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Welcome to the Kererū Programme. To those children who are moving from the Korimako Programme, we are very pleased to have you with us. To new families we extend you a warm welcome. This is a good time to revisit our Procedures and explain any new ones.

In order to ease the children's transition into the Kererū Programme, the teachers keep close contact with them. We will discuss your child's day if you are able to wait for a short period at pick-up time.

### **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 and 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 pathway. 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 uninterrupted time. All teachers will be involved with your child's learning however they will have a key teacher who will make themselves known to you.

**PRIMARY SCHOOL TRANSITION:** We maintain strong relationships with all three primary schools in the area. Teachers visit these schools when our children are transitioning. We accompany the children attending Te Ara Hono at Wanaka Primary on Wednesday afternoons and Holy Family on Wednesday mornings and Take Kārara.

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

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

**RESPONSIBILITY AND INDEPENDENCE:** When children move into the Kereru Room they are developing responsibility and independence. Through respectful practices and room priorities we foster care of each other, the environment and the resources similar to the Korimako Room.

**CLOTHES:** We encourage the children to manage as much of their clothing themselves as possible. We provide containers for children to place their clothing

and shoes when they take them off. When you arrive to pick them up, we urge you to encourage your child to find their own belongings.

Please ensure that they have sufficient clothing to meet their daily needs.

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

**Name all clothing;** keep in mind how we all shop at the same places.

**Spare named clothing** is still required.

**Seasonal Clothing:** It is important that you daily think about the weather and activities with health and safety in mind. This age group is strongly independent about their clothing, but they do need guidance about what is appropriate. To avoid confusion, jackets and hats should be kept in their bag outside. All clothing goes home each day with the child.

*NB: Best clothes are better not worn at Preschool.*

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

**TOILETING:** Some children are not quite ready to be in underpants just yet. Please discuss any concerns with staff and tell us about practices that you are using at home that we could carry on with at Preschool. If your child is in the process of toilet training, they will need underwear or pull-ups sufficient for the day.

**FOOD:** We have a container in the fridge for any food that needs chilling or heating for lunch. As we have a rolling morning tea, you could discuss with your child the need to keep certain foods to be eaten at lunchtime.

**Quantity:** The children are very active and burn up a lot of energy. 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. Eating and socialising is important to the children.

**Recycling and Sustainability:** We encourage children to recycle food scraps, plastics and paper and therefore encourage you to use paper wrapping or recyclable named containers for lunch items.

**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:** We have water and cups available for the children. Feel free to send NAMED drink bottles.

**SCHOOL BAGS:** The children need a good sized, durable bag. Please have your child's name on the outside for quick access by the teachers or we can provide a name tag. These go on the hooks outside the main entrance.

**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.

**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. **YOU ARE CHARGED FOR ALL ABSENCES EXCEPT TERM BREAKS.**

**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.

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

**WALL POCKETS:** These are allocated in 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 or at the least 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. Please talk to Lo about any possibilities. Once again,

fill out a 'Requested Change of Attendance' and the 20 Hours form. These forms are also kept with the letterbox.

**EXCURSIONS:** 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.

**FEES:** Fees are as follows: For 3 and 4 year olds: 1 day \$17; 2 days \$34; 3 days \$51; 4 days \$83; 5 days \$135. There is a 2 full day minimum for over 3 year olds. Invoices are emailed fortnightly and payment is expected in 7 days. We do encourage **Direct Debit: Wanaka Preschool: National Bank Wanaka: 06 0943 0075411 00.**

Please include your child's name as a reference.

**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.

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

**MEDICATION:** If your child requires medication at any time, please discuss this with a teacher.

**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; 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.

**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 arrival and departure times.

**SNOW DAYS:** We follow the school's rulings for closure, so when those snowflakes start to fall please listen to **Radio Wanaka 92.2 FM** for information. It is important that you come and collect your child before the roads become too dangerous. You may need to think of a contingency plan if you are not able to get here on time.