

Heretaunga Kindergarten

WHAKATAUAKI

“He iti rā, he iti mapihi pounamu”



Session Times:

Mornings: Monday to Friday, 8.15am – 12.30pm

Afternoons: Monday/Tuesday/Thursday, 1.30pm – 3.30pm

Heretaunga Kindergarten
9 Ruru Crescent
UPPER HUTT

Ph: (04) 528 3418 | Fax: (04) 528 3486

Email: heretaunga@rimukgtn.org.nz

<http://www.rimukgtn.org.nz/HERETAUNGA/Heretaunga.html>

Your Nga Kaiako/Teachers are:



From left to right: Sandra Tukukino (Head Teacher), Catha Ritchie (P/T Teacher), Sharon Fox (Teacher), Louise Poland (Teacher Aide), Ceri Fursdon (Teacher).

Your teachers and Parent Support Team welcome you and your family/whānau. We hope your time with us is a positive learning experience. We believe that good communication is vital in our endeavor to create a warm and happy environment. Our kindergarten provides an educational caring, safe, equitable and fun environment. Learning is promoted for all tamariki and their families/whānau. This booklet will provide information to help you during the early days.

Please ask any member of the teaching team for help with your queries – you can also ring or send an email.

Our latest **ERO report** is available to view at all times and is located in the whānau library in the foyer, it can also be found online at www.ero.govt.nz



Rimutaka Kindergarten Association:

Heretaunga Kindergarten is one of 22 Kindergartens located in Upper Hutt and Wairarapa that are affiliated to the Rimutaka Kindergarten Association (RKA). RKA is our umbrella organisation and has overall responsibility for the operation of our Kindergarten.



Settling your tamaiti/child:

We know that children vary in how long it will take for them to feel comfortable being left by their whānau/care-givers at Kindergarten. Here are some ideas that might make the process a little easier:

- ◇ Spend time at the Kindergarten with your child exploring the environment.
- ◇ Join in activities with your child.
- ◇ Talk to the other children – ask them their names.
- ◇ As your child gains confidence, slowly move away to allow your child's curiosity and independence to grow.
- ◇ Encourage your child to ask for help from a teacher – remind him/her of the teacher's names.
- ◇ Talk to a teacher about when they think it might be a good time to leave your child for the first time.
- ◇ Gradually extend the time that you leave your child alone.
- ◇ When you leave stick to your plan. One quick cuddle and then say goodbye.
- ◇ Explain simply where you are going and when you will be back .e.g. mat time. Ask for support from a teacher if you need to.
- ◇ Working together teacher and whānau can foster independence until your child is comfortable to remain at Kindergarten alone.

Remember it can take time to settle children at Kindergarten. We will always contact you to come back if necessary. Please ring us if you wish to find out how your child is settling.



Daily Routines:

Morning Session:

- 8.15am+ Arrive at Kindergarten
- 10.00am Brain Gym
- 10.10am Karakia/Morning tea time
- 11.20am Tidy up time
- 11.30am Mat time
- 11.55pm Karakia/Lunch time
- 12.15pm Music/Mail Box/Farewell
- 12.30pm End of session

Afternoon Session:

- 1.30pm+ Arrive at Kindergarten
- 2.15pm Karakia/Afternoon tea
- 3.00pm Tidy up time
- 3.10 pm Music/Mail Box/Farewell
- 3.30pm End of session

Please ensure that your tamaiti is picked up and dropped off within these time frames. These are the hours of operation we are licensed for working with nga tamariki.

You are welcome to discuss any issues with us at a time convenient to both parties.



You also need to bring:

- ◇ Your tamaiti's immunisation record
- ◇ A change of clothes for civil emergency and/or accidents
- ◇ All completed forms
- ◇ \$5-00 for portfolio book
- ◇ A healthy snack for morning tea and lunch
- ◇ A healthy snack for afternoon tea
- ◇ A named sun hat for Term 4 and Term 1



Food and Drink at Kindergarten:

- ◇ Children are required to wash their hands before eating.
- ◇ A teacher will oversee snack times – children will be encouraged to sit on the mat/table and alongside each other. Water is accessible inside and outside at all times.



Clothing/Lost Property:

Please dress your tamaiti in named clothes that are appropriate to allow creative and messy play. If your tamaiti needs assistance to change we will record this, a note left on the sign-in sheet and you will be asked to sign the accident book. Any lost clothing or property can be found in the basket located in the foyer.



Attending Kindergarten:

It is really important for you to bring your tamaiti to Kindergarten regularly – it helps them to develop a sense of belonging, build up friendships with other tamariki and nga kaiako.

