

Leap Ahead



Leapfrogs®

Early Childhood Centre

Information booklet

1 Enterprise Drive, Henderson
www.leapfrogs.co.nz
Telephone: 09 838 2022

Twinkle Twinkle Little Star
How I wonder what you are



Mission Statement

To facilitate a learning journey filled with positive milestones for our children. We will do this by providing a stimulating environment with teachers who have a love for their job and who are in turn supported in their professional development.

About us

Leapfrogs Early Childhood Centre has been purpose designed by experts in the early childhood profession. Purpose designed makes a difference because the needs of children, teachers and parents have been taken into consideration and accommodated in the overall design to support Centre functionality.

The Centre comprises four spacious rooms.



Tadpoles – 3 months to 18 months (broken into two areas)



Tadpoles with legs – 18 months to 2.5 years



Froglets – 2.5 – 3.9 years (broken into two areas)



Leapfrogs – 3 years 9 months through to school

Outdoor discovery

The natural world is essential to the emotional health of children. Just as children need positive adult contact and a sense of connection to the wider human community, they also need positive contact with nature and the chance for solitude and the sense of wonder that nature offers.



When children play in nature they are more likely to have positive feelings about each other and their surroundings. Naturalised outdoor play spaces are rich learning environments for all children and are important to a child's development of independence and autonomy.

Outdoor discovery areas encourage children's rich and complex play through exploration, discovery and the power of their own imaginations.



We have age specific outdoor areas designed by an award winning landscape architect who specialises in early childhood settings. These areas are well resourced with garden areas so children can experience nature in action.

Water

Children are very active during the day and need lots of water but water today is not the pure natural resource it was in yesteryear. Leapfrogs have introduced Health Products mineral water filter systems which removes pollutants such as heavy metals, herbicides, pesticides, organic matter etc. During the process it adds sea based trace minerals to deliver fresh and pure water for our children and teachers.



Off to a good start

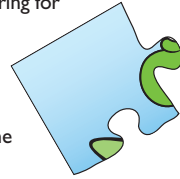
As a parent you want to give your child the best possible start to their learning. Leapfrogs Early Childhood Centre uses the New Zealand Early Childhood Curriculum – Te Whariki. To give you some background information on Te Whariki we have set out on the following pages, its foundation and framework.



An introduction to Te Whariki: early childhood curriculum

Today, parents, whanau and ECE services all play a part in educating and caring for young children.

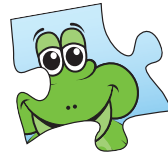
Te Whariki is the early childhood education sector's curriculum framework. It covers the education and care of children from birth to school age and is used by most ECE services in New Zealand to guide the learning opportunities they provide for children.



Aspirations

Te Whariki is based on the aspirations that children grow up:

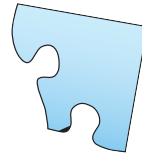
- as competent and confident learners and communicators
- healthy in mind, body and spirit
- secure in their sense of belonging
- secure in the knowledge that they make a valued contribution to society.



The principles

Four broad principles are at the centre of Te Whariki:

- Empowerment: children will be empowered to learn and grow.
- Holistic development: children learn and grow in a holistic way. Children's intellectual, social, cultural, physical, emotional and spiritual learning is interwoven across all their experiences.
- Family & community: a child's family and community are recognised as part of the learning experience.
- Relationships: children learn through positive relationships with people, places and things.



Five strands of learning

The principles of Te Whariki are interwoven with the following areas of learning:

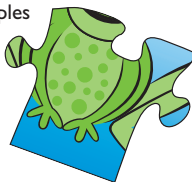
- Mana Atua - Well-being
- Mana Tangata - Contribution
- Mana Whenua - Belonging
- Mana Reo - Communication
- Mana Aoturoa - Exploration

There are also goals which guide the type of learning environments children experience through early childhood education.



How ECE services implement Te Whariki

The literal meaning of Te Whariki is 'the woven mat'. The principles and strands of the curriculum weave a programme of learning for children. Your child's strengths and interests, all the things they learn as part of their family and the learning opportunities provided by their ECE service are woven together to form a unique learning story.



Te Whariki: supporting your child's learning at home

We know the connections that children make about their learning between home and their ECE service helps them build strong learning foundations. Learning happens everywhere and all the time whether children are at home or at their ECE centre. The curriculum helps you and your child's teachers to work together. Working together, you all help your child learn how to

- reflect on different ways of doing things
- make links across time and place
- develop different kinds of relationships
- see different points of view.



