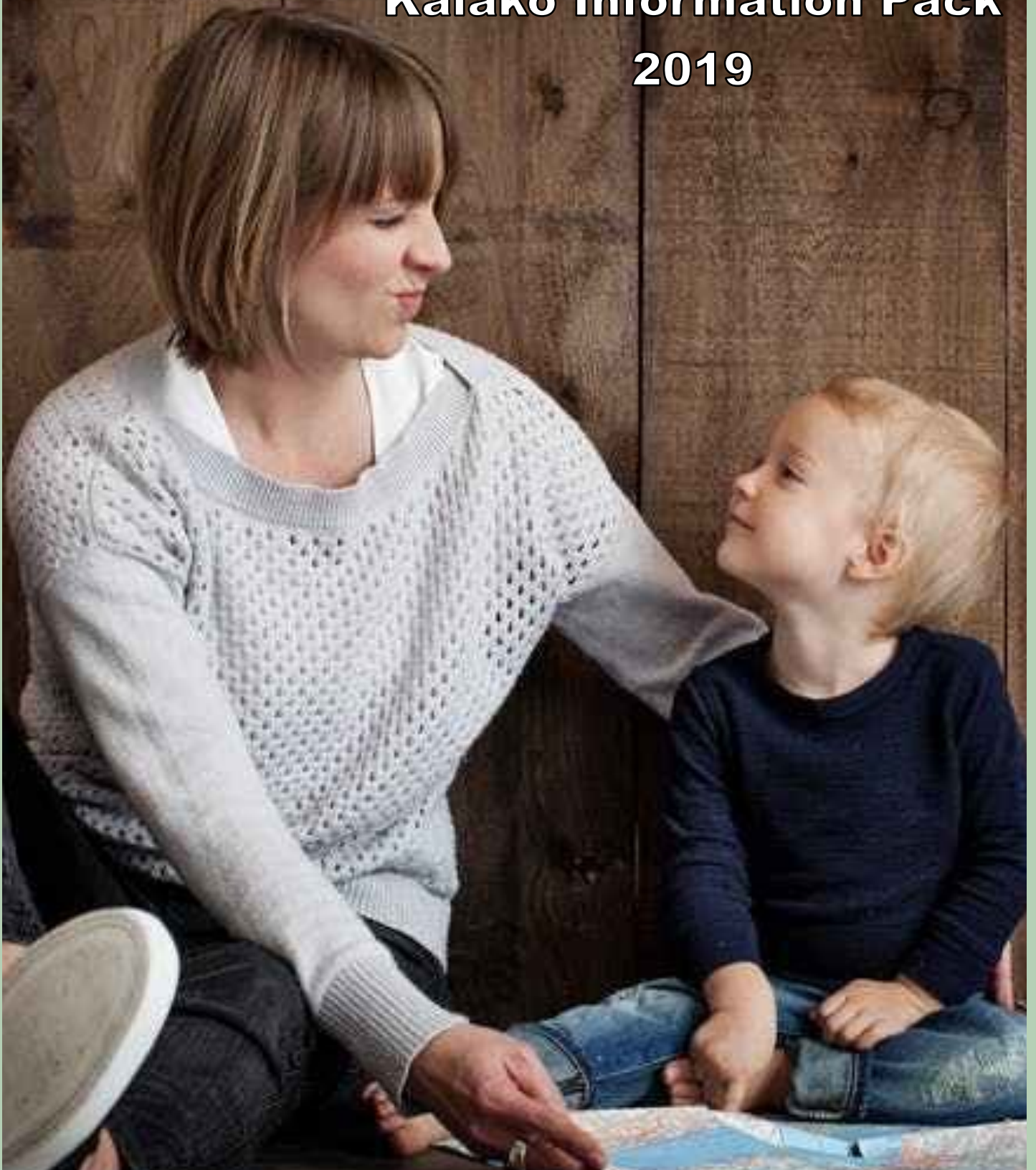


Step 2 Growth

Kaiako Information Pack

2019



Our Mission

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

Our Vision

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

Our philosophy

Step 2 Growth believe in the power of learning through play, and that when a child is in control of their own learning their life skills are developed until they are ready for more conventional classroom environment learning. Our educators are encouraged to support the concept of guided participation and support the children in their care, to provide them with an environment where they can explore, develop rational thinking, empathy, patience and a sense of belonging.

Step 2 Growth promises to remain committed to Te Tiriti o Waitangi and will be dedicated in keeping Te Reo alive as a living language. We will be culturally inclusive and will strive to be aware of Tikanga Maori in our environments, along with any cultural customs we encounter.

