



Information Booklet

Hurupaki Kindergarten is committed to being an Active Movement centre. We strongly believe that children learn through play and that all aspects of a child's development (physical, psychological, social, cognitive and spiritual) are strongly affected by early childhood physical movement experiences.

SPARC (Sport and Recreation New Zealand) have produced an Active Movement booklet that explains fully what Active Movement is. We are happy to provide you with one of these and Active Movement workshop where further parent brochures will be given to you. If you would like to attend a session on Active Movement, please let us know. We believe that these resources complement and support the programme offered at our kindergarten. We have recently achieved a Gold Accreditation for Active Movement from Sport Northland.

Perceptual Motor Programme

The Perceptual Motor Programme is incorporated into our sessions as part of our commitment to being an Active Movement accredited centre and our passion to assist children to develop their fundamental movement patterns that will ensure they build a solid foundation for future learning.

Children at Hurupaki Kindergarten practice fundamental movement patterns that develop and grow the brain in a holistic manner. We aim to allow the children to practice these varying skills in a variety of fun, sequential movement activities. PMP specific sessions are run three mornings a week for about an hour. Skills learned are practiced throughout the morning as the children play.



Where Children Learn Through Play



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Kia Ora and welcome to our Kindergarten

We look forward to getting to know you and your child throughout their time with us. Hurupaki Kindergarten has four teachers with 40 children in the morning session and a further 35 attending the afternoon session.

STAFF

Your teachers are

Head Teacher	Dene Cheeseman
Teacher	Jo Silulu-Atkins
Teacher	Laura Stevens
Teacher	Diane Rudkin
Administrator	Lisa Johnstone

Teaching staff are all trained teachers holding qualifications which include: Diploma in Early Childhood Education, Diploma from Teachers Training College, and Bachelor of Education (Teaching) Early Years. Likewise we have varying years of professional practice as teachers. First Aid certificates are also held by all staff.

SESSION TIMES

These are as follows:

Morning: Mon to Fri 8.15am – 12.30am

Afternoon: Mon, Tues, Thurs 1.15pm – 3.15pm

Please ensure that you stay within these times as the time outside these hours is valuable preparation time for the teachers. On arrival please accompany your child into the Kindergarten, as ***they must be signed in***, in the Sign In Book. The name and telephone number of the person collecting your child must also be filled in before you leave. ***Children must also be signed out on departure.***



FEE\$ and GOVERNMENT SUBSIDY

The Government offers 20 free hours of early childhood education per week for 3 and 4 years olds. You will be asked to sign a timetable for your child that specifies the hours you will be attesting to our centre. Any hours used elsewhere will be noted on this form also. Our charges, at present, for those using their free hours elsewhere, are \$2 per hour. This goes towards the ongoing cost of resources, power, maintenance, phone etc. An invoice will be given to you in the first week of your child starting, and at the beginning of each term thereafter, along with an envelope in which your payment can be made. Payment by internet banking is also available. Discounts are offered for prompt payment and for families with more than one child attending. Receipts are issued upon payment.

PARENT GROUP

Our parent group meets regularly, once a term. The role of the group is a supporting one and involves helping maintain the building and grounds, supporting staff and organising social events.

TOYS

We prefer children to leave their own toys etc at home. We have a large number of things available for the children to use and sometimes their precious things get lost, broken or cause disputes between children.

DOOR BUZZER – SAFETY/SECURITY

For the safety of the children during session time, we have a warning buzzer installed on our front entrance door. This buzzer will sound if the door is opened and will continue until the door is shut again. Please be aware of this as a family and also please discourage your children from climbing or swinging on our gate.

PLEASE ONLY LET OUT OF THE GATE THE CHILDREN YOU ARE TAKING WITH YOU AND PLEASE DO NOT HOOK THE GATE BACK.

If you have anything you would like to share, or something you would like to know a little more about, please feel free to ask



MEALS

The morning children need to bring their lunchboxes every day to kindergarten. Please pack sufficient healthy food for a substantial morning tea. The children sit at the kai tables to eat and are encouraged to get their own lunchbox from their locker and eat when they are hungry. We encourage the children to eat one or two items from their lunchbox at morning tea time and the rest sometime before clean up time. We believe this is an ideal opportunity to establish good eating habits and expectations before children start school. The children get the opportunity to practice opening lunchboxes, and unwrapping sandwiches, muesli bars etc. **Please do not pack any nuts or eggs in your child's lunchbox as we do have children with severe life threatening allergies attending kindergarten.**

Afternoon children will need to bring one piece of fruit per week which will be cut up for the children to share at the kai tables throughout the session. Please place your fruit in the bowl provided on the kai table when you arrive. The children can help themselves to filtered water from the chilled water fountain by the kai table as they need it.

CLOTHING

Please dress your child in practical clothing as some activities are messy! Although we do have some spare clothing available, an extra set in your child's bag is recommended. If a raincoat is packed then the child will be allowed to play outside when it is raining. Lost property is kept under the table in the entrance foyer, check this if anything goes missing. **Ensure all items are named.** Please encourage your child to collect their own belongings from their locker at the end of the session as this helps with their becoming independent.

