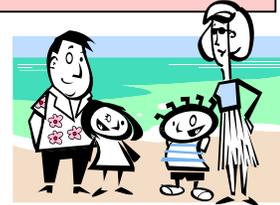


## A Guide to Parents

Geraldine Preschool is a community based centre whose legal identity is Geraldine Preschool Incorporated. (As opposed to a privately owned Centre). All parent caregivers become a member of Geraldine Preschool Incorporated when their child is enrolled. The members annually elect a Board of Governance which is responsible for the governance (e.g. Policy development, financial management and strategic planning) of the Preschool. The Board of Governance is also the employers of the staff. Therefore this is **your** Preschool and parental input is welcome and encouraged.



The Preschool is licensed for 9 children under 2yrs and up to a maximum of 42 children in the centre at any one time.

The aim of the Centre is to provide early childhood care and education in a warm, secure environment that works in partnership with parents and whanau.

Our teachers offer your child the highest level of care and provide an enriching learning environment that views your child as a confident and competent learner. We embrace the uniqueness of all cultures in our centre.

Children learn through play in an environment where they interact with others by having consistently high quality interactions with teachers and other children.

## When Are We Open

The Centre is open throughout the year (except for a 2-3 week period over Christmas) from 8am to 4.30pm.

## Extended Hours



Parents who are unable to collect their child at their normal booked session time are required to **ring** the preschool to give notification of the changing time. This allows us to adhere to staff/child ratios at all times. A late collection fee of \$15 per 15 minutes will be incurred if you are unable to collect your child at the close of their booking. If you ring in advance and we are able to extend the booking a late fee will not be charged.

## Enrolment and Waiting List

All parents are required to fill out an enrolment form, which details information about their child. There may not be a vacancy immediately for your child, but we can place your child's name on the waiting list. We will notify you when a space is available. If the enrolment details change at anytime, they must be changed at the Centre immediately for the safety of your child.

It is illegal for your child to have a dual enrolment i.e. attending another Early Education Service at the same time.

## Fees

Fees for permanent bookings are to be paid weekly. Invoices are issued at the beginning of every week. Payments can either be made directly into preschool bank account which is printed on the invoice or placed in the red collection box in the reception foyer. If your child has a booked time at Preschool it is important to ensure your child is collected at the stated time. Included with this enrolment pack is a detailed sheet of the Fee Structure.



## Sickness and General Holidays

The Centre requires 1 week notice when your child will be away on holiday.

An absence fee for both holidays and sickness will be charged. This is \$2.05 per booked hour.

To advise that your child is unwell please ring the Centre by 8 am please leave a message on the answer phone

Should the centre **not** be notified of an absence the booked times will be charged out at the full rate.

Any child with fever, rash, sticky eyes diarrhoea or vomiting should stay at home until symptoms have settled for 48 hours.

## School Holidays



Preschool is open normal hours throughout the school holidays. Please advise preschool if your child is going to absent during the school holidays.

## Subsidised Childcare

Work and Income New Zealand provide 9 hours of subsidised childcare per week (providing the family meet the income tested criteria). More hours may be subsidised if both parents are employed.

Office staff can assist you with WINZ information.

## Staffing

Excellent ratios ensure the highest level of care and education for your child. We have a commitment to employing trained and registered Teachers.

We believe that quality staffing is the key to quality programmes. Sue Cooper is our Senior Head Teacher and our Assistant Head Teacher is Bron Williams. Designated teachers work with 3 different age groups, which are Pihinga (Under 2's)

Stepping Stones ( 2yr olds)

Tuakana ( 3 & 4 yr olds).

All permanent staff work co-operatively with each other in planning activities and duties. Staff hold regular planning meetings to plan and evaluate the programme and also attend ongoing professional development.

Jolenne Sowden is our Senior Administrator

## Settling In Your Child



It is essential for you to spend time with your child in order to familiarise yourself and your child with the staff and surroundings. For most children this will take several visits together. This applies especially to babies five to eighteen months who may be experiencing “stranger anxiety” and need extra time to get to know the staff members who will care for them. Children may bring a special toy or blanket for bedtime. It will help if you inform the Teacher concerned of any eating, sleeping or toileting needs your child has and special words they use.

Please ensure you fill in the “Me” sheet on enrolment with this information to help staff familiarise with your child’s needs.