Step 2 Growth believe in the power of teamwork, working with children, working with caregivers and whānau, and working with the wider community to be co-constructors of knowledge. Step 2 Growth will facilitate regular excursions to encourage interests and relationships within the community. Whānau are equal partners in encouraging their children to learn, and participation in their children's education is not only encouraged but is expected in order to help children become effective communicators and to also become trusting, with a great sense of well-being.

Step 2 Growth implements the policy of primary caregiving, particularly for the infants and toddlers within our care. Lower ratios mean that these children know that they have a reliable adult that will care for them day by day and is the next best thing to their caregivers at home. Their needs are met appropriately and promptly.

Step 2 Growth is passionate about quality home-based early childcare and education, and we want to do everything we can to provide the next best thing to children being at home with whānau. Your educator will become your whānau, and we believe in building the best possible relationship in order to encourage our children to be a generation of wonderful people. We support the concept of Ā tōna wā - ceding them the autonomy to master positive learning dispositions and skills in their own time, and educators are encouraged to slow down and be fully present with the tamariki as they play. With the combination of all of the above, and while working with the New Zealand Early Childhood curriculum Te Whāriki we will work together to encourage our children to be "Competent and confident learners, 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, page 5)

Communicating with our whānau

While in the care of a Step 2 Growth kaiako each tamaiti will have their own learning 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 and make connections with home. These journals are an important tool for the tamariki to revisit and reflect on the prior learning. We encourage whānau to also contribute to these journals by adding stories and photos from home about significant events about their tamaiti to share and reflect on.

Expectation of our educators and nannies

It is our expectation that our Kaiako;

- ◆ Hold a current first aid certificate
- ◆ Pass a vigorous Police vetting check
- ◆ House must comply with the health and safety requirements at all times
- ◆ Provide a safe, secure and caring environment for all the children in their care
- ◆ A minimum of one relevant learning moment per month, and documentation/stories relating to excursions including photos and/or artwork to support the story
- ◆ Encourage and provide nutritious snacks and meals (if this option is selected by parents)
- ◆ Attend regular professional development workshops provided by the company.
- ◆ Treat all tamariki and whānau in their care with respect
- ◆ Attend regular playgroups offered by Step 2 Growth (currently weekly)
- ◆ Participate in community events

Whānau getting involved

We provide educational development nights and training for both the Kaiako and whānau of tamariki enrolled to attend.

We have organised excursions within the community for kaiako, whānau and tamariki enrolled to gain knowledge, experiences and enjoyment, as well as the intention of a 6 monthly get together.

Ministry Expenditure

Information about how much funding was received each year and how much was spent will be available to whānau upon their request. Information about all annual audited accounts will be posted in a newsletter informing all whānau and Kaiako of how these funds were allocated.

Organised Outing

- ♦ Weekly playgroups
- ♦ 3x community excursions per month
- ♦ Regular professional development opportunities
- ♦ Termly team meetings
- ♦ Whānau/ Kaiako get together 6 monthly

Kaiako Benefits

As a kaiako 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 childhood education and care. You set your own hourly rate per child. You can care for a maximum of 4 tamariki 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 whānau

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 your care whānau does not wish to pay the optional charge, they will be required to send a nutritional packed lunch with their tamariki 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 whānau. Whānau can opt out of this charge after giving 10 working days' notice.

Please remember as a home-based Kaiako you are self-employed and there for are liable for submitting and paying your own tax and ACC.

ACC Information for home-based educators

Please note this information is intended as general guidance ONLY for specific information please contact ACC directly or visit their website.

When becoming self-employed, you need to pay ACC on your earnings to ensure in the event of an accident (so long as ACC approves the claim) you will be covered for loss of earnings.

The correct ACC code for home-based educators registered with an ECE provider is 87100. This is called a business industry description code (BDI)

This is sometimes confused with the IRD business industry code (BIC) which is Q871010 and is asked for in the IR3 tax return.

We have taken the following FAQ's directly from the ACC website: <http://www.acc.co.nz/for-business/self-employed/new-to-self-employment/index.htm>

What you need to do when you are self employed

1: Begin self-employment

You are automatically covered by ACC Coverplus.

Consider applying for ACC CoverPlus Extra. It gives you an agreed amount of lost earnings compensation. The compensation you get under ACC CoverPlus may be minimal if you are newly self-employed or self-employed part time.

Note: Not all part time people are entitled to ACC CoverPlus Extra. See the ACC CoverPlus Extra section for criteria.

Consider applying for ACC Workplace Safety Discount. You get training and support to improve safety, as well as a **10%** discount on your yearly levies

Other points to note:

30 hours or less per week is classed as part time.

Hours are your physical hours. If you provide care for one child it is the same as providing care for 4 children as you are providing one physical hour.