ADULT PARTICIPATION

Children love having Mum, Dad, or an adult friend spend time with them at kindergarten. We are particularly grateful for any help received at the end of each session, as this is an extremely busy time. As well as mat time taking place, tables need wiping, the floor needs sweeping and generally everything needs tidying up. If you have a toddler with you, please be aware of what they are up to, they are welcome but are your responsibility. Remember the whanau room behind the kitchen is available for breastfeeding mothers, also a change table over the shub area. Please wipe this down and take your child's nappy with you. **We are grateful for parental help during our PMP equipment sessions on Wednesday and Thursday mornings.** These sessions involve the children rotating around different stations in small groups to participate in various activities. As there is often more than one activity at each station, an extra pair of hands, eyes and lots of positive encouragement is very welcome. Please see one of the teachers if you would like to help and can give us about an hour on a Wednesday or Thursday morning. You are also welcome to just stay and observe.



PRIVACY ACT

This Act prohibits us from releasing any information regarding children and their families (including phone numbers). Please do not put staff in an awkward position by asking about or commenting on other children or their families.

Often we take photos of the children when on trips or around the kindergarten. These are primarily used for display purposes around the kindergarten and of course in the children's profiles.

BIRTH CERTIFICATE

We are now required to sight your child's birth certificate when they start attending our kindergarten. Please bring this with you when you visit.

INFECTIOUS DISEASES

Please keep your child at home if they have anything contagious e.g. flu, colds, school sores, diarrhea etc. At kindergarten things like this spread rapidly and even if your child really wants to come to kindergarten it is not appropriate until they are better. We usually ask that children remain home for at least 24 hours after vomiting.

IMMUNISATION

We are required by the Health Department to sight each child's Immunisation Certificate. Please bring this along with you on their first day. Please tell us if your child is not immunised.

ATTENDANCE

The Ministry of Education has rules by which we must operate in order to receive funding. We need you to be aware of these rules. If your child is to be absent from Kindergarten please inform us as after the 9th calendar day of non attendance, if we have not heard from you, we will lose funding and may need to fill their place on the roll with another child. A quick phone call from you is all that is needed if your child is to be away.

SMOKE FREE AREA

Smoking is not permitted within the Kindergarten grounds or building or on kindergarten trips.



PARENT LIBRARY

We have a number of books and DVD's available for your reference. Feel free to browse or borrow. Just place your name and date in the notebook provided. You will find them in the parent library on the wall by the family corner.

PARKING

Please do not park on the grass verge close to the driveway as it blocks the view of drivers leaving the car park. Please keep your child by your side in the car park area. Please respect the parking space allocated for disabled drivers by leaving this space available.

STRATEGIC PLAN

We are no longer required to have our own Strategic Plan rather a Directional and Annual Plan which will link to the Four Goals of the Northland kindergarten Association Strategic Plan:

1. Deliver high quality learning
2. Build and maintain relationships and partnerships
3. Ensure financial stability and growth
4. Develop environmental awareness

The Directional and Annual Plan will be developed through ongoing staff evaluation of all areas of kindergarten group needs and individual needs. These plans also reflect the efforts and commitment of the kindergarten teachers, parent group and the support of parents/whanau who together provide a stimulating and caring environment for the children.

TE WHĀRIKI

This is the name of our national curriculum by which we develop our programme and goals for working with the children.

Our programme is based on a child-initiated, resource-based philosophy. This allows the children to develop at their own level in their own time, utilising the extensive resources and opportunities available to them.

Throughout the children's time at kindergarten, observations are made to give the staff an indication of each child's interests and strengths.

SCHOOL CHILDREN

No school child is to be at kindergarten without a parent to accompany them. Kindergarten staff cannot be responsible for school children at any time. Please ensure your school child is aware of this. ***Please also keep school children off our playground equipment as it is all designed for pre-school sized children.***



ASSESSMENTS

Throughout your child's time at kindergarten, we build up a profile of their time with us. This may include photos, artwork and observations of them at play. We ask parents to contribute **\$6.00** towards the high cost of producing these. We encourage parents to place stories and photos from their child's activities outside of the kindergarten into their profile also. The profiles are available for you at any time and will be your child's to take home with them on their last day of kindergarten, along with a CD of all the photos taken of them during their time here.

ART WORK

Your child's artwork is very special to them. Do collect it regularly from the appropriate box in the locker room.

MAT TIMES

These are a very important part of the programme. They are a time when children learn to be part of a group, developing listening, social and communication skills. In particular, Tuesday, Wednesday and Thursday mornings are our PMP mat times where the children participate in groups through perceptual movement activities. We therefore ask that your child is at kindergarten in time to fully participate in these group activities. It is quite common for children to be unsure at mat time, maybe not wanting to join in or be on the mat. With your support, we usually get to work through this and before long; the child is on the mat, eventually joining in. If there is any background noise or chatting it carries to the mat and is disruptive to staff and to the children. ***If you want to chat during this time, please do so outside.***

