***Sunrise Home-based Childcare***

***Information Pack***

***for Parents***



**This pack will give you the**

**information you require to**

**make the important decision**

**on the best place for your child**

**to commence their educational journey.**

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**Dear Parents/Whanau/Educators,**

It is an honour for the Management of Sunrise Home-based Childcare Team to welcome you all to our family.

Sunrise Home-based Childcare Service is privately owned in-home childcare provider licenced by the Ministry of Education to provide quality care and education to children in a nurturing home-based environment. Our service was established in 2011 and is currently providing care for children from 3 months to 5 years old throughout the Auckland area.

**Our Goal** is to provide a secure, caring and nurturing environment so every child can learn and grow in their developmental years. We believe this is only possible with the support of parents and a dedicated and passionate educator who will help us to build strong family, strong community. We want your child to feel nurtured, to be intrigued by the world and its opportunities and to be ready for school, having experienced a wide range of activities during their time with our educators. In a small family group child can follow their own rhythms and routines and be who they are.

**Our Objective** is to provide personalised care and education as we believe each child has their unique strengths and need. Our passionate educators are well equipped to fulfil this objective, leading by example to support their growth.

We are grateful for the trust you have placed in our Educators and acknowledge that we will work to ensure you that your child will learn and grow in way that will make you feel proud.

At Sunrise Home-based your child will experience:

* A warm, welcoming and nurturing environment
* Personalised care and attention is provided in a home environment.
* interaction with the wider community through regular trips and events
* An appreciation and respect for different cultures.

***Our Philosophy***

# We believe children to be competent and confident learners and communicators capable of thinking independently and creatively, who believe in their own ability and have the potential to think, achieve and take pride in everything they do.

* We believe that children learn in unique ways and develop at different ages and stages.
* Educators and Coordinators design learning areas, routines, plan curriculum programmes and write learning stories to capture children’s learning to share with parents.
* All children have equal opportunity to develop a positive self-esteem and attitudes towards their learning and development.
* We believe in providing opportunities for children to work reciprocally with other children, adults, the local school community and the wider community comprising of Sunrise Home-based Childcare.
* We acknowledge the unique place of Māori as Tangata Whenua and that every child has the right to a bi-cultural experience that reflects the heritage of both parties of Te Tiriti o Waitangi.
* We aim to provide an environment which respects and promotes Māori culture, by making each home-base a welcoming learning environment for Māori tamariki (children) and whanau (families).
* We believe in building positive relationships with all cultures and families making our home-based services both a bi-cultural and multi-cultural learning environment.
* We endeavour to ensure that we cater to diverse children and whanau. This will be facilitated in an atmosphere where Educators nurture and scaffold children’s cultural experiences and prior knowledge.
* We value our Educators and Coordinators and are committed to providing opportunities for their ongoing professional development.

# *Educational Philosophy*

At Sunrise Home-based Children our programme is based on the principles and strands of the New Zealand’s Early Childhood Curriculum (Te Whariki). Children are observed and assessed through various evaluation tools (learning stories, child’s voice, parent input, individual development plans) and this information assists in the monthly programme planning for each child.

***The Early Childhood Curriculum (Te Whariki) has four broad principles:***

1. **Empowerment – empowering children to learn and grow.**
2. **Holistic Development - reflecting the holistic way children learn and grow.**
3. **Family and Community – recognising the wider world of family and community play an integral part in a child’s growth.**
4. **Relationships – recognising that children learn through responsive and reciprocal relationships with people, places and things.**

The strands are defined in terms of the goals and learning outcomes needed to achieve them, of each strand’s relationship to the principles, and of adult responsibilities associated with each strand.

**Sunrise Homebased Childcare goals arise from these four principles:**

1. **Well-being** - the health and well-being of the child is protected and nurtured.
2. **Belonging** - children and their families feel a sense of belonging.
3. **Contribution** - opportunities for learning are equitable and each parent’s contribution is valued.
4. **Communication** - the languages and symbols of their own and other cultures are promoted and protected.
5. **Engagement** - the child learns through active exploration of the environment.

