



elm
tree

grow play learn
Early Learning Centre





grow
play
learn

Welcome to our Elm Tree family

Elm Tree Philosophy

At Elm Tree Early Learning Centre, we pour our hearts into everything we do for our tamariki and whānau. Our Kaiako are not only knowledgeable and playful but also deeply committed, nurturing and passionate about creating a “home away from home” that is safe, loving, and full of joy.

We know each child is unique and special, so we approach them with love, kindness, and empathy. We believe that every child deserves to feel valued, supported, and cherished, which is why we foster a warm, caring, and inclusive environment here at Elm Tree.

At Elm Tree we truly treasure each child as an individual, and we take great pride in helping them to develop their own sense of self-worth, resilience, and lifelong learning. We do this by empowering (whakamana) our tamariki, encouraging them to express themselves freely and to follow their own interest and passions. This support’s their independence, emotional intelligence, and autonomy. This helps us maintain an environment that is, child-led, interest based and supports the underling principals in our Early Childhood curriculum, Te Whāriki.

We believe that our tamariki thrive when they feel a strong sense of belonging, which is why we embrace the values of whanaungatanga and manaakitanga. We work closely with our whānau to create genuine partnerships based on mutual respect, trust, and shared aspirations for each child. We scaffold tamariki to have tuakana teina relationships with one another where older children help teach and guide the younger. We also celebrate the richness of diversity in our community, upholding the principles of Te Tiriti o Waitangi and honouring the many beautiful cultures that make up our Elm Tree whānau.

We uphold RIE and Pikler philosophies of respectful practice and empower (Whakamana) our tamariki to learn in an environment that sparks curiosity and wonder, enabling them to feel safe to express their ideas, desires, and feelings. We value each child having their own key teacher who becomes the in-centre expert on your child, and value the warm one-on-one interactions we have with them.

We nurture the holistic development (Kotahitanga) of our tamariki, treasuring the knowledge that each child brings with them. Our local environment provides additional areas of learning and discovery, enriching our curriculum as we explore and engage with our community. Our centre pepeha connects us to our local curriculum.

Tipu tahi tātou. Tākaro tahi tātou. Ka ako tahi tātou.
Together we GROW. Together we PLAY. And together we LEARN.



What you need to know



Opening hours

We are open between 7:30am and 5:30pm, Monday to Friday. We are open throughout the year with the exception of statutory holidays and weekends.

Entry to the centre

Safety of our children is paramount. We operate a locked entry system that is activated by a PIN number that you will be allocated. To gain access to the centre simply use your PIN on the front and back entrance key pads. To gain access without your PIN simply ring the door bell and a member of staff will assist you.

Signing in and out

It is a Ministry of Education requirement that a daily record is maintained of children entering and leaving the centre. We have a centre tablet which parents are required to sign their children in and out each day. We also require parents to confirm weekly attendance.

Meals

We are a self-catered centre with an amazing chef at the helm of the kitchen preparing morning tea, lunch, and afternoon tea. Our menus are devised to tempt the children's taste buds and are healthy and nutritious.

Child health and medication

The health and wellbeing of our children is paramount. To ensure the safety of all children attending Elm Tree we ask that you please read and comply with our policies at reception, noting the following important points:

- Children with diarrhoea or vomiting are not permitted to return to the centre for 48 hours after symptoms cease.
- Children on antibiotics are required to remain away from the centre until after the first three doses have been administered (24hrs). Medicines to be administered by the centre staff must be signed in and out each day. A daily record will be kept of all medicine issued to your child.
- Should your child become unwell at the centre or is displaying a temperature of 38 degrees or higher, we will contact you to pick up your child. Your child will need to remain away until 24 hours from the temperature settles.

Following these policies ensures we are protecting all children and staff who attend Elm Tree. Should you wish to discuss the policies further, please speak to one of our team.

Our values

Love - Aroha

Our love is unconditional and endless. Love is the principal that creates and sustains our relationships. Our love for what we do will shine through.

Kindness - Atawhai

We show kindness when we accept each other individually and show care and compassion to one another. A little kindness goes a long way.

Respect - Whakaute

Respect is key in all our relationships, when we respect another person we show them they are valued. We value you for who you are.

Empathy - Aroha

Through love, kindness and respect we show genuine empathy for everyone and care about people's feelings without judgement.

Trust - Whakawhirinaki

We form trusting relationships with everyone where we know we can be relied on. We courageously expect others to act fairly and with integrity.

Resilience - Manahau

We are resilient when we maintain our positivity and optimism in difficult times or circumstances. We persist with difficulty to succeed with social and emotional competence.

Playfulness - Mahi takaro

We are full of high-spirited fun. We are playful when we engage in a fun activity and share in the joy and laughter of others.

Empowerment - Whakamana

We are empowered to be strong, trusted, and capable in our abilities to allow autonomy.

