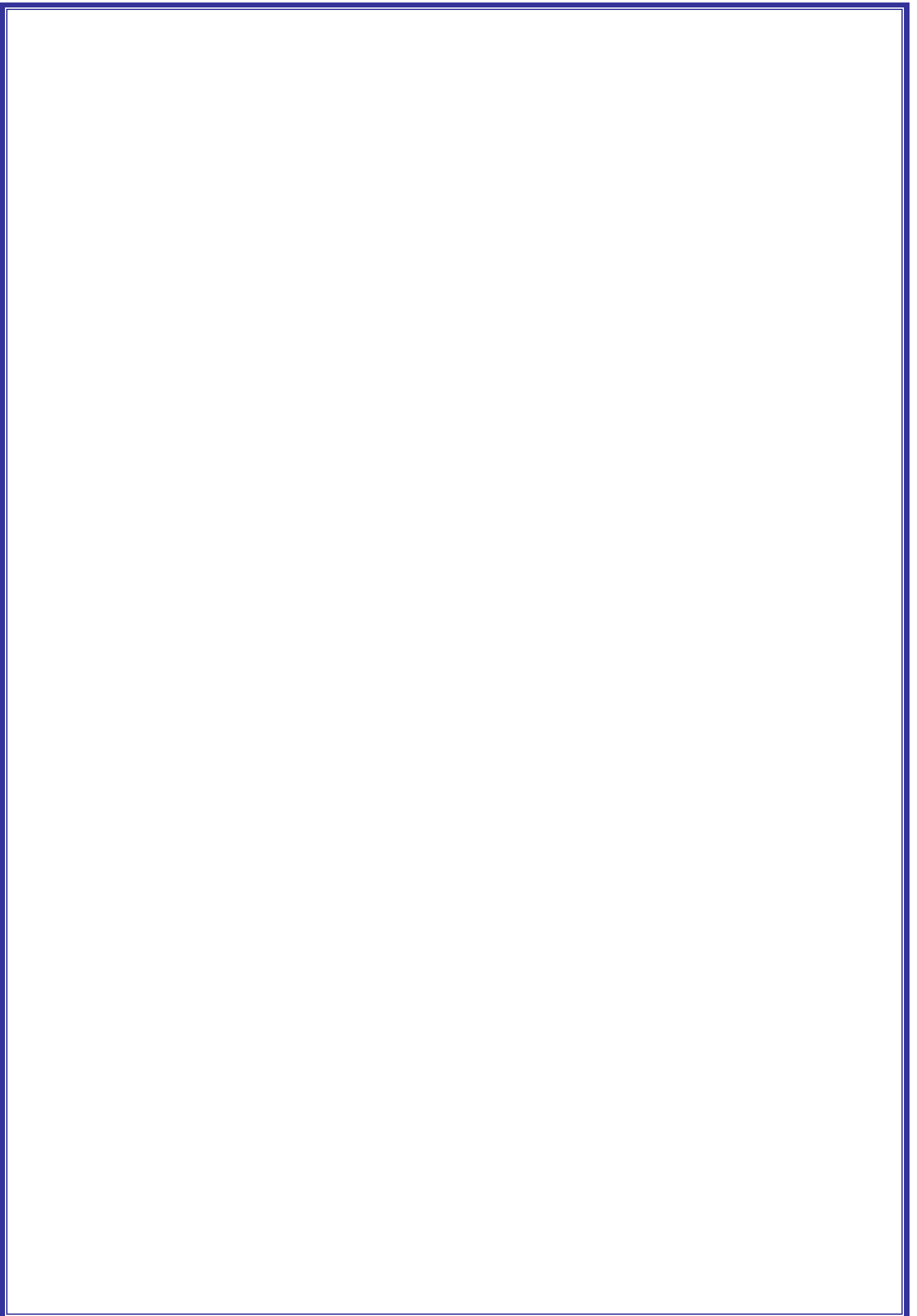




Parent Information



INDEX

Welcome to Rangī Ruru Pre-school	1
Contact details	
About Us	3
Staff	
Centre Philosophy	4
Acceptance	
Affection	
Achievement	
Centre curriculum and programme	5
Daily programme	
Specific programmes	
Operating hours	6
Session hours	
Holiday closures	
Starting at Rangī Ruru Pre-school	6
What to bring	
Arrival procedures	
Attendance sign-in	
Authorisation to collect children	
Health and Wellbeing	8
Immunisation register	
Vision and Hearing tests	
Illness	
Accidents	
Administering medication	
Keeping you informed and involved	9
Communicating with families	
Daily noticeboards	
Children’s profile books	
Newsletters	
Parents’ Advisory Committee	
Parent Education Evenings	Parent library
Parent Information folder	Policies and procedures
Complaints procedure	
Fees and accounts	13
Accounts	
Childcare subsidy/WINZ	
Absences	

Welcome to Rangī Ruru Pre-school

This information booklet is designed to introduce your family to the centre, and includes essential information about the pre-school. We welcome your feedback on the material included in this booklet.

