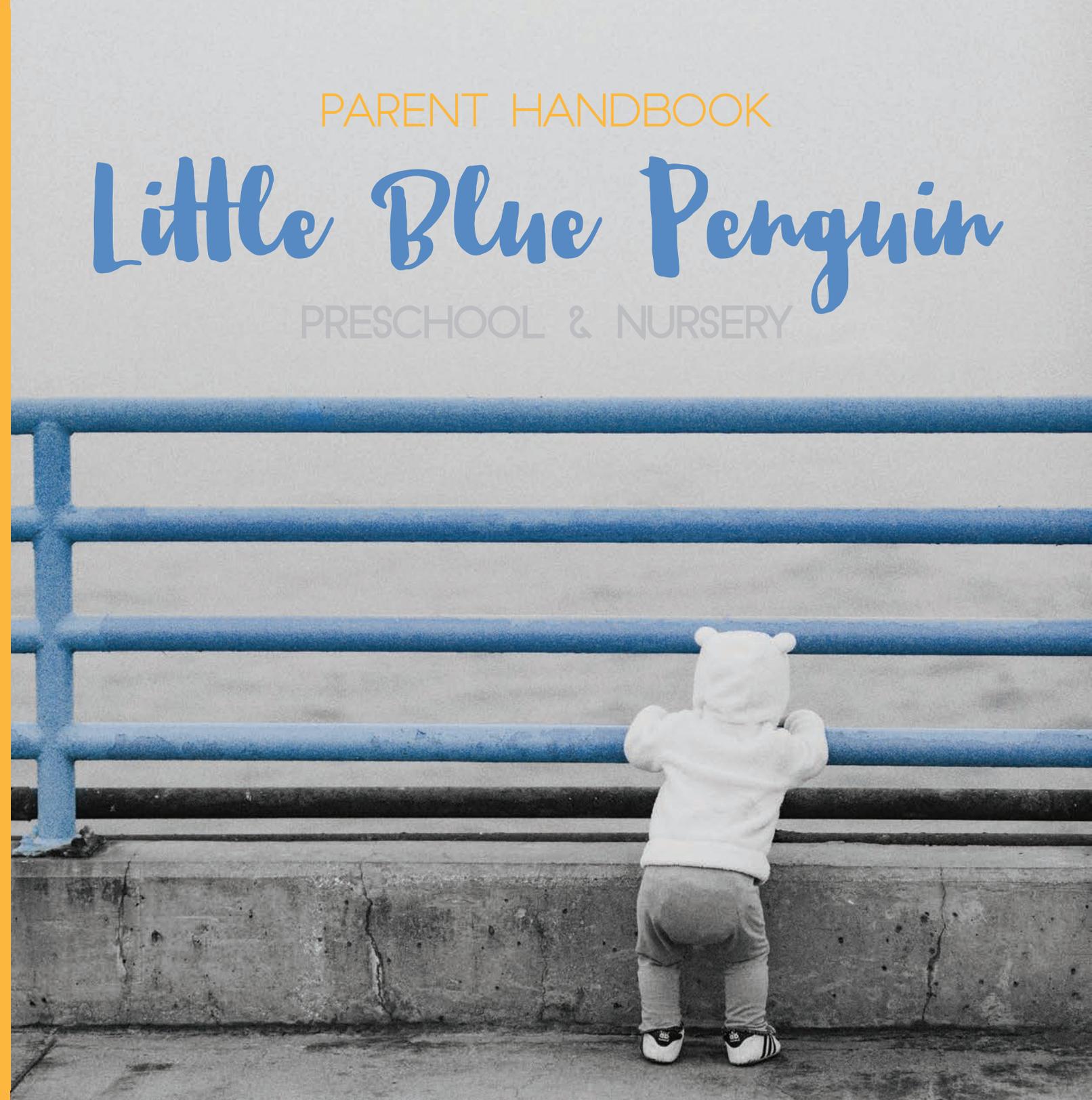


PARENT HANDBOOK

# Little Blue Penguin

PRESCHOOL & NURSERY

Little Blue Penguin  
PRESCHOOL & NURSERY





# Little Blue Penguin

PRESCHOOL & NURSERY

To us family is everything. We welcome you and your child into the Little Blue Penguin whānau. By working together we will watch your child flourish.

