

FEES AND ATTENDANCE GUIDELINES

ENROLMENT AND FEES

All parents/guardians are required to complete and sign an ENROLMENT FORM and an ENROLMENT CONTRACT prior to your child starting at JUNIOR JUNCTION.

It is essential for your child's safety to notify management of any changes to your contact phone numbers, home address, medical conditions and change in persons collecting your child.

A fee schedule is available from the Office.

Full fees are payable for each day your child has been enrolled with the exception of two weeks holiday as designated by the parent/guardian.

Fees are calculated on a weekly basis. Payments are to be made weekly in advance via direct debit payment.

If fees are overdue by two weeks we reserve the right to refuse entry to you and your child into JUNIOR JUNCTION.

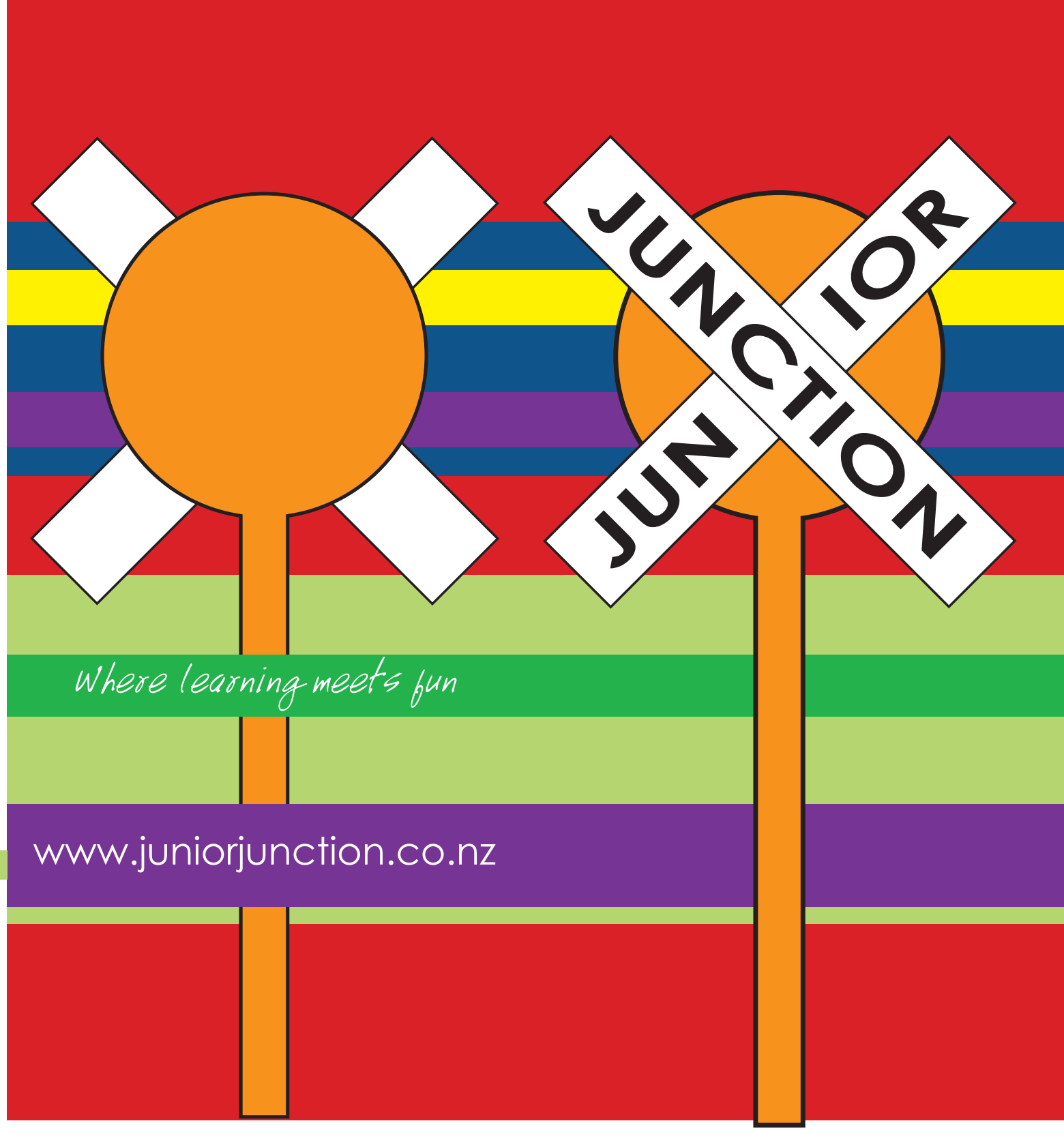
Fees are payable if a child is absent as our programme licensing regulations require staff as per the number of children enrolled into JUNIOR JUNCTION.

