



1/14 Castor Bay Road, Castor Bay, Auckland 0620
Phonel: 410 3320 or 027 2655867 After Hours 021 0307985
Website: www.cbicc.co.nz Email: info@cbicc.co.nz
Licensee: Joanne Whorwood

Welcome to Castor Bay Infant Care Centre. We are a small, boutique fully licensed Childcare Centre with a homely atmosphere. We are licensed for only 20 infants and toddlers from 0 to 3 years of age. Your children will be nurtured in a loving, caring and stimulating environment where they can grow and develop at their own pace. We do our best to accommodate all of your and your child's needs.

We offer a home away from home for babies and toddlers. Your child will have spaces to play, explore, experiment, cuddle, relax and have quiet time. Our Centre has three separate sleeping rooms which are constantly monitored. All our children sleep in full sized cots in our peaceful sleeping wing. We have a real grass backyard which can be accessed from both of our play rooms. We have an undercover carpeted outdoor play area (very handy in the Auckland weather).

Mission Statement

To provide extremely high quality care for infants and flexibility for parents resulting in happy infants who enjoy attending Castor Bay Infant Care Centre.

General Information

Head Teacher: Sharné Lucas

Licensee: Joanne Whorwood

Contact details

1/14 Castor Bay Road, Castor Bay
Phone: (09) 410 3320 or 027 2838022
After hours phone: 021 030 7985
Email: info@cbicc.co.nz

Age Group

0 to 3 years old.

Hours / Days: Monday to Friday 8.00am - 5.30pm

We are closed for statutory holidays.

We offer a "Holiday Rate" holding fee rebate of 50% for up to 3 weeks per year.

Fees

Daily Hours	Daily Rate	Weekly Rate
6 hours or less per day 8.45am - 2.45pm, or 9am - 3pm, or 9.15am - 3.15pm	\$53 per day	\$265 per week
6 - 7 hours per day 8.15am - 3.15pm, or 8.30am - 3.30pm	\$60 per day	\$290 per week
7 - 8 hours per day 8am - 4pm, or 8.15 - 4.15pm, or 8.30am - 4.30pm, or 9am - 5pm, or 9.15 - 5.15pm	\$65 per day	\$305 per week
8 - 9½ hours per day 8am - 5pm, or 8am - 5.30pm, or 8.30am - 5.30pm	\$75 per day	\$340 per week

Fees are to be paid fortnightly in advance.

Payments should be paid by internet banking or automatic payment unless otherwise agreed. Extended hours and extra days are to be paid before or on the day. Our bank account number is:

Childcare Limited
06-0185-0826940-00

Please put your child's name as a reference on your payment.
Full fees are payable for statutory holidays and absences of any nature (excluding the agreed 3 week "holiday rate at 50%")

If parents or approved alternate adults are unable to collect a child on time, they should advise the centre immediately so as to ensure our teacher to child ratio is maintained. A penalty of \$20 will be charged for the first 15 minutes then \$2 per minute after 5.45pm.

Withdrawal/Changes

Please provide at least 6 weeks written notice prior to:

1. Your child finishing at the Centre.
2. Decreasing the days/hours booked.

Note: If you are increasing your days/hours, this is subject to availability.

No requests for changes to hours/days are acted upon until received in writing.

The person(s) enrolling the child is responsible for the payment of all fees including any collection costs incurred.

What to Bring:

Please bring a small bag containing:

Comforts your child requires for sleep, such as a favorite toy, snuggly, sleepsack, dummy.

- At least 2 changes of clothes, including socks, vest, sweatshirt etc.
- Summer - sunhat and cool shoes.
- Winter - woolly hat and warm jacket, gumboots if walking.
- A bag of nappies, or nappy provisions for the day.
- Formula and one bottle to be left at the Centre (if needed).

Attendance

If your child is unable to attend the Centre, due to illness or any other reason, we would appreciate notification as soon as possible. If your child has a communicable disease e.g. vomiting, diarrhoea, conjunctivitis etc, we are required to notify other parents so they are able to monitor their child and minimise an epidemic. Children who become ill during the day will be made comfortable and parents will be contacted so that arrangements can be made for them to be picked up.

Settling In

For all new infants and toddlers starting at the Centre, one teacher will be appointed as your child's primary caregiver. A primary caregiver, in our setting, means that one teacher will be assisting you and your child during their settling period (and beyond) and making sure your child's needs and routines are met. Parents are offered and requested to bring their child in for "free visits". The amount of time and number of visits is planned fitting the needs of each individual child and their family. This gives them a period of time to get familiar with the Centre and staff. When dropping your child off for their days please stay with them if you feel they require it and liaise with your child's primary caregiver regarding any information that can help make this transition as easy as possible for your child.

