



Little Teddies

PARENT HANDBOOK

Little Teddies - Early Learning &
Childcare Centre

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Welcome to Little Teddies!

We're delighted to have you and your whānau join our learning community. Our small, boutique centre offers a warm and nurturing home away from home where Tamariki feel safe, valued, and inspired to learn through love, laughter, and discovery.

Our Philosophy

At Little Teddies, we pride ourselves on being a small, boutique centre that feels like a home away from home. Our shared values, vision, and beliefs unite our management and teaching team to create a magical and memorable learning journey for every child.

We believe that children develop a lifelong love for learning through strong, nurturing relationships. Our environment is caring, respectful, and inclusive — helping each child develop a strong sense of identity and belonging. We embrace cultural diversity, guided by Te Tiriti o Waitangi, and bring Te Reo Māori alive in our daily practice through waiata, phrases, and experiences.

Our curriculum, grounded in Te Whāriki, supports individual strengths and interests while fostering collaboration and exploration. We are honoured to watch our Tamariki grow into confident, capable learners — healthy in mind, body, and spirit, and proud of their place in the world.



Our Vision Statement



Our Vision / Ko tā mātou moemoeā

To be a trusted early learning and childcare centre where every child is nurtured with love, guided with purpose, and inspired to grow into a kind, confident, and curious learner — ready to embrace a bright future in an ever-changing world.

Kia noho ko Little Teddies hei pokapū ako kōhungahunga e whakawhirinaki ana te whānau – he wāhi e atawhaitia ai ia tamaiti ki te aroha, aratakina ki te kaupapa, ā, whakaaweahia kia tipu hei ākonga ngākau māhaki, māia, pākiki hoki – kua rite mō tētahi ao hurihuri, hihiri hoki.

Our Mission / Ko tā mātou whāinga

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To provide a joyful, safe, and inclusive space where every child is valued and supported to grow holistically — inspired to love learning through play, creativity, caring guidance, and strong family partnerships.

He whakarato i tētahi wāhi hari, haumaruru, me te wāhi e manakohia ai te katoa – kia tautokohia ia tamaiti kia tipu pakari ā-hinengaro, ā-tinana, ā-wairua hoki, ā, kia whakaaweahia kia aroha ki te ako mā te tākaro, te auahatanga, te arataki atawhai, me ngā hononga kaha ki te whānau.

Our Values

Our core values guide everything we do — shaping how we teach, care, and grow together as a joyful, respectful, and purpose-driven learning community.



Respect



We teach children to listen, share, and value others' thoughts and feelings — building empathy, kindness, and appreciation for differences.

Excellence



We encourage children to do their best, embrace effort, and celebrate every step of progress along their learning journey.

Kindness



We nurture caring behaviours, guiding children to show compassion, help others, and build warm trusting relationships.

Discipline



We support children to follow routines, stay focused, and take responsibility for their actions — helping them grow with confidence and purpose.

Curiosity



Through discovery and play, children are inspired to ask questions, experiment, and explore the world with wonder and excitement.

Together, these values create a foundation where every child feels safe, capable, and inspired to grow — in heart, mind, and spirit.



Parent Involvement and Communication

It's all about partnership

The foundation of our partnership with you is frequent, honest and two-way communication. As well as keeping you informed, we're here to listen, so we want to hear from you and ensure you're kept involved each step of the way.

Ways we keep in touch:

At Little Teddies, we love staying connected with our families. We share stories, photos, and learning updates on Educa, giving you a window into your child's day and progress. You're always welcome to add your own comments and ideas — your insights help us extend your child's learning experiences at home and celebrate their milestones together.

We also keep you informed about centre events and updates through Educa and our newsletters. Our parent evenings are a special time to connect — a chance to meet other whānau, talk with our kaiako about your child's growth, and experience what life at Little Teddies is all about.

Because when you join Little Teddies, your family becomes part of our family. 💛

- Daily informal chats with our team
- Educa (Our online message board and your child's portfolio)



- Centre noticeboards
- Parent evenings during the year

Hours of Operation

We are open Monday to Friday, 7:30 am to 5:30 pm. The centre is closed on public holidays. Please ensure children are dropped off and collected within these hours. If you are delayed, contact the centre so staff can support your child and adjust plans as needed. A late fee may apply if children are collected after closing time.



