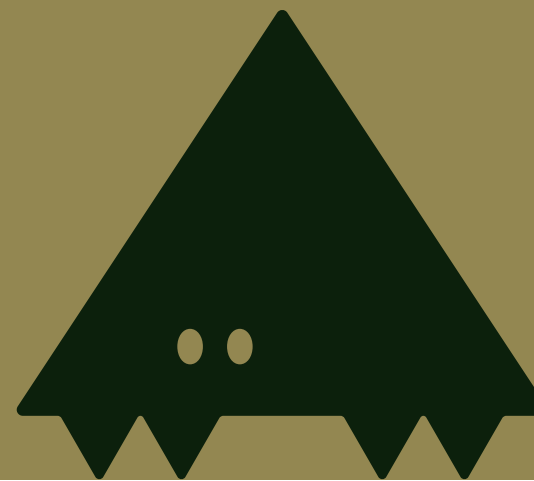
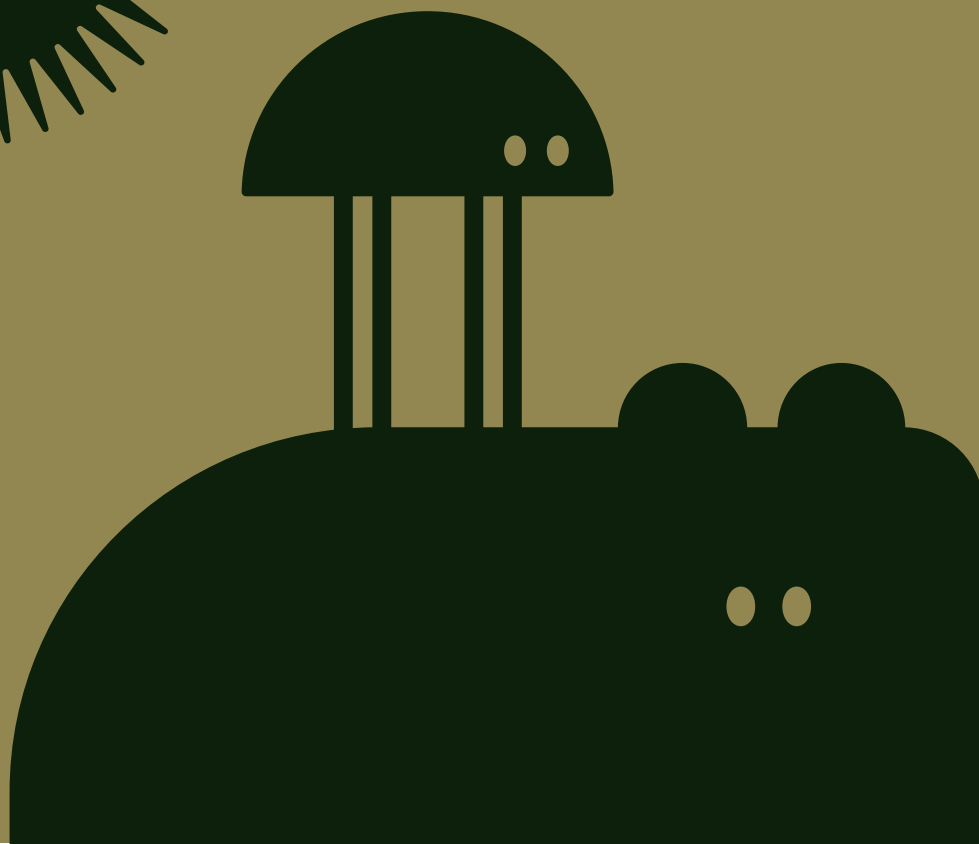


Nature-based
early learning centre

Parent's
Handbook

Village GreenTM



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Welcome to Village
Green, where 
every moment is
an opportunity for
natural discovery
and  exploration.



Welcome to Village Green, where every moment is an opportunity for natural discovery and exploration.

As a nature-based early learning centre, we prioritise fostering a deep connection with the natural world, providing a nurturing environment where children can thrive.

We welcome you and your child to what we trust will be an extension of your home. By working together we provide an environment that promotes quality care and education.





↑ Village Green is an expression of contemporary architecture, where every aspect of our design is dedicated to fostering holistic wellbeing. From the seamless integration of nature's elements to mindful attention to every detail, our approach embraces the harmony between human health and environmental sustainability.



About our centre





You'll find us nestled in the heart of Remuera, a thoughtfully designed Early Learning Centre; purpose-built to inspire and nurture young minds.

We're here to provide our tamariki with an exceptional start in life, while offering parents and whānau peace of mind, knowing their little ones are receiving top-quality care and education in a well-equipped facility, guided by a caring team of qualified educators.

Nature is an invaluable teacher, and at Village Green, our educators foster children's learning through play in a natural and relaxed setting. We prioritise the holistic development of each child, encouraging them to explore and grow at their own pace.