GINA COLVIN + LAUREN GILL, OWNERS



## Little Blue Penguin – Waddle Along With Us

# Contents

<b>1</b>	<b>VISION</b>	
<b>2</b>	<b>PHILOSOPHY</b>	
<b>3</b>	<b>PROGRAMME</b>	
	- Daily Structure	
	- A Day at Little Blue Penguin	
	- Storypark & Photobooks	
	- Our Teachers	
	- Owner Operated	
	- Primary Carers/Key Teachers	
	- Te Whāriki	
	- Excursions	
	- Your Involvement	
	- Communication	
<b>15</b>	<b>YOUR CHILDS HOLISTIC WELLBEING</b>	
	- Kai	
	- Puree Food	
	- Baby-Led Weaning	
	- Milk	
	- Nappies & Toileting	
	- Rest & Sleep	
	- Toys From Home	
	- Nursery to Preschool Transition	
	- Transition to School	
<b>23</b>	<b>YOUR CHILD'S FIRST DAY</b>	
	- New Families & Settling	
	- Location & Parking	
	- What to Bring	
	- Saying Goodbye	
	- Time to Play	
	- Collecting Your Child	
<b>29</b>	<b>POLICIES &amp; HEALTH &amp; SAFETY</b>	
	- Child Health	
	- Medication	
	- Immunisation	
	- Emergency & Evacuation	
	- Sunblock	
	- Suitable Clothing & Lost Property	
	- Policies	
	- Concerns & Complaints	
<b>35</b>	<b>OUR FEES</b>	
	- Hours & Ratios	
	- Session Times	
	- Fee Schedule	
	- 20 Hours ECE	
	- WINZ Subsidies	
	- What Do Our Fees Include?	
	- Saturday Morning Sessions (Date Days)	
<b>41</b>	<b>GETTING IN TOUCH</b>	
	- Visiting the Centre	
	- Opening Hours	
	- Newsletters	
	- Contact Details	

## our Vision

Little Blue Penguin values holistic development and places importance on a nurtured well-being in order for meaningful learning to take place.

We value working together to provide children and their whānau with a secure sense of belonging and understanding.

We embrace a home-like approach and will mirror children's usual routines and reflect their home environment and culture within our learning space.

Little Blue Penguin has a passionate teaching team who will support children to discover their own unique strengths and interests in order to promote a natural love of learning.

We are a supportive community of learners, where everyone has opportunities to learn, develop and progress together.

## our Philosophy

We have developed a philosophy that outlines how our values influence our children and teachers. Our values are calmness, closeness, consistency, curiosity and confidence.

### + Calmness

We believe that children flourish when provided with a calm, unhurried, respectful and nurturing environment. Teachers will support children throughout their daily rhythm by respectfully responding to their cues and meeting their individual needs. Children will have the time to make their own discoveries in an environment tailored to meet their unique needs, strengths and interests.

### + Closeness

We believe in the importance of relationships for optimal learning and development. Teachers will support relationships between people, the environment and the community and will provide primary caregiving for our infants. Children will experience quality, respectful and responsive interactions as these are of utmost importance for all children, their whānau and teachers within our learning community.

### + Consistency

We believe that in order to feel safe and secure, children need to have consistency, familiarity and predictability in regards to: the people in their lives, their environment, their daily rhythm, their interactions, and the responsive ways in which their needs are met. Teachers will ensure fluency between home and preschool, and this is supported by the calmness and closeness established through communication and relationships. Children will have their own key teacher for warmth, understanding, and care; however, higher ratios will mean that children form a special relationship with each of their teachers.

### + Curiosity

We believe that children are natural learners. Their curiosity to explore, experiment and discover means that they are actively learning and developing through their everyday play.

Teachers will allow children's natural wonderment and awe to unfold as they become curious about their thoughtfully designed environment, the people, the resources, and the natural world around them. Children will have their curiosity extended through a play and project-based learning approach, meaningful excursions and utilising the knowledge of our wider community.

### + Confidence

We believe in empowering children and building them up as capable and confident creators, learners and contributors. Teachers will provide a bicultural approach to curriculum design where tiriti-based practice is honoured and embedded within our daily programme. Children will be trusted, supported, respected, and their ideas valued at all times. Children's independence, social competence and leadership skills will be promoted through the nature of our mixed-age environment.

## our Programme

Our teachers aim to create a comfortable, home-like environment that offers children plenty of opportunities to freely imitate what they see and to engage in creative play.

We are a mixed-age setting which encourages reciprocal relationships and a culture of teaching, learning and support. At Little Blue Penguin older children are encouraged to help younger ones learn how to master new skills. These interactions encourage social, communicative and language skills and instill values such as kindness, humility, gratitude and generosity.