Orientation

We invite each family to visit the centre before their child's first day. During this time, you'll meet our kaiako, share information about your child's routines, and help them feel comfortable in their new environment. You're encouraged to stay for settling visits to build familiarity and trust.

Life at Little Teddies

Mealtimes

At Little Teddies, we believe that kai (time shared over food) brings our tamariki and kaiako together to connect, learn and grow. Our in-house cook prepares fresh, balanced meals each day, offering a mix of vegetarian and non-vegetarian options to support every child's nutritional needs and family preferences.

Meals are thoughtfully planned to include fresh fruit and vegetables, whole grains, legumes, proteins, eggs, and dairy — providing children with a variety of tastes and textures to develop healthy eating habits for life.



We do karakia before our meals and encourage Tamariki to appreciate where their food comes from and the people who prepared it. Our menu rotates regularly to ensure variety and excitement at each mealtime, while also reflecting cultural diversity through special celebrations and seasonal dishes.

For children with allergies or special dietary requirements, our team works closely with whānau to ensure safe and inclusive meal options for everyone.

Shared kai is a time for conversation, gratitude and connection — an important part of each child's learning journey here at Little Teddies.

Sleep & Rest Time

After lunch, our centre becomes a calm, restful space where Tamariki can sleep or relax according to their individual needs. Soft lighting, gentle music, and comforting routines help children unwind and feel safe. For those who don't sleep, quiet activities such as books or puzzles are offered.

We work closely with families to follow home routines as much as possible, ensuring each child's transition between home and centre feels natural and nurturing.

Outdoor Play

Outdoor play is an essential part of learning at Little Teddies. Our playgrounds are safe, engaging, and designed to spark curiosity through climbing, balancing, running, and imaginative play.

Children are encouraged to explore daily — rain or shine! Please ensure they have weather-appropriate clothing: sunhats and sunscreen in summer (we follow a "No Hat, No Play" policy) and warm jackets, gumboots, and beanies in winter.

Our outdoor areas feature both natural and durable play surfaces, ensuring children can enjoy active play all year while learning respect and care for Papatūānuku, the Earth.

Birthdays

Birthdays are joyful milestones, and we love celebrating them together! Families are welcome to bring a small cake to share with friends. To support the health and wellbeing of all Tamariki, we ask that no additional “party food” is brought in, as some children may have allergies or dietary restrictions.

Each celebration is simple, fun, and focused on your child’s special day — filled with singing, smiles, and shared memories.

Excursions & Field Trips

We believe that learning extends beyond the classroom. Our tamariki take part in carefully planned excursions to places like local parks, libraries, gardens, and museums — enriching their connection with the world around them.



Families are always welcome to join us on these adventures. Safety is our top priority, and all outings follow Ministry of Education guidelines. Younger children’s participation is determined with care, ensuring every experience is age-appropriate and enjoyable.

Toilet Learning

Toilet learning is a gentle, collaborative process. Our kaiako work closely with families to support each child’s readiness and confidence, following home routines wherever possible. We celebrate progress and provide plenty of encouragement, helping Tamariki gain independence in their own time.

Clothing & Personal Belongings

We encourage comfortable, washable clothing that allows children to move freely, explore, and get creative. Please label all clothing and provide a full change of clothes each day.

Special comfort items like a cuddly or blanket are welcome for rest time. We ask that personal toys remain at home, as our centre provides a wide range of engaging resources for play and learning.

What to Bring from Home

To help your child feel comfortable and prepared for a great day of learning and play, please bring the following items each day in a **clearly labelled bag**.

Under Twos

- 🍼 Enough nappies for the day
- 🍼 Breast milk or formula, if required
- 🧥 A complete spare set of clothes
- 🧸 Any comfort items your baby is attached to (e.g. cuddly, blanket)
- 🧢 A sunhat for summer and **warm, waterproof clothing** for winter

Over Twos

- 🍼 Nappies, if still needed
- 🧥 A complete change of clothes (more if your child is toilet learning)
- 🧸 A comfort item for sleep, such as a soft toy or blanket
- 🧢 A sunhat for summer and **warm, waterproof clothing** for winter

We provide a wide range of educational resources and play equipment for all children at the centre. We encourage Tamariki to share and care for these items — and to leave them at the centre so everyone can enjoy them. We'd appreciate your support in reinforcing this at home.

