

# Holmes Kindergarten



play, learn, create



## Holmes Kindergarten

34A Stuart Street, Holmes Hill, Oamaru 9400

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

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

## Enrolment

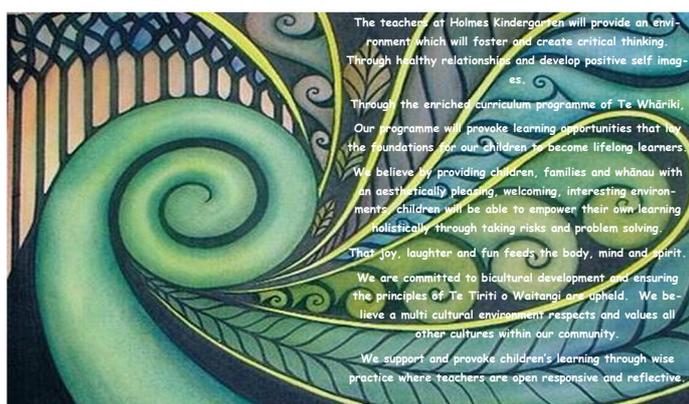
Thank you for choosing to enroll at Holmes Kindergarten. We welcome you and hope you enjoy your time with us. This pack is designed to answer some of your questions, but do not hesitate to discuss any concerns or queries with us.

After enrolling, your child is now welcome to visit. Your child needs to have a caregiver to stay during these visiting sessions. This is a time to introduce your child to Kindergarten. We recommend the attendance of your child to at least three (3) sessions before starting.

When your child starts into sessions, our teachers will discuss with you our Kindergarten's programme. We look forward to getting to know your child, you and your family/whanau.



## Our Philosophy



## Holmes Kindergarten Philosophy

## Lunches

Please name your child's lunch box and drink bottle and place in the container provided in the foyer. Remember spoons for yoghurt etc and ensure the lunch is easy to access. The children enjoy the social atmosphere of the lunch routine, with healthy eating encouraged and staff supervision at all times.

## Your child's Teachers

Your child's teaching team consists of three (3) full-time, fully qualified and registered teachers and a teacher's aide. We are all here to support your child and your family/whānau.

**Head Teacher:** Lenore, **Teachers:** Fiona, Sue  
**Teacher's Aide:** Kelly



## Session Times

Our session times are:

MONDAY TO FRIDAY:  
8.30am to 2.30pm

It is important that your child does not arrive before session time and is picked up promptly at the end of the session. Five (5) minutes can seem like a lifetime if you are the only child left.

## 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.

## Morning Tea

A morning tea/kai is offered to the children. This is made by the teachers. We are always grateful for parent help to do this. We ask that parents contribute to the morning tea with donations of the following: fruit, crackers, cheese, bread, sandwich fillings etc. Filtered water is provided throughout the session. Please let us know if your child has any food allergies.

## 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.
- Ensure that your child has a change of clothes in case they get wet or have a toileting accident. 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), please ensure your child has a sunhat and you have applied sunscreen. In terms two (2) and three (3), please ensure your child has a warm jacket and hat.
- Each child is allocated a locker in the cloak room.
- It is important that the teachers know who is collecting your child. Please ensure that you sign your child in and out, and that a teacher is told about any changes in routine.
- Our procedure states that 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.
- It is a Ministry of Education requirement that we sight your child's Immunisation Certificate which is found in your child's Plunket Book.
- 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 foyer.
- Please ensure that you shut both gates upon entering and leaving the Kindergarten.
- Please keep your child at home if they are ill to reduce the spread of infection. We recommend you keep your child home twenty-four (24) hours after they have last vomited to allow the virus to pass. We appreciate you notifying us if your child is to be away. Please keep older children away from Kindergarten if they are being kept away from school due to illness.



## Communication

### Profile

To ensure we record your child's learning journey through Kindergarten, they each have an individual profile.

These are put together from aspirations, observations and parental involvement. We value parental input and families/whanau will be consulted and informed of their child's progress. These profiles are in the Kindergarten and are able to be accessed and taken home at anytime. These are presented to the children when they turn five (5). We ask for a small donation of \$20.00 to cover some of these costs.

We love to hear about your child's interests, passion and fun times you have together. Please feel free to write stories from home and add them to your child's profile. If you need assistance with this, then please let us know.

### 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 put into your child's note pocket which is on the foyer wall at least twice a term. A copy is also displayed in the foyer.

### Note Pockets

This is on the wall in the foyer. Please check daily to keep informed and up-to-date.

### 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 Fenwick School or Glendale Park. Access for Glendale Park is from Arthur Street or Oxford Street. If the children have been moved to one of these meeting places a note will be put up at Kindergarten.



## 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 teacherled 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 and 5 year olds at a teacher-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).



## Kindergartion 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.

### 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/whanau. 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 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 talk to the Association office.

Thank you.



## Family/ Whanua Involvement

All parents are welcome in our sessions, and your children love it when their parents come along and take an interest in what they do.

We encourage families/whanau to share their cultures, 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 activities for example, cooking, music to traditional clothing and dance.

## Parent Committe

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 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/whanau 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 Whāriki, children's interests and current theory and practice. Te Whāriki 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 their skills and dispositions for learning. These are recorded for you as parents in the children's profiles and Kindergarten wall displays.

We acknowledge the importance of our bicultural heritage so we provide a developmentally appropriate programme that promotes quality and positive learning outcomes for children.

## Other Important Information

### Transition to School

We liaise with the local schools including school buddies visiting on a regular basis from St Josephs. Transition to school information is available at Kindergarten.

