



# HOME BASED EDUCATION

## Welcome Guide



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*Play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child's soul.*

– Friedrich Froebel



# Welcome/Nau mai

**Kia ora, Hello, Nǐ hǎo, Talofa, Olá, Kon'nichiwa...**

Home based education provides affordable and flexible childcare in a safe and nurturing home environment.

Children receive more one on one personal attention with an educator and benefit from being part of a small group (no more than 4 children).

Our professional educators are passionate about developing young minds and understand the importance of learning through children's play.

Home based education fits in with what you want for your child. You choose an educator who matches your child's needs, your family/whānau values and the hours of care you require.

Inspired Kindergartens and Home Based Education (formerly Tauranga Region Kindergartens) is a not for profit organisation, providing quality preschool education to over 900 children through its network of 20 kindergartens, home based education services and foster care support.

**Join us and discover a world of learning and fun!**



# Values



At the heart of Inspired Kindergartens are five core values.  
**These values are:**



## Welcoming

No matter who you are or where you are from, we strive to make everyone feel welcome and connected to our services.



## Aroha

We work to be open-hearted, generous of spirit, kind and nurturing - and we encourage children to be these things too.



## Being the best we can be

We aim to be the best we can be and encourage children whose lives we are privileged to be part of to do that too.



## For the good of the children

Everything we do puts tamariki first. As a not for profit organisation, we are concerned only with doing the right thing by the children, whānau and communities. Every decision we make, every hour we spend working with them, is for them.



## Mana

We respect and honour the founding treaty of our country; its commitment to bi-culturalism, the land and its people is also our commitment. We are blessed to work in beautiful environments and we honour our natural landscapes with respect and dignity for now and future generations.

# Learning through play

We provide a warm home environment where children are encouraged to problem solve, observe and explore at their own pace with support from their educators, parents, wider whānau and their peers.

We believe play is an essential part of learning; play is children's work!

*Play is the highest form of research.*

– Albert Einstein



# Quality teaching

Our experienced educators are professional, dedicated and passionate about children's learning.

All educators engage in ongoing professional learning and are supported by trained registered teachers.

Our team of educators offer a range of skills, experience, interests and expertise. Educators are required to meet all Ministry of Education regulations and are individually police vetted, referee checked and hold a First Aid Certificate.

Our professional team are dedicated to positively shaping young minds and making a difference every day.

*Let the uniqueness of the child guide our work.*

*Mā te ahurei o te tamaiti e ārahi i ā tātou mahi.*



# How to enrol

We encourage all families/whānau to contact the home based education team who will discuss your requirements and match you with relevant educators.

You will then have the opportunity to meet with the educators and get a real feel for them and their environment.

We understand you want the very best for your child and that you need to know your child is in a happy, fun, caring and safe environment.

Our educators are truly passionate about what they do, love meeting new family/whānau and showing what we are all about.

We believe in building a relationship not only with your child but with your family/whānau, as together we are all invested in the education and care of your child.

## What to do

- Step 1** Contact the home based education team on 0800 250 052 extn 3 or [homebased@ikindergartens.nz](mailto:homebased@ikindergartens.nz) and discuss your requirements.
- Step 2** Visit educators.
- Step 3** Select an educator and complete an enrolment form. The form contains essential information about your child. You can either complete this onsite or take the form home. The team will discuss your needs, talk about when a space is available and answer any queries you have.
- Step 5** The team will stay in contact with you and arrange a suitable start date.

Please be aware in some instances you may need to wait until there is space with your preferred educator. Because children continually transition to kindergarten or school or sometimes move, vacancies do arise regularly.

By law, all early childhood education providers are required to keep an immunisation register. Please give a copy of your child's immunisation certificate and birth certificate to the home based team. The team will discuss this with you during the enrolment process.

*Our learning programmes are based on New Zealand Early Childhood Curriculum; Te Whāriki which is “underpinned by a vision for children who are competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society.”*

– Te Whāriki 2017

## What your child will learn

Children attending Inspired Kindergartens Home Based Education will build strong foundations for ongoing learning.

### They will develop:

- Ways to learn
- Wonderment and awe
- A connection with nature
- Social skills and the ability to work with and alongside others
- Independence
- Perseverance and persistence
- Early literacy skills, mathematic skills and problem solving skills
- Physical skills and spatial awareness
- An understanding of Māori culture and language.



