



REACH

RELIEVING TEACHER SCHEME

NEW RELIEVERS PACK

©WCCCA

Wellington Community Child Care Association Inc

P O Box 6011

Te Aro

WELLINGTON

Phone • (04) 385 8116

27 January 2006



WELCOME

Welcome to the WCCCA REACH Scheme. Our aims and guiding principles are outlined below. The purpose of this New Relievers Kit is to provide you with information about the scheme and the relevant policies and forms for you to commence employment with us. Please feel free to ask questions, or ask for additional information about WCCCA, the REACH Scheme, other members and services of WCCCA or your job in general. We look forward to having you as part of our team.



AIM OF THE REACH SCHEME:

To establish, under the umbrella of WCCCA, a scheme that offers centres a locally-based recruitment and relieving, quality service at affordable prices that assists community ECE centres to meet their staffing needs.



OUR TOUCHSTONES/GUIDING PRINCIPLES:

TOUCHSTONES:

- ◆ Early childhood Education DOP's
(Desirable Objectives and Practices)
- ◆ Te Whariki *(The national early
childhood curriculum)*
- ◆

GUIDING PRINCIPLES:

1. To put in place, a Scheme that assists centre staff and management to:
 - Meet legal staffing obligations;
 - Act as good employers;
 - Provide a good quality of relief staff for the centres via workshops opportunities
 2. To run a financially viable efficient service; that is cost effective and supplements the services WCCCA provides for its members and other Wellington ECE centres.
 3. To assist ECE Centres to provide stability, continuity and consistency for staff, parents and children by providing a consistent relievers.
-



TERMS AND CONDITIONS

Please find attached the terms and conditions for this position.

RELEVANT POLICIES

Please find enclosed the policies particularly relevant to your employment. We have a policy kit that you are most welcome to read.

COMMUNICATION

For everyone to work effectively as a team it is important to ensure that information flows to all members of the REACH team. Where meetings are held there will be a designated minute taker to record the discussions and any decisions made. It is the responsibility of the minute taker to ensure that the information is given or made available to the other team members where appropriate. When emails are being exchanged consideration needs to be given to who else in the team would find that information useful or necessary to have. The direct contact for you is the REACH Scheme Co-Ordinator. Please ensure all communication goes through this person, or that this person is aware of all communication you have directly with the centres you are relieving at.

COMPLAINTS PROCEDURE

Complaints regarding other staff, centre management and/or policies should be referred to the REACH Co-Ordinator.

If an employee does not feel happy about approaching one of these people, or if s/he feels that the complaint has not been given due consideration, s/he can put the complaint in writing addressed to the WCCCA Manager.



ADMINISTRATION FORMS

The following forms need to be filled in and returned to REACH Coordinator.

- New employee form
- Application Form
- Tax declaration form
- Non-Teacher Police vet form

The following forms are included in this pack for future use.

- Self Discomfort Form
 - Time Sheet template
 - 'Introduction Profile' Template
 - Name Tag Template
 - Information about the centres you might be asked to relieve in
-