Please make contact with the school your child is to attend at least a term prior to your child's fifth (5th) birthday.

We have developed a transition programme where children are provided with the opportunity to develop their skills, with writing, cutting and the comprehension of letters and numbers through fun and exciting challenging experiences.

### 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 enhancer of literacy.

### Fifth (5th) Birthdays

Children have a special birthday chair to sit on when they leave for school. Parents are welcome for this occasion and if they desire, may provide a morning tea treat for the children.

### Kindergarten Photos

Kindergarten photos are taken annually.

### Absences and Transfers

Government funding is withdrawn if attendance is irregular or if your child is away for more than twentyone (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 help tidy their work spaces throughout the day, as this is a part of their contribution to the programme. It encourages them to develop an awareness of the needs of others. Parents help is always appreciated. Help to clear and wipe tables, wipe painting and pasting areas, clear the mat areas, put away outside equipment and clear and rake the sand pit. This ensures the teachers spend quality time with the children and their families.

### Excursions

We have a variety of excursions. All we ask is for a small donation to cover the cost of the bus etc and parent help. Mihi Time (Introducing yourself) We have a Waiata (song) and Mihi (greeting) and Whariki (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 Whariki 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 Whariki 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 resourcing and professional learning of the teaching staff.

Each Kindergarten has a Head Teacher and Teachers (this can vary from 3-4 depending of 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.
- 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 should find them:

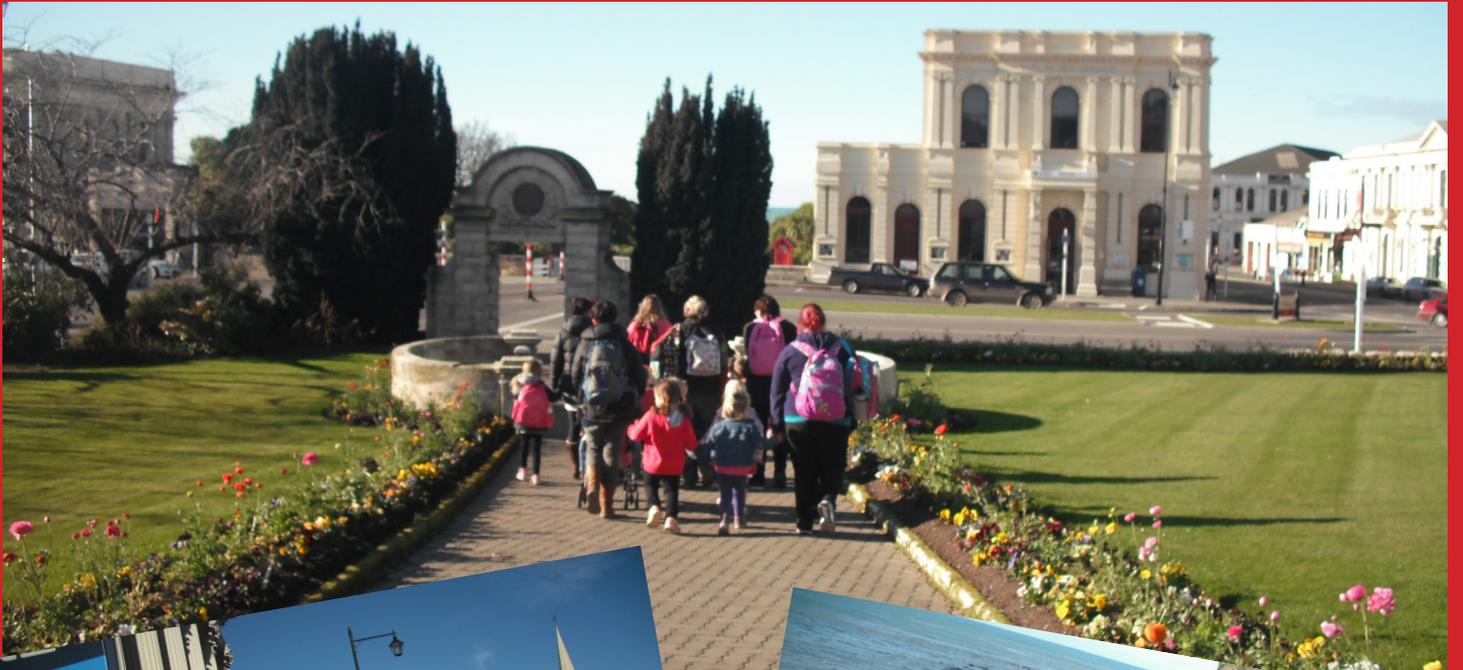
Document	Location
Holmes Kindergarten License	Foyer
Holmes Kindergarten Philosophy	Foyer
Teacher Qualifications	Foyer
Ministry of Education Regulations & Criteria	Foyer
Education Review Office (ERO) Report (most recent report)	Operations Manual in the foyer
OKA Strategic Plan	Foyer
OKA Annual Plan	Operations Manual in the foyer
OKA Constitution	Operations Manual in the foyer
OKA Annual Audited Accounts	Operations Manual in the foyer
OKA Policies	Operations Manual in the foyer
OKA and Kindergarten Procedures	Procedure Folder in foyer
OKA Complaints Procedure	Foyer
Building Warrant of Fitness	Operations Manual, in the foyer
OKA Emergency Evacuation Documentation	At all fire exits and in Operations Manual
OKA Board Minutes	Notice board in the foyer
Holmes Kindergarten Committee Minutes	Notice board in the foyer
Holmes Kindergarten Attendance Register for signing your child in and out	Table in the foyer
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/whanau 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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