



PORTOBELO OTAKI STREET

Hours: 7:30 am – 5:30 pm
Ages: 0 - 3 years
Location: 107 Otaki Street, Kaiapoi
Contact Details: Phone: 03 327-9113
Email: kaiapoiportobelo@xtra.co.nz
Supervisor: Jo Swift, Dip.Tch. (ECE), BtchLng (ECE), Registered Tch
Director: Lyn Eder, R.G.O.N, R.M, A.D.N, PI Cert, Cert Adlt Tch

Thank you for your enquiry, and welcome to Portobelo Otaki Street.

Portobelo means "beautiful harbour". A harbour is a safe place for care, maintenance, exchange, and extension. The Director and owner, Lyn Eder, is a local North Canterbury person who is a Registered Nurse and Midwife. She has had 19 years experience as a Plunket Nurse, overlapping with 10 years tutoring in Maternal and Child Health at Rangī Ruru Early Childhood College.

When a baby or child is away from the care giving parent, she/he needs a competent and dedicated caregiver to look after the needs of nutrition, love and security. We endeavour to better the standards set for quality by the Ministry of Education, and keep our adult/child ratios low with responsive care a priority.

Our policy is for our educators to be highly trained, with a minimum of the Diploma of Teaching (ECE) or working towards the minimum teaching qualification, and who will continue their development of skills while they are at Portobelo.

Portobelo Otaki Street consists of an Infant room for our young babies and a Toddler room for our more mobile toddlers and young children. Once your child is 3 he or she will transition into the Preschool. There is a transition programme in place so that toddler becomes familiar with the new environment and teachers.

Portobelo's philosophy clearly describes what we see as fundamentally important for your baby or child's physical care, social and emotional development, health, and the foundations for learning both now and in the future years.

Each child's unique daily routine is catered for and their needs will be placed above the needs of the general daily routine. Babies and toddlers need to form basic trust before they feel confident enough to explore their world. To develop trust babies and toddlers need to feel safe and secure in the knowledge that their basic needs (eating, sleeping, toileting) will be met by caring, warm, and responsive adults. These adults will remain constant in their environment, so the children will form a bond with them. This is very important for future social development.

All babies and children learn through their experiences, and we aim to give them varied and positive experiences appropriate to their level of development. This may include small group times, music, art, reading/books, manipulative and sensory motor activities.

Our teaching practice reflects all types of learning. This means that every baby and child gets stimulation in a variety of ways, to maximise the benefits. As a child grows and develops, so does the curriculum, to encompass the expanding abilities. We include opportunities to cross the midline of the body, [early 'brain gym'] which is important for co-ordination and learning.

Children's brains grow faster, and make more connections, in the first six years of life than at any other time. Choosing the right nursery and preschool experience for your child will make a positive difference to his/her performance and learning during later school years.

Regular Booked Care and Education 0 – 3 yrs

Minimum Booking = 2 sessions

Morning Session

8.00 am – 12.00 pm (or part thereof). Home before lunch \$23.00

Afternoon Session

12.30 pm – 4.30 pm (or part thereof) Arrive after lunch \$23.00

School Day

8.30 am – 2.30 pm (or part thereof) Parent provides lunch \$30.00

Short Day – any consecutive 8 hour booking (or part thereof) finish before 4.30pm \$36.00

Long Day 7.30 am – 4.30 pm sharp (or part thereof) \$37.00

Full Day 7.30 am – 5.30 pm sharp (or part thereof) \$39.00

All week half days (morning or afternoon sessions) \$118.00

All week school days (6 hour sessions) \$149.00

All week short days (Monday – Friday 8 hours per day) \$166.00

All week long days (Monday – Friday 7.30 am – 4.30 pm) \$174.00

All week full days (Monday – Friday 7.30 am – 5.30 pm) \$183.00

- Parents to provide all food and milk for babies, and all children over one year old who are not yet eating an adult diet.
- Morning and afternoon tea and late snack provided at no extra cost to children eating a full adult diet, who are over one year old. Children with allergies are catered for.
- Parents of children booked over midday to provide a healthy lunch in a named lunch box. [See Healthy Lunchbox Guidelines in Parent Information Booklet].
- Usual fees apply for all booked sessions that are not attended.
- Fee subsidies from WINZ are available to those who qualify.
- If the booking is until 5.30 pm at Otaki Street, this means being out of the building by that time so we can close. Please make sure you arrive before closing time so you can be off the premises, and not incur a late fee.
- No fees charged when the centre is closed over Christmas.
- Public holidays (other than those over the Christmas break) charged at usual rate.
- Statements issued fortnightly, and payment due within 7 days.
- 2 weeks fees payable on enrolment and held as a bond.
- Lateness fee of \$10.00 for each 5 minutes (or part thereof) that children are extended past their booked times without prior arrangement of session extension. It is not possible to pick up past 5.30 pm.
- No discount for more than one child attending.