



Te Puna Reo o Ngāti Toa

Kia Toa, kia rere, kia Māori



Ngā haora tūwhera: 0700– 1730

Nama waea: 04 237 9501

Īmera: punareo@ngatittoa.iwi.nz

Whakatauki

*Ka whakanunua te tamaiti
ki te aroha
ka whangaia te hinengaro ki te wairua
o ngā tupuna
whitikingia ia ki tōna turangawaewae
ka whakaritea ana ki whakamua
ka puawai te katoa*

*When a child is immersed in love
Nourished with an understanding of the
past*

*With an awareness of self
And knowledge for the future
Then we all will prosper*

Nā Tā Matiu Rei

Rārangi Pukapuka

- ◆ *Te Tūāpapa o Te Puna Reo*
- ◆ *Puna Reo - Operating information*
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- ◆ *Enrolment process*
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The content of this booklet is to provide whānau with information regarding Te Puna Reo o Ngāti Toa operating systems and procedures.

Please make time to read through all the documents carefully to ensure complete understanding of all sections are complete.

If you require further clarification on any of the information provided, please see kaiako or management.

Te Tūāpapa o Te Puna Reo o Ngāti Toa

Kia Toa, kia rere, kia Māori

Ko te whaingā ia, kia tū pakari ngā tamariki, kia matatau hoki ki ngā āhuatanga o te ao Māori me te ao hurihuri. Kia whakaako i ngā tamariki i ngā kōrero whakapapa me ngā kōrero tuku iho o Ngāti Toa. Kia tupu te kaha o te kōrero Māori ki te Puna, ki te Marae, tae noa ki ngā kainga.

Our vision is to align our teaching philosophy and principles with our identity as Ngāti Toa. Te Tūapapa o Te Puna Reo o Ngāti Toa has derived from our tukutuku and kowhaiwhai panels at Takapūwāhia Marae. The kaupapa for each of these is explained as follows:

Tū Tangata



Kaupapa: This design relates to fundamental concepts that we strive to achieve, such as strong identity, language and culture as Māori.

Te Puna Reo supports the Tū Tangata concept by providing a Ngāti Toa early childhood development environment for tamaiti and whānau to learn the values, knowledge and stories and nurture a strong identity to stand tall and proud as Ngāti Toa.

Ahi Kā



Kaupapa: The Ahi Kā design relates to keeping the home fires burning within Ngāti Toa.

The Puna Reo supports the concept of Ahi Kā by nurturing Te Reo Māori, fundamental values, knowledge- karakia, waiata, pepehā and stories of Ngāti Toa.

Te Matau a Māui



Kaupapa: This Te Matau a Māui design represents the creative and exploratory attributes of Māui.

Te Puna Reo supports the creative and exploratory attributes of Maui by supporting tamaiti and whānau to learn, grow and develop their creative and exploratory attributes to be the best that they can be individually and collectively.

Whakaaro Kotahi



Kaupapa: This design represents the concept “to be of one mind’
Te Puna Reo supports ‘being of one mind’ by management and kaiako working with whānau to share in the responsibility for teaching and learning, and involving whānau in all aspects of management, programme planning, implementation and evaluation.

Kotahi Tātou



Kaupapa: The patiki design represents survival, success, well-being and fulfilment.
Te Puna Reo supports the survival of Te Reo Māori, success, well-being and fulfilment of the whānau by developing respectful and reciprocal relationships with whānau and members of Ngāti Toa iwi, and keeping whānau informed of what’s happening at the Puna.

Ngā Manu Rere



Kaupapa: This design symbolises the migratory birds that fly in to rest and refresh themselves, then take to the skies to return again.
Te Puna Reo supports the concept of Ngā Manu Rere by providing a nurturing environment/place for tamariki to learn, grow and develop and for whānau to be supported and always want to return.

Te Hekenga



Kaupapa: This tukutuku represents the similarities of the Porirua Harbour to Kawhia. Connecting both papa kainga of Ngati Toa Rangatira.
Te Puna Reo supports the concept of “Te Hekenga” by looking after our taiao and incorporating Ngāti Toa whakapapa, waiata and stories into day to day teaching at Te Puna.

Ngā Kete Matauranga



Kaupapa: This pattern pays homage to the three baskets of knowledge.
Te Puna Reo supports Ngā Kete Matauranga by ongoing development and learning for kaiako that will contribute to the best early childhood development environment for tamariki and whānau of Te Puna Reo o Ngāti Toa.

