

# Our Classrooms



## Owlets Room



- Children 0-18 months
- Flexible with routines with our infants
- We enjoy great relationships with children, parents and whānau and provide primary caregiving
- 6 permanent staff providing familiar faces on a daily basis
- Our planning is based on the aspirations of parents and the strengths, interests and milestones of our children.



## Pukeko Room



- Children 18 months - 3 years old
- Five permanent staff providing continuous learning experiences.
- Our planning is based on children's current interests where our teachers can plan and provide opportunities to further extend our children's knowledge
- We are very excited to share special time with your child as they embark on new learning.



## Kea Room



- Children 3-4 years old
- We have 4 teachers in the Kea Room.
- We pride ourselves on teaching our children about self-help skills, developing a sense of independence and co-operative learning.
- Our routine allows us to provide consistency for our children whilst many opportunities for fun and learning.



## Fantail Room

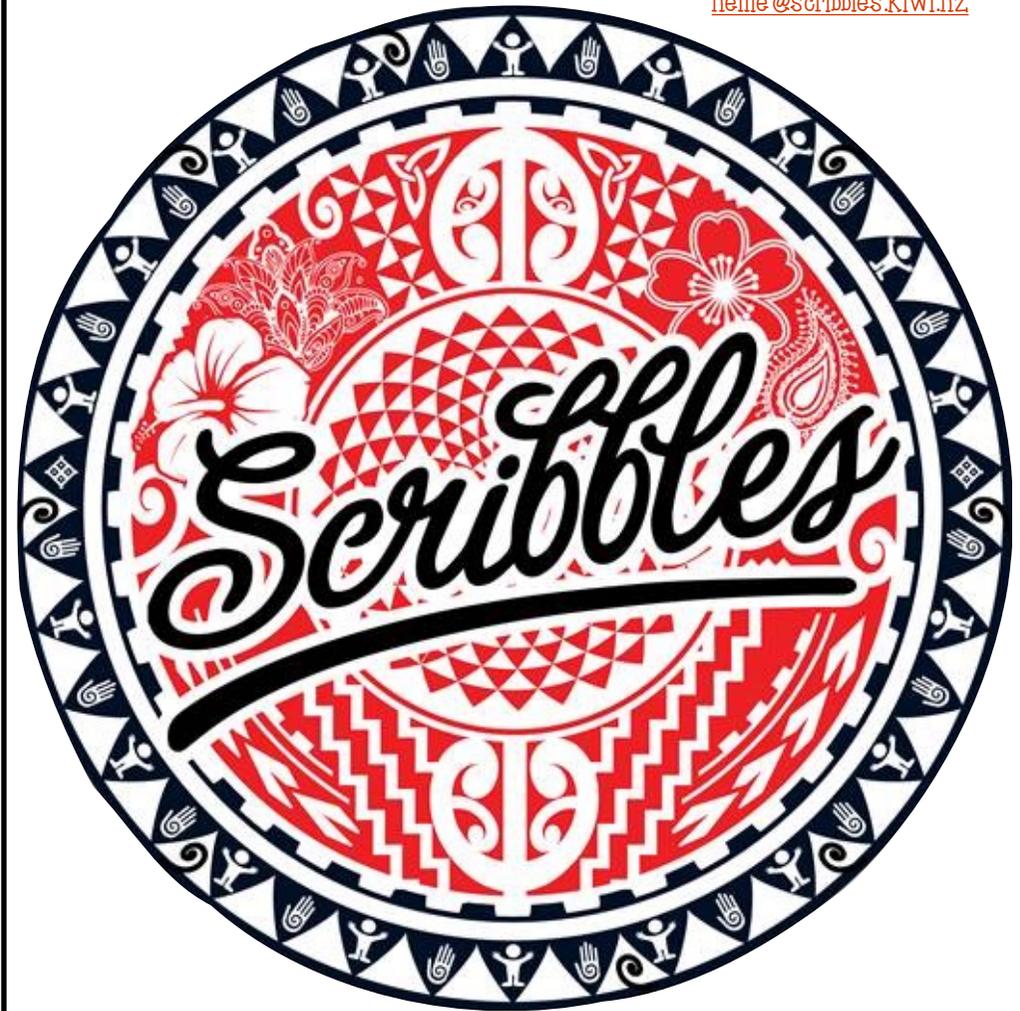


- Children 4-5 years old
- We have 4 teachers in the Fantail Room.
- Children enjoy experiences developing their literacy, numeracy, science and artistic skills. They also develop skills which gets them ready for school.
- Opportunities for learning in real life contexts where we go on frequent excursions outside the centre.

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**Building Strong Foundations for Learning**

Hours:

7:00am to 6:00pm Monday - Friday

Scribbles Early Education Centre is licensed by the Ministry of Education for children aged 0 to 5 years

### Our Mission Statement

We believe that children flourish when they are involved in their own learning. We will respect children's rights to play in an environment that encourages them to explore, initiate and create and we will respond to the interests of the children, respect their individuality and keep alive their natural curiosity.

### Our Philosophy:

It is our aim to provide the foundations of a developmentally appropriate Early Childhood Education programme which is underpinned by the principles and strands of Te Whariki. We believe that through a balance of teacher directed and child initiated activities children will be given opportunities to explore the world around them becoming active and involved learners. In addition children will feel empowered when at Scribbles, viewing learning as fun and exciting in a safe secure environment.

### Open Door:

Parents are welcome to visit and stay with their child at the centre at any time. All staff are free to discuss your child's developmental progress through portfolios and/or verbal discussions.

