



## Information Booklet

### [www.playandlearn.net.nz](http://www.playandlearn.net.nz)

4 King Street  
Papatoetoe  
(09) 277-7872

Licensed for 45 tamariki  
6wks to 6 years  
Open 7.30am-5.30pm  
[kingstreet@playandlearn.net.nz](mailto:kingstreet@playandlearn.net.nz)

3 Torkar Road  
Clarks Beach  
(09) 232-1981

Licensed for 28 tamariki  
3 months to 6 years  
Open 7.30am-5.30pm  
[clarksbeach@playandlearn.net.nz](mailto:clarksbeach@playandlearn.net.nz)

23 Old Brighton Road  
Fairfield, Dunedin  
(03) 488-3121

Licensed for 25 tamariki  
3 months to 6 years  
Open 8.00am-5.15pm  
[fairfield@playandlearn.net.nz](mailto:fairfield@playandlearn.net.nz)

Karaka West  
59 Mc Kenzie Road  
Kingseat 2679  
09-2320457  
0276449930  
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## **Welcome to Play and Learn**

We hope that you and your whānau have a wonderful time with us. Please feel free to ask if you have any questions or queries. It is important that we work in partnership together.

### **Mission Statement**

Nurturing a whānau of innovative learners through positive relationships and real-life experiences immersed in nature, culture and community

### **Our Philosophy**

Tamariki have the right to learn the skills and habits of mind that will prepare them for life and for learning in the 'World of the 21<sup>st</sup> Century'. Real world learning and significant time spent in 'nature and the outdoors' are critical for their physical, mental and intellectual health and development. Tamariki are respected, empowered and viewed as competent and capable.

We are different from most ECE Services. We see tamariki as capable, and provide maximum opportunities to learn through play. Years of experience and sound research, show us that tamariki learn and grow best through play, exploration, fun, curiosity and experiences, supported by knowledgeable adults and appropriate environments. We offer opportunities where they learn how to make decisions and to sort problems out for themselves. Adults must know and understand tamariki well, then give plenty of time, space and support with opportunities to practice and be challenged. Every time we do something for our tamariki that they are capable of, we take away opportunities for them to learn and practice it for themselves.

Our programme works. Tamariki settle into school and do well, often becoming school leaders and head pupils. For over 25 years we have seen numerous tamariki go on to achieve outstanding results in leadership, academically and sports. We provide very high-quality education and care (Education Review office report) through our innovative

programme and knowledgeable, supportive, stable and experienced staff.

Regular trips and excursions give tamariki an understanding of their Place in the World, create theories and understand how it all works. We incorporate trips to natural spaces such as bush walks, parks, local mountains and the beach. Tamariki today have few direct experiences of the beach, local mountains, volcanoes, parks, forest, farm, and gardens etc., how can you go to school and be expected to read or write about something you have no true understanding of?

Wellbeing is a major part of our programme, tamariki develop stamina and fitness, learn to look after themselves and others and assess their own safety. They make decisions about what they learn and how they do things - this is very important for mental health.

## **Our programme**

### **Influences on our curriculum include:**

New Zealand Early Childhood framework Te Whāriki - Confident competent, tamariki/learners

Key competencies from the New Zealand Curriculum

Treaty of Waitangi

Principles of Ka Hikitia

Brain theory, Play, Nature based pedagogy, Steiner, Montessori, RIE,

### **Brain Development**

Brain research influences our programme. We know that 85 to 90% of brain cells are formed by age four. Brain development is vitally important in the early years, cells can be turned on and off depending on experiences. These can then be passed on to future generations.

Important findings are that relationships, emotions and senses are a critical part of wellbeing. Therefore It is important that we know tamariki well, in order to provide the best for them.

We also know that the brain needs lots of oxygen, nutrition, movement and exercise and a broad range of experiences in the early years in order to grow.

### **Life Long Learners**

Our programme is designed to help tamariki to be better learners; to develop habits and attitudes for the 21st century. These include problem solving, taking on challenges, working in a group, experimenting, being creative and trying hard. Tamariki today need to be able to think on their feet, make decisions, cope with change and work in groups.