Meals

A well balanced nutritious lunch, morning and afternoon tea are provided. For children who stay for a later day we provide a late snacks at around 4.15pm. The emphasis is away from processed foods. We cater for all dietary requirements, please include any special dietary requirements in your enrolment agreement and notify the head teacher.

Medication

If your child is receiving medication of any kind please hand it to the Head Teacher with any necessary information and ask for it back at the end of the day. There is a Medication book for parents to write up their child's medication, amount, and preferred times to be given. Parents must fill in this book and sign it giving permission for staff to give medication.

Accidents

In the event of a serious accident, parents will be contacted immediately. The Head Teacher will take responsibility for the safety and comfort of your child until a parent arrives or other arrangements have been made.

Updates on your Child's day

We belong to 'Story park' and regularly update your child's interests and social and physical developments via this medium. We will take you through how this works from both a parent perspective and an educator perspective. A hard copy book of each child's learning journey is located at the sign-in desk. Along with those, we record your child's sleep, the menu is available daily, we have an incident register where we record incidents, illnesses etc. We will also chat with you daily about your child's experiences while at CBICC. We are happy to have a regular focused meeting with you if you would like.

Babies under 1 year old will have a take home booklet where their sleep times, feeds and nappies are recorded, in addition to a brief overview of their day's activities. Parents are welcome to fill in sleep and feed details before they drop their babies off in the morning. This ensures we provide the best possible continuity of care for our younger babies.

Parking

Please feel free to drive up to our gate and use the undercover car park when dropping off your child. Under the terms of the granting of Resource Consent for this site we have very strict and monitored conditions, it is a condition of enrolment that all vehicles will not park on the road while there is a space in the car park. We also ask that you do not park on the berm or reverse out onto the road.

Policies

We have a parent's manual with information and policies available to read, these are available at the sign in table which is located by the front door. We also review a policy monthly, please look out for these on the noticeboard. If you wish to have an input into our policies please let us know.

Documentation Required

All children attending are required by law to provide a photocopy of their birth certificate or passport and a copy of their immunisation record. Please add these documents when you return the enrolment agreement to the Centre.

Bedding:

Bed linen is supplied by the Centre and is changed for each infant on a weekly basis or more often if and when needed.

Daily Routines and Sleep Time:

In the enrolment agreement, we request you to advise us of your child's daily and sleep routine, as these are individual to each child. Please be sure that we are aware of special times and circumstances in your baby's day. Please feel free to discuss these with the Teachers.

Positive Guidance:

We aim to provide a warm and accepting environment where children are accorded respect, dignity and empathy in all aspects of their behavior. That they feel safe, secure and competent to effectively manage social and emotional learning independently, and with support from teachers who model these behaviours within the Castor Bay environment. Our strategies are based on thorough knowledge of children's individual development and needs, and include parents' insight. Children will learn to recognize and understand their own emotions in an environment that supports the expression of these emotions in positive ways. Teachers understand that positive guidance for 0-3 year old's requires careful observation and reflection to understand behaviors and how to support these. Please read our positive guidance policy in the policy manual if you would like to know more about our practices. We as a team will have constant communication with our families to support each child as they go through different stages in their development.

Staffing

We recognize staff as our greatest asset, and we make every effort to recruit and retain the best possible early childhood staff to care for and educate your child. Our team of staff work in partnership with families to provide a service that meets the needs of the children, parents and the teaching team.

Staff are chosen very carefully and are experienced in looking after young children. Professional development is very important to us and we keep up to date with relevant theories and procedures in regard to caring for infants and toddlers. All staff have formal job descriptions and have a comprehensive Operations Manual to assist them in their roles. The Operations Manual is available for parents to view at any time.

Staff numbers are based on the number of children booked to attend. If you are late collecting your child a staff member may be required to work late until your child is collected. Often staff have their

own children to collect or other commitments. All these costs will be the responsibility of the parents. For further detail see the Late Fee Policy. If you need your child to attend longer than your booked time, where possible we will accommodate. Please call to advise or discuss your needs with the Head Teacher prior to the event.

Thank you for taking the time to read this information. We look forward to building a great relationship with you and your family.

