

RANGI RURU PRE-SCHOOL PARENT HANDBOOK

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Welcome to Rangī Ruru Preschool

Rangī Ruru Preschool provides care and education for children aged from 2 years to school entry. The Preschool was founded in 1988.

The centre is situated in a spacious and comfortable re-modelled house. It lies within the Rangī Ruru Girls' Secondary School grounds close to the centre of Christchurch and enjoys many benefits of having close liaison with the school. We have the use of their extensive and attractive gardens and playing field, along with visits to the gymnasium, library, drama suite and science labs.

The convenient centre location enables staff to plan excursions with children in the local and inner city area, which adds an important dimension to the centre's programme.

Contact Details:

Street address: 46 Rhodes Street, Christchurch, 8014

Postal address: 59 Hewitts Road, Christchurch, 8014

Telephone: +64 3 983-3757

E mail: preschool@rangirurupreschool.nz

Website: www.rangirurupreschool.nz



The Pre-school Staff



Keri Granger

B.TchLn, Dip T (ECE),
Cert Infant and Toddler Mental Health
Registered Teacher
Senior Teacher (Centre Manager)

Kia Ora

My name is Keri Granger and I am excited and honoured to be part of the Rangi Ruru Preschool educational teaching team and community.

I have been involved in early childhood education for many years and I am passionate about the care and education of young tamariki.

I have had many different roles within early childhood, from management through to teaching but believe it is through teaching and working in partnership with families/whānau that has the greatest rewards.

I have strong interests in environmental sustainability and nature and enjoy exploring and discovering these concepts with children.

I look forward to working with you and your children and I hope I get a chance to get to know you all. Please feel free to come up and talk to me and I'm more than happy to answer any questions or queries you may have.



Fay Cleaver

B.TchLn (ECE)
Registered Teacher
Teacher

I am from the UK where I have worked in various roles including accounts and for the East Sutton Health Authority in Births & Deaths.

Before and following the completion of my Teaching Degree I have taught different age groups and been in leadership positions. Each role has enhanced my teaching practice.

I have many interests outside of work, including playing squash and learning the piano.

I have three grown up children, whom I have beautiful relationships with.

I feel extremely privileged to be working in this high-quality teaching and learning environment, which values each individual.



Jo Kirwan
B.TchLn (ECE)
Registered Teacher
Teacher

Kia Ora, my name is Jo Kirwan. I graduated with a Bachelor of Teaching and Learning degree from the Christchurch College of Education in 2001. I worked as a relieving teacher in preschools and kindergartens around Christchurch but have been at home, here at Rangī Ruru since 2011. I really enjoying being a member of the fantastic Rangī Ruru

team.

I love working alongside parents to help children develop their full potential, allowing children to direct their learning and support them and extend them in any way I can.

My partner Andrew and I have two children, our daughter Lily and our son Trent. I spend my weekends often at my children's sport or gardening. I enjoy reading, pub trivia nights, baking and camping with my family.

I look forward to working with you and your children at this fun, caring, supportive preschool.



Sue Treleaven
B.TchLn Dip T (ECE)
Registered Teacher
Teacher/Administrator

Kia Ora

My name is Sue Treleaven and I am so happy to be part of the Rangī Ruru Preschool family for the last 3 years.

I have been involved in early childhood for many years in a variety of different roles from teaching to running my own centre. I have 4 Adult children and 7 gorgeous grandchildren who keep me busy.

I enjoy getting out for walks with my dogs/grandchildren in the forest or on the beach. I love camping, travel and exploring new places. I look forward to getting to know you and your children in our wonderful learning environment.



Cheryl Morrison

B.Tch (ECE)
Provisionally Registered
Teacher

Kia Ora I'm Cheryl Morrison I am a wife to Craig and a mum to Izzy and Benny. When I had my children, I didn't realise how much I enjoyed seeing young children grow into the little humans they become.

