

The  
Learning  
Centre



Prospectus



BECAUSE EVERY CHILD FLOURISHES WITH A LITTLE TLC



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***Ex abundancia cordis, os loquitor***

*From the abundance of the heart the mouth speaks*

# Introduction

The Learning Centre (TLC) opened in April 2007 and is a family owned childcare centre dedicated to providing the best possible quality of care. To achieve this we have great teacher to child ratios, small group sizes, provided in a homely atmosphere with great qualified teachers.

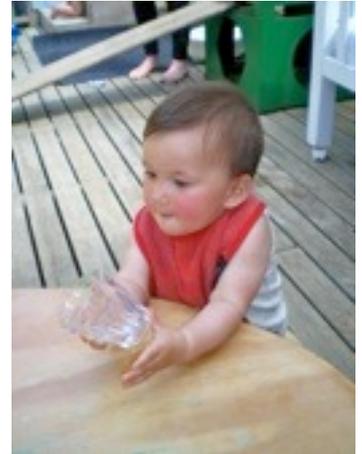
AGE	RATIO	GROUP SIZE
He Kakano 3-18M	1:3	6 Infants
Weka 19M-30M	1:4	8 Toddlers
Kea 31m-3.2Y	1:5	8-10 Toddlers
Kowhai 3.2Y-4Y	1:6	12 Children
Tui 4Y-5Y	1:7	14 Children

Located next to Vermont Street Reserve in the heart of Ponsonby, TLC has a spacious outdoor environment for under 5's to develop and learn. The centre is subtly divided into age appropriate learning areas.

We have created an indoor environment that is homely



rather than institutional, so that children can feel at home and comfortable. To enable this we chose a Ponsonby villa and have furnished it in a way that retains its homelike atmosphere.



The centre also has an amazing outdoor garden environment for the children. We have worked with our landscape designer, to create a lush native garden to provide a space for children to explore, to play and to rest.

The garden is also surrounded by Vermont reserve which enhances the feeling of being surrounded by nature despite being in the middle of the city. The children are able to participate in the gardening including to help with the maintenance of our worm farm.

We believe that a QUALITY early childhood education is one of the greatest gifts we can give a child for a good start in life. At the heart of that education is genuine warmth and care for under 5's to allow us to listen, and therefore, to build an education around the individual.



