



Information Pack

Our Philosophy

LEARNING

CARE

INDEPENDENCE

CULTURE

POTENTIAL

COMMUNITY

At Spotted Frog we are committed to working in partnership with parents to meet the needs of each child. Our goal is to provide a stimulating and caring environment in which each child is respected as an individual, treated with acceptance and kindness and positively encouraged and assisted in their endeavours.

We have a professional teaching team and believe that children learn best through play and provide opportunities for children to make their own choices and to participate in structured activities. Our planned programme is based on Te Whariki – the National Early Childhood Curriculum Document.

The following 6 words describe our philosophy and guide us when developing programmes.

Independence – children will develop new skills that will enable them to increase their independence. We will give them experiences and routines that will develop this independence. There will be opportunities for independent exploration and movement. We encourage self-help and self-care skills.

Care – we care about children and want to develop them as individuals. We believe parents are the most important people in a child's life. Staff and parents should learn and work together. By using respect and communication the staff and parents work to make the child's early learning experience a positive one that will last a lifetime.

Potential – it is seeing something special and developing this in each individual. It is about improving, learning and growing with a positive attitude. It is about problem solving and taking risks. It is nurturing strengths and talents in a safe environment.

Culture – it is about valuing the history and traditions of our people. We value diversity and acknowledge the principles of the Treaty of Waitangi. We promote the language and symbols of their own culture alongside this.

Community – it is about having a sense of belonging and pride in our place. It is about building partnerships. It is about engaging with others and connecting to the wider world. We honor our

commitment to involving the wider community and the importance of parents/whanau in decision-making. We strive to create a welcoming and supportive environment.

Learning – we recognise the first years of a child's life as the time of the most rapid acquisition of knowledge and understanding of the world around them. Play is an important avenue for learning and for enjoyment. Children learn through active involvement in play, using all their senses. Learning through play helps formulate healthy experiences for children. Children will learn early maths and literacy skills. Learning is a lifelong, enjoyable, and challenging experience.



Our Purpose

Welcome to Spotted Frog. We are a family owned and operated business that caters for children from 2.5 years to 6 years old. Spotted Frog has a strong educational focus and we aim to provide your child with a rich learning environment, which is planned for with stimulating and challenging activities. Your child will have fun while securing a strong foundation for a successful school life.

The centre is well resourced and staffed. We have sourced high quality resources to enhance the learning experiences of your child. Their day will involve structure, freedom and time to explore and direct their own learning interests.

We believe children are unique and it is our job to help each one discover their full potential by

- Developing warm reciprocal relationships
- Building and extending their interests
- Developing and extending their concentration
- Developing and extending their skills
- Building strong literacy and numeracy foundations
- Challenging them to take responsible risks
- Encouraging them to be curious

We want your child to leave Spotted Frog with having had the best possible start to their educational journey.



Our Programme

Hours of Operation

8.15am-4pm Monday to Friday.

Your child may attend for days, part weeks or whole weeks. Please talk to us in person to determine your needs. We are open all year except for 2 weeks over the Christmas period.

Meals

Your child will need to bring their own lunch box and drink bottle every day they attend. We are a nut-free centre so please do not pack nuts for your child as this may endanger our other children.

We will provide afternoon tea. This is a small snack, often baking prepared by the children and fruit. Water is offered at every meal and there is a water tap available at all times.

How do I enrol?

In order to enrol at the centre there needs to be a place available within the restrictions of our licence. Fulltime permanent enrolments have priority over part time enrolments.

Enrolment involves filling out an enrolment form and returning it, we will then contact you to organise orientation visits. If no space is available; you are placed on the wait list. When a suitable place arises that meets your needs we will call and inform you of the dates and times available and will arrange orientation visits.

WINZ gives assistance for child care to those people who qualify. Contact your nearest WINZ office for information. We also keep application forms in the office if you need one.

How do I pay?

