

Parent Information



**R I C C A R T O N P A R K
M O N T E S S O R I P R E S C H O O L**

108 Racecourse Road

Sockburn

Christchurch

(03) 342 7595

Hours of operation 8.30 am – 4.30 pm : Monday to Friday

Session Times 9 a.m. - 12 noon Monday to Friday

12 p.m. - 3 p.m. Monday to Friday

Extended day 9 a.m. to 3 p.m. Monday to Friday

Full day 8.30 a.m. to 4.30 p.m. Monday to Friday

What to pack

- Sufficient healthy food for morning and afternoon teas and lunch, if your child is attending all day. We are happy to re-heat precooked food e.g. rice, noodles.
- A change of clothes, spare underwear and/or nappies and wet wipes, a jacket for winter wear and a sunhat in summer.
- Please ensure your child's bags, lunchboxes etc., are named.
- We do not encourage toys from home. However, if your child has a special toy or cuddly which will help him/her settle in, please advise staff.

On arrival

- Upon arrival your child will be encouraged to place his/her bag on the hangers and the lunch box on the trolley. Your child will then be placed in the care of a staff member.
- The Attendance Register will need to be signed by you. It is a requirement of both the Ministry of Education and Work and Income New Zealand that the attendance register is signed when your child is attending the centre.
- Any messages you wish to leave for staff pertaining to your child can be written in the 'comments' column of this Register.

Ministry of Education Funding

The amount and details of the expenditure of any Ministry of Education funding received by us will be displayed on the Notice board in the foyer.

Parent Involvement

If you have any special skills, e.g. ability to speak another language, musical talents or creative talents, please feel free to offer your services. We would appreciate your help and contribution to our program.

Reviews and Consultation

We will from time to time seek your comments/input regarding any of our policies and procedures. Policies and procedures that come up for review will be displayed on the Notice board.

“Education is a natural process carried out by the child and is not acquired by listening to words but by experiences in the environment.”

- Maria Montessori

Bookings

- Enrolment forms are required to be filled in for all children attending.

Payment

- You may make automatic payments into our account or by cheque or cash.
- It is your responsibility to keep fee payments up to date or you may lose your child's place.

Holidays

- The preschool is open throughout the year, except on public holidays and over the Christmas/summer holidays during which we are closed for 3/4 weeks.
- If your child is away on holiday during the time the school is in operation you are required to notify us in writing two weeks prior to the intended holiday.
- If your child is on an extended holiday i.e. more than three weeks, you will be required to re-apply when you return or pay the full fee (Our charge plus the subsidy given by the Ministry) for us to be able to hold your child's place.

Sickness

- We are unable to care for sick/unwell children and parents are advised to make alternative care arrangements. This also applies to children with infectious conditions such as *impetigo, head lice, school sores or conjunctivitis*. Most of these conditions are easily treated and staff are happy to provide information and guidance.
- Please advise us earlier in the day if your child is unwell and will not be attending

Medicine

- You are required to inform a member of staff if any medication has to be administered to your child, whilst in our care. It is a requirement of the Ministry of Education that you provide the service with a medical statement indicating that it is acceptable for non-medical staff members to have responsibility for administering medicine to your child.
- Medication will be stored in a safe place and given to the child as directed by you. You are also required to sign the Medication Register when medication is handed over to a staff member. The staff member is required to sign the register once medication has been administered and then a second staff member will also sign to confirm.

Please do not leave any medicines in your child's bag.

Settling your child into preschool

- Your child and you are welcome into our Pre School. On your initial family interview and visit, we will endeavour to familiarise your child with the Pre School environment, but it is always advisable to talk with your child about the Pre School, before you visit.
- On your child's first day, you are more than welcome to stay for a while, if you wish. In the alternative, you could reassure your child that you would watch him/her work and play for a while and be back. A reassuring hug and short farewell at the door will see children on their way to an enjoyable time on their own at Pre School. Our staff is well qualified and experienced and will make this transition as easy as possible for your child.

Complaints procedure, Licence and Policies

- A complaints procedure is on display and includes the names and contact details of members of the Preschool Management.
- The Ministry of Education office can be contacted regarding any concerns you might have about non-compliance with regulations or licence conditions.
- Education Review Office reports and centre policies are available at any time.
- The centre Licence is on display and includes the days and hours of operation, numbers of children who may attend at any one time and name of the Service Contact Person.

Children's Development Records

- Individual Profile Books are maintained for each child. We request that you read the Books and give us your input and comments/concerns on your child's progress. We look forward to working with you to ensure your child's holistic development.

Change of Clothing etc.

- Please ensure that your child has a change of clothes and appropriate head gear during summer and winter in his/her named school bag. If your child is in nappies, please supply nappies and wet wipes.

Notice of Termination of Attendance

- You are expected to give the Pre School two weeks notice of termination of attendance.
- If such notice is not given you will be charged two weeks fees in lieu of notice. Collection of fees will be handed to a Debt Collector if not settled within the required time.

Fees

20 hours early childhood education is available for three and four year olds for up to six hours per child per day.

As the Ministry of Education will not be providing us with the level of fees, an 'optional charge' will be requested. You will be asked to sign an agreement to pay us this charge. The optional charge is set at \$2.00 per hour per child and is subject to review on an annual basis. Hours not attested as 20 hours will be charged at \$ 6.50 per hour.

For those children not entitled to the 20 early childhood hours the following rates apply:

\$ 19.50 per session (3 hours) / \$ 6.50 per hour (GST inclusive)

Children are required to attend a minimum of two sessions.

Please note that additional hours of care will be at a cost of \$ 6.50 per hour.

You are expected to pick your child up at the end of the session/extended day, at the appropriate time. ***You will incur a late fee of \$10.00 if you are later than 10 minutes from pick up time.***

If your child is absent due to illness, fees will still be charged for the period.

For planned holidays a 50% fee will be charged for up to 3 weeks. After this period full payment of fees (\$6.50 an hour) will be required.

Childcare subsidies

Your child may be eligible for Income support childcare subsidies, if attending for at least 3 hours per week. This is an income-based subsidy and it is your responsibility to make an application to Work & Income NZ for this. There is a section of the application form that needs to be filled in by us. Please ensure this is done before you submit your application.