
Newstead Country Preschool



Parent Handbook

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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 is 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 believe that nurturing and respectful relationships are at the heart of our day to day practices. We value our strong sense of community, where children and whānau feel welcomed, valued and loved, and we see ourselves as a part of each child's extended whānau

We recognise and value Te tiriti O Waitangi, and our kaiako work together to provide a bicultural curriculum and continue to work to improve our use of te reo Māori and implementation of tikanga Māori principles.

Our ngāhere (bush) days and daily walks for the tamariki are a core part of our preschool, that provoke children's curiosity and enable wonder and amazement.

We believe our outdoor adventures provide meaningful and purposeful experiences, that help develop problem solving skills, and support tamariki to become resilient, persistent, inquiring lifelong learners.

We are committed to maintaining high teacher to child ratios and small group sizes to ensure every child's social, emotional, physical and spiritual development and wellbeing is being supported.

All kaiako are chosen for their caring qualities, having the interests of the children and their whānau at heart at all times. We have experienced long term staff providing stability and continuity. We believe in celebrating the diversity of cultures and languages, amongst our staff and whānau, and Staff are encouraged to share their cultures at preschool which enhances the inclusiveness and multicultural nature of our preschool.

Fees

One Child		2nd Child	
\$281 p/week	\$60.5 p/day	\$254 p/week	\$54.5 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 (min 7 hrs)	ECE hours used	Under 3 yrs	Over 3 yrs with ECE	Under 3 yrs Sibling	Over 3 yrs Sibling
2 days	12	\$121.00	\$56.50	\$109.00	\$51.00
3 days	18	\$181.50	\$84.75	\$163.50	\$76.00
4 days	20	\$242.00	\$135.00	\$218.00	\$121.50
Full time	20	\$281.00	\$179.00	\$254.00	\$161.50

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. We are a nut and peanut free centre, please do not send any food containing peanuts as we have children with peanut allergies. Hard lollies and other types of whole nuts 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.

Nappies

If your child is in nappies you will need to provide these. If you use cloth nappies, we are happy to use these at preschool too. Please also send a named wet bag for used cloth nappies to go home in.

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, swim wear, footwear, jackets etc when required. For children who are not toilet trained, nappies need to be provided.

Bush Days

Our Big kids utilise our beautiful bush setting and day shelter located in the back paddock. Weather, staffing and number of

children dictate our outings. Although we endeavour to go bush most days. Our younger Tamariki also enjoy our bush setting daily depending on the weather conditions.

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 has any cultural festivals that you celebrate we invite you to share them with us also.

Policies

A copy of Newstead Country Preschool policies are always available for you, we have them available in the centre or on Educa. 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 enrollment form and making a \$150 deposit to secure your place. 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

Signing In

The Ministry requires the Preschool to have a daily sign in sheet and weekly verification of attendance. Please remember to sign

your child in and out each day on the tablet. This information is also essential in an emergency. You will also be emailed weekly to remind you to verify the recorded hours attended each week.

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

We operate with 100% trained teachers and have 8 Fully qualified and registered Early Childhood Teachers that have extensive knowledge and experience. 1 Provisionally registered ECE teacher, and one in training 3rd year student.

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 illnesses 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. This number is purely for leaving txt messages regarding last minute absences and is checked in the morning by staff at preschool. If you want to talk to someone or leave a voice message, please use the landline 07 8568366.

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.

Communication

If you have a planned absence such as a holiday, best to email Tracy, as she can sometimes find a child to fill your child's place in which case you won't get charged for your absence.

We also use a bulk txt message service for reminders about events, such as dress up days. Because these messages come via a service provider they come from a different four number code each time, so we put NCP: at the beginning of the message so you will know it is us.

Who to talk to: Day to day concerns regarding children see teacher/team leader, wider concerns about the centre management or staff, see Paula, any admin, billing, booking concerns email Tracy. Wider concerns about the centre management or staff, see Paula. Any admin, billing, booking concerns email Tracy.

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, Team leader, Paula, or Tracy.

It may also be helpful to read our Complaints Policy for additional information. (Displayed by the entrance door of Preschool)

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