This introduction can be retained by you. Please complete and return the following "Enrolment agreement"



CBICC

CAS TOR BAY INFANT CARE CENTRE

1/14 Castor Bay Road, Castor Bay, Auckland 0620
Tel: 410 3320, 0272655867 After Hours 021 0307985
Website: www.cbicc.co.nz, Email: info@cbicc.co.nz

Head Teacher: Natasha Pinto

Licensee: Joanne Whorwood

ENROLMENT AGREEMENT

Please read this document carefully, as this is a contract between you and the centre regarding the care of your child.

Child's details:

Child's **official surname** or family name:

Child's **official given name**:

Child's **official other names / middle names**:

Child's **preferred name**:

Copy of official identity verification document* collected by staff:

New Zealand birth certificate or

Foreign birth certificate or

New Zealand passport or

Foreign passport

Staff initials: _____

Child's **date of birth**: ____ / ____ / ____

Child's **gender**:

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Privacy Statement:

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child.

We will use and disclose your child's information only in accordance with the Privacy Act 1993. Under that Act you have the right to access and request correction of any personal information we hold about you or your child.

Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes.

You can find more information about national student numbers at: www.minedu.govt.nz/parents

* Information about acceptable identity verification documents is available online at www.lead.ece.govt.nz and www.minedu.govt.nz/parents.

The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

Parents / Guardians:

1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:

Additional Emergency Contacts/persons who can pick up your child:

1. Name:	2. Name:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Relationship to child:	Relationship to child:

Custodial Statement:

Are there any custodial arrangements concerning your child? Yes No

If **YES**, please give details of any custodial arrangements or court orders (a copy of any court order is required)

Person/s who cannot pick up your child:

Name:	Name:
Name:	Name:

Child's doctor:

Name:	Phone:
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Name of medical centre: _____

Health:		
Illness/allergies:		
Is your child up-to-date with immunisations? (Please provide verification of all immunisations)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For staff: Immunisation records sighted and details recorded	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Enrolment Details:						
Date of Enrolment: ___/___/___		Date of Entry: ___/___/___		Date of Exit: ___/___/___		
Days Enrolled:	Monday	Tuesday	Wednesday	Thursday	Friday	
Times Enrolled (e.g. 8.00am – 5.30pm):						Total hours:
Parent/Guardian Signature: _____				Date: ___/___/___		

Dual Enrollment Declaration:	
I hereby declare that my child is/is not enrolled at another early childhood institution at the same time that they are enrolled at Castor Bay Infant Care Centre.	
Parent/Guardian Signature: _____	Date: ___/___/___

Statutory Holidays / Term Breaks:
This enrollment agreement is inclusive of school term breaks.
Castor Bay Infant Care Centre is not open on Statutory Holidays.

Please read carefully and initial to acknowledge you have read and understood these items:	Initials
1. The terms of this agreement are subject to the Education (Early Childhood Services) Regulations 2008, the Licensing Criteria for Early Childhood Education and Care Services 2008 and the Centre's policies, and such rules and regulations may hereafter be amended from time to time.	
2. I hereby grant permission to the Centre to seek emergency medical advice and/or treatment using a staff vehicle, with a child restraint, should my child require such emergency care - this is in the event that parents/relatives are unable to reach their child in an appropriate timeframe given the medical emergency at hand and the event is not such to require an ambulance.	

<p>3. I will not bring my child to the Centre in the event of sickness or any infectious illness e.g. Chicken Pox, Measles, Mumps, Conjunctivitis, Diarrhoea, Flu etc.</p>	
<p>4. In signing this enrolment form, I authorize the Centre and let this be considered as a record of the written authority from parents for the administration of medicine in accordance with the requirement for the category (i) of medicine outlined in the medicine administration policy of the centre to administer to my child, for the first aid treatment of minor injuries with non-prescription preparations.</p> <p>Category (i) medicines Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is</p> <ul style="list-style-type: none"> • not ingested; • used for the 'first aid' treatment of minor injuries; and • provided by the service and kept in the first aid cabinet. <p>The non-prescription preparations that we provide at the centre are arnica cream- for external bruising, antiseptic towelettes for minor cuts, scrapes and burns, Anthisan- relief for insect bites and stings, Calendula cream – to soothe minor skin cuts and scrapes.</p> <p>Based on Reg 46/HS28, Category (i), Category (ii) and Category (iii) Reg 46/HS28 Medicine (prescription and non-prescription) are not given to a child unless given:</p> <ul style="list-style-type: none"> • by a doctor or ambulance personnel in an emergency; or • by the parent of the child; or • with the written authority (appropriate to the category of medicine) of a parent. <p>Category (ii) medicines Definition – a prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is: used for a specified 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 Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.</p> <p>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.</p> <p>Category (iii) medicines Definition – a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream etc) medicine that is:</p> <ul style="list-style-type: none"> • used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reactions, diabetes, eczema etc); and • provided by a parent for the use of that child only. <p>Authority required – a written authority 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.</p>	
<p>5. I also specifically authorize application of sunscreen protection</p>	
<p>6. Acceptance of enrolment of my child at this Centre is in no way an assurance or guarantee of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate enrolment or vary conditions.</p>	
<p>7. In signing this enrolment form, I agree to pay fees 2 weeks in advance.</p>	

