

# Casa Nova Kindergarten



play, learn, create

Casa Nova Kindergarten:  
2 Raglan Street, Oamaru North  
Oamaru 9400

Phone: 03 437 0250

Cellphone: 027 475 4266

Email: [casan@oamarukindergarten.co.nz](mailto:casan@oamarukindergarten.co.nz)

[www.oamarukindergarten.co.nz](http://www.oamarukindergarten.co.nz)



# Kia Ora, Mâlô e lelei, Hello & Welcome to Casa Nova Kindergarten.

## Enrolment

Thank you for choosing to enroll at Casa Nova Kindergarten. We welcome you and hope you enjoy your time with us. This pack is designed to answer some of your questions, but do not hesitate to discuss any concerns or queries with us.

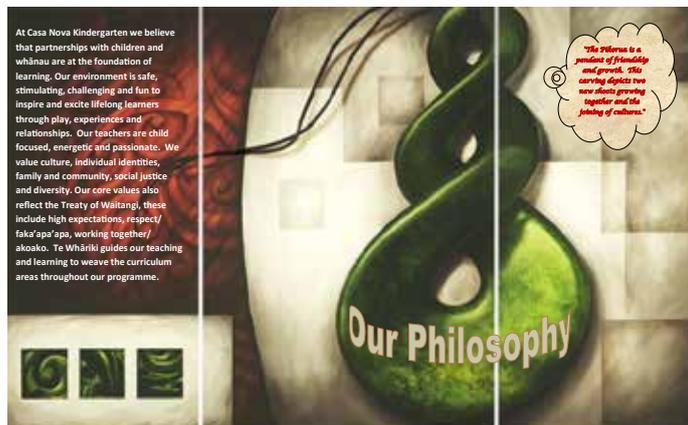
Our younger children attend Wednesday and Friday sessions (8.45am - 1pm). Our older children attend Monday, Tuesday and Thursday sessions (8.45am - 2.45pm). There is flexibility for children to attend Kindergarten on all five (5) week days. These spaces available are for children transitioning or whose parents have work commitments.

The Association Board have a procedure that admits children into session in order of age, with discretion being the Head Teachers for any special circumstances.

After enrolling, talk to the teachers about visiting. Your child needs to have a caregiver to stay during these times. This is a time to introduce your child to Kindergarten and develop their sense of belonging. We recommend you visit with your child to at least three (3) sessions before starting.

When your child starts into session, our teachers will discuss with you our Kindergarten's programme. We look forward to getting to know your child, you and your family/whānau. We know that this will be a positive progression to your child's learning journey.

## Our Philosophy



Casa Nova Kindergarten

## Learning Priorities

1. Tamariki feel a sense of Wellbeing/Mana Atua. Through teaching practices and the environment this will support tamariki to be cared for, valued, warm, safe, respected therefore promoting Holistic development/ Katahitanga and sense of Belonging/Mana Whenua. At Casa Nova Kindergarten this can be seen in many kai routines and through the promotion of respect/faka'apa'apa and meaningful relationships.

2. Relationships and Partnerships are an integral part of the programme and include tamariki, kaiako, whānau and community. Tamariki are encouraged

to collaborate/akoako with others to develop working theories and make sense of the world. This learning priority reflects the Pikorua our Kindergarten symbol of friendship and learning. Kaiako seek and value knowledge of the whole child and work together/akoako with others to maximise and promote learning potential.

3. Respect/Faka'apa'apa for people, places and things. Respect/Faka'apa'apa is something that is promoted and provoked within the programme. This includes the promotion of learning and recognising we are all different and to value different individual strengths. By doing this we are affirming identity and diversity. Respect/faka'apa'apa also encompasses how we can all respect our wider world, environments and resources.

4. Exploring our community; developing an awareness of learning opportunities; engaging within it; and making meaningful connections. We are community of learners within a community and we recognise our community has many wonderful opportunities to develop our knowledge and learning for all.