### **Curriculum - Making it Meaningful**

We design an individual programme for each tamariki which incorporates all areas of learning (maths, science, art, music, literacy, reading etc). We use individual strengths, interests and capabilities in order to extend on what tamariki already know and want to

understand. Learning is deepened and we all learn much more quickly when they are interested in the topic or activity. We incorporate real life experiences and a multi-sensory approach. This develops a strong understanding, sense of self belief and confidence

### **Play Based Learning**

We operate a play based learning programme. Play-based learning enables children to investigate, ask questions, solve problems, and engage in critical thinking. Play is responsive to each child's unique learning style and capitalizes on his or her innate curiosity and creativity. Play-based learning supports growth in the language and culture of children and their families.

When tamariki are manipulating objects, acting out roles, or experimenting with different materials, they are engaged in learning through play. Play allows them to actively construct, challenge, and expand their own understandings through making connections to prior experiences, thereby opening the door to new learning.

Research demonstrates that play-based learning leads to greater social, emotional, and academic success.

### **Nature Based Pedagogy**

We offer cutting edge education opportunities through our Nature Based experiences. Recent research shows the importance of having significant experiences in nature and the outdoors. These findings include better brain development, eyesight development, creativity, joy, exhilaration, physical health, mental health and physical skills. They learn to make decisions, work in a group, persevere, try hard and learn about their own and others, strengths and capabilities.

Tamariki get to spend the day roaming and creating in the bush sometimes making huts and fires or, fishing, as past generations used to. Getting outside awakens the senses helping tamariki to learn, providing space and freedom to run, move with speed, balance, skip and jump. It also provides for better language development and discussion which is the basis for literacy.

*"...Natural places are singularly engaging, stimulating, life-enhancing environments where tamariki can reach new depths of understanding about themselves, their abilities and their relationship with the world around them..."* Tim Gill

### **Health/Safety and Risk**

There is extensive research to show that outdoor environments are healthier, compared to indoor environments. There are less germs outdoors so outdoor play is provided all year round. We take the Scandinavian attitude that "there is no such thing as bad weather, just bad clothing".

## Excursions and Nature programme - Safety

All centres participate in regular excursions and Nature Programmes

On all excursions safety is always a priority. We have developed an extensive range of risk benefit analysis; these are practiced regularly, and discussed with tamariki. They are updated based on ongoing basis. You must read and agree to these before agreeing to any excursion

We encourage tamariki to look after themselves, to assess their own risks and to challenge themselves. Through this they develop strategies for identifying risk and to develop safe practice. This is an important life skill - when tamariki become teenagers they need to assess different situations.

- Our drivers are vetted and our vehicles comply with LTSA requirements
- We have developed safety plans and risk benefit analysis and procedures
- You must read the risk analysis and agree to the ratios before giving your permission for your tamariki to participate in any excursion
- Emergency drills are practiced regularly including when on trips
- Hygiene procedures are important and practiced

## Our Nature Programme –

We have been operating this specific programme, built on the successful model of Forest Schools in Scandinavia, in ways that are unique to Aotearoa/New Zealand for over 10 years. Operating as an excursion from our centres, the same kaiako and tamariki visit the same natural space each week, replicating the ways children have grown and learnt for centuries. This innovative educational approach has proven life-long benefits with research showing benefits to;

- **Physical health** stamina, fitness, eye sight, and less infection, obesity, immune diseases, and heart diseases
- **Mental Health** lower cortisol , less ADHD., bonding and love of the outdoors
- **Cognitive ability** overall better brain development, concentration and better overall academic performance
- **Happiness and Joy** - better self appreciation and awareness, creativity, imagination, and motivation,
- **Self-esteem** self aware, competence, confidence
- **Brain Development** uses all the senses for learning, more oxygen to brain
- **Judgment** problem solving, deciding, revisiting, reflection
- **Leadership** decision making, confidence, ownership of tasks, group skills, co-operation, motivation, and awareness of others
- **Risk/Strategies** safety awareness
- **Environmental Awareness** knowledge and understanding of the physical world
- **Community awareness** understanding and knowing how the world works
- **Creativity** resourcefulness, art, imagination, wonder
- **21st Century Skills** imaginative, self aware, industrious, collaborative and resourceful

