



Clareo Room

Parents Manual



Welcome to the Clareo Room

A very warm welcome to our new children and parents. We hope you will have a wonderful time in the Clareo Room. The purpose of this manual is to give all Tiaho parents a good understanding of the Tiaho setting, its teachers and other details that are of great importance.

We have a friendly, open door-policy so feel free to ask anything, drop in anytime and stay for a while. You will see happy, sociable children and teachers.

In this room the children are engaging in various activities that promotes developmental milestones and exploration which enhances their abilities.



Introducing: Barbara Reneti
Head Teacher – Infant & Toddlers Centre
Diploma of Teaching - ECE
Full Registration

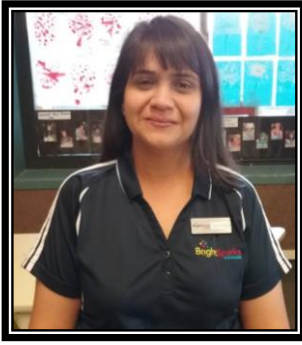
I have worked in the Early Childhood Education sector for the past 10 years working with a range of children from 0 – 5 year olds. My passion is to ignite the learning and development skills necessary for our children to become competent, confident learners who are able to express their thoughts and ideas through various mediums. I believe that each child is uniquely different to that of another and that they learn through interacting with different children challenging their minds and bodies to explore the possibilities available to them on a daily basis. I love working alongside our young children as it provokes and stimulates them to think outside the box to explore the impossible and create the unthinkable. It is truly a blessing to see them connect the dots that hold importance to them in their lives.



The Clareo Teaching Team

Introducing: Sreeja Menon – Teacher
Bachelor of Teaching ECE
Full Registration

Working in early childhood education and care has offered me a challenging and rewarding career, enhancing the lives of infants, toddlers and young children, providing support for families / whanau in relation to parenting and care giving. I believe that the early years of life are a critical influence on the child's lifelong learning and it is my responsibility as a teacher to make children's base strong by facilitating my best learning and providing children with a variety of tools they need to be successful in their lives.



**Introducing: Belmira Taites – Teacher
Post Graduate Diploma – ECE
Full Registration**

Kia Ora, my passion towards teaching has led me into the Early Childhood Education sector. I believe each child is unique and I aim at supporting each child's development as I enhance their learning through guided participation, scaffolding and interacting during their play. I want to empower children to become young achievers, competent and confident in their journey through life.

For me a positive attitude and respect are important practices in my daily interactions with children, parents and colleagues in the centre. I look forward to building trust and a working relationship with you and your children in Clareo.

Flow of the day

N.B. The flow of the day is flexible and adapted to suit the flow of play and exploration of our children. We are flexible to children's needs and parents' requests in relation to food, sleep time and feed time.

7.00 - 8.00 am Breakfast Club

Children are offered a variety of cereals such as cornflakes, rice bubbles, weetbix and wheat flakes with milk in the mornings for our early arrivals.

8:00 – 9:00 am Arrival

The children and their families are welcomed to the centre. The children are invited to get involved in experiences of their own choice or teacher directed (inside and outside).

9.00 – 9.15 am Morning Whanau Time

This is a time when children are encouraged to come inside and tidy up, prepare for mat-time by looking for their own place on the mat. It is a group time coming together to greet the children and teachers.

9.15 – 9.30 am Morning Tea Time

The children gather around the table and say a prayer before they start to eat. Morning tea is prepared by the cook and is served with water/milk and always a serving of fruit.

9.30 – 10.45 am Free Play/Structured Activities

This is a time where the children are engaged in activities that are set up for them or they chose independently. The consistent indoor and outdoor flow also provides additional opportunities for deepening their exploration

10.45 – 11.00 am Tidy Up Time

Children are asked to come inside to tidy up and then they are encouraged to take off their hats, shoes, jumpers (their belongings) and put them away appropriately – thus consistently promoting self- help skills.

11.00 – 11.15 am Story Time

Children come on the mat and involved in story, action songs and also time to share their news.