5. We challenge tamariki to challenge themselves by taking responsible risks. This is woven through curriculum areas and experienced on a daily basis.

6. Overall aim is to support the development of each learner to become confident and competent while exploring their emerging skills, knowledge, dispositions and interests. This supports life transitions including to school and beyond.

We incorporate Tātaiako Competencies of Ako, Whānaungatanga, Tangata Whenuatanga, Wānanga and Maanakitanga into our programme and practices to celebrate our unique bicultural heritage and to acknowledge The Treaty of Waitangi.

## Food at Kindergarten

The children will have morning tea and lunch at Kindergarten. Water is available at all times. We have a no nut procedure.

### Morning Tea

Each family will be rostered on to donate fruit, crackers and spreads. This will supplement our morning teas. If you are rostered on to provide morning tea for the week, we would also appreciate your help at clean up time. Different parents prepare morning tea for us each day. If you could help with this let us know.

### Lunch

We provide lunch on Monday, Tuesday, Wednesday and Friday to all children. We aim to provide a variety of hot and cold nutritious meals that children have the opportunity to help prepare. We cater for allergies and cultural beliefs, please let us know of these. The day's menu will be displayed on the whiteboard.

### Lunch Box Day

This is on a Thursday. If your child attends on this day, please ensure they bring a healthy lunch in a named lunch box e.g. a sandwich, two servings of fruit/vege, crackers, cheese, dried fruit. We can heat food - please wrap and name food that needs to be heated. The lunch box is for lunch and morning tea.

We have a healthy food procedure; if you would like any advice on healthy food options, please don't hesitate to ask.

## Afternoon Tea

This will be provided if necessary.

## Cooking at Kindergarten

We love to cook at Kindergarten and do so every week. We try as often as possible to use the harvests from our garden within our cooking and baking.

Every week, we cook or bake something planned from earlier in the week. The children are now making great choices around eating and have learnt a lot about healthy food choices. Healthy food can always be tasty!

## Your Child's Teachers

Your child's teaching team consists of three (3) full-time and one (1) part-time, fully qualified and registered Teachers, and 2 Teacher Aides. We are all here to support your child and your family/whānau.

Head Teacher: Sarah

Teachers: Jo, Rachel and Fran

Teacher's Aide: Jan

Teacher's Aide: Sonya



We are a school day Kindergarten and our session times are:

MONDAY, TUESDAY, THURSDAY: 8.45am to 2.45pm  
WEDNESDAY & FRIDAY 8.45am to 1pm

Our session times need to be adhered to as confidential meetings and planning for children happens before and after session.

It is a Ministry of Education requirement that children are only supervised by teachers within session times. Wednesday and Friday afternoons are used by teachers to do administration and they are available for discussion with parents after 1.30pm on these days.

## Term Dates

Term dates are set each year by the Association Board and at the start of the year a calendar is supplied to each family. The dates normally follow the primary school terms.

## Holiday Programme

The Association runs a holiday programme at one of the Kindergartens during each term break. This is available to children attending or on the waiting list, at a Kindergarten. Separate enrolment forms are required for each holiday programme. Please ask one of the teachers for more information.

## What to Bring / What is Expected

- Please send your child in named clothes that are easily washed. Kindergarten is an active and messy place. Children often become distressed if they are under strict instructions not to get dirty - this is an almost impossible request. We do encourage the use of aprons but cannot make promises.
- Please ensure that you pack in your child's bag a spare set of named clothing for your child in case

they get wet or have a toileting accident. Please also ensure that clothing is easily taken on and off - especially for children who are toilet training.

