



Information Brochure

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Welcome to Rosy Cheeks. Rosy Cheeks is an early learning centre for children aged two to five.

This booklet is written especially for parents and guardians. It contains information about how we operate and what Rosy Cheeks has to offer you and your family.

For many of you, this will be the first time you are considering leaving your child for an extended period in the care of people who are not family or friends. We are here to reassure you that we are totally committed to the happiness, care and welfare of all the children at Rosy Cheeks and in the near future we hope that you will consider us to be extended members of your family.

We aim to make your child's time at Rosy Cheeks exciting and rewarding, in an environment where they feel secure and confident.

Our philosophy acknowledges that every child is unique and requires total acceptance in order to develop their full potential. We acknowledge our partnership with families in providing a successful programme that promotes high self-esteem, empowerment to learn and a respect for boundaries that operate in an effective group environment.

We wish you a very warm welcome to Rosy Cheeks Early Learning Centre and look forward to seeing you at the Centre in the near future.



Kathy Warne
Director & Centre Manager



Joanna Kelly
Director

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Our philosophy

Rosy Cheeks Early Learning Centre is an early years centre of excellence:

- which nurtures children to grow and develop as individuals and prepares them for their future
- which offers worthwhile learning experiences through an appropriate and stimulating curriculum
- where all children, families and staff feel valued and part of a team
- where we take pride in ourselves and our achievements
- which listens and responds with sensitivity to the views and values of others
- which is a safe, caring and happy place to work and play
- which is attractive, stimulating, respectful, welcoming and appropriate
- Where differing values and cultural diversity are embraced and honoured
- which respects the local community and involves them in the life of the Centre
- which strives to constantly improve standards by evaluating the effectiveness of the policies, procedures, teaching and learning.

Enrolment at Rosy Cheeks

We invite you to come and meet us and have a good look around Rosy Cheeks. This will help you decide if it is the right place for your child. Phone us on 337 5252, have a chat or make a time to visit. You are welcome to come alone or with your child.

During your visit we will discuss how we can help your child make a smooth transition into our care. Please be open and honest with us. Tell us anything you think we need to know. The more we find out about your child the quicker we will be able to settle them into Rosy Cheeks.

Feel free to ask any questions you have of us.

When you visit, you will see Rosy Cheeks in operation and you will get to experience some of the activities and routines, see the facilities available and meet the children and staff. We will take this opportunity to discuss our policies, daily routines and the early years programme on offer to your child.

If you make the decision to entrust your child to us then you will be required to fill in the enrolment form and return it to us, this will place your child on our waiting list. When we offer you a place we will discuss settling sessions before they officially start, to familiarise them with some of the other children, staff and experience our routines and expectations.

On the day your child is due to start at Rosy Cheeks we require a family member to be prepared to stay for as long as needed to settle and reassure them. Please bear this in mind when organising your time.

If you are concerned about your child and their ability to settle in, feel free to phone anytime to enquire about them. We greatly value open lines of communication.

Likewise, if we feel your child is having difficulties settling, we will contact you and keep you informed of the situation. On the rare occasion that a child remains distressed about separating from their carer, someone from the Centre will contact you to discuss how best to handle the situation. Family members are encouraged to have strategies in place for dealing with this.

When it comes to saying goodbye it is often best to involve your child in an activity, say goodbye, reassure them you will be back at the end of the session, perhaps give them a cuddle and leave the Centre. Saying good-bye once and leaving is always best as frequent coming and going is unsettling for children. If a child is upset when separating from you, in the majority of cases they calm down within a few minutes of their carer leaving, again if you would like reassurance please phone us and we will give you an honest update on the situation.

We understand the positive effects that good links between home and the Centre can bring. We want all our children to be happy and confident during their time with us. We do not encourage the bringing of toys from home but acknowledge that for some children bringing a well-loved comfort toy means they will settle into the Centre more quickly. Sometimes toys from home can get lost or cause conflicts amongst children. With that in mind we ask you to bring a toy from home only if you feel that your child would really benefit emotionally from having it at the Centre.

