



Welcome to Future Kids Preschool, we are privately owned by the local Henry family. We are extremely passionate about children's education, our community and environment, and have been making a difference in childcare since 2009 when we opened our country focused centre in Ohaupo.

Our vision for Future Kids Preschool is to provide a green and sustainable home away from home, where children can express themselves and be loved and supported for who they are. To ensure each child and their families, have the foundations for environmental sustainability and a love of learning and life.

Future kids Te Rapa opened in August 2017 and caters for 120 children aged from birth to six years, however our vision for the centre is large open spaces, so we will be limiting our enrolments to 80%.

The centre consists of four rooms, Earth, Air, Water and Fire. 80-100% of our teaching team are qualified and registered teachers, and all teachers hold a current first aid certificate.

About our preschool

Vision

To provide a green and sustainable home away from home, where children can express themselves and be loved and supported for who they are.

To ensure each child and their families leave with the foundations of environmental sustainability and a love of learning and life.

Organic – Sustainable – Learning

Philosophy

Empowering all children and adults to be creative, risk takers, promoting positive attitudes and values that lead to open ended learning experiences.

Inspiring our community to adopt clean, green, environmentally friendly practices for our future.

Empowering children to be confident learners and communicators.



Programme

Our programme at Future Kids Preschool is based on the New Zealand early childhood education curriculum called Te Whariki.

Future Kids Preschool is committed to providing a programme that balances the interests of the child together with the aspirations of both the parents and teachers.

Our programme is varied and flexible on a day to day basis, developing curiosities of children. We offer a range of learning opportunities to engage in a well-resourced, creative and inspiring environment.

We see children as capable learners and we believe our job is to provide the experiences and opportunities to encourage a love of learning as well as the essential skills a child may need to be confident in their world. Our team of qualified experienced and knowledgeable teachers engage with your child, getting to know their interests and personalities. Through activities, experiences, group times, shared kai times, and the choice between inside and outside play we capture your child's interest and creatively offer an environment where your child will have endless opportunities to communicate, explore and contribute while being part of our Future Kids Preschool community. At the heart of our programme, we have a commitment to being kind, nurturing and caring while sharing in laughter throughout each day.

Teachers document the children's learning through observations which we call Learning Stories. We are passionate about sharing with you, the experiences and learning that happens at Future Kids Preschool, this documentation can be seen within the centre, portfolios and online through a private documentation sharing system called Educa. This documentation forms the basis of our programme planning We aim to work in partnership with you and value the goals, aspirations and ideas you have for your child.

You can be part of our programme too

We want you to be involved in your child's learning. You are welcome to visit anytime, join in our daily activities, look over the programme planning and talk with our teachers about your child's development and current interests.

We involve you through:

Educa - other than conversations it is our most common way of communicating with you. We post photos, videos and learning stories often. You can download the app on your smart phone for daily updates from us or otherwise, click on the link we send you to your given email address, you can share this Ink with your own family all over the world and comments can be written as you see the post, thereby creating a conversation between you, family and us. This is a great way to share the goals and aspirations you might have for your child, as well as a private and a secure site to share family moments.

Newsletters / notices – All our notices are posted on Educa, you will receive an email alert of these messages.

Portfolios — As we write learning stories about your child we post them onto your child's profile so only you (and those you have shared the link with) can see them and comment on them. We then print these off and keep a hard copy folder in the room for your child to see,



and for you take away with you when your child leaves the centre. You are welcome to view, discuss and contribute to your child's portfolio at any time, we value your input and any contributions you make.

Facebook — We have our own Facebook page which you can join. Look up Future Kids Preschool and like our page.

Parent / teacher events — These provide an opportunity for parents to come into the centre and discuss their child's progress the direction of current interests and meet other parents and families.

Reviews and consultation — Once a year our policies and procedures come up for review. You will be alerted about any changes and given the opportunity to contribute and discuss these changes, you may also consult with us at any stage if you have concerns about our policies and procedures or aspects of centre operation. Please refer to our communication and consultation policy located on the table in the foyer a green file box on the table called "Parent Information" which contains all our policies, the most recent ERO report, the ECE Regulations, information about our local schools and procedures. Feel free to have a look through this information at any stage or ask us and we can assist you.