- As we encourage independence in our children, we support and respect their toileting requirements. If your child needs extra support, please discuss with us.
- In terms one (1) and four (4), your child must have a named sunhat and you need to apply sunscreen. In terms two (2) and three (3), please ensure your child has a warm jacket and hat.
- Each child is allocated an independent cubby in the locker room.
- It is important that the teachers know who is collecting your child. We have a daily sign in/out sheet for any changes in routine and please ensure a teacher is told about the change. Our procedure states only those persons stated on the Enrolment Form are permitted to collect your child, this is for the protection of your child and is strictly adhered to by our teachers.
- Please ensure that you sign your child in and out.
- Check your child's kete/pocket for any notices.
- When collecting your child from session, please wait for them to be released from mat time. While waiting please respect the fact that children are concentrating and be a little quieter.
- We have a box for lost property that is underneath the sign in sheets. Please take a minute to check occasionally.
- We are always looking for boxes, material, clean yoghurt and margarine containers, wood, and wool, etc for children's art, so feel free to bring them in.
- We have a rabbit (Bluebell). It is appropriate to let you know that you are able to take her home at any stage for a sleep-over. We are always grateful for any vegetables, etc to feed her.
- Please keep your child at home if they are ill to reduce the spread of infection. We recommend you keep your child home forty-eight (48) hours after they have last vomited to allow the virus to pass. We would appreciate you notifying us if your child is away.
- Please keep older children away from Kindergarten if they are being kept away from school due to illness.
- It is a Ministry of Education requirement that we sight your child's Immunisation Certificate which is found in your child's Plunket Book. We are also required to keep a copy of your child's Birth Certificate or Passport.
- Vision and hearing tests are carried out each term and the Public Health Nurse, Speech Therapist and Early Intervention Teacher all visit periodically.
- We recommend parents read and familiarise themselves with the Hazards List displayed in the entrance way.



## 20 Hours ECE



At Oamaru Kindergartens we offer the Government's 20 Hours ECE option to families and are committed to keeping our Kindergartens affordable for everyone.

*What does 20 Hours ECE (Early Childhood Education) mean?*

Quite simply, because our Kindergartens are teacher/kaiako led and provide services to 3-5 year olds, all you need to do is enrol your child and you can claim the **20 Hours ECE**. So, for up to six hours a day to a maximum of 20 hours per week, the cost of your child attending our Kindergartens is largely covered, no matter how many hours you work or how much you earn.

*Here is how it works*

- The Government funds up to 20 hours per week of Early Childhood Education (ECE) for all 3, 4, 5 and 6 year olds at a teacher/kaiako-led service such as a Kindergarten.
- A child can have up to 6 hours per day, to a total of 20 hours per week.
- You can use your child's **20 Hours ECE** at more than one Early Childhood Education service, as long as their total of **20 Hours ECE** across all services is no more than 6 hours per day, up to 20 hours per week. It's your choice.
- Unused **20 Hours ECE** cannot be carried forward to another week.
- You cannot be charged a compulsory fee for any **20 Hours ECE** you use at any service, however you can be asked to make a voluntary extra payment.

*How do I claim my 20 Hours ECE?*

- Simply complete and sign the declaration on the Enrolment Form. This is a legal agreement confirming to the Ministry of Education how you are going to use your **20 Hours ECE**.
- As soon as we have this and you've completed a full Enrolment Form, you can receive the **20 Hours ECE** – there is no waiting period.
- You must let the teaching team know immediately if you want to change the way you are using your child's **20 Hours ECE**. You will need to complete and sign an updated agreement which the Kindergarten will give to you.

For more information on **20 Hours ECE** visit the Parents Section of the Ministry of Education's website at:

[www.minedu.govt.nz/Parents/Early\\_Years](http://www.minedu.govt.nz/Parents/Early_Years).

## Kindergarten Fees

(Please refer to our fees procedure for more on fees.)

### Option One

Families who attest their full 20 hours ECE free entitlement will not be charged for any other hours over the 20 hours at all four Kindergartens.

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Families who attest their full 20 hours ECE free entitlement will not be charged for any other hours over the 20 hours at all four Kindergartens.

### Option Two

Three (3) and Four (4) year olds who attest (50%) or more of their 20 Hours ECE free entitlement will be charged \$2.00 per hour for the remaining hours at all four Kindergartens.

