



## INFORMATION SHEET

### CENTRE DETAILS

Address:	11 Killarney St, Takapuna Auckland 6011 (Behind St Peters Anglican Church)	Service:	Sessional & Full Daycare
Phone:	09 489-2823	Open:	50 Weeks – Closed 1-2 weeks at Xmas.
E-Mail:	info@lakeviewkindy.co.nz	Hours:	Monday to Friday, 8.00am – 5.30pm
License:	45 Children Aged 2-5 years	Sessions:	Mornings - 8.00am -12 noon Afternoons - 1.00pm - 5.30pm Full Day 8.00am - 5.30pm
		Fees:	2-3 year olds \$33.00 per session \$65.00 full day 3-5 year olds \$26.00 per session \$47.00 full day

### STAFF

Michelle Tod-Bosch	Owner/Manager	Qualified	B.Ed, Dip. Tchg Primary, Grad Dip ECE
Tracey London	Supervisor	Qualified	B.Ed ECE, Dip Tchg ECE
Fleur Miller	Assistant Supervisor	Qualified	Dip Tchg ECE
Moira Sugrue	Prof. Dev. Leader	Qualified	B.Ed ECE,
Carol Greaney	Teacher	Qualified	B.Teaching, Dip Tchg ECE
Chloe Davidson	Teacher	Qualified	B.Teaching ECE
Catherine Hamlin	Phonics Teacher	Qualified	B.Ed, Primary Teacher
Sara Lee	Teacher	Qualified	B.Arts Political Studies, Grad Dip ECE
Jinny Kim	Teacher	Qualified	B.Teaching ECE

### STARTING AT KINDY

We acknowledge that all children are different and will vary in length of time they take to settle and stay alone at kindergarten. It is important to stay in close contact with the Supervisor in these early stages of kindy to check how your child is settling. At a minimum, the week prior to commencement you are required to spend 1-2 hours during a session with your child at kindy. We encourage parents to leave their child, if appropriate, for the next session for approximately an hour. We will ring you if there are any concerns and encourage parents to do so as well for peace of mind. This is free of charge. Check with the Supervisor over suitable times to come in. We strongly encourage you not to bring siblings so you can focus on your child while they are here. To start with we recommend shorter session times until it is decided by all involved that the child is ready to progress to full sessions.

## SESSIONS

For the morning and afternoon sessional bookings you are required to attend as close as possible to the session times. For example if you are enrolled 8am-12pm you should not arrive at 9.30 and leave at 11.30am. We receive government funding for these specific 4 sessional hours that you are booked for and should your child not attend these hours as funded, the government funding can be withdrawn. This may then result in higher fees charged.

## ENROLMENT FEE

A \$60 non-refundable booking fee is payable to secure your child's position and cover the administration & set up costs of enrolment. The fee is payable within 7 days of Lakeview Private Kindergarten offering you a place and your acceptance of this. We note, that it is free to put your name on the waiting list.

Enrolment Fees are payable to:

Lakeview Private Kindergarten Ltd – ANZ Account 01-1839-0135300-02

## SIGNING IN FORM

For each session your child attends you must sign them in upon arrival and out when leaving with the exact time and your signature. This is very important in case of emergency and is also a Ministry of Education legal requirement. The signing sheet is on a small table as you enter the kindergarten.

## PICK UPS

It is very important that your child is picked up on time. Staff need to have their break in between sessions and leave promptly at the end of the day. Please ring us if you are going to be late. Late pick-ups will result in a \$20 fee. For your child's protection, staff are instructed to only permit children to leave the centre with those persons nominated by you on your enrolment form. If someone else is to collect your child, please inform the centre in writing.

## ACCOUNTS

Accounts are issued two weeks in advance and payable within 7 days of invoice being issued. Payment options are; internet banking or automatic payment and must show your child's name and code in the reference. A fee of \$20 will be applied for late payments. The centre adheres to a strict policy whereby parents whose fees fall into arrears for two weeks are given a forewarning notification in writing stating that unless fees are paid in full by the end of the third week their child's enrolment will be terminated. Should termination occur or a parent leaves owing fees the client's account will be referred to a credit agency. All recovery and collection costs will be added to the account. Normal fees apply for statutory holidays if your child is due to attend on that day.

## NOTICE OF WITHDRAWAL & ENROLMENT CHANGES

A minimum of 2 weeks notice is required in writing if you wish to withdraw your child from the centre. In the event that this notice is not given, the equivalent fees will be charged to the client. A two-week notice period also applies to changes to enrolled sessions.

## PHONICS / READING CLASS

This is our "Ready for school programme" and is taught every afternoon in a separate classroom within the kindergarten. This is taken by Catherine Hamlin who is a qualified primary school teacher. When your child turns 4 years old they will attend the Phonics classes, if we feel they are ready and show interest. There is a fee of \$6.50 for their workbook and \$4.00 for their writing book. They will be issued with a library bag, which must be returned when they leave the centre for school. Books will be issued regularly, which must be returned or a book fee will be charged.

## PROGRAMME

The programme we run is child-initiated, based on the New Zealand Early Childhood Curriculum – Te Whaariki. The programme is designed to encourage children to become independent learners. Children have the opportunity to participate in exploratory, creative, constructive, dramatic play, manipulative, physical, social, communicative, musical and problem solving activities.

The emphasis is on the process of learning and not the end product. Children develop knowledge, concepts and skills at their own pace and in contexts that are meaningful to them. Most importantly, they also develop an enthusiasm for learning and the skills and attitudes fundamental to successful learning throughout their lives. Within our programme we encourage children to acquire the skills they need to assist their transition to school.