These experiences enrich children's lives and provide them with the knowledge, skills and outlook they need to tackle new challenges.

All the everyday things you do at home with your child help their learning and can be linked to the principles and strands of Te Whariki.

Get to know Te Whariki

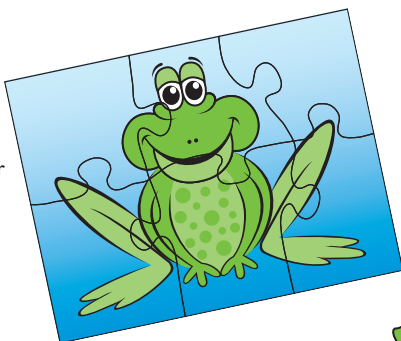
Becoming familiar with Te Whariki will help you to:

- gain a greater understanding about your child's learning and development at their ECE service
- feel confident to ask questions and share about your child's learning and development
- help you recognise all the learning that is happening at home.

Handy hints

To keep up to date with your child's learning:

- talk to your child's teacher
- regularly look at the information the teachers are collecting about your child's learning.
- ask your child to tell you about their drawing or painting. Ask questions if they don't say much.



Our Centre

Hours of Operation

Leapfrogs are open from 7.30am through to 6.00pm, Monday to Friday, excluding public holidays. We request a minimum of two days attendance per week so that children can become familiar with the Centre and its routines. It would be appreciated if children could be brought to the Centre by 9.00am so our teachers can settle the children and start the day.

Enrolment

Each parent will be asked to complete an enrolment form providing the necessary background information on their child prior to starting at Leapfrogs Early Childhood Centre. At this time we will need a photocopy of your child's immunisation record and we ask that all information is kept up-to-date while your child is enrolled.



What we provide

- A stimulating warm and caring environment;
- Lunch time meal as well as morning and afternoon tea
- Filtered drinking water
- Sunblock

What to bring to the Centre

Young children learn through creative play and this kind of play can be messy. They'll get paint on their clothes and play dough in their hair, so dress them in clothes that are comfortable, easily washed and suitable for active play.



- A clearly labelled bag for your child
- Two changes of clothes, clearly labelled
- For children in nappies please provide enough for the day (usually around 5)
- In the summer, please ensure your child has a clearly labelled sunhat
- In the winter, please ensure your child has a warm hat, jacket and gumboots

Storage is provided for each child's belongings.



Making it their Place

Take as much time as possible to help your child become familiar with the Centre before you leave them for the first time. It may take a couple of weeks or more before you both feel happy about this and we welcome this participation.

Let us know about your child;

- their special words and ways of communicating,
- their favourite way of being comforted
- when and how they like to go to sleep
- their favourite foods (and any special food needs)
- important things that are happening in your child's life and anything that may be upsetting them.

This will be a continuing process and it is important we are kept informed.

If your child is under one year old, you need to tell us how often your baby sleeps during the day and what helps them go to sleep, how often they feed during the day (breast milk or formula) and any preference they have about feeding. We also need to know their nappy changing routines.

Attending an early child hood centre gives your child wonderful opportunities to learn how to get on with other people. Your child may feel shy at first but you can help by getting to know the other children and talking to your child about them. Encourage your child to become part of the group by using other children's names and saying hello. Involving yourself in what they have done during the day brings together the child and adult world.



Each child is different. Some children will settle in straight away, others will take longer but take comfort that our teachers have lots of experience with this transition phase.

The first day of any change is hard for children and adults alike. We are here to help make the transition a pleasant one. Bring your child into the Centre and a staff member will introduce you to your child's primary caregiver and show you where everything is and what you need to do on a regular basis. We will then talk to you about your child's routine so that we can keep it as close as possible to home.

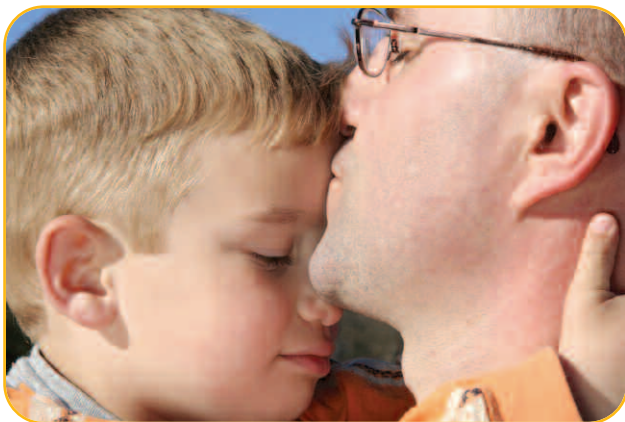
From here, let your child venture forth at his/her own pace and understand that they may not venture far from you, perhaps taking a while to join in an activity.