This is the reason I studied to become an early childhood teacher. I believe it is important to allow the children to learn at their pace and always involve the children in respectful, reciprocal conversations about the day and activities they'd like to explore. Allowing them to feel a sense of belonging.

The centre also employs fully qualified relieving teachers; who are employed by the centre and well-known to the staff, children and family/whānau.

Centre Philosophy

Our philosophy embodies the principles, strands and goals of Te Whāriki, the Early Childhood Curriculum. We recognise the important role parents / whānau play in a child's education and we seek to complement and build on this. We value parent / whānau input in the daily programme. We also value the input parents have in the decision making process surrounding their child's care and education. We believe that strong relationships between parents / whānau encourage partnerships in which everyone participates together to promote children's learning and development.

We are supported by and are part of the wider Rangi Ruru Community, and we value the opportunity this gives us to be part of the Rangi Ruru Girls' School environment and the access to many physical and cultural learning opportunities offered in the environment.

We recognise the Te Tiriti o Waitangi as the founding document of New Zealand therefore we are committed to bi-cultural practices within our learning environment. This is acknowledged by the Rangi Ruru values of Manaakitanga, Awhi mai awhi atu, Whakamana and Ako. We celebrate and respect the ethnic, cultural, socio-economic, religious and gender diversity of families within our preschool and all that this diversity brings to the depth of learning which can occur here.

We provide an environment that fosters warm and respectful relationships, where children are able to develop a sense of belonging and trust knowing they are in a safe and secure environment. The programme allows children time to investigate, explore and discover. They engage in purposeful activities in a collaborative way with the guidance of their teachers. We foster children's interests and encourage children to develop and test working theories. Children are encouraged to be creative thinkers and self-motivated learners.

Our learning environment is enhanced by supportive staff relationships where individual and collective knowledge is shared and valued. We are committed to ongoing professional development and to maintain trained and registered teachers to ensure high quality teaching and learning occurs here at Rangi Ruru Preschool.

We provide a teaching and learning environment for 21st century learners, shaped by the values of:

Manaakitanga Caring and kindness

*I feel welcomed.
My whānau are welcomed and included.
I have adults who know, understand, respect and protect me.
I know my voice will be heard and respected.
I know this is a place that is fair.
I know how to be a kind player.
Kindness will be shown to me by my teachers and peers.*

Awhi mai awhi atu Reciprocal relationships

*I show the capacity to empathise and enjoy reciprocal feelings and relationships.
I have and can demonstrate positive social interactions with my peers and adults.
I am learning to express my own feelings and understand another point of view.
I know that kindness is valued here.*

Whakamana Empowerment

*There are learning goals that include knowledge, skills, dispositions and feelings.
I find the programme engaging, absorbing and challenging.
My experiences are satisfying, with experiences that are meaningful, attainable and appropriate.
I have uninterrupted time to explore, make discoveries and revisit my learning.
I can express my ideas without the fear of being wrong.
I am able to make sense of the world around me by developing my own theories.
I can seek guidance and help when I need it.
I can be an imaginative and creative thinker.*

Ako On a learning journey together

*I am both a teacher and a learner.
My teachers know they have a lot to learn from me.
My teacher lets me and my friends know when we are doing well.
My teachers ask me what I know and show me how to learn.
My leadership as tuakana will be noticed and recognised as I support tēina.
My whānau/family will be included in my learning and their contributions will be valued and respected.*

Centre Curriculum and Programme

Assessment is an everyday practice that involves noticing, recognising and responding to children's learning. Assessment is formative in that it reflects teaching and learning. Assessment needs to reflect the Principles, Strands and Goals of Te Whāriki, Early Childhood Curriculum.

Children will be encouraged to have robust learning dispositions to reason, investigate and collaborate, which will be reflected in the learning story documentation.

Teachers will provide an environment where children are immersed in a community where rules, fairness and enquiry about 'how things work' and children's cooperation is fostered. In this environment children will be encouraged to develop working theories to make sense of their world, and on occasions these will be recorded as part of the assessment process.

