



grow play learn
Early Learning Centre





grow
play
learn

Welcome to our Elm Tree family

Our philosophy

The team at Elm Tree Early Learning Centre are committed to making a positive impact on our tamariki, our local community, and the world around us.

Our dedicated and knowledgeable Kaiako are passionate, inspired, and highly experienced. They are committed to providing a safe, secure learning environment – a warm and loving home away from home where you and your child feel a part of our family, as you are at the heart of everything we do.

We understand the trust that you place in us and celebrate the unique position that we have in supporting your hopes and aspirations for your child. We know that loving and nurturing relationships provide the anchor from which each child can feel safe to explore, discover, and learn.

Learning at Elm Tree is guided by play-based theory, with a curriculum where children are encouraged to engage in the play that interests them, and discover and enjoy learning at their own pace with the support and resources they need, so they develop a lifelong love of learning.

Our neighbourhood

We are very lucky to be located opposite the beautiful historic Elms Station on Mission Street, in Tauranga's CBD. Our central location allows us to visit our community regularly, including the rose gardens, Tauranga Police Station, Aspen Rest Home, the library, and the art gallery.

Our curriculum reflects our local environment through which children learn of our history and Maori legends, with our commitment to Te Tiriti ō Waitangi imbedded in our teachings.



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. These daily sign-in sheets are located at reception. It is important that you sign your child in and out daily as this also ensures there is an accurate attendance record in the event of an emergency.

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. 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.

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.

discover the joy
of learning



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 eftpos.
Bank account details:
Account name: Elm Tree
Account #: 02-0466-0351590-000
Reference: Please use your child's name



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 and 2pm over Summer.
- Nappy wipes.



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 15 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.

Sick days

Every child is entitled to 5 sick days per year, discounted to 50% of the standard rate. Please ensure that you advise us when calling in your child's absence if you wish this discount to be used.

Sibling discount

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

Ratios

At Elm Tree we maintain excellent teacher to child ratios, averaging 1:4 for Under 2's and 1:8 for Over 2'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).

Under 2's



1:4

Over 2's



1:8



Sustainability

We are proud of the eco-practices within our centre, and as a member of the Resource Wise programme we are committed to diverting 80% of our waste from landfill. We recycle and reuse, put food scraps in our two worm farms, and compost paper handtowels and green waste. Our centre also produces solar power for electricity and heating.



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 three visits prior to your child starting. This enables him or her 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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