

-Tiaho Room-  
*Parents Manual*



# Welcome to the Tiaho Room

A very warm welcome to Bright Sparks Childcare Henderson and most importantly to the Tiaho 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.



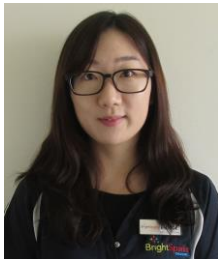
**Barbara Reneti**  
**Head Teacher**



**Pramod Bhakshi**  
**Teacher**



**Harpreet Kaur**  
**Teacher**



**Eunice Shin**  
**Teacher**

# Flow of the day

## Babies - Under One's

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.

<b>7.00 - 7.45 am</b>	Arrival, Breakfast – Greet and meet parents/teachers/children
<b>8.30 am</b>	Nappies are checked and changed
<b>9.00 am</b>	Morning tea and also teacher-child interaction
<b>9.30 am</b>	Bottles are given before morning sleep otherwise stipulated by parents
<b>9.40 – 10.40 am</b>	Sleep very much dependent on the individual child
<b>10.40 am</b>	Nappies are checked and changed when the child is awake
<b>11.00 am</b>	Lunch is provided
<b>11.30 am</b>	Teacher/child engage in their environment..... Providing stimulation through activities/movements. Provocations.....
<b>12.40 pm</b>	Nappies are checked and changed
<b>12.40 -1.40 pm</b>	Provoking activities, one to one interactions.....
<b>2.00 – 2.30 pm</b>	Afternoon tea and later the nappies are checked
<b>3.00 pm</b>	Bottles are provided and then afternoon sleep
<b>4.30 – 5.30 pm</b>	Arrival of parents/whanau, nappies are checked and changed
<b>5.30 pm</b>	Late snack provided.....winding down for the day

# Flow of the day

## Over One's

<b>7.00 - 8.00 am</b>	Arrival, Breakfast club in Clareo, Greet and meet with parents/teachers/children
<b>8.30 am</b>	Nappies are checked and changed
<b>8.50 – 9.00 am</b>	Tidy up; Mat time and hand washing before morning tea
<b>9.00 – 9.30 am</b>	Morning tea
<b>9.30 – 10.00 am</b>	Morning activities with indoor and outdoor exploration
<b>10.15 am</b>	Nappies are checked and changed while children are playing
<b>10.50 – 11.00 am</b>	Children start to come in; wash hands for lunch
<b>11.00 – 11.30 am</b>	Lunchtime
<b>11.30 – 1.00 pm</b>	The children are sleeping
<b>1.00 – 1.30 pm</b>	As children are getting up the nappies are checked and changed. Children will have a bottle or warm milk in a sipper cup
<b>1.30 – 2.00 pm</b>	Children can initiate their play to the activities that are set-up
<b>2.00 – 2.15 pm</b>	Encourage children to tidy up followed by the washing of hands for afternoon tea
<b>2.30 – 3.30 pm</b>	Free play
<b>4.00 pm</b>	Nappies are checked and changed
<b>4.30 – 4.45 pm</b>	Late snacks. Quiet activities inside
<b>5.00 – 6.00 pm</b>	Tidy up room. Cracker Club; Reading or quiet activities, home time

## **Library Visits**

We aim to visit the Henderson Library whenever possible. We have a good relationship with Catherine, the children's librarian and she also comes once a month to read stories to the children here at Bright Sparks.

## **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). 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 Tiaho teachers.

## **Active Movement**

Active movement, a Sport and Recreation New Zealand (SPARC) initiative for children under five is 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. Active Movement is designed and run by Kane Hancy who holds a Bachelor of Recreation Sports qualification. The Tiaho children participate in Active Movement sessions once a week and these are eagerly anticipated.

# 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.

Teachers must be informed if any medicine must 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 diarrhea ( the child must be clear for 48 hours before returning- 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.

# 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.

## **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.

## **Clothing for Tiaho 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 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.

## **Bags and Baskets**

Each child has an assigned basket which is located in the Nappy Changing area. Please place your child's bag in the cupboard (by the entrance in the Tiaho Room- on the left hand side) after having placed your child's belongings in his/her designated basket. Do ensure that the basket is checked daily for any clothing that requires washing.

**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.**