

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

The Mataura River that runs through our valley reflects how we see teaching and learning at Hope Preschool. The river is a gift from God that sustains life as it journeys down the valley. Our task is to be kaitiaki (guardians) of the river, so it continues to sustain future generations.

And so, with learning; children are a gift from God entrusted to us to guide their growth and learning. The teachers and staff of Hope Preschool work in partnership with families and whānau as kaitiaki of the children and their learning as they begin their journey through life. We are grateful for the families and whānau who trust us to share this journey with them.

Our Collective Values

- *Our foundation is the faith and truth of the Bible | Whakapono*
- *We extend hospitality, kindness, and love to all | Manaakitanga*
- *We work together as a learning community | Kotahitanga*
- *We show respect to each other and the world around us | Kaitiakitanga*

Over time and with guidance and encouragement children at Hope Preschool will become increasingly capable of:

Knowing they are loved and valued by God

- Teachers will role model biblical values and share Bible stories, songs, and values with the children. Children will be taught that they are created special and loved.

Being independent

- Teachers will encourage children to look after their own belongings, try new things, take responsibility for choosing their own play, and ask for help when needed.

Caring for themselves and others

- Teachers will role-model positive relationships, and encourage children to respect others' differences, welcome others to preschool, become independent in personal care, and look after the preschool environment.

Playing with and alongside others

- Teachers will provide opportunities for children to co-operate and collaborate with others, to include others in their play, and promote the learning of others.

Contributing and communicating their thoughts, feelings and ideas

- Teachers will prioritize oral language development through small and large group activities, conversations, listening to children, and seeking their opinions. Children will be encouraged to take on leadership.

Problem solving through creativity and exploration

- Teachers will create an environment that empowers children to make choices about their learning through open ended resources, loose parts, and research resources.

GENERAL INFORMATION

Welcome and thank you for your interest in Hope Preschool.

MANAGEMENT:

Hope Education Trust

Contact: Lisa Thomas

Phone: 03 203 7057

Email: admin@hopepreschool.co.nz

The Hope Education Charitable Trust meets every month, if you have something you would like brought up at the meeting, please let us know.

If you have any queries, then please contact the manager.

If you would like to view our latest ERO report, it is accessible at:
https://www.ero.govt.nz/institution/46421/hope-preschool

CONTACT INFORMATION:

Address - 95 Main Street Mataura

Phone Number - 03 203 7057

Cell Phone for absences - 027 203 7057 text messages only

Email - admin@hopepreschool.co.nz

OPENING HOURS:

Monday to Friday 7:30am-5:30pm. Enrolment times 7:45am-5:15pm.

Closed Saturday, Sunday and any Statutory Holidays.

Closed for two weeks at Christmas, 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. Our enrolment policy does prioritise spaces for children from the Mataura community. Settling in time will be based on your child's individual needs and transition visits will be discussed with you by our manager. If your child is also enrolled in another service or Te Kura (Correspondence School), please let us know as there are special rules to follow for dual enrolments. Half day enrolments finish or begin at 1pm. Full day enrolments are a minimum of 6 hours.

COMMUNICATION

We use Storypark to share regular communications and newsletters. Once your child is enrolled your will receive an email invitation to join Storypark. There will be a pocket with your child's name on it in the hallway between the rooms for any paper notices and forms.

FEES

Please see schedule at end of booklet. Invoices are emailed weekly. Family Boost statements are emailed quarterly. WINZ subsidies are available. See manager 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 organisation we are able to accept tax deductible donations. Donations will enable to us to further develop our programme and facilities.

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 service for 3 hours in the morning, and give each service 3 of your child's ECE hours.

There are no additional fees for the 20 hours ECE hours. If you are unsure, please talk to our manager.

ATTENDANCE AND ABSENCES

There is a sign in sheet to sign your child in and out each day. Please let us know if your child will be absent from preschool. You can text us on 0272037057.

As we receive funding from the Ministry of Education, they require children to maintain reasonably regular attendance for the times and day they are enrolled. There are guidelines that we are required to abide by. There are specific instances where we can apply for an exemption from the attendance rules such as medical conditions that may affect attendance. If you think this will apply, please discuss with us.

The main absence rule to be aware of is the **three-week rule**. If your child is absent for three continuous weeks, for whatever reason, we can no longer claim funding. If you wish to maintain their space after this time, there is an option to pay full fees i.e.: $11 per hour for

their booking. This does not apply when the preschool is closed for holidays, those days don't count.