Saying Good bye

It is normal for your child to be upset or unwilling for you to leave, especially in the early weeks. After all you are the most important person in their life but rest assured our staff are very sympathetic to a new child's distress and will respond with reassurance.

The good bye process should be fairly quick. Tell your child you are going, let them know you will be back at the end of the day, say goodbye and then leave straight away. Always be honest with your child. We do not believe that disappearing when your child is distracted is conducive to the overall settling in process. What it will do is make your child insecure about coming to the Centre because they will make an association that when they get to the Centre you disappear.

When you have got through the settling in process ensure you allow yourself plenty of time – rushing in and out doesn't help either you or your child. Try and make a small short routine of doing an activity like reading a story before you go.



Meals

Leapfrogs have an in-house cook who will prepare nutritious food for morning, lunchtime and afternoon tea. Our menus maximise the 5 food groups essential to children's health. Please let us know (through the enrolment process or by notifying your child's primary care giver) if there are any foods or liquids your child dislikes or is allergic to - we are a nut free Centre.

Parents are required to bring (already prepared) clearly named bottles for children who are on formula or expressed breast milk.

All meals served are recorded in the day book.

Transition

Movement between groups is based on developmental readiness and availability of spaces. Parents are notified and kept informed about the likelihood and timing of any space becoming available. Before a child's transition, your child's information will be exchanged between the new and existing teachers.

Sleep time/Rest time

We recognise that each child is unique and comes to us with their own sleeping routine. Therefore teachers will endeavour to follow individual routines in a relaxed and familiar environment.

All children are provided with their own individual sleeping space and bed linen. Linen is washed weekly and beds are aired regularly. We endeavour to ensure our sleep rooms are positive and peaceful spaces. However, they are not silent spaces and parents should ensure their child is used to sleeping at home with some background noise.



Accidents

Minor accidents

If your child suffers a minor accident such as a grazed knee, cut or bruise, a staff member will treat the injury and offer plenty of TLC.

Staff administering first aid will wear gloves if there is blood or broken skin and these gloves and any material used to clean the injury will be disposed of in a sealed bag.

Major Accident

We do everything possible to provide a safe environment for your child. However, in the event that a major accident occurs, such as broken bones or concussion the Centre will seek a second opinion from a doctor. We have Doctor's rooms located in close proximity to the Centre. The child will not be moved but kept warm and will be supervised at all times and reassured in a positive way that everything is alright.

The parents will be rung and if necessary an ambulance. Approval from parents will be required before any treatment can be given unless it is life threatening.

The accident, treatment, time and place will be written up in our Accident register and signed by the staff member attending, with a copy for parents.

Our Centre is fully equipped with first aid resources and all teachers hold current first aid certificates.

Illness

No loving parent wants to impose a sick child on anyone. While it is easy to recognise that most ill children simply want to be in bed sleeping, it is not always so easy from a working parent perspective. Parents must keep the perspective as to how they would feel if another family brought a child with a contagious disease to the Centre and exposed their child.

Many illnesses are most contagious in the day or two before a child shows obvious symptoms. So by the time you know your child is sick, he/she may have already spread the disease to his companions. Plus, it's not always easy to tell whether a condition is contagious. A rash, for example, could be an allergic reaction to something — or a sign of illness.

When your child attends an early childhood centre, the risk is greatest for the common cold, ear infections, and diarrhoea. Minimising the risk of contamination is paramount in providing a healthy environment for our children and teachers.

Leapfrogs Early Childhood Centre has taken a pro-active approach in reducing sickness in our Centre. BioShield 75 is revolutionary new product that provides a totally new approach to providing long lasting antimicrobial protection. Used in and on our bathrooms, cribs, playgrounds, sleeping areas, toys and floors, this organic product has been found, in independent testing, to be effective against a wide array of microbes, including *Staphylococcus Aureus*, *E.coli*, various *Salmonella* strains, Black Mould, Athlete's Foot, Influenza A, skin infections and others.

