



Whānau Information Booklet

Kia Ora and Welcome to ASPIRE Learning!

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Who We Are

ASPIRE Learning was started in 2017 by a mother and son, Natasha and Murphy, who wanted to create home-based education opportunities for whānau. Over the years, the ASPIRE whānau has grown but our passion has remained the same...

We create nurturing environments and learning adventures.

We hope that as you read through our values and philosophy you will see our commitment to partnering with you and your whānau to provide the best learning adventure for your child.

Our core values:

Put Whānau First

We view people as part of a whānau unit.

We are passionate about seeing whānau succeed.

We believe in the philosophy “it takes a village to raise a child.”

Driven to Grow

We push ourselves to expand our horizon.

We empower those around us.

We partner with each other as we grow together.

Take Action

We deal with small concerns before they become big issues.

We always look for ways to improve things.
We focus on solutions and don't get stuck in the problem.

Go Above and Beyond

We exceed the goals set.

We think outside the box.

We are trail blazers.

Enjoy the Journey

We are cheeky while still being respectful.

We stay humble and down-to-earth.

We enjoy a good laugh.

Our curriculum values:

Affirm

Affirming Educators, tamariki and their whānau.

Support

Supporting all parties in providing the best possible outcomes for tamariki.

Play

Recognising “play” as an integral part of a child's learning and development.

Inspire

Inspiring others to reach their full potential.

Respect

Acknowledging respect as a key element to all relationships.

Engage

Engaging tamariki in a programme that promotes the belief that “It takes a village to raise a child.”

ASPIRE's Philosophy

Ko te kāinga te wāhi aroha mō te ako me te mana ō te tamaiti

The home environment is a nurturing place where learning and the potential of the child is enriched.
(ASPIRE Whakataukī/Proverb)

ASPIRE put whānau first and acknowledge that they are their child's first educator. This enables the ASPIRE team, to support and understand the child holistically.

We are driven to grow in collaboration with whānau through positive relationships. We tailor learning opportunities for tamariki acknowledging that PLAY is our brain's favourite way of learning.

ASPIRE's experienced and knowledgeable educators strive to form a secure attachment with each child in their care through respectful, responsive, and reciprocal relationships.

The ASPIRE team are strongly committed to going above and beyond ensuring tamariki are exposed to hands-on experiences that enable them to explore ideas for themselves, follow their own interests, make their own decisions and manage their relationships.

We take action to provide a safe, loving, and happy environment for all tamariki that will enable them to reach their full potential as confident and competent individuals.

Te Tiriti o Waitangi is an integral part of New Zealand and ASPIRE embraces our rich Aotearoa heritage sharing this with all cultures. We are here to enjoy the journey together, where tamariki are central and whānau have the right to feel empowered and proud of who they are and where they come from.

Our Responsibilities To You

We understand that your child is your most precious taonga (treasure) and we want you to feel confident leaving them in our care. To assist with this, we will provide you with information about...

Your child:

- your child's Educator and Kaiako will regularly share your child's progress, challenges, joys and successes.
- you can access your child's individual portfolio located at their Educator's home.
- your child's Kaiako will visit your child each month and provide you with a Visit Note each time.

The people caring for your child:

- we will give you the contact details for your Educator and Kaiako.
- a contact list of all ASPIRE staff is kept at your Educator's home.
- your Educator's qualification will be available at your Educator's home. (if applicable).
- a list of all ASPIRE's Educators and Staff that includes their qualifications is kept at our Office.

ASPIRE Learning's operations:

- copies of relevant ASPIRE Policies and documents are kept at your Educator's home.
- copies of our service licence are kept at both your Educator's home and our Office.
- you can be a part of shaping ASPIRE's Policies by joining our Whānau Facebook Group.

The regulations that govern ASPIRE Learning:

- a copy of our latest Education Review Office (ERO) report is available at our Office. You can also access this at ero.govt.nz
- a copy of the Ministry of Education (MOE) Licensing Criteria for Home-Based ECE Services is available at our Office. You can also access this at <https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/home-based-ece-services/>
- a copy of the MOE ECE Funding Handbook is available at our Office. You can also access this at <https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/>
- a copy of the Education (Early Childhood Services) Regulations 2008 is available at our Office. You can also access this at <https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html>

The funding we receive from MOE:

- an expenditure report is available at your request. The expenditure report will be specific to your child and will include any ministry funding or subsidies received, any parent fees paid and an itemised break down of expenditure. To request an expenditure report, contact our Office on 0800 588 543 or via email at enquiries@aspirelearning.co.nz

We will also ensure that our team:

- follow our values, philosophy and policies including embracing Affirmation, Support, Play, Inspiration, Respect and Engagement in relation to your child.
- meet all relevant regulations, including health and safety, while caring for your child.
- are available to assist you with your enquiries and concerns.