11.15 – 11.45 a.m. Lunch Time

Children come together after washing their hands, select a seat, sing grace and enjoy a well balanced and nutritional cooked lunch. Throughout the mealtime children are given opportunities to develop reciprocal relationships and gain positive attitudes towards eating in a calm and relaxed manner.

11.45 – 1:30 pm Sleep Time

After washing their hands the children are encouraged to find their own bed-identified by photos. Most children sleep between 1hr to 2hrs.

1:30 – 2.30 pm Tidy up and Quiet Choices

Children are encouraged to use the bathroom or offered a nappy change and participate in quiet table top activities until all children are awake and beds but away.

2.30 – 2.45 pm Afternoon Tea Time

Again after washing their hands the children find a seat and say prayer and enjoy a healthy snack.

2.45 – 3.00 pm Group Time (Music, Dancing, Physical Play)

3.00- 4.00 pm Free Play Choices

Children engage in free play set activities, independently or in small groups, indoor or outdoor.

4.00 – 5.15 pm Tidy Up Together

Children and teachers help tidy up the inside and outside environment. They also regroup and say goodbye to those who go home.

5.15 – 5.30 pm Late Snack

Children complete hand washing, select a seat and say their karakia together. At this time the children have a small snack and drink before they head home.

5.30 – 6.00 pm Story Time and Wind Down

Teachers and children engage in quiet time experiences in designated areas.

Clareo Room Good Choices

- If it's cold we wear our jackets, hats and shoes.
- If it's hot we wear our sunhats.
- Our feet stay off the furniture.
- We tidy up after we finish an activity.
- We eat with our mouths closed.
- We say: "Stop! I don't like it. It hurts! "Whenever someone hurts us.
- We put our books back on the self when we finish reading them.
- We do not stand on our books.
- We use our quiet voices inside and our loud voices outside.
- We use our walking feet inside.
- We run outside.
- We keep our toys in the bag or we leave them in the car.

If I forget my good choices:

My teacher will redirect me to another activity which they will oversee.

Library Visits

We aim to visit the Henderson Library on a regular basis, taking small groups of children in a taxi van to Thursday story times as well as visiting at other times. We have established a good relationship with Catherine the children's librarian at Waitakere Public Library and she also comes once a month to read stories to the children here at Bright Sparks. Because we visit the library using public transport we will seek your written consent to allow your child to go. Library visits are a highlight for children and are always eagerly anticipated. We get out library books and children enjoy reading these in the intervening weeks.

Allergies & Food Requirements

We cater for food allergies at Bright Sparks, preparing specific foods for children with allergies. Should you have any specific food requirements please talk to your child's teacher and/or ask to speak to our cook?

Breakfast Club

We recognise that many of our children are here at the centre early as parents have to travel to work and so we provide a mixture of cereals for our children with milk. If your child requires something other than cereal you are more than welcome to bring that with them or if they want a specific cereal that we do not supply you can bring that into the centre with you ensuring that it contains no nut of any sort. Please bring any other appropriate breakfast option and we will be more than happy to assist your child in organising this. Breakfast is given from 7:00 am to 8:00 am should you arrive after this time please do not be offended if we say no to providing breakfast after this time

Celebrating Birthdays

We recognise that birthdays are special events in children's lives and should be celebrated. We are more than happy for parents to bring a birthday cake so that your child can celebrate their birthday with their friends. Parents and relatives are welcome to come. Birthdays are usually celebrated at afternoon tea time. Please liaise with one of your child's teachers at least a week before so we know this will be happening. Please ensure the cake is NUT-FREE and check with your child's teachers in terms of any other allergies you may need to be aware of. Please do not bring individualised party-bags for the children as we believe a shared cake is enough to celebrate a birthday, recognising that these are costly. We also do not want children to miss out if there are not enough bags. You are welcome to bring juice as a special treat but no fizzy drinks.

Local Walks

We support children getting out to their local community by taking them on walks to different places. In the past we have walked to Te Pai Park, Scott's Seafood Place (to see the fishes) and the Trust Stadium. Getting out and about in the local community is an educational experience, offering children opportunities to learn about walking, exercise, having fun and noticing the small things you don't get to see from the window of a car. When you have enrolled your child, you would have granted permission for local walks so permission is not sought as we do not use public transport. If you have any concerns, please speak to one of the Clareo teachers.