Rangī Ruru Pre-school provides care and education for children aged from 2 years to school entry. The pre-school was founded in 1988, and from 1989 provided full day care.

The pre-school is situated in a spacious and comfortable re-modelled house and has a licence for up to 35 children and staff. It lies within the Rangī Ruru Girls' School grounds in the centre of Christchurch and enjoys many benefits of having close liaison with the school. We have the use of their extensive and attractive gardens and playing field, along with visits to the gymnasium, library, drama suite, science labs and the Early Childhood College.

The convenient centre location enables staff to plan excursions with children in the local and inner city area, which adds an important dimension to the centre's programme.

Contact details

Street address: 46 Rhodes Street, Christchurch, 8014

Postal address: 59 Hewitts Road, Christchurch 8014

Telephone: +64 3 983-3757

Fascimile: +64 3 983-3710

E mail: preschool@rangiruru.ac.nz

Website: www.preschool.rangiruru.ac.nz



About Us

The Rangī Ruru Pre-school is a department of the Rangī Ruru Early Childhood College. The pre-school is managed by Rangī Ruru Girls' School Board of Governors and the licensee is Alison Stevenson, Director of Rangī Ruru Early Childhood College.

The Rangī Ruru Pre-school is a community-based centre and is fully licensed and chartered by the Ministry of Education.

Staff

Head Teacher: Paula Rogers.

Teachers: Rebecca Ching, Rebecca Miles and Natalie Collins.

Administrative Assistant: Jacki Morris.

Early Childhood Technicians: Dianne Dixon and Lorraine Hall-Fox.

Further information on the staff is displayed on the noticeboard.

Jacki (Administrative Assistant) is responsible for providing you with general centre information, enrolment forms, managing immunisation schedules and general pre-school administration. In many cases, Jacki will be your first point of contact for enquiries. Her hours are usually 10 am – 1 pm daily.



Paula Rogers
Dip T (ECE)
Cert Mgt (ECE)



Becks Ching
Dip T (ECE) NZNNC



Rebecca Miles
Dip T (ECE) NZNNC



Natalie Collins
BTchLn Dip Tch Lng
Montessori certificate



Jacki Morris
Administrative Assistant



Dianne Dixon
Technician



Lorraine Hall-Fox
Technician

Centre Philosophy

Our Philosophy - 'the 3 A's'

We recognise that each child is unique and will develop to their potential best within a programme which is individualised and creates an atmosphere in which **acceptance**, **affection** and **achievement** are the daily goals.

Acceptance

I feel welcomed not captured.

I am glad to be here.

I have adults who understand and protect me, address me seriously and respectfully.

I belong; I am not rejected or isolated by my peers.

My self- esteem is fostered.



Affection

I show the capacity to empathise and enjoy reciprocal feelings.

I have and can demonstrate positive social interactions with my peers and adults.

I am learning to express my own feelings and understand humour.



Achievement

There are learning goals that include knowledge, skills, dispositions and feelings.

I find the programme engaging, absorbing and challenging.

My experiences are satisfying with activities that are meaningful, attainable and appropriate.

My achievements are acknowledged and encouraged.

Centre Curriculum and Programme

In our programme the child is an active participant and we form partnerships with children, their families/ whānau /caregivers and the wider community, to build a community of learners.

We value each child's individuality and provide opportunities for children to develop the dispositions of: taking an interest, being involved, expressing an idea or feeling, contribution and taking responsibility, as found in Te Whāriki, the New Zealand early childhood curriculum.

The centre's curriculum arises from many connected sources:

- The children's interests, ideas and questions.
- Children's engagement in shared experiences with teachers and their peers in our programme.
- Opportunities for children to practice skills in reciprocal relationships with their peers.
- Allowing children to value, respect and experience both the natural and man-made environment and to explore and give meaning to their surroundings.
- Providing an environment that celebrates and values the diversity of our community.
- Routines that foster children's self-help skills to build competence and well-being.
- A curriculum and resources which provide an environment that enriches children's learning.

Daily programme

During sessions the teachers take small groups of children for specific experiences and the daily programme for each age group is displayed on the Parents' noticeboard in the locker room. These arranged group experiences focus on aspects of children's interests.

A balance of child-initiated play and small group times provide children with varied experiences. Our location in the grounds of Rangi Ruru Girls' School provides children with opportunities to utilise the wider environment, including the school library, the gymnasium, playing fields and other facilities.



