

Paremata Kindergarten



The team at Paremata Kindergarten

Head teacher – Sue Britton (top left),
Teacher – Sylvia Roche (top middle),
Teacher Aide – Kevin Francis (top right),
Teacher – Maria Snodgrass (bottom left),
Teacher – Rebecca Taylor-Mallon (bottom right).

Information for parents about Paremata Kindergarten

Welcome to Paremata 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/children's learning.

1. What is unique about our programme?

We are fortunate to be on the beach front and so have a lovely natural outdoor environment for the children to play in. The kindergarten operates a free play programme and provides many varied activities and opportunities for children to learn, explore, gain knowledge and skills and of course have fun. In the 6 hour session there is kapa haka (Māori song and dance), on a Monday morning. On Mondays in the 6 hour session we also have library time where the children are welcome to choose one of our books to take home to read. Returned library books are placed in the 'library return box'. This is the black and white box which is kept on the bottom of the parent library shelf, just inside the main front door. Kevin is our teacher aide who works with both groups of children for 2hrs per day.

Playing as a Good Friend

At Paremata Kindergarten we develop social competencies in young children through use of the 'Playing as a Good Friend Programme.' There are 3 basic expectations and these can easily be adapted into a home environment.

- i. You do not hurt anyone or anything. This includes toys and equipment.
- ii. You use your good and kind words.
- iii. You listen (to other adults and your friends)

These three rules cover every situation.

The teachers will talk to the children about what it means to "play as a good friend" and explain the expectations to them.



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. This can be verbal, by writing in your child's/children's portfolio or by email, (our email address is, paremata@wn-kindergarten.org.nz). The information from you, your child and from us is used to plan how we can support children's learning. When your child/children start kindergarten you will be asked to fill in an 'All about me' sheet which provides the teachers with further information about your child and enables you to express your aspirations for your child. We will ask you to fill in another one when your child/children move to 6hr sessions as many things may have changed.

3. What food do parents need to provide?

Children need to bring a lunch box with sufficient food for their morning tea and lunch. Water is available throughout the session but you are also welcome to provide a drink bottle for your child. 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?

Morning session

Lunch boxes and drink bottles are placed in your child's lunch box locker by the kitchen. The picture on the side of their locker will correspond to the picture on their lunch box locker. Children can have morning tea whenever they choose during the morning up to tidy up time which is generally around 12.00pm. They need to wash their hands prior to eating and they sit at one of the kai tables. There is one kai table near the kitchen and another one on the deck. When children have finished eating they put their lunch boxes back away and wash their hands before they go back to play.

6 hour session

Lunch boxes and drink bottles are placed in your child's lunch box locker by the kitchen. The picture on the side of their locker will correspond to the picture on their lunch box locker. Children can have morning tea whenever they choose during the morning up to approximately 11.15am when we have a break from eating before lunchtime. At lunchtime we will put tablecloths down on the floor in the mat area and all children and teachers will eat together. The bell will ring announcing lunchtime. Children wash their hands get their lunchboxes and drink bottles and come and sit around the tablecloths. We say a karakia before eating. Children are encouraged to eat their sandwiches first.

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

When you arrive at kindergarten you will find a sign in sheet on the blue table just inside the front door. You must sign your child/children in and out of kindergarten every day they attend. Children need to wash their hands when they arrive at kindergarten. This is to help with allergies and the spread of any illnesses. They find their name to put up on the board and then they are free to go and play in an area of their choice

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. There is a roster for parents to help on the parent/whānau board and you are welcome to add your name on a particular day or just simply stay when you feel like it and are able. You do not have to stay for the entire session and we appreciate any time you can spend with us. While there may be some tasks we ask you to do during your time we also like you to just enjoy being with the children and joining in with the session. Along with this we welcome your ideas and feedback. Parents/whānau are also welcome to add any stories, feedback, photos, or information to their child's portfolio. We have a grounds duty roster which means approximately one weekend a year you and two other families will spend up to a couple of hours at the kindergarten cleaning up the grounds, weeding, mowing the lawns, digging over the sandpit etc.

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

During the year we invite parents and whānau to help with our end of term clean ups, supporting fundraising events and accompanying the children on trips away from the kindergarten. Parents also fill in a roster to take the washing home at the end of each week. Tidy up time at the end of each session is a very busy time so any help you can provide at this time is greatly appreciated.

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 and on our longer sessions we will reapply sunscreen after lunchtime. Children wear sun hats outside during the summer, Term 4 and Term 1, and we actively remind children to keep their hats on. (Refer Sun Safety Policy)

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. (Refer Toileting and Changing Children Policy)

11. What community partnerships does our kindergarten have?

We support the Before School Check health programme. We have regular visits from the vision and hearing testing people and we are continuing to develop our relationship with Paremata School.

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 drink. The drink is optional.

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. Kindertartens 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). There is a sheet enclosed from the Ministry of Health with guidelines for different illnesses.

Fundraising

Our kindertartens 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. These are kept in the whānau library.

Immunisation

Please show a teacher or our administration person (Chrissy), the signed immunisation record in your child's/children's 'Well Child: Tamariki Ora' book, or an immunisation certificate from your doctor. This is a Ministry of Health requirement. However, children will not be excluded if they are not immunized. We accept this is a personal choice.

Excursions

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.