TE REO MĀORI ME NGĀ TIKANGA MĀORI POLICY

Goal 1 of the Ngāti Toa Rangatira Te Reo Strategy “Kia Toa, kia rere, kia Māori”

RATIONALE

At Te Puna Reo o Ngāti Toa the survival and growth of Te Reo Māori is important. We will ensure that we reflect a learning environment that is conducive to a total immersion philosophy and the revival of Te Reo Māori me ngā Tikanga Māori.

TE WHĀRIKI

MANA REO- Kia mōhio i te rangatiratanga, i te tapu me te noa o tōna ake reo. Kia matatau te tamaiti ki te whakahua i te kupu. Kia mōhio ki tōna ao, te ao Māori, ki te ao o naianei me te ao ō apōpō, mā roto i te reo Māori

PROCEDURE

- Kaiako will demonstrate knowledge of Tikanga and Te Reo Māori
- The Puna will inform mātua/whānau of the expectations and our vision of becoming total immersion
- Encourage mātua/whānau to speak Te Reo Māori within the Puna
- Extend children’s learning through a variety of different settings in the use of Te Reo Māori me ōna tikanga.
- Professional development funds and time are made available for kaiako to extend their knowledge and understanding of Te Reo and Tikanga Māori.
- We will employ

Ngā kaiako o Te Puna Reo o Ngāti Toa



From left
(back row): Whaea Leesh, Whaea Tapi, Whaea Jen, Whaea Karen, Whaea Laura, Whaea Becca, Whaea Sadie. From left to right (front row): Whaea Tori, Whaea Marina, Whaea Amo, Whaea Raiha, Whaea Amiria

Amiria Salzmann– Kaiwhakahaere

Heke Toi Whakarākau Diploma in Design and Art

Currently in final year of Potuarongo Whakaakoranga Kōhungahunga Bachelor of Teaching (ECE)

Marina Robben– Kaiwhakahaere tuarua (2IC, Second in charge)

Heke Whakaakoranga Kōhungahunga Diploma of Early Childhood Teaching

Currently Studying 2nd year in Poutuarongo Whakaakoranga Kōhungahunga (Bachelor of Early Childhood Teaching)

Te Amo Amaru Tibble– Kaiārahi Mārautanga

Potuarongo Te Rangakura Bachelor of Bilingual Teaching (Primary)

Raiha Demuth– Kaikōkiri

Currently Studying 1st Year of Bachelor of Teaching - Early Childhood Education at Te Rito Maioha

Sadie Falwasser-Kipa

Bachelor of Teaching– Early Childhood Education

Jennifer Kohe-Baker

Bachelor of Teaching– Early Childhood Education

Karen Vaughan

Diploma of Teaching Aperfield Montessori

Diploma of Teaching– Early Childhood Education

Te Oraeti Rei

Poutuarongo Mātauranga Māori Bachelor of Mātauranga Māori

Currently Studying 1st Year of Poutuarongo Whakaakoranga Kohungahunga

Leesha-Rei Apanui Skelton

Heke Mātauranga Māori Diploma of Mātauranga Māori

Bachelor of Teaching Early Childhood Education

Laura Hastings

Bachelor of Teaching– Early Childhood Education

Rebecca Brown

Bachelor of Teaching– Early Childhood Education

Tapita Elkington

Operating Information

Te Puna Reo o Ngāti Toa is a total immersion Early Childcare Centre that has been established to promote and encourage the growth of Te Reo Māori with mokopuna between the ages of 0 - 5.

Our vision is that our tamariki grow up with a strong sense of identity, language and culture as Māori to become confident, successful and life long learners.

We are licensed to provide services for up to 50 tamariki.

Our newly renovated premise, allows for a specifically designed area for our pēpi and a separate space for tamariki aged two and over.

The Puna operates five days a week - **Monday to Friday, 7am- 5:30pm.**

The Puna will close during all **Public holidays** however, will remain open during school term breaks. We will also close for 2 weeks over the Christmas and New Years Break.

Enrolment process

The enrolment pack includes:

- *An enrolment form*
- *WINZ Childcare Subsidy form*
- *A copy of the Puna Reo Information booklet*

In the event that there are no available spaces your child will be placed on a waiting list and you will be contacted as soon as a space becomes available. Priority will be given to whānau that are committed to Te Reo Māori and Māori medium learning pathways. Priority will also be given to Ngāti Toa whānau and siblings of tamariki already attending Puna.

Along with your completed Enrolment form, you will need to also supply the following;

- *Passport or Birth certificate for your child*
- *Your Childs Immunisation certificate*

All new tamariki and their whanau will be shown around the Puna Reo and introduced to the kaiako as outlined in Te Whakatau i te Whānau– Whānau Induction Policy.

A copy of Ngā Kaupapa Here- Policies & Procedure handbook is kept at the main entrance of both whare and is available to whānau at any time.