Availability at Rosy Cheeks

On the enrolment form parents are asked to indicate a date when they would like their child to start, whether it is full time or part time and the hours they would like.

If there is a place available your child may be able to start straight away otherwise you will be placed on our waiting list.

We will do our best to accommodate your child on the requested date and times however often this will not be possible. The earlier children are placed on our waiting list, the easier it is to accommodate your requested times.

Please keep us informed if your situation changes and you no longer require a place at Rosy Cheeks, if you require a different day or session or you wish to delay your child's' start date.

On starting at Rosy Cheeks you are required to pay an enrolment fee of \$45 per family. This charge is used to pay for the administration cost of enrolling your child and any siblings at the Centre, this fee is added to your first invoice.

Opening hours & session times

The Centre opens at 8.00am and closes at 5.30pm. Children are welcome to stay all day or for morning or afternoon sessions. Morning sessions start at 8.00am and finish at 12.30pm and afternoon sessions start at 1.00pm and finish at 5.30pm. For half day bookings we have a minimum 4 hour booking requirement and for whole days it is a minimum of 7 hours.

Many centres require children to be enrolled for a minimum number of days or sessions each week. At Rosy Cheeks we allow the parents or caregivers to determine what is appropriate for their child. We do however acknowledge the benefits of regular attendance and we will discuss this with you at the time of enrolment.

Our building & facilities

Rosy Cheeks Early Learning Centre offers a 'home away from home' and is located in a traditional character home which has been carefully redesigned to meet the social and physical needs of young children.

We have a large open plan play area with an easy flow through to an outside play area so children can have free access. Next to the main

play area is a 'quiet area' where calm activities take place. This area can be sectioned off when required and also doubles up as the sleep area for children who require a daytime nap.

The large garden area enables us to offer a wide variety of outdoor activities including gardening. It is located close to the 'Creative Corner' which is our specialised art and craft room.

We have ensured the property is extremely safe for children by installing a security system and a strong perimeter fence. All access gates to the Centre are also totally secure and can only be opened by adults.

Curriculum

We offer children a play based broad and balanced curriculum with a wide variety of activities. We encourage children to select activities they would like to experience, but balance this with activities aimed specifically at certain children.

We use the Government produced Te Whariki Curriculum for guidance when planning the children's work. We base our planning around individual interests, but also keep the planning flexible so that we can incorporate any ideas the children may have.

Below are examples of the type of activities on offer:

- Imaginative role play (drama, home corner, dressing up, puppets)
- Small world play (cars, trucks, garage, farm, zoo, dolls house)
- Mark making (drawing, colouring, painting, first stages of writing)
- Reading (fiction, non-fiction, picture and poetry books)
- Natural materials (sand, water, wood, leaves, bark)
- Planting and growing (seeds, soil, plants, gardening)
- Investigative play (sand, water, building, toys, puzzles, dough)
- Creative activities (drawing, painting, collage, sticking, clay, model making)
- Music (singing, listening, rhythm work, dance)
- Food technology (cooking, food preparation, food sampling)
- Physical activities (climbing, large trucks, bikes, scooters).

We have a wonderful variety of quality resources available to the children at Rosy Cheeks. We teach them how to use the equipment correctly and safely, as well as how important it is to respect their own and others property.

Our staff regularly evaluate the effectiveness of the learning activities and programmes. They use these evaluations to modify the future work they do with the children.

Physical activity

We are keen for all children to be physically active and lead healthy lifestyles. With this in mind, children are encouraged to take regular exercise through free play and short structured physical development sessions. We provide a wide variety of equipment that will interest and stimulate the children in physical activities. They are given daily opportunities to develop and improve their physical skills as part of their activities.

In recognition of our support for a healthy lifestyle, Rosy Cheeks has been awarded the NZ Heart Foundation Healthy Heart Award.

Social & emotional development

One of the most important aspects of Early Childhood Education is the social and emotional development of the child.

At Rosy Cheeks we have developed an environment which enables children to develop confidence in their own ability, self assurance and independence. The majority of activities on offer at Rosy Cheeks involve playing alongside or with others, sharing materials, taking turns, respecting others, behaving in a way that is socially acceptable and learning the rules that are associated with being in a group.