### Fees

All fee information is available at the centre office.

### Payment Options:

- Automatic payment, internet banking, cash or cheques are our preferred methods of payment.
- Fees are to be paid one week in advance at all times. Failure to keep fees up to date may result in a child's enrolment being forfeited and the debit being passed onto a debt collection agency, for where the parent will be held responsible for any associated costs incurred
- ANZ - New Lynn North - 06-0185-0436088-00, please use your child's full name as your reference.
- WINZ subsidies are available for fee assistance depending on the level of your total family income. Please talk to the centre manager in regards to this. If you receive a WINZ subsidy this is only part payment for fees and parents must meet the remaining balance. Half fees will be charged until the centre receives the WINZ subsidy.

### Administration / Booking Fee:

A \$40 non-refundable booking fee is required on enrolment and this will be credited to your first weekly payment.

### Family Discount:

- Where there are 2 or more children enrolled in the centre from the same immediate family a 10% discount will apply on the second child's fee.

### 20 Hour Free ECE:

- 20 Hours ECE will be provided to families who choose to "opt in" it is free of charge if you are doing as below.
- Families will be offered 4 hours 5 days per week or 5 hours 4 days per week any additional hours will be charged for.
- Times available for the 20 free hours are 7am to 12pm and 12:30pm to 6pm.

### Late Fee:

- We understand at times you may be running late to pick up your child however if this is reoccurring, you may be charged a late fee which will be applied to your account at \$10 for every 10 minutes at the discretion of the centre manager. (Please note our licence only allows us to operate until 6pm)

### Withdrawal from the centre:

- Two weeks written notice is required if your child is leaving the centre, fees are payable during this notice period.

### Holidays, Statutory Holidays, Sick Days, Absences:

- Fees are charged when your child is absent due to sickness or other reasons.
- Fees will be charged for statutory holidays and public holidays.
- Children who have been enrolled in the centre for a minimum of 1 year of continuous attendance are entitled to 2 weeks holidays free (depending on days your child attends - 2 days means 4 days holiday per year).
- 2 weeks notice must be given to the manager to advise of when the holiday will be taken and accounts must be one week in advance as per the fees policy.
- If a statutory holiday falls during your holiday period this is classed as a day of your holiday allowance.