**CURRICULUM POLICY**

***Rationale:***

Avonside Early Childhood Centre is governed by a volunteer community Board of Trustees who ensure that the Centre is effectively governed and managed in accordance with good management practices.

The Board will ensure appropriate documentation meets the necessary guidelines and regulations and focus on meeting the needs of the community and is sustainable over time.

The Board has the responsibility for ensuring that the Centre is staffed with high quality, professional employees and is responsible for the teaching professionalism, for the education of children who attend.

The teaching staff are responsible for ensuring the correct procedures; qualifications are current and followed, in line with Ministry of Education guidelines for early childhood education of children at the Centre.

***Purpose:***

* To ensure the Centre is effectively managed and staffed, in accordance with good management practices and complies with legislation and the Ministry of Educations requirement standards in early childhood education.
* Meet all responsibilities on time and at all times act in the best interests of the children attending the Centre.
* To ensure that the Board of Trustees are informed of any urgent issues that arises, as the governing body of the Centre.
* To set and follow the short and long term goals of the Centre through annual, strategic and financial planning making sure the Centre meets the needs of families of the community.
* Develop written procedures preparing, reviewing and adhering to policies and procedures set.
* To review performance targets and exercise control by measuring performance against targets set.
* Understand what risks the Centre incur and have plans to minimize them.
* To ensure information is communicated and made available of staff, families, volunteers and Board Trustees and Members at the Centre.
* To maintain confidence and trust and ensure the privacy of all personal information collected, used and retained is protected at all times in a professional confidential manner.
* Support each other within the team culture to undertake responsibilities at the Centre.
* To ensure meetings of the teaching staff are carried out to discuss make decisions and carry out duties involved in the teaching at the Centre.

Last review:

Next review: October 2021 as per Policy Review Schedule

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Trustees

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Centre Management

Procedures Condensed

***11. Assessment, Planning & Evaluation***

* *Children will experience a planned curriculum that includes their direct and indirect learning experiences. It is important to acknowledge that learning is critical for both adults and children and is a lifelong process.*
* *To provide a planned curriculum based on the children’s interests, abilities, strengths for both groups and individuals.*
* *To ensure that all planning, both formal and informal, is evaluated and forms the basis for future planning.*
* *To encourage all staff to become reflective practitioners.*

***12. Bicultural Partnership Statement***

* *Every child in the Centre has a right to understand and be confident in their own culture, to learn and understand Maori language, customs, values and practices, to appreciate the heritage of Aotearoa and to develop the ability to be sensitive to the cultures of other people.*
* *The Centre programme will reflect the unique place of Maori as tangata whenua; (e.g. use of natural materials, encouraging the use of te Reo and tikanga Maori in the Centre greetings, farewells and daily routines, correct pronunciation of names and observances of protocols).*

***13. Daily Routine***

* *Routines are an important part of the programme at Avonside Early Childhood Centre*
* *Routines encourage social and self-help skills and promote feelings of being part of a stable, secure and caring environment.*
* *A copy will be on display in the Centre.*

***14. Informing Parents About Their Child’s Day***

* *The teaching staff at Avonside Early Childhood Centre will endeavour to keep parents informed about their child’s day through various mediums.*
* *The teaching team will inform parents about their child’s progression and participation in the programmes.*

***15. Philosophy***

* *At Avonside Early Childhood Centre we provide a warm, welcoming and homely environment. Children have the opportunity to play, learn and grow through free play and structured experiences based on the children's developing interests and unique potential. Our philosophy is based on Te Whaariki; the New Zealand Early Childhood Curriculum and the Inredible Years Programme.*

***16. Positive Guidance***

* *This policy is designed to meet the Early Childhood Regulation requirements and to inform parents how*

*developing social competence and appropriate behaviour are encouraged.*

* *That there are clear guidelines of acceptable behaviour for all children and adults to ensure fairness and justice.*
* *To maintain a consistency of implementation of guidelines by all adults.*
* *Any situations where conflict may arise are minimised and children are provided with skills to solve conflict*

***17. Sleeping***

* *To ensure all children sleeping at the Centre are kept safe and secure*
* *To ensure ratios are maintained always within the Centre.*
* *To ensure that the Centre meets the guidelines and requirements regarding sleeping facilities.*

***18. Special Needs***

* *Avonside Early Childhood Centre recognise that all children and whaanau have the right to access high quality early childhood education. Inclusive practices are intended to identify and remove barriers to full acceptance, participation and learning, for all children.*

***19. Supervision of Children***

* *For the children to be kept safe from harm.*
* *For adults to be kept safe from harm.*
* *For staff, volunteers and visitors to be kept safe from harm.*
* *Centre staff may exercise responsibility if they believe there is a safety concern to any visitor to the Centre, child or adult.*
* *Adult to child ratios* ***must*** *be maintained always. Ratios are as per Ministry of Education guidelines. (over 2’s = 1:10)*
* *Children booked into the Centre, are the responsibility and concern of the Centre staff* ***always during Ministry of Education licenced hours (8.30am – 3.45 pm).*** *This responsibility will supersede parent supervision during these licenced hours.*
* *Teaching staff to follow all procedures in place for the supervision of children.*

***20. Transition to School***

* *The teaching staff will endeavor to foster a smooth transition from the Centre to school.*
* *The teaching staff will prepare and help the child to settle well at school.*
* *Provide an environment that fosters independence, curiosity and awareness that forms the basis for later learning.*
* *The curriculum will encourage independent thinking and self-help skills to allow the child to be confident in their new school setting.*

***21. Settling Children into the Centre***

* *Kaiako at Avonside Early Childhood Centre have clear and consistent practices that supports the child and whaanau's positive transition into the Early Childhood setting.*
* *Children and parents/whaanau/caregivers will receive consistancy and continuity at times of transition. Positive experiences will give them the confidence to engage successfully in the new setting.*

## Other Contents

1. ***Information for New Parents***
2. ***Nappy changing register***
3. ***Sleep Record***
4. ***Well-Being sheet***
5. ***Transition to School form***