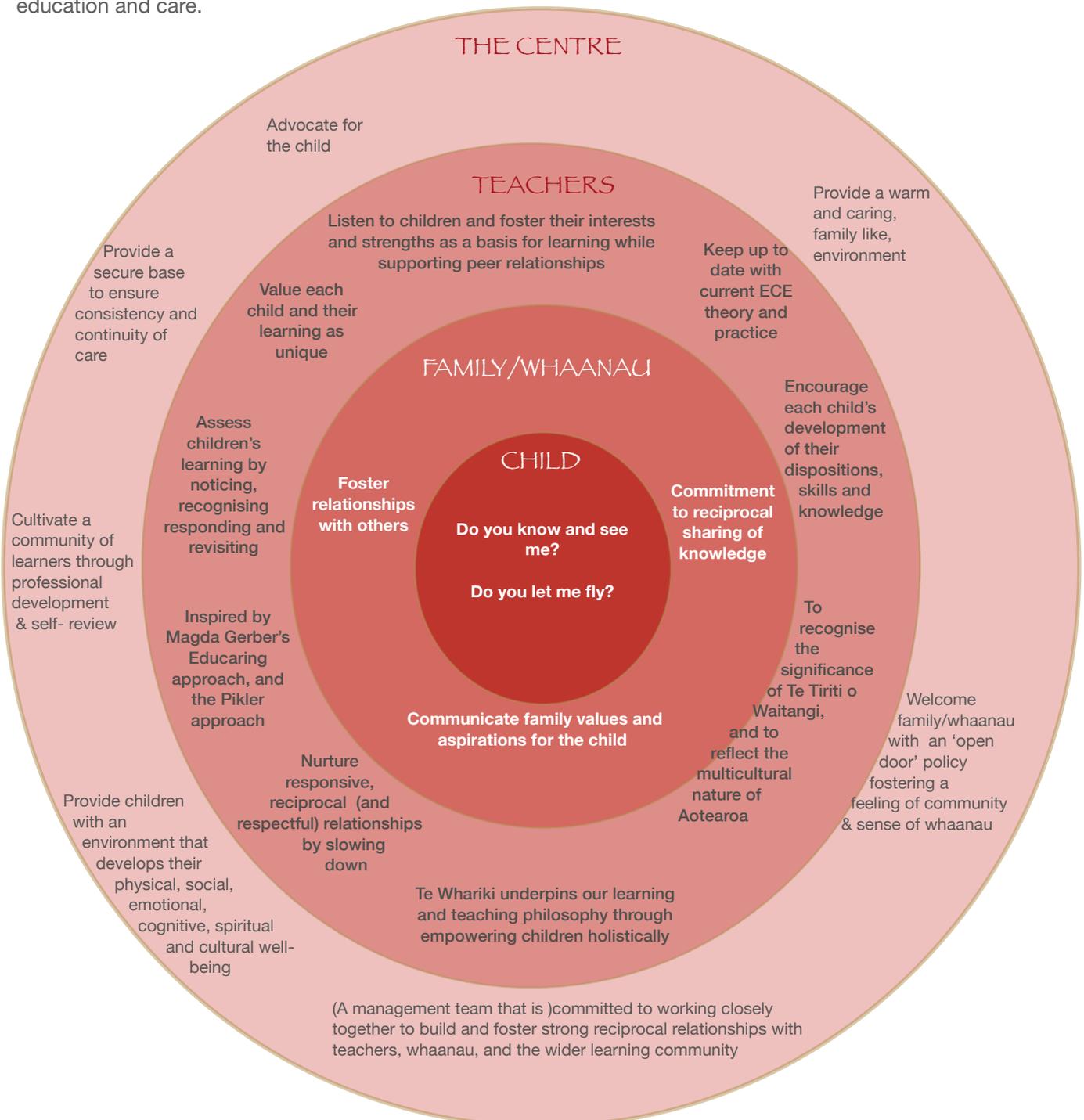
# Philosophy

At The Learning Centre we are inspired by the principles of Magda Gerber’s Educaring approach and Pikler and operate under the guidelines of the New Zealand early childhood curriculum - Te Whaariki.

The principles of Magda Gerber’s Educaring Approach and the Pikler philosophies are that the focus is on the child.

TLC values the importance of relationships and builds on respectful interactions between children and educators. The focus of Te Whaariki is also on the child and how we value the different relationships children can learn from as they grow and develop.

Together Te Whaariki, Pikler and Magda Gerber’s Educaring Approach create a curriculum with an emphasis on education and care.



# Programme

Children's interests and previous experiences drive our programme. This happens through:

- Observing children's interests for an emergent curriculum.
- Extending previous experiences
- Valuing and respecting the diverse community and the richness of the cultures within it and integrating this into the programme
- Capturing the learning opportunities
- Knowing that play is the basis for all children's learning
- Understanding that play is meaningful and valued and enables children to discover their environment
- Valuing the contribution and collaboration of parents and the community in the development of the programme plan
- Encouraging parents to share their skills, knowledge and experiences with the children

An important aspect of our programme for infants, toddlers and young children is the **curriculum of care**. This centers on allowing and providing for care moments such as nappy changing, eating, dressing and sleeping



to be times where the child has full and respectful attention with an educator.

Our role is to incorporate the **seven essential learning areas in the New Zealand curriculum** (Science, Arts, Maths, Technology, Language, Social Sciences and Health and physical well-being) that are woven into Te Whaariki, to support children's learning.

Overall the children enjoy an **holistic approach** to their learning to ensure that they feel emotionally and physically safe so they are able to explore their own world and environment.