### Option Three

Three (3) and Four (4) year olds who attest (50%) or less of their 20 Hours ECE free entitlement will be charged \$4.50 per hour for all the hours they attend at all four Kindergartens.

### Option Four

Under three (3) years old will be charged \$2.00 per hour.

NOTE: Our funding is dependent on a number of set rules by the Ministry. One of these being attendance. Sometimes it is necessary if your child has had a lot of absences for you to have to reconfirm your child's hours. This ensures we continue to receive funding to provide our service to your family/whānau. Please talk through any concerns with staff.

*Paying your fees*

- Fees are invoiced at the start of each month.
- We prefer automatic payments or internet banking for the payment of fees.
- You will receive statements and reminders if your fees are unpaid.

*Getting help with your fees*

You may be able to get a WINZ Childcare Subsidy to help with the payment of your fees. To find out if your family/whānau qualifies:

- Call WINZ on 0800 774 004
- Visit: [www.workandincome.govt.nz](http://www.workandincome.govt.nz)

If you have any queries about your Kindergarten fees, please contact to the Association office.

Thank you.

## Communication

### Portfolios

To ensure we record part of your child's learning journey at Kindergarten, they each have an individual portfolio. This portfolio will provide examples of your child's interests, dispositions and learning that we have noticed, recognised and responded to at Kindergarten. Dispositions are skills, attitudes, values and habits that children develop as part of their learning. This learning will show meaningful links to Te Whariki our curriculum document.

We use portfolios as a link between home and Kindergarten and encourage whānau to add stories, photos, aspirations and comments about your child's interests, experiences and learning throughout their portfolio. We encourage discussion and feedback as this helps us to develop partnerships therefore provoking meaningful learning outcome for your child.

These portfolios are in the Kindergarten and are able to be accessed and taken home at any time. Tamariki are presented with their portfolio when they leave Kindergarten. We ask for a small donation of \$20.00 to cover some of the portfolio costs.

### **Group Learning**

Is planned for weekly and these plans are displayed on the wall with evidence of learning through photos, stories, children's voice, art etc. We also use a daily learning book to record daily experiences/ako. We encourage your feedback on both. This learning often makes connections to learning from home and individual planning.

### **General Information**

You will find general information on our programme, displayed around the walls by way of photos and learning stories.

### **Change of Details**

If any of your child's details change from the original enrolment form please inform the Kindergarten as soon as appropriate.

### **Newsletters**

These are to inform you of things that are happening within the Kindergarten. They are sent home at least twice a term. You can receive these via e-mail if you wish. A copy is displayed at the main entrance area.

### **Other Communication**

Any other relevant information can be found on the white board outside, the notice board inside or in cubbies/kete - don't forget to check these daily. We also use the Kindergarten cell phone to share messages.

### **Emergency Evacuations**

During any emergency, it is necessary to have all people in the building accounted for. We require you to sign the sign in/out sheet if you intend to stay and help in the Kindergarten. We take time to discuss and practice with the children earthquake procedures as well as having regular fire and earthquake drills.

Our evacuation point is Pembroke School. If the children have been moved a note will be displayed at the Kindergarten.

## **Family/Whānau**

All parents/whānau are welcome in our sessions. Children love it when their parents/whānau come along and take an interest in what they do.

We encourage families/whānau to share their cultures, strengths, celebrations and languages. This is a great way for our children to be exposed to other cultures within our community. The children enjoy adults coming in sharing experiences from cooking and music to traditional clothing and dance.

## **Fundraising Committee**

Parents are encouraged and welcome to join our Kindergarten Committee. The Committee is a great way of meeting other parents as well as being involved in your child's Kindergarten.

The Committee meets at least once a term to discuss termly fundraising which is used to purchase extra resources or to support long term development. These meetings are also a great time to get to know the teachers as well as what is going on within the programme.