If you are part time you ACC levies are based on your taxable income

If you are full time your ACC levies are calculated on your taxable income if your taxable income is over the minimum liable amount. (full time workers are liable for a minimum liable amount, 2019 \$32,760 2020 \$36,816. ACC payouts are based on this figure, so in the event of you being unable to work due to an accident you will receive ACC payments based on this figure

2: File your tax return (IR3) with Inland Revenue from March

Inland Revenue processes your IR3 tax return and sends you liable earnings details and BIC to ACC.

ACC calculates your levy for the first year or part year of self-employment, based on income and business description (from July).

ACC also calculates the levy for the year ahead based on the same income and BDI (from July)

Note: this means you may have two invoices to pay the first time you are invoiced by ACC.

3: Pay your ACC levy. ACC levy invoices are sent a few months after your first IR3 is submitted. Pay within two months to avoid overdue penalties or contact ACC to arrange payment options.

Step 2 Growths contribution

As a service we make contributions towards our Kaiako wages to help reduce the cost of care for our whānau. Step 2 Growths contributions are not income tested making the cost of care more budget friendly.

Our service provides 20hours ECE, although some of our trained Kaiako may 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 whānau 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 whānau upon their request. Information about all annual audited accounts will be posted in a news letter informing all whānau and Kaiako of these figures.

Step 2 Growth's services claim the applicable funding rate for teacher-led services for tamariki 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 whānau payments for the unique kaiako 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.
- ♦ 15% 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 Kaiako and whānau.

What you get as a kaiako

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 tamaiti/ whānau / kaiako friendly organisation

Step 2 Growth Quality Assurance

As a Service providing care of tamariki within the home based childcare environment we are aware of the importance for tamariki to have an on-going stable relationship with their kaiako. 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 tamariki we will encourage a two-way relationship, partners in learning with a balance in power and shared control. Producing respect between tamariki and their peers as well as between tamariki and their kaiako. We will use language that empowers tamariki. We will talk about what to do rather than what not to do in explanations and instructions, which will preserve the process of learning.

Tamariki will develop a stable relationship easily with in the Step 2 Growth service, as they will have a primary Kaiako every day they attend, throughout the whole day or as meet by whānau requirements. The Kaiako and tamariki in care will share kai together as well as other routines. We will make the day as predictable and familiar as possible for the tamariki.

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

The role as a kaiako will include:

- ◆ Listening and watching tamariki to follow their lead and gauge when to become involved
- ◆ Talking to tamariki using a range of techniques and strategies, such as the “teachable/irretrievable moment”, scaffolding, meditation, and modelling
- ◆ Engaging in conversations with tamariki 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 tamariki to continue with projects from one day to the next
- ◆ Promoting experiences that will extend tamariki understanding of concepts and processes in such areas as mathematics, technology, the arts and science dependent on the age and ability of the individual
- ◆ Assurance that support is available for priority learners
- ◆ Planning and providing opportunities for tamariki to develop understandings and emergent skills in reading, and language
- ◆ Encourage tamariki to use resources in a variety of ways
- ◆ Using broad general knowledge to answer questions and extend the diverse interests of the tamariki
- ◆ Collaborating with tamariki and whānau to find information and facilitate shared discoveries, assisting tamariki to develop their understanding of cultures of all tamariki and whānau using this service
- ◆ Providing opportunities to learn and use Te Reo and Tikanga Maori

Tamariki will extend their thinking through Step 2 Growth kaiako providing sensitive and informed guidance. The small number of tamariki attending at any time enables each kaiako to help tamariki understand relationships between concepts through extending tamariki experience, supporting interactions with others and the environment using language as a tool.

As a service for the care of tamariki in a home-based childcare environment we are aware choice and decision making contributes largely between kaiako and the caregivers and whānau to best suit the development of tamariki as independent learners.

As a service we will provide opportunities for tamariki to:

- ◆ Observe and discuss decision making with the Kaiako (Adult)
- ◆ Practice decision making with the adult and other tamariki
- ◆ 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

Tamariki 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 tamariki within a home-based childcare environment we will provide a physical environment which contributes to the learning of each tamariki.

The service will help Kaiako:

- ◆ Plan the environment in response to tamariki interests, abilities and temperament
- ◆ Link the environment of the tamaiti at home with the environment at the Home-Based Premises
- ◆ Use the natural environment within the local community- parks Outing etc.
- ◆ Plan the environment at the Home-Based premises so that tamariki can link their play in creative ways
- ◆ Provide tamariki with a large range of safe opportunities for play that challenge, choices, risk taking and decision making
- ◆ Facilitate active exploration and manipulation for tamariki within their environment
- ◆ Ensure all tamariki 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 a level that enabling tamariki easy access to choose.

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

We will promote non-discriminatory behaviour by:

- ◆ Identifying and addressing factors that may lead to discrimination
- ◆ Discussions

Step 2 Growth Team

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