



Information Booklet



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*Matua Plunket Kindergarten is a Community Kindergarten,
owned by the Royal New Zealand Plunket Society INC.*

Mission Statement

*To grow confident life-long learners with a sense of **Wonder** and **Respect**
for nature and humanity.*

Philosophy

We believe that children learn through their play.

Our programme is committed to Te Whāriki, the New Zealand Early Childhood Curriculum, which we use to guide us through assessment, policies and procedures. The curriculum is founded on the following aspirations for children:

“To grow up as competent and confident learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society”.

Through:

- ◇ *building on children’s strengths and interests within purposeful play.*
- ◇ *allowing a child’s right to be a child, where their **Independence** is valued.*
- ◇ *inspiring children’s **Creativity**.*
- ◇ *The Virtues Project as a tool for growing children’s self esteem working with **Friendliness** and **Trust** for each other, ourselves and our environment.*
- ◇ *We value the “whole family” from near and afar, where our teachers work in **Unity** in the care and education of children.*

We acknowledge the Treaty of Waitangi and the bicultural heritage of Aotearoa, New Zealand.

We aim to create a tender, engaging, joyful environment and believe that the basis of such a place begins with teachers who are qualified, dedicated and competent.

(Reviewed Term 2014)

Teachers

Licensee/Manager/Senior Teacher: Tracy Giacon
Teachers: Jo Kilkenny
Claire Robertson
Julie Jellett
Belinda Edgecombe

Qualifications

All regulated teaching staff at our Kindergarten are fully qualified and registered Early Childhood educators.

Our teacher:child ratio is 1:10 (Maximum) 1:6 (Minimum)

Location

The Kindergarten is situated in the Matua School grounds, at the end of Audrey Place, off Tilby Drive. At all times enter the kindergarten from Audrey Place - keeping neighbours driveways clear.

Please note: The Kindergarten buildings and grounds are no smoking areas. No dogs permitted on school grounds—which includes the kindergarten.

Postal Address

PO Box 6043
Brookfield
TAURANGA 3146

Telephone

(07) 576-3558

Facsimile

(07) 576-3408

E-Mail

Matua.Kindergarten@plunket.org.nz

Web Site

www.matuaplunketkindergarten.co.nz

Like us on **Face Book**

Office Hours

Monday mornings 8.30-12.00

Session Hours—Monday to Friday

Morning: 8.30am - 11.30am or 8.30-12.30

Afternoon: 12.30pm - 3.30pm

Full Day: 8.30am—3.30pm

Please adhere to these hours. Teachers need time to prepare before sessions and tidy up afterwards. The children also benefit as settling and Well-being is easier when children know what is happening.

Fees per session

	<u>Standard Fee</u>	<u>Optional Fee</u>
Three Hour Session:	\$19.50	\$7.50
Four Hour Session:	\$26.00	\$10.00
Full Day 7hrs:	\$55.00 2 year olds	
Full Day 7hrs:	\$16.00 standard fee for 3 and 4 year olds	

Fees are invoiced weekly in advance during each term. Fee invoices are emailed to you or placed in the pocket board for you to collect. Clients with fees unpaid at the end of each term will receive a statement and reminder letter. Fees to be paid on receipt of invoice. Days that children are absent are still to be paid for as this ensures a place is kept. Two weeks notice is required if cancelling sessions and must be given in writing.

Any alterations to days or lengths of stay must be notified to the Manager. Changes forms are available by the office.

20 Hours ECE

- ☺ For enrolled 3, 4 and 5 year olds.
- ☺ Up to 6 hours per day, up to 20 hours per week for each child.
- ☺ Optional fee of \$2.50 an hour for the 20 Hours ECE for 100% qualified registered Early Childhood teachers.

Working for Families

Work and Income Childcare subsidies are available. Minimum attendance of 3 hours. Income criteria, forms and further information are available from the Manager.

All matters relating to fees will be treated with absolute confidentiality.

Programme**What will my child learn?**

Our early childhood education programme provides a variety of experiences for your child, so they can learn to make sense of their world. It's important that children embrace new challenges that they learn to co-operate with each other, and set goals for themselves assisted by our qualified teachers.

We want to help your child have fun and get ready to become a confident and competent learner during their school years.

How does the curriculum work?

We believe in first learning about your child, identifying your child's strengths, abilities and interests. Then we develop comprehensive and well-documented programme plans to broaden your child's learning and development.

This programme plans build on things that interest and excite your child and we use these plans to help him or her to learn. We offer a safe learning environment where your child is encouraged to interact, explore and make decisions. We'll work with your child on an individual basis, as well as in group activities, to develop your child's interests and abilities.