The curriculum focuses on inquiry-based learning; the natural curiosity of young children is stimulated as they take an active role in the education process by exploring their environment to make inquiries and discoveries. Skilled teachers then guide this process in a way that supports the children's own ideas and extends their learning.

## Daily Structure

We are dedicated to mirroring children's home routines, and following their individual needs and daily rhythms. We allocate key teachers for this purpose because we believe that children need to have responsive, respectful and loving educators available to help them meet their needs, extend their learning and provide a home away from home feel. The same goes for parents/whānau and their individual needs; some will be looking for a quick transition/drop-off because they may be on a tight schedule (other school drop-offs, work etc.) and others may prefer to spend time at the centre, or they may have more flexibility in the mornings to stay for a play and a coffee. Because of this, it is difficult to write a 'daily programme/structure outline' because the day will look different for each and every child.

To explain this a little bit more, have a read of our example of how a child's day may look on the following page.





## a Day at Little Blue Penguin

### 8 AM

Jack walks into the playroom with Dad. His friends are sitting down at the table enjoying some homemade porridge and fruit. Jack's not hungry so he takes Dad to the library corner. He sits down next to his key teacher who's reading a story to another child. Dad says bye to Jack and Jack snuggles in to the couch to listen to the book.

### 8:15 AM

Jack decides he's hungry after all. He heads back to the dining table. He chooses a bowl from the shelf, finds his spoon and helps himself to some porridge and fruit. Then he heads to the kitchen to help prepare morning tea.

### 9 AM

Jack's friend arrives. They zoom outside together and head straight for the tunnel. It's their hideout and their favourite place to play in the morning. They search for treasures from around the playground and hide them in their tunnel.

Jack spots a group of children constructing a fort with a teacher. He decides to build his own fort. He picks up a bundle of sticks and starts creating.

### 10 AM

Jack sees everyone digging in to some delicious morning tea. He doesn't want to leave his fort but he's feeling hungry. He heads inside to help himself to the veges and dip. He takes his plate outside and eats it at a picnic table. This way he can keep an eye out on the fort.

### 10:45 AM

Jack wants to show his little sister his fort. He goes into the nursery lounge and finds her. Jack and his sister go to see the fort. They turn it into a house for his sister's favourite cuddly.

### 11:30 AM

Lunch smells delicious. Jack's sister wants to stay with him so Jack sets her a place at the playroom table and dishes her some lasagne.

### 12 PM

Jack creates a big house in the block corner. His friends come to help him and they begin building a giant tower.

### 1 PM

A group of friends and two teachers are going to the Elephant Park. Jack thinks of the big slide and decides he wants to go too! He helps the teachers pack some afternoon tea and they all go for a walk to the park.

### 3 PM

Jack is tired! He heads to the library corner and finds his favourite book. He lies down and looks at the pictures. He looks out the window and spots his friends making mud pies in the sandpit. He rushes out to join them.

### 3:30 PM

Dad arrives. Jack calls out to him and shows him the mud pies. Jack tells Dad he'll finish the mud pies off tomorrow. They head into the nursery lounge to find Jack's sister.

## Storypark & Photobooks

Storypark is an online communication tool designed to help teachers share children's special moments at Little Blue Penguin with parents and whānau. It also allows families to be more involved in their child's learning. Through Storypark, teachers can send updates, photos and videos throughout the day. We will also share your child's individual learning goals, aspects of our programme, special events and learning stories/updates of your child's learning and development. Through Storypark, you can expect to see, learn and experience more of your child's day at Little Blue Penguin.

For more information go to: [www.storypark.com](http://www.storypark.com)

Photos shared on Storypark will be gifted to children as a photobook when they leave preschool.



## our Teachers

Teachers at Little Blue Penguin are caring professionals who are there to offer gentle, respectful guidance for children through quality, responsive interactions and a collaborative 'community' approach to teaching and learning.

Little Blue Penguin is not only a quality early learning centre, but also a support system for the entire learning community. Each teacher has something special to offer our centre and learning community, and we are committed to growing great teacher leaders. To learn more about our teachers go to 'Meet the Team' on our website or check out our teacher board at the centre.

## Owner - Operated

We are proud to be an owner-operated preschool where we teach and lead on the floor alongside our team. We are always around if you have any questions, queries or concerns or if you would like to update information.