Encouraging positive behaviours

Rosy Cheeks recognises that good behaviour and discipline are key foundations for good learning. Without an orderly atmosphere a child cannot be happy and confident. We aim to assist every child to grow up with a clear and acceptable view of what is right and wrong, appreciating the needs of themselves and others. We encourage the development of self-control and self-discipline.

Management of children's behaviour in the Centre is carried out through establishing clear expectations, positive responses to good behaviour and by building close relationships with children.

Teachers commend good conduct and children are made aware of the beneficial consequences of appropriate behaviour for themselves and others.

Good social behaviours are rooted in positive self-esteem. At Rosy Cheeks we encourage the development of self-esteem by ensuring that children experience success and by acknowledging children when they succeed. We achieve this in a variety of ways by:

- Celebrating achievement publicly in front of the other children
- Giving immediate verbal praise for individual achievement
- Adopting a “You can do it” approach
- Listening to children and understanding their needs and expectations
- Enabling children to know what is expected of them
- Showing sensitivity and diplomacy when children do not grasp ideas straight away
- Being approachable so that children feel safe to share their anxieties
- Ensuring that all adults are positive role models and have good relationships with people
- Building trust by being fair
- Offering equal opportunities for all children
- Providing learning experiences and resources to ensure equal access for all children.

Special requirements

If your child has special needs or requirements we must be made aware of these to ensure that we have the systems in place to meet these needs. If your child requires increased supervision or specialised resources above and beyond what we normally offer, we will discuss with you how that extra care may be best provided.

Arriving each day

When you arrive at Rosy Cheeks for your session you must sign your child in on the daily registration sheet to ensure our attendance records are accurate. This registration sheet is also used as our roll in the event of an emergency.

We then ask that you put your child’s lunch box in their locker and their coat on a coat hook.

We ask you to make sure a member of staff is made aware of your child’s arrival.

Leaving each day

When your child is leaving for the day you must sign them out on the registration sheet and again ensure a member of staff is made aware of your child's departure.

Please ensure you also collect your child's belongings from their locker or coat hook.

For the safety and well being of all children in our care, we only allow the people named on the enrolment or emergency forms to collect your child. If for some reason you are unable to collect your child from Rosy Cheeks, you must notify us by phone or in writing. The person you nominate to pick up your child must be at least 18 years old, and an authorised person on your child's form. Photo identification may also be requested. If you have a legal agreement outlining custody or restraining arrangements we require a copy for our records. If your circumstances change we must be informed immediately.

Parking

Rose Street can get busy particularly when the local schools are starting and ending for the day. To ease the traffic congestion we ask you to use the dedicated spaces in the Rosy Cheeks car park.

Organisation & procedures

An example of our daily routine is outlined below.

- 8.00am Rosy Cheeks opens offering a choice of quiet indoor experiences
- 8.30am The outdoor area opens offering a choice of outside experiences
- 9.00am Focussed group time and morning tea
- 9.40am Activities
- 11.30am Lunch
- 12.15pm Sleep or activities
- 3.00pm Focussed group time and afternoon tea
- 3.40pm Activities
- 4.30pm Mat time followed by quiet experiences inside
- 5.30pm Rosy Cheeks closes

Refer to the Curriculum section for more information on the types of activities offered.

Lunch & snack times

Snack and lunch breaks are social times for young children. We like these times to be relaxed, calm and enjoyable.

We provide healthy morning and afternoon snacks. A list of food provided is displayed on our notice board each week.

You will be required to provide your child's lunch.

We ask you to join us in making Rosy Cheeks a healthy early learning centre by providing your child with a healthy lunchbox, your co-operation with this is greatly appreciated. We recommend that treats such as chocolate and lollies are avoided.

If we have any concern over your child's eating requirements and habits then we will either speak with you. We leave any left over food in your child's lunch box so that you are able to see how much they have eaten and if there is anything they have decided they suddenly don't like!