How does it work

One end of its molecule creates a strong bond with a multitude of surfaces, porous and non-porous, forming a highly durable protective coating. The other end of the molecule forms a microscopic bed of spikes that punctures microbes like a bed of nails. BioShield 75 physically ruptures the cell walls of the microbes, without the use of poisons. Since BioShield 75's methodology is mechanical instead of poison, it does not create "super bugs", which are microbes that build up resistance to treatment.

LeapFrogs Early Childhood Centre has introduced this product to minimise illness in our Centre. While this product is highly effective it does not negate the necessity for parents to adhere to our "Child Health Policy".

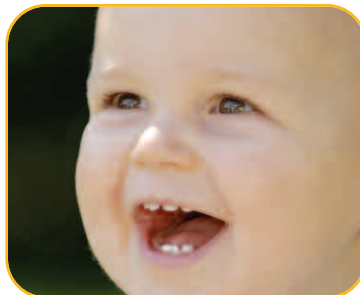
Our Policies

Our policies are clearly set out in our Centre Policies, located at reception. As well, for your convenience, we have uploaded a copy to our website: www.leapfrogs.co.nz. The following pages set out some of our policies that relate directly to your child's welfare. Please take the time to understand what they mean and feel free to ask questions.

Child Health Policy

Any child who is present at the Centre and is deemed to be unwell by the teacher will be sent home. The child's parents will be telephoned and the child will be put in a separate area and supervised by a staff member until picked up. Illness that warrants a child being sent home includes the following:

- A high temperature
- Coloured discharge from the child's nose
- An unidentifiable rash or spots
- Constant cough, which is not linked to asthma or a breathing disorder
- Diarrhoea
- Vomiting



With any of the above, especially vomiting and diarrhoea, it is strongly recommended that parents keep their child at home until these symptoms have abated, usually 24 hours before returning to the Centre.

When a child is sick, it is a stressful time for parents. However, we would appreciate if your child is absent due to sickness that you inform the Centre by 9.00am on the day of non-attendance.

If the illness is contagious, or suspected to be contagious, a notice is displayed informing parents of this occurrence. No child is to return to the Centre unless they have been cleared by a doctor or have been away for the recommended days, as listed on our Health Chart of Contagious Diseases, displayed in the reception area of our Centre. Children taking antibiotics should be kept home until they have taken the medicine for at least 24 hours.

Parents are to ensure that they list an emergency contact number on their enrolment form and keep this updated so the Centre is able to contact another person in case of unavailability.

Immunisation policy

Parents are free to choose whether their child is immunised or not, but Health Regulations state that all parents must provide documented evidence of their child's immunisation status.

In the event of a breakout of a vaccine preventable disease in the Centre, children who are not immunised will be required to remain at home for the duration of the outbreak.

Parents are asked to provide up-to-date photocopies of their child's immunisation position for the Centre files. It is acceptable for these to be scanned and emailed to: office@leapfrogs.co.nz

Medicines Policy

The medicine register will be situated in the room that your child attends. Parents must write in this register, each day, any medicine that is required to be administered to their child.

The parent must list:

Date, name of child, name of medicine, times and amounts of medication to be administered, and signature of consent.

Parents' Fees Policy

Leapfrogs Early Childhood Centre is open everyday of the year except weekends and public holidays. While we appreciate that absences will occur due to illness, holidays and other events, our Centre incurs costs on a daily basis. For this reason all fees will be payable if your child is enrolled irrespective of whether they attend or not.

Quality programmes in education require a great deal of planning and preparation time. Most of this falls outside our regular hours of operation. Leapfrogs have instigated two teacher only days per year so our teachers have the time to attend professional development courses as a team and participate in essential group planning and team building. Where possible, these days are planned during school term holidays and plenty of notice is given to parents via our newsletters.