Fees and Charges

Fees effective as of February 2014 (subject to change)

Half day (up to 5 hours)	\$20
Full day (over 5 hours)	\$40
2 x full days	\$80
3 x full days	\$120
4-5 full days	\$160

If you have more than 1 tamaiti that attends Puna at once, you will be given a 20% discount off the younger child's fee.

Fees are to be paid by either internet banking/automatic payments weekly or fortnightly. Whānau will receive invoices on a weekly basis.

Your set weekly fee will be paid for 50 weeks of the year regardless of illness, whānau vacation or statutory holiday. Puna closes for 2 weeks in the Christmas holidays, dates are confirmed annually.

Late fee

The Puna Reo is licensed from the hours of 7am-5.30pm. Any additional period outside of this is in breach of our operating license and could potentially put the Puna at risk.

It is important that whānau collect their tamariki at the arranged time to ensure the needs of the Puna Reo, Kaiako and tamariki are being met.

A late fee will be charged at a rate of **\$10 every 5 mins** for all tamariki outside of booked hours.

This will only occur if the tardiness is an ongoing occurrence and will be at the discretion of the Kaiwhakahaere.

20 Hours free

All children aged 3 and 4 years are automatically entitled to *20 FREE ECE hours*.

In the event that your tamaiti runs over the allocated Free ECE hours there will be a charge.

WINZ Subsidies

You may also be eligible for a WINZ subsidy. This is dependant on your income and the amount of hours your tamaiti is enrolled for. An application form is included in the enrolment pack.

For more info, feel free to kōrero with the Kaiwhakahaere.

Non- Payment of Fees

Whānau who find themselves in a situation where they are likely to fall behind in payments, please contact the Kaiwhakahaere at your earliest convenience to discuss.

Those whose child care fees are more than 14 days in arrears are required to come to an agreement with the Kaiwhakahaere.

Whanau whose child-care fees are more than 90 days in arrears and who have not negotiated a written settlement for repayment of outstanding fees will be requested to withdraw from the Puna Reo and the space will be given to another child.

Holidays

You have 5 days throughout the year to use a 50% discount.

You must give the centre 2 weeks prior notice if your child is going on holiday. This will ensure your child's position is retained and allows time to re-adjust staff levels. If we are not informed then you will be charged the full fee.

Health/Immunisation/Allergies

It is our expectation that whānau will regularly update kaiako of any allergies or health concerns that affect their tamaiti.

Please be sure to provide accurate information in the space provided on the enrolment form.

It is also a requirement that we sight and take a copy of the Immunisation record for your tamaiti, this will need to be processed prior to the attendance of your tamaiti/riki at the Puna Reo. In the case that your child is not immunised your tamaiti may need to be removed from the Puna if there is an outbreak of illness

Sickness and Bereavement

The Kaiwhakahaere has authority over whether your tamaiti can attend the Puna Reo if they are unwell.

If your tamaiti has been unwell with a serious illness or for a long period of time, provision of a medical certificate from your doctor to verify a full recovery will need to be provided.

If your tamaiti becomes ill during centre hours you will be phoned and asked to come and collect your tamaiti from the Puna.

If your tamaiti is ill and unable to attend, out of consideration we would appreciate a phone call, or email to inform us of their absence.

In the event that your tamaiti is absent due to a tangi or bereavement, please inform the Puna at your earliest convenience.

Administering Medication

Written authority is to be given at the beginning of each day, if any tamaiti requires medicine. Parents must ensure that kaiako are informed and receive correct details including what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

For minor accidents or incidents kaiako/kaiawhina may elect to use products such as non-prescription preparation (arnica cream, antiseptic liquid, insect bite treatment) that is not ingested.

Parents will be contacted **immediately**, if their tamaiti is involved in an accident or is unwell. The Puna Reo is closely associated and within close proximity to both Ora Toa Takapuwahia GP service and Ora Toa Health Unit, in the event that medical attention or consultation is required we may take tamariki to these services. However, no medication or treatment will be undertaken without parental authorization.

Child Abuse

This is to advise you that we have a zero tolerance on the subject of Child Abuse and neglect and we take the matter of child abuse and suspected child abuse very seriously.

It is a requirement of the Ministry of Education that Te Puna Reo o Ngāti Toa kaiako are adequately trained to recognize any Child abuse or suspected child abuse of tamariki in our care and report this in accordance with the Child Protection Policy.

