



# Te Pito o te Puna Wai o Waipapa / Hagley Community Preschool

*Kia ora, Talofa lava, Hola, Salam, Iska Warren,  
Marhaban, Selam, Kamusta, and Konichiwa*

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## Staff List

Tracy Summerton	Preschool Director	-Post.Grad.Dip.Ed, BTchLn (ECE)
Susan Mills	Nursery	-Dip.Tch(ECE), B.Arts
Robyn Shirtliff	Nursery	- BTchLn (ECE)
Ruth Beuke	Nursery	- Grad.Dip.Tch(ECE)
Michelle Pate	Preschool	- Dip.Tch(ECE)
Pratibha Siva Nathan	Preschool	- Grad.Dip.Tch(ECE)
Scott Walker	Preschool	- Grad.Dip.Tch(ECE)
Fiona Hanbury-Webber	Preschool	- Grad.Dip.Tch
Jeanette Rivada	Part-Time Kaiako	- Grad.Dip.Tch(ECE)
Danialah Bourke	Part-Time Kaiako	- BTch (ECE)
Zeinab Elenani	Support Staff	
Anna Leaman	Administrator	
Seham Elwakil	Cook	

## HAERE MAI

We look forward to supporting you and your child as you begin your preschool days with us.

There is always so much to remember when starting preschool.

We hope this booklet will help you remember.

- On page 2 – 3 we provide you with a few ideas to help make the first weeks go smoothly.
- The information on pages 4 - 6 explains some of our routines and procedures, along with some useful general information.
- In the event of an emergency, page 7 will provide you with information and our procedures.
- Page 8 outlines some reminders regarding fees.

At any stage if you have any questions, please feel free to approach one of our staff for help.

## Settling your child into preschool

We ask that you take time to settle your child into preschool. Depending on the age of your child and his/her experience in separating from you, the procedure may be as follows:

## Visit 1

Be prepared to stay and play. Let your child move around to explore the environment. This is a time for you to discuss your child's routines and preferences with Kaiako. Plan a visit around sleep or kai times to help your child familiarize with these in the preschool.

## Visit 2

Another play time. You might like to leave for a short time while your child stays to play. Please discuss this with Director or Administrator before your next visit. Your child learns quickly that although separation is painful, their parent will return and then it will be time to leave together for home.

### Visit 3

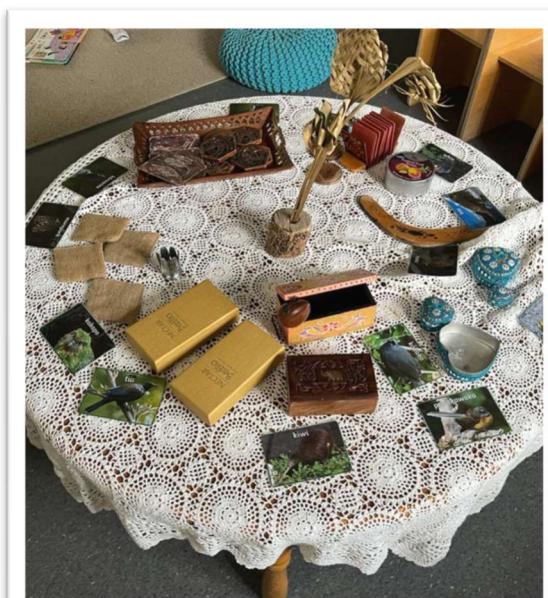
This time you can leave your child for a little longer time and again take your child home promptly on their return.

A staged separation is implemented in this way for any child who starts preschool throughout the year. We will take our lead from the child in consultation with you.

### First days attending alone

After allowing your child to settle in, you can tell your child it is time to leave and then do so promptly. Rest assured; we will not leave your child in a distressed state. Emotional safety is our first priority and parents are discouraged from leaving their child until he/she is secure and safe.

Your child will have a kaiako assigned to care for them on a one-to-one basis until they feel safe and secure.



## Kai/Food

We are fortunate to be supported by Kidscan. All kai/food is supplied and prepared in our kitchen – this includes morning and afternoon teas. The weekly menu is displayed on the whiteboard under veranda. If your child has allergies we need to know and will discuss with you suitable options for their kai times. For tamariki aged under 2, we will discuss your child's milk/kai preferences. You will be asked to sign permission and details for kaiako to provide formula or kai that you supplied from home.