As your child nears the age of transition (to either kindergarten or school), we will assist them during this process and the new challenges this brings. We aim to make this process simple and seamless.





# Settling in

Starting home based education is a big step for your child, and it can also be a big step for your family/whānau. Your little one is growing up and becoming an independent and confident individual.

Here are a few simple steps to help:



*Words cannot express how much I have appreciated the care you have given my son. From the first day I dropped him off and the reassuring text to relax me to the daily updates on his learning and discovery. I know you have taught my child through his play and discovery about values, about caring and about life.*

- Parent, Home Based Education

## 1. Visits

Before your child's official start date, it is a good idea to do a couple of visits to familiarise both yourself and your child with the educator's home environment. The educator will welcome you and show you around, explain their routines and what you can expect.

Your child may wish to watch, or they may be keen to join an activity straight away. Let your child get a sense for the new surroundings and go at their pace as they feel comfortable.

## 2. Talk about their educator

Before starting, talk to your child about their educator, the activities they will do, the environment and their new friends. This helps children get used to the idea of spending time away from home and away from you.



# First few days

Many children love their first day and sometimes their first week, as it is so new and exciting. However, it slowly also becomes apparent that they will be left. This can be a daunting stage with separation, particularly if they are not used to change. This stage will pass and soon they will become confident and feel secure at their educator's home.

**Here are a few tips that may help:**

## Start an activity

When you arrive each day help your child settle into an activity.

## Saying goodbye

It is important to be honest with your child and tell them goodbye and that you are leaving but you will be back later to collect them. There may be a few tears, but often when parents are out of sight children will happily settle into an activity and start their day.

## Be positive

If you are upset or worried, children can sense this and this can increase their anxiety. Try to encourage your child to look forward to their day and the fun they will have.

## Schedule an early pick-up

On the first few days we recommend new families/whānau consider an earlier pick up time (about 30 minutes earlier than normal) as this is when new children can become anxious.

Feel free to text or phone the educator during the day to find out how your child is. The educator will also call you should your child continue to be upset and not able to settle.

Please be assured we are committed to ensuring this settling in time for your child is as enjoyable and easy as possible!

By following these simple tips, you will be pleasantly surprised at how quickly your child will adapt and look forward to their time at home based education.

# What to bring

Each day your child will need to bring:

- A bag with your child's name clearly printed
- A change of clothes (that you don't mind getting dirty)
- A sun hat in the summer months
- Healthy food/kai and a water bottle
- Nappies or pull-ups (if necessary)
- Any special comforts for sleep time
- Any other items that are part of your educator's daily routine.

***Please make sure to name all of your child's belongings.***

# Transportation

All families/whānau must provide their children's approved car seat to their educator if any children are to be transported in the educator's car.

*Children and their families feel a sense of belonging.*

*Ko te whakatipiranga tēnei o te mana ki te whenua, te mana tūrangawaewae, me te mana toi whenua o te tangata.*



# Food and snacks

We promote healthy eating at home based education and encourage all families/whānau to send their children with nutritious healthy food. Please see examples below:

## Main (pick 1)

Sandwiches	Quiche	Savory muffins
Wraps	Fried rice	Kebab
Filled rolls	Stir fry	Quesadilla
Home made pizza	Pasta salad	Sushi
Meat balls or patties	Filo pies	Samosa

## Fruit & veggies (pick 2)

Sliced vegetables & dip	Mixed berries	Stewed fruit
Roast vegetables	Fresh fruit	Fruit pouches
Mixed raw vegetables	Fruit salad	Salad

## Snacks & treats (pick 1 or 2)

Salami/ham slices	Muffins	Yoghurt
Cheese slices	Roti	DIY snack bar
Raisins	Crackers	Dried fruit
Pretzels	Hummus dip	Yoghurt covered fruit
Popcorn	Tzatziki dip	Fruit smoothie

### **Don't forget a water bottle.**

Remember to name your child's lunch box and drink bottle.

If your child has any food allergies, please notify the educator.



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*Gather the seeds, prepare the seedbed carefully,  
and you will be gifted with an abundance of food.*

*Kohikohia ngā kākano, whakaritea te pārekereke,  
kia puāwai ngā hua.*



Contact us

# Learning journals

Educators maintain learning journals of children's experiences while in care. You and your child can access this whenever you wish and are welcome to take the journal home to share with your family/whānau. The learning journals detail children's interests, strengths, learning and development. The journals will form part of the basis to developing individualised learning programmes for each child.