Your tamaiti is expected to attend each session that they are enrolled unless they are sick or due to other circumstances that arise from time to time.

If your tamaiti is away for a session, or there is a change in the sessions that they will be attending regularly – please let us know. Absences from Kindergarten can affect the funding that we receive from the Government.



Visitors' Book:

If you are in the kindergarten for more than 30 minutes, you are required to sign in and out on the bottom of the 'sign in' sheets located outside. (Where you sign your tamaiti in/out)



Signing In and Signing Out:

The Ministry of Education requires you to sign your tamaiti in and out each day. If there are any changes to the usual person authorised to collect your tamaiti please record this on the sign-in-sheet. This is located on the table by the lockers.

We also encourage you to verbally tell nga kaiako as well.



Family Fee and WINZ subsidies:

We offer the Ministry of Education's 20 Hours ECE (Early Childhood Education) in all our kindergartens. The Government provides up to 20 hours ECE per week to all 3, 4 and 5 year old children who attend teacher-led services.

The Association has a fee policy in response to the funding conditions of Government 20 Hours Policy. This fee has been set at \$2.05 per hour and will only apply if your child is:

- ◇ attending more than 20 hours per week at kindergarten
- ◇ using some or all of their 20 hours at another service

You will be asked to sign a Fees Contract when you enrol your child at kindergarten, please check that the details are still applicable.

- ◇ The fee will be invoiced and collected through the Association Office
- ◇ You will receive statements and reminders if your fees are unpaid
- ◇ We would prefer automatic payments or internet banking for fee payments

A copy of the Fees Policy is available at the kindergarten. Ask one of nga kaiako to show you where it is.



Can I access the WINZ subsidy?

If your tamaiti is accessing 20 Hours ECE at kindergarten or another centre and you are engaged in study or work then you may be eligible for the WINZ subsidy for an additional 30 hours per week – please call WINZ on 0800 774 004 if you think you may be eligible.



Our Learning Programme:

- ◇ Is supported by the Ministry of Education Early Childhood Curriculum Document Te Whāriki.
- ◇ Creates an environment that enables, invites, stimulates, provokes and encourages learning for all.
- ◇ Invites whānau/family communication, participation and documentation.

- ◇ Allows us to notice, recognise and respond to nga tamariki interests.
- ◇ Includes a kaiako focus (what we hope to achieve for the term).
- ◇ Links to the community and wider world.

We provide this through both structured and non-structured experiences.

Children

- ◇ Learn through trial and error
- ◇ Exploration and discovering
- ◇ Problem solving
- ◇ Making decisions and choices
- ◇ Being creative and using their imagination
- ◇ Experiencing situations that have meaning for them.

We encourage and invite whānau input into all aspects of our programme.



Our Philosophy:

- ◇ We are a community of learners who value positive and collaborative relationships, sharing responsibility for our environment and endeavouring to acknowledge, respect and meet all aspirations.
- ◇ We provide a fun, challenging Kindergarten where learning and development is woven through play, exploration, positive guidance and routines.
- ◇ We provide a friendly, nurturing environment with open and honest communication that honours and supports individuality.
- ◇ We create an environment that respects 'Te Tiriti O Waitangi' and acknowledge all cultures as vital to our community.



Baking with children:

- ◇ Food prep with children generally takes place once a week on a Friday morning.
- ◇ A table will be separated from the others and covered with a tablecloth to identify it as the food prep table – 'not play/work space'.
- ◇ Children will be required to wash their hands before helping with the food prep and again if they touch something likely to have germs.

- ◇ Contents of food prep will be put on a whiteboard outside so whānau know what ingredients have been used.



Portfolio Books:

These are a record of your tamaiti's learning and development while they are at Heretaunga Kindergarten. We share responsibility for this documentation with parents/whānau and tamariki and invite your input. You and your tamariki are welcome to access this book at any time but we ask you respect confidentiality.

When tamariki first start we collect \$5-00 for the portfolio book and again when they transition from afternoon to morning sessions.



Information Pockets:

Each tamaiti has a named pocket for the delivery of newsletters, notices and other relevant information. These need to be cleared daily. Please see a kaiako if you wish to place anything into another tamaiti's pocket.

We also send many notices via email. Please ensure we have your email address if this is your preferred way for us to correspond.



Art Folders:

Your tamaiti has a named folder on the table in the locker room. Your tamaiti's creations will be placed there. Please clear regularly.



Parent/Whānau Information:

You will find public notices, school information, ERO report and policies/procedures, philosophy and vision on display and available at all times. This includes a Positive Guidance Policy and Procedures which it is important for you to familiarise yourself with. Rosters, whānau information and Parent support Team news is located on the wall in the locker room. Whānau books are located in the foyer area. We are available to answer any questions you may have.



