

Papakowhai Kindergarten



The team at Papakowhai Kindergarten

Teacher –	Glenda Wightman
Teacher –	Andrea Edge
Administrator-	Stacey McDonald
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Information for parents about Papakowhai Kindergarten 4hr sessions.

..... has been invited to start kindergarten on
 and will attend on **Wednesdays and Fridays** from **8.30-12.40pm**.

Welcome to Papakowhai Kindergarten.

We've put some information together to provide a snapshot of our programme, day and opportunities for whānau involvement so that you know what to expect and how you can be involved in your child's learning.

1. What is unique about our programme?

With our extensive playground our programme has an emphasis on providing learning opportunities for children to develop their knowledge of sustainability, with gardening and composting being favorites. Children have many challenges to enable them to develop their physical skills. We have a focus on the values of courage, caring and sharing and friendship.

2. What is a 'portfolio'? (prepared for each child while at kindergarten)

Your child's portfolio is a collection of documentation about the significant learning that they are experiencing. We value your thoughts on your child's learning and invite you to contribute to their portfolio. The information from you, your child and from us is used to plan how we can support children's learning.

3. What is our routine around food?

At approx 10.30am all children have morning tea together. They are reminded them to wash their hands, then children sit at the tables which have been wiped down.

4. What food do parents need to provide?

Children need to bring a named lunch box with sufficient healthy food for their morning tea that will give them enough energy for the remainder of the morning. (Sandwich, fruit, veggie sticks, yoghurt and only 1 packaged treat)

- Water is available throughout the session but children are asked to bring their own named water drink bottles
- No lollies are to be included in their food boxes. Thank you.

Our kindergarten has a healthy food policy. This is located on the wall in the small room adjacent to the main playroom.

DUE TO FOOD ALLERGIES THERE IS TO BE NO PEANUT BUTTER, OR PEANUT PRODUCTS IN FOOD BOXES.

If your child has any allergies or intolerances please let us know.

5. How do we start the session/day at the kindergarten?

When you and your child arrive at kindergarten both the doors to outside will be closed. This enables children to choose an indoor area of play to start the day and also gives staff opportunity to catch up with parents.

After your child has hung up his/her own bag and put their food box on the trolley they put their photo name tag up on the firebox above the shelf where they are laid out.

Approximately 15 – 20 minutes after the start of the session the doors are opened for children to choose between outside and inside play. Stories and music happen throughout the session before we tidy up and have a short gathering time together on the red mat while parents/whanau arrive to collect their child.

6. How are parents involved in our kindergarten?

Along with engaging with us about your child's learning we invite you to become Involved in our kindergarten community. You are welcome to stay during our sessions and spend time with the children. We have a list by the sign in book

where you can indicate when you are able to help out. We ask parents to help at kindergarten 2 times a term. There is a job list on the kitchen bench also for parents to help with tasks to support the programme such as preparing resources. Along with this we welcome your ideas and feedback. There is always tea and coffee available.

7. What other tasks can parents do to help at kindergarten?

Many parents want to be involved but due to constraints of time, work and family find they are unable to belong to the committee or visit kindergarten regularly. During the year we do invite parents and whānau to help with our end of term clean ups, washing, baking for events, shopping for kindergarten resources e.g. cleaning and grocery products, collecting wood for carpentry, maintaining the grounds, supporting fundraising events and accompanying the children on trips away from the kindergarten. Your involvement in small ways such as these makes a very real difference.

8. Does our kindergarten have a committee or whānau group?

Our committee supports the kindergarten by fundraising, applying for grants undertaking small maintenance tasks and supporting the teaching team. Parents and whānau find that being on the committee is a great way to meet people and to become more involved in our community. New members can join at any time. If you are interested please let one of the staff know or contact a committee member. A list of committee parents is located on the committee notice board at kindergarten.

9. Does our kindergarten provide a sunhat and sunscreen and what are Papakowhai Kindergarten's routines around sun safety?

We ask you to apply sunscreen before your child comes in the morning and for your child to bring a sunhat. We do have spare hats. Children wear sun hats outside during the summer, Term 4 and Term 1, and we actively remind children to keep their hats on.

10. What are our toilet routines?

If your child needs help to go to the toilet or is using nappies please let the teachers know. We will work together to support your child to become independent with their toileting. If your child is using nappies please keep a supply in their bag. When we change children a record is kept and a copy put into your child's wall pocket.

11. What community partnerships does our kindergarten have?

We support the Before School Check health programme. With our proximity to Papakowhai Primary School, we regularly meet their teaching team to work on a seamless transition to school. We also have links established with Paremata and St Theresa schools, Group special Education.

12. Please bring the following named items to kindergarten each day:

- A back pack with a change of named clothes and additional items like a jacket that are relevant to the season.
- Healthy Food in a named lunch box and drink of water.

Please make sure your child is dressed in **appropriate play clothing**. Some of our activities encourage or involve messy play.

13. Helping your child settle in to kindergarten

There are several things you can do to help your child prepare for kindergarten. Usually there will be a period of time from when you get notified of a place at kindergarten and when your child starts. During this time, we suggest you:

1. Visit kindergarten and spend time familiarising your child with the environment, teachers and children (ring ahead to make sure there are no special events planned for that day).
2. Point out the kindergarten when you drive past and talk to them about what activities they might do and which friends are there.
3. Talk about the teachers by name.

Prior to, or on your child's first day, talk to the teachers and work out a settling plan. Each child is different so they will need differing levels of support or time to settle independently into a new environment.

(Note - you will find more useful information on our Association website – www.wn-kindergarten.org.nz)

14. Attending kindergarten

It is really important that your child attends kindergarten for the hours agreed within your enrolment agreement. Not only do teachers plan their programme around the children attending each session but ECE funding is provided on the basis of a child's regular and timely attendance at kindergarten. Parents, whānau or caregivers need to sign your child in and out each day. Kindergartens must provide this information as part of the ECE funding process. It also provides key safety information in the event of an emergency (as to who is in attendance at kindergarten). Please talk to your teaching team if you have unavoidable reasons for your child not regularly attending kindergarten.

15. Managing sickness

Please have a plan in place in case your child becomes ill and needs to be collected from kindergarten. If not yourselves, please nominate an alternative person who can collect your child as soon as possible after being notified. There are times we may ask for children to stay away from kindergarten for a period of time after their symptoms have cleared (for example gastro illnesses).

16. Fundraising

Our kindergartens thrive with the support of parents, whānau and committees. Initiatives or events organised by committees provide funds which go toward making each kindergarten a rich and engaging learning environment. Whether your involvement is at a committee level, actively assisting committee initiatives or attending events, your participation is central to making fundraising efforts a success for your kindergarten.

17. Policies and Procedures

To operate in New Zealand, every Early Childhood Education service must meet strict Ministry of Education regulations. Our kindergarten has a Policy and Procedure booklet which relates to the attendance and welfare of your child. You are welcome to view these at any time.

18. Excursions

From time to time the children will be taken on short walks near and around the kindergarten. Parents are asked for permission for short walks during enrolment. As part of the learning programme, children may be taken on longer excursions; your permission will be sought on each occasion. Parents and caregivers are welcome to join us.

Please read the kindergartens excursion policy for more information.

Enjoy your time at kindergarten

We hope you will find your time at kindergarten a 'family affair' and feel welcome to spend time with your child, as an individual, with younger siblings or extended family members. A key aspect of our learning programme is the ongoing collaboration and connection with whānau so it's important to us to foster strong relationships with you.

Kathie, Rosie, Glenda and Andrea.

