblock on when they arrive at the Centre during the hottest months of the year. We provide sun block that we apply after lunch.

TOILET TRAINING

Each child is ready for toilet training at different stages. Please discuss with staff when you are starting to toilet train your child so that staff can assist you by following this up in the Centre. We find that Pull-ups can be useful. Please ensure you send plenty of changes of clothing during toilet training.

TOYS FROM HOME

We have a great range of exciting and educational toys for your child to play with at Olive Shoots. Apart from when your child is settling into the Centre (when a favourite toy can be reassuring) we kindly ask parents to leave personal toys at home. It is easy to misplace toys and we cannot be responsible for them.

TRIPS

Trips are a vital part of our programme. We will notify you of the destination and the cost and you will need to sign the permission form to enable your child to attend. Adult to child ratios are determined prior to the trip being undertaken, and risks involved are analysed and efforts made to manage any risk. We encourage and need parent participation to make these trips work for us. Buses are used for all our excursions.



OLIVE SHOOTS EARLY CHILDHOOD CENTRE

80 Central Park Drive, Henderson

Phone 09 836 7838

Fax 09 836 7801

Email oliveshoots@laidlaw.ac.nz

Website www.laidlaw.ac.nz/olive-shoots