If your child's attendance is consistently different from their enrolled times our manager will contact you to discuss.

CHANGING ENROLMENT TIMES & CONTACTS

All requests for changes of enrolment should be emailed to admin@hopepreschool.co.nz at least two weeks before the date of change. Once approved the manager will complete a change of enrolment form for you to collect, sign, and return to the front desk. While all attempts will be made to accommodate requests for changes, changes are dependent on availability within the rooms.

Children can only be collected from preschool by an adult who is on their contact list. If you would like to add a new contact, please fill out an Updated Contacts Form at the front desk.

OUR ROOMS

We will discuss with you on enrolment which room will suit your child best.

KĀKANO (SEED)

This is for our environment for children up to three years of age. This environment will allow children to grow and explore at their own pace. Teachers will ensure that children feel safe and secure by providing for their needs with consistent and attentive care.

MĀHURI (SAPLING)

This is our environment for children aged 3-5. Children this age are interested in developing friendships and social skills. They are learning to direct their own play and activities. A wide range of play-based experiences allow children to make sense of their world and extend their imaginations. Group mat times in this room give children an opportunity to develop skills needed to be part of a larger group. Teachers support children's growing interests in literacy, mathematics and other subject knowledge.

DOCUMENTATION OF LEARNING

Your child's learning will be documented in Storypark and in their profile book during their time at the centre. You child will have a teacher who will be responsible for planning and writing for your child, and they will discuss this with you each term. If you have any concerns or questions about your child, you can discuss this with your child's teacher. The portfolio is for you to look through and contribute to. It is also for you to share and discuss with your child - you are welcome to take these home overnight to share if you wish.

The learning of groups of children is also documented on Storypark and in the learning environments. Please take time to look at these and discuss with your child.

MEALS

Morning and afternoon tea and lunch are supplied. Our weekly menu is displayed on the hallway noticeboard. Our meals are prepared on site by our cook. The children also enjoy baking from time to time. If your child has specific dietary needs, please indicate this on enrolment and we will discuss this with you and plan how best to meet their needs. Parents will supply formula or breastmilk if required. Nutritional information for infants and toddlers can be found here:

https://healthed.govt.nz/collections/all/products/eating-for-healthy-babies-and-toddlers-nga-kai-totika-mo-te-hunga-kohungahunga-he1521

CLOTHING

Please bring at least one complete change of clothing for your child, and a named waterproof bag to put any wet or dirty clothing in. We spend as much time outside at preschool as possible so children will get wet and dirty. We do have wet bags for sale at preschool if you require one. Nappies also need to be provided if required – either daily in their bag or a named packet to be kept at preschool. Children require a named sunhat in Terms 1 and 4, October to April. Your child will have a named cubby to keep their belongings in.

BEDDING

If your child has a regular sleep time at preschool you might like to provide some familiar bedding for them, such as a blanket. Children's bedding is stored separately and washed at preschool after 5 sleeps.

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 on arrival at preschool to get this form. All medicines, nappy creams and sunscreen **must** be taken out of children's bag and given to a teacher to be put out of reach of the children.

ILLNESS

Please do not send your child to preschool if they are not well. Please text (0272037057) 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, as they may get lost amongst the Centre toys. A special toy or cuddly may be bought for rest times or while your child is transitioning into the centre.

COMMUNITY

We are here for the whole family. The Hope Education Trust occasionally runs courses like Parenting Toolbox. We can also connect you to others in our community who can support your family through the challenges you might face. Please let us know if you need help or support with anything.

TRANSITION TO PRIMARY EDUCATION

We believe that a positive transition to primary education is very important. Your child is able to stay at preschool until they are six years old. When your child is 4 ½ we will discuss their transition with you.

Our curriculum includes opportunities for children to develop attitudes, skills and dispositions that will help them when they transition to primary education. These include being able to care for themselves and their belongings, being able to get along with others and be part of a group and developing oral language skills. Oral language is the foundation for reading and writing, therefore a lot of our curriculum is focused on developing oral language skills.



HOW TO HELP YOUR CHILD SETTLE INTO PRESCHOOL

- Your children read you. They are intuitive, if you looked worried or sad you are unknowingly passing these feelings on to your children. Even if you feel this way it is so important to 'put on a brave face.' If they see you are confident and happy to say goodbye this will encourage them to relax more. This may seem easier said than done but remember to think about the big picture for your child, they are learning how to cope with change and be independent from you – two awesome skills to have when entering the big wide world of school.