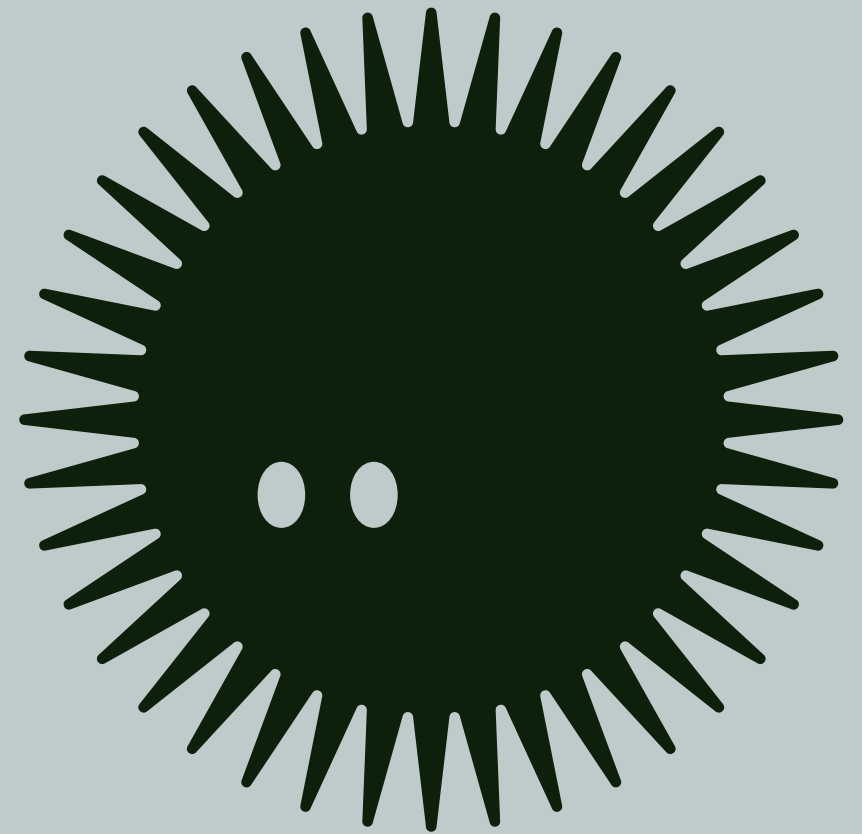
Our educational programme is rooted in the principles of Te Whāriki – Aotearoa's Early Childhood Curriculum:

- The Early Childhood curriculum will empower the child to learn and grow.
- The Early Childhood curriculum will reflect the holistic way children learn and grow.
- The wider world of the family and community is an integral part of the early childhood curriculum.
- Children will learn through responsive and reciprocal relations with people, places and things.

As a family-owned centre, we value the collaboration with parents, understanding the importance of working together to create a nurturing, fun, and stimulating environment for our children.



Our Wellness Architecture Design Elements



Nature  Air 

Light  Water 

Sound  Mind 

Movement 

Nourishment 

Nature



We invite the outside in, with our interiors flourishing with air purifying plants, natural materials, textures and colours in our spaces. Our centre flows seamlessly to our playground designed for natural and safe exploration.

Air



Through non-toxic materials, plant-based interior paint, and the company of air-purifying plants, we ensure that every breeze promotes health and vitality throughout our centre.

Light



Using solar power and thoughtful design, we create an inviting atmosphere that combines vibrancy and gentleness, with playful rainbow features and non-reflective surfaces turning every beam into a beacon of inspiration.

Water



From capturing rainwater for sustainable building systems to our playful water-preserving features, we ensure hydration and fun go hand in hand, with filtered drinking water available in every room to keep our tamariki hydrated and thriving.

Sound



Enhanced acoustics and nature's gentle melodies bring the outdoors in, while our lush greenery purifies the air and softens noise, offering quiet spaces for our tamariki to unwind and find solace.

Mind



We promote a sense of belonging within our community and our place in the natural world, incorporating daily mindfulness practices to support their holistic development.

Movement



Movement is our mantra. With access to the College Rifles rugby ground for those eager to run wild and a centre designed to seamlessly integrate with our natural world, every space becomes an opportunity for adventure and discovery.