Feel free to come and see us, phone us or email us at either [gina@littlebluepenguin.co.nz](mailto:gina@littlebluepenguin.co.nz) or [lauren@littlebluepenguin.co.nz](mailto:lauren@littlebluepenguin.co.nz)

## Primary Carers / Key Teachers

Each child will be assigned a key teacher who will be responsible for their learning, development, routines and rituals.

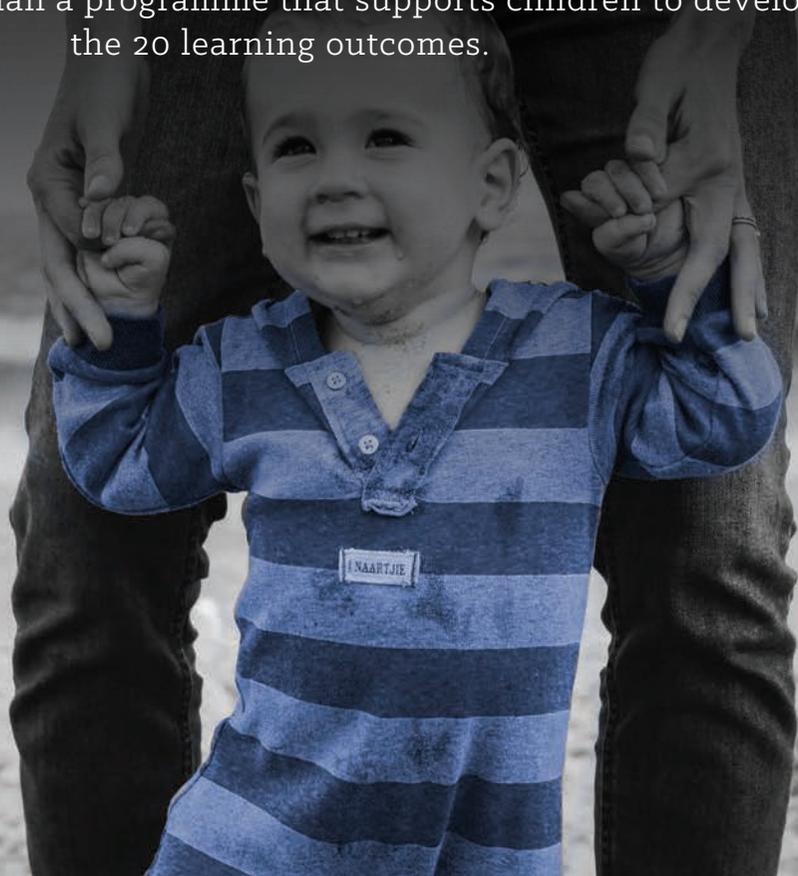
“To get quality care your child needs to form a secure attachment with a primary caregiver. In an ECE centre, primary caregiving reduces stress for both a child and their parents right from the start and supports a child to get through long days away from the parent. Research has found that for children to become resilient, persistent and independent they first must be able to depend on the main adults in their life. Children need at least one adult to adore them and meet their needs and, ideally, this adult will always be nearby throughout their childhood. Usually this would be a family member; however, if children spend long periods at an ECE centre then the teachers should be taking on the responsibility to support a child’s emotional wellbeing. Primary caregiving allows for quicker, smoother, and more efficient communication between an ECE service and parents. This enables prompt and appropriate responses to a child’s needs resulting in better experiences and developmental outcomes for the child.”

Read more: [www.myece.org.nz/caring/105-primary-caregiving#ixzz58Bx3ZAoY](http://www.myece.org.nz/caring/105-primary-caregiving#ixzz58Bx3ZAoY)



# Te Whāriki

The Little Blue Penguin early childhood curriculum is inspired by evidence and reflects the best teaching practice from around the world, such as Malguzzi, Magda Gerber's RIE, Montessori, Rudolf Steiner, Gardner, the competencies in Tataiako, and Te Whāriki: New Zealand's early childhood curriculum document. We use Te Whāriki to plan a programme that supports children to develop each of the 20 learning outcomes.