## Fees



Fees are to be paid in advance. Late payments will incur a penalty. Please pay by automatic payment or internet banking. Play and Learn Kiwibank acc: 38-9019-0224048-00. Use your tamariki name and reference number as your I.D..No cash or payments placed directly into our account will be accepted as we are unable to credit these to your account.

**20 Hours ECE** – is available to all tamariki over 3. This may not mean free fees.

**WINZ** – Many whānau are eligible for assistance to help cover fee charges. This will be deducted from your account when it is received by us. It is your responsibility to cover all payments not paid by WINZ to Play and Learn.

**Absences/Holidays** – Full fees are charged for all un-booked absences as overheads such as kaiako salaries still have to be met. Holidays when booked a full week in advance will be charged a holding fee of 1/3 of usual payment.

**Termination of Care/Change of Hours** – We require two weeks' notice if you no longer wish to use our service. All changes to booked hours require one weeks' notice in writing.

**Late Pickup** – All tamariki must be collected on time. Extra fees will be charged if your they are collected late (regardless of the time they arrive). For tamariki collected after closing time, you will be charged at a higher rate towards cost of extra wages. Please respect our kaiako who have their own commitments and need to finish work on time.

**Emergency Closures** – Please listen to radio for emergency closure details. We will close if schools are closed. Full fees are usually charged for emergency closure.

**Funding** – We receive funding from the Ministry of Education and as such must comply with their auditing requirements. You are welcome to ask to view our audited accounts at any time.

**Privacy**– We are required to work under the Privacy Act 2020 and as such do not share information about whānau, tamariki or kaiako other than the purposes for which information has been gathered.

**Vulnerable children's Act (VCA)**. We work to comply with the Children's act 2014 and as such the rights, welfare and safety of the child/tamariki, young person/rangatahi is our first and paramount consideration.

## Health

**Illness** – If tamariki have a contagious illness you are legally required to keep them at home to prevent the spread of the illness. Common exclusions are for vomiting (48 hrs), diarrhoea (48hrs), conjunctivitis (until no discharge), high temperature, head lice or scabies (not to attend until an appropriate treatment has been used). A doctor's certificate may be required if staff are unsure if the illness is contagious. If tamariki become ill while attending we will contact you as soon as possible. Please keep emergency numbers up to date.

In an emergency we will take tamariki to an accident/emergency clinic. You will be charged the usual amount if your tamariki is away sick as our overheads e.g. staff salaries, still have to be met.



## **Food and Choking** -2021 Regulations- “Minimising food related choking in ECE” 2021 Regulations

Although the new requirements do not apply to food that parents provide, we must promote, and ensure whānau are aware of these guidelines and acknowledge they have received a copy and understand them. Whānau should provide appropriate food for their tamariki, (see food guidelines) however we are permitted to restrict the sorts of foods provided for tamariki while at our service

**Immunisation** – We are legally required to keep an immunisation register. The certificate of immunisation needs to be sighted and kept up to date. Please bring in your *Well Child* book. If you have chosen not to immunise, we will discuss requirements with you as there is a requirement to exclude unimmunised children who have had contact with a case of some communicable diseases. This includes Meningitis, Measles, Diphtheria and Whooping Cough

**Medication**– No medication will be given without written permission from a parent or guardian. Medication must not be left in bags. Hand all medication to a kaiako on arrival, then complete your personal medication sheet. If your tamariki has a chronic illness (e.g. Asthma) talk to us about a management and training plan. Arnica cream may be rubbed on bumps and bruises. If you have an objection to this please inform the team leader

We do not keep any medications such as Pamol on site.

