



EDMONTON COMMUNITY

Kindergarten

nurture grow learn

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Kia Ora Welcome to Edmonton Community Kindergarten

Thank you for choosing community based early childhood education for your child. Edmonton Community Kindergarten operates as a non-profit community managed by a committee of parents and staff. The Kindergarten is an incorporated society registered as a charitable entity under the Charities Act 2005. We are financed by bulk funding received from the Ministry of Education and fees by parents.

During your time at kindergarten we encourage and value your involvement. There are many resources available within the centre to support positive learning experiences for your child and family/whanau. We hope you will form friendships with other families/whanau at kindy and enjoy the way in which your child continues to develop, learn and gain confidence in relationships with others.

The kindergarten employs four qualified teachers. All of our teachers are First Aid trained and hold current certificates. Please do not hesitate to talk to the teachers to discuss your child's progress. Any queries or concerns or enrolment changes please see the Head Teacher.

Vision Statement: Our aim at Edmonton Community Kindergarten is to provide a high quality affordable early childhood education experience, in partnership with parents, whanau and community. Recognising children are at the heart of all we do.

Our beliefs and values: Our aim at Edmonton Community Kindergarten is to foster in children a love of learning, respect and consideration for others and a sense of self-worth. Play is child's work learning should be fun. Advocate for the care of our immediate and global environment and a commitment to Aotearoa's bicultural heritage particularly on responsibility to act as Kaitiaki Guardians of our environment.

Teaching Team

Terry Krivanek - Centre Manager
Simone Crowther - Curriculum Leader
Gina Kim - Teacher
Maribeth Estimos -Teacher

The following information is provided to familiarise you with the routines at Edmonton Community Kindergarten.

Session Times

All day: 8.00 am -3.30 pm Monday, Tuesday, Wednesday, Thursday, Friday

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Morning: 8.30 am -11.45am Monday, Tuesday, Wednesday, Thursday, Friday

Afternoon:12.30pm -3.30pm Monday, Tuesday, Wednesday, Thursday, Friday

A minimum of two days attendance required.

Children should not be in the Kindergarten grounds **outside of these times**. The teaching staff requires time before and after sessions for preparation and administration.

The Kindergarten is not legally responsible for children outside of session times.

Fees

Fees are free for up to 20 hours, the maximum ECE that can be claimed is six hours per day, 20 hours per week across all services that the child is enrolled in. In order for your child to receive up to 20 hours of early childhood education an attestation form must be completed in your enrolment form. Please see enrolment form. Any hours not covered by ECE 20 hours will be charged at fee of \$4.00 per hour which needs to be paid weekly. i.e. Full day care of 7 hours is charged at \$4.00 (6 hours free + \$4.00 for remaining 60 minutes).

For children under the age of three there is a charge of \$10.00 per session. Fees are due whether your child attends the centre or not due to illness etc. Fee paying children, fees are to be paid one week in advance.

Fee subsidy- Please check with the head teacher to see if you are eligible for a WINZ Childcare subsidy.

Automatic Payment forms are available from the office on request.

Late Pickups/Fees

A late fee will be charged if you pick your child up late from sessions. Please see Late fee policy.

Signing your child in and out

We need you to sign your child in and out each day. This is a requirement of the Ministry of Education. It also assists us in the event of an emergency occurring. Please remember the times you are booked for must be adhered to e.g. if you are booked to come at 8.30 you must sign in then and sign out 11.45. This is same on the afternoon sessions -12.30 and 3.30pm.

Attendance

If your child is sick, on holiday or not coming to Kindergarten we need you to contact us. The Kindergarten has an answer phone facility.

A reminder if your child has the same consecutive day off three weeks in a row you can lose that day. This is a ministry regulation as we lose funding.

Allergies and Special Dietary Requirements

Please state any allergies and dietary requirements clearly on the enrolment. We are a nut free kindergarten

Settling Your Child

Once your child starts Kindergarten, we ask that you stay with him/her for as long as it takes for them to become settled. It may just take a few days or a matter of weeks. It will be worth it! We ask that you stay on the first day regardless, and when you do leave, return early for a few days, just so your child develops a feeling of security. Once you have made a decision to leave, follow it through. Always say goodbye to your child and give your child a time that you will be back by eg. mat time, tidy up time. Our teaching team are experienced and understanding of this process; please talk with them if you have any concerns.

We will ring you if your child will not settle over a period of time.

Clothing

Could you ensure a spare change of clothes is packed in your child's bag. The clothes your child arrives in may become wet or soiled during session.

Rest time

Children staying All day will be offered the chance to rest and recuperate their energy so that they may have a more productive and fulfilling afternoon. After lunch children staying between sessions will rest quietly, read a book, listen to stories or partake in a quiet activity. Those children who require a sleep will be provided a small mattress and bedding and will rest in our book area. Parents are welcome to supply a special item such as cuddly blanket etc.

