

# Pauanui Pre-School



## INFORMATION PACK



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# Welcome!!

Thank you for considering Pauanui Pre-School as your child's preschool. Our focus is to provide a high quality, dynamic early childhood programme for children aged 0 to 6 years in a warm homelike environment. We look forward to getting to know your family throughout your journey at Pauanui Pre-School.

## OUR PHILOSOPHY

- **Empowerment/Whakamana** — Through our curriculum children are empowered as interactive learners with control over their own learning. Our curriculum is largely based around children's own interests and they are supported and encouraged through a journey of discovery. We aim to offer a rich and positive learning environment, which stimulates children's learning, within which children can freely and safely explore.
- **Holistic Development/Kotahitanga** — Our curriculum encompass' all dimensions of children's learning and development, considering the child as a whole, fostering respect for themselves and each other, and our beautiful environment.
- **Relationships/Ngā Hononga** — We foster warm, positive, responsive and reciprocal relationships with the children, valuing and scaffolding their learning and encouraging children to do the same with each other.
- **Family and Community/Whānau Tangata** — We recognise that the centre is an important meeting place for parents/caregivers and extended family and friends. Their involvement is valued and encouraged. Our centre is very much part of the Pauanui and Hikuai community and believe strongly in the importance of fostering these relationships.



## MISSION STATEMENT

*We offer a high quality dynamic early childhood programme that is affordable and caters to the needs of our community.*

## OUR PROGRAMME:



We work within the framework of Te Whāriki which is our national early childhood curriculum. We follow an emergent interest based programme by providing unlimited opportunities for children to build more complex knowledge around things that interest them, to work both co-operatively and independently, to problem solve, practise social skills, question, and hypothesise.

As part of our philosophy we strive to provide a homelike environment that is rich in open ended equipment and materials, which empower thinking, open up possibility, inspire creativity and provoke thought. Within this rich learning environment children's interests are fully supported and extended with numeracy and literacy incorporated within the course of the day.

## OPENING HOURS:

Monday to Friday 8.45am — 3.00pm - All ages 0 — 6years



## STAFF

### Head Teacher: Monique McDonald

### Diploma of Education (Early Childhood)



Monique has been living in Pauanui and teaching as Head Teacher at the centre since 2010. Monique's husband Aaron is a local landscaper and they have two children Ethan and Sophie. Monique and her family enjoy the wonderful lifestyle that this beautiful place offers. In her spare time Monique enjoys netball, walking and mountain biking with her family.

### Senior Teacher: Melinda Rapson

### Graduate Diploma of Teaching (Early Childhood)



Melinda has been working as a Teacher Aide with us since 2011 and in 2018 completed her Graduate Diploma in Early Childhood. Melinda's partner Nico is a local builder. As well as looking after the smallest members of our community, Melinda has been taking junior art and craft classes here in Pauanui and Tairua for the past 10 years. She enjoys photography, gardening and cooking.

### Registered Teacher: Joanna (Jo) Bennett

### Bachelor of Teaching (Primary)



Pauanui Pre-School welcomed Jo to the teaching team in 2019. Jo lives in Pauanui with her husband Dave 2 children Cooper and Zhara. Jo is a qualified primary school teacher and has a passion for play based learning. In her spare time Jo enjoys reading, walking on the beach and sports.

### Registered Teacher: Deborah (Deb) Hamlyn

### Diploma of Teaching (Early Childhood Education)



Deb joined the teaching team in 2017 shortly after moving to Pauanui with her husband Wayne from Auckland. Deb previously owned an ECE centre in Auckland for over 20 years so brings a wealth of knowledge to the centre. Deb enjoys classic cars, walking, gardening and spending time with her 4 grandchildren.

### Teacher Aide: Shayla Obern



Shayla joined the Pre-School team as a Teacher Aide shortly after relocating to Pauanui from Thames with her husband Jono and children Ayva and Bailey. Shayla is currently training towards her Bachelor of Teaching (ECE). In her spare time Shayla enjoys going on outdoor adventures with her family, walking, photography, golf and tennis.

### Teacher Aide: Nataria (Nat) Moore



Nat joined the Pre-School team as a Teacher Aide mid 2018 shortly after moving to the area. Nat lives with her husband Rowan and daughter Mahinarangi in Hikuai. Nat enjoys everything the peninsula has to offer including the outdoors, singing, playing music, dancing and making the most of everyday.

### Office Administrator/Teacher Aide: Sarah Wallis

### NZ Diploma in Business



Sarah has been involved in Pauanui Preschool since 2009, firstly as a parent, member of the Board of Trustees and was employed as the Office Administrator in 2012 and a Teacher Aide in 2016. Sarah lives in Pauanui with her partner Shane and 3 children; Alexis, Brooke and Chloe. Sarah enjoys walking, gardening and spending time with her family and friends.