Car Seats

If your child uses a **car seat or booster**, we're happy to store it safely during the day.

🔑 Lost Property

We understand that busy mornings and active play can sometimes lead to misplaced items! Any unclaimed or lost belongings found at the centre will be safely stored in our Lost Property area, located in the office. Families are welcome to check for missing items at any time — we do, however, recommend visiting in the afternoon, when our team has more time to assist you.

To help us keep things organised, please make sure all your child's clothing, bags, bottles, and other belongings are clearly named. This simple step makes it much easier to return lost items quickly.

Behaviour Guidance

At Little Teddies, we see behaviour as communication — a way for tamariki to express their feelings, needs, and developing understanding of the world. Learning to manage emotions, relate to others, and resolve conflict are all important parts of growing up, and we approach these moments with empathy, patience, and care.

Our kaiako focus on encouraging positive behaviour through connection, praise, and gentle guidance. We acknowledge and celebrate respectful, kind, and cooperative behaviour so that children feel loved, valued, and supported.

When challenges arise, our team uses positive and respectful strategies such as re-direction, offering choices, and helping children find appropriate ways to express their emotions. Corporal punishment, harsh language, or any form of belittlement are never used or tolerated.

Our kaiako receive regular professional learning to strengthen their skills in emotional coaching, conflict resolution, and restorative practices — ensuring every child understands that while their behaviour may be corrected, they are always safe, respected, and cared for.

Working together with whānau, we aim to help each child develop self-awareness, empathy, and a strong sense of responsibility for their actions — essential foundations for lifelong learning and wellbeing. 🌱

Children with Additional or Specific Needs

At Little Teddies, we are committed to providing an inclusive, welcoming, and safe environment where every child can learn, grow, and thrive. We recognise that some children may require additional support to reach their full potential, and we work in partnership with whānau to understand each child's unique strengths and needs.

When additional or specific needs are identified, we meet with parents and whānau to develop an individual support plan that ensures consistency between home and centre. Together, we discuss how best to support your child's learning, care, and wellbeing in our environment.

Where necessary, we collaborate with specialist agencies — such as Ministry of Education Learning Support, speech-language therapists, or other professionals — to ensure that our kaiako receive the guidance and resources needed to provide the best care and education for your child.



If at any time we believe we are unable to safely or reasonably meet a child's specific needs within our current setting, we will work openly with the family and support them to explore alternative arrangements or additional assistance.

Our goal is always the same — that every child at Little Teddies feels valued, supported, and empowered to flourish in their own way. 🌱

Settling In

Starting at a new centre is a big step — for both tamariki and whānau. Whether this is your child's first early learning experience or a change from another centre, our team at Little Teddies is here to make the transition calm, positive, and reassuring.

We understand that every child settles in differently, and we'll work closely with you to ensure your little one feels safe, loved, and at home with us.

Here are a few ways to help your child settle confidently:

- Spend some time in the centre together before their first day, exploring the space and meeting our kaiako.
- Share important details about your child's routines, interests, and comfort items so we can support them in ways that feel familiar.
- Join in a few activities during visits — when your child sees you relaxed and having fun, they'll feel more confident too.
- Always say goodbye before you leave. A quick, loving farewell builds trust and helps your child understand that you'll be back later.
- Leave confidently, even if it's hard. Our kaiako are experienced in supporting Tamariki through separation and will offer plenty of comfort, reassurance, and distraction.

It's natural for some children to take longer to adjust — and that's okay. With gentle care, consistent routines, and lots of love, your child will soon begin to feel a sense of belonging.

Over to Us

When your child begins their journey with us, every experience is new — the sounds, the faces, the routines, and the play spaces. There's no "one way" children respond, because each Tamariki adjusts in their own unique way.