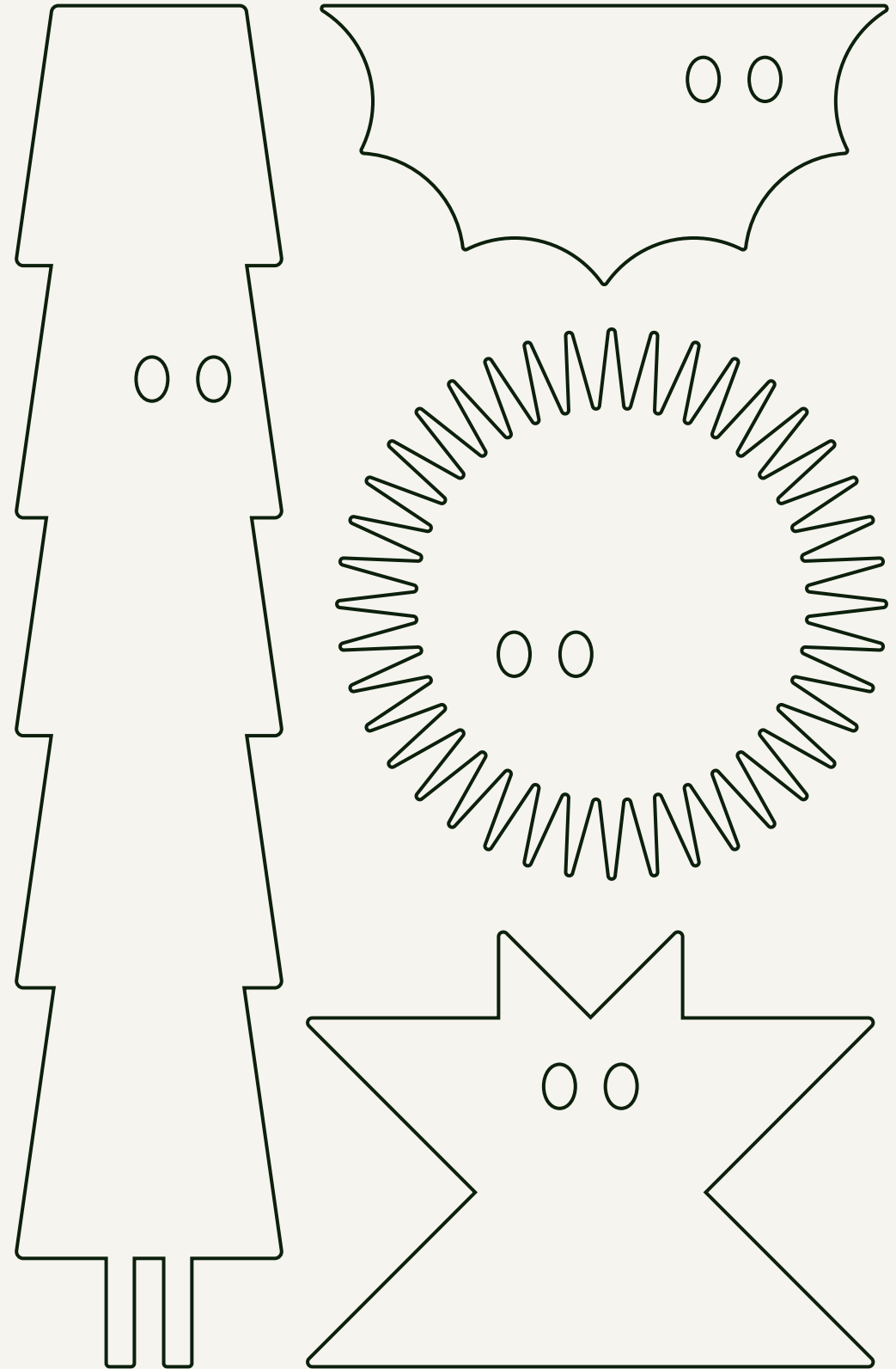
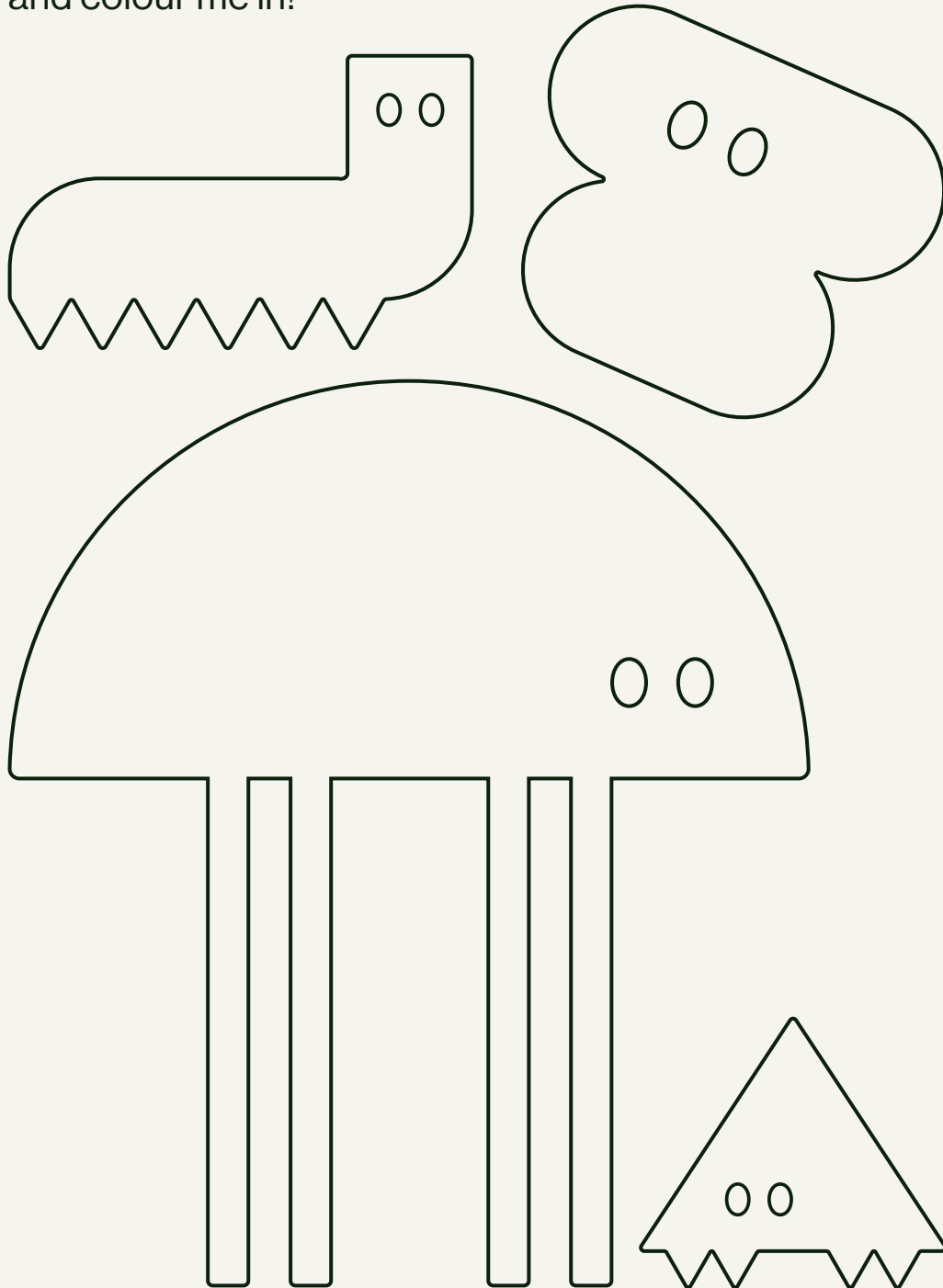
Nourishment



With onsite grow gardens and composting, and a focus on a healthy, whole foods menu, we source locally and seasonally. We fuel our tamariki with the goodness of nature.