## STAFF RATIO'S

We have four registered qualified teachers, and 3 teacher aides working in our Pre-School. We maintain a minimum 80% registered teacher to child ratio.

## MANAGEMENT / PARENT COMMITTEE

Pauanui Pre-School not for profit community based centre registered with the New Zealand Charities Commission. The centre is managed by a parent run and elected Board of Trustees. This committee is governed by policy management in line with the Ministry of Education Early Childhood regulations. All positions are held by our parent body, and your participation is essential to maintain and run our Centre.

**Parents/Caregivers are Responsible for:**

Participating in fundraising projects, working bees and additional Pre-School activities ie. Social events.

**Board of Trustees are responsible for:**

Employing and supporting staff  
Prudent financial management of Pre-School.

- President/Management Contact:	Alyce Rowe
- Secretary:	Sarah Wallis
- Teacher Representative:	Monique McDonald
- Treasurer:	Gemma Ffowcs-Williams
- Member:	Emma Philpott
- Member:	Aloise Wigg
- Member:	Sarah Drum
- Member:	Rebecca Prince

Our Board of Trustees/Committee meetings are generally held twice a term. The committee meetings are open and everyone is welcome. Upcoming events are detailed in our Newsletters.

Please strongly consider joining our committee — it can be a fun way to meet new parents and participate in the running of the centre. As a registered charity fundraising is an important part of Pauanui Pre-School. If you have any fundraising ideas please chat with us or pop along to any of our Committee meetings.

## POLICIES

To ensure that we comply with MOE (Ministry of Education) Regulations and government legislation, we are required to establish Policies specific to our Centre. The parent committee is dedicated in their efforts with regards to Policies, and manuals containing these and other general information.

As required by the MOE we follow a strict review timetable of these documents and we encourage all enrolled families to participate in this review process - this is your opportunity to make amendments or recommendations of proposed changes. We value your input to the running of our Centre.

## FEES — ENROLLED CHILDREN

**ENROLLED FEES**

\$5.00 per hour for all enrolled children

**FREE 20 ECE**

Children 3 and 4 years old will be free for their first 20 hours of enrolment up to 6 hours per day.

**QUALITY EDUCATION SURCHARGE (QES) FOR CHILDREN RECEIVING 20 HOURS FREE ECE**

Pauanui Pre-School provides education and resources at a higher level than required by Early Childhood Regulations. In order to continue to provide these additional resources we request a donation of \$1.25 per hour (up to 20 hours maximum \$25 per week) for children enrolled in 20 hours ECE.

*The optional charge is for:*

- Transport to school visits.
- High registered teacher ratios

Once you opt in to paying the optional charge of QES it becomes an ongoing fee. In order to opt out of paying this fee you must provide at least 2 weeks' notice in writing to cancel the agreement due to hardship.

**CHANGES TO ENROLMENT**

To change your hours of enrolment please provide as much notice as possible. If you wish to decrease your hours two weeks' notice is required.

**PERIODS OF CLOSURE**

Summer Closure - Pauanui Pre-School closes for 4 weeks over summer at the end of Term 4.

Mid-Year Closure — Pauanui Pre-School closes for 1 week during the second week of the July School Holidays. No fees are charged for periods of closure when the centre is closed.

**HOLIDAYS AND ABSENCES**

We charge fees for every enrolled day of our operating year, including absences and statutory holidays.

## APPLICATION FOR HOLIDAYS

Each child can have a maximum of 3 weeks per year for a family holiday at no charge. This is to be taken in a minimum of one week blocks. This is allocated on a pro - rata basis. After the allowed days absence full fees will apply. Holidays may not accrue. We require at least 2 weeks' notice of your child's absence due to a family holiday.

## PAYMENT OF CHILDCARE FEES

We invoice fortnightly, two week in arrears. Payment is due within 7 days of invoice date. We encourage all parents to pay by setting up a regular automatic payment.

## OVERDUE PAYMENTS

Payment plans are available for all overdue fees — please see the administrator to arrange this. If your fees are 90 days overdue you may be charged 5% of the overdue balance each fortnight.

## WINZ CHILDCARE SUBSIDY

You may be eligible for a WINZ childcare subsidy to assist with your Pre-School fees. Please see our friendly office staff who will facilitate your application.

