

# Welcome to Te Pahu Preschool



Our fantastic Preschool is in the heart of a wonderful rural community. Overlooked by Mt Pirongia and just 20 minutes from Hamilton we offer a small, friendly early childhood service to Te Pahu and the wider community.



## Opening Hours

Monday to Friday – Including School Holidays  
8.30am to 3:30pm (2-6 year olds)

## Location

731 Te Pahu Road, RD5, Hamilton, 3285  
07 825 9908

## Contact Us

[centremanager@tepahupreschool.co.nz](mailto:centremanager@tepahupreschool.co.nz)  
[www.tepahupreschool.com](http://www.tepahupreschool.com)

Haere mai and welcome to Te Pahu Preschool

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**Welcome and thank you for choosing to enrol your child at Te Pahu Preschool.** We look forward to getting to know you, your child and whānau and we trust you will feel comfortable and happy in our preschool environment. We realise that the first few weeks of preschool can sometimes be a new and challenging time for your child and family. This booklet is designed to provide information to new whānau about the procedures involved when your child starts Preschool. If you have further questions do not hesitate to discuss them with our Centre Manager or one of our other wonderful kaiako.

### **Growing and Learning Together**

Our small community run preschool prides itself on Manaakitanga – being in service of the community and our tamariki and their whānau. We celebrate parents and caregivers as first teachers by creating an inviting space full of aroha and mutual respect. Knowledgeable kaiako work hard to form strong relationships with our tangata (people) and this informs our practice, planning, celebrations and learning journeys.

We recognise the value of time spent immersed in Papatūānuku and celebrate our local geography regularly by promoting respect in the environment and our beautiful Maunga – Pirongia. We value enriching experiences that connect us to our unique rural setting. We show respect to all cultures and are committed to Te Tiriti o Waitangi and the Tangata Whenua, regarding the principles of partnership, protection and participation.

We aim to create child centred learning opportunities that nurture independent strengths and support needs. This is reflected in respectful practice centred around communication, rituals and our learning environment. We promote the development of Hauora, holistic wellbeing of the mind, body and spirit of each child. Alongside tamariki, we are on a journey of being lifelong learners and create opportunities for reciprocal learning or ako as we grow and learn together.

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Our goals are to:

**Provide** learning experiences that are stimulating, challenging and nurturing.

**Encourage** children to use their minds and bodies creatively and expressively.

**Support** them to extend their ideas, explore, question, problem solve, practice existing skills, and learn new ones.

**Help** them develop the skills to set their own goals and become independent, confident learners.

.....and above all have fun doing so!

### **Te Whāriki**

At Te Pahu Preschool we operate a child-initiated programme based on the New Zealand Early Childhood Curriculum, Te Whāriki. Te Whāriki is underpinned by four key principles:

**Whakamana** – Empowerment

**Kotahitanga** – Holistic Development

**Whānau Tangata** – Family and Community

**Nga Hononga** – Relationships.

Woven into this is the five strands of Te Whāriki. Kaiako aim to support tamariki to successfully develop:

**Mana Atua** – Well being

**Mana Whenua** – Belonging

**Mana Tangata** – Contribution

**Mana Reo** – Communication

**Mana Aoturoa** – Exploration

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## Enrollment

Te Pahu Preschool strives to offer our families both affordable and great quality childcare and education. As our parents and the community generously volunteer time to help with aspects of the Preschool we can offer a very reasonable rate to families.



To secure an enrollment space there is a \$30 fee which helps with administration costs. A minimum of 3 days is required for new enrollments.

Change in enrollment is dependent on availability. We will always try accommodate changes where we can. We offer casual attendance for our enrolled children. If you would like your child to attend on a day they are not normally enrolled for please phone us the day prior to see if spaces are available.

## Fees

Our fees are currently set at \$15 per day for ages 3-6 years and \$20 per day for ages 2-3 years.

We offer 20 free hours of childcare for 3 - 6 year olds in accordance with the Ministry of Education Funding. Some families may qualify for a WINZ Childcare Subsidy to assist with fees, or the Family Boost scheme administered by the IRD.

In accordance with our Fees Policy, invoices are sent out weekly. Bank details for internet banking can be found on your invoice. **Please note** to check your spam folder if you do not receive your invoice.