What we can promise is that your child matters deeply to us. From their very first day, our kaiako focus on building trust, forming genuine connections, and helping them feel safe, seen, and cared for. We take the time to get to know your child — what they enjoy, what comforts them, and how they like to explore and learn.

Some children join in right away, while others take time to observe from a distance — both are perfectly normal. A few changes in behaviour at first are also natural as Tamariki adjust to new surroundings, routines, and relationships. With gentle guidance, affection, and consistency, they soon begin to feel at home.

At Little Teddies, we see these first days as the start of a beautiful partnership between whānau and kaiako — where together, we help your child grow with confidence and joy.



At Little Teddies, we want your whānau to feel like part of ours — because when children see home and centre working together, they truly flourish. 🧡

Safety at Little Teddies

The safety and wellbeing of our Tamariki is our highest priority. We take every precaution to ensure that our environment is safe, welcoming, and well-prepared for all situations.



Arrival

When dropping off your child, please ensure they are accompanied by an adult all the way into the centre and safely handed over to one of our kaiako before you leave.

This helps your child feel secure and ensures that our team can provide the right level of supervision and care from the moment they arrive.

For safety reasons, we are unable to accept responsibility for children who are dropped off outside or left unattended at the gate.

Departure

At pick-up time, children will only be released to adults who are known to our team and listed as authorised on the enrolment form.

If someone new will be collecting your child, please let us know in advance. We'll request photo identification from any unfamiliar adult to ensure your child's safety.

For your child's safety and to meet Ministry of Education requirements, all parents and caregivers must sign their child in and out each day using the attendance form located at the front entrance. This is a legal record that can be audited at any time, as it forms part of our official attendance and funding records.

Signing in and out

Signing in and out also ensures we always have an accurate record of who is on site — which is especially important in the event of an emergency or evacuation.

While quick chats at drop-off and pick-up are always welcome, please write any special notes or important updates in the communication book to make sure nothing is missed. This helps our team provide consistent, responsive care throughout your child's day.

We kindly ask that you always escort your child to their kaiako on arrival, and ensure they are safely in our care before you leave. Likewise, please make sure a team member knows when you are collecting your child at the end of the day.

Your cooperation helps keep all Tamariki safe and ensures smooth, calm transitions for everyone. ♥

Accidents

While we work hard to maintain a safe environment, minor bumps and accidents can occasionally occur as children explore and play.

Our centre is equipped with first aid supplies, and several kaiako hold current first aid certifications. Any incidents are documented on an Accident or Incident form and shared with parents or whānau.

If a serious emergency occurs, we'll contact you immediately. Should we be unable to reach you, our team will act promptly in your child's best interest, seeking medical support or advice as needed.

Emergencies

At Little Teddies Early Learning & Childcare Centre, the safety and wellbeing of tamariki, whānau, and kaiako is our highest priority. Our centre has clear, well-practised procedures to respond calmly and effectively to a range of emergency situations — including fire, earthquake, flooding, medical events, and lockdowns.

Preparedness and Planning

Our emergency plans are reviewed regularly and meet all Ministry of Education and Civil Defence requirements. Each classroom and exit point displays a clear Evacuation Map showing safe exit routes, assembly areas, and the location of emergency supplies, fire extinguishers, hoses, and first aid kits.

Our kaiako are trained to respond to emergency situations confidently and quickly. We conduct regular fire and evacuation drills with the children to ensure everyone knows what to do in a calm and familiar way. These drills are designed to build confidence — not fear — and are always conducted with reassurance and care.

Communication During an Emergency

If an emergency occurs, every effort will be made to contact parents and caregivers immediately. Our centre uses the contact details you have provided at enrolment, so it's important to keep your phone numbers and emergency contact details up to date.

If the centre needs to be evacuated, tamariki will be safely relocated to our designated assembly area or an alternative site if necessary. Updates will be shared as soon as it is safe to do so, through text message, email, or phone call. In the unlikely event of a lockdown, our staff follow established protocols to secure the building and keep everyone safe until the "all clear" is given by authorities.