***Our Educators***

Educators are selected for their love, knowledge, enthusiasm and commitment to children. Most of our Educators are Job seekers, Grandparents and Early childhood teachers. We pride ourselves on the quality of our educators.

***How We Work***

Our Home-Based Childcare supports children to be cared for in a home environment setting, by an Educator who educates and cares for them. Home based childcare is an alternative to centre-based care, providing a small ratio of a maximum of 4 children to one educator. By providing children with small group sizes it makes it possible for children to build responsive and reciprocal relationships, and supports children becoming confident and competent individuals.

Care is arranged in educator’s homes where there is a maximum of four children, or in the home of the child/children needing care or in a home nominated by the parent of the child/children.

***Discover the difference in your child’s learning at Home***

1. Individual care and attention for your child/children are cared for in small groups of up to four. Age group taken care of birth to five years old.
2. Educators aim to care for your child/children in much the same way as you would. We want our parents to have trust in our educators that your child/children will be happy, supported and secured while you’re away.
3. Small group care means your child’s individual interests and strengths are recognised and developed.
4. All our Educators are Police-Vetted and all premises where care is carried out are checked for safety on a regular basis.
5. Relationships are important to us: parents, educators, children, visiting Teachers and children at Home all work together to form a supportive, communicative community.
6. Personalised learning programmes projects are encouraged under the umbrella of New Zealand's early childhood educational curriculum, Te Whariki.
7. Competitive Fee and flexible hours.
8. Access to WINZ, multiple birth and other subsidies mean our service is extremely economical.
9. 2.5-5-year-olds are eligible for 20 ECE hours + 10 free hours provided by our childcare service for each child per week.
10. Regular play, get together and excursions offer excellent opportunities for physical, social, mental and emotional development.
11. We have been successfully operating since 2011.

***Play group and Trips***

We have monthly playgroups whereby our educators and children come together and enjoy a great day packed of fun and learning opportunities. These playgroups are to help support children’s social development, therefore all educators and children are given the chance to attend. Trips that we have for our children are to extend on children’s learning and we plan to have trips termly. There is usually no cost for parents.

***Transition to School Programme***

The School environment can be very unfamiliar to children so our transition to school programme aims to make the children comfortable with the new things they might encounter so they are well prepared for the next step in their learning journey. Our coordinator provides children with regular school visits to help our educators support their transition to school programme.

Within the home educators support children’s transition through daily activities and exploration that link in with the curriculum as well as children’s interest.

***Children’s Portfolios***

Each individual child will have their own portfolios, this is where documentation of children’s learning is collaborated. Such as: Learning milestones, special events, art works, photos and stories from home. This Portfolios belong to the child and family and are very special as they hold child’s precious moments of their early years.

**Educators Focus Areas to support Children’s Learning and Development**

* **Play dough**
* **Books**
* **Blocks**
* **Art n craft**
* **Painting**
* **Science**
* **Carpentry**
* **Messy Play**
* **Sand**
* **Construction**
* **Family Play**
* **Collage**
* **Technology**
* **Literacy and Numeracy**

***Fees***

Sunrise has a set fee **of $5.00 per hour per child** for children ages **0- 2.5 years old**. Work and income subsidies are available for parents, as well as payment options. We offer Full time/ Part time and sessions between **the hours of 7:00 am – 7:00 pm Monday to Friday only. Public holidays and weekends are not applicable.**

**Ages 2.5 -5-year olds**

We offer the 20hours Free ECE for all children ages 2.5 to 5, however we have our Transition to School Programme for child aged 2.5 to 5 so therefore we provide 30 free ECE hours (20 hrs + 10 hrs not just the 20hours. Whereby children can receive up to 6hours per day, 5 days a week at no cost to the parent. **The condition to this transition to school offer is that children who want this offer can only attend the 2 session options available which are 7am-1pm and 1pm-7pm. If parents are wanting different hours or longer hours the $5.00 per hour fee will apply to them.**

Enrolments can be discussed with your Educator/Coordinator. Any fees made by the parent must be paid into the services bank account as no money may be passed through educators. This is to protect any money issues parents or educator may come across.