Active Movement

Active movement sessions was a Sport and Recreation New Zealand (SPARC) initiative for children under five and its about engaging in quality physical movement experiences, which develop and enhance the growth of the child. Early childhood experiences of quality physical movement strongly affect the healthy development of a child's brain – as well as their body. Bright Sparks have chosen to offer Active Movement sessions in the centre employing a specialist practitioner to provide these. Our Active Movement was designed and run by Kane Hancy who holds a Bachelors Degree in Recreation Sports but as he has moved to another

country we had approached Rhonda Wheeler who visits the centre once a fortnight and she teaches the children ways to keep their bodies healthy through music and movement while also incorporating an awareness of what the children eat, promoting healthy foods, and sharing basic knowledge about how the body works.

Illness & Medicine Policy

Giving Medicine Protocol

All prescription medicine must be given directly to the teachers or placed in the fridge on arrival. **DO NOT LEAVE ANY MEDICINE IN BAGS OR BASKETS** as our child have access to their bags for take out and putting in their belongings

Teachers must be informed if any medicine is be given to the child.

Medication must:

- Be signed for in the Medicine register
- Be in its original container
- Be in the name of the child
- Not exceed the stated dosage

CREAMS: if not prescribed will be given at teachers' discretion.

PAMOL/PARACETAMOL: will be administered with discretion ONLY for a shock or a rapidly rising temperature. Parents' permission is required. The parents will have to arrange for the child to be picked up as soon as possible. If the child's parents cannot be contacted, the stated emergency person will be contacted.

Illness

Bright Sparks Childcare undertakes to provide a safe and healthy environment for children and staff alike. It is advised that children stay away from the centre until there is no risk of spreading an illness.

Any child who has:

- A high temperature (over 37.5° C)
- A unidentified rash
- Been vomiting or had diarrhoea (the child must be clear for 48 hours before returning to the centre and a Doctor's Certificate will be required)
- Inflamed throat, eyes
- Green, runny nose
- Infected sores
- Weeping ears
- Eye infection while weeping
- Any infectious disease- please check Illness Policy for more details
- Head lice- child must be treated for a day before returning to the centre

Whenever a child becomes ill during the day the parents will be notified immediately and the child will be isolated (with a teacher/ Sick Bay) from the rest of the children until picked up (as soon as possible). Please notify the centre of any infections or illnesses: chickenpox, gastroenteritis, measles, conjunctivitis, croup, head lice, meningitis, ringworm etc.

Clothing for Clareo Room

Please provide clothing that is suitable to the season. Please make sure all clothing is clearly labelled. We cannot take responsibility for things that get lost and are not named.

In summer please provide shorts, t-shirts, skirts etc. No sleeveless tops please. Please also send swimsuits in with a named towel as children love to play in the water and under the sprinkler. Summer hats need to cover the face and the back of the neck. As per our policy, please apply sun block in the morning prior to attending Bright Sparks. The teachers will re-apply this throughout the day.

In winter please provide raincoats, jackets, warm hats and gumboots. Children need to be able to get outside and experience the joy of jumping in puddles!! We do endeavour to place children's clothing back into their bags each day. If you are missing an item please ask one of the teachers.

Toilet Training

All children learn to toilet train at different times and rates, so please don't be confused by wet clothes or even setbacks at times. If your child is having difficulty with this, please remember to provide at least three changes of clothes so if there are any accidents we can deal with these in a positive, reassuring way.

A record of your child's toileting can be found in the bathroom, next to the changing mat.

Bag Hooks

Each child has an assigned hook. All Clareo children should have their own bag – a medium sized one preferably because as we have limited space for our school bags, big bags, overly full, clutter the bag space and make it difficult for children to access and keep their bags tidy.

Children's Art Folder

Any artwork completed by your child can be found in the art basket outside the sign in table. If you would like your child to create a birthday card (or other special event) for a member of your family, please feel free to talk to one of your child's teachers who can support your child in creating something special.

We hope that your time at Bright Sparks is a happy one for both you and your child and we welcome any questions or comments you might have.

The Clareo Teaching Team