Sustainable practices

Future Kids Preschool focuses on lots of natural outdoor space with a lovely light and bright indoor area, and a big backyard - a home away from home. We offer good old-fashioned values and home-grown cooked meals that include organic wholesome ingredients, with a "low" added sugar policy. We have created a place where imagination can be grown and skills can be developed. Future Kids Preschool was born from a dream to make a difference in childcare for Hamilton, and New Zealand families. Our aim is to provide a green, home away from home, in a wholesome natural environment with lots of fresh air, plenty of room to run around outside, and the freedom for children to express themselves and be loved and supported for who they are.

Orchard and vegetable gardens

Our centre has an orchard with many varieties of organic fruit for the children to pick and eat including apples feijoa, peaches, plums, oranges, lemons, and mandarins. Our fences are lined with grape vines and hedges made from fruit trees as part of our vision to have an edible garden. Each room has its own raised-bed gardens in which we grow organic vegetables, herbs and fresh strawberries All of the produce grown will be eaten by the with any excess produce offered to our families or used as part of fundraising activities,

Recycling

We are strongly focused on recycling all waste in our centre with purpose-built recycling centres in each nom for organic food waster soft plastics, hard plastics and cardboard on a daily basis your child will learn to make the right choices for our environment and our Earths



future. Children will learn how we use waste products like turning a plastic bottle into a glass house for seedlings or making seedling containers out of egg containers.

Rainwater harvesting

We have two large rain water tanks that gather rainwater from the roof, which will then be fed back into the gardens and orchard. This not only provides fresh non-chlorinated, non-fluoride water for our organic gardens, but it saves the centre money in water rates, so this can be invested back into the community and centre. It also reduces the impact on our planet as we have no need for town water supply.

Solar panels

Our centre has solar energy panels which uses the sun's natural energy, providing a renewable source of energy to the centre.

Animals

Our centre is home to our family of animals ranging from goats, chickens, rabbits and guinea pigs. Daily activities for the children at the centre include handling and feeding animals, and collecting food waste from meals to feed the chickens and worm-farms, this interaction encourages children to learn about sustainability and the way nature relates to their daily lives.

All the great things we offer

- 500 square metres of orchard planted with fruit trees
- Raised vegetable gardens growing fresh organic vegetables for the centre and our family's meals
- A variety of animals
- Purified drinking water
- Organic menu
- Rainwater collection tanks for gardening
- Large playgrounds with twice the standard play space the Ministry of education standards require
- Organic whole food guidelines, whole food choices and healthy heart choices
- Low to no added sugar in meals.
- Sustainable living programme: seed-feed-compost-recycle-reuse
- A sustainable centre with solar panels
- Wooden furniture
- Recycling centre
- Eco-friendly cleaning products and a non-toxic environment



How your family can be involved in our preschool

Parents and families can become involved in our service by contribution through parent evenings, conversations with teachers about children's learning and our programme. Spending time in the centre, taking portfolios home and sharing and contributing stories about your child's development.

Policies are reviewed annually in consultation with parents and families. This consultation includes the opportunity to give feedback on the current policy through face to face, email and Educa.

Internal review is the basis of our quality improvement process, as these reviews take place, teachers will consult with parents to gain their ideas and opinions and share findings.

Administration Terms and Conditions

Fees schedule

Children must be enrolled for a minimum of 2 days a week with a daily minimum of 6.5 hours per day. We offer a 10% discount for siblings

Children from birth to 6 years



No of days booked	All Ages	Over 3 years with ECE hours
2	\$110	\$50
3	\$160	\$75
4	\$220	\$125
5	\$240	\$165

Early Childhood Education 20 hours

20 hours ECE is for **three and four year** olds enrolled in teacher- led early childhood education services. The 20 hours ECE programme means no compulsory fees for up to **six hours per day** and up to **20 hours per week**. Entitlement ceases after 3 weeks continuous absence

20 ECE Hours, what does it mean? It means that the Government will subsidise up to 20 hours of your child’s childcare fees.

How do we claim it? All you need to do is complete the section on your child’s enrolment form and we do the rest.

Payment terms: Fees are to be paid one week in advance by automatic payment or direct debit Failure to comply with this will result in the termination of your child's enrolment of the centre. Outstanding fees will be passed onto debt collections agencies. Agencies costs will be the client's responsibility also.