Over time and with guidance and encouragement, children become increasingly capable of:

## TE ORANGA NUI

Keeping themselves healthy and caring for themselves

## TE WHAKAHUA WHAKAARO

Managing themselves and expressing their feelings and needs

## TE NOHO HAUMARU

Keeping themselves and others safe from harm

## TE WAIHANGA HONONGA

Making connections between people, places and things in their world

## TE MARAMA KI TE AHUA O NGA WHAKAHAERE ME TE MOHIO KI TE PANONI

Understanding how things work here and adapting to change

## TE MANAAKI I TE TAIAO

Taking part in caring for this place

## TE MAHI WHAKAUTE

Showing respect for kaupapa, rules and the rights of others

## TE NGAKAU MAKURU

Treating others fairly and including them in play

## TE RANGATIRATANGA

Recognising and appreciating their own ability to learn

## TE NGAKAU AROHA

Using a range of strategies and skills to play and learn with others

## HE KORERO A-TINANA

Using gesture and movement to express themselves

## HE KORERO A-WAHA

Understanding oral language and using it for a range of purposes

## HE KORERO PAKI

Enjoying hearing stories and retelling and creating them

## HE KORERO TUHITUHI

Recognising print symbols and concepts, and using them with enjoyment, meaning and purpose

## HE KORERO PANGARAU

Recognising mathematical symbols and concepts, and using them with enjoyment, meaning and purpose

## HE KORERO AUAHA

Expressing their feelings and ideas using a range of materials and modes

You can read more about Te Whāriki by visiting their website: [www.tewhariki.tki.org.nz](http://www.tewhariki.tki.org.nz)

## Excursions

We are excited to make the most of our wonderful community in Bishopdale.

An important part of our programme at Little Blue Penguin is to provide weekly excursions to our local attractions. There is a section on the enrolment form for you to sign so that we have permission to take your child on excursions to our local spots. We will also inform you if your child has been out for a walk.

Some places within walking distance to our centre include:

- **Bishopdale Park** (The Elephant Park)
- **Bishopdale library**
- **Bishopdale Mall** (We will walk down to collect fruit, vegetables and other groceries for our kai)
- **Book and Jigsaw Library at our local community centre**

We will provide a permission form and risk assessment for bigger planned excursions which will be arranged by teachers based on children's interests or inquiries.

There will sometimes be an additional fee for excursions.

## Your Involvement

We love parent, whānau and community involvement and are always on the lookout for quality goods and services. We also welcome community involvement and are passionate about supporting local small businesses. If you have anything related to what you do (at home or as a profession) that we could benefit from at Little Blue Penguin (and you would like to donate/share it with us) then please let us know!

We have an open door policy at the centre which means parents and whānau are welcome anytime. We have some great adult spaces and coffee on tap, so feel free to come down and spend some time with us.

## Communication

Open and meaningful communication is an essential part of our programme. Parents are kept informed of centre life and events through Storypark, newsletters, notices posted in the centre, and through our Facebook page. We also hold Parent/Whānau evenings and special celebration events regularly throughout the year and welcome you and your whānau to attend.

## Your Child's Holistic Wellbeing



## Kai

At Little Blue Penguin we are committed to protecting and nurturing the health and wellbeing of our children. Little Blue Penguin provides delicious and nutritious meals and snacks for all children; just let us know your child's individual nutritional needs and we can cater for them when developing our menu.

Children are actively involved in the preparation and serving of their meals. For example, children peel vegetables and fruit for the meal as well as set up the table with mats, plates and cutlery. They get to take turns serving the food to their peers, and are able to lead a Maori karakia (non-religious) to express respect and gratitude for the meal. Children are able to come and eat when they are hungry and teachers are available to support them as necessary.

We have rolling kai times and access to fruit and water all day.

### Through their involvement in our meal times children:

- Develop their fine motor skills
- Learn about nutrition
- Taste different foods
- Learn hygiene and hand-washing practices
- Expand social and communication skills
- Build their independence, confidence and leadership skills
- Develop an awareness of sustainability

## Pureed food

Homemade pureed food is available for all of our nursery children. These vary depending on the day so please check the menu each morning.

## Baby-led Weaning

If you follow a baby-led weaning approach to food at home please let us know. Our nursery teachers have a strong knowledge of baby-led weaning and are more than happy to mirror this approach in the centre.

## Milk

We will provide blue top cow's milk for children over 1. Our Under 1s are encouraged to bring in expressed breast milk or a tub of formula, whichever they normally use at home.

We have facilities in the kitchen to safely store formula and breast milk. Parents are welcome to pop in anytime to breastfeed their child or spend some quality time giving them their bottle. This can be ongoing or can be included as part of your child's transition to Little Blue Penguin. We are happy to support you and your child's needs however we can.

## Nappies & Toileting

We provide nappies and wipes at Little Blue Penguin and will follow your child's daily rhythm and your home routines to support with toileting. We check nappies regularly throughout the day and change when and as necessary. Your child will be changed by their primary/key caregiver or if they are unavailable it will be another teacher who they have a special relationship with. Our caregiving routines are treasured as important learning experiences for children, and all caregiving routines are carried out in an unhurried and respectful way.