Smoking

NO SMOKING IN ANY PART OF THE KINDERGARTEN (THIS MEANS INSIDE OR OUTSIDE).

Toddlers

Toddlers and siblings are welcome at the centre; please remember that you are responsible for them at Kindergarten by being mindful of what they are doing as they are not included in the ratio.

Transition to School

Edmonton Community Kindergarten conducts an annual Transition to School Workshop for families/whanau. This workshop provides valuable information on enrolment and requirements at Primary School Level.

Kindy Pocket

On your child's first day your family/whanau will be assigned a "Kindy Pocket". This pocket will have your child's name attached and is a means of communication. Please check your pocket regularly to collect notices, newsletters, receipts and information.

Programme

Our programme is based on the New Zealand Early Childhood Curriculum, Te Whaariki. This is reflected in our centre's physical environment and child led programme that encourages independent thinking, investigation and decision making.

Children have a wide range of curriculum areas integrated throughout our centre environment and a variety of equipment and resources to choose from and explore. Children are encouraged to make choices and are given opportunities for exploratory, creative, dramatic, constructive, manipulative, physical, social, communicative, musical and problem-solving play.

Our emphasis is on individual development. We believe that children have the right to develop at their own pace with guidance from teachers. Our aim is for children to develop enquiring minds, confidence and a sense of self-worth. Throughout each session the children are encouraged to tidy up after themselves and basic self-help skills are always promoted as children are viewed as capable and competent learners.

Our planning is Child initiated, the children's current interests are a major criterion which determines the direction of investigations and programme planning through teacher's observation of the children's interests and parent/whanau collaboration.

Storypark/Portfolios for Children

During your child's time at Kindergarten, you will be invited to join Storypark. This is an online portfolio for you to share of your child's learning journey at kindy. Which includes individual development plans, observations, and assessments (Learning stories). Each child will have their own hard copy portfolio of photos and notations, learning stories which assess your child's strengths and interests and directs the programme. Please feel free to view your own child's portfolio at any time. Portfolios are available to take home and read with your child. We welcome stories from home.

Management Committee

Community based management is unique and is "hands" on. The committee is made up of staff and parents within the Kindergarten. This ensures that the needs of the community are regularly reviewed and that the services provided are relevant to the users. It also encourages direct parent/whanau input regarding Early Childhood Education for their children.

The committee has as a pivotal role in the operation and administration of the centre. Some of these duties include Control of Expenditure, Repairs and Maintenance, Employment of Staff, Payment of Wages and to uphold Legal Requirements. The committee has a responsibility to meet one evening every six weeks. Edmonton Community Kindergarten needs a full committee each

year in order to operate. All parent/whanau and their talents are welcome to join and or attend meetings.

Policies, Procedures and Practices

These documents are developed as an operating tool for the centre; they also ensure that legal responsibilities are upheld. You are welcome to view this information. A number of policies and procedures are displayed on the Kindergarten walls i.e. complaints, positive guidance/behaviour management. All policies and procedures and the Kindergarten's Charter are kept in folders next to the sign-in book.

Policies, Procedures and Practices are reviewed annually, they are displayed on the noticeboard and are available for you to read and comment on during this process.

Important Points to Remember

Please let teachers know if:

- You have a change of address or phone number
- The details of your **emergency contacts** have changed
- Legal access changes
- You have concerns regarding your child
- Anyone not known to staff is collecting your child
- Your child has an infectious disease, chicken pox, stomach bug, head lice etc.
- To phone if your child is sick.

Please encourage your child to keep toys at home. The Kindergarten promotes sharing and children will understandably not want to share a toy that belongs to them. Also, if they get lost or broken it causes distress to you, your child and staff.

What do I need to bring to Kindergarten?

On my first day:

- Birth Certificate or Passport
- Immunisation Certificate (NZ)
- \$30.00 administration/ portfolio fee
- For children under three fees two weeks in advance

Everyday:

- Spare clothes – please name clothing
- Sun hat during Term One and Term Four
- Beanie or warm hat during winter months
- Lunch box for morning or afternoon snack and a drink bottle. Water only or plain milk.
- All day children need to bring lunch, please make sure you pack their lunch separate from snack time as these will be kept in the fridge. Please make sure all lunches are named.
- Please note No High-Risk choking foods allowed at kindy. No fizzy and energy drinks, lollies or chocolate. (Please see our Health and Safety Policy and Nutrition policy)

- No Allergan foods such as nuts, nuts bars or peanut butter etc. or whole eggs
- No meals will be provided on the premises.