When You're at the Centre

If you are on-site during a drill or actual emergency, please follow the instructions of our staff immediately and help us model calm, safe behaviour for the children. Parents and visitors are also asked to familiarise themselves with the Emergency Evacuation Plan displayed near the centre's main exits. We also keep a well-stocked Emergency Kit, which includes food, water, blankets, and first aid supplies for all children and staff, to support everyone's safety and comfort until the situation is resolved.

Emergency Contacts

Please ensure that we have up-to-date contact information for at least two emergency contacts in addition to parents or caregivers. If your contact details or those of your nominated contacts change, let us know right away so we can keep our records current.

At Little Teddies, keeping Tamariki safe and families informed is a shared responsibility — and together, we can ensure every child feels protected, cared for, and secure in our environment. 🧡

Absences

If your child is going to be away, please let us know as soon as possible — ideally before 8:30 a.m. on the day of absence. You can contact the centre by phone, email, or message.

Notifying us early helps with planning daily routines, meal preparation, and staff ratios to ensure the best care for all Tamariki. If your child will be away for an extended period (for example, due to illness or a family holiday), please discuss this with the Centre Manager so we can make any necessary arrangements.

Parking

For the safety of all children and families, our car park is for drop-off and pick-up only. Please Park only in the designated spaces and remain on-site for the duration of your visit.

We ask that you do not leave your vehicle unattended for long periods or leave children unattended.

During busy times, such as morning drop-offs and afternoon collections, we appreciate your patience and cooperation to keep the car park safe, respectful, and efficient for everyone.

Health & Hygiene

At Little Teddies, we take the health and wellbeing of all tamariki and kaiako seriously. Maintaining a clean, healthy environment helps prevent illness and ensures every child can learn and play safely.

Medication and Medical Records

To comply with Ministry of Education regulations and ensure your child's safety, written authorisation from parents or caregivers is required for any medication to be administered at the centre. This includes:

- Prescription and non-prescription medicines provided by parents.
- Non-ingested topical creams or sprays (such as sunscreen or insect repellent).
- Permission to seek medical attention or advice in the event of an emergency.

These permissions are outlined in our Enrolment Agreement, which families sign during enrolment. Please ensure all medication is clearly labelled with your child's full name, dosage instructions, and expiry date.

Sick Children

We are committed to keeping Little Teddies a healthy environment for everyone. To help prevent the spread of illness, we ask that tamariki who are unwell remain at home.

Please **do not bring your child to the centre** if they show any of the following symptoms:

- High temperature or fever
- Inflamed throat or eyes
- Unidentified rash
- Vomiting or diarrhoea
- Persistent cough or contagious illness

Children must stay home for at least **48 hours after the last episode** of vomiting or diarrhoea.

If your child becomes unwell during the day, we will contact you to collect them as soon as possible.

In cases of communicable diseases, tamariki may return only after providing a doctor's clearance confirming they are no longer infectious. Our team follows the same health and exclusion guidelines. If your child cannot attend due to illness, please let us know by 8:30 a.m. on that day.

Common Infectious Diseases

To protect the health and wellbeing of all Tamariki, whānau, and staff, children who are unwell or showing symptoms of a contagious illness must remain at home until they are fully recovered.

Below are some of the most common infectious diseases and the recommended exclusion periods, as guided by the Ministry of Health.

Illness	Infectious Period / Exclusion Guidelines
Measles	Infectious for up to 4 days after the rash first appears. Children should stay home for this time.
Mumps	Infectious until 3 days after swelling has gone down.
Chickenpox (Varicella)	Infectious until the last blister has dried and formed a scab.
Whooping Cough (Pertussis)	Infectious for at least 21–30 days after onset. Children should remain home until cleared by a doctor.
Rubella (German Measles)	Infectious for 4 days after the rash appears.
COVID-19	A highly infectious viral illness. Please refer to our COVID-19 Response and Infection Management Policy for the latest isolation and return-to-centre requirements.

Common Contagious Parasitic and Skin Conditions

At Little Teddies, the health and comfort of all Tamariki are a top priority.

