



Information Booklet



PHILOSOPHY

“I know the plans I have for you” says the Lord, “plans to prosper you and not to harm you, plans to give you a hope and a future”.

Jeremiah 29:11

Through our:

- Qualified educators who are faithful to the Christian values of the centre.
- Curriculum that is based on God’s Word and the Principles of Te Whariki
- Facilities that provide a safe and nurturing environment
- Values centred on God’s Word

We will create opportunities for our children to:

- Discover and develop their God given interests and abilities
- Develop healthy habits through routines, physical activities and nutritious meals
- Experience and respect the diversity of cultures and people God has created
- Enjoy and care for God’s creation
- Participate in life and learning with family and community



GENERAL INFORMATION

Welcome and thank you for your interest in Hope Preschool.

The Mataura residential community will have first priority in being able to attend the centre, which will be limited to 20 children, between the ages of 2-6 years, at any one time.

We encourage all families to come along and spend some time here at the Preschool if you are interested in having your child attend.

MANAGEMENT:

Hope Education Trust

Contact: Lisa Thomas

Phone: 0274807977

Email: admin@hopepreschool.co.nz

The Hope Preschool Charitable Trust meets every month, if you have something you would like brought up at the meeting.

If you have any queries, then please contact either the Head Teacher or Lisa Thomas.

CONTACT INFORMATION:

Physical Address - 93 Main Street Mataura

Postal Address - PO Box 386 Gore 9740

Phone Number - 03 203 7057

Email - admin@hopepreschool.co.nz

OPENING HOURS:

Monday to Friday 7:30am-5:30pm

Closed Saturday, Sunday and any Statutory Holidays.

Closed for two weeks at Christmas Time, dates will be advised.

ENROLMENT

To indicate your interest in attending please complete the pre-enrolment form. When there is a space available we will contact you to organise enrolment, to complete our enrolment form and organise settling into the centre. Settling in time will be based on your child's individual needs. We encourage you to schedule some transition visits with the head teacher.

FEES

See schedule at end of booklet. WINZ subsidies are available. See staff for a childcare subsidy form. Also check out www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html.

DONATIONS

As part of our charitable objectives we keep our fees as low as possible. As an IRD approved donee organisation we are able to accept tax deductible donations. Donations will enable us to further develop our programme and facilities.

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20 ECE HOURS

Hope Preschool offers up to 20 ECE hours.

Ministry of Education funding handbook says:

Using 20 ECE Hours at more than one service:

Parents may choose to allocate their 20 ECE Hours across more than one service.

A child can receive a maximum 6 ECE hours a day and 20 ECE Hours per week as a total across all services.

As an example this means that you may attend Hope Preschool for 4 hours in the afternoon, and another centre for 3 hours in the morning, and give each centre 3 of your child's ECE hours.

If you are unsure then please talk to a staff member.

MEALS

Morning and afternoon tea, and lunch are supplied. Our weekly menu is displayed in the kitchen. Our hot meals and baking are prepared by the lovely staff at the Country Cottage Cafe.

CLOTHING

Please bring at least one change of clothing for your child, and a plastic bag to put any wet or dirty clothing in. We will also require a named sunhat. Removing paint from clothing – wash in cold water, rub soap onto the paint and then scrub while running under cold water. Nappies also need to be provided if required. Please place your child's nappies in their basket at change station.

MEDICATION

There is a form that needs to be filled in and signed before we can administer medicine to your child. See one of the teachers to get this form. All medicines **must** be taken out of the bag and put in the kitchen, out of reach of the children.

ILLNESS

Please do not send your child to preschool if they are not well. Please phone the centre to let us know your child will not be attending that day.

TOYS FROM HOME

We do not encourage children to bring toys from home, they may get lost amongst the Centre toys. We would endeavour to prevent the toys from getting lost but cannot spend our time looking for toys. A special toy or cuddly may be bought for rest times.

COMMUNITY

We are here for the whole family. We encourage you to be part of the centre in any way that you are able. Family members are always welcome to call in and be part of what is happening, or just sit and have a cuppa. If you have any ideas and suggestions then please talk to staff about this. We will endeavour to add this to our planning.

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PORTFOLIOS

Your child's learning will be documented in their portfolio during their time at the centre. The portfolio is for you to look through and contribute to. It is also for you to share and discuss with your child.

KEY POLICIES AND PROCEDURES

HOPE PRESCHOOL COMPLAINTS PROCEDURE

If you have a complaint about non-compliance, or anything at the centre, then you can speak to the Head Teacher, who is available at the centre.

The Head Teacher will investigate your complaint and report back to you.

If you are still unhappy about this then, you are more than welcome to contact one of the management, who will do the best they can to rectify any concerns.

Lisa Thomas is the contact for the Hope Education Trust and can be reached at 0274807977.

If you feel that this is not sufficient then you can then contact the Ministry of Education at their Invercargill office: Phone 03 211 8000

The Ministry of Education will then look into the complaint for you.

EXCURSIONS PROCEDURE

Spontaneous Journey Risk Assessment for the following destinations

Mataura School, Queens Park, Tulloch Park, Kia Nga Wari Te Kohanga Reo, the Mataura Library, and Clutterbucks 4 Square. All other excursions will require separate risk assessment.

Assign children to adults keeping ratio's of 1;5. Regular roll checks before leaving, when we leave, and through out our time there.

