



Home is where the story begins ...

# **Educator Information Pack**

**Contact us;**

**Phone: 022 0842299**

**Email: [admin@step2growth.co.nz](mailto:admin@step2growth.co.nz)**

**Website: [www.step2growth.co.nz](http://www.step2growth.co.nz)**

## Our Mission

Taking educational steps to expand the growth and development of young minds and hearts, through the nurturing of home-based care.

## Our Aim

- ❖ Providing the community with the opportunity to further their career and gain extra knowledge
- ❖ Improve and promote the accustomed nurturing care to our Children
- ❖ Improve stimulation and developmental learning
- ❖ Form strong bonds between our Educators, children and their families
- ❖ Share special moments in a child's learning journey between the children, families and educator through an individual learning journal
- ❖ Provide and promote nutritional food for good eating habits
- ❖ Provide a before school check of learning goals

## Philosophy

Here at Step 2 Growth we believe it's important for young children to feel safe and cherished while they are in our educators care. We value the relationships that form secure bonds, created by the children within home-based care, not only with the educator but with their peers too. It is a priority to take the time with each child to ensure they reach their full potential both individually and developmentally. This will be met by creating individually child focused educational activities as well as group and environment based experiences. We will take positive guidance steps to encourage social competence in young children, through outings and social events preparing them for the future.

## Communication

Each child will have their own learning and development journal to document the child's learning and development to share stories, developing steps and photos, (with consent) with the family. We also encourage families to contribute stories, special moments and photos from home. We will inform families of food offered by the service, sleep times, toileting, comments to and from the family through a weekly routine sheet. These will also include our weekly focuses as well as inform you of upcoming events and planned outings both with the network and by your educator, sharing your child's experiences out and about. You also have the option to book parent/ Educator Meetings (when convenient with the educator) as well as taking part in annual feedback form for both your educator and the service.

## Parents getting involved

We provide educational development nights and training for both the Educators and parents of children enrolled to attend.

We have organised excursions within the community for both, the educators, parents and children enrolled to gain knowledge, experiences and enjoy. As well as a termly BBQ get together.

## Expectation of our educators

It is our expectation that our educators complete;

- ❖ A minimum of one relevant learning story per month, and documentation/stories relating to excursions including photos and/or art work to support the story
- ❖ Monthly planning and documentation
- ❖ Hold a current first aid certificate
- ❖ Provide nutritious snacks and meals ( if this option is selected by parents)
- ❖ Attend regular professional development workshop provided by the company.
- ❖ Provide a safe, secure and caring environment for all the children in their care
- ❖ Treat all children and their families in their care with respect

To ensure our educators met these expectations they will have a visit from the co-ordinator at least monthly as well as regular communication from the service management. We will run annual appraisals to ensure our Educators are meeting the expectation of the family and the service as well as the service and the coordinator for the educator. Feedback is vital in ensuring we are giving out our all and are doing the best to meet all of our needs and expectations.

## Organised Outing

- ❖ 2x excursions Per Term
- ❖ 2x Professional Development Nights Per Term
- ❖ Fortnightly Play Groups
- ❖ Regular service meetings
- ❖ Family/ Educator get together 6 monthly

# Educator Benefits

As an educator under the Step 2 Growth network you have the ability to work full time or part time from the comfort of your own home environment, extending and personalising your passion for early childcare. You set your own hourly rate per child. You can care for a maximum of 4 children at any one time with a minimum of two under two year olds.

Step 2 Growth provides regular playgroups and excursions to provide opportunities for socialisation on a larger scale; we provide face to face training to get you started as well as ongoing support and training opportunities. We have a resource library for you to utilize as well.

As well as your hourly rate you can choose to charge an optional charge for extra services in negotiation with your families.

Optional charges

\$5.00 per day per additional service

The optional charges at Step 2 Growth are for:

- ❖ The supply of nutritional food
- ❖ Travel to and from excursions
- ❖ Excursion and entrance charges
- ❖ Pick up or drop off of your child to and from care or alternate education facilities

The above is an optional charge is not compulsory unless accepted.

If your families do not wish to pay this optional charge, they will be required to send a nutritional packed lunch with their child every day they are in care, supply own sunscreen and excursion entrance charges, as well as provide transport to and from the care.

All optional Charges are to be reviewed annually and discussed with parents. Parents can opt out of this charge after giving 10 working days' notice.

## Step 2 Growths contribution

As a service we make contributions towards our educators' wages to help reduce the cost of care for our families. Step 2 Growths contribution is not income tested making the cost of care more budget friendly.

Our service provides 20hours ECE, although some of our trained educator's request a top up fee above this and others choose to make this free for parents by only accepting Step 2 Growth's contribution.

WINZ subsidies are available for families that qualify on top of the above contributions. Conditions apply. Costs and service contribution is subject to change with or without notice.

