



Parent Information

The Barnyard opens from 7:30 am until 5:45 pm. The centre will not be open on public holidays, and will shut down for two weeks over the Christmas/New Year period. The Barnyard will be operating as an all day centre and will be offering the 20 ECE hours, Ministry of Education subsidy for 3 and 4 year olds and WINZ subsidies.

Methods of payment: The preferred methods of payment are internet banking, but we also have eftpos available. Fees are to be paid weekly, by the Friday. Failure to maintain your weekly fee payments may result in a late payment fee of \$5 per week for every week your account is not paid. Should there be any collection costs you will be liable for this.

The Barnyard Fee Schedule

0-3 years	\$6.75 hourly rate	\$230 per week (capped)
3-5 years	20 ECE hours	\$130 per week (6 hours max per day, then \$6.75 an hour after that. Optional charge of \$1.00 per ECE hour received).

A child's booking must be for no less than 2 days a week, minimum 6 hours a day. This fee schedule may be reviewed from time to time and the centre reserves the right to add, delete, amend or clarify terms, conditions or policies by issuing a notice, newsletter or posting it on a notice board.

Signing In and Out: Both Juniors and Seniors sign in and out. This sheet must be filled in and signed by parents/caregivers on arrival and departure of The Barnyard.

Policies: The Barnyards policies are kept in a folder in the reception area. Policies are reviewed on an ongoing basis. Parents and caregivers are encouraged to read these when they wish and are invited to contribute to the review of policies.

Medication: If your child is on antibiotics please keep them home for the first 24 hours. If your child requires medication while attending the centre, you will need to complete a Medication Administration Form for each day that the medication is required. The information required is the name of medication, dosage, time to be given, and your signature. The medication is to remain in its original packaging and prescription medicine needs to be prescribed by a doctor. All medication is to be given to the teacher responsible for your child so it can be stored safely and signed in. Parents are to collect the medicine and sign it out at the child's home time. **Please ensure that no medicine is stored in your child's bag at any time.** The teacher responsible will sign the medication form to indicate that the correct dosage and medication has been given and at what time. **For more information please refer to our policy Illness Prevention and Procedure.**

Illness: We ask that if your child is unwell or showing signs of being unwell that he or she be kept at home. We reserve the right to send children home or refuse attendance to any child who is considered unwell. We require a doctor's clearance note, if your child had a contagious disease, stating that they are no longer infectious before we can allow them back. We ask if you could please advise the centre if your child has been exposed to, or has a contagious disease.

Beanies: These can be ordered from reception and are \$13.00 these are embroidered with your child's name and come in a selection of colours.

Sunhats: These can be ordered from reception and are \$15.00 these are embroidered with your child's name and come in a selection of colours.

Wet bags: These can be ordered from reception and are \$13.50 these are embroidered with your child's name and come in a selection of colours.

Accounts: Are to be paid on a weekly basis. If at any stage families/whānau foresee difficulties with payment, please discuss this with the Centre Manager. Unless a prior arrangement has been made with the Centre Manager, non-payment of fees may result in your child losing his/her position at the centre. If payment is not received within three weeks a collection agency may be used, the cost of which will be borne by the parent/caregiver. Invoices will be emailed to you every Monday these are to be paid by the Friday of that week, unless other arrangements have been made.

WINZ Subsidies: Childcare subsidies are available through Work and Income New Zealand (WINZ). We have these forms and can fill out our section and send these away with you to complete. Childcare fees are to be paid in full by the parent/caregiver until payment is received from WINZ.

20 ECE Hours: All 3 and 4 year olds are eligible for the Ministry of Education subsidy which is capped at a daily hourly rate of 6 hrs a day and 20 hours per week. If a child attends for longer than 6 hrs a day they will be charged at the normal hourly rate. Once the ECE 20 hours start at 3 there is no half charge for absent days or holidays.

Optional Charge: The Barnyard provides a higher level of services than is required by the Ministry of Education Early Childhood Regulations. The funding received for 20 ECE hours is not sufficient to cover our additional services. We ask that parents contribute towards our costs and agree to pay the optional charge of \$1 per hour for each hour of ECE received at The Barnyard, on the enrolment form. This helps in covering the cost of food especially if you are only attending the 6 hours funded ECE each day.