To help prevent the spread of infections, we ask that families follow these guidelines when these conditions occur:

Condition	Guidelines / Exclusion Period
Head Lice (Nits)	Please check your child's hair regularly. If head lice are found, begin treatment immediately. Your child may return to the centre once treatment has started, even if some eggs (nits) remain.
Threadworms	These are common and easily spread. Signs include irritability and an itchy bottom. Please treat promptly and maintain good hygiene practices at home.
Scabies	A highly itchy skin condition caused by mites. It can be difficult to diagnose — please see a doctor for confirmation and treatment. Children may return to the centre after treatment has started.

Infectious Skin Conditions

Condition	Guidelines / Exclusion Period
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Impetigo (School Sores)	A bacterial skin infection that is highly contagious. A doctor must be consulted. If sores are on the face, your child must stay home until no longer infectious. Sores elsewhere on the body should be properly covered while at the centre.
Ringworm	A fungal skin condition. Please see a doctor for diagnosis and treatment. Lesions must be kept covered while your child is at the centre.
Other Skin Conditions	Any rash or irritation lasting longer than 24 hours should be checked by a doctor before your child returns.

💧 Vomiting and Diarrhoea

Vomiting and diarrhoea can spread quickly and are especially risky for babies.

If your child shows symptoms, please keep them home and consult a doctor if symptoms persist.

- Children must stay home for at least **48 hours after the last episode** of vomiting or diarrhoea.
- Offer fluids only for the first 24 hours, then slowly reintroduce light foods.
- Inform the centre if your child has been diagnosed with a **notifiable or infectious disease** (e.g., giardia, chickenpox, mumps, etc.) so we can notify other families appropriately.

We follow the **Ministry of Health's Communicable Diseases Chart**, which is available to view at the centre.

If your child becomes unwell while at the centre, we will contact you immediately to arrange for them to be collected.

Please also inform us if your child has been diagnosed with an illness, so we can notify other families (without naming the child) and take appropriate precautions.

Centre Leadership and Management

Little Teddies Early Learning & Childcare Centre, we believe strong leadership begins with relationships — with our children, families, kaiako, and the wider community. Together, we create a place where every child feels safe, valued, and inspired to grow.



The centre is licensed by the **Centre Director, Kunal Kumar**, who is responsible for ensuring that Little Teddies meets all Ministry of Education requirements and remains fully compliant with the Education (Early Childhood Services) Regulations. Kunal provides overall governance, guiding the strategic vision and continuous improvement of the centre.

Day-to-day operations are led by our **Centre Manager, Hardeep Kaur**, whose warmth, professionalism, and deep commitment to early childhood education help shape the nurturing, home-away-from-home environment that defines Little Teddies. Hardeep leads our kaiako with empathy and purpose, fostering a culture of collaboration, reflective practice, and genuine care for every Tamariki and their whānau.

Her approach is grounded in partnership — she takes time to build strong, trusting relationships with families, supporting smooth transitions and ensuring parents feel informed, connected, and confident in their child's care.

Our curriculum and daily practices are guided by Te Whāriki, New Zealand's Early Childhood Curriculum, ensuring a holistic, inclusive, and culturally responsive learning journey for every child. The centre's quality and compliance are regularly reviewed by the Education Review Office (ERO), whose insights help us grow and continually strengthen our service.

At Little Teddies, leadership is more than management — it's about heart. Together, **Kunal and Hardeep** ensure our centre remains a joyful, safe, and inspiring place where Tamariki can thrive, and families truly feel they belong.

Our Teaching Team

Our teachers are special people — carefully chosen for their warmth, empathy, and commitment to nurturing every child's potential. Alongside their qualifications and professional experience, they bring genuine care, creativity, and passion for early learning to everything they do.



At Little Teddies, we believe each child is a unique gift — with their own personality, pace, and way of learning. Our kaiako take time to truly get to know every child, forming strong emotional connections that create a deep sense of safety and belonging. Through this trust, our teachers are able to notice and respond to each child's individual needs, helping them flourish with confidence and joy.

Our teachers work closely together as a team, supporting one another through reflection, shared learning, and professional development. This collaboration allows us to draw from a range of early childhood philosophies, including Reggio Emilia, Montessori, Vygotsky, and Te Whāriki — creating rich, balanced learning experiences for tamariki.