Step 2 Growth is **licensed** by the Ministry of Education and is receiving **government funding**.

# Ministry Expenditure

Information about how much funding was received each year and how much was spend will be available to parents upon their request. Information about all annual audited accounts will be posted in a news letter informing all parents and educators of these figures.

Step 2 Growth's services claim the applicable funding rate for teacher-led services for children enrolled who are;

- ❖ Under two years
- ❖ Two years and over
- ❖ 3,4 year olds eligible for 20 hours ECE

We aim to allocate a minimum of;

- ❖ 50% of funding to go towards our parents payments for the unique educator that meets their individual needs. Ensuring that it is more affordable to a wider range of families.
- ❖ 2% of funding to go back into our community supporting development, research and environmental purposes that will help the young children in our area.
- ❖ 5% of funding to our organisation to ensure we are up to date with new Regulations and knowledge to provide relevant and useful professional developments for our educators and families.

# What you get as an Educator

- ❖ Support, resources, advice
- ❖ Planned outings
- ❖ Support with study – both care cover and resource help
- ❖ Flexibility of your working days/ hours
- ❖ Training support and relevant Professional Developments
- ❖ The chance to be a part of a child/ family / educator friendly organisation

## Step 2 Growth's Future Plan

Step 2 Growth's future goal is to have all of our educators at a standard training level to ensure they understand the purpose of Te Whariki and know how to use this in their daily educative practices. This will help with ideas for planned and spontaneous play on behalf of the educator to ensure the children in care are learning and exploring at their own pace and in their own way, learning new things every day.

The more we grow the more we are able to provide to our educators, families and of course children in terms of professional developments, outings, communicative support and resources. We aim to keep that passion for teaching alive in all of our educators to ensure your child/ren get the experiences they need to prepare them for the future paths they choose to take as adults.

We aim to run a curriculum based programme specific for 3-4 year olds enrolled with us to attend with the educator or parents/whanau giving them the tools and knowledge they need to get them to a level ensuring the school transition be as easy as possible for the individual child and their family.

We would like to support all of our educators in helping them get set up with their equipment and understanding of the home-based way in the easiest possible way.

In order to achieve this we need to gain the support of our educator, families and the community.

## Educator Payment Scale

<b>Status</b>	<b>Recommended Charge</b> <small>(per child per hour)</small>	<b>Expectation</b>	<b>Benefits</b>
<b>New – Trained</b>	\$6.50	<ul style="list-style-type: none"> <li>- Pass standard house check</li> <li>- Create a marketing portfolio</li> <li>- Keep children’s learning journals up to date</li> <li>- Obtain a <b>current first aid certification</b></li> </ul>	<p>On-going transitional support.</p> <p>Obtaining easy marketing tools.</p>
<b>Trained - Certified</b>	\$6.50-\$7.50	<ul style="list-style-type: none"> <li>- Obtain a level 3 ECE certificate</li> <li>- Show proof of programme planning</li> </ul>	Obtaining a certification of training for the future
<b>Certified - Professional</b>	\$7.50-\$8.50	<ul style="list-style-type: none"> <li>-Provide proof of use for the Step 2 Growth Curriculum book</li> <li>-House to Quality Standard</li> <li>-Provide clear links between children’s learning stories and programme planning</li> </ul>	<p>Having the first choice in meeting with families.</p> <p>Higher quality rate of earnings.</p>
<b>Professional</b>	\$8.50-\$9.00	<ul style="list-style-type: none"> <li>- Provide regular educator reflection entries</li> <li>- Provide a Helping hand at the 3-4yr olds programme/ Playgroup</li> </ul>	<p>More input into the running and operations of Step 2 Growth.</p> <p>Additional income benefits.</p>

## Step 2 Growth Quality Assurance

As a Service providing care of children within the home based childcare environment we are aware of the importance for children to have an on-going stable relationship with their Educator. A long term relationship, which is responsive, reciprocal, positive and encouraging.

These relationships will be nurtured by:

- ❖ “tuning in” to children’s thinking
- ❖ Active listening
- ❖ Responding sensitively to children’s’ feelings, interests, abilities, and cultural backgrounds
- ❖ Using language that assists children’s understanding
- ❖ Child initiated interactions

Working together with children we will encourage a two-way relationship, partners in learning with a balance in power and shared control. Producing respect between children and their peers as well as between children and their educator(s). We will use language that empowers children. We will talk about what to do rather than what not to do in explanations and instructions, which will preserve the process of learning.

Children will develop a stable relationship easily with in the Step 2 Growth service, as they will have the same Educator every day they attend, throughout the whole day or as meet by parents requirements. The educator and children in care will share meals together as well as other routines. We will make the children’s day as predictable and familiar as possible.

As a service for the care of children within the home based childcare environment we are aware of the key role we will play as educators and service providers in extended children thinking.

