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**Centre Manager:** Laurie (Lo) Stevenson  
**Lead Teacher:** Anique Williams

Welcome to Wanaka Preschool Korimako Programme. Here is some information about how Preschool operates.

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### YOUR CHILD'S LEARNING:

Our online communication tool is **Educa**, you will need to sign a form and accept the invite. Teachers document each **child's learning** journey through stories about their interests, happenings at Preschool and parent collaborations. Educa enables further collaboration as parents can add comments and stories too. Teachers develop an understanding of each child's learning interests, strengths and capabilities that informs their personalized learning pathways. Written profile books are maintained alongside the ePortfolio. Our goal is to have regular conversations to support your child. We are also available to meet with you anytime, just speak to a teacher to arrange. All teachers will be involved with your child's learning however they will have a key teacher who will make themselves known to you.

### Daily Practices:

**CLOTHES:** We encourage the children to manage as much of their clothing themselves as possible. Please think about clothes that they can easily remove or fasten themselves. Clothing should be comfortable, secure and non-restricting so that children can climb and move freely.

*Best clothes are better not worn at Preschool.*

**Spare named clothing** is essential for a variety of reasons. The younger the child the more changes they will require.

**Seasonal Clothing:** In summer the children are outside a lot, clothing should cover them sufficiently to prevent sunburn. Winter clothing should fit comfortably and give protection to the head, neck and hands. Warm clothing is essential.

**Cloth dry bags:** new families will be charged \$15 and provided with a cloth dry bag to be clipped to their backpack for wet/messy clothing.

**HATS:** Children must wear hats summer and winter. While we have spares for emergencies, children prefer to have their own to wear.

**NAPPIES / PULL-UPS:** Disposable or cloth nappies are fine, provide sufficient+ for at least 3 changes throughout the day. Cloth nappies are encouraged.

**SETTLING-IN:** All children are different so the settling-in process will be different for each child. It is better if you do not delay your departure; and always say goodbye to your child. If you experience on-going difficulties, please talk to a teacher as soon as possible so that you can establish some strategies together.

**FOOD:** Children are very proud of their lunch boxes; these are kept in the child's locker. We have a container in the fridge for any food that needs chilling or heated for lunch.

**Quantity:** Please provide sufficient for the day, it is better to provide more than you think. Children are highly energetic and have an amazing capacity for food. Children are just like adults; they socialise and plan their day while eating with their peers.

**Portion Sizes:** Have the food cut to portion sizes that your child can handle. They tend not to eat food that looks too big.

**Wrappings:** Cling film is difficult for children to handle and is a health risk to young children. Try containers, lunch wrap or foil.

**Lunch Containers:** Think child friendly and name them!

**Healthy Eating:** As education providers, we promote that children eat a healthy, balanced diet.

**Allergies:** There are always children attending Preschool who have food allergies. Nuts are particularly dangerous and we cannot have any nut products on the premises (this includes peanut butter).

**Drink Bottles:** Drink bottles labeled with your child's name is encouraged. We provide filtered tap water.

**Bottles for younger children may be left in the fridge**

**SUN SMART:** We provide sun block and apply this to the children after lunch in the hotter weather. Some children will require their own block if they have allergies to what we supply. Our expectation is that you will block your child before they leave home.

**EXCURSIONS:** While we do not have too many of these, we occasionally take the children on spontaneous or planned trips. We do require parental assistance with these and appreciate your help where possible. You will have completed a section on the Enrolment Form about this.

**SLEEPING FACILITIES** are available for the children. Please read the sleep policy if your child requires a sleep.

**MEDICATION:** If your child requires medication at any time, please discuss this with a teacher and fill out the medicine register.

**Administration:**

**POLICIES:** All our operational documents are available in a policy and procedures folder adjacent to the sign in area. Also available on **Educa**.

**ERO REPORT:** a copy of our Education Review report is located on the Centre information board or available to read on their website.

**ABSENCES:** *Forms are provided by the letterbox near the sign-in sheet.*

**Illness:** Please phone in if your child is sick, so we can plan our staffing and it is important that we know if your child has any infectious illness so we can inform other families.

**Informed Absences:** The Ministry of Education allows for a 3-week rule where we can keep children on our rolls. For any absences longer than this, we are required to take the child off our rolls. We also lose Ministry funding. It is important that you discuss any lengthy absences with Lo in the office.

*To ensure that our records are accurate, we ask that you fill out the 'Informed Absence' form.*

**WALL POCKETS:** These are allocated in an alphabetical order by the child's first name. This is where we place any information that is pertinent to your child and you. Please check this regularly as the information could be

urgent and contains current Preschool information and statements.

**CHANGE OF ATTENDANCE:** Your circumstances may change, or you think that your child would benefit from attending more hours at Preschool. Your child's name may have to go on our Waiting List. Complete a 'Requested Change of Attendance' form, kept with the letterbox if you wish to make changes.

**SNOW DAYS:** Considering where we live, we are not often closed because of snow. We follow the school's rulings for closure, so when those snowflakes start to fall please listen to **Radio Wanaka 92.2 FM** or check **Educa** for information. It is important that you come and collect your child before the roads become too dangerous. Please think of a contingency plan if you are not able to get here on time.

**FEES:** Fees are as follows: 1 day \$15; 2 days \$30; 3 days \$45; 4 days \$75; 5 days \$125; half day \$10. There is a 2 full day minimum for over 3 year olds; for under 3 year olds there is a minimum of two half days. Statements are placed in the child's pocket fortnightly and payment is expected in 7 days. We do encourage **Direct Debit: Wanaka Preschool: National Bank Wanaka: 06 0943 0075411 00.**

**20 HOURS ECE:** We are providers of the Ministry of Education 20 Hour subsidy for 3 and 4 year olds.

**WORK and INCOME:** (winz) Depending on your family circumstances you could be entitled to a subsidy towards the childcare fees from WINZ. Go to [www.workandincome.govt.nz](http://www.workandincome.govt.nz) or phone 0800 559 009.

**SICKNESS:** A list of infectious diseases, symptoms and care of children is available in our policy folder. If a child becomes sick at Preschool, we will ring you immediately.

**SIGN IN SHEET:** It is a Ministry of Education requirement that parents / caregivers sign their children in / out each day along with the arrival and departure times. The roll is located on the lockers.

**KORIMAKO TEACHERS:** Anique Williams (team leader), Tahlia Cooke, Kayla Bopp, and Maddy Burley.

**Do we have your correct contact details on your child's enrolment form?**