Payment can be made by automatic payment, Eftpos or cash at the office. Please set this up when starting as no invoices are issued. Statements will be issued on request or to those parents who are in arrears or who have had changes to their booking. If you have any questions re payment please see Teresa in the office. She is more than happy to help.

Open Door Policy

We encourage parents to be involved in the centre and promote an open door policy and communication process. This promotes a feeling of involvement and a sense of belonging within the Spotted Frog environment. This is a family place and you and your extended family are welcome to pop in at any time.

Parent Involvement

As well as popping in, you will be encouraged to take part in our review programme. When we are reviewing a policy or procedure we will either send this by email or home with your child. We encourage you to take the time to read these and send back any suggestions that you have. These will be considered as part of the review. We also hold regular parent evenings. These take a variety of forms – a night of information on a parenting topic, an evening to socialize together as a centre or a chance to talk to staff 1 on 1 about the development of your child.

We have a Facebook page where you can keep updated on what is happening in the centre. From time to time we also send out Newsletters. These will include up and coming topics, parenting information and other important information that you will need to know. We also have an electronic portfolio system. Storypark is our electronic portfolio service where you and other nominated relatives can receive frequent updates on learning activities your child has been involved in. Please enjoy these stories, make comments or add your own.

What if my child is unhappy when I leave?

A child is far more likely to be unsettled by a caregiver who sneaks away than by one who says goodbye, even if your child is crying. Be positive; if your child shows some initial distress do not feel that this is a reflection on you as a parent or us at Spotted Frog. It is a well identified phenomenon of separation anxiety. Short visits prior to their start date are a good way of easing your separation. Parting can be stressful for both of you. Eventually your child will overcome this issue as they learn that parents do return everyday and that Spotted Frog is full of interest and intrigue.

Usually a quick hug and a smile is the kindest way and a staff member will engage them in something they like to distract them. You are also most welcome to phone and talk to a staff member to check on your child's wellbeing throughout the day.

What about holidays?

The centre is open all year except statutory holidays and two weeks at Christmas. Fees are to be paid for all days that Spotted Frog is open regardless of illness and family holidays. Fees are not charged on statutory holidays.

Two weeks notice is required if your child is leaving Spotted Frog.

What if my child is sick?

If your child is unwell we cannot accept him/her at the centre.

Children should be kept at home if they show any of the following symptoms –

- A high temperature
- An unidentified rash
- Inflamed throat or eyes
- An upset stomach or diarrhoea

If your child has had diarrhoea or vomiting, in keeping with the Ministry of Health regulations, they will be **required to stay away for 48 hours.**

We would appreciate a phone call in the morning if your child is not going to attend.

Once your child is well enough to return but still needs medication we are happy to administer it. You must note this on the medicine sheet.

If your child has long term medication, such as an asthma inhaler, you can fill in one form to last the whole time. We cannot administer any medication without signed permission from you. If your child becomes unwell during the day we will phone you or the person that you have designated as the contact person.

Who can pick up my child?

You or any pre-arranged person can pick up your child. We will not release your child to the care of anyone that we have not been informed about. It is vital that you let a supervisor know about any changes to normal arrangements.

The centre management must be aware of any custody issues. Confidentiality will be maintained at all times.

What do I bring?

- A school bag
- A named drink bottle for water
- Two or three changes of clothes
- Nappies (if necessary)
- Extra underpants
- Sunhat in warm weather
- Gumboots, warm hat and coat in cool weather
- Any medication for chronic conditions such as asthma which will be stored in the kitchen
- Please name all personal belongings

How does Spotted Frog assess and evaluate learning?

There are many ways that we assess and evaluate learning. Documentation is a way for us to demonstrate to you what learning is taking place for your child and allows you opportunities to have involvement in planning and reflections. We also believe that by documenting learning it allows children to revisit their learning.