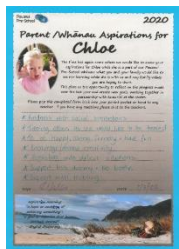
## LATE FEES

We have a 5 minute grace period for late pickups. If you are over 5 minutes late you will be charged a late fee of \$5.00 plus \$1 per minute you are late for the first 15 minutes. If you are over 15 minutes late a fee of \$30 will be incurred.

## FEES — CASUAL

\$8.00 per hour for all casual enrolments —Visitors/Casuals with children under 3yrs must stay with their children.

## PARENT / WHĀNAU ASPIRATION FORMS



Shortly after enrolling with us you will receive a parent/whānau aspiration form for your child/children.

This is to be completed by you so we can get to know your child/children and what you and your family would like to see your child/children learning at Pauanui Pre-School as well as any family values you are happy to share. This gives us the opportunity to reflect on the progress made and to create new goals working together in partnership with whānau and tamariki at the centre.

## ABSENCES

Please phone or text our centre phone if your child is absent. If you know you are going to be away on a certain day please inform us or write it in the centre diary next to the sign in sheet.

Pauanui Pre-School must adhere to MOE funding rules regarding absences. There are limits on how long funding will continue to be paid for children who are enrolled but who are absent. This means:

- Funding can be claimed for a maximum of three weeks absence.
- Funding can be claimed when the child's attendance matches their enrolment for at least half of each calendar month.



## COMMUNICATION

We aim to keep you regularly updated with Pre-School's events and other information and use Storypark, newsletters, email and texts. Notes may be left in the comment sections of the sign-in sheet or the centre diary to see a staff member if required.

## ARRIVALS AND DEPARTURES

Please ensure you arrive no earlier than 8.45am and your children are collected on time. Staff use the time before and after sessions as preparation and administration time. If you are going to be late when picking your child up, please phone or text message in advance to make arrangements.

In order to effectively monitor the whereabouts of each child at the centre it is necessary for the parent/caregiver to sign in when a child arrives, and sign out upon leaving. If your child is to be collected by someone other than yourself can you please record this in the daily diary found beside the sign in sheet.

## FACEBOOK

Pauanui Pre-School has a Facebook page where we share special events, notices and photos of the children. Please notify us on your enrolment form if you do not wish for your child's photos to be uploaded to our Facebook page. We also have a private group which you can find by searching Pauanui Preschool Whanau.



[www.facebook.com/pauanuipreschool](http://www.facebook.com/pauanuipreschool)



[www.facebook.com/pauanuipreschoolwhanau](http://www.facebook.com/pauanuipreschoolwhanau)

## PROFILE BOOKS



Every enrolled child is set up with a Profile Book. These contain observations and photographs of your child's learning and development and examples of their work.

We will invite you to share your perspective of your child as we believe the parents/caregivers know their children best. Children contribute their own perspectives and often document their own learning to these books. You are welcome to take these books home, just let a teacher know and bring it back promptly so we can keep adding to it.

In addition to our Profile books, Pauanui Pre-School uses a web based ePortfolio program called Storypark, Storypark is designed in consultation with education experts to help teachers deepen relationships with family and work together to extend learning.

We love parents, whānau and caregivers to contribute their own perspective throughout these learning stories as it helps us form a more holistic record. Once you have enrolled your child you will be given access to your child's Storypark page.



## CELEBRATIONS



We enjoy celebrating birthdays and with group mat time and singing songs. Please discuss with staff in advance if you would like to provide something to share to celebrate your child's birthday/farewell. No more than a cake please - this will be shared at morning tea.

We have a centre ritual when one of our Pre-School whanau leave the centre. A special mat time is had and the child leaving can opt to wear the centre korowai which was made by past children.



## CLOTHING

**Play can be very messy** – please dress your children in appropriate, named clothing, i.e. it will not matter if it is paint stained.

Please ensure your child/ren has a change of named clothes in their bag. There is also spare clothing at the Pre-School, if used please wash and return. In summer months children are encouraged to bring rash shirts, board shorts and a towel.



## SUN HATS AND SUNSCREEN



During hot weather, we recommend in conjunction with our Sun Safe policy, that children and teachers wear hats during term one and term four.

Sunscreen is also recommended and extra sunscreen lotion is available at Pre-School. Please apply sunscreen to your child prior to arriving at Pre-School and tick on the sign in sheet that you have done this. We will reapply the sunscreen after lunch.

## FOOD

Please provide morning tea and lunch for your child in a clearly named lunchbox.

Morning tea is at 10.30am and lunch is at 12.30pm.

At Pauanui Pre-school we are committed to providing a safe and healthy environment for children to eat and drink throughout the day. We promote healthy eating | hauora kai messages to parents, whānau and Kaiako.

We recommend parents and whanau read the following information before enrolling in regards to providing safe food for your child/children.