<p>8. I understand and accept that if any fees or charges due remain unpaid, my child's enrolment may be forfeited and the debt passed on to a Debt Collection Agency for collection. I accept responsibility for all administrative costs and legal fees incurred in this process.</p>	
<p>9. I understand that full fees are payable for my child's booked hours, regardless of whether or not they attend. Fees are payable irrespective of public holidays and absences due to illness or family holidays. The centre offers a "Holiday Rate" holding fee rebate of 50% for up to 3 weeks per year.</p>	
<p>10. I understand that Centre Management retains the right to change the fee rates and policies and irrespective of previously published or quoted prices, the new rates and policies will apply from the notified date (a minimum of two week notice of any intended change will be given in writing by Centre Management). Fees will be reviewed no more than once per annum..</p>	
<p>11. I understand and accept that irrespective of any arrangement with any third party (e.g. other adult, WINZ, ACC, trusts or budget services etc.) to pay the fees, the full responsibility rests with me.</p>	
<p>12. I agree to advise the Centre staff of any absenteeism for my child.</p>	
<p>13. I agree to provide Centre Management with a minimum of six weeks paid notice of intention to withdraw my child from the Centre.</p>	
<p>14. I give permission for my child to be taken on short walks from the Centre by staff. Prior to an outing being arranged, an assessment of the required minimum adult:child ratios is done in accordance with the Education (Early Childhood Services) Regulations 2008, Schedule 2. Excursions will be cancelled if stated ratios are not met. *see excursion policy I understand that should a larger excursion be planned I will be informed in advance and written permission from me will be required.</p>	yes/no
<p>15. I agree to advise Centre staff if anyone other than those persons stated above will be collecting my child from the Centre (for the protection of your child, persons whom we have not met and/or are not named above must bring photo identification).</p>	
<p>16. My child is not enrolled at any other Early Childhood Centre for the same enrolled hours of attendance as above.</p>	
<p>17. I give permission for my child to be videotaped/photographed at the Centre by staff for the purposes of wall displays, for individual files and for publicity purposes.</p>	yes/no
<p>18. I consent to my child being involved with the use of ICT (Information and Communication Technologies) as part of the learning environment.</p>	
<p>19. I consent to observations being completed, by permanent teachers, on my child to assist in planning a program to meet the needs of my child and the group.</p>	

20. I/We have read and agree to abide by the rules of Castor Bay Infant Care Centre Parent Agreement and I/We have read, understood and approve of the Policy Documents for the "Supervision of Sleeping and Resting Children" (page 7) and "Excursions policy" (Page 8)

Please note any points above that you do not agree with or any clarification you wish to advise.

Parent Declaration

Subject to the numbered points above, I confirm agreement with items 1-20 inclusive.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Parent Declaration

I declare that all the above information is true and correct to the best of my knowledge.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Parking Declaration

I/We acknowledge that we/our drivers will under **no** circumstances park on the road while there is a space available in the car park. No parking on the berm or reversing out onto the road. We understand these are strict conditions of enrolment

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Service Declaration

On behalf of Castor Bay Infant Care Centre, I declare that this form has been checked and all relevant sections have been completed. Discussions held with parents as appropriate.

CBICC Signature: _____ Date: ____ / ____ / ____



Castor Bay Infant Care Centre – Child Information

Dear Parents and Caregivers,

A very important part of our work with your children is getting to know your child so that we can plan programmes which will help them learn and develop.

We rely on the knowledge and experience you have of your child and would be grateful if you would complete the form and return it to one of the teachers.

All of this information is confidential and is only for the teachers and yourselves.

Thank you for your help.

Child's name:

Date:

Age: years months

What are your child's interests? Favourite songs? (to add to our spotify playlist)

What do you feel are your child's areas of need?

What do you feel are your child's strengths?

What is your child's daily routine?

What is your child's sleep routine? Is there anything we should know to help settle your child?



Supervision of Sleeping and Resting Children Procedure

At Castor Bay Infant Care Centre we recognise the sleeping needs of the children and how vital it is to fit with their feeding, learning and play routines. We also value and collaborate with our parents about their child's individual sleep requirements/routines.