A copy of the Child Protection Policy can be found on the wall in the main foyer of the Puna Reo

Complaints Process

It is expected that all whānau feel comfortable approaching kaiako at the Te Puna Reo o Ngāti Toa if they have any issues or concerns in relation to the care of their tamariki. Apart from whānau evenings, and whānau hui, it is expected that kaiako will make themselves available at an appropriate time to accommodate any concerns that whānau have.

In the event that you would prefer to speak with the Kaiwhakahaere please advise kaiako who will ensure that this occurs.

A full version of our "Complaints Procedure" can be located on the wall in the main foyer of each whare.

Responsibilities and Commitment of whānau

Please note: This is not a babysitting service, so the following should be taken into consideration before you enrol your tamaiti.

We expect whānau to show a commitment to the growth and sustenance of Te Reo Māori by using what reo they have while at the Puna.

We expect whānau to be supportive of all kaupapa at Te Puna Reo. This includes attending whānau hui, whānau gatherings, and completing surveys that will enable us to make improvements for our tamariki and all involved at our Puna.

It is the responsibility of the whānau to read newsletters, pānui on the whiteboards so that you can be informed on what's happening at Puna.

We provide opportunities for mātua/whānau to contribute their skills, knowledge and perspectives to the programme and value their contribution.

We will advise whānau of all whānau evenings, whānau hui, planned offsite visits and marae visits to allow the opportunity for further tautoko and involvement from whānau.

We would also appreciate any information in regards to your tamaiti and their interests, abilities and skills so that we can focus on and nurture these strengths.

We have included a form in your enrolment pack to capture this information.

Kai and Essentials

The Puna Reo will take care to prepare lunch provided by whānau for tamariki:

- It is expected that whānau will regularly update kaiako with any food allergies or dietary requirements of their tamaiti.
- Both morning and afternoon tea is provided by the Puna

It is expected that the following items are the responsibility of whānau:

- Adequate Milk powder, milk products or the equivalent as well as equipment such as bottles etc for tamaiti that are still being nursed or bottle fed.
- Disposable/cloth nappies (preferably a bulk supply to enable kaiako to maintain regular nappy changes-Kaiako will write on the sign in sheet when supply is low
- A least 3x change/spare clothing in their bag. Winter months please supply a jacket and beanie everyday. Summer-pōtae, wide brimmed hat is preferable

TE RĀRANGI TĀTARI

WAITING LIST POLICY

RATIONALE

The objective of Te Puna Reo o Ngāti Toa is to provide a learning environment that is conducive to a total immersion philosophy and the revival of Te Reo Māori me ngā Tikanga Māori. This policy is to ensure new mātua/whānau are aware of entry Criteria

PROCEDURES

- Kaiwhakahaere will explain the criteria for enrolment in Te Puna Reo o Ngāti Toa.
- Priority will be given to those tamariki of mātua/whānau who have a commitment to Te Reo Māori and Māori medium learning pathways.
- Priority will also be given to Ngāti Toa whānau and siblings of tamariki already attending Puna.
- The kaiwhakahaere will update waiting list regularly to determine if those on it still require a place or if their needs/status have changed.

TE WHAKATAU I TE WHĀNAU WHĀNAU INDUCTION POLICY

RATIONALE

Mātua/whānau and tamariki need to feel welcome and comfortable in their new environment. Kaiako will encourage and support whānau and tamariki during their hikoitanga to Te Puna Reo o Ngati Toa.

TE WHĀRIKI

MANA TANGATA- ME WHAKAMANA I TE MOKOPUNA ME TŌNA WHĀNAU

PROCEDURES

- Meet with mātua/whānau of new tamariki to discuss the enrolment and settling in procedures and their roles in the Puna's daily operations.
- The whānau/mātua and tamariki will be introduced to all kaiako and facilities at Puna
- Encourage mātua/whānau to attend the hikoitanga with their tamaiti before the tamaiti is expected to attend. We encourage three hikoitanga days.

HONONGA/LINKS TO:

Te Puna Reo o Ngāti Toa Information Booklet

Waitlist Policy

Enrolment/Waitlist form

HĪKOITANGA

SETTLING POLICY

RATIONALE

We believe in the early years it is vital that all tamariki are supported by positive learning experiences in an environment where they feel comfortable and safe. Hīkoitanga will make sure any new whānau settle in well and get to know the kaiako and processes of the Puna Reo. This will also ensure both the tamaiti and mātua feel comfortable, safe and fully understand our routines and processes prior to starting at Te Puna Reo o Ngāti Toa. Mā tēnei e tau ai te wairua o te tamaiti, ā, e noho ai Te Puna Reo o Ngāti Toa Rangatira hei kāinga tuarua.