Deposit: \$200.00 to be paid on enrolment or by payment plan which will be applied to your account This is non-refundable if your child does not start with the centre. This will sit as a credit against your account until you leave the centre at which time it will go towards your final invoice.

Holidays & absences: Statutory holidays are charged in full.

Late pick up fee: The centre is not licensed to care for your child outside of the opening hours A penalty of \$25 per 15 minutes may be charged if you fail to collect your child within the agreed times.



Changes & notice periods: We require one month notice in writing if you wish to terminate or change the permanent booking for your child. Please ensure you notify the centre in writing and advise Work and Income accordingly if appropriate.

Discounts are allowed at the discretion of the centre and may be withdrawn at any time.

Discounts will be withdrawn from accounts not paid in accordance with centre policy.

Enrolment at this service confirms your acceptance of the terms and conditions on this schedule.

Ministry Of Education Funding - Documentation of expenditure by the centre of Ministry of Education funding, both amount and details of funding will be made available to parents by email upon request, or it can be found in the "Parent Information Folder" located at reception. This will allow you and your family/ whanau to see where the funding money has been spent or invested.

Education Review Office - The centres most recent report is filed in the 'Parent Information Folder' located at reception.

Operational documents — These are located in the "Parent Information Folder" in reception and may be issued on request.

Settling

All children settle into a new centre at their own pace, some children need a little time to familiarise themselves with the new environment. We recommend that children are settled in gradually. The parent is welcome to stay with the child if they feel this is appropriate, the child is welcome to stay for a visit as short as 10 minutes or as long as a couple of hours. During the settling process we will try to introduce your child to certain parts of the days routine, for example sleep times if required and meal times. Staff will let you know the best time to come. We recommend approximately 3 settling visits which are free. Visit one is usually a pop in and observation of the centre programme in action. Visit two is usually when a parent leaves for an hour or so. Visit three, the parent would also aim to leave as we introduce your child to the centre meals, sleeping arrangements and or play, as part of the day depending on their age.

Transition to School

As your child nears school stage, they will have the opportunity to participate in weekly school visits to a in zone School, accompanied by a teacher from the Fire Room. These school visits are an opportunity for your child to see a school environment in action We will provide your child with a morning tea lunchbox and transport. There is no charge for this experience, The Fire Room programme is designed to give children the vast range of experiences and opportunities to make transition to school a positive and smooth transition. We have "Galaxy Group Time" each day which offers children "school like" experiences. The types of learning covered in these groups are an extension of the programme in the Fire Room throughout the day, and have been designed in consultation with the new entrant teacher
If you have specific goals in mind for your child, please speak to us so we can work in partnership with you and your child on these goals.

Portfolios

Children enrolled will have a portfolio book which is kept in your child's room. The work the teachers do with your child gets printed and goes into this profile for you to read When your child leaves the centre, the profile book goes with you. Your child will also have an Educa portfolio, this is a private online portfolio as teachers write about your child, they upload work to your childs portfolio and an email gets sent to you to let you know something new has been uploaded. You can invite family members to a part of this profile as well, you then can write comments, share photos and have direct input into your child's learning and goals. All portfolios have an initial set up cost of \$20.

Organic meals

We provide organic meals and snacks for children while they are in our care. All food for children aged over one year, is catered for by our amazing Chef Val who believes installing healthy wholesome eating habits at a young age is key. The menu is displayed in the foyer. Children under 12 months will need to provide their own meals.

Food Allergies — Children with food allergies will be catered for to the best of our ability. Please talk to the Team Leader / Centre Supervisor on enrolment to establish what needs to happen to best cater for your child's allergy.

Absentees

Under two year old children are entitled to 5 days annual sick leave at the 50% reduced rate, any days above this will be charged at full rate. Please ensure that you ring the centre before 8.00am on the day or a 100% retainer fee will be charged to your account if you fail to do so.





Lost property

Please ensure that you clearly name all of your child's belongings. We try to encourage children to take responsibility for their own belongings and encourage them to put things away in their bags. But this is not guaranteed to work all the time and items then become misplaced. If they are named, staff will return the items to the correct owner. Any unnamed items will go in to our lost property which will be emptied on the last day of every month - all unnamed items will go to the Salvation Army/Woman's' Refuge.