**Allergies** – You must let us know if your tamariki has a food, skin or any other allergy.

**Weather** – Medical research shows that colds and flu are spread through germs - not cold or wet weather. Our tamariki play outdoors in most weathers, however we ensure they are kept warm. We keep to shady spots on hot days, wear hats and apply sunblock.

**Accidents** we aim for all staff to have a full first aid certificate. Tamariki will be assessed



by a person with a full first aid certificate. In the case of suspected serious injury 111 will be called immediately and whānau informed. We are not medical professionals. Head bumps or injuries and other possibly serious injuries will be reported to whānau immediately. Minor injuries will be acknowledged, tamariki will be comforted when necessary, but will be encouraged to develop resilience and to assess and manage risks in their environment. Risk and hazard management are discussed regularly with children to help them develop an awareness of risks in their environment.

**Clothing** – Tamariki will play outdoors every day and must be allowed to explore without the fear of getting dirty and wet. ! Suitable outdoor or old clothing is best. Several changes need to be provided as we do not leave tamariki in wet/dirty clothes. A wet bag for dirty or wet clothes is appreciated. Please supply warm clothing and wet weather gear, (gumboots, jacket etc). We also do take tamariki out on wet days. There is considerable research to show that tamariki who play outside in all weathers are much healthier and resilient. All clothing must be named. Although we take all reasonable care, we take no responsibility for lost/damaged clothing or belongings.



Play can be a messy business, this is their “work” and they should be dressed appropriately

**Property** – Sometimes small items such as puzzle pieces, scissors, vehicles or dress-ups and occasionally other tamariki’s belongings find their way home. Please return these as soon as possible, as incomplete or missing items can be very frustrating



**Toys** – from home may create problems as tamariki may need to share these with others. You are welcome to bring personal items required for sleep or comfort (*especially when settling*).



**Flat Screens TV, Computer, iPad, Electronic devices –**

Tamariki under two will not have screen time. Over two’s will have less than one hour per week and only for educational purposes. There is growing evidence that the overuse of screens inhibits brain development in young tamariki, therefore these are only used in our programme as educational tools. Screen time takes away from learning time.



## Routines

**Arrivals and Departures** – When you bring your tamariki into care you must record your tamariki attendance daily by signing in on arrival and out at departure. This is required for safety and legal reasons. Always say goodbye to your tamariki. If you leave without saying goodbye your tamariki may become distressed and distrustful. Please check daily of any notices in your tamariki wall pockets. Talk to us about important or recent events. .



**Settling** – It is important to make pre-visits (we recommend at least three) and spend time with us before your tamariki starts in this new environment. This will make them feel more comfortable and familiar; particularly if they know that you are comfortable and know the staff. Feel free to phone/txt and check on your tamariki at any time. We will phone if your tamariki is unhappy or distressed.

**Whānau information sessions**– From time to time we offer information sessions. These are important as we discuss how our programme operates, clarify issues and discuss the benefits of what we do. This is also an opportunity to meet with other whānau.

**Food**– Whānau provide the food for their tamariki. In order to establish good eating habits, you should bring healthy food for your tamariki(see our food guide).All food must come pre-prepared ready to eat. Water is available at all times. Please bring a named drink bottle and lunchbox. All perishable food should be placed in the refrigerator or chilli bag. Sweets and foods which are not suitable will be removed from lunches and returned at the end of the day. Please notify us of any religious or cultural values we need to be aware of, as cooking is part of the programme. You must be aware of *Minimising food related choking in ECE” 2021 Regulations*.



**Birthdays/Celebrations** – You are welcome to bring a cake to share on your tamaiti's birthday. This should be in line with our food policy, If you are providing more than a cake, we suggest chopped fruit and/or vegetables (no lollies or goody bags). If you do not wish your tamariki to participate in celebrations please tell us.



**Toileting** – If your tamariki is not toilet trained please provide nappies. Let us know when you are toilet training at home so that we can discuss a plan. Dress your tamariki in clothes that they can manage themselves, so that their own toileting is made easier for them.

