



# Step2Growth

Home is where the story begins ...

## Family Information Pack

Contact us;

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# 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.

# Communicating with our families

While in the care of a Step 2 Growth educator each child will have their own learning and development journal, documenting their individual learning pathways. Each journal will also contain art work, photos and other significant learning moments and documents to support the learning pathways. These journals are an important tool for the children to revisit and reflect on the prior learning. We encourage our families to also contribute to their child's journals by adding stories and photos from home about significant events to share and reflect on.

## Rates and optional charges

Admin Fee	\$2.00 per week (this covers portfolios, playgroups invoices etc)
Optional Charges for 20 hours ECE	Some of our educators request a 'top up' fee to ensure their hourly rate remains the same.

If you choose not to pay the top up above 20 ECE hours we are happy to introduce you other educators who choose not to charge above.

For more information around this please feel free to check out the optional charges update information on the Lead website.

<http://www.lead.ece.govt.nz/~media/Educate/Files/Reference%20Downloads/Lead/Files/20HoursECE/OptionalChargesUpdate.pdf>

Optional charges	\$5.00 per day per additional service
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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 you do not wish to pay this optional charge, you will be required to send a nutritional packed lunch with your child every day they are in care, supply own sunscreen and excursion entrance charges, as well as provide transport to and from the educator's home.

All optional Charges will 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.

Parent rates range from \$5.00 -\$6.50 per hour depending on your chosen educator's training and experience. This is before any WINZ subsidies that you may qualify for.

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**.

## 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, 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
- ❖ Hold a current first aid certificate
- ❖ Provide nutritious snacks and meals ( if this option is selected by parents)
- ❖ Attend regular professional development workshops 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
- ❖ Attend regular playgroups offered by Step 2 Growth (currently once a fortnight).
- ❖ Participate in community events

## Ministry Expenditure

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

## Organised Outing

- ❖ 2x excursions Per Term
- ❖ 2x Professional Development Nights Per Term
- ❖ Fortnightly Play Group
- ❖ Family/ Educator get together 6 monthly
- ❖ Term Events (5+ a day challenge)

## Strategic plan- Policy review schedule

**2015-2017**

<b>Month</b>	<b>Policy</b>	<b>Month</b>	<b>Policy</b>	
<b>2 0 1 5</b>	January	Philosophy	July	Administration of Medicine/ nappy and toileting
	February	Developing social competence	August	Maori as Tangata Whenua
	March	Sleep/Enrolment	September	Alcohol and substance abuse
	April	Communication	October	Behaviour guidance
	May	Smoke free/ Equity	November	Car seat/immunisation
	June	Curriculum	December	

<b>Month</b>	<b>Policy</b>	<b>Month</b>	<b>Policy</b>	
<b>2 0 1 6</b>	January	Philosophy	July	Health and safety: Environment
	February	Settling/Privacy	August	Babysitting/Physical activity
	March	Child protection	September	Injury/accidents
	April	Special Rights/Self-review	October	Complaints/Sun Smart
	May	Emergency procedures	November	Illness/infectious diseases
	June	Transition to School	December	

<b>Month</b>	<b>Policy</b>	<b>Month</b>	<b>Policy</b>	
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**All educators have copies of these policies and are available to view upon request.**

## **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/irrecoverable 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 these factors and working on a plan of action to help the children better understand each other.