## What do I bring?

A couple of change of clothes, spare underwear and/or nappies, a jacket and a warm hat/sunhat. Your child will have access to a locker to keep their possessions in and a cubby for nappies. It is important to name bags, drink bottles, spare clothes, shoes, gumboots etc. Please send your child in clothes suitable for messy play e.g. water, sand play, paints etc.

We prefer that toys from home stay at home, however if your child has a special toy or cuddly they need eg. to support their transition, please discuss with kaiako

For tamariki who sleep in Rūma Tauhou, please bring a set of sheets for the week – you take these at the end of the week to launder. In Rūma Pīwakawaka, sheets are provided for any sleepers.



## On arrival

Upon arrival you need to sign the electronic attendance register via the tablet using a unique pin number. It is a requirement of both the Ministry of Education and Work and Income NZ that the attendance register is signed when your child is attending preschool.

## Sharing information

You are encouraged to share messages about your child with staff before you leave. Please say 'goodbye' to your child and if your child is a bit unsettled, make sure a kaiako is nearby.

You will be invited to download the Home App where kaiako record sleep times, nappy changes, toileting & meals.

You will be invited to join **Educa, an online platform**, where kaiako will upload stories and photos of your child's time at preschool. Look out for the email information.

Parents and whānau are welcome into the centre at any time. Please feel that you can contribute to our programme e.g. items for the nature table, musical skills, or sharing your child's recent passions and interests etc.

## **ROUTINES AND PROCEDURES**

### **Absences/Unwell child**

Please advise us early in the day if your child will not be attending preschool or is unwell. You can do this via phone/text (021 033 7073) or email (see front of brochure for contact details).

We cannot accept sick tamariki and parents & whānau are advised to have alternative care arrangements available until the child is no longer contagious. This also applies to tamariki with infectious conditions such as impetigo, head lice, school sores or conjunctivitis. If your child has gastro they must not return to nursery/preschool for 48 hours after their last vomit or diarrhea. For example, if they had their last bout at 4pm on Tuesday they can return to nursery/preschool on Friday.

Most of these conditions are easily treated and kaiako are happy to provide information and guidance.

### **Medicine**

Medication (prescription and non-prescription) is administered only with written parental consent or by doctor or ambulance personnel in an emergency. This is recorded on a medication form and signed by the parent and the staff member administering the medicine. A second staff member also signs to confirm.

If your child has an ongoing medical condition and requires medication provided by you as part of an individual health plan, you must complete an Individual Plan.

### **Sleeping Tamariki**

Please let kaiako know about your child's sleeping routines and preferences. There is a sleep room in Rūma Tauhou for youngest tamariki while older tamariki sleep on mats in the quiet end of the Rūma Pīwakawaka. Kaiako adhere to the following monitoring practices:



Each child's face will be checked visually by the supervising kaiako who will go over to the sleeping child to ensure that they are breathing comfortably, without restriction and are settled, at least every 5-10 minutes or more frequently according to individual needs

Each child's body temperature will be monitored by a staff member placing two fingers down the back of their neck to ensure they are not too hot or cold

Checks are recorded and available for parents and whānau to view on the Home App

### **Supporting and guiding children's social competence policy**

A copy of this policy and the strategies and guidelines contained within this policy are available at reception. You are welcome to take a copy to read.

## Complaints Procedure

The preschool has an official complaints procedure on display on the reception wall, which includes names and contact details of members of the Preschool Trust Board.

You may also contact the local Ministry of Education office if you have any concerns regarding any issues on non-compliance with regulations or license conditions.

## Operational information

The most recent Education Review Office Report is available for you to read in the parent information folder on the sign in desk.

The centre licence is also on display at reception and includes the days and hours of operation, numbers of children who may attend at any one time and name of the Director.

For information on the use of Ministry of Education Funding, refer to the parent information folder located at the sign in desk.



## Consultation

Parents are encouraged to read and comment on the preschool policies and procedures as part of our consultation process. Our centre policies are available to you at any time, please ask Preschool Director.

We value input from our families in the developments and review of centre philosophy, policies and procedures. When policies are reviewed, we use the following procedures to gather input from you:

- Draft copies of documents are distributed by the Director who may also directly approach you for a discussion.
- Policies and procedures are posted on Educa inviting your comment and feedback.
- Kaiako may informally share and discuss aspects of a policy or procedure that has direct relevance to you and will note your perspective to share with management.