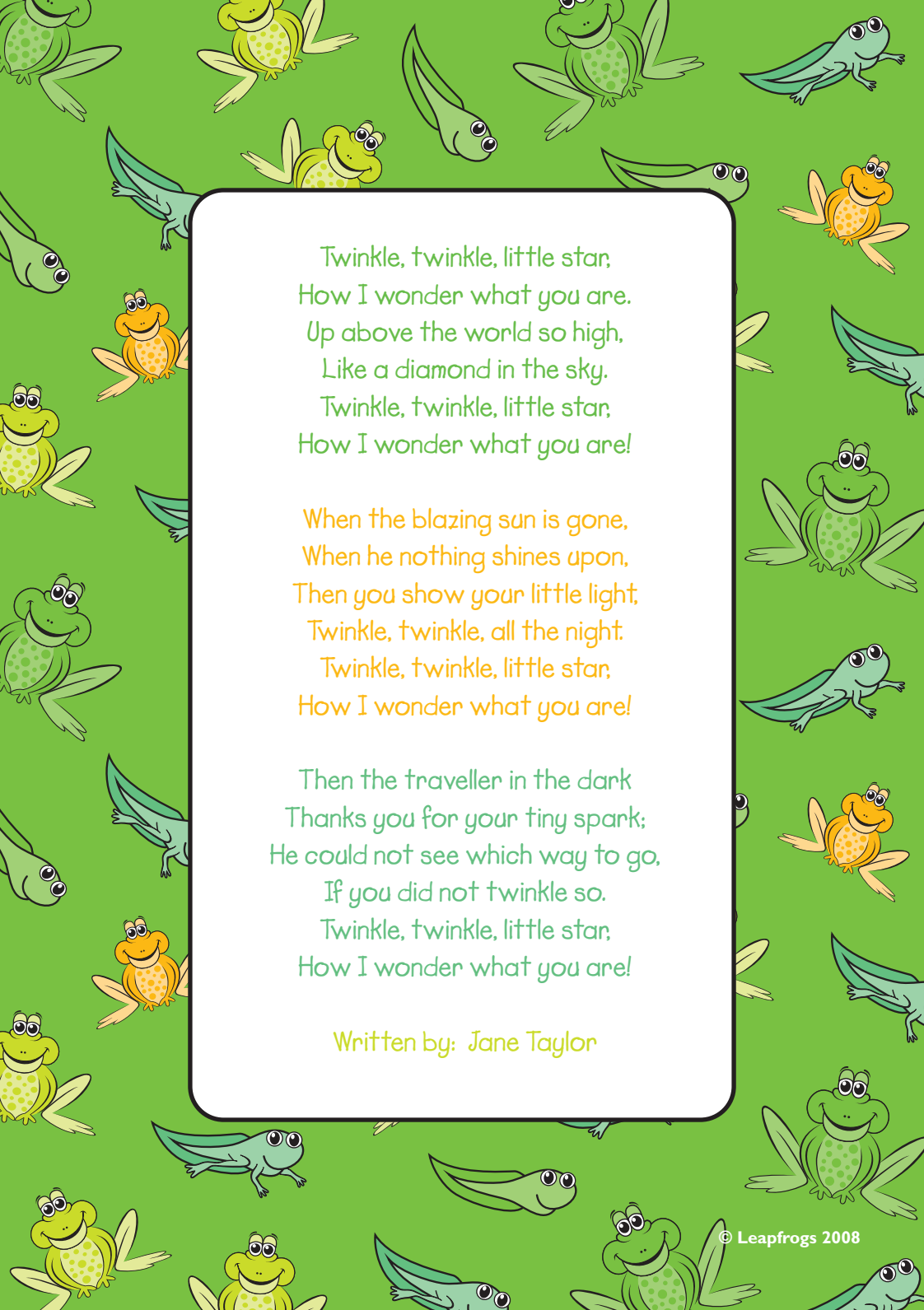
Communication Policy

Our aim is to make communication with parents as open, regular and informative as possible. However, we do recognise that while parents are interested in all aspects of the Centre, they are often restricted by time. We have therefore instigated a variety of communication channels:

- Monthly newsletters
- A day book providing two way communication between teachers and parents when it is not possible to discuss matters directly with a teacher
- Annual profile and artwork evenings
- Programme planning is displayed on the room whiteboard for parents to view
- An information book in your child's room records daily nappy changes/toileting and sleep times
- Individual Discovery Projects are kept for each child so parents can enjoy seeing their incremental development
- Parents are encouraged to communicate with teachers and management freely and we value your contribution

We hope you like what you see and that you will join with us to share the journey.





Twinkle, twinkle, little star,
How I wonder what you are.
Up above the world so high,
Like a diamond in the sky.
Twinkle, twinkle, little star,
How I wonder what you are!

When the blazing sun is gone,
When he nothing shines upon,
Then you show your little light;
Twinkle, twinkle, all the night.
Twinkle, twinkle, little star,
How I wonder what you are!

Then the traveller in the dark
Thanks you for your tiny spark;
He could not see which way to go,
If you did not twinkle so.
Twinkle, twinkle, little star,
How I wonder what you are!

Written by: Jane Taylor