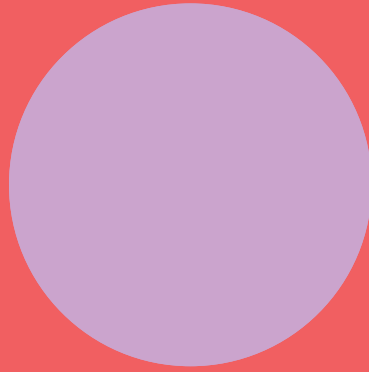


SUNNYSIDE

EARLY LEARNING CENTRE



Whānau Handbook

926 Heretaunga St West, St Leonards, Hastings 4120

SUNNYSIDE

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Nau mai, haere mai.

Thank you for choosing Sunnyside Early Learning Centre (ELC) as your childcare provider. We feel privileged to have you as part of our learning community and hope the following information supports your transition into our centre.

We pride ourselves on the quality of our teaching team and the environment we provide. Sunnyside ELC does more than just foster a lifelong love of learning – we support our tamariki to build resilience, vital social skills and independence. Choosing the right ELC provider gives children a structured head start with the verbal, literacy and problem-solving skills essential for them to thrive as lifelong learners. Welcome to our Sunnyside family.

If you have any questions or need assistance, please do not hesitate to reach contact reception at (06) 211 7278 or reception@sunnyside.org.nz.

Our owner and the centre manager are also always available to support you during your time with us.

Jayesh Ranchhod | Owner

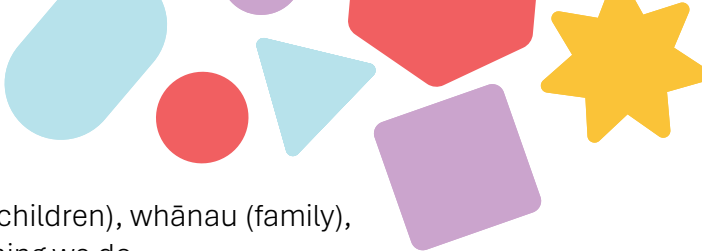
+64 210 221 1227
jayesh@sunnyside.org.nz

Jessica Duff | Centre Manager

+64 22 070 4316
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OUR PHILOSOPHY



At Sunnyside Early Learning Centre, our tamariki (children), whānau (family), and hapori (community) are at the heart of everything we do.

Our environment and teaching practices are guided by the values of:



Hauora
Wellbeing



Whanaungatanga
Relationships



Mātauranga
Knowledge



Whakamana
Empowerment

Our team is passionately committed to honouring our responsibilities under Te Tiriti o Waitangi, providing a quality bicultural programme that ensures:

- Kāwanatanga *Governance*
- Rangatiratanga *Agency*
- Ōritetanga *Equity*

We believe in celebrating the language, culture, and identity of every child by:



Viewing every child as a confident and capable taonga



Embracing children's interests to cultivate shared learning



Collaborating to deliver a curriculum rooted in Te Whāriki



Honouring the unique learning journey of each child



Poipoia te kakano kia puawai
Nurture the seed and it will blossom



OUR COMMUNITY





Whānau Participation

At Sunnyside Early Learning Centre, supporting a developing child is a collaborative partnership. We encourage whānau to actively participate in their tamariki's education and care.

Whānau are welcome to share special occasions with their tamariki, spend time participating in the room, read a book to the class, play an instrument or share a creative skill, or join in on activities. We value whānau input and feedback and encourage regular check-ins with our kaiako.

Communication

We champion open conversations and effective communication between whānau and kaiako, at Sunnyside. This approach brings multiple benefits for the whole community, including:

-  Building trust, respect, and cooperative relationships
-  Involving whānau in tamariki's experiences
-  Helping kaiako feel valued and appreciated
-  Understanding of diverse tamariki and whānau needs.

One of the joys of parenting is watching your child's progression and development as they learn to navigate our world. We want you to be as involved as possible, and we believe partnership is vital. Therefore, we work hard to record your child's journey in Storypark. A learning story profile is created for each child, cultivated throughout their time with us, and becomes a cherished and valued document later in life. The learning story profile is yours to keep when your child leaves our Centre.

Storypark allows you to experience more of your child's day with updates, photos, and videos, allowing you to interact with staff and teachers. This platform is also used for reviewing centre policies. We encourage you to provide feedback on these reviews so that your voice is heard while decisions are made around centre operations. Newsletters will also be delivered via Storypark, but hard copies will be available if this is your preferred option – please let us know.

Our Notice Board will also be used to highlight important information for whānau, including staffing and funding information, centre policies, emergency procedures and important events.

Our kaiako and management strive to provide positive behaviour role models for the tamariki. It is expected that our whānau and associated visitors will also be patient and courteous at all times.