***Ministry of Education Funding***

**Sunrise Home-based Childcare Coordinator will ensure all Government funding that is received from the Ministry of Education (MOE) and Work and Income NZ (WINZ) is audited yearly and is available for parents. The Money will be spent on the children’s equipment, resources, Educators wages and, Purchasing children’s morning and afternoon teas. A budget will be provided prior to the end of the financial year.**

***Important Information & Responsibilities for Parents***

* Communication is the key to ensure that you as a parent are happy with the care and education provided to your child/children. Please feel free to discuss any issues you have with your educator.
* Please ensure that adequate, healthy and nutritious lunches and water bottle are supplied for your child each day.
* For children in nappies please make sure that you provide enough nappies and wipes for your child, as well as a change of clothing.
* On starting with your educator please provide your child with a small sheet or blanket that will be held in the home for rest time or if your child becomes sick.
* Please make sure that your child’s educator has been advised and that you have signed if medication for your child is required. If you fail to sign the medication form any medication will NOT be given to your child.
* All children must have spare clothing always in the home for activities such as water and messy play. Summer time all children are to have a hat for protection of the sun and a jacket in winter time.
* It is your responsibility as a parent to ensure that you provide your children with an approved child restraint that is suitable for your child’s age. This is for traveling to and from the home as well as any outings that the educator may have planned for the children.
* Please ensure that we have your correct contact details on file encase your child become ill or you are needed to be contacted in case of an emergency.
* Ensure that you contact educator to let her know if your child is going to be absent for sickness or other reason. This would be much appreciated
* Please ensure that you arrive and collect your child on time as your child is booked in for hours that you have agreed to. This is very important that you follow this as it will interfere with other child’s booking times.
* Please advise educator of your cultural values, beliefs so that we can work together to ensure that we respect your child and family always.
* If you have any questions or concerns, feel free to contact Home-Based Coordinator at the office on the contact details on this Information Book.



***JOB OPPORTUNITIES***

**Are you interested in becoming a home-based educator?**

Would you like to work from the comfort of your own home or the home of a family, caring and educating children Birth to 5 years old? We here at Sunrise Home Based Service are looking for people with a passion in working with children, whom can provide a safe and nurturing environment both indoors and outdoors to join our team. As an educator with Sunrise you would be classed as a self-employed educator running your own business therefore the hours and days that you work are flexible to suit your needs. The care for the child/children and families can take place in the educator’s home, the home of the child, or the home nominated from the parent.

**To become an educator with Sunrise Home-based childcare you need to meet our criteria:**

* Be over the age of 17 years of age
* Be passionate and committed towards children learning and development
* Provide children with an overall safe environment that meets NZ Early childhood regulations.
* Carry out a police vetting form for you and any other people living at your address over the age of 17 years.
* Confident to work with and alongside children and families of different ethnicities

**Who can become an educator?**

* Individuals
* Stay at home parents
* Job seekers
* Grandparents
* Early Childhood Teachers
* Studying students

**The process of becoming an educator.**

* Initial contact weather that be over the phone or in person
* Visit to the home, whereby a full home inspection will be carried out, looking at the health and safety standards where care will take place.
* Face to face interview, getting to know the prospective educator, sharing expectations and discussing an educator’s role.
* Educator enrolment forms, police vetting for all people and educator information will be conducted and documented.
* Co-ordinator will carry out recommendations, if any to yourself in regard to your role and your home to ensure that all Ministry of Education Regulations are met.
* Once all is completed you will be provided with documentation that you will need to read and be clear on such as policies and producers of Sunrise Home-based, your Coordinator will work through this with you.
* Once we have received clean police vetting reports we will be able to finalise your application.
* From here if accepted, you will be able to start caring for children, we as a service will help support you in finding families looking for care for their children, however you are a self-employed educator, so you too can market yourself in search of families.