## ABSENCE & SICK CHILDREN

As soon as your child is going to be absent, please notify us and explain the reason. Full fees still apply in this instance.

Please ensure your child is kept home when sick and stay at home until they are well. We will be vigilant in sending sick children home as they will spread illness to staff and other children.

## ALLERGIES

All nuts and eggs are not allowed in the kindergarten, this includes peanut butter, Nutella, Bliss Balls, quiche, frittata and other similar foods. Some children can have severe allergic reactions so please ensure adherence to this policy.

## WINZ SUBSIDIES

Your child may be entitled to a childcare subsidy. We suggest you check with your local WINZ office. This subsidy is only part payment for Fees and parents must meet the balance. Full fees will be charged until the kindergarten receives the WINZ subsidy, until this time parents are responsible for paying all fees. It is the parent's responsibility to ensure all paper work is processed and received by WINZ on time. Any delays will result in the parent having to pay full fees until the subsidy is received.

## HOLIDAYS

Christmas – we are closed for 1-2 weeks during which time fees are not applicable. We will notify you during the year of closure dates; which are based on the statutory holidays.

In addition you are entitled to 2 weeks holiday per year with a 50% discount, i.e. if you attend 3 sessions a week, you are entitled to 6 holiday sessions per year. This includes school holidays.

Holiday requests must be received in writing two weeks prior to planned holidays. If this is not done, the kindergarten reserves the right not to allocate the holiday discount.

For any further holidays over and above the 2 weeks, full fees will apply to hold your space. For long-term absences (i.e. 5 weeks or more) the centre reserves the right to negotiate different arrangements and may not always be able to keep your child's place open.

## PORTFOLIOS

Each child is issued with a portfolio, in which we document their learning and development while at kindergarten. The initial portfolio is covered in the administration fee. When they are full they will be sent home and a new one started and a \$10 fee charged for subsequent portfolios. You are welcome to take your child's portfolio home at any stage to read and share with friends and family, however please return it so we can continue the documentation.

## MEALS

We do not supply meals. Please ensure your child brings a named lunchbox and drink bottle, for water. We appreciate it if you can supply healthy food rather than sugary, processed items as this encourages healthy food attitudes. We encourage a strict no sharing food policy amongst the children to avoid allergy contamination issues. This lunchbox environment also helps enormously in the transition to school as your child is already used to this routine at kindergarten.

**Please note: no eggs or peanut products in lunch boxes.** This includes items such as Nutella, Bliss Balls, pesto, quiche, frittata egg fried rice etc.

## EXCURSIONS

We will on occasion take children out for walks, trips and educational experiences. At all times required staff ratios will be adhered to. Please see our excursion policy for more detail. Major excursions will be notified to parents in advanced.

## SUN POLICY

Please make sure you bring a named sunhat for your child. In summer we ask you to apply sun block to your child prior to coming to kindergarten. If your child attends for a full day we will reapply after lunch.

## PARENT INVOLVEMENT

We welcome and value the involvement of parents / caregivers / family members. There are many ways to be involved:

- Collecting resources such as shells, boxes, paper, wood etc
- Sewing and mending
- Teaching a particular skill or activity
- Any other ideas you may have please feel free to talk to a teacher

## JEWELLERY

We do not encourage jewelry or beaded necklaces etc as they can become a choking hazard if they break. Please explain this rule to your child.

## BABYSITTING

Please note that we do not allow our staff to babysit for families. We believe this crosses the line of a professional relationship.

## BIRTHDAYS

We do celebrate and acknowledge birthdays in the centre. If you wish to bring in birthday food please check with Michelle or Tracey regarding this. We find marshmallows, plain potato chips, fruit kebabs/platters are good options for children with food allergies.

## MEDICATION

Any medication to be given to your child must be given to staff to administer. All medication must be clearly labeled with doctor's information, pharmacy label and dosage instructions. You will need to fill in the medication book for dosage and signature. Medication must not be left in the child's bag.

## IMMUNISATION

The Ministry of Health requires a copy of your child's immunisation certificate and a copy of their birth certificate or passport. Please advise the centre if your child is not immunised.

## CENTRE POLICIES

Policies are available to read at all times. They are located on the office counter or please ask any staff member for access.

## TOYS

Toys from home are not encouraged and will be kept in the office until the end of the session. Children get upset if they are lost or broken and the kindergarten takes no responsibility for them. Please note that this does not include special comfort rugs or news items.

## BAG

Please bring a named bag with at least one spare change of clothes. It is part of the curriculum for children to paint, create and have messy play. Please send your children to kindergarten in clothing you do not mind getting dirty.

## SUSPENSION OF SERVICES

The Directors of the centre reserve the right to suspend the service to any parent whose fees fall into arrears.

## BEHAVIOUR MANAGEMENT

The behaviour management policy has been especially developed to meet the requirements laid out by the Ministry of Education. Practices are implemented to ensure:

- Every child is given respect and dignity
- Every child is given positive guidance promoting appropriate behaviour, taking into account the child's stage of development
- Every child is given positive guidance using praise and encouragement, avoiding blame, harsh language or belittling or degrading responses.

We reserve the right to terminate a child's enrolment if their behavior causes health and safety issues to other children or teachers.

## EMERGENCY CLOSURE

Full fees apply for emergency closures due to civil defence emergencies, extreme weather conditions, non-controllable health & safety issues, interruptions to essential services or similar.

## PARENT NOTES