In our programme the child is an active participant, and we form partnerships with children, their families/ whānau /caregivers and the wider community, to build a community of learners.

We value each child's individuality and provide opportunities for children to develop, taking an interest, being involved, expressing an idea or feeling, contribution and taking responsibility, as found in Te Whāriki, the New Zealand early childhood curriculum.

The centre's curriculum arises from many connected sources:

The children's interests, ideas and questions.

- Children's engagement in shared experiences with teachers and their peers in our programme.
- Opportunities for children to practice skills in reciprocal relationships with their peers.
- Allowing children to value, respect and experience both the natural and man-made environment and to explore and give meaning to their surroundings.
- Providing an environment that celebrates and values the diversity of our community.
- Routines that foster children's self-help skills to build competence and well-being.
- A curriculum and resources which provide an environment that enriches children's learning.
- Fostering children to develop working theories to make sense of the world around them.



Operating Hours and 20 Hours ECE

The Preschool implements the 20 hours ECE to children aged three years and over enrolled in the centre.

An information pack on this scheme is available from the Preschool, which outlines the centre's and parents' obligations for enrolling children under the 20 hours ECE. Parents/whānau are required to complete specific documentation, including attestation agreements and any medical requirements.

Optional charge for the 20 hours ECE scheme

The optional charges may relate to aspects of education and care that are over and above regulatory standards. Optional charges enable this. Currently at Rangi Ruru Preschool, the optional charge for children enrolled under the 20 hours ECE scheme relates to our commitment to retain the employment of 100% qualified early childhood teachers. The optional charge is \$1.60 per hour capped to usage of 20 Hours ECE scheme.

Centre hours

8.00 am – 4.30 pm (Monday to Friday)

Children are enrolled for a minimum of 12 hours per week, with not less than 4 hours on any one day. Any variations to these hours are made in negotiation with the Centre Manager. The centre does not provide education and care on a casual basis.

Statutory holidays and closure over December/January

The centre is closed for statutory holidays and fees are not charged: Waitangi, ANZAC, Easter Friday & Monday, Queen's Birthday, Matariki, Labour Day and Show Day (Canterbury Anniversary).

Fees are not charged, nor holiday allowance required, for the close-down period over Christmas/New Year.

The centre still operates during the primary school term breaks (i.e. end of Terms 1, 2 and 3).

The centre closes prior to Christmas each year and re-opens early in January the following year (no fees are charged during this time). Dates are advised, in advance, each year.



Starting at Rangī Ruru Preschool

Families, whānau and caregivers are always welcome to visit the centre prior to enrolment. Please phone or email first so an appropriate time for a visit can be arranged.

In order to make the transition to the centre as smooth as possible, we invite you to stay with your child for as long as it takes to settle. We advise you to return earlier on the first day or days, as it may take time for your child to adjust to the environment.

When your child starts you are asked to provide/complete the following forms:

- 'About Me' form.
- Excursion form on the back of the enrolment form.
- Publicity and Marketing consent.
- Birth Certificate/Passport
- Immunisation Records
- Medical information/consents
- Direct Debit Payment form

Children are welcome to bring any special toys or items that will help them to settle.

Your child's art work will be stored in the slots in the foyer area for you to collect.

What to bring

Children are welcome to bring a named drink bottle.

However, water is always available. Please provide a packed lunch in a named lunch box if your child is booked over the lunch time period.

Please ensure you have advised the staff if your child has any allergies/food intolerances.

The following items are a guide of what to bring:

- Several changes of clothes (clearly named)
- A hat and sun screen (in summer). Spare hats are available
- Warm clothes for the outdoors (in colder weather)
- Disposable nappies and wipes (if required).

Arrival procedures

On arrival, please hang your child's bag on hooks or place in a locker. If your child is in nappies, then use the hooks underneath the teacher profile board to hang their bag.