We also support families/whānau who are interested in extending their involvement in the Kindergarten by becoming a member on the Association Governance Board.

## **Early Childhood Curriculum**

Our daily learning and teaching is guided by the early childhood curriculum document Te Whariki, children's interests and current theory and practice. Te Whariki encourages children to be empowered, develop holistically, it includes families and communities in learning as well as encouraging the development of relationships. We assess children's learning through identifying and developing their skills and dispositions for learning. Some of these are recorded for you as parents in the children's portfolios and Kindergarten wall displays. We acknowledge the importance of our bicultural heritage therefore we provide a developmentally appropriate programme that promotes quality and positive learning outcomes for children in a bi-culturally appropriate way. As our community is so diverse we enjoy celebrating the cultures that make up our Kindergarten.

## **Moving from Sessions**

When your child is ready to move into the longer day session the Head Teacher will discuss this with you. Once a date has been set further information will be given to you.

## **Other Important Information**

### **Transition to School**

We have regular liaison with the local schools and in conjunction with Pembroke School, we run an excellent transition to school programme. This involves reciprocal visits between the school and Kindergarten as well as visits from school buddies.

Please ask for information regarding preschool programmes at local schools. Please make contact with the school your child is to attend at least one (1) month prior to your child's fifth (5th) birthday.

### **Literacy Skills**

Information to help get your child started: Remember to only use a capital letter at the beginning of their name and start writing in the left hand top corner of the page.

For example: Jane ✓ JANE X

Enjoy a book with your child daily - this is the best way to enhance literacy.

### **Kindergarten Photos**

Kindergarten photos are taken annually and are available for purchase.

### **Library**

We believe reading stories to children is a very important part of their education, learning the love of books and the delight to be gained from stories. So you are able to have a wider selection of books at home, we offer your child the opportunity to borrow books from Kindergarten to be read at home. Library day will be on a Tuesday afternoon. The children are able to keep the books at home for a week and return them before 10am on Tuesday morning to receive a new book.

We also have a selection of adult books and DVDs available for you to borrow. Please let us know if you would like to take one or ask for guidance.

### **King / Queen of Kindergarten**

When your child finishes Kindergarten to start school, we acknowledge this occasion by inviting you to share a small celebration with us. This takes about twenty (20) minutes. It involves singing one of your child's favourite songs, Happy Birthday and Happy School Days. Your child will blow out five (5) candles on a play dough cake.

Please advise us if this celebration is not suitable for your family. About a month before your child turns five (5),

we will give you a form detailing all the information you need for this party as well as the opportunity to choose a day and time that suits your family.

### **Absences and Transfers**

Government funding is withdrawn if attendance is irregular or if your child is away for more than twenty-one (21) days without a valid reason, for example, holiday or sickness. Please let us know of any long or regular absences so we can account for these. Transfers are available to or from any Kindergarten throughout NZ, with acceptance dependent on vacancies and at the discretion of the Head Teacher. We require a minimum of two (2) weeks notice if you intend to leave the Kindergarten.

### **Tidy Up Time**

We encourage children to finish their work by tidying up their work spaces throughout the day. This is one of the ways we promote, respect & responsibility for environments and resources in the programme. Parent help is always appreciated. Help to clear and wipe tables, wipe painting and pasting areas, clear the mat areas, wash painting brushes, hang up dress ups, sweep floors, put away outside equipment and clear and rake the sand pit. This ensures the teachers spend quality time with the children and their families.

We have a termly roster that can be seen on the notice board. This works in conjunction with the morning tea roster and we have an expectation that whānau assist at Tidy Up Time during the rostered week.

### **Excursions**

We have a variety of excursions. Sometimes we ask for a small donation to cover the cost of the bus, etc and parent help. Our impromptu excursions are where we walk to a location close to the Kindergarten. All we ask for this is parent help. These excursions are an extension of what we are learning within the Kindergarten.