Sickness

If a child becomes unwell we will contact the parents and request that they collect their child as soon as possible. Some reasons may be that your child has a temperature of 37.8 degrees or over, or that your child has vomited or has had two bouts of diarrhoea within a short period, or that your child is generally un-well and not themselves. If your child has been prescribed antibiotics or is requiring Pamol, Ibuprofen or other pain relief, then it is our policy that you keep your child at home for the first 24hrs. These guidelines, help prevent cross contamination and the spread of illness, as well as enabling the child to regain their good health. For more information please refer to our Health and Safety Policy and Administering Medicines Policy.

Medication procedure

The medication book needs to be filled out and signed by parents before teachers can administer any medication. The medicine type, amount to be given, date and time needs to be documented. Only medicines authorised by parents/whanau will be given, we require prescribed medication such as antibiotics eye drops etc to have a chemist label attached to the bottle with the child's name, date, and doctor's name, amount of medicine to be given as well as the length of time the medicine is given. No medicine will be given if it has been prescribed to another member of the family/whanau or it is an outdated medicine. Prescribed medication is to have written authority from the parent /whanau at the beginning of each day the medicine is administered. Any medicines which need to be kept in the centre for an ongoing health issue, will require an Individual Health Plan attached to which needs to be reviewed every third month, the teachers can help you work through this process.



Meet the team

Visit our website and meet our passionate, caring and dedicated family of teachers.
futurekids.co.nz/te-rapa/our-team/

Arrival

On arrival in the centre you will be required to sign your child in digitally. A tablet is located on the foyer desk you will need to fill in the time you arrived followed by your initials. Please ensure that your child's bag and belongings are placed away in your child's assigned locker. All of your child's belongings need to be clearly named. Please inform staff of your child's well-being and how the night went sleeping, eating, toileting, etc. This will ensure that the staff know what your child's needs are. Most importantly parents are encouraged to leave the names of who will be picking your child up if this is not you, at the end of the day.

What you will need to bring

All children are required to bring their own clearly named bag containing a complete change of clothes suitable wear for the season eg sun hat, woollen hat, jacket, gumboots etc, please ensure each piece of your child's clothing is named.

For infants you will need to bring everything they require for the day. This includes their bottles of formula, pre-made or breast milk if required, a nappy for every 2 hours your child attends, including a couple of extra ones, comforters or cuddly toys if required for your child's sleep.

For older children

If your child is toilet training they are required to bring 5 pairs of knickers or undies and an equal amount of pants/shorts/skirts with these.

Please do not send your child with chewing gum or money.

We also try to encourage children to leave their own personal toys at home as it saves disagreements amongst the children.

From time to time children may be asked to bring in different items relating to the current interests, and staff will advise you of this.



Nappies

You will provide your own nappies, which must be kept stocked, or we can provide nappies for you at a charge for \$3 a day.

Notices and correspondence

Your invoices will be emailed directly to the email address you have stated on your enrolment form, if you would like to discuss your account you can contact Kelpie our administrator on 0800 023 483 option 2 or fm@futurekids.co.nz

All notices of events or important information will be posted on the Educa message board and you will receive email notification of these. If you do not have access to a computer your newsletters and invoices will be placed in your child's newsletter pocket.

Bottles and Food

If your child is under one and you are supplying their meals please ensure all containers and bottles are clearly named. You can place these in the fridge in the Earth and Air rooms. We ask that you bring all of your child's bottles in already made up, if you have any further questions regarding bottles please feel free to ask any of the teachers.

Artwork and Nappy Charts.

Any artwork your child has created will be in the art basket located in each room. The nappy chart is kept beside the changing mat in each room, if you were wanting to know your child's movements for the day. Sleep times are also documented -you will find this information by the sleep room in both Earth, Air, Water and Fire rooms.



Planning Walls and Portfolios

Everything your child has been involved in within the centre is documented around the room on the walls and throughout. Also displayed are the children's interests, and any future activities and developments planned for children. Please feel free to contribute to these walls by writing down your comments, adding your own photos or observations from home.

If you have any Other questions or concerns please feel free to discuss them with any of the team. Thank you for choosing our centre, for the care and education of your child. We look forward to getting to know you.

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