Absenteeism: In case of absenteeism there will be a 50% retainer fee if notified by 8:00am (of that morning) at the latest, alternatively you may leave a message on our answer phone the night before which is checked first thing in the morning, otherwise you will be charged at full rate. A doctors certificate may need to be sighted to receive the 50% discount for children absent for 3 or more days. A child's enrolment will be considered to be cancelled after a continuous unnotified absence of 21 calendar days, unless notice is given and absence is due to special needs or special health problems. PLEASE NOTE: after a continuous absence of three weeks on any enrolled days, your child's ECE funding will stop and you will be required to pay full fees for all absenteeism thereafter. ECE funding will start again as soon as your child returns to The Barnyard.

Holidays: Statutory holidays are free of charge.

Late pick up fee: The Barnyard is not allowed to have children at the centre after closing hours (5:45pm). It is against centre and licence policy. A late fee of \$5 per minute will apply if you fail to pick up your child/ren by 5:45pm.

Changes to your bookings: We require two weeks notice in writing if you wish to change or terminate your bookings. Please be sure to inform Work and Income of these changes.

HELPFUL INFORMATION

Newsletters: Will be emailed on a regular basis.

Personal toys: We would appreciate it if children did not bring any toys to the centre. These can get lost or broken and it saves a lot of distress if you keep them safe at home.

Nappies: All nappies will be supplied.

Meals: We supply the children's morning tea, lunch, afternoon tea and late snack after 4pm. We have a full-time cook who creates nutritious meals for all our children. The weekly menu is displayed on the wall in the reception area.

Rest and sleep: For our infants, the teachers will replicate your routine that you use at home. This will help with consistency throughout their days. After lunch some older children may require a sleep. Each child will have his/her own sheets, blanket and bed.

Lost property: Please **NAME** all your child's belongings. We have a lost property box in reception which you should check regularly, just in case things get misplaced.

Health and hygiene: We are required to have up to date information regarding immunisation on enrolment whether immunised or not. We will ask you to supply proof of immunisation and we require updates made to the immunisations when they are completed. We will need to know if your child is not immunised in case there is a contagious outbreak. This way we can inform parents where necessary.

Sun wise: Each child needs to bring along a named sunhat (no caps) which will be used daily during the summer months (term 1 & term 4) or we recommend you purchase a named bucket hat. These can be ordered from reception for \$15.00. Sun block is applied at lunchtime. We ask you apply sunscreen to your child before they arrive. However, if your child has sensitive skin or an allergy to sun block please provide a named sun block that is suitable.

Clothing: We ask that parents please dress their children in old clothing (no string tops or singlets) as we all know that children love a mess and we encourage messy play such as painting, 'gloop' and water play. We ask that you pack plenty of spare clothes. For older children please bear in mind the ease at which your child can take their clothes off to go to the toilet. For toilet training children please pack spare knickers/undies and pants.

Birthdays: We love celebrating birthdays. If you plan on doing something special for your child on their birthday, please have a chat with us a few days before hand so we can prepare for the special day.

The Barnyard's Philosophy

All children at The Barnyard are valued as unique individuals who have their own needs, abilities and interests. Children are supported to grow up as confident, competent learners and communicators, secure in their sense of belonging. Our Early Childhood professionals are committed to providing stimulating, inclusive learning opportunities that reflect the unique needs of each child.

The Barnyard has a strong focus on nature, caring for animals and our environment. This helps the children better understand and appreciate the world around them.

At The Barnyard we are committed to providing an inclusive and welcoming atmosphere. Parents and Whānau are actively encouraged to be involved, as our open door policy welcomes parents to visit at any time.

"Nurturing our children, growing the future..."

The Barnyard Early Childhood Education Centre

504 Racecourse Road

P O Box 351

Te Awamutu 3800

Phone: 07 870 1515

Email: info@thebarnyard.co.nz

Website: www.thebarnyard.co.nz