The following conditions are to be met to maintain a place for your child within the preschool:

- Fees from the previous term must be paid in full before children return to preschool for the following term
- When leaving preschool, we require a minimum of 2 weeks notice. We reserve the right to charge the full notice period if notice is not given.
- We DO NOT charge public holidays, however absences from preschool will be charged at the usual rate.

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## **Late Fees**

Our licensed hours are 8.30am – 3:30pm Monday to Friday. Any children picked up after this time means that we are operating outside our licence and may breach our child: kaiako ratios.

If you are running late due to unforeseen circumstances, you must call and let us know to avoid incurring a late fee. Fees will be charged at \$1 per minute.

## **Signing In/ Signing Out**

It is a requirement of the Ministry of Education for every child to be signed in and out each day. This confirms that your child has been attending on their booked days for funding requirements. This is also a safety requirement which ensures that we can account for all children present at preschool in case of an emergency. Children will only be allowed to leave preschool with an adult listed on their enrolment form or if a parent or caregiver notifies kaiako. If this person is not known by kaiako they may be asked to show photo identification for safety reasons. If your child is absent from preschool please let us know. It is important that where possible your child attends their booked days and hours as much as possible. The Ministry of Education provides funding based on your child's booked days and hours. If your child regularly misses days or attends reduced hours this will affect the preschools ability to claim funding. For any access or custody arrangements you will be asked to supply a copy of relevant paperwork. Unless we have this we are legally unable to stop anyone who is on your child's birth certificate from collecting your child, however we are able to contact you if a person presents themselves at preschool.

## **Confirmation of Changes to Your Child's Enrollment**

This is also a requirement of the Ministry of Education to ensure we receive the correct funding. Please review and sign these documents, where required.

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## **Getting your child settled at Preschool**

We recognise that each child is different, which means that the way and time they may take to settle into Preschool may also vary. Being left somewhere new can be a daunting prospect for children, so the need to modify the process for each child is very important. Here are some ideas that might make the process a little easier:

- Spend time at Preschool with your child, slowly exploring the environment.
- Join in the activities alongside your child.
- Talk to other children – ask them their names and encourage your child to introduce him/herself.
- As your child gains confidence, slowly move away to allow your child's curiosity and independence to grow.
- Encourage your child to spend time alongside Kaiako. Being comfortable to ask for help from Kaiako can help their confidence.
- Talk to the Kaiako about when they think it might be a good time to leave your child for the first time.
- Always tell your child when you are going to leave as this helps to build trust. Let them know when they can expect you to come back, for example, after lunch. Gradually extend the time that you leave your child alone.
- When you leave stick to your plan. Explain simply where you are going and when you will be back. Please ask for support from Kaiako if you need it. We are here to help and we have lots of experience at settling children. If need be we can put a specific plan in place to support you and your child with the settling process.

Remember it can take time to settle children at Preschool. We will always contact you to come back if necessary and we will always be honest about your child's day. Please ring us if you wish to find out how your child is settling.

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## **Food and Drink at Preschool**

Children must bring a healthy packed lunchbox to preschool. This needs to include enough food for morning tea, lunch and afternoon as well as a named water bottle.

Meal times are approximately 10am, 12pm and 2.15pm.

## **Healthy Eating**

We have a healthy eating policy and encourage parents to provide a healthy and varied lunch box that does not include lollies, chocolates or high sugar foods.

We also request parents exclude high risk foods relating to choking as per [Health NZ guidelines](#).

Please note that Te Pahu Preschool is a NO NUTS centre. Please do not include any items containing nuts in your child's lunchbox.

## **Clothing**

As our Preschool children are very busy learning and being creative, they often get wet and messy. It would be appreciated if children could be dressed in 'Preschool' clothes, that won't cause concern if they become dirty or stained. Clothes should all be named two spare changes of clothes should be provided each day. Please make sure your child is provided with a wet bag for sending home wet or dirty clothes.

## **Sun Safety**

A sunhat is compulsory for Terms 1 & 4. Parents are asked to apply sunscreen before children arrive at preschool each morning during Terms 1 & 4. Preschool will provide SPF 50+ sunscreen to be applied by kaiako and children themselves after lunch each day. If your child requires a special sunscreen you are welcome to provide a named bottle at Preschool for application. For more information, please see our Sun Safety Policy

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## **Forest Schooling**

We offer opportunities for our Preschool children to experience Forest Schooling. Forest Schooling may include but is not limited to excursions to the Kaniwhaniwha Reserve, Mount Pirongia and Yarndleys bush. It may also include running special activities based in our native bush area at preschool.