- Make a plan. Be positive about preschool. On the way in the car explain, "Mum is going to stay with you for one thing that you choose, then Mum is going to give you a big kiss and cuddle, say goodbye and then go". Make this clear and then make sure you consistently do this every time (during a hard settling time). Avoid saying things like "Mummy is going to miss you so much". Instead try something positive like "You are going to have a great time at preschool and then I will come and pick you up after you have had lunch". If your child is clinging to you and won't let you go, find one of the teachers to help you, trust them, they have your child's best interests at heart and will make sure your child is supported until they feel ready to get involved in what is happening at preschool.

- Your teaching team will always call you if they feel your child isn't coping. You will be contacted if your child is not calming down, seems highly anxious, upset or worried.

- Talk to the teachers. if there is something going on in your child's life that is impacting them it is really helpful for the teaching team to know so they can be aware of the ways to help your child during their time at preschool away from you. They are in partnership with you, and you know your child best. Any information discussed is confidential to the teaching team. Sometimes even the smallest thing like Nana visiting or a change in routine can be the reason they are reluctant to say goodbye!

- Getting out into the big wide world can be scary, our little people are venturing off into a new place with lots of new people and new things to remember. It can be really daunting! With the support of the teaching team and you, their whanau, you can work together to ensure that settling into preschool is a smooth and positive transition and if there are some unsettled times along the way, good communication can ensure the best results for all.

- When you start to question yourself about whether you are doing the right thing in persevering during a rough settling patch, think about all the valuable skills they are learning and try to think about the big picture. Each time they conquer a challenge they are building their self-esteem and taking their new skills to the next challenge. For many that next big transition is primary school, and all of these settling skills and resilience will be needed there too!

(Adapted from "Settling Tips" by Amy Barnett - Early Intervention Teacher)

KEY POLICIES AND PROCEDURES

HOPE PRESCHOOL COMPLAINTS PROCEDURE

If you have a concern:

Speak to the person involved, this will likely be a teacher and/or your child's Profile teacher. → Complaint Resolved

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Speak to the centre manager.
Phone 03 203 7057 → Complaint Resolved

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Put your complaint in writing to the Trustees.
95 Main Street, Mataura 9712 OR email treana@hopepreschool.co.nz → Your written complaint will be acknowledged when received

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You will receive a letter addressing the complaint within 5 working days.
Letter will include one or all of the following: → Complaint Resolved

- An immediate solution
- An action plan for resolution
- A meeting time to discuss

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Attend meeting if requested → Complaint Resolved

If you believe that the Early Childhood Regulations or Licensing Criteria are not being met, parents can contact the Education Review Office directly.
For more information visit https://www.ero.govt.nz/early-learning/make-a-complaint or 0800 376800
Enquiries: enforcement@ero.govt.nz

SPONTANEOUS 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 Mataura 4 Square.* All other excursions will require separate risk assessment.

Assign children to adults keeping ratios of 1:5. Regular roll checks before leaving, when we leave, and throughout our time there.

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 ratios 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.

OTHER KEY POLICIES AND PROCEDURES

The following policies and procedures are found on the parent noticeboard:

- Smoke Free Policy
- Child Protection Policy
- Positive Guidance
- Sleep and Rest Policy
- Fees Policy
- Privacy Policy
- Communication Policy
- Settling and Transition Policy

You will be invited to comment on our policies and procedures as part of our regular internal evaluation cycle. Details will be found in the centre notices on Storypark.

Our current ERO review, ECE regulations and a complete collection of all our policies and procedures is available in Storypark.



FEE SCHEDULE

From 1 August 2026

$6.10 per hour up to 6 hours per day for Under 2 year olds

$5.75 per hour up to 6 hours per day for Over 2 year olds

$11.50 per hour on hours over 6 hours per day

$60.00 Full day booking (7:45am-5:15pm) maximum

- 20 hours ECE offered for 3-5 year olds. This can 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.
- Repeated early drop off and late pickups will incur additional fees unless prearranged.
- WINZ subsidies are available.
- Minimum booking - 2 sessions per week to help children settle. ½ day bookings start/finish at 1pm. Full day bookings minimum 6 hours.
- 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 shutdowns.
- Two-week notice is required for cancellation or change of booking - full fees payable for the two weeks.
- Fees are payable 7 days from invoice - Direct Credit is preferred. Invoices are emailed weekly. Family Boost statements are emailed quarterly.

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