



Parent/Whānau Information Booklet

*New Beginnings Preschool
Ngā Timatonga Hou.
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WELCOME

New Beginnings Preschool (Ngā Timatanga Hou) is located in the suburb of Linwood in East Christchurch. The preschool is a community service governed by a Board of Trustees and caters for infants, toddlers and young children up to school age. The under two-year-old and over two-year-old groups each have their own indoor and outdoor areas.

New Beginnings Preschool was established in 1983 to provide early childhood care and education for children of the Linwood community. It has been previously known as the Linwood Community Creche Incorporated and Linwood Community Childcare Centre Incorporated. The current name was changed in 2002. New Beginnings Preschool is an Incorporated Society and has charity commission status.

New Beginnings Preschool Mission

“Children in the community achieve success as learners”.

New Beginnings Preschool Values

Relationships, Family, Respect, Community, Positive environment, Competent and confident learners, Wellbeing

Please ensure that you read all of this information booklet as it contains important information which is essential for you to know.

Opening Hours: 8.45am - 3.15pm (max 6 ½ hours per day)

For 0 – 6 year old’s.

We are licensed for 36 children, 30 over two years old’s and up to 6 under two-year olds per day.

Community based.

Our ratios of teachers to children is higher than the MOE required ratios of 1:5 and 1:10. Under 2’s 1:3, Over 2’s 1: 6.

Children can attend for morning or afternoon sessions or for the whole day.

We are open during school holidays but are closed public holidays and for two weeks at Christmas time. Please see notice board for these dates.

Fees per child:

- \$5.50 per hour
- Full day \$33 / \$35.75
- Session \$16.50 / 19.25
- Late fee - \$5.00 per quarter hour
- \$20 enrolment fee

(Childcare Assistance (WINZ Subsidies) and 20 Hours ECE Available)



PHILOSOPHY

As teachers in this community we work with and alongside whānau, *kotahitanga*, to support each child on their individual journey to become a lifelong learner. We facilitate genuine, honest relationships with children and whanau so we can ensure we achieve an inclusive, diverse environment.

Children experience positive, responsive and meaningful experiences through quality interactions with peers and teachers to enhance their learning and development. We honour and respect our whānau and their aspirations for their children.

The early childhood curriculum Te Whāriki is woven in to everyday planning and assessment to promote relevant learning. Children are encouraged to think for themselves, show independence, make choices and be enthusiastic learners. The positive and calm environment at New Beginnings Preschool gives children time and space, *atahaere* to engage, explore and discover.

Children are cared for and nurtured to promote their well-being and sense of belonging within our safe and peaceful environment. Self-identity and emotional resilience, *mana*, are key elements in our learning community and our reciprocal relationships with each individual support this development. We support children to reach their full potential and always ensure we look at each child positively and recognise their strengths. Each child is viewed as an individual and we provide equitable opportunities and celebrate culture, tradition and family values, *whanaungatanga*.

We foster and empower respect *manakitanga*; respect for ourselves, respect for each other, *rangimarie* and respect for the environment. We consciously create an environment which is warm and trustworthy, valuing and respecting real connections with each other and our community.



ENROLMENT MATTERS

Fees, sick leave, changes of enrolment, cancellations of booking.

New Beginnings Preschool's enrolment forms are available at the Centre. It is essential this is filled out in full with a copy of your child's Immunisation Certificate and Birth Certificate. This is a requirement if you wish to enroll your child or be placed on our waiting list. If any of your personal details change at any time please inform the Centre Administrator. This ensures we are able to make contact with you urgently should the need arise. Booking times and dates are recorded on the enrolment form.

We encourage you to have a minimum of two visits with your child before leaving them. This provides the child with a time where they can feel emotionally safe with family close by as they explore their new environment. You are welcome to visit or phone us at any time should you wish to check on your child's well-being once they have started.

20 Free Hours

If your child is 3, 4 or 5, you can apply for 20 Hours ECE when you enrol your child or you can do it just before your child turns 3 if they are already enrolled. The enrolment agreement must include an 'attestation', where you write and sign for the days and hours you are claiming as 20 Hours ECE. 20 Hours ECE *cannot* be claimed until you have signed the attestation. You can choose which hours you want to claim for the 20 Hours ECE.