Learning stories are one of our main approaches to documenting and assessing learning. These are displayed in your child's portfolio and on Storypark.com. You can also look at wall displays as we make learning visible throughout the centre.

How do you communicate with me about my child's learning and development?

We like to engage in brief discussions at the end of the sessions, so we can share what your child has done for the day.

We also use -

- Portfolios
- Facebook
- Story Park (electronic portfolios)
- Newsletters
- Parent surveys/ questionnaires
- Planning
- Photos
- Open communication between parents and teachers
- Parent evenings

An important communication tool we like to use is our Facebook page. We make regular postings to show all the fun things that we get up to during the day. There is a permission slip on the enrolment form, where you can give your permission for photos of your child to be used on the page. Please have a look at our page to get an idea of the things we get up to, just search up Spotted Frog Preschool or use this URL
<https://www.facebook.com/spottedfrogpreschool>

Routine

The daily routine is based on the National Curriculum Te Whariki strands and goals. NB these times are only an indication of the rhythm of the day. It is flexible and tailored to suit children's needs.

8.15am	Centre Opens. Greet parents / Whanau and children
8.15 – 10.30	Activities are set up to welcome the children and support fine motor development, children's interests and the current topic of the centre Children can participate in these or choose to engage in child directed play.
8.15-10.30	Rolling morning tea
10.30-11.00	Group time – children are working in small age groups on specific skill development
10.30 - 12.00	Activities are set up to support fine motor development, children's interests and the current topic of the centre Children can participate in these or choose to engage in child directed play.
12.00 – 12.30	Lunch time – children bring lunchboxes from home to allow them to learn how to select food in a nutritional appropriate order, how to regulate their eating and how to open containers and packaging
12.30-1.00	Mat time – this is a time to discuss current events, sing songs, take part in music and drama and read stories
1.00-3.45	Activities are set up to support fine motor development, children's interests and the current topic of the centre Children can participate in these or choose to engage in child directed play.
2.30 - 3.00	Rolling afternoon tea
3.30 - 4.00	Reflection on the days learning and story time

Mat times – these are an important and exciting part of the programme. They allow children to experience stories and music from around the world as well as a chance to discuss the day and their learning. They can listen to different points of view, while at the same time develop their confidence to speak in front of an audience. It is also a time to learn numeracy and literacy concepts.



Group times – Our group times are a special time of the day. The children work in small groups with a dedicated teacher who plans experiences for the group that build on their strengths, needs and interests. These sessions provide incredible learning opportunities for each child.



Fees

We are open 8.15am – 4pm, Monday to Friday for 49 weeks a year.

1 day	2 days	3 days	4 days	5 days
\$10	\$20	\$30	\$60	\$100

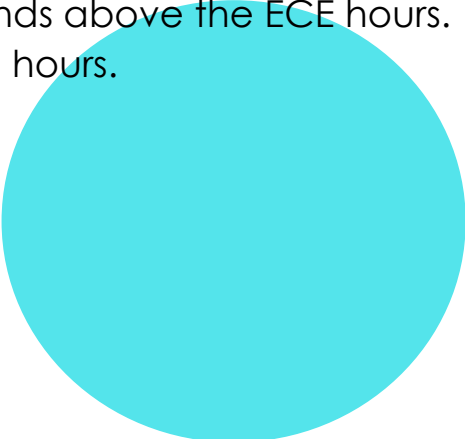
6 hours attendance (eg- 8.30-2.30) -

1 day	2 days	3 days	4 days	5 days
\$0	\$0	\$0	\$20	\$60

Please note – The above fees are for 3 year olds eligible for 20 hours free ECE hours

For children under 3 years old or not eligible for 20 hours free ECE, the daily charge will be \$40 per day or \$30 per day for 6 hours.