If your child is allergic to any particular food you must notify us before your child starts at Rosy Cheeks. Sometimes we make our own snacks and cook with the children, so to avoid issues it is vitally important that we know if there is something they are sensitive to.

With the rise in the cases of nut allergies we ask that you do not include nuts or peanut butter in your child's lunchbox.

Sleeping

If your child has a sleep during the day then please let us know. We have dedicated sleeping time between midday and 2.45pm. However if your child needs to sleep outside of these times this can easily be arranged.

We provide individual sleeping mats and their own bedding. A member of staff is always in the room with the sleeping children. A glass window into the sleeping area ensures that a second member of staff also monitors the sleeping and is available if required.

Please talk to a Rosy Cheeks teacher about your child's sleeping needs.

Appropriate clothing & footwear

Whilst at Rosy Cheeks your child will have the opportunity to experience a wide variety of activities, so it is important that they are dressed

appropriately. Many of our learning activities involve messy play so please do not send your child in their best clothes!

Comfortable, casual and easy to manage clothing is the best.

Whenever your child is involved in painting, collage work and water play they will be provided with aprons. We will do our best to ensure their clothing is protected, but we can't make any guarantees.

We like our children to play outside throughout the year so we ask you to ensure that they have warm clothes and a coat for colder weather.

With such young children it is inevitable that there will be times when your child needs to change their clothes whilst in our care. This is always handled sensitively and privately. Please ensure your child has a change of clothes in a named bag at Rosy Cheeks.

Appropriate footwear must also be provided. We encourage children to wear shoes when they are outside but on hot days they may be discarded.

Sun safety

We are all aware of the positive benefits of exercise and outside play but we have to balance this with the harmful effects of exposure to UVA rays. The teachers at Rosy Cheeks will decide the appropriate hours and length of outside play especially in the summer months. If the weather is particularly hot then many outside activities will be moved into the shade.

You are asked to provide a named sun hat that offers good protection for the face, neck and ears, these must be worn when playing outdoors from October to March, and at other times at the discretion of staff.

If you wish your child to wear sunglasses they should be close fitting and cover as much of the eye as possible. It is also recommended that they meet the Aus/NZ Standard 1067.

To promote good sun care practices we will do our best to ensure sunscreen is applied to all children before they play outdoors. We encourage you to apply 12 hour protection sunscreen on your child before they attend the Centre. We will ask you to record this on the sign-in sheet.

Lost property

Please name all of your child's property, including socks, shoes, underwear, coats, hats, t-shirts and jumpers. This helps our staff sort any lost items of clothing that are found around the Centre.

Toileting & nappy changing

We ensure that children in nappies are regularly checked to see if they need to be changed. You are expected to provide your own nappies and we will inform you if you are running low and need to provide more.

If your child is being toilet trained then we ask that you provide additional underwear and clothing should an accident occur. Children become toilet trained in their own time. We want to work with you and your child to ensure we have a consistent approach to their toilet training. Come in and discuss it with us.

Absence due to illness

We want to provide and maintain a happy and healthy environment but it is inevitable when many children get together, illness can spread. When children are unwell we ask you to keep your child at home.

Please contact Rosy Cheeks and inform our staff if your child will be absent.

When your child has had diarrhoea, conjunctivitis, vomiting, or other contagious illnesses, we ask you to keep your child at home for at least 48 hours after the symptoms have ceased. We understand that with your own work and family commitments this is sometimes difficult, but to prevent the spread of illnesses, we ask for your co-operation in this matter.

If your child has had a communicable disease, we require a doctor's clearance stating that they are no longer infectious before they can be return to the Centre. Please notify us if your child has been exposed to a communicable disease so that we can inform other parents.

If there is an outbreak of an infectious disease then you will be notified and have the symptoms described to you. If your child is not immunized against the disease you will be phoned immediately and informed there is an outbreak.

You are required to pay for your usual sessions even if your child does not attend them due to illness.

If your child is going to be absent for a long period of time, then please contact us and we can discuss the situation.