Most children will sleep for given periods during their day and it is part of our responsibility to ensure that children sleep properly during their day with us so they are happy and content when Mum or Dad (or other) collect them at the end of their day and they are all able to enjoy each other until bed-time.

To assist with sleeping arrangements, at the Centre we have 3 sleep-rooms - Mawhero, Kakariki and Kowhai room. Sleep rooms are organized based on the children's sleep patterns. Outside each door is the names of the children in that room with the placements of their cots. *No food or drink will be given to any child while in their cots/stretcher bed.*

Every effort is made to provide a comfortable environment for children to sleep. The bedrooms are warm (electric heating), well ventilated, airy, clean and pleasant with a maximum of 6 cots in the kakariki room, 4 cots each in the kowhai and mawhero rooms. The children sleep in the same cot and the same room each day, and may need to move rooms if their sleep pattern changes. We also have stretcher beds for older children who transition to a bed when they are ready in collaboration with parents. The cots are well constructed and comply with NZ safety standards and are cleaned regularly. The mattresses are 100 millimetre thick foam with woollen blanket under covers under fitted sheets (usually flannelette in winter/cotton summer). Their blankets are 100% cotton for the summer with the addition of a woollen aircell blanket for winter. Parents may provide 'sleep sacks' or 'special blankets' from home if they wish. Please ensure the blankets are made out of breathable material such as cotton or wool.

Each child is assigned their own cot which is clearly labelled. Bed-linen including cotton and woollen blankets are washed after being used for 5 days or sooner if needed. The cot and mattress is wiped down and aired when the sheets are removed weekly. If one cot is used for 2 children attending on different days, each individual child's cot-sheets will go in their named linen basket, stored under their cot and cot and mattress will be wiped down and aired out after each use.

To ensure the constant monitoring of resting and sleeping children in the Centre, a member of staff remains in the sleep room until the child has fallen asleep. Teachers will check and monitor children every 5 minutes. (Teachers also use their knowledge of individual children to check more regularly). These rooms are all immediately adjacent to one another ensuring all children are able to be monitored for safety and comfort reasons. *There is a sleeping check chart outside these rooms with date, names of children, rooms they are in, times they slept, the signature of those checking them while in bed and any other comments. Sleeping children will be checked for warmth, breathing and general wellbeing at least every 5-10 minutes, or more frequently according to individual needs.* Length and times of sleep will also be recorded and documented in 'babies (under 1y) individual daily journal' that go home each day. All children's sleep times are written on the white board in the main room. We also use a baby sleep sound monitor along with the physical checks to ensure we can assist the children quickly if they wake up between the physical checking times.

Signed _____

Date _____



Excursion Policy

At any time the children are taken off the childcare premises the following rules/procedures will be strictly adhered to by the accompanying teachers and adults.

- Excursions will be led by a nominated teacher
- At Castor Bay Infant Care Centre, Teacher: Child ratio will not exceed 1 adult: 2 children (1:2) for any excursion. Parents are welcome and will be responsible for their own children only.
- Parents give their permission for these excursions by signing this document upon enrolment at the Centre. This includes walks to the letter box, other walks in the vicinity of the Centre and walks to visit centre families and children at their homes.
- Children not travelling will continue to have the same quality of care in all respects, and required ratios.
- The Centre will ensure all requirements are catered for on the trip e.g. food, drink, warm clothing, sunhats, etc.
- A nominated teacher will carry the “Excursion backpack” containing the above as well as the excursion first aid kit.
- A cell phone will be carried by the nominated teacher on the excursion.
- Excursions will only be taken to places where a high degree of safety is possible and where the children will get maximum benefit.
- The children will return to the Centre at the agreed time or as close to the time as possible or phone in.
- The excursion organiser will complete the excursion management page, including, names of children and teachers on excursion, route taken, times, dates, check back pack, etc. They will also check signed permission from all parents on enrolment forms.

Excursions in vehicles is not something we promote at this stage but in the event that we do, at any time the children are taken off the childcare premises by vehicle the following rules/procedures will be strictly adhered to by the accompanying staff and adults.

- All vehicles will be a legal and appropriate vehicle for the transportation of children.
- All children will travel in a NZ Safety Standard approved child-seat or child restraint appropriate for their age.
- The driver will drive within the traffic regulations and drive to the road/traffic and weather conditions.
- Child ratio will not exceed 1 adult : 2 children
- By signing below, I agree to my child taking part in excursions.

Signed _____

Date _____