

## Titahi Bay Kindergarten



### The team at Titahi Bay Kindergarten

Left – Vanessa Hesp, Sarah Collins, Back –Awhina Te Rangi,  
Middle –Christine Macilquham, Right- Rose Duffy

### Information for parents about Titahi Bay Kindergarten

Welcome to Titahi Bay 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?

Our programme has an emphasis on providing learning opportunities for children to experience a rich and engaging environment. We encourage the children to be self directed learners who are competent and confident.

#### 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. 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 their morning tea. Water is available throughout the session. As part of our programme we regularly cook and 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*.

#### 4. What is our routine around food?

During the morning the children decide when they eat morning tea this is called a rolling morning tea. We remind them to wash their hands and they sit at the kai table near the kitchen. We start with a Karakia (prayer) to bless the food. The children are encouraged to wipe the table when they have finished eating and put their lunch box back in their bag.

### *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](http://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 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.

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

The children arrive are greeted by the teachers while they hang up their bag and find their name card to place in the basket. This table is located next to the sign in sheet. Then the children have free play both indoors and outdoors. The children choose activities they want set and help make gallop for messy play and fill up the water troughs.

**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. Along with this we welcome 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 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 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.

**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.

*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

Please make sure your child is dressed in **appropriate play clothing**. Some of our activities encourage or involve messy play.