Attendance sign-in for your child:

This is situated in the foyer and children's names are listed alphabetically. Children can place their names on the children's 'arrival' board.

Parents/whānau/caregivers must record the arrival and departure times each day and sign the roll to confirm their child's attendance.

Enter the arrival time on the attendance roll next to your child's name and your signature. You must repeat this process on departure.

This information is important as it is used in the event of an emergency, as well as documentation required by the Ministry of Education.

Any changes to your child's session times must be discussed with Linda, our Centre Manager.



Our entranceway

Health and Wellbeing

Immunisation register

A register containing details of each child's immunisation record is required for Crown Health notification. The register may be used to identify children who are not immunised during an outbreak. Information is confidential. The child's immunisation certificate must be sighted and details recorded. You are asked to update this record as required.

Vision and Hearing tests

Staff from the Canterbury District Health Board come in to the centre to check the vision and hearing of children aged 4 years as part of the b4 5 check. (www.cdhb.govt.nz)

Illness

The centre's Health/Sickness policy applies to all children enrolled at the Preschool.

Please note that children cannot attend if they have a cold (yellow/green discharge), sores, discharging eyes (conjunctivitis), rash, fever (within 24 hours of symptoms) or diarrhoea/vomiting within the past 48 hours.

The Senior Teacher/Person Responsible has the right to refuse a child who is obviously infectious. Parents/whānau/caregivers are asked to notify the staff if a child has been exposed to a contagious illness or if they have contacted head lice.

Accidents

All accidents of a significant nature and/or requiring medical attention are recorded in an accident register and parents/whānau/caregivers are notified. Serious accidents require an in-depth report and are advised through the Service Provider nominee to the Principal, Rangi Ruru Girls' School. Incidents not requiring attention may also be recorded, if of a significant nature.

Administering medication

If your child is to be administered first aid or medication by staff, this information is recorded on the 'About Me' form. A register is used to record details of all medication (prescription medication only should be administered) given to children while attending the centre. Parental consent is required and recording of medications administered ensures the practice is systematic and authorised.

Crisis Management procedures

The centre follows to the school's crisis management procedures for any emergencies. Evacuation plans and meeting points are displayed in the Preschool and a copy of the emergency procedures are in the policy folder. In the event of an emergency all parents/caregivers are contacted via text messaging/phone calls.

Keeping you Informed and Involved

Parents/whānau/caregivers are acknowledged as first teachers and staff work collaboratively with you in the interests of your child. You are most welcome to share in your child's Preschool experience, whether it be spending time in the centre or assisting with excursions. Parental involvement in fund raising is not a necessity, with the exception of raffles or other projects initiated by the Parents' Advisory Group.

Communicating with families

Rangi Ruru Preschool aims to communicate with families in an open and responsive manner.

Daily and weekly information and Newsletters

Please ensure you check the daily noticeboard for information. As appropriate, individual notices are sent home with children or alternatively mailed.

Emails are regularly sent to families as well as our newsletters with additional information including upcoming events and key dates.

Website News Posts

We regularly post updates and photos of centre experiences on our website, under our About Us, News section. We love celebrating the depth and complexity of learning that occurs within our centre.

Rangi Ruru Facebook Page

We enjoy placing current happens, outings and experiences within the school environment, and general updates on our Preschool Facebook page. Remember to 'like' the page and you will gain access to these wonderful moments in time.

Children's learning journals

Your child will be provided with a learning journal, which is a documentation of the child's learning experiences at the Preschool. A teacher is responsible for documenting learning stories about your child's experiences, interests and achievements at the centre, and parents/caregivers have opportunities to add a 'parents' voice'.

Your child will enjoy sharing the journal with you, and you are welcome to share this either in the centre or to take it home.

The journals are updated at least once a month, depending on the number of sessions your child attends.