Colour our Village!

Help your child cut me out
and colour me in!





About us



Village Green Early Learning Centre is proudly New Zealand owned and operated.

Our team are deeply passionate about celebrating the individuality of each child. We thrive on nurturing their diverse identities, strengths and interests, recognising that it's these differences that make our village vibrant and truly alive.

Organisational Structure

Village Green Early Learning Centre is proudly owned and operated by Ben Hurst. As a licensed early childhood service we receive Ministry of Education funding. All details of the Ministry of Education funding is available upon request for all parents.

The Educational Review Office is a government department that reviews early childhood services and schools. They report on, and evaluate, the quality of education and care for children in early childhood services and schools. ERO reports are available online at www.ero.govt.nz, or a copy of the report will be available in our centre foyer once a review has been undertaken.

We have four centres in the North Island of New Zealand. We work hard to ensure that each centre reflects the community they are situated in and that they are given the freedom to operate in the way that best serves their families. The individual centres work closely with each other to offer support and to ensure our high standards are maintained across all the centres.

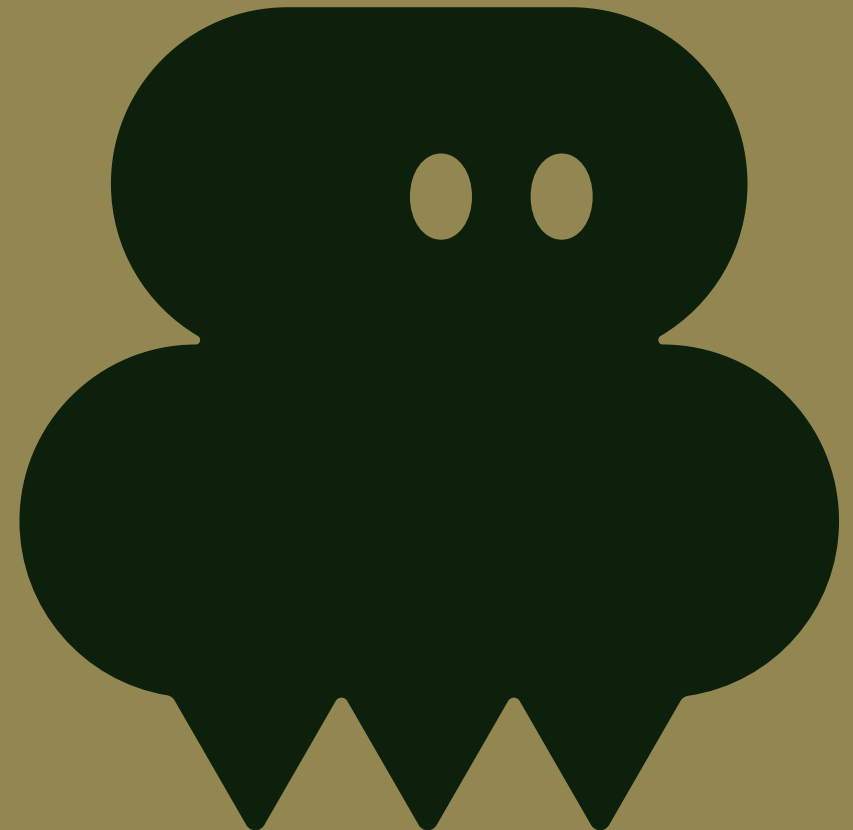
Our centres

Village Green™





Our Programme





Our centre provides child-led and play-based learning programmes with a focus on the natural world.

At Village Green, our programme is a dynamic blend of observation, evaluation, and tailored experiences. This is designed to meet the unique needs of each child.

We believe in honouring each child's individual journey, guiding them to progress at their own pace and in their own unique way. Our programmes are continuously evaluated to ensure they align with the principles, strands, goals and learning outcomes of Te Whāriki, the early childhood curriculum of the Ministry of Education.

Embracing the rich bi-cultural heritage of Aotearoa, we meaningfully incorporate te reo Māori and tikanga Māori into the daily lives of our tamariki.

Indoor and outdoor experiences are seamlessly integrated into our programme, providing children with a holistic approach to learning and exploration.

We are proud to have a dedicated Kaitiaki Kaiako — a nature guardian for our centre. Their role is to instil in our tamariki a profound understanding of our natural world and their place within it.

By incorporating sustainability principles into our curriculum, we cultivate in children a profound environmental identity, fostering curiosity, wonder, agency, and mana. This empowerment enables them to play an active role in effecting positive changes in their surroundings.

Our practices foster confidence, independence, and a love for learning in every child. Play is at the heart of our philosophy, offering children both structured and spontaneous opportunities to learn, discover, and express themselves. We encourage all children to engage freely in play, fostering creativity, imagination, and social skills.

Structured routines provide children with a sense of security and help them understand the passage of time while promoting independence.

Above all, Village Green is a warm and welcoming environment for both children and families. With a natural, home-like atmosphere, we ensure that every child receives a quality programme tailored to their developmental needs, allowing them to explore, learn, and grow in a nurturing and supportive setting.