From time to time, you may see different teachers in the room — these are our relieving kaiako, who step in when a team member is away. All relief teachers are carefully vetted and supported by our leadership team to ensure they uphold our centre's values, routines, and warm, nurturing approach.

This consistency means your child continues to feel safe, settled, and cared for, no matter who is with them on the day.

We maintain Ministry of Education ratios (1:5 for under-tuos and 1:10 for over-tuos) and often exceed these standards, ensuring every child receives the personal care, attention, and encouragement they deserve.

We view our partnership with families as one of the most important parts of our work — because together, we shape the early learning journey that helps each child grow into a kind, confident, and capable learner.



Fees and Financial Support

At Little Teddies Early Learning & Childcare Centre, we believe quality early learning should be accessible for all families.

To make this possible, we offer several options to help reduce childcare costs.



Centre Fees

Our fees are based on your child's booked attendance and include all meals, resources, and learning experiences. Invoices are issued weekly, and payment can be made via bank transfer. To ensure the smooth running of the centre, fees must be paid on time.

Please contact the Centre Manager if you need to discuss payment arrangements or short-term support — we're here to help.

FamilyBoost Rebate (Inland Revenue)

From 1 July 2025, families can claim back part of their childcare fees through Family Boost, a new government payment from Inland Revenue (IRD).



Eligible families can **receive up to 40 % of their fees refunded each quarter (up to \$1,560 per quarter, depending on household income).**

Claims are made through your myIR account and the payment goes directly to you.

Family Boost can be combined with both the 20 Hours ECE subsidy and the Work and Income Childcare Subsidy — making quality early learning even more affordable.

ECE subsidy

Our centre proudly offers the 20 Hours ECE subsidy, funded by the Ministry of Education, for all children aged three to five years.

To access this subsidy, families need to complete an Attestation Form, confirming your child's enrolment details and attendance hours. This form also ensures that your child is not claiming the same 20 Hours ECE funding from another centre during the same times.

If your child attends more than one early learning centre, you can still share the 20 Hours ECE funding — simply indicate this on your form.

Please remember to let us know if your enrolment hours change, as this may affect your funding details. Our team is always happy to help you with any questions or forms related to your child's 20 Hours ECE entitlement.

Work and Income

We understand that childcare can be a significant expense for families. To help, Work and Income (WINZ) offer a Childcare Subsidy for parents and caregivers whose children attend our centre.

This subsidy is income-tested, and the amount you receive depends on your household income, the number of children in your care, and the hours your child attends the centre.

You can contact Work and Income directly or visit their website for more information and to access the required forms. Our team is happy to help guide you through the process if you need support completing your application.



Please note that full payment of fees remains the caregiver's responsibility until your subsidy has been approved and payments have started.

Our Learning Programmes



Our programme is child-led and developmentally responsive.

We observe Tamariki regularly, plan activities based on their interests, and evaluate learning outcomes in alignment with Te Whāriki.

☀️ Transition to School Programme – “Ready, Set, Grow!”

Through play, children develop independence, creativity, and a sense of wonder about their world.



Transition to School Programme – “Ready, Set, Grow!”

Grounded in Te Whāriki: He whāriki mātauranga mō ngā mokopuna o Aotearoa

Programme Purpose

Our “Ready, Set, Grow!” programme supports children aged 4–5 to develop the confidence, curiosity, and competence needed for a smooth transition to primary school.

It’s built upon the five strands of Te Whāriki, ensuring that learning is holistic — nurturing the mind, body, and spirit of every child while celebrating identity, language, and culture.

Philosophical Connection

This programme reflects Little Teddies’ vision:

“To nurture every child with love, guide them with purpose, and inspire them to grow into kind, confident, and curious learners — ready for a bright future in a changing world.”

Through Ready, Set, Grow!, our kaiako create joyful, purposeful learning experiences where curiosity leads, relationships thrive, and tamariki step into school with pride and confidence.

