



Childcare Centre Policy Book

Supporting Neurodiversity and Additional Learning Needs

Punuka Foundation

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This policy book serves as a guiding document for the operation of the Punuka Foundation Childcare Centre and is subject to periodic updates to reflect any changes in policies or practices.

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1. Introduction

Vision:

To create an enabling environment where neurodiverse children are not left behind but can thrive through specialised support, therapy, and education, to maximise their potentials.

Mission:

Punuka Foundation's Childcare Centre provides individualised therapy and developmental support for children with neurodiverse conditions.

Core Values:

- P- Positivity
- R – Respect
- O – Optimism
- P – Professionalism
- E – Empathy
- R – Reliability
- T – Team
- E – Excellence
- A – Accountability
- C – Compassion
- H - Hope

Purpose of the Policy Book:

This policy book serves as a comprehensive guide to the operations and procedures of the Childcare Centre, ensuring a clear understanding between the centre, parents, staff, and other stakeholders.

2. Admissions and Enrolment Policy

Enrolment Process:

Parents or guardians interested in enrolling their children should complete a registration form and submit all necessary documentation (medical reports and registration form) for consideration.

Medical History and Health Requirements:

Before admission, parents must provide the child's complete medical history, including any special needs or existing conditions and take the child for a full medical checkup. The report of the medical checkups must be submitted along with the registration form before resumption at the Centre and at the start of each session to ensure the child's continued well-being.

Fee Structure and Payment Plans:

The annual fee shall be communicated to parents before the start of each session. Parents are

required to comply with the payment schedule, and failure to do so may result in the child not being allowed into the centre. Payment plans are structured as follows:

- **First Instalment:** 40% of the total fee, payable on or before the start of a new session
- **Second Instalment:** 30% of the total fee, due before the return from the Centre's first break in a session
- **Third Instalment:** 30% of the total fee, due before the return from the Centre's second break in the session
- One off payment before the start of a session **may attract 5%** discount
- For a child that joins the Centre during the session, the fees will be prorated from the period of joining to the end of the session.

3. Operating Schedule

Daily Schedule:

- The centre operates from Monday to Friday for weekday boarding learners
- Opening Time: 7:00 AM
- Closing Time: 6:00 PM; 2:00 PM on Fridays
- For full time boarding learners, they remain at the centre over the weekend

Term Structure:

- The centre operates on a three-month per term structure with a two-week break between each term.

School Breaks and Holidays:

- National public holidays will be observed. Parents will be notified in advance of such holidays or any other events requiring Centre closure.

4. Services Provided

Therapy and Support Services:

The centre provides a variety of specialised therapies designed to the developmental needs of neurodiverse children. These include:

- **Occupational Therapy:** Focuses on improving the child's ability to perform daily tasks.
- **Speech and Language Therapy:** Assists children in improving communication skills.
- **Behavioural Therapy:** Helps manage behaviours and emotional responses.
- **Sensory Motor Play:** Aids in the development of motor skills and sensory processing.

- **Educational Therapy:** Provides academic support and customised learning approaches.

Meal Plans and Nutrition:

Students enrolled in the weekday boarding program are entitled to three balanced meals per day, designed to meet the nutritional needs of growing children. The meal plan is monitored by a nutritionist to ensure dietary needs are met. Where a child requires special nutrition, the parent is permitted to provide such special meal to the Centre's Chef to meet the specific nutritional needs of the child. Full Boarders would have their three balanced meals per day over the weekend also.

Items to Provide when the Learners are Returning to School:

- Provisions based on the child's nutritional needs e.g. milk, nuts, cereal, amongst other snacks provisions
- The child's personal effect including cloths, bathing soap, cream, comb, slip-on, slippers, towel, etc

Where a child is allergic to any food or drink, the Centre Administrator should be promptly notified of this by parents of the said child in writing.