How Your Whānau Can Be Involved

At ASPIRE Learning we believe that tamariki have the best learning adventures when we work alongside their whānau. We therefore encourage you to be involved in the following ways...

Talk to your Educator:

Your Educator will care for your child each day and we encourage you to connect with them. Share your child's latest interests, their progress at home as well as any suggestions or concerns you may have.

Talk to your Kaiako:

Your Kaiako is a Fully Registered Teacher who oversees the care and education your child receives. They are also another port of call for you to share any feedback. We encourage our team to work collaboratively with whānau to create individual learning plans and learning experiences tailored to your child.

Ensure your Child Attends Care:

To get the best learning experience it is important for your child to attend their care sessions. We therefore ask that you contact your Educator if your child will be absent.

Keep your Child Safe:

Your child's safety is our priority, so we ask that you keep us informed of any allergies, health conditions or safety concerns. We also ask that you read the Ministry of Health's pamphlet on foods that pose choking risks by scanning the QR Code on Page 9.

Join our Facebook Group:

Stay up to date with what's happening at ASPIRE and connect with other caregivers by joining our Whānau Facebook Group. It's a Private Group exclusively for ASPIRE caregivers and will also allow you to help shape ASPIRE's policies and operations. Scan the QR Code on Page 9 to join today!

Attend Parent Meetings:

Our Education Team hold Parent Meetings to share feedback on your child's learning and to hear your aspirations for them. Your Educator will let you know when Parent Meeting will be held.

Attend our Playgroup:

We hold a weekly playgroup that is available to all our educators, tamariki and whānau. We encourage you to come along.

- Mondays and Wednesdays 10.00am at Manu Tukutuku, 32 Riverton Drive, Randwick Park

Attend our Events:

Come along with your child to our monthly Tamariki Events. Past events have included a Teddy Bear Picnic, MOTAT Visit, Easter Egg Hunt and more. Join our Whānau Facebook Group to see this year's events.

Complete the Whānau Feedback Form:

We are driven to grow at ASPIRE Learning so we welcome any suggestions you might have on how we can improve our service. Simply scan the QR Code on Page 9, complete the form and we'll be in touch.

Contact our Office:

Our office is located at 6B Jack Conway Avenue, Manukau, Auckland and is open Monday to Friday, 9.00am to 5.00pm. Feel free to stop by or you can call our team on 0800 588 543.

Whānau Fees And Payments

We strive to provide childcare that is affordable for whānau with subsidies that are fair for Educators.

Educator's Hourly Rate:

ASPIRE's Educators have chosen to go with a Set Rate payment schedule. Under the Set Rate schedule, the Educator first sets their hourly rate when they register with ASPIRE Learning. This hourly rate is then met through a combination of an ASPIRE Subsidy and Parent Fees.

ASPIRE Subsidy:

The amount ASPIRE provides to the Educator in the ASPIRE Subsidy is a fixed amount depending on whether care is for standard ECE Hours or the free 20 Hours ECE:

- ECE (children 2yrs and under): \$3.00 per hour up to 6 hours a day and 30 hours a week. Maximum of \$90.00 per child per week.
- 20 Hours ECE (children 3yrs and over): \$5.00 per hour up to 6 hours per day and 20 hours a week PLUS \$3.00 per hour for up to 10 hours a week. Maximum \$130.00 per child per week.

Parent Fees:

You will be responsible for paying the shortfall between the Educator's Hourly Rate and the ASPIRE Subsidy. We refer to this amount as Parent Fees. Important things to be aware of:

- Parent Fees are due weekly.
- we will send you an invoice for any Parent Fees due.
- Parent Fees are paid in advance to ASPIRE Learning.
- we pass on the full amount of the Parent Fees to your Educator.