Positive guidance

We believe that each child should be acknowledged and respected as an individual. Educators will show respect and dignity towards all children. Educators use their skills as professionals to observe, listen and discuss with children appropriate behaviours.

We believe that Child Management is a partnership between the families and the centre and endeavour to work as such for the benefit of the child.

Appropriate and desirable behaviours that the centre encourages:

- Turn taking
- Being kind to our pets
- Being kind to others in actions and in words
- Respect for others and our environment
- Respect for others belongings
- Safe practices

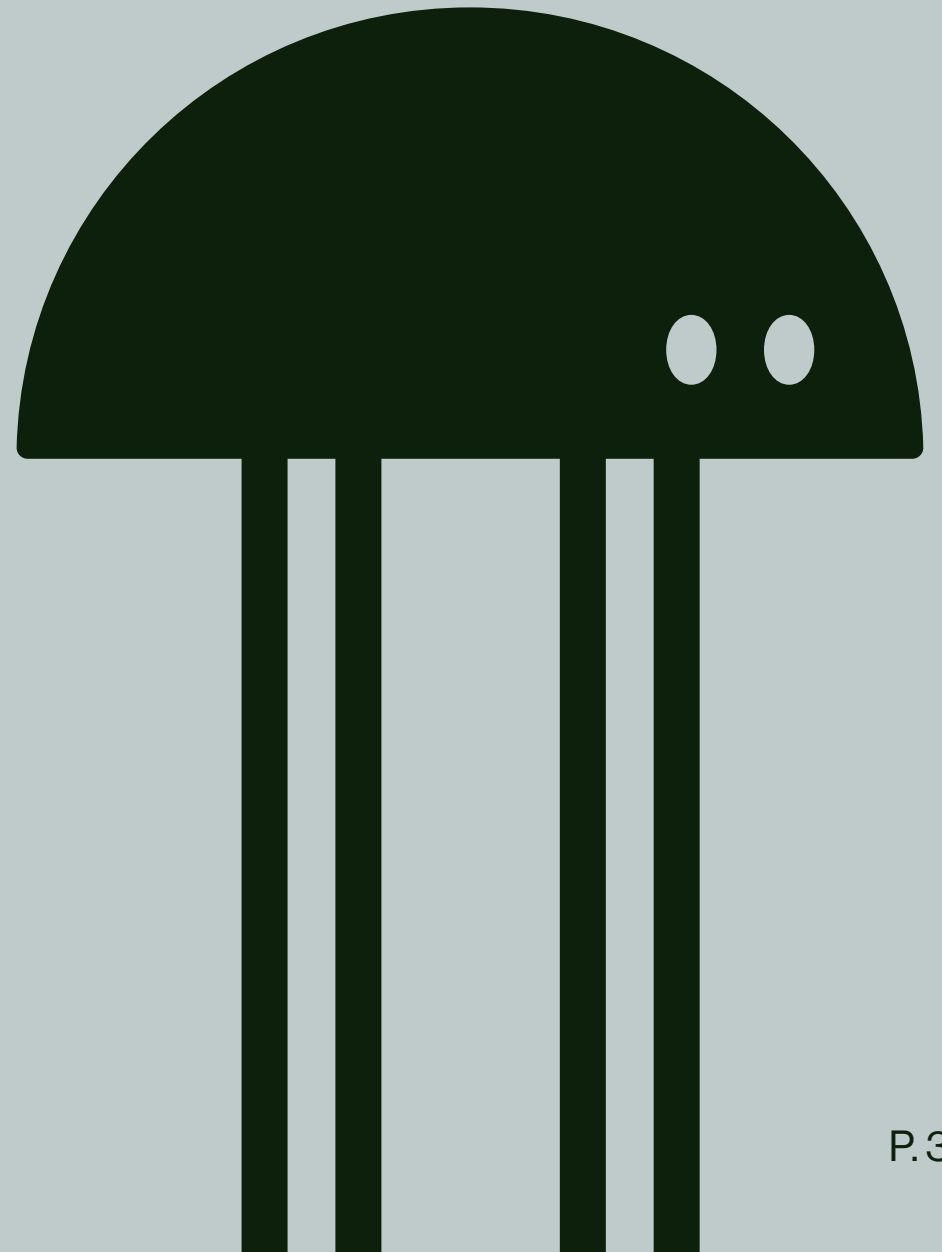
Guidelines for positive guidance

When any of the above behaviours are challenged, educators role model the following strategies to support the elimination of the negative behaviours:

- Anticipate by knowing each child's patterns/needs
- Intervene to stop the behaviour
- Ignore action – avoid attention (if behaviour is not hurting anybody)
- Simple and brief explanation of what is inappropriate
- Redirect child to another activity, emphasising the acceptable behaviour
- Consistency
- Role playing with props to show other ways that the child could deal with the situation
- Personal acknowledgement for positive behaviours
- Involvement of parents/caregivers
- Confidentiality
- Group acknowledgement
- Changes to the environment if this is appropriate (purchasing more spades so that there are enough to go around)
- Educators will encourage children to share their feelings
- Educators will maintain objectivity
- Give individual attention, e.g. eye contact, appropriate touch, use child's name, body positioned at child's level
- Emphasise unconditional care and affection
- Be willing to start over



Information



Hours

The centre is open Monday to Friday from 7.30am–6:00pm. We will be closed on public holidays.

