

Betty Montford Kindergarten



The teaching team at Betty Montford Kindergarten:

Head Teacher: Ali
Teacher: Marieann
Teacher: Lisa (back)
Teacher: Merilyn



Information for parents about Betty Montford Kindergarten

Welcome to Betty Montford 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?

We have a large purpose built building, an extensive playground, and are well resourced with quality equipment. Older children and their families have the opportunity to participate in Kapa Haka sessions. We also have a well established transitional programme in place with North School New Entrance Classes. Every Wednesday we either visit them or they come and visit us. Children have many challenges to enable them to develop their physical skills and we regularly use the school field for games.

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 food do parents need to provide? Everything to be named please.

Children need to bring a named lunch box with sufficient food for their morning tea and lunch. Water is available throughout the session. As part of our programme we regularly cook and bake with children. If your child has any allergies or intolerances please let us know. Our kindergarten has a healthy food policy and the details of this are in the attached *Food and Drink Procedure*.

4. What is our routine around food?

During the morning children can have morning tea whenever they chose after Kotahitanga Time is finished. We remind them to wash their hands and they sit at the kai table near the kitchen and there are tables under the veranda. At 11am the children's morning tea is finished. At 12.00pm the children have a short mat time (with the pao and karakia) and sit down to have their lunch together.

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

Approximately 15 minutes after the start of the session we gather the children together for Kotahitanga Time. We start with our welcome song. This is a time when any new children and their

family are welcomed. After Kotahitanga Time the children are able to have free play indoors and outdoors.

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. There is always tea and coffee available so feel free to help yourself. We welcome your ideas and feedback.

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

Occasionally during the year we invite parents and whānau to help with our end of term clean ups, maintaining the grounds, supporting fundraising events and accompanying the children on trips away from the kindergarten.

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 us know.

9. Does our kindergarten provide a sunhat and sunscreen and what are our 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 some 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 so if you want information about this please let us know.

11. What community partnerships does our kindergarten have?

We support the Before School Check health programme. Their coordinators come in to kindergarten to carry out their checks in the year prior to each child starting school. With our proximity to North Primary School, we regularly meet their teaching team to work on our holistic education programme (a seamless education programme from 3 to 12 years). Each Wednesday we all go over to the New Entrance Classrooms one week and they come to visit us the next week.

Please bring the following named items to kindergarten each day:

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

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

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 several weeks 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)

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 programmes 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.

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).

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.

Policies and Procedures

To operate in New Zealand, every Early Childhood Education service must meet strict Ministry of Education regulations. Each of our kindergartens 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.

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.