Examples of Parent Fee Calculations:

2-Years-Old and Younger (ECE)			
	30Hrs/Wk (Mon-Fri 6Hrs/Day)	36Hrs/Wk (Mon-Sat 6Hrs/Day)	
	Full 30 Hrs	First 30 Hrs	Last 6 Hrs
<i>Educator Hourly Rate</i>	\$7.00p/h	\$7.00p/h	\$7.00p/h
<i>ASPIRE Subsidy</i>	\$3.00p/h	\$3.00p/h	-
<i>Parent Fees</i>	\$4.00p/h	\$4.00p/h	\$7.00p/h

3-Years-Old and Older (20 Hours ECE)						
	20Hrs/Wk (Mon-Fri 5Hrs/Day)	30Hrs/Wk (Mon-Fri 6Hrs/Day)		36Hrs/Wk (Mon-Sat 6Hrs/Day)		
	Full 20Hrs	First 20Hrs	Last 10Hrs	First 20Hrs	Next 10Hrs	Last 6Hrs
<i>Educator Hourly Rate</i>	\$7.00p/h	\$7.00p/h	\$7.00p/h	\$7.00p/h	\$7.00p/h	\$7.00p/h
<i>ASPIRE Subsidy</i>	\$5.00p/h	\$5.00p/h	\$3.00p/h	\$5.00p/h	\$3.00p/h	-
<i>Parent Fees</i>	\$2.00p/h	\$2.00p/h	\$4.00p/h	\$2.00p/h	\$4.00p/h	\$7.00p/h

Work and Income NZ (WINZ) Subsidy

You may be entitled to a childcare subsidy from WINZ, this is an income tested subsidy. You can check your eligibility by scanning the QR Code on Page 9, visiting <https://check.msd.govt.nz/> or calling our Office to arrange a visit from an ASPIRE staff member to guide you through the process.

Concerns and Complaints

We endeavour to meet the needs of all parties involved in your child's care, however, if you have any concerns, please do not hesitate to contact our ASPIRE office on 0800 588 543 between 9.00am and 5.00pm, Monday to Friday. You can also email us at enquiries@aspirelearning.co.nz.

A copy of our Concerns and Complaints Policy is enclosed and we encourage you to follow it should you feel the need.

Also, if you feel we have breached any of the criteria and regulations required by the Ministry of Education, you can contact your local Ministry of Education office directly on the details listed below:

ADDRESS FOR COURIERS AND RECEPTION	POSTAL ADDRESS	CONTACT NUMBERS
Auckland office 12-18 Normanby Road Mt Eden Auckland 1024 Accessible carpark and access information	Private Bag 92644 Auckland 1149 DX Number: CX10104	Phone: +64 9 632 9400 Fax: +64 9 632 9401
Northwest office Level 1, 102 Rosedale Road Albany North Shore City 0632	PO Box 305160, Triton Plaza, North Shore City 0757 DX Number: BX10652	Phone: +64 9 487 1100 Fax: +64 9 487 1187
West Auckland Centre Ground floor, 10 Montel Avenue Henderson, Auckland 0612	PO Box 21 057, Henderson, Waitakere City 0650 DX Number: CX10083	Phone: +64 9 632 0390 Fax: +64 9 836 6620
Botany office Unit I, 16 Bishop Dunn Place Flat Bush Auckland 2013	PO Box 217046, Botany Junction, Manukau 2164 DX Number: EX10956	Phone: +64 9 265 3000 Fax: +64 9 265 3199

*You can find these details at <https://www.education.govt.nz/our-work/contact-us/regional-ministry-contacts/>

Helpful Links

Scan the QR Codes below to view important ASPIRE Policies and other useful documents.

[Whānau Facebook Group](#)



[Whānau Feedback Form](#)



[WINZ Childcare Subsidy Check](#)



[Reducing Food Related Choking Pamphlet](#)



Why We Do What We Do

We are passionate about seeing whānau succeed and we seek to empower whānau in two ways...

Providing affordable childcare:

We provide education and care for your child so that you can pursue the goals you have for your whānau.

Providing work opportunities:

Many of our Educators are parents themselves and being an Educator allows them to provide for their whānau while remaining at home.

Come along with us...

Thank you again for choosing ASPIRE Learning, we're excited to journey with your whānau as we create learning adventures for your child.

Responsibility and Review:				
Owner:	Version	Last Reviewed:	Reviewed by:	Next Review Due:
Operations Manager		2024.08.25	Tangiao Wiperi	2026.08.31