Alignment with Te Whāriki Strands

Te Whāriki Strand	Learning Focus in Ready, Set, Grow!	Key Outcomes for Tamariki
Wellbeing / Mana Atua	Feeling safe, secure, and supported in routines and transitions	Tamariki manage change confidently and show resilience in new environments
Belonging / Mana Whenua	Building a sense of identity, connection, and place in the world	Tamariki feel proud of their identity, culture, and whānau links
Contribution / Mana Tangata	Encouraging collaboration, kindness, and empathy	Tamariki work together, share ideas, and value others’ perspectives
Communication / Mana Reo	Strengthening literacy, oral language, and creative expression	Tamariki express themselves confidently through stories, art, and conversation
Exploration / Mana Aotūroa	Fostering curiosity, inquiry, and discovery	Tamariki question, experiment, and explore with wonder and confidence

Programme Structure

Focus Area	Learning Goals	Example Activities	Teacher Role (Kaiako)	Assessment & Evidence	Linked Te Whāriki Strand(s)
1. Literacy Foundations	Develop name recognition, early writing, letter-sound awareness	Name tracing, alphabet games, storytelling	Model language, scaffold emergent literacy	Learning Story & phonemic awareness check	<i>Mana Reo, Mana Tangata</i>
2. Numeracy Foundations	Counting, number recognition, patterning	Counting natural items, sorting, simple maths games	Encourage problem-solving in daily play	Numeracy observation record	<i>Mana Aotūroa</i>
3. Social & Emotional Confidence	Cooperation, empathy, and emotional regulation	Kindness jar, group storytelling, role play	Coach emotional language and empathy	Reflective notes & peer interaction logs	<i>Mana Atua, Mana Tangata</i>
4. Independence & Self-Help	Self-care and responsibility	Lunchbox practice, pack-up routines	Model step-by-step independence cues	Readiness checklist	<i>Mana Atua, Mana Whenua</i>
5. Curiosity & Inquiry	Exploration and critical thinking	Science experiments, nature hunts	Ask open-ended questions, extend inquiry	Inquiry journal and photos	<i>Mana Aotūroa</i>
6. Cultural Identity & Belonging	Strengthening bicultural understanding	Daily Te Reo Māori use, Matariki celebrations	Integrate Te Ao Māori values	Portfolio entries & whānau contributions	<i>Mana Whenua, Mana Reo</i>
7. School Routine Familiarisation	Understanding routines, listening, and group focus	"Mini school day," mat time, tidy-up bell	Provide structure with warmth and consistency	Termly transition profile	<i>All five strands</i>

Concerns and Feedback

We encourage families to discuss any questions or concerns with the **Centre Manager** either in person or call us on (09) 525 4365.

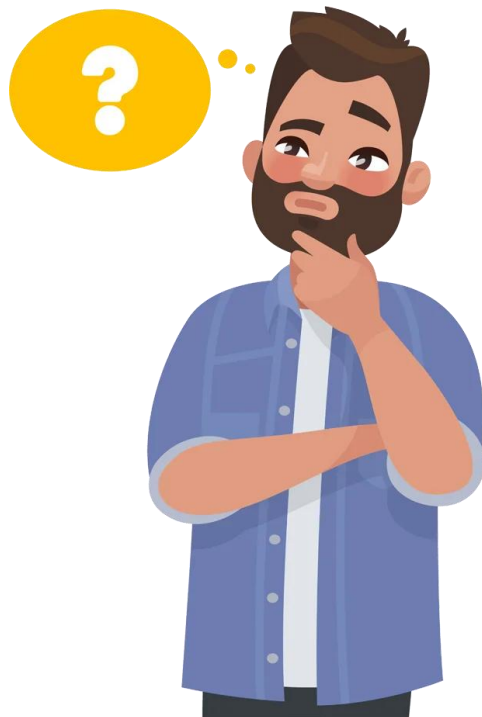
If a matter requires further discussion, please arrange a private meeting with the Centre Manager.

If you have a formal complaint, it can be addressed to:

Attention: Centre Director
Kunal Kumar
Little Teddies Early Learning & Childcare Centre
Email to: kkumar@littleteddies.co.nz

All complaints are handled confidentially and in accordance with Ministry of Education guidelines.

Thank you for being part of the Little Teddies whānau. We are honoured to share in your child's learning journey.



— Little Teddies Team





Little Teddies

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