Here are a few suggestions for making separation easier:

- 😊 Try to start with short visits so the child can gradually get to know us.
- 😊 When leaving your child try to spend some time playing with him/her before you go.
- 😊 Give your child some time to adjust to being at the Preschool.
- 😊 Please feel free to ask staff about how your child has settled.
- 😊 You may bring a familiar toy or cuddly which the child may need for security, especially when going to bed.
- 😊 Let your child know when you are leaving and when you will return e.g. after lunch, after mat time. Be positive, say goodbye and leave. Ring us if you are concerned about how your child has settled, we are only a phone call away. We will ring you if your child has trouble settling
- 😊 You are welcome in our Preschool at anytime during the hours we are open.



😊 We believe that each child is unique and will settle in their own way – some may take a longer time than others.

## What to Bring When You Arrive

When you bring your child put your time of arrival on the sign-in sheet at the reception counter of the Preschool. When you collect your child please also note the sheet with the time you collect them. All food containers, clothing and bags must be clearly named.

All children have a name tag which should be placed on the names board in the locker room area. When bringing your child to Preschool you should take this name tag from the board and place it on a locker with your child's bag, when collecting your child the name tag should be returned to the names board.

**Babies** – please bring your baby's bottle, food, milk, spare nappies (disposable). Please inform staff of your child's routine e.g. next feed, sleep and if they had a settled/unsettled night. Please advise staff of any requirements for your child.

## Toileting/Nappies

Nappies are checked at least 2-3 hourly, but changed immediately if soiled. Please ensure that you have provided enough disposable nappies and wet wipes for your child's time at Preschool. You will be notified if the supply of nappies is getting low or if a Preschool nappy has been used so that you can provide a replacement.



Toilet Training- we endeavor to follow your home routine but we are sure you'll understand we are not always as successful as you are due to meeting all our children's needs. When toilet training please ensure that you include additional changes of clothing for when unavoidable accidents do occur.

## Sleep Room – Under 2's & Over 2's

Each child is provided with individual bedding which is laundered at least weekly, more often if required. There is always a staff member in charge of the sleep room at all times and records are kept of when each child has slept. The same routine as home is kept. Due to childcare regulations, no child will be put to bed with a bottle.

Please let staff know your child's settling routine.

Sheets and pillowcases are provided by the Centre for both areas.

The sleep policy is displayed on the noticeboard.



## Food & Drinks



The Preschool encourages healthy eating but realizes children have individual preferences and we adhere to parent's wishes. We strongly discourage sweets and food that contain nuts. Loose nuts are not allowed. We are committed to reducing waste and request that you try for a package free lunchbox.

Any food that needs to be kept in the fridge or heated should be named and left on the kitchen counter for staff to organise.

Please name all lunch boxes and containers.

The Preschool provides filtered water that the children have access to at all times and at times Milo.



## Collage



If you are able to supply the Preschool with used supermarket bags please bring them in. Collage/art materials such as cartons, milk bottle tops, containers, material, shells, feathers, leather and sheepskin are also greatly appreciated.

## Clothing

Please dress your child in suitable play clothes and ensure they have at least one complete change. Play can be messy and wetting can occur in the best of regulated circumstances. **Please name all clothes and any personal items.**

It would be appreciated by all staff if toys were not brought to the Preschool (except those comfort items required for sleeping/settling). The Preschool is not held responsible if items are misplaced and are not named.

Remember gumboots, jacket and wooly hat when the weather is cold. Sunhats will be required in terms 1 & 4.



## Walks

As part of our programme, we sometimes leave the Preschool to go on excursions.

As your signature on the enrolment form gives the Preschool authority to take your child on such outings you must advise the Senior Head Teacher ***if you do not want your child to participate in these outings.***

For more formal outings we will require a parent signature prior to the event. If you are taking your vehicle you must fill in a Driver Excursion form

## Communication

**Board of Governance**– a copy of the Board minutes is displayed on the notice board by the payment box, you are welcome to review these at any time.

**Whiteboard at Entrance** – this is updated daily with messages of interest to parents.



**Newsletters** – we endeavor to publish a newsletter monthly and parents are welcome to provide information for these.

**Nappy/Change/Toilet/Sleep Records** – these are kept daily and are available for you to check.

**Senior Head Teacher** – any queries or concerns should in the first instance be addressed to the Senior Head Teacher. We value your input whether it is something positive or a concern. We need to constantly reflect on our service so please don't hesitate to approach the Senior Head Teacher.

**Policies** – our policy book is in our parent library, please take the time to look through it.

**Parent Library** – feel free to borrow our books but please make sure that you write the details in the note book provided.



**Teachers** – as part of the induction process you will meet your child's designated teachers either in the Nursery 0 - 2 yrs, Stepping Stones 2 -3yrs or Tuakanas 3-5 yrs. You are encouraged to discuss your child's learning and development with those teachers at any time.

