



Pukerua Bay Kindergarten

1 Wairaka Road, Pukerua Bay. 5026. Phone: 04 239 9442

Email: pukeruabay@wn-kindergarten.org.nz



Our team at Pukerua Bay Kindergarten. Left to right.

Ann Houston, teacher. **Levonne Kendall**, administrator. **Biddy Groves**, teacher.

Carrie-Ann Stark, teacher. **Bex Cooper**, Head Teacher. **Tricia Booth**, teacher.

★ *Kia ora and welcome* ★ *to Pukerua Bay Kindergarten*

We look forward to getting to know you, your child and your whanau during your time at our kindergarten.

“ Each community to which a child belongs, whether it is a family home or an early childhood setting outside the home, provides opportunities for new learning to be fostered: for children to reflect on alternative ways of doing things; make connections across time and place; establish different kinds of relationship; and encounter different points of view. These experiences enrich children’s lives and provide them with knowledge, skills and dispositions they need to tackle new challenges.”

Te Whariki, Early Childhood Curriculum, Ministry of Education.

Our Kindergarten Sessions

Pikopiko group Wednesday & Friday 8.20—12.30
30 Children

Purerehua group Monday, Tuesday & Thursday 8.30—2.30
30 Children

Pounamu group Monday, Tuesday & Thursday 8.30—12.00,
10 Children Wednesday & Friday 8.20—12.30

Induction

We will need the following paperwork completed before starting Kindergarten.

- Your completed enrolment agreement
- Immunisation information.
- All about Me sheet.

Please bring the following **named** items to kindergarten each day:

- A named bag with a change of clothes and additional items, like a jacket or a sun hat, that are relevant to the season.
- Food in a named lunch box, we have drinking water available.

Please make sure your child is dressed in appropriate play clothing. Some of our activities encourage or involve messy play and we will not exclude children from this 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 during a session your child will be attending and spend time familiarising your child with the environment, teachers and children. It can be a good idea to 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 your child 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.

If your child is being collected by someone other than the normal arrangement, please advise a teacher. We will not release a child to anyone other than a designated person on your enrolment form, or by direct advice from parents. Please let a staff member know if you are taking your child before the end of session. All children must be signed in and out by those delivering or collecting. A time must also be recorded.

Communications

Please, do not hesitate to contact a teacher at any time if you have any queries or concerns. Communications with parents are valued by us as a teaching team and we will prioritise this even if we are busy. Regular informal updates from you about the life of your child are helpful and assist us in developing a programme which is interesting and meaningful for your child, together with the group.

Please check the white board and your parent pockets daily for news and events. Regular newsletters are distributed to parents, at least twice termly. These contain useful information from both teachers and committee. We can do this by either email or by hard copy, let us know which method you prefer. There are a number of notice boards around the kindergarten including the following information: committee information, teacher profiles, parent information, (community events and parent library), programme planning, policies and procedures, and emergency procedures.

Children's profiles

The teachers regularly document your child's learning and development and place these observations in your child's individual portfolio. These are assessment records that we welcome your input into. Children regularly revisit their profiles during session and the teachers use them to assess children's learning and to plan our programme. The profiles can be accessed by you and your child at any time. You are welcome to take them home to share with family and friends, please let a teacher know that you have it.

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), we use the Ministry of Health guidelines to determine this time frame.

Fundraising

Our kindergartens thrive with the support of parents, whānau and committees. Initiatives or events organised 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 and we thank you for that.

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 learning, 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 kindergarten's excursion policy for more information.



Enjoy your time at kindergarten

We hope you will find your time at Pukerua Bay 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.

Please feel free to talk to us about anything that you have questions or queries about, we always appreciate your feedback and participation.

Pukerua Bay Kindergarten Teaching Philosophy

We want children to:

- ★ Find out who they are, to like that person and to believe in themselves.
- ★ Get on well with, and enjoy others.
- ★ Feel connected with their community, culture, heritage and whenua.
- ★ Be curious, interested and inspired by the world around them.
- ★ Express themselves!

We will support this by being these things ourselves; by using our gifts, talents and skills collaboratively as teachers to meet children's needs.

We will celebrate being here, together with our children, in this place where everyone is valued.

Te Kaupapa o nga Kaiako o te Mara Tamariki o Pukerua Bay

A tatou tumanako

- ★ Kia marama ai, ko wai au, he tangata pai au, ka taea e au ki te piki I nga maunga teitei
- ★ He whanau aroha tatou katoa
- ★ Kua honohono ki nga iwi o te rohe nei, nga tikanga, nga whakapapa me te whenua
- ★ Ka kimi atu, ka patai atu, ka matakitaki kit e ao whanui
- ★ Whakawatea nga mairua

He tauira tatou mo nga tamariki, ka whaia e ratou I ou tatou nei tapuwae, na tatou e whakaatu ki a ratou a tatou pukenga, te mahi tahi me to kotahitanga

Ka miharo tatou ki roto I tenei mahi ataahua. Ka noho hari koa tatou me nga tamariki ki tenei wahi whakatipuora mo tatou katoa.