2- year olds enjoying story time in the school library



Feeding the ducks at the local reserve

Specific programmes

A programme for gifted and talented children is provided for individual children, and the programme is integrated into the regular centre programme. These children may come to the centre by referral from another service, but the teachers also play a key role in identifying children.

Children who are 4 years old and nearing school entry can be involved in a Transition to School programme which operates each afternoon. These sessions focus on children developing confidence and competence to make this transition a smooth one.

Operating Hours

Session hours

Morning 9.00 am- 12.00 noon (Monday – Friday).

Afternoon 1.00 pm- 4.00 pm (Monday – Thursday).

Children may start earlier (8.30am) and stay for lunch by arrangement.

Holiday closures

The pre-school is closed for statutory holidays and fees are not charged for Waitangi, ANZAC, Easter Friday, Easter Monday and Tuesday, Queens Birthday, Labour Day and Canterbury Show day.

From 2009 the centre will operate during the primary school term breaks (April, July, September). Separate written information is provided to parents for bookings.

Starting at Rangi Ruru Pre-school

Families are always welcome to visit the pre-school prior to enrolment. It is helpful to phone first so an appropriate time for a visit can be arranged.

In order to make the transition to the centre as smooth as possible, we invite you to stay with your child for as long as it takes to settle. We advise you to return earlier on the first day or days, as it may take time for your child to adjust to the environment.

When your child starts you are asked to provide/complete the following forms:

- 'About Me' form.
- Excursion form on the back of the enrolment form.
- Publicity and Marketing consent.
- Allergy Action Plan.
- Medication consent.

Children are welcome to bring any special toys or items that will help them to settle.



Your child will be allocated to a teacher who is responsible for a smaller group of children. If you have any queries, please talk to your child's group teacher.

Your child's art work will be stored in the slots in the foyer area for you to collect.

What to bring

Morning and afternoon tea (sandwiches) is provided. You are asked to bring a piece of fruit (to be shared) for morning or afternoon tea. Children do not use drink bottles. Please provide a packed lunch in a named lunch box if your child is booked for the lunch hour.

Please bring your child's immunisation certificate on the first day.

Please ensure you have advised the staff if your child has any allergies/food intolerances.

The following items are a guide of what to bring:

- Several changes of clothes (clearly named).
- A hat and sun screen (in summer). Spare hats are available.
- Warm clothes for the outdoors (in colder weather).
- A piece of fruit which is shared at morning and afternoon tea time.
- Disposable nappies and wipes (if required).

Arrival procedures

On arrival, please hang your child's bag on hooks or place in a locker. If your child is in nappies, then use the bathroom hooks to hang their bag. Fruit may be left in the fruit bowl in the hall.

Attendance sign-in

This is situated in the foyer and children are listed alphabetically. Parents/whānau/caregivers must record the arrival and departure times each day and sign the roll to confirm their child's attendance.

Enter the arrival time on the attendance roll next to your child's name and your signature. You must repeat this process on departure.

This information is important as it is used in the event of an emergency.

Any changes to your child's session times must be discussed with the Head Teacher.

Please check the noticeboards for updates for recording arrivals and departures as the new APT management system is implemented.

Authorisation to collect children

If your child is to be picked up by someone other than yourself, please sign the book provided on the hall table **and** inform a staff member.

Children will not be released to any person unauthorised to have access.



Health and Wellbeing

The following procedures ensure your child's wellbeing:

Immunisation register

A register containing details of each child's immunisation record is required for Crown Health notification. The register may be used to identify children who are not immunised during an outbreak. Information is confidential. The child's immunisation certificate must be sighted and details recorded. You are asked to update this record as required.

Vision and Hearing tests

Staff from Canterbury Health come in to the centre to check the vision and hearing of children aged 3 years.

Illness

The centre's Health/Sickness policy applies to all children enrolled at the pre-school.

Please note that children cannot attend if they have a cold (yellow/green discharge), sores, discharging eyes (conjunctivitis), rash, fever or diarrhoea/vomiting within the past 24 hours.

The Head Teacher has the right to refuse a child who is obviously infectious.

Parents/whānau/caregivers are asked to notify the staff if a child has been exposed to a contagious illness or if they have contacted head lice.

Accidents

All accidents of a significant nature and/or requiring medical attention are recorded in an accident register and parents/whānau/caregivers notified. Serious accidents require an in-depth report and are advised through the licensee to the Principal, Rangī Ruru Girls' School. Incidents not requiring attention may also be recorded, if of a significant nature.

Administering medication

If your child is to be administered first aid or medication by staff, this information is recorded on the 'About Me' form. A register is used to record details of all medication (prescription medication only should be administered) given to children while attending the centre. Parental consent is required and recording of medications administered ensures the practice is systematic and authorised.