**What are the benefits of becoming an educator with Sunrise Home – Based Childcare?**

* No registration/admin fees.
* We provide a very competitive pay.
* Sunrise offers you the flexibility of working from your own home.
* Have the choice of hours you want to work between 7am-7pm Monday – Sunday.
* Ratio of a Maximum of up to 4 children at one time, but no more than 2 in under 2s
* Full ongoing support from your Co-ordinator on a weekly basis.
* Rotational resources available to extend on children’s needs and interests.
* Ongoing workshops for educators to gain more knowledge in their role.
* Regular trips and outing invitations to all educators, children and their families.
* Professional Development on children’s learning and development.
* We provide Free First Aid Courses (Conditions Apply).
* You’ll have regular support from highly experienced, registered ECE teachers who’ll help you to develop activities and plans for children under your care.
* You can get hold of our staff and teachers through free 0800 Educare during working hours 7am to 7pm 5 days a week.
* We provide marketing support, we also provide you with pamphlets and flyers.
* Accesses for printing photos and children’s documents.

**Promoting yourself**

There are many ways that you can promote yourself, and find families needing care for their children. Being self-employed means that you have to help yourself to get the message out there.

* Word of mouth, is always the best way
* Facebook posts on childcare wanted pages
* Churches and community groups
* Friends and family
* Passing out flyers in your neighbourhood
* Markets and stalls at big community events
* Placing ads in your local news paper
* Posters and flyers in shops and shop windows (smile and ask nicely)
* Local primary schools

**Resources & Toys for children**

Sunrise has a Resource programme that educators are welcome to use, these are known as rotated resources are to be used to support children’s learning and interests of each individual child. These resources are the property of Sunrise and are to be looked after, cleaned and maintained. If we notice that resources are being neglected and not looked after by educators, you will be responsible to cover the cost of replacement. As a self-employed educator you are too responsible in providing children with resources for the home that are age appropriate for each child. We highly recommend that you too become a part of your local toy library, this is to be carried out within the first 3 months as an educator to ensure children have a range of resources for exploring and learning opportunities.

**Role of the Visiting Coordinator**

Our Co-ordinator is a qualified Early Childhood Teacher registered with the New Zealand Teachers Council, her role it to support and oversee the programmes that are provided to the children enrolled in Sunrise Home-based Childcare. The co-ordinator is responsible for enrolments of educator as well as children along with any other documentation. The co-ordination will work with and alongside educators to ensure that the children are received the best care possible.



**Questions often asked by educators**

**What day do we get paid?**

* Payments a made directly into educator’s bank accounts on a Thursday of each week.

**Can Sunrise do my tax for me?**

* No as you are a self-employed contracted to Sunrise it is your responsibility to contact IRD and request an IR3 form.

**Do I have paid sick days and annual leave?**

* No again as self-employed you are not paid for sick leave or any time off that you require.

**What happens if I am sick?**

* If you are unwell and cannot work, you must contact your coordinator and parents as soon as possible. If care is still required, you coordinator will look at other alternative arrangements for the child/ren.

**What happens if the child is sick?**

* If a child is sick and absent from care, the parent is still required to pay any fees that they are currently paying, and it is parents’ responsibility to inform you if their child is going to be absent and for how long. If you cannot get a hold of your parent for 2 days, please inform your coordinator who can follow up on the situation.

**What happens if there is an emergency?**

* If there is a major emergency then it is educators responsibility to seek emergency services by calling 111 and then to contact coordinator and inform her of the situation.

**How do I find children?**

* Market yourself by flyers and word of mouth; your coordinator can help support you with this too.

**Can I get paid for my own child?**

* No you cannot be paid for caring for your own child, but your own child will be classed in you ratio, e.g. if you have your own child, then you could only care for 3 other children at one time.

**Can I care for my niece, nephew or grandchildren?**

* Yes you can, you can care and get paid for any children that are not your own, family members, grandchildren and all are fine, as long as they are not enrolled in any other early childhood service and not reside in the same residence as you.

**If I want to leave the service how much notice do I need to give?**

* We ask that you give 2 weeks’ notice to your coo-coordinator as well as your parents, so that there is time to find a new home environment for the children in your care.

***We here at Sunrise Home Based Childcare service look forward to having you and your family working alongside our educators to ensure that the best care and education is provided to your child always.***

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[**http://www.discoverieseducare.co.nz/locations/sunrise-home-based-childcare/homebased-information/**](http://www.discoverieseducare.co.nz/locations/sunrise-home-based-childcare/homebased-information/)