Does that mean it's all learning and no play?

Certainly not. We're talking about young children and the best way for them to learn is through play. By trying new things, mixing with other children and expressing themselves, they develop skills and knowledge. If they're enjoying themselves it makes learning easier and more fun.

That's the goal - because we're also trying to teach your child that exploring our world can be fun, exciting and satisfying.

How children learn at Matua Plunket Kindergarten

Our teaching programme supports children to learn best when they are engaged in active play. There are several aspects to our teaching programme:

1. **The Core Programme** Consists of a wide range of activities provided daily by our teachers. Each core activity in the kindergarten has been chosen to provide your child with a variety of skills.
2. **The Emergent Curriculum** This is based on activities that result from your child's interest and investigation.
3. **Programme Planning** Teachers provide activities that will

broaden your child's learning and development within the kindergarten. This often includes 'planting the seeds', providing the opportunities and supporting your child to drive the learning activity.

Individual and Group Learning The ultimate objective is a unique learning programme designed specifically for your child, which will provide opportunities for group and individual learning.

What do they do?

There's so much that goes on, but our core programme contains a wide range of activities that are provided daily by our teachers to help your child develop a variety of skills. Some of these activities include music and movement, language and literacy and numeracy, science and nature, art and painting, carpentry and construction, physically active play, sensory activities, sand and water, collage, puzzles and blocks, dramatic play and ICT (computers, digital cameras).

How does this lead into school?

Our teaching programme (Te Whāriki—the New Zealand Early Childhood Curriculum) has been developed to lead into the sorts of things your child will do and learn at school—this reflects the concept of learning as a life long process that begins at the very start of life. These are called Key Competencies at school. The core activities of our programme are designed to link into the essential learning areas and skills of the New Zealand Curriculum Framework as used by Primary schools. Your child will participate in many activities that will prepare them for on-going learning in areas such as maths, reading and writing. They will also gain the social skills to enable them to integrate well at school. And when it comes time to go to school, we'll help with making sure the transition is smooth and easy.

Who'll help my child to develop skills?

We believe that teachers and parents work in partnership, early childhood education is the first guides for our children in establishing a lifetime of learning. That's why we only employ fully qualified and trained teachers to work with your child.

- Our teachers have a minimum tertiary qualification of a

Diploma of Teaching (Early Childhood Education)

- All teachers are registered with the New Zealand Teachers Council.

Teachers continually update their knowledge and skills through a large number of professional development opportunities that are provided each year.

Virtues at Kindergarten

Virtues are about living by the best within us.

They exist within each child in potential.

The purpose of a true educator—which literally means “one who leads forth” - is to awaken the virtues which already exist within a child.

At our centre we embrace the underlying virtues of Creativity, Friendliness, Independence, Respect, Trust, Unity and Wonder.

We use the Virtues as a tool for teaching: to meet the goals of Te Whāriki The Early Childhood Curriculum.

We include these within our policies, procedures, philosophy, and guidance for our few rules.

Every child has their own Virtue Star on the wall and as they move through their time here the virtues that they display are acknowledged on their Star when they leave kindergarten..

In the course of a day we acknowledge, discuss, and encourage virtues as we see them and what they mean.

The impact of a teacher's integrity in living by and sincerely modeling the virtues has even more effect than the words a teacher uses.

Therefore as in everything else here our teachers are role modeling the virtues in action.

Communication

The Kindergarten aims to make communication with parents as open, regular and informative as possible. We recognise that while parents are interested in all aspects of the centre, they are often restricted by time. We have therefore instigated a variety of communication channels through regular newsletters, parent education evenings, as well as opportunities to informally share information daily.

Please feel free to make use of the Parent Notice Board for information you feel other parents may be interested in - please consult a teacher first.

Parent/Teacher Liaison

Parents are encouraged to communicate with teachers and management freely and we value your contributions. The teachers are available on a regular basis to discuss any problems/concerns. For matters of a confidential nature, a time can be arranged to suit both parties.

During the year there will be opportunities for parents and teachers to get together, such as Parent Committee, parent events and parent information evenings.

Settling

Visit as often as possible before your child is planned to attend. At these visits get to know your child's teachers. 2 sessions minimum are best for establishing settled well-being. If possible, stay during the first stages of transition until your child is settled into an activity or happy with a teacher or peers. Children are welcome to bring any special toys or "cuddlies" that may help them settle. When you do say 'good bye' to your child keep to the 'plan' and leave—this way your child learns to trust you. Ensure you always tell your child you will be returning.