Childcare Assistance (WINZ)

Childcare Subsidies are available to a wide range of families and we are happy to give advice on the conditions that may apply to your family. It is the parent's/caregiver's responsibility to make sure that Childcare Subsidy renewals and changes in enrolment hours are notified directly to Work and Income. Application forms are available from the Centre.

- Fees are payable in advance weekly or fortnightly by cash or direct credit.
- We do not have any cash on the premises to provide change for cash payments.
- We are enrolled in the 20 hours ECE scheme. This is for 3, 4 5 year old's only.
- Sick or absent day fees are payable.
- For changes to your enrolment or booking of casual sessions please see the Centre Administrator.
- We require two weeks' notice, in writing, of a cancellation of a permanent booking. Forms available from the Centre Administrator.
- If you have any questions regarding your account or other administrative needs, please direct them to the Centre Manager or Centre Administrator.



Signing In and Out

All children are signed In and Out of the Centre, daily by the parent/caregiver.

For your child's protection, teachers are instructed to only permit children to leave the Centre with those persons nominated by you on the enrolment form. If someone else is picking up your child please note it in the "Comments" column of the Signing In/Out sheet or ring to inform us of any changes. It is very important that parents/caregivers sign the Signing In/Out sheet as this is used frequently to check your child is present in the event of an emergency.

Absences, Illness, Accidents

Our qualified teachers hold a current First Aid Certificate and we have a First Aid Kit for minor injuries. Any accident occurring at the Centre is recorded on an Accident Form. We will get you to sign that you have been informed of any accident or illness that occurred at the Centre. Please read our Health and Safety Policy in the foyer.

A child's attendance must match their enrolment agreement for at least half (i.e. 50 % or more) of each calendar month.

Please notify the Centre if your child is unwell or unable to attend by 8.45am on the day. There is an Answer Machine service if you ring out of hours.

It is important that children are not sent to the Centre if ill, or with a contagious or a notifiable disease (e.g. conjunctivitis, measles, chicken pox). If your child has vomiting and /or diarrhoea they need be away from the Centre for 48 hours from their last symptom. The Centre Manager does have the right to refuse a child who may be infectious to other children and staff. This is necessary for the well being of all the children at the Centre. If your child becomes unwell during the day, we will contact you or your emergency contact to come and collect them immediately. In stating this, we do acknowledge the difficulties this can cause to families but the Centre is not a place for sick children. If your child requires urgent medical attention, the Ambulance/Doctor will be contacted and parents/caregivers will be informed. All costs incurred are the parents /caregiver's responsibility.

Medications

Medications are the parents/caregiver's responsibility. All medication being taken by children must be taken out of your child's bag and handed to a teacher to enable them to put the medication in a safe place. *Administration of medication to your child can only be made on written instruction from the parent/caregiver.* This is to be done on our administering medication forms.

Medication must:

- Have your child's name on it
- Be in original medication container
- State name of medication
- Have correct dose and time to be given
- Be prescribed by your family doctor
- Be placed in a named container or bag with a syringe or measuring spoon in it. This is for hygiene and identification reasons.

Holidays

The Centre must be advised two weeks in advance that your child will be away on holiday. Holiday fees for children receiving 20 Hours ECE (3-5 year olds): the first three weeks will continue to be funded under the Ministry of Education Free ECE Scheme.



Daily Programme

We have a mixture of child initiated and teacher directed play. See the Centre's daily programme when you enroll. Please read our planning boards.

Group Programme

Our group programme is derived from children's individual Learning Stories/goals. These help us to always have your children's interests and strengths in mind when planning.

Clothing and What to Bring

Please dress your child in appropriate clothing for messy, active play. A spare set of **named clothing** is essential. It is good to have appropriate clothing for the winter and summer months. We would appreciate the return of any clothing lent to your child due to accidents. We provide sun block. If you would prefer your child to use their own, please provide this.

Issues and Complaints

Please inform the Centre Manager if there are any problems, which may be affecting you or your child. Our teachers, who will make every effort to support you as needed and treat all information in confidence. Please read the Communication policy.