**Sleep/Rest** – We aim to keep to your tamariki individual sleep programme. Tamariki are always monitored while sleeping through regular checks.

**Information**—Story Park, regular newsletters and a closed Facebook site will keep you informed about what is happening in at Play and Learn. Please discuss with us if you have any objections or concerns about sharing photos this way

facebook

**Story Park/ Learning Journey** – We compile photographs, stories and observations in a Learning Journey book and electronically on Story Park for your tamariki. These are great memories of their early years for you as well as a record of development. These are also used in our assessment and planning for tamariki. They are available to you at all times. Please read and discuss these with your tamariki and do add comments or suggestions to help us understand and know them better. These will be given to you when your tamaiti leaves. You are welcome to make an appointment to discuss your tamaiti's progress or concerns at any time.

**Photographs/Videos/Observations/ICT** – As part of our programme and reporting to parents, photographs, videos and tamariki observations and other forms of ICT are often used. These are also great memories.



If you have any objection to your tamariki being involved in these, please speak to us.

**Reading/Writing/Language/Maths/Science** – Our programme provides lots of real-life experiences. There is lots of practice of these subjects. Real life experiences help to prepare them for school. It is also very important to talk to tamariki and provide rich language experiences. The more we talk to tamariki the better their language, understanding, and learning will be. Oral language, not formal reading and writing before children are ready to do so, has been shown to be the biggest predictor of success at school.

**Our democratic play based programme** –Play-based learning provides opportunities to investigate, ask questions, solve problems, and engage in critical thinking. Our democratic approach considers the views of all parties when planning our programmes. The views, ideas and aspirations of tamariki, kaiako, and whānau are important and contribute to our programme. Research shows that tamariki learn best when they are following their interests and participating in activities they are interested in.

**Tamariki Guidance** – Our rules are few, no tamariki is allowed to hurt another tamariki or their work or damage property. They must adhere to safety requirements. A positive, stimulating environment is provided at all times where positive methods of guidance are used, e.g. reinforcement of appropriate behaviour, taking responsibility and explanations given. If necessary, we will develop an action plan in consultation with whānau. No tamariki will be physically punished and harsh language will not be used by staff, parents or any other person.

**School Visits and Preparedness** – We incorporate Transition to School as part of our programme. Many schools operate an enrolment scheme. Whānau should enquire at the school prior to October the year before tamariki turns 5 as to enrolment and zoning. Most schools provide pre-entry visits which we encourage you to attend. We do have information about preparing your tamariki for school.

**Te Tiriti o Waitangi** – We respects the unique position of Māori as tangata whenua in Aotearoa / New Zealand and encourage an awareness and appreciation of our bi-cultural heritage. To support Te Tiriti o Waitangi and the use of Te Reo Māori as a living language All kaiako are working towards knowledge of tikanga and Te Reo Māori. We try to use correct pronunciation, greetings, waiata, legends and hui as part of our daily practice. Whānau aspirations are embedded into the programme.

We recognise the core values of Māori, such as kotahitanga, kaitiakitanga, mauritanga, wairuatanga, oranga, manaakitanga, whanaungatanga, mātauranga, rangatiratanga, akonga, tuakana/teina relationship, mahitahi, and reflect these in our daily practice. We welcome your comments or further suggestions and ideas.

**Diversity** – Many whānau have differing cultural practices. We aim to respect the values and customs of all. Please tell us if you have any particular cultural aspirations or are aware of any inappropriate practices. We welcome your suggestions and ideas.

**Ka Hikitia** – While developed as the Maori Education Strategy, these guiding principles are also applicable to all our tamariki.

