

Tairangi Kindergarten



Our team at Tairangi kindergarten –
Head teacher – Andrew Allen, Teachers
– Lisa Malanchack, Jade Oxnam, Ula
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Hinemoa Peita

Information for parents about Tairangi Kindergarten

Kia Ora, Talofa, Kia Orana, Bula Vinaka. Welcome to Tairangi Kindergarten. We've put some important information together for you 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 small group size of 30 children to a minimum of three teachers, which enables staff to spend quality time with individual or small groups of children. We offer family group placings, which means younger siblings may attend with their older brothers and sisters. This enables the younger children to learn through the role modelling of older children while the older children learn about caring for their younger peers.

Our free play programme enables children to make their own choices and become empowered about their learning and development. (Please see our philosophy). We value all parents and whānau input into the programme. We have close links with Tairangi School and have regular visits to the new entrant class and library.

2. What is a 'profile book'? (prepared for each child while at kindergarten)

Your children's profile book is a collection of documentation about the significant learning/experiences/events that take place as part of our curriculum. We value your contribution and provide a sheet which we encourage parents and whānau to fill in. 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?

Children need to bring a lunch box with sufficient food for their lunch and afternoon tea. Water is available throughout the session so we ask you not send drinks along. As part of our programme we regularly 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. As part of our healthy food policy, we are a nut free zone.

4. What is our routine around food?

We have a rolling morning tea from 9:30am to 11:00am where we provide the children with fruit and sometimes toast. The children can choose when to eat. We remind them to wash their hands and to sit down at the kai table to eat. Lunch is at 11:30am and all the children wash their hands before all sitting together to eat lunch. Afternoon tea is from 1:30pm to 2:00pm when children may choose to eat more food from their lunchboxes.

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

Children arrive at 8:45am and are encouraged to put their lunchboxes on the lunch trolley, are encouraged to put away their bag in a locker or on a hook. They may also find their name tags on the fence and place onto the wall. The children are free to go and choose an activity of their choice either inside or outside (weather permitting).

6. How are parents involved in our kindergarten?

Along with engaging with us about your child's learning we invite you and your whānau 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, milo and coffee available so feel free to help yourself. Along with this we welcome your ideas and feedback. Each child has a pocket which holds notices and can be checked daily.

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/whānau group?

Our committee group is called "Friends of Tairangi". 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 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 for your child to bring a sunhat. We do have some spare hats and sunscreen. Children wear sunhats 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 basket which is in the toilet area. 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. We also have termly visits from the Plunket Nurse checking children's hearing and sight. We also have regular contact with Special Education specialists for children who may need extra support.

12. Lost property

We have baskets three coloured baskets located under the verandah where clothing, shoes, and socks can be found.

13. Art folder

Children's art works is placed in folders and are located by the parent notice pockets. Folders can be checked daily.

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.
- Healthy food in a lunch box. We provide fresh chilled water so please no water bottles
- Nappies and wipes if required

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 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.

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 kindergarten's 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.