## **Excursions**

We recognise that excursions outside of the preschool can greatly benefit and support childrens learning. From time to time these will be organised. Parent help is essential and expected on any outing to assist in maintaining safe adult:child ratios.

## **Portfolios**

We record your childs learning journey in a profile book. These are stored under the sign in desk. We value your input and aspirations for your child. Kaiako will add learning stories and photos. This is a special way to share the learning that takes place at preschool. Kaiako also love for you to share events happening outside preschool for your child. This helps them to extend your childs interests. You are free to look at your childs portfolio any time and to add any written comments or stories of your own whenever you wish.

## **Privacy**

It is important to us that the privacy of our parents, whānau and tamariki is respected, meaning that anything shared with our staff will remain confidential. It is also important to remember that if you wish to take photos of your children during their time within preschool that there must be no other children included in these photos.

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## **Working in Partnership - our parents, whānau and our community**

Our Preschool is run for the community, by the community. As a not-for-profit organisation our parents form the executive committee that governs the Preschool. They maintain our grounds, organise our fundraising and without their support we could not operate. Likewise, our local community supports us through many initiatives including fundraising, project work and sharing their experiences and skills with the children. Our preschool is the heart of the community, bringing families together and strengthening bonds across local networks. Te Pahu Preschool operates as a licensed, all-day preschool and is accountable to the Ministry of Education and to parents. The Te Pahu Preschool Society includes Te Pahu Playgroup which operates out of the Te Pahu Hall next door.

## **Executive Committee Involvement**

Te Pahu Preschool is run by a Centre Manager who is responsible for the day to day running of the Preschool. The Centre Manager is supported by the Executive Committee, which is made up of volunteer parents and community members. The Committee has a governance role to ensure the preschool functions sustainably and in line with its vision and philosophy. We are always on the lookout for enthusiastic parents to support the Committee.

## **Parent/ Whānau Involvement**

What makes us different is that our parents/ whānau are very involved in the Preschool. To assist us in offering the best care and education for your child possible at the lowest cost to you, we invite you to get involved with the following aspects:

- Laundry
- Working Bees
- Fundraising
- End of Term Clean Up

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## **Laundry**

As we do not have facilities for washing towels, we roster two families per week to take the washing home on either a Wednesday or a Friday. Washing must be returned the following Thursday or Monday. Washing can be found in a laundry basket located inside the adults bathroom and we ask that the Laundry Policy attached to the basket be followed.

## **Working Bees and Fundraising**

We use working bees to keep our grounds and facilities tidy and functional, and all parents will be asked if they are available to help. We also fundraise to enable us to take children on outings, to purchase equipment and to make improvements at Preschool. Your support is greatly appreciated.

## **End of Term Clean Up Day**

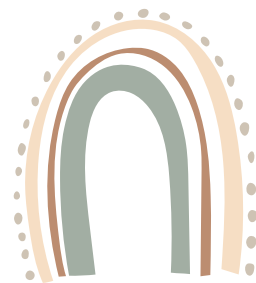
All families are encouraged to attend clean-up day on the last day of preschool each term. Families are allocated an area of responsibility within preschool to clean and a task list is provided to follow. This is a great opportunity for families to get to know each other through a relaxed environment as we all work towards the common goal of maintaining a safe and hygienic learning environment. We invite parents to bring a plate of kai to share for morning tea and we catch up and reflect on the term.

## **Concerns and Complaints Procedure**

If you have an enquiry, concern, or complaint, please refer to our Complaints Policy. A copy of the policy can be found on the wall near the sign in desk, or you can request a copy from the Centre Manager.

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## **Te Pahu Playgroup**

Playgroup meets once a week during term time at Te Pahu Hall on Wednesdays 10.00am – 12.00pm. All parents/caregivers and children aged 0–6 years are welcome.

Playgroup is a great way for local families to meet, and the children have a fun time with our toys and resources in a relaxed, informal environment. Playgroup sessions are free.

See their socials page for more information

<https://www.facebook.com/p/Te-Pahu-Playgroup-100057305866523/>





We thank you for entrusting us to care for your child. We look forward to being a part of your child's learning journey.

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