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| Description of Risk | Management Strategies |
|---|---|
| Crossing the road | Looking both ways before crossing the road, holding hands when crossing. Staying in a group. Using a Pedestrian crossing. Qualified teacher in front and one at the rear. |
| Strangers | Adults aware of this risk. Ratio's will be 1-5. regular head counts. Regular scanning of the perimeter. Having a cell phone on hand in case of emergencies. |
| Injuries | First aid kit and cell phone will be taken. At least one teacher trained in first aid. Only Hope Preschool staff to administer first aid, unless it is emergency personnel. |
| Losing Children, children being left behind | Assign children to adults keeping ratio's of 1-5. Regular roll checks before leaving, when we leave, and throughout our time there. Taking a copy of the names of the children and adults with us. All children and adults to wear hi-visibility vests. |
| Dogs | Ensure children and adults are aware of the risk before leaving the preschool. Children warned to stay away from dogs and not to touch them. |
| Sunburn/Windburn | Sunscreen applied before leaving the preschool. |
| Railway Tracks | Looking both ways before crossing the railway tracks, holding hands when crossing. Staying in a group. Qualified teacher in front and one staff member at the back. |
| Bridge Street Bridge | Qualified Teacher will be leading the children, and walking on the pedestrian access path. One staff member will be at the rear. The teachers will talk with the children, before leaving, about their responsibilities while out on an excursion. |

CHILD PROTECTION

We have a policy about "Child Protection", this is available for you to read.

The safety of the children is paramount at all times.

If you have any questions then talk to a staff member.

POSITIVE GUIDANCE

Hope Preschool Positive Guidance Strategies

Positive guidance to promote appropriate behaviour

Procedures

Setting limits and boundaries

1. Giving children the knowledge of what is appropriate and what is not
2. Enables children to develop self-control and self-discipline

3. Guiding children through the early learning process and to ensure their safety and well-being

Respect and Dignity

1. Every child must be treated with respect and dignity.
2. Every child must develop a concept of self-worth and distinction
3. Ensure children develop good self-esteem
4. Respect for the child's culture

Praise and encouragement

1. Children are praised for something they have achieved or work they have finished
2. Praise should be meaningful and specific
3. Children are encouraged to finish a task or to try something new
4. Praise and encouragement is used to promote appropriate behaviour

Positive learning environment

1. Ensuring there is enough equipment/activities available for all children
2. A variety of activities available
3. Regular routines, so that children know what is going to happen and when
4. Talking with children about any changes that may happen and helping them adapt to the change
5. Consulting with children, family/whanau, and other adults about the programme.
6. Ensuring each child receives positive feedback every day when they respond to an incident.
7. Reviewing and evaluating the preschool planning and environment.

Adults working with children

1. Limit the use of negative commands e.g. no, don't to situations that may be dangerous
2. Be warm, caring, and knowledgeable and enjoy working with this age group.
3. Have clear, consistent and realistic expectations that are relevant to children's development
4. Be very specific when talking with children so that they understand what you are saying.
5. Play with the children
6. Listen to children and respect what they have to say and their opinions and ideas
7. Model appropriate behaviour for children: in adult to adult and adult to children interactions
8. Be flexible to allow for individual needs.
9. Establish clear and consistent rules over what is acceptable and what is not
10. Look at the behaviour, not the child
11. Encourage children to respect and look after the equipment, the environment and other people.
12. Follow Preschool procedures in managing unacceptable behaviours.

Minimising non cooperative behaviours

1. Explain children to each other, explain why children do what they do
2. Tell a child why they are acting in a particular way
3. Get down to the child's level, touch, use the child's name and get eye contact
4. Make sure the child understands what could happen and follow up
5. Talk about the differences and expectations between home and preschool
6. When asking the child/children to do something then break it down to small steps, one at a time
7. Encourage turn taking, rather than sharing.

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Rules for children

1. Children may not hurt others or themselves
2. Children cannot break other children's work
3. A child may not damage or misuse property or equipment

SMOKEFREE

Under the Smoke Free Environments Act 1990, The premises are smoke free including all outside areas.

A complete collection of all our policies and procedures is available in the parent library.

FEE SCHEDULE

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| Fees | | | | | | |
| \$3.93 | per hour up to 6 hours per day | | | | | |
| \$10.00 | per hour on hours over 6 hours per day | | | | | |
| \$50 | Full day booking (7:30am-5:30pm) maximum | | | | | |
| \$5 | Casual rate when available | | | | | |
| 20 hours ECE offered for 3-5 year olds. This can be used for up to 6 hours per day, up to 20 hours per week. | | | | | | |
| Where 20 hours ECE is used there will be no fees. | | | | | | |

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| Repeated late pick ups, will incur additional fees. | | | | | | |
| WINZ subsidies are available. | | | | | | |
| Minimum booking - 2 sessions per week to help children settle | | | | | | |
| Fees apply during holidays, absences, and sick days - long absences are negotiable | | | | | | |
| No fees will be charged for 2 weeks shut down over Christmas period, statutory holidays and emergency shut downs. | | | | | | |
| Two week notice is required for cancellation or change of booking - full fees payable for the two weeks. | | | | | | |
| Fees are payable two weeks in advance - Direct Debit is preferred. | | | | | | |