We ask for your co-operation in dropping off and collecting children within our operating hours. If at any time you have an emergency and are going to be delayed, please contact the centre immediately. Staff can then allay your child's concerns and make plans for their own commitments. A late fee will apply if your child is left at the Centre after closing time.

Orientation and settling

We ask that children visit us at Village Green prior to attending. We ensure that at least one staff member greets the child and creates a relationship with the family and the child. Detailed discussions on the child's development, behaviour, sleeping and eating requirements are held upon enrolment.

Parents are encouraged to stay with their child to settle him or her into the centre, and to demonstrate that they feel happy and comfortable with their child's environment. Children are welcome to bring their own (named) 'cuddly' or blanket or special toy from home during this settling period.

We enjoy visits from grandparents, younger and older brothers and sisters, and friends once your child has settled.

Parent involvement

We operate an open door policy, where parents and family are welcome into Village Green at any time. We believe that it is important to develop strong

partnerships between the centre and children's parents/whānau. Parent participation sends strong positive messages to your child that you support them and are involved in their centre environment. Communication is a vital ingredient to the success of this partnership and we welcome and encourage you to share your aspirations for your child, contributing to our knowledge of your child and family to further support planning and assessment.

Staff

Village Green is an equal opportunities employer, committed to staffing the centre with skilled caring people. We employ fully qualified staff and staff who are in training. Staff also participate in professional development regularly. A key feature that sets Village Green apart is our dedicated kaitiaki (nature teacher) to be our guardian, using every available opportunity to teach the tamariki about our natural world.

Our adult to child ratio is regulated by the Ministry of Education. The teacher ratio required is 1:5 adult-to-child for under 2 year olds. And 1:10 adult-to-child for over 2 year olds. However, at Village Green we aim to provide better than this ratio at all times.

Students, volunteers and visitors

From time to time, you will see new faces at the centre, particularly experts in our natural world – as we see this as a vital part of enhancing our knowledge and our offering at Village Green. These experts, along with relief staff and volunteers are screened before participating in our daily activities and must adhere to our philosophy whilst at

the centre. At no stage will a volunteer worker be left in charge of a group of children. However, they will interact with the children, giving help and attention as needed. Early Childhood teacher training students are also supervised at the centre during the practical component of their course.

Visitors are required to sign in on arrival and departure from the centre.

Excursions / trips

Excursions out of the centre will be arranged from time to time as part of your child's learning experiences. Parents are encouraged to be part of the outing. Excursion forms outlining the trip, transport, cost and adult/child ratio will be given to all parents to complete prior to an outing. Children who are unable to attend the excursion will remain at the centre with a trained staff member. Children may be taken on small spontaneous walks out of the centre, approval for these is given when completing the enrolment form.

Attendance

A responsible adult known to the administrator or Manager must bring children into the Centre. Only authorised persons (as indicated on the enrolment form) will be allowed to collect children from the Centre. Please amend your enrolment form if you make any changes to the adult able to collect or drop off your child. An adult other than one known to the centre requires photographic identification. Parents with custody orders must provide a copy to the manager.

In the case of a non-custodial parent arriving to collect the child, staff will

contact the police and provide the copy of the order for the police to enforce.

A child will not be allowed to go home with a parent/guardian in contravention of a custody/court order held at the centre. However, in the event of a non-custodial parent gaining access to a child, the centre cannot be held liable.

Our team are always concerned about your child's welfare, if you are aware of any intending absence could you please inform the Manager/staff.

Parents must give at least two weeks notice before withdrawing their child and two weeks notice if you wish to change your session days. Session time changes must be in writing. Please ask the administrator or manager for the appropriate form.

Food

We provide a healthy, wholefoods menu for our tamariki. All of your child's food and drink is provided by the centre. Our resident cook is trained in Health and Hygiene and provides nutritious meals. A menu is available on the centre noticeboard. It is important that any food allergies be advised to staff so they can be posted in the kitchen and strictly followed.



Toileting

During toileting times we invite children in a positive, friendly manner respecting their dignity and privacy at all times and where possible promoting independent skills. If your child is making the transition from nappies to underwear we work alongside you to ensure there is consistency and can also provide support and guidance when needed. During this time we ask that you provide extra items of clothing for accidents.

Parents must supply sufficient nappies for their child's day (this may vary from 4 to 8) as the centre keeps only a limited emergency supply on hand. If you wish to use cloth nappies we ask that you provide a sealed bucket or bag that we can put dirty nappies in each day for you to take home and wash.

Rest

All children are offered the opportunity to have a special time to relax or rest during the day; it enables them to gather their thoughts and strength for the rest of the day. It is our policy that if a child falls asleep, they are in need of a rest and will not be woken unless parents have requested otherwise. Some children may not need sleep, but quiet activities will be available for selection.

Clothing

All clothing, shoes, cuddlys and bags must be clearly named. Because play and exploration can often be wet or messy, children should be dressed in old or play clothes and a spare change should be packed every day. In winter, rain attire and gumboots are essential, and in summer, sunhats are to be provided for outdoor play and we ask that you apply sun block to your child before the start of every day, we will apply it thereafter.

What to bring

Parents need to bring the following items in a named baby bag / schoolbag:

- ① Enough nappies for the day (4–8)
- ② Breast milk or milk powder, including bottles – enough for the day
- ③ Two complete changes of clothes
- ④ Special items that will support your child with settling or sleeping
- ⑤ Sun/winter hat and warm waterproof outside clothes in winter

Toys and other treasures from home

We have chosen a wide range of developmentally appropriate equipment and toys for our centres. It would be appreciated if parents can explain to their children that the toys at the centre are for everyone to share and that they cannot be taken home. It would be appreciated if your child could be dissuaded from bringing in toys. Cuddly or security toys are welcome but need to be clearly named.

