

Things you need to know about Discovery Kindergarten

We look forward to getting to know you and your family. We are all here for the best interest of your child and together we will ensure your child has a sense of belonging at their Kindergarten.

Discovery Kindergarten is not only a place for children ... but for adults too!

Parents and whānau are welcome and actively encouraged to be a part of Kindergarten life.

We value your ideas and contributions and encourage you to join our programme by staying for the day or part of the day.

If you have any skills you would love to share with us please talk to one of the teachers (musical, art orientated, baking etc).

Please do not feel as if you have to leave Kindergarten in a rush. Stop and have a hot drink. The teachers love getting to know you. It provides an opportunity for the teachers to have a chat and for you to get to know us! It is also another way to meet other parents/whānau.

You are always welcome.

Our Session Times are:

Older Children; 8.45am - 2.45pm Monday, Wednesday and Friday

Younger Children; 8.45am - 2.45pm Tuesday and Thursday

FREE ECE;

Up to 20 hours of free ECE each week is available to 3 and 4 year old children in participating Kindergartens.

You must complete an Attestation form supplied by us, this is a legal document. If you decide to use your "free hours" with other early childhood services your child is still welcome to come to Kindergarten but you will be required to pay a fee of \$4 per child per hour to cover the cost of Kindergarten.

Administration Assistant

Nicki Cook is our Admin Assistant, her responsibility is to support the teaching team with administration work, work alongside the children when necessary and do some cleaning jobs. This enables the teaching team to spend their time with your child. Nicki Admin Assistant generally works during the morning from 9 to 11. If you have any questions about the Kindergarten or any administrative issues please feel free to talk to Nicki or the Teachers

Committee.

The committee works alongside the teachers to support the running of the Kindergarten. Meetings are held each month and new members are always welcome. Please take the time to have a look at the committee notice board in the library corner for the latest events.

Collection Procedure

If your child is being picked up from Kindergarten by someone other than yourself or their usual caregiver, please ensure that you write the person's name and your child's name in the diary by the lockers. If we do not know the pick up person they will also have to provide ID before we release your child to them. This is for the safety of your child. Your child needs to be signed in and out of Kindergarten. The signing sheets are located by the front door. All children must be picked up by someone aged over 14 years of age.

Sun Safety

Please ensure that during terms 1 and 4 your child has a **named** sun hat to bring to Kindergarten. Children will not be allowed to play outside without a sun hat on.

During terms 1 and 4 Teachers will apply Cancer Society sunscreen to children after morning tea and after lunch. If your child is allergic to sunscreen from the Cancer Society please ensure that you supply a named bottle of suitable sunscreen that will be kept at Kindergarten and applied to your child. It is recommended that parents apply sunscreen before leaving home in terms 1 and 4.

Changing Children

Our Kindergarten policy/procedure is that children will only be changed by their own parent/caregiver or a teacher. If you are at Kindergarten and see that a child needs changing please find a teacher to do this. Thank you.

Parent Help

We appreciate help at the end of the day to assist the children at tidy up time. This is a big job for the Teachers especially with the younger children so we really appreciate any help you give us. Please feel free to volunteer for any jobs requested on the whiteboard at the main entrance which supports the maintenance of the kindergarten and equipment.

Parent Library

Our parent library is located in the reading area. Please feel free to take books home to read, just record it in the log book.

Children's Take Home Library

We have a take home library for the children. This is to extend their interest in books and early literacy. Please record your child's name and the date they took the book in the log book.

Food at Kindergarten

Discovery Kindergarten is peanut free. Which means we do not allow food products at Kindergarten that have peanuts listed as an ingredient. From time to time we may have children attending Kindergarten with severe allergies to other products as well, if this is the case we will advise parents then. This is to enable all children attending Kindergarten to be in a safe environment.

Parents provide a lunchbox with enough healthy food for morning tea,, lunch and afternoon tea. At all times we have a water cooler and cups for the children to help themselves to fresh water and an outside water fountain.

As part of the programme teachers will bake with the children to share morning or afternoon tea.

Japanese Garden

At the entranceway of our Kindergarten we have developed a Japanese Garden.If you would like your child to be included in this you need to collect a large stone on which they can write their name and place it in the garden.This helps children to develop a sense of belonging and ownership of their environment.

If you have any questions about Discovery Kindergarten or your child whilst at Kindergarten please do not hesitate to speak to one of our teachers.

We hope your child enjoys their time with us at Discovery Kindergarten and that your whānau feel very welcome here.