Keeping you Informed and Involved

Parents/whānau/caregivers are acknowledged as first teachers and staff work collaboratively with you in the interests of your child. You are most welcome to share in your child's pre-school experience, whether it be spending time in the centre or assisting with excursions. Parental involvement in fund raising is not a necessity, with the exception of raffles or other projects initiated by the Parents' Advisory committee.

Communicating with families

Rangi Ruru Pre-school aims to communicate with families in an open and responsive manner. If you would like to discuss any aspect of your child's pre-school experience, please contact the group teacher responsible for your child or the Head Teacher. Arrangements can be made if it is necessary to meet outside of regular session time.

Daily noticeboards

Please ensure you check the daily noticeboard for information. As appropriate, individual notices are sent home with children or alternatively mailed.

Children's profile books

Your child will be provided with a profile book, which is a documentation of the child's experiences at the pre-school. A teacher is responsible for documenting learning stories about your child's experiences, interests and achievements at the centre, and parents/caregivers have opportunities to add a 'parents' voice'.

Additional forms for your use are in the stand in the locker area.

Your child will enjoy sharing the portfolio with you, and you are welcome to share this either in the centre or to take it home.

The portfolios are updated at least once a term, depending on the number of sessions your child attends.

Newsletters

Each term a newsletter is prepared for families and this includes information on centre happenings, parent/caregiver events, and information from centre management.

Parents' Advisory Committee

Parents/whānau/caregivers are welcome to join the Parents' Advisory committee. This committee liaises with staff and management on matters relating to policy reviews, parent education and social events. It also provides an avenue for feedback on the environment and resources.

This committee meets termly on a Friday afternoon.

Please see the Head Teacher if you would like to know more about this committee, as new members are always welcome.

Parent education evenings and family events

Each year we hold parent information evenings to share an aspect of the curriculum with the centre's families. If you have topics you are interested in knowing more about please let us know.

Our end-of-year family Christmas party is a popular family event



Parent library

The parent library is situated in the entrance foyer and contains books, brochures and publications of interest to parents. We also have available for loan, books from the Early Childhood College and the Rangī Ruru Girls' School library. If you have a particular interest or request, please let us know and we will endeavour to assist.

Parent Information folder - policies and procedures

A parent information folder is on the bulletin board, and contains information on our charter, policies and procedures, the latest Education Review Office report and Early Childhood (Centres) regulations.

The following policies are in the folder for your information

- | | |
|--|---|
| Administration of Medicines | Fees |
| Allergy register procedure | Gifted and Talented Educational Programme |
| Behaviour Management | Harassment and Bullying |
| Care and Protection of children | Hand washing |
| Children with Special Needs | Health and Safety |
| Code of Ethics for Registered Teachers | Monitoring resting and sleeping children |
| Communicable Diseases | Parents' Advisory Committee |
| Complaints | Parent Education |
| Complaints Against a Staff Member | Poisonous Plants |
| Crisis & Emergency Management Procedures | Premises and Equipment. |
| Earthquake Procedure | Settling Children |
| Enrolment | Review of Policies and Charter Statements |
| Excursions | |

Sickness

Non-Smoking Workplace

Sun Protection

Supervision Plan

Settling children

Transition to School

Treaty of Waitangi

Visitors Procedure

Complaints procedure

The lines of communication for complaints are displayed on the parent noticeboard in the entrance foyer. If you have any queries or concerns you are encouraged to talk to the Head Teacher in the first instance and the matter may be referred to the licensee.

All complaints in writing will receive a written reply.

Fees and accounts

The pre-school operates to serve children enrolled on a term by term basis. We do not provide casual care. Children who withdraw during the term to attend another early childhood centre will be charged for the term.

The fees are \$21.00 (Incl. GST) per session.

If, at any time your child's attendance extends beyond the normal three hour session, an additional charge of \$7.00 (incl GST) per hour (or part thereof) will be charged.

Accounts

All accounts are sent through the Business Manager's office at the school and the pre-school staff do not handle money or receipts.

Enrolments are to be made for the term and the fees are paid by direct debit. Arrangements can be made with the Rangi Ruru Business Manager's office for direct crediting or other terms of payment.

Fees are not charged for statutory holidays. Fees are charged for sick days, but if the sickness is of a long duration, then in special circumstances the fees may be reduced by 50%. If a child is absent for more than 21 days without a written explanation, their name is withdrawn.

Childcare subsidy/WINZ

Pre-school children who attend a licensed early childhood service for at least three hours a week may be eligible for WINZ subsidies. Parents need to contact WINZ for the necessary forms and the Head Teacher will sign. Contact: WINZ 0800 559 009.

Absences

For absences greater than a week, provided one week's notice is given in writing, a retaining fee of 50% must be paid. For absences one week or less, the full fee will be required. Due to full rolls, swapping booked days is not available.