Centre's policy regarding fees:

- If you wish to change your child's enrolled sessions of attendance, please see Bee. The request will be actioned subject to availability and the change is not confirmed until the parent has signed a change of booking form.
 - Spotted Frog does not charge for the 20 hours ECE hours that you attend. All charges are for the additional hours your child attends above the ECE hours. Your fees covers the additional hours.
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Lunch Box Ideas

Children need a balanced lunchbox to allow them to have the energy to learn and play. The following is a list of ideas that you might wish to try out in your child's lunchbox

- Vegetables and Fruit
 - Milk and milk products
 - Breads and cereals
 - Lean meat and meat alternatives
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- **Involve your children** in lunchbox choices and preparation. You could make your own healthy lunch at the same time.
 - **Roll it, stuff it or spread it.** Try different breads to keep lunches interesting like wraps, pita bread, fruit bread, muffin splits or rewana bread.
 - **Cut sandwiches into different shapes** using a biscuit cutter or knife.
 - **Stop sandwiches going soggy.** Pack bread and fillings separately and let your child make their own sandwich at lunchtime.
 - **Make items in bulk** and keep in the freezer, for example mini pizzas, mousetraps or frittata.
 - **Add lemon juice to cut up fruit** (apples and pears) to stop them going brown.
 - **Choose water**, the best drink for your child.
 - **A frozen drink bottle or icepack** helps keep milk products and meat/meat alternatives cold until lunchtime. Frozen bread also helps keep sandwich fillings cold.

ADMINISTRATION OF PRESCRIBED MEDICATION BY CENTRE STAFF

REGULATION – 46 1A, 47 1B(I), 1C(I), 57 2B

LICENSING CRITERIA – HS28, HS29

Purpose

At Spotted Frog we want to ensure that all medicines (prescription and non-prescription) are administered and stored appropriately and safely and a record of medicines given to children and by whom will be kept.

Categories of medicine and written authority required from parents for criterion HS28

Category (i) medicines

Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bit treatment spray etc) that is not ingested; used for the first aid treatment of minor injuries; and provided by the service and kept in the first aid cabinet

Authority required – a written authority from a parent given at enrolment (on enrolment form) to the use of specific preparations on their child for the period that they are enrolled.

Category (ii) medicines

Definition – a prescription (such as antibiotics, eye/ear drops) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is used for a specific period of time to treat a specific condition or symptom; and provided by a parent for the use of that child only or, in relation to Rongo Maori, that is prepared by other adults at the service.

Authority required – a written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

Category (iii) medicines

Definition – a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream) medicine that is used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes etc) and provided by a parent for the use of that child only

Authority Required – a written authority (see category (iii) attached) from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.

Objectives

- 1 All parents and staff are aware of this policy and it will be included in the enrolment pack
- 2 Parents will fill in and sign the medicine register, housed in the kitchen drawer, before medicine will be administered. Category (iii) medicines will require the Administration of Medicines Category (iii) to be filled out.
- 3 A register is maintained and signed each time medication is administered.

- 4 The medical practitioner's directions or age appropriate guidelines, included on the label of all medicines, are followed.
- 5 When treatment/medication is given on an irregular needs basis, e.g.Ventolin for asthma, the details are recorded in the Medications Register.
- 6 Medication of the type referred to in this policy are stored in the kitchen fridge or in a secure cupboard.
- 7 Children requiring medication obtain this from a trained first aider (NZQA accredited, Unit 6400). When medication is administered by the first aid trained staff member, this is also witnessed by another adult on staff. All staff with appropriate training are displayed on the parent information board.
- 8 Entries in the Medication Register include: the child's name, the date and quantities of medication given, signature of the parent/whanau/caregiver and the staff member who administered the medication.
- 9 If medication is refused, or not taken, this fact is noted in the register and the child's parent is contacted.
- 10 If Spotted Frog is unable to find a staff member who is willing to administer medication, the child's parent is requested to perform this task.
- 11 All Category (iii) medicine forms will be reviewed every three months to ensure that all details, amounts to administer and symptoms are still relevant. Reviews are to be noted on the form.