*The teacher who is indeed wise does not bid you to enter the house of his wisdom, but rather leads you to the threshold of your mind. -Kahlil Gibran*

# Key Caregiving



TLC provides In the He Kaakano and Weka groups up to 30 months. Downstairs in the Kea, Kowhai and Tui groups Key teams are responsible for the care and education of the children in their group.

## What Does It Mean

The caregiving is key in two senses. The teacher who is the key caregiver provides the care and nurturing and parent communication. There is so much learning that occurs during the care moments – the relationships and caregiving are the curriculum.

The primary caregiver is the main person who is in relationship with your child – can recognise the child's cues and respond to their needs to build trust and confidence. Part of a responsive approach enables our teachers to form respectful relationships that include cooperative, dependable caregiving from a few familiar people.

## Not Exclusive

We don't want children to become 'dependent' on the presence of one person to have a good day. The children are not like chicks with a mother hen. The other teachers also develop warm relationships with the children and have caring interactions with them.

The primary caregiving system is intended to promote quality care and education.

## Key Caregiving In Practice

**Communication** - Shares information about the child with their parents/whaanau and appropriate staff. Is the essential link in the communications chain between the child, parents/whaanau and the programme. Ensures that each day the child's experience is communicated to parents, not just what they have witnessed, but what others have observed or enacted. Relays parents/whaanau's concerns and suggestions to the rest of the teaching team.

**Advocacy** - Speaks for the child and their parents/whaanau.

Empowers the child and parents/whaanau by translating their individual concerns or needs into action through the efforts of all programme staff. Ensures that the programme follows the child and their parents/whaanau.

**Nurturing** - Love and care for the child.

Tunes into the child and develops a special bond that ensures that all their needs are met. Ensures that care moments are provided in ways that empower the child and establishes a sense of security and basic trust.

**Facilitates learning** - Helps the child to learn.

Cares for the child in ways that maximises their language experiences and learning potential. Ensures that the learning environment works for the child, providing a balance of developmentally appropriate experiences and neither too much or too little stimulation.

**Observation and Evaluation** - Ensures the child and their parents/whaanau have positive experiences.

Makes sure that the child's experiences in the programme are positive and that parents/whaanau concerns are addressed and assessed continually through observation, discussions with other staff, and talks with parents/whaanau. Monitors care actually received rather than the presumed experience.

*The teacher who is indeed wise does not bid you to enter the house of his wisdom, but rather leads you to the threshold of your mind. -Kahlil Gibran*

# Health & Safety



## Meals

TLC provides healthy, wholesome and wherever possible, organic food. We provide morning tea, lunch, afternoon tea and a late snack to our full day children. We also provide freshly cooked foods for our infants. TLC provides dairy, rice and soy milk. Water is also provided throughout the day. Parents provide infant formula.

## Sun Safety

TLC encourages children to use areas of shade during peak burn times. All children wear sun hats and sunscreen when outside.

TLC provides and uses the Cancer Society sunscreen. Family/whānau can provide an alternative sunscreen for use if they so wish. TLC asks families/whānau to provide hats for their children, we have found from experience, that children are more likely to wear hats from home that they can easily identify.

## Allergies

TLC is allergy aware and all foods provided at TLC are egg and nut free. Dairy, wheat and soy allergies can also be catered for.

TLC currently has children who are anaphylactic to eggs and tomatoes. We ask parents/whānau to be sensitive to the children at TLC who have life threatening allergies by:

- If the caregiver who is dropping off or collecting the child has eaten/handled eggs, please wash your hands.
- If your child has eaten or handled eggs, please ensure that they brush their teeth after eating and have washed their hands.
- Parents are asked not to bring ANY foods to TLC (as they may contain eggs or have traces of eggs).
- If you want to provide a cake for special occasion for your child, please discuss this with TLC and we, or in the case of our older children, the children, will bake a cake for you.

All TLC staff have current first aid training. TLC staff have been trained in the use of EpiPen. If your child requires EpiPen, TLC asks that families leave an EpiPen at TLC while the child is attending.

