



## CELEBRATIONS

Heretaunga Kindergarten has procedures in place for children/whānau for special celebrations. These are as follows:

- Special mat times:  
5th birthday/farewell mat time. An information sheet is available for parents and displayed in the kitchen. See also pages 2 and 3 of this document.
- We will acknowledge and consult with whānau for special celebrations and events, discuss a date and write it on the whiteboard in the office.
- All food provided at celebrations will be recorded in the Daily Diary under Matters Arising/Food Diary.
- Appropriate health and hygiene practices will be followed.
- We will be sensitive to the cultural and religious beliefs and values of families/whānau when celebrations are planned.
- Programme initiatives will have focused activities that are appropriate for young children.

Date of Adoption: Nov 15, 2007

Reviewed and Approved: Nov 15, 2009

Next Review :October 2011

(More on following pages)



## Fifth Birthday/Farewell Celebration Procedures

Te kaiako who is responsible for the portfolio of he tamaiti leads the mat time. The celebration mat time should take about 15 minutes.

This is as follows:

- Setting the date with child's parent and informing them of the time
- Inform the parents what to bring, give guidelines
- Ensure portfolio is up to date for celebration.
- Encourage the parent to help their child make their own hat earlier in the morning.
- Child will make their muffin with parent/float/inside teacher support.
- Present child with card made by children, magnetic name from board, name card from literacy table and photo off the kindergarten whāre, certificate, CD of their file

### **Celebration Mat time Procedures:**

- Talk about the child's hat briefly
- Ask what school they're going to, teacher's name, any children they know and visits.
- Go through the child's portfolio book. Together choose 5 pages that the child would like to share.
- Present certificate.
- Present cake, ask child if they want to say ngatae/colours or count the candles, in either English or Maori.
- Sing Hari Huritau kia koe, then Happy Birthday to you or Happy leaving day to you.
- Child blows out candles and is given 5 claps. Child chooses big/small, horizontal or vertical, crocodile or fairy claps etc.
- Sing "You are special" song

- Time for Happy school days to you. Child stands on chair; we sing and then count to 5. Child jumps to school.
- Using the train song the children leave to wash their hands.
- Birthday child gives out the celebration food (as per policy) at either wa kai or end of the session.



## Parent Information for 5th Birthday/ Farewell Celebrations

The teacher responsible for your child's portfolio book will contact you to organise the celebration mat time, arrange the date, most likely the child's last day.

Before morning tea we ask parents to assist their child in making their birthday hat and muffin cake.

The celebration mat time will generally be at 11-30 a.m. and will run for approximately 20 minutes.

If you would like to provide a treat we ask for **one of the following** for the birthday child to give out to share with the children as part of the celebrations. However, this is not compulsory.

- **Chippies (individual packs enough for 30 children).**
- **Popcorn (individual packs enough for 30 children).**
- **Fruit kebabs (enough for 30 children).**
- **Non food option e.g. balloons, stickers or stamps (enough for 30 children).**
- **You can bring in a birthday cake to share if you would like to. Although we have a healthy food policy, treat food is an occasional food. Please provide a list of ingredients to the teaching team.**

Due to allergies etc please see teachers if you are providing anything different.

Please no sweet foods, i.e. lollipops or lollies.

Thank you.