 **February Newsletter 2024**

Nga mihi o te wa kia koe me te whanau.

Greetings to you and your family.

**ANNUAL GENERAL MEETING.** Our annual general meeting will be held on **Monday 22 April at 7.30pm**. To meet the requirements of us being an Incorporated society/registered charity, Rachael Hewton, the President of our centre, will give a summary of how 2023 went for the centre, and the audited annual accounts will be presented. The centre is governed by a group of parents and co-opted members to oversee the operation of the centre. If you are interested in joining the committee, please let me know so we can put your name forward for nomination.

For venue purposes, can you please let us know if you will be attending the AGM- sometimes we are at McCulloch & Partners but for a bigger group we would be here at the centre. Once we know how many will be attending, we will confirm the venue.

**WORKING BEE:** We are looking for some helpto dig over and remove some bark from our bark chip areas so we can put fresh barkchip in. We have scheduled 2 working bees between 9am – 1130am on Saturday 2 March and Saturday 9 March. If you are able to help us, please let us know at the office.

**UPDATED CONTACT DETAILS:** We have attached our emergency response procedures for your information. Please read this carefully- we hope we never have a situation where we need to follow these procedures, but it is important for you to know what our responses would be. Please update your contact details on the attached form or email any updates required to admin@childcareinvercargill.co.nz.

**END OF YEAR CLOSING:** For those of you getting your end-of-year plans sorted, the centre will close at 5.30pm on Friday 20 December 2024.

**START DATES FOR 2025:** We will open in the week starting 13 January 2025 for a small number of children whose parents need bookings. These bookings are done on a first in first booked basis. You will be charged for your booking regardless of attendance as we are bringing staff in from their annual leave to cover this period. This will be a mixed age group of children in the Te Rito room with a collection of staff from throughout the centre, not necessarily a teacher from your child’s home room. The hours of operating for this week are 8.15am – 16.45pm. We will be open Monday to Thursday and closed on Friday 17th for our professional learning day for our teachers.

You will receive booking forms for this early week in November.

**A FEW REMINDERS:**

* **NAMED CLOTHING**: With summer approaching it becomes even more important to have your child’s clothing named. There are so many children with the same clothing it makes it very difficult to sort clothing to the right owner if the clothing is not named in some way.
* **CHILDREN’S BAGS**: The children’s bags can be kept in the rooms and accessible to the children. We ask that you please avoid putting medication, sweets, or snacks in their bags as we don’t want them to get into the wrong hands. If you do have special things in their bags, please tell the staff and we will make sure the bags are placed out of the children’s reach.

E noho mai- stay well and look after yourselves.

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| ***Surrey Park Early Learning Centre Inc*****EMERGENCY MANAGEMENT INFORMATION FOR PARENTS AND CAREGIVERS.**  | SPELC picture 2054 |
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| **Key risks for our early learning service** | We have response plans for events such as fires, earthquakes, lockdowns, pandemics, volcanic eruption, tsunami, flooding. |
| **Incident Management Team**  | The Incident Management team is made up of Senior Management Team (Director, Head Teacher, Office Administrator and Team leaders, supported by the Team Health & Safety Representatives and the Governance Committee.  |
| **Preparing for and practicing our plan** | To support our emergency management planning and response – we have procedures in place for: * Regular Health & Safety Review- an agenda item for Governance Meetings
* Weekly Review at Staff meetings + Staff Induction processes
* [Civil Defence](https://www.civildefence.govt.nz/cdem-sector/capability-development/cdem-training-courses/) trainings when available.
* Termly discussion with children and students regarding fire, earthquake drills, lockdowns
* First aid training every 2 years for all permanent staff.
* Informing parents and caregivers in our newsletter about our completed procedures & drills.
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| **Emergency kit** | Emergency kits and equipment: We have internal resource kits for Lockdown purposes and resource boxes stored in the sheds for evacuation purposes. In the event of any emergency staff collect up all medication for the day and take it with them to the gathering point. |
| **Reviewing the plan** | Review of our procedures is carried out as follows:* Termly meetings for Health & Safety Reps
* Health & Safety Report termly to the Governance Committee
* Liaise with local emergency services.
* Termly Incident review (or following any event) at Governance meetings
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| **Communication in an emergency** | We will communicate in an emergency by - * Txt, email, Facebook and Storypark. If internet, mobile and phone lines are down, we will broadcast messages on local radio stations
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| **Authorized persons to uplift your child** | **We can only release children to people already approved by the parent/caregiver for that purpose on the enrolment form. Please make sure you keep this information current at the office. We will send out termly reminders to update your contact details.**  |
| **Evacuations** | **Our evacuation place for a fire is in the Isabella Street carpark.** **For an earthquake it is on the field in the MYPLC playground, access off Isabella Street (the building on the north of our office). For a relocation it is the Stadium.**  |
| **SHELTER IN PLACE / LOCKDOWNS.** | * *If we need to bring everyone inside,* ***we will not be letting anyone into the centre once we have shut our doors.*** *(With the exception of emergency services)*
* *Please wait for information and instruction from us and* ***do not*** *come to the centre until asked to do so, even if it is the end of the day. Arriving at the door when we are still managing an emergency could put you, your child and our staff at risk.*
* *We will continue to provide the very best care we can to keep your child as safe as possible.*
* *When it is safe to do so, we will ask you to come and collect your child.*
* *For some shelter in place events, it may be that the event has ended quickly, and the centre will continue as normal after the event has ended. We will keep you informed.*
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| **Reunification process- COLLECTING YOUR CHILD.** | Please allow us time to work through our processes after an emergency. We know you will be understandably worried, but we need time to carefully check each child is collected by the authorized adults and get them to complete the “Release forms” before leaving. We will txt you when we are ready for you to come and collect your child. Park over in the stadium carpark until you are called. |
| **Supporting children after an emergency event** | Following an emergency event* We will provide your child with age-appropriate information about the event.
* We will monitor all children to identify if there are any wellbeing concerns.
* If you have any concerns about your child, please speak with us. We have support mechanisms we can access to provide you and your child with the help you need.
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If you would like any further information about our emergency management planning – please contact Avril Dalzell- Director/ Karen Gill- Head Teacher, Helen Goble- Office Administrator by phoning 03 2173477, 027 357 6998 or emailing admin@childcareinvercargill.co.nz



**Updated Contact Details for Term 1 2024:**

**Please complete and return to the office as soon as possible:**

**Child’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Whare/Room**: (Please circle the whare your child attends)

**PRE-SCHOOL**: Totara, Kawakawa, Kowhai

Waihopai, Te Rito, Koru.

**Phone Number**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contacts**:

NAME: Phone Number: (Relationship to child)

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