Creating an Inclusive Community

Sunnyside Early Learning Centre has non-discriminatory policies ensuring tamariki of different needs, diverse whānau, and various religious, cultural, and ethnic backgrounds are treated equally. Tamariki of all ability levels, family structures, and cultural and ethnic backgrounds have the same intrinsic value. They are entitled to the same respect and opportunities for participation, acceptance, and belonging in childcare.

Tamariki playing and learning together can participate in typical childhood experiences while developing social skills with friends from all walks of life. This also provides tamariki with opportunities to gain the skills and confidence to pursue inclusion in other settings.



GETTING STARTED

Settling In

At the time of enrolment, we use an “All About Me Form” to gather important information about your tamariki and whānau. This includes details on diet preferences, allergies, medical needs, and cultural considerations. We ensure this information is communicated to our team to provide the highest level of care and support for your child.

We all know new experiences can be overwhelming for tamariki. The transition to an Early Learning environment or changing to a new Centre can be emotional for both tamariki and their whānau.







At Sunnyside Early Learning Centre, our kaiako want your child to look forward to coming in each day. To ease this transition, we're happy to facilitate visits that can help tamariki familiarise themselves with their new peers and surroundings, with the safety blanket of whānau still being present. These visits can be booked in with our Centre Manager.

Separation anxiety – when a child becomes upset if separated from their whanau, is normal during early childhood. It reflects the child's attempts to hold on tight to what feels safe and will settle as the child gains confidence. Each time you leave your child at the Centre, be sure to say goodbye and state what time you will return – this way, your child can begin to connect your regular pick-up time to their daily routine and helps build trust between you and your child, as well as the kaiako who will provide consistent emotional support through the day. Please don't hesitate to call to see how your child has settled.

Quiet time and rest are essential. Children in our care will be offered rest – whether sleep or simply a space to relax and recharge.

What to Bring for the Day

Your child's kaiako will confirm what you should bring to the Service each day. As a minimum guide, we recommend the following, clearly labelled:

-  Water Bottle. Provide a clearly named water bottle.
-  Nappies. Ensure your child has enough nappies for the day (if needed).
-  Milk and Bottles. Provide breast or formula milk and sufficient bottles for babies.
-  Clothing and Footwear. Provide enough comfortable and suitable, named clothing and footwear that allows your child to enjoy and participate fully. Young children learn through creative play, which can be messy, so dress them in clothes that are season appropriate, comfortable, easily washed, and suitable for active play. We suggest at least two complete changes of clothes.
-  Sunhat. Ensure your child has a clearly named sunhat. (Sunblock will be provided).
-  Dummy and Comforter. If required, please provide any dummies or comforters your child may need. Please note that we have lots of wonderful, fun and educational toys for children to enjoy at our Centre. We encourage children to leave their own toys at home so special items are not lost or broken. We understand that some children may need 'comfort' items. If your child has a comfort item, please ensure it is clearly labelled with your child's name and that their kaiako is aware of it. Our Centre will not be able to accept responsibility for the care of any personal items.



KEY INFORMATION

Community and Special Events

We host regular family events and welcome local community visitors, such as the Fire Department and primary teachers from nearby schools. This supports our vision of rich community involvement.

We also celebrate special days like Mother's and Father's Day, Easter, Matariki, Christmas, and more. We create opportunities to celebrate tamariki when they leave and honour cultural events important to our whānau. Please let us know which cultural events are significant to you.

Policy

Our Centre policies are compliant with National Law and Regulations. We expect our staff and families to adhere to our policies and procedures ensuring our compliance is met at all times. We are constantly reviewing our policies and procedures and we welcome all feedback and value your input. Your involvement is vital to our continual improvement.

Healthy Food Policy

We provide morning tea, lunch, and afternoon tea, freshly prepared every day by our ECE-specialised caterer.





In line with the new food guidelines from the Ministry of Health, we ask that you do not bring any food into the centre. We also have a strict 'Nut-Free' policy, so please avoid bringing any nut products, such as muesli bars, Nutella, or peanut butter sandwiches.

Our Healthy Food Guidelines are available on the notice board as part of our policy package for your reference.

Managing Illness

A tamariki who is unwell cannot participate fully in their day. We encourage whānau to keep unwell tamariki at home to ensure their comfort and rest, as well as to protect other children from contagious illnesses.

If your child becomes unwell while in our care, we will follow these steps:

-  The Centre Manager or responsible person in charge will contact the parent/guardian to collect the child as soon as possible.
-  If we are unable to make contact, our Centre Manager will use their discretion to decide whether to seek medical attention.
-  Staff will complete an Incident, Injury, Trauma, and Illness Record that can be provided to the child's medical practitioner.
-  In the case of a suspected or confirmed infectious condition, we require a medical clearance before your child returns to the Centre.