## Rest & Sleep

All children have the opportunity to sleep or rest during the day according to their individual routines. Each child is allocated a cot or toddler bed, and linen. Linen is laundered weekly and is stored separately in a labelled bag, reserved just for your child. It is not compulsory for your child to sleep or rest, so please discuss your child's needs and your preferences with us.



## Toys from Home

Cuddly soft toys, pillows or blankets can be brought along to the centre. These will be kept in their cubby so that children can find them whenever they need a cuddle. Security blankets and transitional objects (soft toys etc.) can have huge benefits for a child's emotional wellbeing. They help children to feel comfortable and secure in a new space and support self-regulation. We encourage children to think about their emotions and decide when they do and don't need their transitional objects throughout the day.

Please ensure other toys are not brought to the centre.

## Nursery to Preschool Transition

Little Blue Penguin is structured differently to other centres. Instead of having different rooms for different age groups, we embrace a home-like approach and encourage our tamariki to spend time in whichever room they choose. This means that our nursery children can spend time in the preschool playroom when they decide they are ready. There is no challenging changeover period. We take our cues from the children and only change their key teacher once they have moved themselves into the playroom and built a strong relationship with an Over 2s teacher.



# Transition to School

Throughout your child's journey they will be supported by their teachers and peers to develop skills in key curriculum areas such as:

- Language and literacies
- Digital technologies
- Physical education
- Science
- Self-management and self-regulation
- Arts
- Mathematics
- Te Ao Maori
- Working theories

## Working theories is described in Te Whāriki as:

“While tamariki working theories may not be as visible as some skills and knowledge (such as crossing the monkey bars or counting objects), they are just as pivotal to learning and development. This is recognised in the emphasis placed on holistic learning in Te Whāriki and on the Thinking key competency in The New Zealand Curriculum. Where tamariki are given opportunities to “bump up against” new, diverse experiences, test out their ideas and actions, and express their thinking to others, their working theories are more likely to become visible. When this happens, the potential to expand thinking, and therefore learning, is significant if the adults around them are tuned in – aware of what to look for and how to respond.”



Our teachers will develop a special relationship with your child so that they are aware of their individual learning style and how best to support and extend it. Readiness for school will be developed through our values, individual planning, and our inquiry/project-based approach.

## We will support transitions to school by:

- Developing a relationship with the school
- Communicating with parents, whānau, children and school teachers
- Weaving learning into children's play and incorporating their own special strengths and interests
- Supporting children to develop social competence, self-management and self-regulation
- Growing children's confidence, sense of belonging and their natural curiosity
- Ensuring your child develops an absolute love of and passion for learning

## Your Child's first Day



## New families & Settling

We will meet with you to go over our orientation process and we can organise visits to meet the needs of you and your child. Settling processes will vary from family to family and we will work with you to ensure a smooth transition for everyone.

## Location & Parking

We are located at 68 Farrington Avenue, across from Isleworth School. We have off-street parking available for drop offs and pickups. Please drive carefully when using our driveway and look out for children. You can use the main entrance or go straight through to either the nursery or preschool entrance, depending on the age of your child. Please ensure all gates are closed behind you and that you are not letting any other children out when you leave. Where we are located on Farrington Ave is within a 40km/hr school zone (just a heads up!).



## What to Bring

- Named spare clothing
- Suitable shoes
- Named bottle if your child has a bottle, as well as breast milk/formula
- Special comforters (if applicable)

Items can be brought in each day or be left at the centre (including spare clothing). We can let you know when supplies are getting low.

Food, water, sunhats, sunblock, bedding, cow's milk, nappies, nappy cream and wipes are provided.

## Saying Goodbye

Your child may be upset when saying goodbye in the early days of their attendance. Each child is different and will settle in their own time as they become familiar with their new surroundings. Our teachers are very understanding of your child's anxiety and they are there to support and comfort your child as they get to know us better.

It's important that you always make a point of saying goodbye to your child before you go and to resist the temptation of sneaking away quietly when you see your child is distracted. Having the opportunity to say goodbye reinforces the new routine for your child and enables them to learn more quickly that you will soon return to pick them up. Leaving without saying goodbye can cause undue distress and your child may learn to distrust both you and the teachers.

