



Settling In

Welcome to The Rose Centre Community Pre-school. We trust your child will enjoy their time with us and have positive learning experiences.

On Arrival

- Children and parents will be introduced to the teachers and shown around the Centre.
- Parents will be shown how to sign their child “in and out” of the Centre.
- Please remember to sign your child “in and out” of the Centre as it is a requirement of the Ministry of Education and necessary in case of an emergency evacuation.
- Parents will be shown where to leave lunch boxes, bags and your child’s named information pocket.
- Our Policy Folder will be available for parents to read and sign.
- Parents will be asked to check and sign the information we have entered onto our computer system.
- Please sign our day sheet as a visitor.

Settling in your child:-

- If you wish on the first day you are welcome to stay for your child’s first session or part there of.
- During this time you will be asked to complete an introduction sheet about your child for their portfolio.
- Please allow time for your child to settle into the new environment. Each child and parent settles at their own pace.
- We welcome parents to visit at any time during the session.
- Parents settling children into the Centre are encouraged to observe and take part in our programme until such time as they feel secure enough to leave.

On your first day, please bring:-

- Invoices are issued weekly. You may pay by cash, cheque or by internet banking. See a staff member for details. Please note, we do not have EFPOS facilities.
- Your child’s Birth Certificate and Immunisation Certificate to be sighted and photocopied for our records.
- At least three changes of clothes including underwear.
- Please ensure you label your child’s clothing, shoes, lunch boxes and bag. (Label clearly on outside of bag please, for quick identification).
- Due to the large number of children with severe allergies, the Pre-school is a **NUT FREE ZONE** **Avoid choking foods such as pop corn, packs of crisps, carrots, sweets, corn chips, poppa jacks etc. These are a choking hazard. (See healthy Food Policy).**

Attention Parents of Children approaching their 3rd birthday: If you want your child to be enrolled in “20 Hours ECE” you will need to fill out an Attestation Form before their 3rd birthday. Children entering the pre-school aged three or over will also need to fill out the Attestation Form.

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

p: 445 9411 f: 445 6606 e: preschool@rosecentre.co.nz w: www.rosecentre.co.nz/pre-school/