<https://www.health.govt.nz/publication/reducing-food-related-choking-babies-and-young-children-early-learning-services>



## BEHAVIOUR MANAGEMENT

Having up to 25 children of mixed ages per session, it is essential to have an effective behavioural management strategy. At Pauanui Pre-School we handle such situations by:

- Making clear to the children the behaviour we expect from them
- Reinforcing their good behaviour in some way, this may be by praise, and lots of encouragement.
- Intervening to disrupt inappropriate behaviour and redirecting the children.
- Encouraging children to resolve their conflict through peaceful means
- Promoting sharing and co-operative behaviour.
- Our Behaviour Management policy can be found in the parent library at any time

## CHANGING AND TOILETING

Please provide named nappies for your child and place these in the nappy tray in the children's bathroom. Pauanui Pre-School provides wipes. Should you wish for special wipes or nappy creams to be used on your child please provide these to a teacher clearly named – you will need to fill out a medicines form for this.

As your child reaches the stage of independent toileting, the teaching staff will work closely with you and your child. Please feel free to discuss your toileting plans with our friendly teaching team.

## SLEEPING

We have a separate sleep room which is air conditioned to maintain a comfortable temperature during summer and winter sleeping up to 8 children. 4 cots are available for babies and 4 beds for toddlers.



If your child is sleeping at Pauanui Pre-School we will work closely with you to establish a familiar sleeping routine with a primary carer. Please feel free to bring any sleep comforters such as a blanket, book, dummy, or a favourite toy to help settle your child.

As per Ministry requirements a teacher will be with your child until they fall asleep, after that we physically check sleeping children every 10 minutes. We also have a sleep monitor camera set up to ensure we are aware if children wake during this 10 minute interval. A record is kept of the time your child goes to sleep and then when they wake.

## SKILLS FOR SCHOOL



The Pre-School programme, routines and environment naturally incorporate many wonderful, authentic learning opportunities supporting children's skills for journeying off to school.

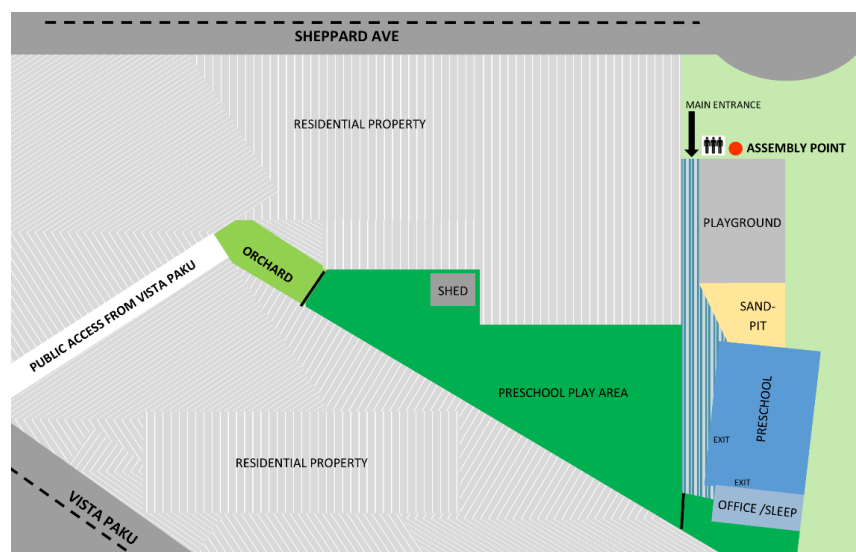
Children build practical skills and confidence to take responsibility for their belongings and self-care abilities. Our daily mat-time encourages the sharing of information, listening skills and enjoyment of participating, as we enjoy fun waiata, music and movement, stories and much more. Teachers spontaneously extend upon the children's knowledge of literacy and numeracy within their everyday play. Our environment is rich in literacy tools and print, with routines encouraging children to recognise and learn to write their name.

We have a reciprocal relationship with Hikuai School providing our 4 year old tamariki opportunities to visit the new entrant classroom becoming familiar with the Hikuai School environment.



## EMERGENCY PROCEDURES

We hold emergency evacuations each term for fire and earthquakes. Our designated meeting point is against the fence of the playground outside Pre-School, if it unsafe to remain there our secondary meeting point is Pauanui Sports & Recreation Club. In the event of evacuation due to Tsunami our meeting point is Panorama Parade. Emergency procedures are displayed on the notice board and available via Storypark. Please take time to familiarise yourself with these.



***Thank you for choosing Pauanui Pre-School***  
***Please talk to any of our friendly staff members should you have any further questions.***