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# ***Newstead Country Preschool***

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## ***Parent Handbook***

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***92a Vaile Road  
RD6***

***Hamilton 3286***

***Phone: (07) 856 8366***

***[www.newsteadcountrypreschool.co.nz](http://www.newsteadcountrypreschool.co.nz)***

## **Introduction**

Newstead Country Preschool provides quality education and care for children under the age of five. We offer a stimulating outdoor environment and country setting with many unique opportunities for the children e.g. farm walks and the enjoyment of a number of different animals.

Our educational programme based upon the National Curriculum, Te Whariki and we encourage parents, whanau or guardians to be a part of our centre at any time.

At Newstead we hope that you will enjoy our centre as much as we do, and as much as we know your children will.

## **Philosophy**

We recognise our unique country setting and shall utilise this to the benefit of the children, allowing them to interact with the environment through nature walks, and rearing farm animals.

The farm provides many learning opportunities, stimulating all areas of development - exploration, contribution, well-being, communication and belonging. We aim to provide a family like environment and we see ourselves as a part of your child's extended family. Parents and whanau are always welcome at Preschool.

A free choice of activities is provided to foster the physical, intellectual, social and emotional aspects of the children's development. We encourage creativity and self-expression through a variety of language activities, music and movement, dramatic play, arts and crafts. Participating in various outdoor activities including, gardening, carpentry, walks, swings and trampolines strengthens physical capabilities.

# Fees

One Child		Two Children	
\$217.50 p/week	\$46.50 p/day	\$195.75 p/week	\$41.85 p/day

We also offer “20 hours ECE” for children 3 & 4 years of age. The table below shows the fees for the different bookings. For further information please refer to the Booking & Payment Policy and also discuss with Tracy.

Booked Days	# of “ECE” hours used	Gross Fee	Net Fee
Full time	20	217.50	122.90
1 day	6	46.50	18.12
2 days	12	93.00	36.25
3 days	18	139.50	54.36
4 days	20	186.00	91.40

Fees are charged at full price for children who are absent due to sickness or holiday.

During the Christmas closure, (dates advised annually), there is no charge. For more information regarding fees, please refer to our Booking and Payment Policy. Note: WINZ payments and “20 ECE Hours” are affected by long absences (3 wks or more).

# Hours

Newstead Country Preschool is open Monday to Friday from 8.00am to 5.00pm. We usually close for between one and two weeks at Christmas. The preschool is closed on public holidays.

# Settling in Procedure

Settling in can be a very difficult time for both the parent/caregiver and the child. Newstead Country Preschool recognises this and endeavours to provide as much support for everyone involved as possible.

The settling process, while unique for every child is important for a number of reasons. Firstly, it enables you to get to know the centre and the staff, and secondly it enables the child to become familiar with the environment, the staff and the other children. We recommend that parents/caregivers bring their child/ren and stay with them on three separate occasions. The length of these visits may vary - anywhere between 1 to 3 hours, depending on how the child copes with the transition. You will not be charged for settling in visits.

When leaving your child for the first time, it is important that you say goodbye. Although this is sometimes difficult, it is often more upsetting for a child to be looking for a parent that they genuinely believe is still there. Staff will help the child settle into an activity that they are comfortable and happy with, or give them a cuddle if that's what they want. If you are having trouble separating from your child, please ask a staff member for assistance when you are ready to leave.

Some useful points:

- Children are welcome to bring a comforter or something special from home.
- Please feel free to contact us at any time if you are feeling worried or concerned or just want to see how your child/ren is going.
- It is normal for settling to take days or even weeks. However, your child will settle in their own time and we are confident that they will enjoy their experiences at Newstead Country Preschool.

## **Food**

You will need to provide a clearly named lunch box for your child each day and remember it is better to have too much food rather than too little. You are welcome to send a drink although the Preschool will provide water at each meal if you would rather this option.

We encourage you to provide nutritious meals for your child such as yoghurts, sandwiches, fruit, cheese, etc. All nuts and lollies are not allowed at Preschool, because they pose a choking hazard to younger children. We have a microwave available to prepare or heat hot food dishes.

## **Clothes**

Please remember to name your child's clothing. This makes the job of locating an owner much easier. Please provide your child with at least one change of clothes in case of accidents or fun activities during the day and don't forget things like hats, footwear, jackets etc when required. For children who are not toilet trained, nappies need to be provided.

## **Celebrations**

Children are more than welcome to celebrate their birthday at Preschool. Please try to tell us in advance so we can make a card and hat and discuss with staff the type of food you will bring.

If your family have any cultural festivals that you celebrate we invite you to share them with us also.

## **Policies & Charter**

A copy of the policies and charter is available beside the sign-in sheet. Please ask if you need any help in understanding the policies or if you have any concerns or suggestions regarding these.

## **Enrolment**

Booking your child into Newstead Country Preschool involves completing an enrolment form. Once enrolled, it is important that you notify us of any changes to address, phone number, doctor etc. If you wish to change your booked hours at any stage, you will need to talk to Tracy.

## **Invoices**

Invoices are prepared weekly and are email out. If you have any queries regarding your invoice please see Tracy. Tracy can be contacted via email: [info@newsteadcountrypreschool.co.nz](mailto:info@newsteadcountrypreschool.co.nz)

## **Signing In**

The Ministry requires the Preschool to have a sign in sheet. Please remember to sign your child in each day and record the time they were dropped off and picked up. This information is also essential in an emergency.

# **Staffing & Ratios**

We believe that our high teacher to child ratios result in more one to one time for each child, ensuring they all have an opportunity to learn. It also helps children to feel valued and to improve self-esteem.

All staff are chosen for their caring qualities, having the children's and families best interests at heart at all times. Staff qualifications are also deemed to be very important and registration is the goal for the trained teachers.

The ratios we aspire to are:

**Under 2 - 1:3**  
**2 - 3 years - 1:4**  
**Over 3 years - 1:6**

Carol Davies, Ranuka Sharma, Caroline Robinson, Chi Wells, Lydia Yang, Willeke Wisse and Monica Jones are all fully qualified and registered Early Childhood Teachers. Michelle Carrington is a fully qualified and provisionally registered Early Childhood Teacher. Mary Burke our reliever is a qualified and registered Primary School Teacher.

We are committed to supporting our staff to gain recognised qualifications, and maintaining a consistent team of experienced educators and qualified teachers to provide stability and familiarity for you and your child/children.

## **Medication & Illness**

If your child needs medication during the day, please give the medication to the supervisor. You will also need to fill out the medication register so that we can administer your child's medication to them.

If your child becomes ill, we will contact you so that your child can be picked up. Our sickness policy contains a list of common illness and gives an indication of the time your child needs to be away from the centre if they contract any of these illnesses. If there is an outbreak we will write it up on the notice board together with a list of the symptoms. We also appreciate your notification if your child is diagnosed with any infectious illness so that we can alert other families. If you are unsure how long to keep your child away, please ask. For absences please txt our preschool cell phone 0211426328

It is also important for us to know if your child has any food, or other allergies. Please be sure to let the supervisor know if this affects your child.

## **Complaints**

While every effort is made to correctly identify and fulfil each child's needs, at times you may have concerns you wish to raise with us. If this situation should arise, please feel free to speak to your child's teacher.

If you have a concern which remains unresolved after speaking to your child's teacher please feel free to put it in writing and hand it to Renu or Tracy. It may also be helpful to read the Complaints Policy for additional information.

If you have a concern about compliance with Early Childhood Regulations please speak with the supervisor or contact the local Ministry of Education office 07 858 7130.