Car seats

We recognise that for safety in a vehicle your child needs to be restrained in a standards approved car seat. This is required by law. If different vehicles are to be used to transport your child to and from the centre, you can bring the car seat inside to be stored.

Lost property

At the centre there is a container for unnamed and lost property. It would be appreciated if parents could check this regularly as the amount builds up. Items that are still uncollected after a period are donated to a local charity.

Parking

You are only permitted to park at the centre in order to leave and collect your child.

Communication

All parents are required to sign their child in and out of the centre every day on the form provided at the front door. This is a legal requirement by the Ministry of Education and can be audited at any time to ensure compliance with our roll returns (the bases of bulk funding). It is also a safety requirement in case of emergency evacuation of the centre therefore a very important part of your drop off and pick up routine.

While verbal reminders on your child's needs and dispositions are appreciated feel free to email or call the centre during the day.

Parents are kept informed of centre activities through newsletters, notices posted at the door, information on the parent's notice board and our Facebook page.

All absences are to be notified to the centre ASAP. The centre has a 24 hour answer phone.

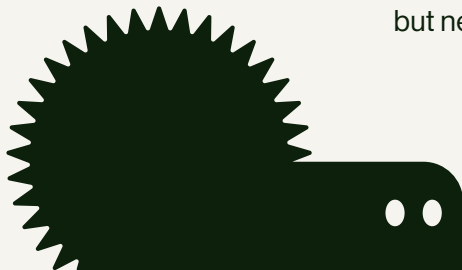
Concerns and complaints

Parents should feel free to discuss any queries or problems with the Manager. However, remember that busy drop off or pick up times may not always be an appropriate time to have detailed discussions on your child's or your needs, and you may need to schedule an appointment with the Manager at another time.

A policy for dealing with complaints is displayed on the parent's notice board. If you have any concerns or complaints relating to the operation of any centre please refer the matter to:

ELC Group
P. O. Box 137 274, Parnell, Auckland.
or phone and speak to:
Ben Hurst on 021 817 004

Your participation in the running of the centre is welcomed and will help to ensure your family enjoys their early childhood experience.





Safety & Wellbeing



Emergency and evacuation procedures

In case of an unforeseen emergency situation, every effort will be made to contact parents to collect their child. The centre is fitted with safety devices, which are maintained regularly. Regular fire drills are necessary for regulation purposes. If you are present at a fire drill, you are required by law to participate. Emergency evacuation plans are displayed in the centre. Staff are familiar with evacuation procedures and policies. Every effort will be made to make evacuation procedures enjoyable rather than stressful events for the children. Regular emergency procedures give the children an opportunity to become familiar with the routine and planned evacuation. All centres have Civil Defence emergency kits on site.

Safety

Centre policies on safety precautions are continually reinforced by staff and children. Such practices include:

- The storage of chemicals in locked cupboards
- Checking the safety of sandpits and outdoor equipment
- Children's awareness of personal safety, i.e. not throwing equipment, walking inside

There is always someone trained in first aid on site; staff first aid certificates are renewed every two years.

Child health

We ask that any child or adult who is unwell be kept away from the centre especially at drop off and pick up

of children/siblings, so illness does not spread through the centre. The Manager may at his/her discretion refuse to accept any child deemed unwell enough to attend the Centre, as we do not have the specialist staff or the space for sick children. Children with severe coughs or colds, vomiting, diarrhoea, conjunctivitis, rashes or raised temperatures cannot be brought into the Centre. If symptoms develop during the day the parent will be contacted to arrange for the immediate collection of their child.

For further information refer to the Centre's Health and Safety Policy.

Medication

Please advise the staff if your child is taking any medication. All medicines must be kept in the kitchen and the medicine register on the iPads located in each classroom must be filled in before we can administer any medication, the details on this form must be clear and correct, otherwise the medication will not be administered. Medication needs to have the pharmacy label on it stating your child's name, expiry date and the amount to be given will be administered.

Village Green keeps a first aid kit, which includes some non-prescription and homeopathic medications for emergencies. Please advise the Manager if you would prefer these were not given to your child.

Immunisation

We are required to keep an up-to-date list of all children at the centre and their immunisation status. Please

remember to bring your Well Child Book and a copy of your immunisation certificate with you when you enrol your child at Village Green. If your child is not immunised a letter confirming this needs to be attached to your enrolment form. In the case of an outbreak of such a disease your child will be asked to stay away from the centre for the duration of the outbreak.

When is a child infectious?

Common Infectious Diseases:

- *Measles* — Infectious up to four days after rash has first appeared.
- *Mumps* — Infectious up to three days after swelling has disappeared.
- *Chickenpox* — Infectious until last spot is covered by a scab.
- *Whooping Cough* — Infectious until at least one month after onset.
- *Rubella (German Measles)* — Infectious up to four days from when rash first appeared.
- *Hand, Foot and Mouth* — Contagious for 7–10 days. Child can return to centre when fever has gone, blisters have healed and child is feeling well again.

Common Contagious Parasitic Conditions

- *Headlice* — Please check your child's head regularly and treat immediately if headlice are found. Once a child has been treated she/he may attend even if eggs are still present in the hair.
- *Threadworms* — Difficult to prevent the spread. Usual signs are irritability and an itchy bottom.