The role as an educator will include:

- ❖ Listening and watching children to follow their lead and gauge when to become involved
- ❖ Talking to children using a range of techniques and strategies, such as the “teachable/irretrievable moment”, scaffolding, meditation, and modelling
- ❖ Engaging in conversations with children about people, places, events, and things that are meaningful to them
- ❖ Providing challenging play experiences to encourage problem solving, reasoning, planning, predicting, creativity and curiosity
- ❖ providing opportunities for children to continue with projects from one day to the next
- ❖ promoting experiences that will extend children’s understanding of concepts and processes in such areas as mathematics, technology, the arts and science dependent on the age and ability of the individual
- ❖ planning and providing opportunities for children to develop understandings and emergent skills in reading, and language
- ❖ encourage children to use resources in a variety of ways
- ❖ using broad general knowledge to answer questions and extend children’s diverse interests
- ❖ collaborating with children to find information and facilitate shared discoveries assisting children to develop their understanding of cultures of all children and families using this service



- ❖ providing opportunities to learn and use Te Reo and Tikanga Maori

Children will extend their thinking through Step 2 Growth educators providing sensitive and informed guidance. The small numbers of children attending at any time enables each educator to help the children understand relationships between concepts through extending children's experience, supporting interactions with others and the environment using language as a tool.

As a service for the care of children in a home-based childcare environment we are aware choice and decision making contributes largely between educators and the parents/ Whanau to best suit the children's development as independent learners.

As a service we will provide opportunities for children to:

- ❖ Observe and discuss decision making with the educator (Adult)
- ❖ Practice decision making with the adult and other children
- ❖ Participate in decisions that affect them
- ❖ Become involved in learning experiences that offer choice, both indoors and outdoors
- ❖ Choose their own challenges and learning opportunities
- ❖ Choose from a range of resources and equipment
- ❖ Understand that adults will respect their choices and accept them whenever possible

Children will gain confidence as independent learners within a planned environment through our support and guidance helping them to become aware of how they think and why.

As a service for the care of children within a home-based childcare environment we will provide a physical environment which contributes to children's learning.

The service will help Educators:

- ❖ Plan the environment in response to children's interests, abilities and temperament
- ❖ Link the child's environment at home with the environment at the Home-Based Premises
- ❖ Use the natural environment within the local community- parks Outing etc. (Marlborough 4 fun)
- ❖ Plan the environment at the Home-Based premises so that the children can link their play in creative ways
- ❖ Provide children with a large range of safe opportunities for play that challenge, choices, risk taking and decision making
- ❖ Facilitate children's active exploration and manipulation of their environment
- ❖ Ensure all children are able to utilize their environment
- ❖ Provide opportunities for both individual and social play

The environment within the homes at Step 2 Growth will be accessible and encourage free play between different areas of the home. Resources will be at children's level enabling children to choose.

As a service for the care of children within the home-based childcare environment we will demonstrate to children ways of behaving that do not discriminate against others and will encourage children to value and respect diversity and individual differences.

We will promote non-discriminatory behaviour by:

- ❖ Identifying and addressing factors that may lead to discrimination
- ❖ Discussing

Step 2 Growth Team

Jordan- [jordan@step2growth.co.nz](mailto:jordan@step2growth.co.nz)

Angela- [angela@step2growth.co.nz](mailto:angela@step2growth.co.nz)

022 084 2299

[www.step2growth.co.nz](http://www.step2growth.co.nz)

# Educator Subsidy Conditions

As we are a Ministry of Education **Licensed** Service and receiving **government funding**, we need to meet the requirements set out in the Licensing criteria for Home-based Education and Care Services 2008. If these requirements are not met by the service our funding is compromised. Below is a list of requirements set out for the Educator that need to be checked by the Coordinator to write up the required Ministry reports.

Your responsibilities as an Educator;

## Weekly;

- ❖ Weekly Routines – Emailed to both Parents and Coordinator
- ❖ Pre-care checks completed, signed and dated
- ❖ Sleep and nappy forms completed signed and dated

## Monthly;

- ❖ Attendance, Filled out and signed by both Educator and Parent
- ❖ Learning story for each child (minimum of 1 per month)
- ❖ Group Planning
- ❖ Fire/Earthquake Drill performed and recorded
- ❖ **Coordinator Visit**

## Termly;

- ❖ First Aid kit check
- ❖ House safety check
- ❖ Survival kit check

Please Note: Under the regulations 2008 – Schedule 2; Ratios are 1:4 Educator to Children – Any child under the age of 6 within the home during care hours counts in the ratio unless the child is enrolled in school and is the child of the educator.

Children Enrolled in care are to be left **ONLY** with the Educator responsible during their care hours unless other arrangements are **agreed** upon by the child's family.

Our aim is to provide a quality service with the children's best interest at heart, this we cannot achieve without the help of our Educators. Please ensure you meet the requirement so we can grow as a business and provide more resources and excursions for all service members.