## Parent Involvement

The Board of Governance are primarily parents of children who are or have attended the Preschool, plus staff representatives. New parents are always welcome to join the Board– as the more Board members we have, the more well rounded the representation. The Board meet once a month (usually 3<sup>rd</sup> Tuesday at 7.00pm) – the date and time are always publicised on the whiteboard just inside the entrance. If you would be interested in participating in the Board or sub-committee's please let the Head Teacher know.

## Parent Help

Parent help is not generally required at Preschool – although we may have working bees throughout the year which we encourage parent participation in. You are welcome to be involved in the programmes run at Preschool whenever time allows. Parents/whanau are welcome to visit any time and to accompany children on visits and trips when possible.

## Programme



The programmes we offer cover all strands of Te Whariki (The Early Childhood curriculum) The implementation of group and individual programmes are based on children's inquiry, interests, strengths and needs and extends children's learning and development.



## Planning & Assessing

We use learning stories as our way of assessing and planning for your child.

We recognize what is most important for your child based on what we know and what you share with us. We write this up as a story and interpret the learning and plan that is important next in terms of your child's learning. It may be an individual story or your child involved in a group.

All children will have a Learning Journey book which is available to view and comment on at any time.

## Health



If your child is unwell while attending the Preschool, you will be notified and he/she will be sent home. Arrangements must be made for alternative care in the event of an illness. We try to keep the Preschool as healthy and safe as possible. You do need to ensure that emergency contact details are kept up to date as if your child becomes unwell while at Preschool and we are unable to contact someone to collect them, then a fee of \$30 per hour will be charged to cover the cost of staff given that the child will need to be isolated.

It is essential that sick children are kept at home until they have fully recovered. ***If parents can't take time off work they need to have another back up. Due to regulations and Ministry requirements we cannot accept sick children,*** so please adhere to the Child health policy.

Please accept staff's view of whether your child is well enough to be at the Preschool. The Preschools sickness policy states that children with Diarrhea, Vomiting and Conjunctivitis must be cleared of infection and your child MUST NOT attend Preschool until 48 hours after the symptoms have subsided.

It is ***essential to notify Preschool by 8am*** if your child is sick and not attending. ***Non notification means a full fee for the booked hours will be charged.***

## Medication Procedures



Parents/caregivers must inform staff of any medication your child requires during a session. Name of medicine, time and dosage must be recorded in the Medication folder and signed by a parent before it can be administered. All medications, including creams, must be handed to a permanent staff member (not left in bags etc). Staff will sign the medication form to show that medication has been given.

Antibiotics are kept in the fridge all other medication in the locked first aide cabinet – please ensure that you collect any medication at the end of each Preschool visit.

## Accident Book

Any accident occurring while your child is in attendance will be recorded and signed by the staff member. The original injury form will be placed in your child’s pocket in the foyer and you will be required to sign a copy of the injury form.

You will be informed immediately if staff are concerned about your child’s condition. This is why all phone numbers on your child’s registration form **must** be updated and correct at all times.

## Preschool’s Emergency Plan & Safety Procedures

No child will be released from Preschool unless a parent or person designated by the parent on the Enrolment Form collects their child. With this in mind, please ensure that you provide us with an up to date registration form and contact list. If a designated person is not available, you can allow anyone else to pick up your child as long as a written consent form is signed beforehand. This will avoid unnecessary inconvenience and ensure safety for you and your child. Staff cannot let a child leave the Preschool without this consent form being signed.



We have regular fire and earthquake drills each term so staff are well trained for these unlikely events.



In the case of an extreme emergency, evacuation and immediate closure of the Preschool the children will be relocated to the St Mary’s Vestry Rooms next door. Parents will be informed of this relocation so the children can be collected as soon as possible.

## Cleaning

Cleaning of the Preschool is completed every evening by an experienced cleaner our kitchen co ordinator is also responsible for cleaning equipment, toys etc. We try to keep Geraldine Preschool as we would our own home.

## Termination

Two weeks notification must be provided for the cancellation of a permanent booking. All accounts are required to be paid fully before leaving the Centre.

## Concerns

Please follow the complaints procedure.

**Parents are strongly encouraged to approach the Senior Head Teacher with any concerns they may have.**

Thank you for showing an interest in Geraldine Preschool.

For further information contact:

The Senior Head Teacher  
Telephone 693 9133  
Or call at St Mary's Church Hall  
Talbot Street  
Geraldine