If you have any concerns or queries regarding any of our policies or procedures, please speak to the Preschool Director or a member of the Hagley Community College Preschool Trust.

# General Health & Safety information



## In the event of an emergency

- Try not to panic, our staff know what to do. Tamariki safety will be our priority!
- Try not to use the phone as this will tie up our lines for emergency calls. We will keep you informed via text and or Educa messages.
- Do not take undue risks trying to reach the preschool.
- Listen to the radio for road reports and advice from emergency services and Civil Defence

## Gates and latches must be shut at all times.

- Please take extra care of your tamariki in the car park
- The school has a no smoking and vaping policy and the campus is a smoke/vap free zone
- Visitors other than parents are required to sign in via the tablet upon arrival and departure. You can read this information available at reception at any time should you need to check on who was on site on any day.
- Upon enrolment you are asked to provide permission for your child to be involved in excursions within the College grounds, including joining some activities in the College such as kapa haka. Any such excursion is written up on a regular excursion form. Excursions beyond the college grounds are written up on a special excursion form.

## Days of Enrolment

Remember, the preschool requires one week's notice if any changes are made to enrolled days and times. A Change of Booking form must be completed and signed.

All days of enrolment must be paid for (regardless of whether child attends or not) e.g. sickness. Refer to our Bookings, Attendance and Fees Policy.

Casual /extensions to bookings can be made on a daily basis dependent on enrolled numbers for the day.

## What about holidays?

**The preschool is open during school term breaks.**

**We close for four weeks over the Christmas/summer holidays**

# WHAT HAPPENS IN AN EMERGENCY?

## Earthquake and Fire

Tamariki at this centre are taught earthquake and fire safety and response procedures. Kaiako practice these with tamariki regularly throughout the year.

If required to evacuate, we will assemble at the lawn in front of Hagley College. Parents & whānau will be advised of evacuations and when to collect via a group text message – it is important that you update us with any phone number changes



## Other Emergencies

The preschool has the necessary policies and procedures in place to meet relevant legislation requirements.

All qualified kaiako hold first aid qualifications and are able to assist anyone injured until medical assistance arrives

The preschool has an emergency supply kit and supplies of food and drinking water

Should the preschool close early for safety reasons, tamariki will not be released except to a parent/caregivers or other approved adult. Please keep this information up to date on your child's enrolment form and please ensure that you tell staff your child is leaving and sign your child out, – valuable time could be wasted when searching for a child who has already been collected

Should the preschool staff and tamariki be required to evacuate, every effort will be made to advise parents/caregivers of the new location.



## PARENT FEE PAYMENTS

<b>HOURLY FEE FOR REGULAR BOOKINGS</b>	<b>\$8.00</b>
<b>MAXIMUM DAILY FEE</b>	<b>\$54.00</b>
<b>MAXIMUM WEEKLY CHARGE</b>	<b>\$270.00</b>
<b>LATE PICK UP FEE (PER 1/4 HOUR OR PART THEREOF)</b>	<b>\$20.00</b>

**We prefer fees are paid by:**

Internet payments and automatic payments made directly into our bank account:

03 1592 0560486 000  
reference child's name.

Employees of Hagley Community College receive 10% discount on parent fees

If your child is going to be absent for a lengthy period that is not during the Christmas break, e.g. a family holiday, a holding fee may apply rather than full fees. This is to ensure your child's enrolment is retained. You will need to give 2 weeks advanced notice for this so please speak with Preschool Director or Administrator for clarification.

### **ECE Hours: We offer 20 ECE hours for 3-5 year old.**

You will be asked to complete a confirmation of booking form just before your child's third birthday. At this time, you can confirm with us that you wish to access the Ministry 20 hours ECE funding, ie. You will not be charged for the first 20 hours to a maximum of six hours per day of your child's bookings.

### **Childcare Subsidies**

Your family may be eligible for Work and Income Support childcare subsidies if attending for at least 3 hours per week. This is an income-based subsidy, and it is your responsibility to apply and/or advise WINZ of any changes to your circumstances. To apply either visit the WINZ website or the preschool staff can assist.

For subsidies over 9 hours per week parents must meet the income criteria and either be working, studying or on an approved training course.