# Costs



Home based rate is \$5.60 per hour per child.

Out of School Care (OSCAR) rate is \$6.50 per hour per child.

Transport rate is \$0.62 per km. Please note this fee applies to all families/whānau requiring transport to and from the educator's home.

Casual or occasional care rate is available upon request. Please discuss your requirements with the home based team.

Inspired Kindergartens and Home Based Education is part of the government scheme, which allows all children over 3 years of age to receive 20 hours free early childhood education (ECE) a week.

WINZ subsidies are available. Whānau care rates (a child in the care of an extended family/whānau member) are available (conditions apply). Please discuss your requirements with the home based team. All applications are confidential.

## Fee payment

- Fees are to be paid one week in advance
- Fees must be paid to Home Based Education fortnightly
- Fees can be paid by automatic payment (this is our preferred option), electronic payment, cash or cheque
- Invoices are sent out fortnightly and statements are sent once a month detailing payments received
- Fees are calculated in quarter hour blocks.

## Child absence

Any child absence that is known (e.g. holiday) requires a minimum of two weeks written notice to the home based team. Please email [homebased@ikindergartens.nz](mailto:homebased@ikindergartens.nz).

When a child is out of care for whatever reason, full fees will be charged for the first week. Thereafter a 50% holding fee will be charged to secure your child's place with their educator.

## Educator absence

No holding fee is charged when the educator is closed. If the educator is unable to care for the children the home based team will endeavour to make alternative arrangements for all children and families/whānau.



# Medical care

## Sickness and accidents

If your child is sick or unable to attend home based education for any reason, please notify the educator as soon as possible.

If your child is feeling unwell or displaying any of the symptoms below, we ask that they remain away from their home based education and return 48 hours after the final symptom clears. In particular, watch for:

- Vomiting and/or diarrhoea
- A high temperature
- An unidentified rash
- Conjunctivitis (unless medical treatment has been applied for at least 24 hours)
- Any other symptoms of a contagious illness
- Head lice (after treatment).

To stop sickness from spreading, it is important for you to keep your child at home when they are ill. How long they should be home depends on what sickness they have. If you are unsure about whether your child can attend, please phone your educator first.

For more information on exclusion and or infectious diseases you can contact your Doctor, visit Ministry of Health's website [www.health.govt.nz](http://www.health.govt.nz) or call health line for some free advice on 0800 611 116.

## Medication

All medication requirements must be received in writing from the parent/guardian. Please ensure that medication is given to the educator for safety. All medication must be labelled clearly with your child's name, method, dosage and when medicine is to be given.



# Opening hours

Our hours vary per educator so please discuss your needs directly with the home based team.

*It is becoming increasingly clear through research on the brain, as well as in other areas of study, that childhood needs play. Play acts as a forward feed mechanism into courageous, creative, rigorous thinking in adulthood.*

- Tina Bruce, Professor, Early Childhood Studies



# Complaints procedure

We encourage you to discuss any concerns directly with your educator first. If you have any issues in regards to licensing conditions for this service you should:

- Speak with or write to the Senior Home Based Co-ordinator

or

- Speak with or write to the Association Principal

The Association Principal  
Inspired Kindergartens and Home Based Education  
PO Box 951, Tauranga  
Phone 07 5780552

or

- Speak with or write to the Ministry of Education

The Area Manager  
Ministry of Education  
PO Box 1749, Rotorua  
Phone 07 3497399

A copy of the Education (Early Childhood Centres) Regulations 2008 and any recent Education Review Office Reports are available to parents upon request or accessed by contacting Inspired Kindergarten Home Based Education office.



# Going to kindergarten or school

We aim to ensure a smooth and successful transition into the kindergarten or school environment for our children and families/whānau. Parents and whānau are assisted with information about local kindergartens or schools. Talk to your home based team about this process.

*I come not with my own strengths but bring with me the gifts, talents and strengths of my family, tribe and ancestors.*

*Ehara taku toa i te toa takitahi engari he toa takitini.*



# Parent/whānau involvement

You are always welcome at your educator's.

We greatly value the contribution families/whānau and the community make to children's learning.