Email:

Please feel free to email stories and photos about your child to Kindergarten. We can print them out and put them into your child's portfolio book. Our email address is heretaunga@rimukgtn.org.nz. We are also able to offer you the use of a camera, laptop and printer.



Parent/Whānau Support Team:

This is made up of parents/whānau and meets once a month. They oversee such areas as property, finance, fundraising, grant applications and social events. You do not need any experience to be on the PST but enthusiasm and interest in Kindergarten and your child's learning adventure are prerequisites. It's a great way to meet other whānau.



Parental Involvement:

We invite and encourage whānau to contribute to the life of the kindergarten and this can be done in many ways:

- ◇ Being one of our whānau helpers
- ◇ Bringing resources for collage
- ◇ Joining the kindergarten committee
- ◇ Read stories
- ◇ Help with puzzles
- ◇ Push on the swings
- ◇ Play maths games
- ◇ Coming along on excursions
- ◇ Talking with tamariki in the different curriculum areas
- ◇ Helping at tidy up time – putting things away, sweeping the floor, washing dishes or painting equipment

As Kindergarten teachers we are here to help you and your tamaiti with whatever support and assistance may be necessary. Please do not hesitate to approach any of us with concerns that you may have about the development of your child.

Health and Safety:

THIS KINDERGARTEN AND PLAYGROUND ARE SMOKE FREE AT ALL TIMES.



Immunisation:

We are required to keep a register of nga tamariki immunisations and will ask you for your Immunisation Certificate when your tamaiti enrolls at kindergarten. You can get this from your family doctor.



Illness Policy:

Parents/whānau often want to know when it is OK to send their child to Kindergarten if they have been unwell. We use the guidelines from the Ministry of Health to help us determine this.

If your tamaiti is away please ring and let us know. If your tamaiti has had vomiting, diarrhoea, sticky eyes or fever, please make sure they are clear of these symptoms **for 48 hours before they return**. This protects the health of your child and other children.

If your child becomes unwell at Kindergarten, or seriously hurt themselves, we will contact you immediately.



Medicines and Allergies:

Please let us know if your tamaiti has any particular allergies, medical conditions or any changes in their health. This helps us give them the best care possible

If your child needs to take any medication at Kindergarten – including using an asthma inhaler – please let a teacher know – we have a process to ensure that this is done safely

Please **DO NOT LEAVE ANY MEDICATION** in your tamaiti's bag.



Accidents:

We will always call you if there is anything we feel you need to know about your child while they are at Kindergarten. It is important that your emergency contacts are up to date in case we are unable to get hold of you.

- ◇ All teachers are trained in first aid and are able to provide basic first aid.
- ◇ An accident report is completed for all incidents that happen at Kindergarten and whānau are required to sign the accident book to acknowledge they are aware of the accident and first aid treatment given.
- ◇ For serious accidents, a teacher will call for medical help if necessary, as well as contacting you.

We will phone the whānau if any accident involves a bump to the head or is serious.



Emergencies:

Our emergency procedures are displayed on the wall

- ◇ We carry out fire and earthquake drills with children each term
- ◇ We also have emergency supplies and equipment at the kindergarten in the event of a civil emergency
- ◇ If we have to evacuate the Kindergarten due to fire/ earthquake we will go to the Back Left Hand Corner/ whare area

If we leave the Kindergarten area we will leave a note to let you know where we have gone. Our civil defence post is St Pats College, Fergusson Drive, Upper Hutt.



Vision and Hearing Checks:

While your tamaiti is at Kindergarten they will normally receive two assessments from a nurse who will visit on site, unless a follow-up is required



Learning at Kindergarten helps children to:

- ◇ Gain confidence, knowledge and skills
- ◇ Separate from whānau
- ◇ Learn to trust and relate to other adults and children
- ◇ Work alongside others or independently
- ◇ Share and co-operate
- ◇ Accept simple guidelines and routines
- ◇ Seek help when needed
- ◇ Explore, experiment and find solutions
- ◇ Think and express themselves creatively
- ◇ Develop and maintain friendships
- ◇ Become competent and confident life-long learners
- ◇ Become leaders of the programme,
become empowered

We welcome you to our Kindergarten
and look forward to sharing a learning
journey with you and your child.

Sandra, Sharon, Ceri, Catha and Leah

Rimutaka Kindergarten Association Vision:

A leader in diverse, affordable
early childhood options for young children in partnership
with their families and communities.

Committed to 100% Trained Teachers

<http://www.rimukgtn.org.nz>