Morning Tea, Lunch & Afternoon Tea

All children bring their own lunch box everyday with their own prepared fruit/vegetables plus a small sandwich or cracker for themselves for morning and afternoon tea. They also need to bring their own bottle of water.

NOTE: We are a NUT FREE centre.

We recommend that healthy choices are made for the lunches for the All Day children in line with our Food & Nutrition Policy. (No lollies or sugar drinks or salty snacks)

Carry Bag

Please provide a clearly labelled bag for your child. Please also provide at least two clearly labelled complete changes of clothes. This includes wet weather clothing in winter and a sun hat during summer. It should be big enough to carry all this plus their lunch box and drink bottle. Each child has their own locker for storage.

Hats

During the summer months (Terms 1 & 4) we have a "No hat No play" policy. Children must wear a sun hat when playing outside.

Lost Property

Please label all items of clothing.

A box is usually located by the front door. Items not collected by the end of term are donated to a worthy organisation.

Arrival & Departure

It is our policy for all children to arrive at the kindergarten accompanied by a parent or caregiver.

It is the responsibility of that person to sign the daily register beside the child's name on arrival and departure.

The register folder is kept on the cabinet just inside the main door.

Please notify staff if you intend to collect your child at an earlier time or if someone else is going to collect your child at the end of the session. This can be done on the sign-in sheet in the space provided beside your child's name.

Birthdays

We celebrate fifth birthdays if you and your child is comfortable doing so. We hold a farewell ceremony which gives us the opportunity to say goodbye to the child.

Children's Art Work

When your child's artwork is dry, it is placed in The Art Box in alphabetical order by first name.

Please check regularly and take your child's 'gems' home.



Our Centre would love your support!

This way we can achieve what is best for your child.

Parent Help

Families are warmly welcomed and experience an environment where their contributions are valued and partnership is fostered. We invite parents/caregivers to join in our sessions at any time. You may have your own special talents or skills you can share with us, or you may be able to spare us some time cutting up paper, fabric, magazines . . . You may like to stay for a whole session or part of. Younger siblings are welcome too, however they do need to be minded by their parent/caregiver.

Parent/Teacher Committee

We have a group of interested, keen parents who organise and support our Family and Fundraising Events throughout the year. Parents who would like to take an active part in supporting the kindergarten, are most welcome to join this group. This is a great way to meet new people and builds our community!

Official Documents

The Kindergarten Charter, Education Review Office report and Kindergarten policies are available for anyone to read. Please feel free to borrow these.



Sickness/Well Being

If your child is sick i.e.:
 high temperature
 Diarrhoea {48 hours}
 Vomiting {48 hours}
 any infectious disease

Please!! Please keep your child at home and notify us of their absence.

If your child becomes unwell or distressed, staff will contact you. This is when your emergency contact is necessary, if the parent/caregiver is unable to be contacted.

Medications must be given to a staff member including written permission for the staff members to administer the medications as requested. Please do not leave in the child's bag. We need to be aware of any allergies or medications that relate to your child. Also any other matter relating to your child's well being.

Please do not hesitate to talk to teachers if there are circumstances outside the Kindergarten that may be affecting your child. They are here to support you and all information is strictly confidential.

Please ensure that any change in family circumstances are updated on your child's records i.e. change of:

- address
- phone number
- marital status
- custodial rights
- persons permitted to pick up your child or not
- whatever the case may be.....

It is your responsibility to make sure this is done.

Understanding children's needs.

In nature not all things are created the same. We would like to celebrate difference but also recognise that we may have to learn strategies to cope with unfamiliar. At kindergarten we strive to cater for all our children's needs and interest, passions and problems.

We endeavour to support the children especially in social situations by giving them strategies [both actions and words] to cope in uncomfortable or unfamiliar situations. The Virtues Programme helps us keep on track with consistency and positivity.

We do have some children at kindergarten who are perhaps more loud, more physical or behave differently than your child is used to. Teachers will be aware of this but please do discuss your concerns so that a plan can be put in place to support your child better both at home and at kindergarten.

Early Childhood is . . .

“ . . . A period of momentous significance for all people growing up in our culture.

- * . . . By the time this period is over, children will have formed conceptions of themselves as social beings, as thinkers, and as language users, and will have reached certain important decisions about their own abilities and their worth”.*

“Working together towards a common goal by sharing ideas and knowledge we can accomplish the best possible outcomes for our children.”

The teachers at Matua Plunket Kindergarten

