



Nau mai Haere mai. Welcome.

The Team at Parsons Avenue Kindergarten :-

Back Row.

Georgina Mackay (.7 Teacher), Michelle La Roche
(Administrator), Kelly Cooksley (Teacher),

Front Row.

Hilary Prescott (Teacher), Irene Taylor (part-time Teacher
Assistant), Jodi Calder (.5 Teacher, Mon, Wed, Thur),
Anne Jakeman (Head Teacher).

Information for Parents about Parsons Avenue Kindergarten.

***** has been invited to start kindergarten on *****. ** will attend on *****, *****,
and ***** from 8-45am to *****pm.

Welcome to Parsons Avenue 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?

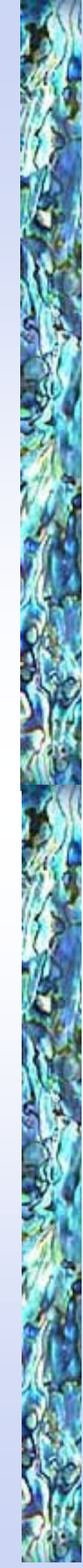
We have a large purpose built building, an extensive playground, and are well resourced with quality equipment. Older children and their families have the opportunity to participate in Kapa Haka sessions, create their own Korowai, which they get to keep as a Taonga (treasure), and join us in our "iMove" walking programme.

2. What is a Portfolio? (Prepared for each child while at kindergarten.)

Portfolio's are a partnership between the child, their whānau and the kindergarten and is about the significant learning that children are experiencing. We value your thoughts on you're 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?

Parents are asked to contribute 1 or 2 pieces of fruit per week for the children's morning tea. Children need to bring a named container with sufficient food for their lunch.



A drink bottle with water or juice is optional. (named please) Water is available throughout the day. As part of our programme we regularly cook and bake with the 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*. We are a “**Nut Free Zone**”. This means no nut products (nut bars, peanut butter, nutella etc) in lunches please.

4. What is our routine around food?

Children can have fruit, popcorn, a sandwich, and milk or water for morning tea, whenever they choose, between 9-30am and 11-15am. Sometimes we do baking as well. We remind children to wash their hands and sit at the kai table near the kitchen. At 12noon the children come to the mat for karakia, before hand washing and sitting down to have their lunch together. Teachers have their lunch with the children..

5. How do we start the day at kindergarten?

8-45am to 9-00am children sit on the mat and do puzzles or look at books. At 9-00am we have mat time. We begin with singing, then introduce new children and their families. This is also a valuable time to share any messages about the day's programme.

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, (a small koha is appreciated). Parents are welcome to help with tasks to support the programme such as preparing resources. Along with this we value 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 cleaning, maintaining the grounds, supporting fundraising events and accompanying the children on trips away from the kindergarten. Parents will be asked to do some washing from time-to-time. We would appreciate you donating one grocery item per term. Items required will be listed on the notice-board. If you have a particular interest or skill, e.g. sewing, dance, cooking, weaving, music etc. we would welcome you coming and sharing your talent with us.

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

Our committee usually meets on the 3rd Thursday of the month. They support 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 kindergarten 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 to kindergarten and for your child to bring a named sunhat every day in term 1 and term 4. We do not provide sunhats at kindergarten. On our longer sessions we will re-apply sunscreen after lunchtime. Children and adults must wear sunhats during the summer (terms 1&4) and we actively remind children to keep their hats on. Sunhats must be bucket or legionnaire style hats so that faces, ears and necks are protected.

10. What are our toilet routines?

If your child is not fully toilet trained, please let the teachers know. We will work together to support your child to become independent with their toileting. If your child is using pull-ups, 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 co-ordinators come into kindergarten to carry out their checks in the year prior to each child going to school. Our teachers meet with other Early Childhood Education Teachers and Junior School Teachers to work on creating a seamless education programme. We work with Sport Manawatu to implement the iMove walking programme. The Heart Foundation guide us with our Healthy Eating focus and with attaining the Healthy Heart Award.

Please bring the following named items to kindergarten each day.

- A back pack with 2 changes of clothes, including socks and shoes, and additional items such as a jacket relevant to the season.
- Food for lunch in a named container. Drink bottles, named, are optional.

Please make sure your child is dressed in **appropriate play clothing and footwear**. Some of our activities encourage or involve messy play. Children also engage in lots of physical activities where long or loose clothing and slippery, sloppy or ill-fitting footwear is dangerous.

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 familiarizing your child with the environment, teachers and children.
2. Point out 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 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 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 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 when we may ask children to stay away from kindergarten for a period of time after their symptoms have cleared (for example gastro illnesses).

Fundraising.

Our kindergarten thrives with the support of parents, whānau and committees. Initiatives or events organized by our committee provides funds which go toward making our 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 our kindergarten.

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.

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 excursion, your permission will be sought on each occasion. Parents and caregivers are welcome to join us, however, sometimes numbers are limited because of cost or transport. Please read the Associations excursion policy for more information.

Fire and Earthquake Drills.

Regular Fire and Earthquake drills are held. Everybody, including parents, siblings and visitors are expected to participate in these drills. It is important that children know how to respond in times of emergencies. Many of our families have reported back that their children go home and teach the rest of the family how to respond in the event of a fire or in an earthquake.

Enjoy your time at kindergarten.

We hope you 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.



Mat-times.

Each Session begins with puzzles, followed by a short mat-time. Children are expected to participate in this group time and parents are welcome to join us, but please sit at the back or side of the mat so that the Children are in front of you. We do ask that if you have a Toddler who is unable to sit quietly while mat-time is in progress, to please take them away from the mat area. Each session concludes with a short mat-time where the Duty Teacher may read a story or sing a song before dismissing each Child.

Library.

We have a selection of books available for you to borrow and take home to share with your Children. There are also a number of Parent Education Books and Videos available.

Safety.

PLEASE, PLEASE, PLEASE, always leave the Kindergarten Gate securely latched.

DO NOT allow Children to climb or unlatch the gate.

NEVER let any other children go out of the gate.

Please be responsible.

We expect all Children travelling by car to be secured in approved Child Restraints. This is also required by law.

Children who come to and from Kindergarten on a bike, MUST wear a safety helmet.

Children with Additional Needs.

We welcome the inclusion of Children with Additional Needs. Please understand that it may be necessary for Teachers to respond differently in some situations when interacting with these Children. Sometimes these Children have an Education Support Worker to help with their inclusion at Kindergarten.

Celebrating Birthdays.

We **DO NOT** have special food to celebrate birthdays at Kindergarten. We have some Children who have food allergies. It is also expensive when catering for 40 Children.

- **4th Birthdays** are celebrated at the first mat-time by asking the Child to come to the front of the mat. We all sing Happy Birthday, give the Child 4 claps, then present them with a special birthday certificate.
- **5th Birthdays** are discussed with you near the time. Children get to choose their favourite song for us to sing at the first mat-time. During the morning we make a birthday hat. At the final mat-time, we sing Happy Birthday, blow out the candles on our pretend cake, and present the Child with their Portfolio Book, Korowai and a Kindergarten Diploma. Please enjoy this occasion with your Child.
You are welcome to take photos of your Child's Farewell.