Parent Advisory Group

Our Parents' & Whanau are invited to participate in a Parents' Advisory Group. This is online only and involves reading policies/procedures, making comments and offering advice from a parent's perspective. We enjoy having our families participate and support the staff in any social, educational, or fund-raising events when necessary.

Parent Information folder - policies and procedures

A parent information folder is on the bulletin board, and contains information on our policies and procedures, the latest Education Review Office report and Early Childhood (Centres) regulations.

The following policies/procedures are in the folder for your information:

Administration of Medicines	Allergy Register procedure
Developing Social Competence	Child Protection
Children with Special Needs	Code of Ethics for Registered Teachers
Communicable Diseases	Complaints
Complaints Against a Staff Member	Crisis and Emergency Management Procedures
Enrolment	Excursions
Fees	Harassment and Bullying
Hand washing	Health and Safety
Resting and Sleeping Children	Parents' Advisory Committee
Parent Education	Poisonous Plants
Premises and Equipment	Illness and Immunisation
Non-Smoking Workplace	Sun Protection
Food Provision	Supervision plan
Transition to School	Te Tiriti o Waitangi
Visitors' Procedure.	

Communication and Complaints Procedure

The lines of communication for complaints are displayed on the parent noticeboard in the entrance foyer.

If you have any queries or concerns you are encouraged to talk to the Centre Manager/Person Responsible in the first instance and, if necessary, the matter may be referred to the licensee.

All complaints in writing will receive a written reply.

Fees and Accounts

Enrolment is inclusive of State school term breaks and Public Holidays. Fees are paid by direct debit on a monthly basis. Fees are not charged for statutory holidays. Bookings are reconfirmed on a yearly basis but can be amended, with notice, as required by families.

The fees are \$8.50 per hour or part thereof

Discounts and subsidies

'Full week' (i.e. Monday to Friday 8.00-5pm) attendance discount – 10% of fees.
Sibling discount of 10% of fees for those enrolled at the same time.

Introduce a friend:

A friends and family credit, of up to \$100 is offered to families who are directly responsible for an enrolment.

Old Girls:

A friends and family credit, of up to \$100 is offered to families who have been previous students of Rangī Ruru Girls' School.

Early arrival/late fee:

An early/late fee of \$10.00 per 10 minutes is charged on a pro rata basis, outside of the child's normal enrolled hours.

Accounts

All accounts are managed through the Rangī Ruru Girls' School Business Manager's office and, within the centre, only the Centre Manager can support you with invoices or receipt queries.

Any fees matters should be discussed with the Business Manager's Office –
Tel: Angela Hirst 983-3746 or a.hirst@rangiruruschool.nz.

Childcare subsidy/WINZ

Children who attend a licensed early childhood service for at least three hours a week can, under certain criteria access subsidies.

Contact: www.workingforfamilies.govt.nz

Notification of withdrawals

For children who withdraw during the term the parent/caregiver must give three weeks' notice in writing and fees are paid or payment in lieu thereof.

Changing session times

Two weeks' notice is required in writing to change session hours/times. This ensures accurate documentation and also assists with planning for roll numbers.

The following applies to absences:

Absences

The centre does not offer casual education and care; therefore, if a child is absent the place is not able to be filled by another enrolment. The centre cannot claim funding for child absences that continue into a fourth week and beyond.

If a child is absent for more than 21 days without a written explanation, the child is withdrawn from the roll. Fees are charged for sick days, but, if the sickness is of a long duration, then in such special circumstances the fees may be reduced by 50%.

Children not enrolled under 20 hours ECE

Each child will be entitled to a yearly prorate holiday allowance of up to four weeks' normal attendance. This will be charged to the family at a 50% discounted rate.

Children enrolled under 20 hours ECE

No fee paid for up to 3 weeks' absence, under 20 hours ECE. The optional charge continues during this absence. Retaining fee of 50% of the normal hourly fee of \$8.10 (i.e. \$4.05 per enrolled hour) is charged for continued absence after the first three weeks.