WINZ Childcare Subsidies are available to qualifying families. (contact your local WINZ office)

JUNIOR JUNCTION provides 20 free ECE hours to all children aged between 3 and 5 years. (Please refer to Fee Schedule for more information)

TEACHERS

Each of our staff holds or is in training towards a Degree or Diploma in Early Childhood Education. All teachers are trained in CPR and First-Aid. We are committed to on-going training for all staff. Staff members prepare portfolios for each child, containing photos, observations and reflections. Staff plan their programme around the child's ongoing development.



Where learning meets fun

www.juniorjunction.co.nz

PHILOSOPHY

At JUNIOR JUNCTION we believe that each child should be respected as a person with their own needs, abilities and interests. Our environment encourages children to use their own ability to grow and learn with the support of teachers and parents/whanau.

We are committed to the guidelines and principles of Te Whaariki, the New Zealand Early Childhood Curriculum.

Our guiding principles are:

- Nurture – provide a caring and stable environment
- Protect – provide a safe environment
- Empowerment – encourage growth and learning
- Relationships – encourage positive interactions
- Belonging – making children involved in our multicultural centre

We strive to make available an affordable, high quality early childhood education.

EDUCATION PROGRAMME

BABIES 0-2 YEARS

We encourage individual exploration and teach fundamental language, communication and developmental skills which are appropriate for their age.

TODDLERS/PRESCHOOL 2-5 YEARS

The programme incorporates the NZ Te Whaariki curriculum. This encourages children to use their abilities to grow and learn within an atmosphere of stimulation and harmony so that the each child can create, discover, explore, experiment and realise a need for learning. Children are observed and listened to, so we can recognise and encourage their natural abilities. Activities are often based on a centre of interest that allows children a balance between self expression, group and individual activities.

MINISTRY OF EDUCATION STATEMENT

“Children do not benefit from quality ECE if their participation is not intensive enough to create positive education outcomes.”

“A Teacher-led service is where one or more ECE qualified and registered teachers are responsible for the overall programme in the service.”

TRANSITION

SETTLING IN YOUR CHILD

We are aware that the initial separation of you and your child may not be easy. To make this transition easier:

- We encourage parents/guardians to visit JUNIOR JUNCTION with their child prior to the child's first day to become familiar with the Teachers and the other children.
- We recommend that you say good bye to your child when you leave as this develops trust between yourself, your child and the teacher.
- We encourage telephone contact during the day.
- We will allocate a teacher to the new child to ensure that all the child's needs are met and that they receive consistent care. This teacher will also provide daily communication with the child's parents/guardian.
- We welcome your child's special comforting toys/blankets, however we will not take responsibility for any toys the child brings from home.

WHAT TO BRING

Please ensure the child is dressed appropriately as free play can be “messy”.

BABIES

The child's bag (named)
Change of clothes
Shoes/Sandals/Slippers
Nappies
Bottle (named) and milk formula

TODDLERS AND PRESCHOOL

The child's bag (named)
Change of clothes
Nappies (if necessary)
Drink bottle (named)

MEALS

JUNIOR JUNCTION observes a “low-sugar” policy in the interest of the children's health and nutrition. We follow the Heart Foundation guidelines for suitable foods for the children. Our Chef prepares fresh vegetable mash daily for babies and a fully cooked lunch for toddlers and pre-school children. Morning and afternoon tea are also provided. Fruit is provided every day. We provide for special dietary needs i.e. vegetarian, allergies, cultural considerations.

MEDICAL CARE

SICKNESS AND ACCIDENTS

If your child is sick or unable to attend JUNIOR JUNCTION for any reason, we ask that you notify the Office as soon as possible. Due to the risk of infecting other children and teachers we do not provide care for sick children.

If your child has any of the following symptoms: high fever, inflamed throat, eye discharge, unidentified rash, vomiting or diarrhoea you must keep your child at home, unless medical clearance has been given.

If your child becomes ill whilst at JUNIOR JUNCTION the parent/guardian will be notified. If medical advice is required we will seek it immediately.

In the event of an accident or emergency, the parent (or person named as emergency contact) will be contacted. If the accident or emergency requires a Doctor the child will be taken to JUNIOR JUNCTION'S Doctor or the nearest A & E Clinic.

All Head Injuries no matter how minor will be recorded and reported immediately to the parent/guardian.

FIRST AID REPORTS

All first aid and other incidents are recorded when they occur and written up in a Carbon Copy Book. A copy is put in the child's bag for further reference.

MEDICATION

A “Medicine To Be Administered” folder is kept on the Reception Desk. We request that the parent/guardian fill in the details each day as required. (No medicine can be administered without parent/guardian consent.)

IMMUNISATION

By law all Early Childhood Centres are required to keep an Immunisation Register.

0800 78 77 78

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