TE WHĀRIKI

MANA TANGATA- Me whakamana i te mokopuna me tōna whānau

MANA AOTŪROA- Me mārama ki ngā mahi ka mahia e ia ki reira

PROCEDURE

- At these visits mātua/whānau are encouraged to get to know their tamaiti's kaiako and share special informations about their tamaiti with their key kaiako.
- Each tamaiti will be assigned a key kaiako who will be responsible for their settling in, developmental and story updates to storypark.
- Mātua/Whānau are welcome to stay during the first stages of transition until their tamaiti is settled into an activity or are comfortable with a kaiako.
- Mātua/Whānau are encouraged to take part in our programme until such time as they feel secure and comfortable enough to leave.
- Mātua/Whānau are encouraged to bring any special toys or cuddlies that might help their tamaiti settle.

- Mātua/Whānau should label bottles and clothing clearly, so as to avoid mix ups.
- Kaiako tautoko the tamariki to self regulate and encourage tamariki to self-soothe themselves to sleep. However, kaiako are aware of the diversity of tamariki's needs and will collaborate with mātua/whānau to ensure the tamaiti falls asleep in a peaceful way.
- Mātua/Whānau should allow time for themselves and their tamariki to settle into the new environment. Each tamaiti and mātua settles at their own pace.

HONONGA/ LINKS TO:

Key Kaiako Policy

Parent Induction Policy

NGĀ NAMA A NGĀ MĀTUA

PARENT FEES POLICY

RATIONALE

Te Puna Reo o Ngāti Toa is an iwi based early childcare centre. To ensure a quality programme is provided we are a fee charging service.

PROCEDURES

- Fees are to be paid for the 50 weeks that Te Puna Reo o Ngāti Toa is open each year regardless of statutory holidays, illness, whānau vacations or teacher only days.
- You have 5 days throughout the year to use a 50% holiday discount. You must give Te Puna Reo o Ngāti Toa 2 weeks prior notice if your tamaiti is going on holiday. This will ensure your tamaiti's position is retained and allows time to re-adjust kaiako levels. If we are not informed then you will be charged the full fee.
- Te Puna Reo o Ngāti Toa participates in the Government's '20 HOURS FREE ECE' scheme for tamariki over 3 years of age. Whānau/mātua are required to complete an attestation form stating the days and hours (up to 6 hour per day, 20 hours per week) they want provided by the Puna under this scheme.
- From time to time, excursions will be organised and Te Puna Reo o Ngāti Toa will endeavour to meet cost. However there may be additional charges. These will be notified on a case by case basis and consent will be sought in each case.
- It is important that whānau collect their tamariki at the arranged time to ensure the needs of the Puna Reo, kaiako and tamariki are being met. A late fee will be charged at a rate of \$10 every 10 minutes for all tamariki outside of booked hours. However this will only occur if the tardiness is an ongoing occurrence and will be at the discretion of the Kaiwhakahaere.

- WINZ subsidies are available.
- Whānau who find themselves in a situation where they are likely to fall behind in payments, please contact the Kaiwhakahaere at your earliest convenience to discuss.
- Those whose child care fees are more than 14 days in arrears are required to come to an agreement with the Kaiwhakahaere.
- Whānau whose tamariki's fees are more than 90 days in arrears and who have **not** negotiated a written settlement for repayment of outstanding fees will be requested to withdraw from the Puna Reo and the space will be given to another child.

TE TUKU RONGOA

MEDICINES POLICY

RATIONALE

At Te Puna Reo o Ngāti Toa the needs of each tamaiti is very important in the decision we make. There is the odd occasion we are required to administer medicines to tamariki in attendance.

PROCEDURES

- Any tamaiti who requires pain relief should not be in attendance at the Puna. However, teething is an exception.
- Kaiako need to be informed of any medication administered to the tamariki on their arrival at Puna
- If necessary, we will take the tamaiti to Ora Toa Takapūwahia or have them see a doctor immediately, if mātua/whānau have not arrived a kaiako will stay with the tamaiti. We will call an ambulance if advised to do so by the doctor or if they cannot be contacted.
- Prescribed and non-prescribed medicines need to be brought in the original packaging which clearly shows their name, dosage and expiry date.
- Mātua/whānau should clearly label any medicine brought into the Puna. They will also need to record the dosage and relevant details in the medicines book.
- When any medicine have been administered the kaiako will note it down in the medicine book. Two kaiako will check and sign the correct dose and expiry date of medication.
- Non-prescription medicine such as Arnica cream, insect bite treatment, sudocream, antiseptic liquid and bonjela will be administered with written mātua/whānau permission upon enrolment.
- Taking prescribed antibiotics does not automatically ensure your tamaiti is well enough to attend Puna. Please refer to our Child Health Policy.