- **Excellent outcomes:** We will support Māori learners and their whānau to achieve excellent education outcomes
- **Belonging:** We will ensure Māori learners and their whānau have a strong sense of belonging across our education system
- **Strengths-based:** We will recognise and build on the strengths of Māori learners and their whānau
- **Productive partnerships:** We will support strong relationships between learners and whānau, hapū, iwi, educators and others to support excellent outcomes
- **Te Tiriti o Waitangi:** We will give practical effect to Te Tiriti o Waitangi in the education system

## General Information

**No smoking, vaping, drugs or alcohol**-No person is permitted on any part of the premises or car park if they are smoking or vaping, or under the influence of drugs or alcohol or any other substance that has a detrimental effect on functioning or behaviour.



**Parking** - Be aware of tamariki and be considerate at all times when parking. At our King Street Centre: It is a condition of our resource consent that you must park in Sunnyside Domain, off York Road.

**Students** - Early Childhood training organisations approach us regularly for their students to gain experience with us. The students make general observations of the centre and tamariki. They are vetted by their institution and are supervised at all times and are not left alone with tamariki.

**Right of Entry** - Parents have the right to enter or stay at any time that their tamariki is in care (except under certain circumstances).

**Sun Protection** - Sun block is applied when UV is above 3 or 10am whichever is earlier .during terms one and four. Please supply your own named sunhat.



**Kaiako/Whānau** Get together - We arrange parent evenings for both social and educational purposes. This is a great time to catch up with other whānau and kaiako. You will also be invited to give feedback into our policies and annual and strategic plans. If you would like us to organise an evening on a particular topic please talk to us.

**Parent Education Material** - We have access to a number of resources on a wide range of topics available for parents to borrow. Talk to us about this.

**Education Review Reports.** We are reviewed approximately every three or four years by the Education Review Office which evaluates and reports on the education and care in our centres. Our latest report is on the notice board. All reports can be viewed at <https://ero.govt.nz/review-reports/>

**Enrolment in Other Early Childhood Centres**- It is a legal requirement to inform us if your tamariki is enrolled at another early childhood service. They may not be during the same hours as their enrolment with our service.

**Emergency Procedures**– We hold regular emergency drills and always evacuate the building if the alarm sounds – even if this means disturbing sleeping children. We are registered with Civil Defence.

**Evacuation**- Our official evacuation point is displayed in the centre however In the event of an evacuation notice of our assembly point will also be placed in the letterbox.

**Communication** - We need the best information in order to know and understand tamariki well. Please let us know if there are any special circumstances or happenings at

home for your tamariki. Talk to us if you have any ideas, queries or questions. An anonymous questionnaire is conducted annually, we appreciate your opinions and suggestions.

**Kaiako** -Our kaiako have been chosen for their strengths, natural abilities, empathy, skills, knowledge, commitment and passion. We believe these attributes are the most important when working with tamariki.

We have very stable staffing, most have been with us for many years. All have considerable experience.

We try to keep up to date with trends and developments in early childhood and as such are committed to ongoing professional development. Kaiako have a Bachelor/Diploma of Teaching (Early Childhood Education), an international Forest School Qualification or are in training. All have a full First Aid Certificates. All staff have been vetted as per the Vulnerable Children's Act and our staffing levels exceed those required by the Ministry of Education.

As licensed, chartered Early Childhood Centres we are required to work under the Education Act 1989 and amendments and all other relevant legislation.

Our Licence, Centre policies and E.R.O reports are displayed on the notice board, these state how we operate. Policies are reviewed every one to three years and we appreciate your input. If you have any concerns about policy or operations please do not wait until a review.

We receive funding from the Ministry of Education, our audited financial accounts are always available on request.

### **Procedures for Laying Complaints**

If you have any queries or complaints please talk directly to your kaiako/ or team leader. If you are not satisfied after this please talk to the Director. All formal complaints must be in writing to the Director. You are also welcome to contact the Ministry of Education see <https://www.education.govt.nz/early-tamarikihood/> 09 632 9400 or the Education Review Office <http://www.ero.govt.nz/>

ECE regulations can be downloaded from [www.legislation.govt.nz](http://www.legislation.govt.nz)

The Director is Jan Beatson [jan@playandlearn.net.nz](mailto:jan@playandlearn.net.nz)

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