## INFORMATION FOR NEW STARTERS



### *You know your child*

You know your child best and what will help them to transition to this new environment and routine. Some things to think about are:

- What might help your child to settle? Some parents have brought cuddly toys, dolls, sleep sacks, blankets that are familiar to their child.
- Would it help your child settle if they do a few short days with you to start off with?

### *Settling Visits*

You will need to do some 'visits' with your child before they start so that they get used to the teachers and environment with you? You will not be charged for visits but please do book them in with us so we can ensure that the teachers are available to support you. We require a minimum of five visits for infants and toddlers.

It will it help to build trust from your child if you spend an hour or two with them at TLC, go away for a while and then come back.

### *Routines*

For infants we will follow your child's routine that they have at home, it helps us if you document as much of this as possible before your child starts. Including:

- Sleep routine - familiar words such as 'night night time'.
- Sleep times.
- Familiar objects such as pacifiers/dummies, cuddly toys etc.

## CHECKLIST FOR NEW STARTERS

- Nappies – clearly labelled, if cloth nappies – a nappy bin with a fastening lid
- Milk bottles – clearly labelled
- Pacifier/dummy (if required)
- Formula (If required) – clearly labelled
- A named bag for your child's clothes
- Two changes of clothes (we like messy play). Please name all clothes (including socks and undies).
- Have you completed a full enrolment form?
- Some short notes on your child's routine (sleeps, feeds)
- If your child has an allergy – information about allergies, symptoms and treatment.
- If your child may require EpiPen – do you have an EpiPen to leave at TLC?
- Familiar comfort object (teddy, blanket, sleep sack) packed?
- A named hat to stay at the centre

# Financial Guidelines



## Fees

Group	Age	Period	\$
Upstairs - Kakano & Weka	Under 30 Months	Part Day	\$83
Upstairs - Kakano & Weka	Under 30 Months	Full Day	\$93
Upstairs - Kakano & Weka	Under 30 Months	Part Day - Weekly	\$415
Upstairs - Kakano & Weka	Under 30 Months	Full Day - Weekly	\$465
Downstairs - Kea	30 Months - 3 years OR Non 20 HRS ECE	Part Day	\$73
Downstairs - Kea	30 Months - 3 years OR Non 20 HRS ECE	Full Day	\$83
Downstairs - Kea	30 Months - 3 years OR Non 20 HRS ECE	Part Day - Weekly	\$365
Downstairs - Kea	30 Months - 3 years OR Non 20 HRS ECE	Full Day - Weekly	\$415
Downstairs - Kowhai & Tui	3 Years + Optional Charges	Part Day	\$53
Downstairs - Kowhai & Tui	3 Years + Optional Charges	Full Day	\$63
Downstairs - Kowhai & Tui	3 Years + Optional Charges	Part Day - Weekly	\$265
Downstairs - Kowhai & Tui	3 Years + Optional Charges	Full Day - Weekly	\$315

**Part Day - Any time between 8:45 am and 3:15 pm**

**Full day - Any time between 7:30 am and 5:30 pm**

**Families with two or more children are eligible for a 10% sibling discount.**

**Fees and charges are subject to review annually at the start of the financial year.**

# Financial Guidelines

## 20 Hrs ECE

- TLC has 'optional charges' for children over three who receive the 20 HRS ECE subsidy. These charges are for: Additional staff beyond the regulated adult/child ratios. Providing a fully qualified teaching team, who undertake regular and ongoing professional learning. The optional charge for a part day is \$53 and for a full day is \$63. The agreement to pay the optional charge will last from when the child turns 3 until the child leaves, or the family opts out of 20 HRS ECE for any reason.

