



## INFORMATION SHEET

**Head Teacher/Supervisor:** Dianne Wallace  
**Assistant Supervisor:** Gaye King  
**Teacher:** Melanie Gore  
**Licensee:** Penny Davy

**Dear Parents, Caregivers and Whanau,**

Welcome to **The Rose Centre Community Pre-school**. We are a community based, non profit making organisation situated in the grounds of Belmont Primary School. We are licensed for 21 children, including 5 under 2 years.

***The Rose Centre and grounds are a smoke free zone.***

### **The Programme**

Our warm and friendly staff are dedicated in their efforts to provide a safe and caring environment for children within a Te Whariki based programme with the objective of encouraging independence. The children have a free choice in activities and these are provided according to the children's individual needs.

### **Learning Stories**

"Learning Stories" is an assessment process which helps us plan and enhance your child's learning. It is a record of your child's interests and strengths and shows a snapshot of the learning they are enjoying with us (*see Information Sheet and Permission Slip*).

### **Pre-School Hours**

Monday to Friday 8.30am – 1.00pm during Primary School Terms

(Closed during School Holidays)

Under 2 year olds may only be enrolled in a 3 hour session. **9am – 12.00noon**

Over 2 year olds may be enrolled for a 3 hour session or a four and a half hour session.

**9am - 12.noon or 8.30am – 1.00pm**

### **The Timetable for the Day's Activities:**

8.30am	Session begins
9.45am	Mat Time, followed by morning tea
10.30am	Free Play and Activities
11.50am	Mat time
<b>12.00noon</b>	<b>Parents collect under two year olds - Lunchtime for 3 &amp; 4 year olds</b>
12.30pm	Clean-up Time
1.00pm	Parents collect children

### **How long do I have to wait for a place?**

Once you have enrolled your child on the waiting list, the Supervisor will be able to advise approximately how long you will have to wait, and in the mean time you may wish to take advantage of a casual vacancy.

### **Sickness/Illness**

Please do not bring your child to the Pre-school if they are unwell.

***If your child has had vomiting/diarrhoea over the past 24 hours please keep your child at home.***

The Supervisor has the authority to not accept a sick child.

If your child becomes unwell, the staff will contact you.

## **Absences**

Parents are requested to notify the Pre-school by 8.15am if their child is unable to attend their allocated session or leave a message on the answer phone.

## **Pre-school Donations**

\$20.00 per session for 4.5 hours, \$18.00 per session per child for two or more children from one family

\$14.00 per session for 3 hours, \$12.00 per child for two or more children from one family

\$7.00 for 3 hour session absences

\$10.00 for 4.5 hour session absences

Portfolios \$10 per year

In order to maintain the high standard of Pre-school education, we request that you pay your donation for the session on arrival unless other arrangements are made with the Supervisor.

If you have any problems with payment, the Supervisor will speak to you in confidence.

## **Signing In**

Please sign your child in on arrival and out when leaving at the end of the session. This is a requirement of the Ministry of Education, and in the event of an emergency it is essential that the staff know how many children are in the Centre.

## **Morning Tea / Lunch**

Please pack your child's morning tea /lunch in their own **NAMED lunch boxes** (small box for morning tea, larger lunch box with sustaining foods for those staying for lunch, e.g sandwiches/fruit. Please leave morning tea box on bench and leave your child's lunch box in their bag. Teachers will hand out lunchboxes. We recommend healthy food options. Please do not send items that need to be refrigerated. Cups and water are provided. Please supply own named bottle of milk for babies.

Due to the large number of children with severe allergies, the Pre-School is a **PEANUT FREE ZONE**.

Children will wash their hands before morning tea.

## **Clothing**

A range of clothes and a plastic bag for dirty clothes should be brought to the Pre-school. Please name all clothing and shoes clearly.

## **Sleep Room**

A Sleep Room is available for infants/toddlers.

## **Toileting**

The children are encouraged to use the toilet at regular intervals for good habits and independence.

Please ensure that you supply extra underwear. Parents need to supply own nappies and a plastic bag for soiled nappies.

## **Sun Protection**

Parents need to apply sun protection before arriving at the Pre-school.

Please read the Sun Protection Policy on the Parent notice board.

## **Other ways you can help.**

Join the committee.

Volunteer to do washing, mend toys, repair books and supply resource materials will also assist us.

Finally, we hope you and your child will enjoy the time you spend at The Rose Centre Community Pre-school.

Should you have any concerns, please do not hesitate to speak to the Supervisor.

***The Rose Centre Community Pre-school, School Rd, Belmont, North Shore***

***p: 445 9411 f: 445 9411 e: [rosecentre@xtra.co.nz](mailto:rosecentre@xtra.co.nz) w: [www.rosecentre.co.nz](http://www.rosecentre.co.nz)***