Boarding and Accommodation Facilities:

- Fully furnished dormitories, separated by gender and age.
- Indoor and outdoor playgrounds for physical activity and recreation.
- Entertainment room for relaxation and leisure.
- Dining room, kitchen, and washrooms with proper hygiene standards.
- Sick bay
- A chapel is available for prayers and worship.

5. Parent and Guardian Communication Policy

Channels of Communication:

Parents can contact the centre via email (admin@punukafoundation.org or info@punukafoundation.org) or phone (+2347049984638) and ask to speak with the Centre Administrator or National Programme Coordinator for any queries or concerns. To speak with a member of the Board of Trustees, please contact +2348055005993 and +2347064911932

Visitation Policy:

Parents are not allowed to visit or call their children during class hours to avoid disruption of learning activities. However, visits to the management are allowed during weekdays between 9:00 AM and 6:00 PM.

Progress Reports and Feedback:

Progress reports will be provided at the end of each term, detailing the child's developmental

milestones and areas requiring further attention. Regular communication between parents and staff is encouraged to ensure the child's growth and well-being.

6. Conduct and Behavioural Policy

Code of Conduct:

Parents are expected to:

- Show respect to staff members, and the centre's property.
- Follow the policy, guidelines and rules set out by the centre.
- Participate actively in the growth and development of their child.
- Parents should not use foul or abusive language on any staff irrespective of the situation.
- Staff Members are expected to:
 - Be respectful in their dealings with Parents
 - Follow the policy, guidelines and rules set out by the centre.

Note that where a parent feels a staff has acted inappropriately, such case should be promptly reported to the Centre's Management. If dissatisfied should report to the representative of the Board of Trustees by calling the phone numbers stated above.

Day of Return to School Policy:

All learners are required to be in school on or before 8am of the day designated for students to return to school. Where there is a cogent reason for a learner not to return on the said date, the parent of such learner must write promptly to management (using info@punukafoundation.org and copy admin@punukafoundation.org) and obtain due approval.

7. Health and Safety Policies

Medical and Emergency Procedures:

The centre maintains strict health protocols. In case of illness or injury, first aid will be administered on-site at the Sick Bay. For serious medical issues, the centre will contact the parents immediately and, if necessary, transfer the child to the nearest medical facility.

Security and Supervision:

The centre ensures a safe environment for all students, with constant supervision from staff members. Access to the premises is controlled, and visitors must check in with security.

8. Child Protection and Safeguarding Policy

Reporting Procedures:

The centre is committed to the safety and protection of all learners. Any suspicion of abuse, neglect, or harm must be reported to the Administrator or National Programme Coordinator, who will take appropriate action. Where not satisfied please call the numbers stated for representatives of the Board of Trustees.

Staff Training and Supervision:

All staff members are trained in child protection, first aid, and emergency response procedures. Regular refresher courses are conducted to ensure up-to-date practices in handling children with neurodiverse needs.

9. Partnership and Collaboration Policy

Collaboration with External Partners:

The centre welcomes partnerships with organisations and professionals that align with its mission. Potential collaborators should contact the centre through info@punukafoundation.org, or admin@punukafoundation.org for inquiries related to partnerships and collaborations.

10. Withdrawal and Termination Policy

Grounds for Withdrawal:

Failure to adhere to the centre's policies, such as non-payment of fees or violation of the code of conduct, may result in the child's withdrawal from the centre.

11. Appendix

- **Contact Information:**

Administrator: Rev. Fr. Efeoghenemaro Ekakitie (e.ekakitie@punukafoundation.org)

National Programme Coordinator: Mr. Ebuka Alumona
(e.alumona@punukafoundation.org)

Representative of the Board of Trustees only in exceptional circumstances:

+23470649119320 or +2348055005993

Centre Phone: +2347049984638

- **Forms and Documentation:**

All necessary forms for enrolment such as (application form can be obtained at the Centre or requested via email) medical history form, and consent forms, must be submitted to the Centre office or by email upon request, for admission consideration.

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