Toys

We understand if your child needs to bring a comfort toy to help settle them into their day at the Centre. If your child brings a toy to show their friends, we will encourage them to place it in their bag to keep it safe. Toys that get broken or lost are not the responsibility of the Centre.

Meals

Before every meal we say a karakia. Please provide your child's lunch in a named container. The Centre provides water and we have plenty of spoons and cups so you won't need to pack any of these things. It is really helpful to have a **named water bottle** for your child, especially in the summer so that they can access it easily. To help your child become more independent pre-cut fruit

is handy and having food packed with user-friendly packaging is helpful. Teachers can assist when needed. Due to so many different food allergies please encourage your child not to share food with others. Our Centre promotes healthy eating and living, therefore chocolates and sweets are not acceptable, please leave these at home as a treat. We are also a nut free Centre and ask no food is sent in your child lunch boxes that contain nuts.

Toileting Routines

Please supply enough nappies for the sessions your child is attending. Nappies are checked at regular intervals throughout the day and changed as necessary. These checks are noted on the "Nappy Chart" sheet in the entrance of the changing bathroom. Please feel free to look at this sheet. We do not have the appropriate facilities for cloth nappies, so please provide disposables while your child is here. We provide wipes.

Please inform us if your child is toilet training or needs to be reminded to go to the toilet. As much as possible we will reinforce what routine you have at home. Please remember that we are toileting a lot of children. If you want your child to begin their toilet training, it is much easier for them to be wearing Pullups. This encourages them to be independent with their own clothing etc.

If your child is wet through toileting accidents or water play you will be notified and asked to sign the changing children form. A waterproof named bag is given to each child on starting for wet/soiled clothes.



Parent/Caregiver Involvement

You are an important part of our family and have much to contribute. You are welcome at the Centre at any time to share your ideas, discuss your child's learning or to just spend time with your child.

We have our daily noticeboard in the entrance and this has daily/weekly information for you to read. A regular monthly newsletter will keep you in touch with the happenings of the Centre. Our Policies and Procedures are available for you to read in a folder which is found in the entrance. From time to time parent/caregivers will be consulted to contribute to the development and review of the Preschool's policies and procedures. Look out for this documentation on display. The latest ERO report is available on the entrance noticeboard. Expenditure of the Ministry Education funding received can be viewed in the latest New Beginnings Preschool Inc. Annual report. This is located with the latest Board minutes in the entrance.

Individual Learning Journals

This book is your child's own record of the learning which takes place during their time at New Beginnings Preschool.

Our curriculum at New Beginnings Preschool is based on the principles of Te Whāriki (New Zealand's Early Childhood Curriculum). Our method of assessing your child's learning is based on Learning Stories. Learning Stories involve:

Notice

Being responsive to your child's strengths and interests as these emerge in the programme; observing and recording these events in the form of a story with input from parents/caregivers and whānau to make links with the learning that is happening at home.

Recognise

Identifying the learning taking place and planning experiences and teaching strategies that will progress the learning.

Respond/Extend

How we will respond, by implementing planning that shows how we will support and grow the learning together with the child, parent/caregiver, and whānau

Our aim is to record significant events during your child's time here at New Beginnings Preschool. These will differ from child to child, according to

their strengths and interests. Learning Stories are written in a narrative form, which means that they are written as the teacher has perceived the event through their own eyes and recorded as such. From this, the teacher is also able to understand and evaluate the disposition the child has developed through his/her learning experience. These narratives will include multiple voices - child, parent/caregiver, whānau, Centre.

The amount of documentation in your child's learning journal will vary depending on the number of sessions per week that they attend, e.g. a child who attends every session will naturally have a fuller book than a child who attends one or two sessions per week. Learning Stories can be an individual event or part of a group activity.

Please feel free to talk to us at any time about your child's learning and development as we aim to foster a strong relationship between home and New Beginnings Preschool. We encourage you to become involved in your child's learning by sharing information with us.

If you take your child's learning journal home to read or contribute to please fill out the small notebook with date taken and when you returned it. Please return it soon after as we constantly

update them. Parents / caregivers have access to their child's learning journal at all times.



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