- *Scabies* — An itchy skin condition which can be difficult to diagnose. A doctor should be consulted on any doubtful rash.

Infectious Skin Conditions

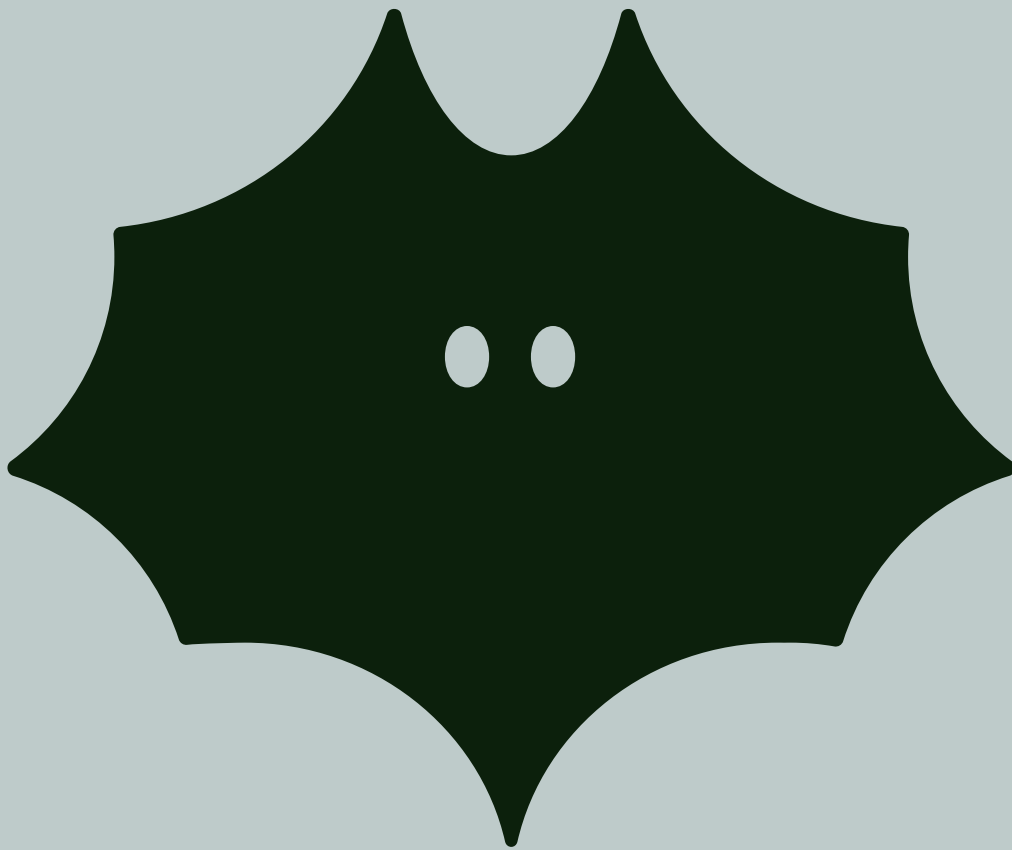
- *Impetigo* — Bacterial skin infection, which is highly contagious. A doctor must be consulted on any multiple sores. If on the face, the child should stay at home until no longer infectious. If on other parts of the body, sores should be properly covered.
- *Ringworm* — Fungal skin condition. Advisable to consult a doctor for the confirmation of diagnosis and treatment. Please keep lesions covered when your child is at the Centre. N.B. Any skin condition persisting for more than 24 hours requires a medical opinion.

Vomiting and Diarrhoea

Can be a serious health risk to babies. A baby should be seen by a doctor immediately. If a child has diarrhoea: keep him/her at home; give only fluid for 24 hours (10mls per 10 minutes is recommended); then gradually introduce a light diet. If the diarrhoea still persists, a doctor should be consulted. Usually it is a problem which lasts only one or two days.

We should be advised if the child has contracted a notifiable or infectious disease such as Giardia, Mumps, Chickenpox etc so that other parents can be advised. The child should be kept away from the Centre for the required length of time as per the communicable diseases chart which is on display in the Centre.

Fees



Please refer to the Fees Schedule that is attached to your child's enrolment form. Invoices are issued weekly and for the smooth running of the centre, it is very important that your fees are kept at least one week in advance.

20 ECE Hours

Our centre offers the 20 hours subsidy which is provided by the Ministry of Education to all 3 and 4 year old children.

To be eligible you must complete an Attestation form which confirms your attendance and that you are not attending another early childhood centre at the same time as you have applied for funding at our centre. If you change your enrolment hours you must complete another form. You may apply for this subsidy from more than one centre, but you must indicate this on your form. You may apply for the 20 hours subsidy and receive money from Work and Income, but we recommend that you discuss this with your case worker.

Childcare subsidy

Work and Income operates a subsidy for parents whose children attend the centres. The subsidy is subject to an income qualification. Contact Work and Income for further information and forms. Full payment of fees is the caregiver's responsibility and will be required until a subsidy has been approved.

Get in touch

Address

33 Haast Street,
Remuera, Auckland

Phone

09 304 7730

Email

hello@village-green.nz

Website

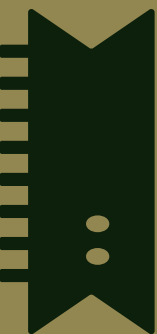
village-green.nz

Instagram

[@village_green_nz](https://www.instagram.com/village_green_nz)

Facebook

[Village Green Early Learning](https://www.facebook.com/VillageGreenEarlyLearning)



It takes a village to raise a child.