## Financial Policy

- A part day is any enrolled times between 8.45 and 3.15. A full day in any enrolled times between 7.30 and 5.30.
- A \$250 bond is required to place each child on our wait list. This bond is non-refundable if you decide not to place your child in the centre when a place becomes available. However, if we are unable to offer you a place at TLC, then we return this bond to you. If you take up a place at TLC the bond is returned when your child leaves the centre. Payment of a bond does not guarantee a place will be made available. You can pay your bond to the following bank account: 06-0199-0174197-00 quoting the child's name as a reference.
- Payments by cash or cheque must be a month in advance. Payments by automatic payment, must be fortnightly in advance.
- Late payment (more than 7 days after the due date) will incur a 10% penalty.
- Fees are charged for statutory holidays, school holidays and all days that your child is unable to attend due to illness.
- Fees are charged for one 'teacher only day' per year, TLC will endeavor to vary the day of the week each year and to give at least two months notice.
- Late pickup fees – children who are picked up after 5.30pm will incur a late collection fee of \$2 per minute. This late pick up fee is applied for collection of children with infectious conditions of greater than half an hour after emergency contacts have been informed.
- Children are required to attend a minimum of three days, a minimum of 6 hours per day, per week. TLC does not do 'make up' days.
- We require 28 days written notice if you wish your child to leave The Learning Centre.
- TLC does not 'hold' places, if you choose to defer your child's start date, you will have to pay full fees from the time of enrollment for the maximum of 3 weeks, after that time, we can put your child on the wait list and will do our best to make a space available at the requested time, if it is available. However if the place is not available, and you choose to withdraw your application, the bond is forfeited, as the place had been previously available at the requested start date.

## Ministry of Education Funding

- TLC posts information about funding subsidies received from the government and how this is spent on the notice boards at TLC.

## CONTACT & ENROLMENT



### *Address*

96 Vermont Street,  
Ponsonby  
Auckland, 1011

### *Postal Address*

P.O.Box 47-755  
Ponsonby  
Auckland, 1010

### *Phone*

09 376-6857

### *E-Mail*

[enquiries@thelearningcentre.co.nz](mailto:enquiries@thelearningcentre.co.nz)

### **Enrolment**

Before enrolling your child, we recommend that you come for a 'tour' to make sure that TLC, and our philosophy, is a good fit for your family and parenting values.

Once you have been on a tour, if you wish to enroll your child, then:

- Please fill out an enrolment form, you can get a copy either from us, or from our website (documents page).
- Please note when filling out the enrolment for, that the emergency contacts should be someone else than yourself, who can pick your child in an emergency, if we are unable to reach you on your contact details.
- Please pay the \$250 bond either by cheque made payable to The Learning Centre Limited, or via a direct credit to: 06-0199-0174197-00 quoting child's name as reference.
- Please indicate if you have flexibility with the days of the week that you want to enrol your child, this will help us to find a place for your child sooner rather than later.

### **How to Access Information Concerning Your Child**

Every child will have a portfolio which will grow over time with learning stories about your child.

Children upstairs also receive a daily card which documents eating, sleeping and toileting, which you can take home.

For children downstairs, information about sleeping and nappies (if applicable) can be checked on forms kept at the sign-in desk.

Teachers will be happy to provide information about your child at both drop and and pick up times.

Twice a year, TLC will hold parent teacher interviews.

TLC will also hold a number of parent education evenings which every parent will be welcome to attend.

### **How to Access Operational Information about TLC**

TLC keeps copies of our policies and procedures at each sign-in desk, as well as a copy of our most recent ERO report.

Information about how to lodge a complaint is displayed on each notice board at the sign-in desks.

A copy of the weekly food menu is displayed on the notice board.

Upstairs TLC provides copies of the relevant legislation.

### **How can you be involved?**

Every parent/guardian is welcome to join our parent voice committee (PVC), which acts as the

voice of the parent/whaanau community at TLC, providing advice about the parent communications and organising social events.

The PVC typically organises four key social events a year, including a sports day, a Matariki fish and chip night, an art exhibition and auction, and an end of year part.

Our team wants to work in partnership with you to make sure we understand your parenting values and your aspirations for your child. We encourage you to talk to us to help us to do this.

