



## INFORMATION SHEET

<b>Head Teacher/Supervisor:</b>	<b>Dianne Wallace</b>	Registered Early Childhood Teacher
<b>Assistant Supervisor:</b>	<b>Gaye King</b>	Registered Early Childhood Teacher
<b>Teacher:</b>	<b>Melanie Gore</b>	Registered Early Childhood Teacher
<b>Licensee / Manager:</b>	<b>Penny Davy</b>	

Welcome to **The Rose Centre Community Pre-school**. We are a community based, non-profit making organisation governed by The Rose Garden & Theatre Incorporated Society. The Pre-school is 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 Early Childhood Educators are dedicated to providing a safe and caring environment for children within the New Zealand curriculum with the objective of encouraging independence. The children have a free choice of activities and these are provided according to the children's individual needs.

### **20 Hours ECE:**

We offer "20 Hours ECE" for children age 3 and 4 years old. Please ask one of the Educators to give you an "Attestation Form" to fill out before your child is 3 years of age. No "Optional Fees" apply at this service.

**WINZ Subsidies** are also available to families who meet the criteria. If you are receiving a WINZ Subsidy, you do not qualify for 20 Hours ECE in addition to the WINZ Subsidy. Application forms are available from the Head Teacher/Supervisor.

### **Assessments:**

"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 *Learning Stories Information Sheet and Permission Slip*). Parent permission is sought for Educators to take photographs of children to be used in their Portfolios and they may also be used for display purposes in the Centre. These photographs are not used for advertising and no unauthorised person will have access to them.

### **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 Noon**

Over 2 year olds may be enrolled for a 3 hour, 4 hour or a four and a half hour sessions

**9am – 12 Noon, 9.00am – 1.00pm or 8.30am – 1.00pm**

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

8.30am	Pre-school opens
10.15am	Mat Time, followed by morning tea
10.45am	Free Play and Activities
11.50am	Mat time
<b>12.00noon</b>	3 Hour session ends. <b>Parents to collect children promptly</b>
	Lunch time for children attending extended hours
12.30pm	Further activities
1.00pm	Parents collect children

**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.

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

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

**Changing your Child's Booking:**

Please ask an educator for a "Change of Hours Form". This may be a change of day or to increase the number of sessions per week your child attends, or you may wish to enrol for longer hours. The Ministry of Education requires our service to document changes and parents to sign accordingly.

**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 48 hours please keep your child at home.***

The Head Teacher/Supervisor has the authority to not accept a sick child. (See Accident and Illness Policy)

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

**Pre-school Donations:**

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 Head Teacher/Supervisor. Donations are accepted at the beginning of the session, on the day, weekly, monthly or by the Term in advance.

If you have any problems with payment, please speak to the Head Teacher/Supervisor in confidence.

A receipt will be issued at the end of the financial year.

Please be aware that we do not give an invoice for your child's attendance at the Pre-school as we are a not-for-profit Community based Centre and therefore are required by the IRD to request a donation. We appreciate your support and without it the Centre would not be viable.

Please ensure your donations are up to date by the end of each Term.

3 Hour Session	1 child	\$14.00
4 Hour Session	1 child	\$18.00
4.5 Hour Session	per child	\$20.00
20 Hours ECE		\$1.00 per hour
All absences		50% of requested daily rate
Portfolios		\$10.00 per year for children attending prior to 2011
"		\$20.00 (one off payment from 2011)

**Fundraising:**

Regular fundraising activities are organised by staff and volunteers. No more than two fundraisers a term. We ask that all Pre-school families support these ventures. Money raised goes towards play equipment and improvements to the Centre.

**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 we know how many children are in the Centre. You will also be asked to sign the monthly attendance register.

**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, and leave them on the bench. Educators 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 **NUT FREE ZONE (See Healthy Food Policy)**.

Children will wash their hands before morning tea/lunch.

**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. Please check the lost property box outside the bathroom. Any misplaced items will be placed in the lost property box after each session. Named items will be returned to you.

**Sleep Room:**

A Sleep Room is available for infants/toddlers.

**Communication:**

Each family is allocated a mail pocket on the wall in the office. Please check it weekly for newsletters and other important information. (*Please read the Communication Policy*).

**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.

**Medication:****Category (i) Medicines:**

A category (i) medicine is a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment) that is not ingested, used for the 'first aid' treatment of minor injuries and provided by the service and kept in the first aid cabinet. Your permission is required before using such products.

**Category (iii) Medicines:**

If your child requires medication as part of an individual health plan, for example for an on-going condition such as asthma or eczema etc and is for the use of that child only, an individual health plan must be completed and signed.

A permission slip must be completed before educators administer any medication.

**Sun Protection:**

Parents need to apply sun protection before arriving at the Pre-school and provide a sunhat. Please read the **Sun Protection Policy** on the Parent notice board.

**Policy Statement:**

The Rose Centre Community Pre-school has a number of policies that set out the procedures that are in place for the care and education of the children who attend. We strongly urge you to read these. Each term up to 5 policies are reviewed. These are displayed in the foyer for your consultation and feedback. Please take the time to read and comment on these, we value your input and ideas. The signing of the enrolment agreement form indicates that you will abide by the policies of this service, and understand how you can have input to policy review.

**Parent Involvement:**

Volunteer to do washing, mend toys, repair books and supply resource materials.

Support fundraising.

Parents are encouraged to be involved in decision making in their child's learning and share evidence that could be added to your child's Portfolio.

Newsletters are circulated at least once a term and posted on our website. From time to time we may ask you to take part in a Questionnaire.

Educators are available for consultation during your child's session.

Formal opportunities are offered regularly at parent meetings.

**Transition:**

Transitional visits to Belmont Primary School or a school of your choice can be arranged when your child is due for their 5th birthday. Parents can arrange weekly visits to the school prior to your child's transition to school. Please contact the school of your choice to arrange visits. We recommend you enrol six months before your child's birthday.

**Complaints Procedure:**

This is displayed on the notice board in the main entrance.

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

**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)**