

Step 2 Growth Kaiako Information Pack 2020



Our Vision

To provide quality care and education within a home-based setting that is richly resourced and supports individual and collaborative learning pathways of tamariki.

Our Mission

At Step 2 Growth we work with the 5 strands of Te Whāriki; Belonging, Well-being, Contribution, Communication and Exploration. Step 2 Growth put emphasis on play based learning, and we have identified the following as priorities for children's learning:

- ◆ Ngā Hononga/ Relationships: Social competence, creating responsive and reciprocal relationships.
- ◆ Whakamana/ Empowerment: Affirmation as individuals, developing confidence within themselves through child-led learning, and fostering independence.
- ◆ Kotahitanga/ Holistic development: All areas of the child (cognitive, physical, emotional, spiritual/cultural and social) are supported, celebrated and encouraged.
- ◆ Whānau tangata/ Family and community: Tamariki home life and their community are integral parts of their learning and development and are affirmed, with kaiako creating meaningful relationships with them also.

Our philosophy

Here at Step 2 Growth we understand that tamariki learn and thrive through play as they explore their world and share in rich learning experiences. Tamariki develop a strong sense of belonging through the patient guidance of our educators in inviting home environments, and every child is cared for as the unique people they are. Their individual needs, temperaments, interests and goals are respected and encouraged through their early childhood days.

We believe that all tamariki have the right to a bicultural education that respects and reflects New Zealand's unique cultural history, where all cultures are celebrated and all tamariki are given the opportunity to experience Te Ao Maori. The principles of partnership, protection and participation are at the heart of our curriculum and what we believe is important for all tamariki, along with connections to our community and our local environment.

At Step 2 Growth Te Whariki is at the centre of what we do and as a service we strive to embody the principles and strands as we nurture and support holistic development for all children. Educators, whanau and the service work together as a team to provide tamariki with an education that is culturally responsive; to plan and assess learning in a way that follows and respects the interests of each individual in our care.

Our philosophy is based on a belief in the importance of primary caregiving, especially for the infants and toddlers in our care. We value an educational experience that is like a home away from home, where warm, positive relationships are at the forefront to support well-being, learning and growth.

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

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