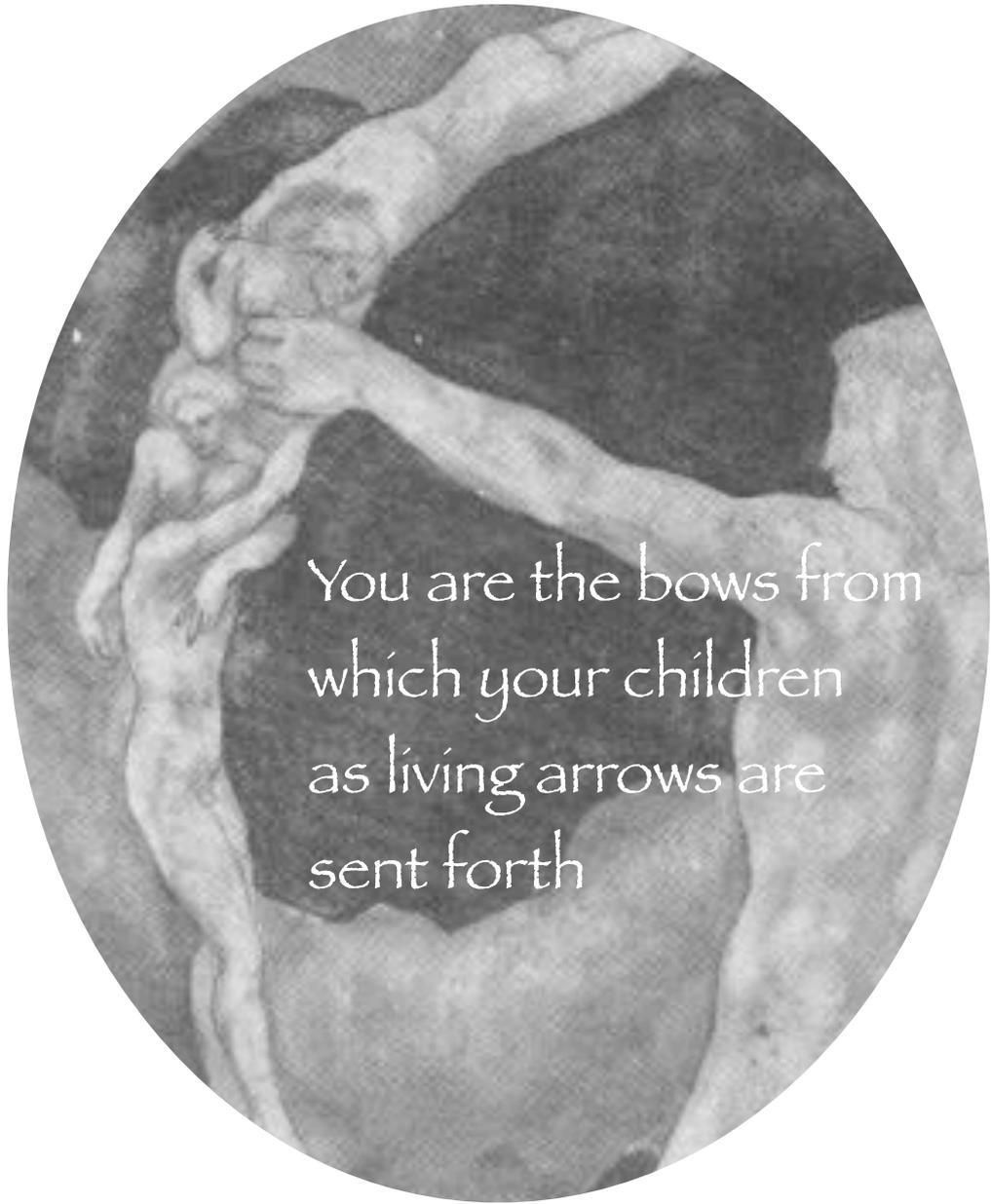
TLC has a parent library which holds key texts about the Magda Gerber Educaring approach, and other topics relevant to TLC. You are welcome to loan books from the library.

Every year TLC asks you to complete a community survey, and we encourage you to have your say!

### **TLC values continuous improvement.**

The current formal self-review processes which are in progress are:

- Continuity of Care
- Te Reo and Tikanga



You are the bows from  
which your children  
as living arrows are  
sent forth