Illness & accidents whilst at Rosy Cheeks

Should your child become unwell or have an accident while attending Rosy Cheeks, a staff member will monitor your child and wait with them. We may then contact you and ask you to pick up your child. It is important that you inform us if you change your phone number or other contact details, so that we are always able to quickly contact you in such situations. If you are unavailable then we will contact the emergency contact person on the enrolment form and they will be asked to come and collect your child.

On rare occasions, urgent medical attention may be required. We will contact either our local doctor, your child's usual doctor or in extreme cases we will call an ambulance.

If your child has been injured we will speak to you personally and inform you of what has happened. We will also record the incident in our Accident Register and you will be requested to sign the register as acknowledgement that you have been notified.

Medicines

There are times when your child is well enough to be at Rosy Cheeks but is on medication. Any medication must be handed to a member of staff and you must fill in a medication form and sign saying you give us the authority to provide it on your behalf.

Immunisations

We want to limit the chances of the children in our care becoming ill. We prefer the children at Rosy Cheeks to be fully immunised, but this is not a pre-requisite for enrolment at the Centre. We are required by law to keep an immunisation register so when you enrol your child at Rosy Cheeks we must be shown a current immunisation certificate. The details of your child's immunisation alter, we ask you to contact Rosy Cheeks so we can update our records.

If there is an outbreak of an infectious disease, then children who are not fully immunised may be asked to stay away from the Centre until the outbreak is over.

Healthy Eating

Throughout the year Rosy Cheeks organises special events such as 'family days'. You maybe asked to 'bring a plate' to these functions and come and meet the staff, children and other parents or caregivers.

We are very proud at Rosy Cheeks to have our Healthy Heart Award. A reflection of this is our morning and afternoon tea menu which is supported by the children's donations of fruit and vegetables. We ask that you provide a piece of fruit for us to cut up and share with all the children. We also enjoy baking with the children and again try to focus on creating food which is good for our bodies and use food from the garden when possible.

With so many children on the role we have regular birthday celebrations at Rosy Cheeks. These celebrations are always exciting and every child's birthday is treated as a special event. All children's birthdays will be celebrated with a special cape, song and blowing out of candles. We will use a pretend cake and we request no sweet treats are brought to Rosy Cheeks. We will also celebrate any children leaving in a similar fashion and again ask that no sweet treats are brought in.

Outings

On occasion we would like to offer children the opportunity to go on accompanied short walks close to the Centre, this makes their time at the Rosy Cheeks more varied and gives a different focus to their learning. The enrolment form has a section giving us permission to take your child on short walks in the area around Rosy Cheeks. If we are thinking of doing this we will write on the white board in the entrance hall. Other planned trips will be posted on Educa so that you know in advance.

Communication

We know that children feel confident and happy in familiar situations so we actively try and maintain consistent staff. We want you and your child to know who is caring for them and build a positive relationship with all the staff at Rosy Cheeks.

We want you to feel comfortable discussing your child with us. When you drop off or pick up your child please talk with us and share any information you feel we would benefit from knowing. It may be necessary to schedule in a longer discussion time if you need to discuss something in more detail.

We are aware that some discussions may well be of a sensitive nature so we have the quiet office area where private conversations may take place. It may be necessary for the care of your child, to discuss certain issues with other Rosy Cheeks teaching staff, but we guarantee that the any information you share with us will remain confidential to Rosy Cheeks staff.

Each child that attends Rosy Cheeks will also have an online profile via Educa. Educa is a secure online system which includes photos of your child's art work, photos of activities and learning stories. You can access Educa easily via the Internet (<http://www.educa.co.nz>) or via an iPhone, Android or iPad app. It is very secure and you can only view your child's profile. You are welcome to invite other family members to also access your child's profile.

On a regular basis we will update their profile and discuss their achievements with you. We also use Educa to post information and messages to parents. You are invited to upload stories, photos and videos to your child's profile to help with ongoing centre/home dialogue.

When your child leaves Rosy Cheeks you can keep an electronic copy of their time with us so you will still have a Keepsake.

General information is displayed on a notice board in the entrance hall, we ask you to regularly check the board as this will assist you in keeping up to date with current events, inform you of anything new happening at Rosy Cheeks and details the learning experiences on offer to your child.