It's a good idea to develop a 'drop off' routine with your child. Choose something together that your child enjoys doing, such as reading a book or completing a puzzle, and tell them that you're going to do this one activity with them each morning before saying goodbye. Give your child a hug goodbye, aim to then leave swiftly and with the reassurance that you will see them at the end of the day.

## Time to Play

Your child would have already had visits at the centre and will be beginning to develop relationships with their teachers and peers. Their key teacher will be available to support them during their first day and help engage them in play. We will go with the flow of the child (and the parent) during their first day, and we have coffee and some adult spaces available for parents who want to stay close by. We will call you and update you on how your child is doing, and you will get to see photos, videos and a summary of your child's first day.

## Collecting Your Child

After a big first day, it is normal for some children to feel a little emotional when they see Mum or Dad. A great way to help your child feel confident during their time at Little Blue Penguin is to show them you like it there too. Spend a little time looking at their creations, chatting to the teachers and letting them show you around the playground. We completely understand that parents are busy and sometimes you do just need to rush home; however, we'd love for you to come in and join us whenever you can.





## Policies & Health & Safety

## Child Health

The policy at Little Blue Penguin is we will do our best to protect all person(s) from contracting infectious diseases; therefore, adults and children who are sick are not to be present at the centre. Should your child become ill while in our care we will isolate them and contact you immediately. We will make the child as comfortable as possible, and a teacher will be available to cuddle and reassure them whilst they wait to be collected.

If it is an emergency an ambulance will be called, first aid will be administered, and you will be contacted immediately. We understand that as a working parent/caregiver this can be an inconvenience and for this reason we do not take the decision to exclude someone lightly. We follow the guidelines set out by the Ministry of Health. If a child has a temperature over 38 degrees they are unable to be at preschool.

Very young children are often the most susceptible members of our communities when it comes to contracting illnesses. Their immune systems are still developing which is why we appreciate your support in keeping your child at home when they are unwell.

**If your child displays any of the following signs it is imperative that they remain at home until they have been clear of any symptoms for at least 24 hours:**

- A high or low temperature
- Vomiting or diarrhoea (excluded for 48 hours from last bout)
- An unidentified rash or spots
- Conjunctivitis

**Please refer to our Illness Policy or the Ministry of Health schedule at the centre for more detailed information.**

## Medication

We are happy to administer medication with your written approval. All medications must be labelled correctly with the child's name and the dosage required. Medicine must be handed to a staff member on arrival and the amount, date, time and name of medicine will be recorded in the medication book. Only registered staff will administer medication.

Children who have pre-existing conditions such as asthma can also be sensitively catered for. Details required will be recorded on a long-term/preventative medication form and this will be reviewed with parents at three-monthly intervals.

Your child's enrolment form will include a medication section which will ask for permission to use nappy barrier creams in the case of nappy rash. We have a supply of natural, cruelty-free barrier creams at the centre; however, if you wish to use your own products you can bring them in and fill out a long-term/preventative medication form.

## Immunisation

In order to ensure the ongoing wellbeing of all children we are required to collect information regarding children's immunisation status. You will need to provide a copy of your child's immunisation certificate on enrolment and to then bring it in as updated thereafter.

## Emergency & Evaluation

Little Blue Penguin is prepared should an emergency situation arise. Evacuations for fire and other emergencies are practised regularly and supplies are on hand to be able to care for children until they can be collected by their families.

Civil Defence headquarters have been notified of the centre and its location, and we would receive priority attention.

## Sunblock

We supply sunblock, sunhats and shade for children; however, if your child has sensitive skin and/or requires a specific sunblock please inform teachers and provide us with the appropriate sunblock.

## Suitable Clothing & Lost Property

As we encourage children to explore elements such as sand, water, paint, play dough and clay etc. we require children to come with at least two changes of clothes each day, more if the child is being toilet trained.

Each child must come with shoes and weather-appropriate clothing.

All items of clothing **MUST** be named.

At the centre there is a container for unnamed and lost property. It would be appreciated if parents could check this regularly as the amount builds up. Items that are still uncollected after a period of time are donated to a local charity.

## Policies

It is a Ministry of Education requirement for early childhood centres to have documented policies and procedures. We encourage parents, whānau and caregivers to take part in policy development. Our policies are reviewed regularly and are available to view at the centre.

You can also view our policies on our website: [www.littlebluepenguin.co.nz](http://www.littlebluepenguin.co.nz)

## Concerns & Complaints

We have a well-structured complaints procedure that enables us to handle any complaints you may have with our service efficiently.

If you have a complaint, please take the time to read our policy (policy booklet available at the centre, displayed in the foyer, and on our website) so you understand the process and feel confident with the result.