### **Whāriki (Morning) Time**

We have a Waiata (song) and Mihi (greeting) at Whāriki (mat) Time as a way of including Te Reo (Maori language) and other languages into our programme.

Mihi is a way of introducing ourselves to friends and visitors; we use this as well as reflecting on current events as a basis for our Whāriki Time. This is an important focus for our programme which enables children to develop a strong sense of belonging and get to know each others names.

At the end of Whāriki Time, we share kai (food). This is an opportunity to gather as a group, encouraging healthy eating and conversation.

## *Oamaru Kindergarten Association*

### *Our Structure*

The Oamaru Kindergarten Association is the umbrella organisation for the four Kindergartens in the Oamaru area. We are a non-profit, community-based organisation governed by an elected Board.

The Board collectively work together with the four Kindergartens and their communities to deliver an educational service that they are proud of. The Board oversees the strategic direction and purpose of the Association with teaching and learning as the core business, with the ultimate outcome for children.

The Oamaru Kindergarten Association has a constitution which defines how it operates and is the employing body of all the staff. The Board is made up of between five (5) and ten (10) elected members - from Kindergarten Parent Committees or just interested people, a staff representative and the General Manager (ex-officio). The Board meets once a month and Minutes from these meetings are displayed at each Kindergarten.

The Association employs a General Manager who is delegated responsibility for the day-to-day management of the Association. A Senior Teacher is contracted from another Association and the Senior Teacher's role is to support the re sourcing and professional learning of the teaching staff.

Each Kindergarten has a Head Teacher and Teachers (this can vary from 3-4 depending on the group size and the license the Kindergarten operates under) whose responsibility it is to ensure that they deliver teaching and learning that reflects the principles and strands of the curriculum document - Te Whāriki.

### *Our Strategic Plan*

***Our purpose: Early Childhood Education for children, their families and our communities***

#### **Our guiding principles are to:**

- Be accessible for all children/tamariki.
- Commit to exceptional teaching and learning.
- Have fun while we learn.
- Provide a safe environment.
- Be financially stable.

### *Our Vision*

***The leading choice for Early Childhood Education in North Otago***

### *How to contact the Association Office*

**General Manager** - Julie Craig  
P O Box 71, Oamaru 9444  
Office: 138 Thames Street, Oamaru 9400  
Phone: (03) 434 2422 or 027 429 4707  
E-mail: oamaruka@ihug.co.nz

# Operational Documents

Following is a list of the Kindergarten operational documents and where you would find them:

Document	Location
Casa Nova Kindergarten License	Entrance
Casa Nova Kindergarten Philosophy	Entrance
Teacher Qualifications	Entrance
Ministry of Education Regulations & Criteria	Operations manual on shelf in entrance
Education Review Office (ERO) Report (most recent report)	Operations manual on shelf in entrance
OKA Strategic Plan	Operations manual on shelf in entrance
OKA Annual Plan	Operations manual on shelf in entrance
OKA Constitution	Operations manual on shelf in entrance
OKA Annual Audited Accounts	Operations manual on shelf in entrance
OKA Policies	Operations manual on shelf in entrance
OKA and Kindergarten Procedures	Procedure folder on shelf in entrance
OKA Complaints Procedure	Entrance
Building Warrant of Fitness	Operations manual on shelf in entrance
OKA Emergency Evacuation Documentation	At all fire exits and in Operations Manual
OKA Board Minutes	Entrance
Casa Nova Kindergarten Committee Minutes	Entrance
Casa Nova Kindergarten Attendance Register for signing your child in and out	Shelf in entrance
Your child's profile	In the Kindergarten

Should you wish to lay a complaint regarding non-compliance of any of the requirements listed in these documents, the complaints procedure is displayed on the wall in the foyer. All other policies and procedures can be read in our Operations Manual and Procedure Folder. Regularly families/whānau are asked to comment on policies and procedures as part of our review of these. Any planned reviews and or consultation will be displayed in the foyer. We value and appreciate your feedback.





# Experience, Enrich, Discover



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