Opportunities are provided to all families/whānau to talk with educators about their child, share information about their learning and to be involved in decision-making that affects their wellbeing.

We encourage you to get involved!

*We believe early learning is a partnership with parents and whānau. Together we want to engage young children in authentic learning experiences with the space, freedom and care that builds self-confidence, independence and individuality.*

- Peter Monteith, Principal, Inspired Kindergartens and Home Based Education





*The benefit for my family was that I could enrol my children in hours that fitted around our working days. My children have both flourished in this small intimate environment and have formed strong friendships and a strong connection with their educator. The positive relationship that has been established and the intimate knowledge she has of my children has enabled her to support my children with their learning and interests.*

- Parent, Home Based Education

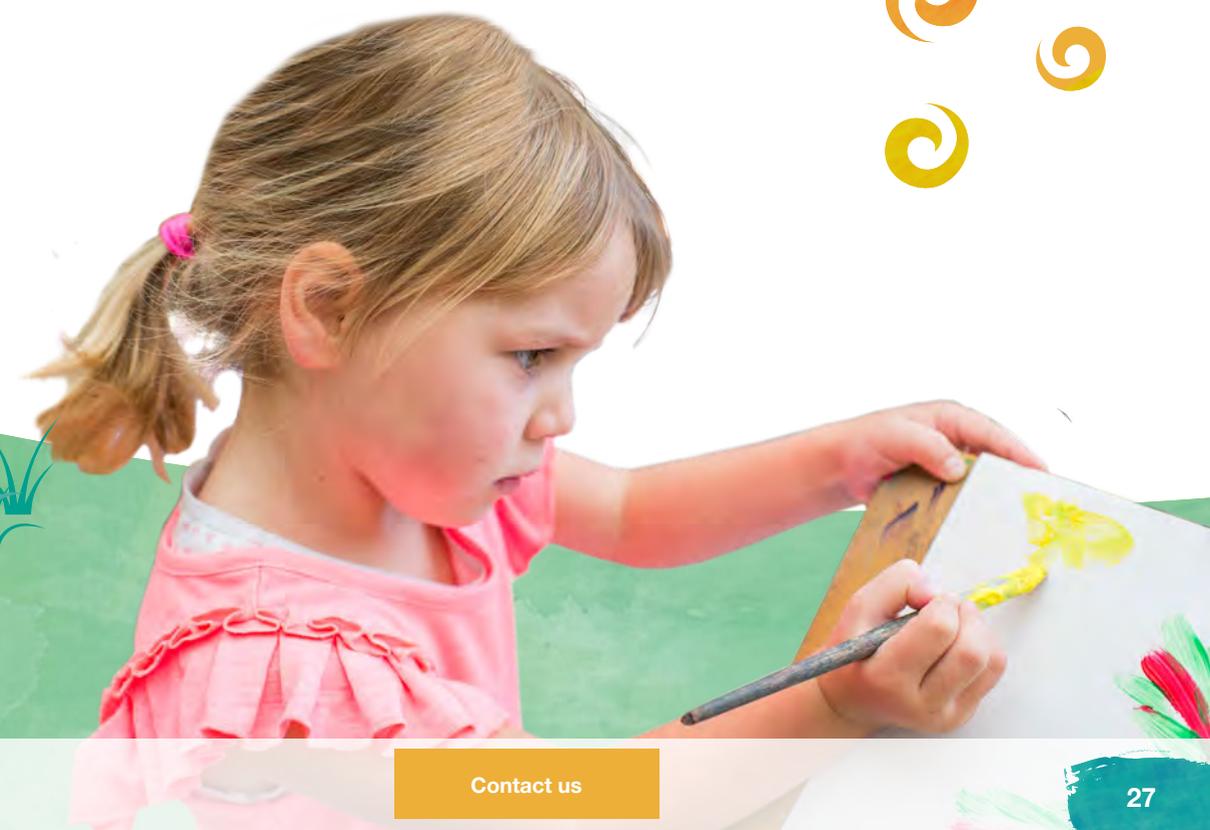
## Find out more!

Give us a call today and chat with our friendly team about what home based education has to offer you and your family/whānau.

**P:** 0800 250 052 extn 3

**E:** [homebased@ikindergartens.nz](mailto:homebased@ikindergartens.nz)

**W:** [www.inspiredkindergartens.nz](http://www.inspiredkindergartens.nz)





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