Each child has a locker where their belongings are kept. Notices are placed in the lockers for your collection. It is important you check each time you visit Rosy Cheeks.

Transition to school

As children at Rosy Cheeks come from a wide area we do not have one particular school that we feed into.

Rosy Cheeks is keen to develop a good relationship with all local schools. Teachers from nearby schools are regularly invited to visit Rosy Cheeks, meet the children and watch them at play. Should there be a significant number of children transferring to the same local school at a similar time then group visits may be arranged.

Soon after your child's fourth birthday, staff will encourage parents to enrol their child at their local school. It is up to you to arrange pre-entry

visits. If the children stay at Rosy Cheeks until they attend school then they will usually leave us round about their fifth birthday.

At that stage we will ask you to notify us of your child's last day at Rosy Cheeks. This will enable us to prepare your child for their transition to school and also help us deal with younger children waiting to start at the Centre.

When this time comes we will work through this process with you.

20 Hours ECE

Rosy Cheeks participates in the 20 Hours ECE scheme. The scheme is available for all enrolled three, four and five year olds for up to 20 hours a week, up to six hours a day. To be enrolled in the 20 Hours ECE scheme you will need to complete the 20 Hour ECE Attestation section of our Enrolment Form.

Fees

Session fees are detailed in our Fee Schedule which will be provided to you at the time of enrolment. If you require a copy please ask any of the Rosy Cheeks staff.

Where possible a minimum of one months notice will be provided to parents before any fee change is introduced.

Late pick ups

If you are late picking up your child this may negatively affect our teacher/child ratios. If you believe you may not be able to pick up your child on time then prior arrangement must be made with the Centre Manager. We will try to accommodate your request but cannot guarantee that we will be able to extend your child's session.

Rosy Cheeks closes promptly at 5.30pm. As all of our staff have families at home waiting for them please respect this time and ensure your child is collected before the Centre's closing time.

We do not charge late fees but we do reserve the right to introduce a fee for repeat offenders.

Holidays

When you take your child away on a holiday, you will be required to pay your normal fees. Where your child is absent for a period of more than three continuous weeks and you are enrolled under the 20 Hour ECE scheme, you will be required to pay the Standard Costs per session

after the three week absence period. This is as a result of the Ministry of Education funding ceasing after a continuous period of three weeks.

We do not charge for public holidays and unfortunately we cannot offer any make up days.

Our policies

Our policies and procedures are updated regularly. Copies of these documents can be found at the entrance. We recommend you take the opportunity to read them. If you have any questions or comments on our policies and procedures please feel free to talk with Kathy Warne our Centre Manager.

Emergencies

If you are offered a place at Rosy Cheeks we will use Educa to let you know what's happening in the event of an emergency or crisis. We will also use Educa to notify you of any unexpected closures eg. snow. We recommend you download the Educa Touch app as an easy way to see urgent messages posted.

Our emergency procedures are displayed around the Centre. The children practice fire and earthquake drills on a regular basis. If there is an emergency Rosy Cheeks staff will care for your child at the Centre until you or a person named on your child's enrolment form collects them. It would be very rare to leave the Rosy Cheeks building but if this was ever a necessity we would move to the Civil Defence Centre at nearby Somerfield School, 42 Studholme Street.

Complaints

At Rosy Cheeks we want children, parents and staff to have an enjoyable, rewarding and fulfilling time. As we value positive relationships and honest, clear, communication, we want you to speak to us as soon as you have any concerns however big or small. Any issues can be dealt with quickly and thoroughly with hopefully a positive outcome for everyone.

Should you have a complaint you are encouraged to raise the issue with Kathy Warne our Centre Manager or another member of staff as soon as possible. Kathy Warne can be contacted at the Centre on 337 5252 or on 0211 582 925 during out of office hours.

We welcome all feedback

We hope that you have found the information in this booklet useful. If there is any other information you require then please phone us at Rosy Cheeks.

We want you to feel open about providing us with feedback. Nothing is too small or unimportant so please be open with us as it helps to create a happy environment for everyone at Rosy Cheeks.