## Our fees



## Hours & Ratios

We are open **Monday - Friday from 7.30am to 6.00pm**, with a range of sessional and full day options to cater for the families needs.

We provide quality care and education for children aged 3 months until they start school and are licensed to have 40 children of mixed ages.

Because we are committed to providing evidence-based care we provide ratios of **1:3 for Under 2s** and **1:8 for Over 2s**. Our adult to child ratio is regulated by the Ministry of Education. The Ministry of Education require a ratio of **1:5 for Under 2s** and **1:10 for Over 2s**.

## Session Times

Our morning session runs from 8:00am to 12:00pm and includes morning tea and lunch.

Full days are 7.30am to 6.00pm (or shorter, a minimum of 7 hours) and include all meals.

Short days are 8.30am to 2.30pm and include all meals.

## fee Schedule

Please refer to the Fees Schedule that is attached to your child's enrolment form. Invoices are issued weekly. For the smooth running of the centre, it is very important that your fees are kept at least one week in advance.

Accounts are payable weekly or fortnightly in advance. Fees are to be paid by automatic payment. Your account should always have a positive balance. We have the right to withdraw your child from our service should your account be in arrears. We will use a debt collection agency to recover any unpaid accounts. You are required to pay for any legal costs involved in the recovery of your account.

## 20 hours ECE

Little Blue Penguin offers the free 20 hours subsidy which is provided by the Ministry of Education to all 3-6 year old children. To be eligible you must complete an Attestation form which confirms your attendance and that you are not attending another Early Childhood Centre at the same time as you have applied for funding here.

## WINZ Subsidies

Many families are entitled to a childcare subsidy through WINZ; these are paid directly to our centre. The subsidy is based on your annual income and you will need to apply to WINZ to receive your entitlement.



## What Do Our fees Include?

- High teacher:child ratios, and qualified certified early childhood professionals
- A home-like, natural and welcoming setting, with carefully designed learning spaces and quality resources
- A great location with local amenities to enrich the programme through excursions and community participation
- The flexibility of regular excursions within walking distance of Little Blue Penguin
- Nutritious cooked lunches and morning and afternoon snacks, including plenty of fruit and vegetables, tailored to meet individual needs (eg. allergies, intolerances, ages)
- Sunhats, sunblock, nappies and wipes
- A holistic programme designed to combine respectful care with learning through investigation

## Saturday Morning Sessions (Date Days)

Little Blue Penguin's Date Day will come up sporadically on Saturday mornings. Our Date Day allows you the opportunity to take a well-deserved break. Parents/caregivers can pop out for breakfast, brunch, coffee, or head to the markets knowing your children are safe and having a great time with their teachers and friends at Little Blue Penguin. We are excited to be able to offer this option occasionally as we are passionate about mums, dads, caregivers/whānau looking after themselves and having quality time together too!

This incredible morning for your children is filled with a variety of fun experiences as well as a delicious, healthy breakfast and morning tea.

We will run our Saturday sessions based on interest from parents and whānau, so if you're interested in utilising this session then please let us know.

We will inform parents and whānau of upcoming date days via Facebook, Storypark, and in our monthly newsletters.



## Getting in Touch

## Visiting the Centre

We have an open door policy at the centre; you can drop in, call or email at anytime.

## Opening Hours

We are open from 7:30am until 6.00pm, with the ability to be open on Saturday mornings (see information on 'Date Day's in this book or on our website).

Sessions are flexible based on your child's needs.

## Newsletters

We will share information via our monthly newsletters.

You can subscribe to these on our website: [www.littlebluepenguin.co.nz](http://www.littlebluepenguin.co.nz)

If you have anything you would like to include in our newsletters then please email us on [office@littlebluepenguin.co.nz](mailto:office@littlebluepenguin.co.nz) and we will include it in our next newsletter.

## CONTACT DETAILS

**Address** 68 Farrington Avenue, Bishopdale

**Email** [office@littlebluepenguin.co.nz](mailto:office@littlebluepenguin.co.nz)

**Gina** [gina@littlebluepenguin.co.nz](mailto:gina@littlebluepenguin.co.nz)

**Lauren** [auren@littlebluepenguin.co.nz](mailto:auren@littlebluepenguin.co.nz)

**Website** [littlebluepenguin.co.nz](http://littlebluepenguin.co.nz)

**Facebook** [facebook.com/LBPpreschool](https://facebook.com/LBPpreschool)