If a child has a suspected infectious condition, whānau will be contacted and asked to collect their child as soon as possible. If whānau and emergency contacts cannot be reached, we will endeavour to contact other individuals listed on your child's enrolment form. To minimise the risk of infection at our Centre, we follow current guidelines for exclusion periods. Please ask for specific details at our Centre.



OPERATIONS

Operating Hours and Holidays

Sunnyside ELC is open every day of the year from 7:30am-5:30pm, except weekends and public holidays. The Centre closes at 4:00pm on Christmas Eve and New Years Eve.

Signing In and Out

Your child must be accurately signed in and out of the Service every day they attend. This is a legal requirement – this information is used for checking general attendance, in emergencies, and for the calculation of ECE Hours.

Please ensure our kaiako are aware that your child is arriving or departing. You will be trained in sign-in/sign-out procedures prior to your first day, but don't hesitate to ask if you have any queries about this essential part of attendance.

If a child is absent for a booked day due to illness, being on holiday, or if their booked day occurs on a public holiday, the corresponding days must be signed for by the family.

Drop Off and Collection

If someone unknown arrives to collect a child, they must provide photo ID that proves they are a person listed on the enrolment form (or other approved written confirmation) as authorised. (Please note that any person authorised to collect a child must be over 16 years of age, unless the person is the child's family.)

In the event that a child has not been collected by closing time, the responsible person in charge will begin to contact the family on the numbers provided – so its essential these are up-to-date at all times. If the family is unable to be contacted, the responsible person in charge will then begin to contact the individuals listed on the authorised contacts list.

We ask for your vigilance in regard to other children attending Sunnyside ELC, ensuring no child gains access through doors and gates to unsupervised environments or car parks. Please ensure children are not left unattended.

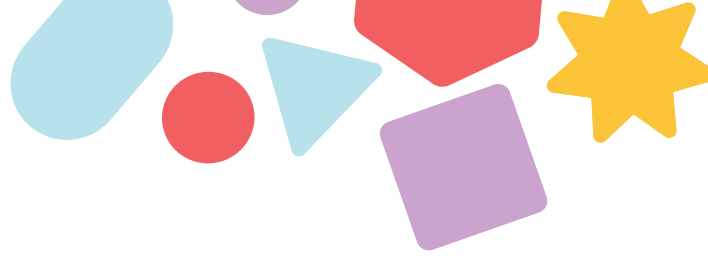
The Centre's car park is for delivering or collecting children. Please be thoughtful, especially during peak times, and adhere to signed directions and speed limits. We advise that children should never be left unattended in cars.

Smoking is not permitted in the Sunnyside ELC car park.

Absences and Cancellations

Families are requested to notify the Centre if their child is unable to attend for the day. This can be done by contacting reception at (06) 211 7278 or reception@sunnyside.org.nz.

Please note notification is urgently required in the instance of an infectious or contagious illness by contacting the Centre.



TRANSITIONS

Babies (3 months – 1 yr)

We understand that our youngest tamariki require special attention, care, and love. Our curriculum focuses on building strong bonds and close relationships, ensuring each baby feels loved and looked after. The environment is naturally set up with a program to help them slowly grow into confident toddlers.

Toddlers (2 yrs – 3 yrs)

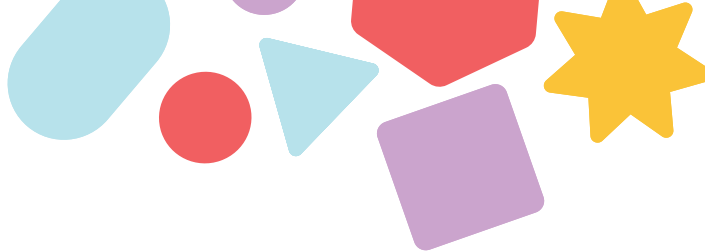
Toddlers have a growing desire for independence, which we encourage. Our kaiako support each child in doing simple tasks themselves and exploring their own interests. They have a spacious environment to take on challenges, build skills, and transition smoothly to the next room.

Pre-School (4 yrs – 5yrs)

Our preschoolers start to understand more about the world around them. They enjoy communicating, sharing ideas, and exploring their environment. Curiosity and stronger friendships are more visible at this age. We focus on prompting questions and bringing out their full potential.

Kura Programme

For tamariki aged four to five, we have designed a school readiness programme to ease their transition to primary school. This programme is for children ready and interested in school readiness activities across the curriculum. We will let you know when your child is ready for this exciting stage and include your aspirations.



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**THANK YOU
&
WELCOME TO OUR HAPPY PLACE OF LEARNING**