What to bring

- Nappies, bottles, and formula if necessary
- Approximately three changes of clothes
- Hats to suit the season

Playing outside year round

Children benefit from outdoors play, including water play all year around. With coats and hats to keep them warm in Winter, and lightweight clothing and full brim sunhats for Summer your child will be able to participate in all areas of outdoor learning.



School readiness

Our children gain all the skills necessary for starting school throughout their days at Elm Tree. Our philosophy is play-based learning, where numeracy, literacy, science, and social skills are woven into their every day fun and routines.



Payment of fees

We accept online banking or cash. All fees are paid one week in advance. Weekly invoices will be sent out each Tuesday at 4pm. Please see enrolment form for bank account details and use your child's name as a reference.

Fees

Please see our fee schedule provided in your enrolment pack.

20 free hours

All three to six year olds are entitled to up to 20 hours Early Childhood Education (ECE) subsidy via the Ministry of Education. These 20 hours (up to six hours a day, 20 per week) are at no cost to the family. Children continue to be eligible for 20 ECE hours until they are six years of age or until they have started school.

Work and Income subsidy (WINZ)

WINZ childcare subsidy is available for eligible families. Please talk to us should you require any assistance with the application process. For more information, please visit:
www.workandincome.govt.nz/eligibility/children/childcare.html

What your fees include

- Healthy morning tea, lunch and afternoon tea made by our on-site chef.
- Learning story journal.
- Sunscreen, applied at 10am, 12 and 2pm over Summer.
- Nappy wipes.
- Great ratios.



Together we create
happy memories

Public holidays

Our centre is closed on all public holidays. If your child is enrolled on a public holiday you will be charged your standard rate.

Holidays

Every child is entitled to 10 days holiday per year, discounted to 50% of the standard rate. These days may be used at your discretion, however these days off must be put in writing to us two weeks prior so we can cater accordingly with staffing.



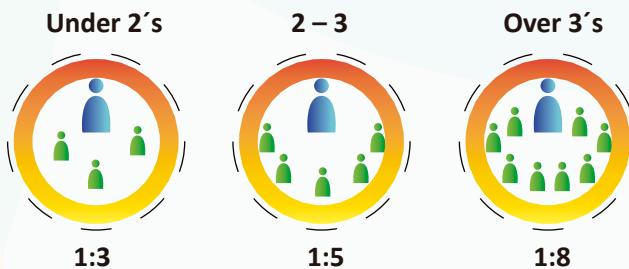
Sibling discount

Elm Tree provides a 5% discount for the oldest child.

Ratios

At Elm Tree we maintain excellent teacher to child ratios, averaging 1:3 for Under 2's, 1:5 for 2-3 year olds and 1:8 for Over 3's.

(The Early Childhood Regulations state that a minimum ratio requirement for Under 2's is 1:5, and Over 2's being 1:10).



Respectful practice

We treat our Elm Tree children as capable individuals who deserve respect just as we adults do. Each child is special, and none are alike. Every decision, every action and every plan is made with one thought in mind – our precious children. They are the heart of Elm Tree Early Learning Centre. We believe that our role is to provide a safe and caring environment that enables each one to thrive; confident that they are cherished as they grow to their potential.



A positive impact on our community



A happy transition

It is important that children experience a happy transition to Elm Tree, so we require a minimum of three visits prior to your child starting for children 2 or older, and 4 weeks for under two year olds. This enables children to become familiar with the new environment and allows you to spend time getting to know the teaching team. During these visits we will get to know your child's routines, preferences, health information, plus any specific learning aspirations that you have for your child. Communication is very important to us and is at the heart of our relationships with our families and children.

Ongoing communication will be in the form of Storypark, email, and daily conversations with you. Storypark is an online tool where we can share your child's learning journey with you, and you can comment and share things you and your child are proud of with us. In addition, your child will have a printed portfolio to browse through during their days at Elm Tree.

Whānau involvement

Your voice is important to us. We invite your feedback at any time as this drives us to reflect on our teaching practices and strive for excellence. At times we will invite you to feedback on matters such as what is happening in the centre, policy reviews, and environment reviews. We will also send out surveys to you from time to time to ensure that we are meeting the standard that you expect from us as an early childhood centre.

Caring for our staff

Our staff mean the world to us, so we like to show them a little appreciation.

- Family First - We understand that teachers give their all to the whānau and tamariki who attend our centre, but sometimes they have to put their own families first and we encourage this unconditionally.
- Paid Birthday Off - All staff get a paid day off to celebrate their birthday.
- Winter Blues - We supply a basket of wellbeing potions and pills for our staff to keep on top of winter illnesses - Vitamin C, Echinacea, Strepsils, Herbal teas, etc.
- Feel-Good Bits n Bobs - Perfumes, deodorant, feminine products are available in our bathroom.
- Kai for Meetings - Meetings can be taxing after a long day at work, so we provide plentiful platters that cater to all tastes and diets.
- 'Why We Love You' Notes - Our general staff meetings begin with reading out the many notes written from one staff member to another about something amazing they did.





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Contact Us

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