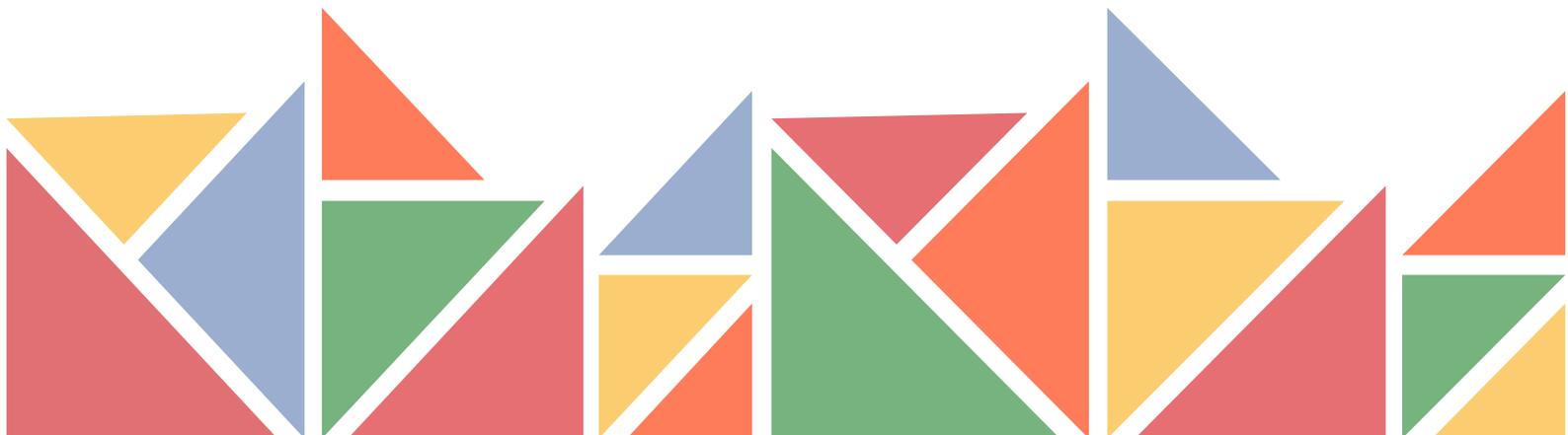


# OAMARU KINDERGARTEN ASSOCIATION

## WELCOME PACK





*“What happens  
in kindergarten  
matters for a  
lifetime!”*

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## OAMARU KINDERGARTEN ASSOCIATION WELCOME PACK

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### OUR KINDERGARTENS

CASA NOVA

EDNA MCCULLOCH

GLEN WARREN

HOLMES

MAHENO

# Kia Ora, Mālō e lelei, Talofa Lava, Hello & Welcome to the Oamaru Kindergarten Association



Thank you for choosing to enrol at Oamaru Kindergarten Association. We welcome you and hope you and your family/whānau enjoy your time with us.

This welcome pack is designed to answer some questions you may have, but please do not hesitate to discuss with us any further questions, queries or concerns you may have.

After enrolling, talk to your kindergarten's Head Teacher about arranging a good time to visit. This is important for your child as it builds a sense of belonging and is a way to introduce yourself and your child to the kindergarten. We recommend that your child has at least three visits with a caregiver before they start kindergarten but this can be adapted to individual needs.

During our session times teachers will be with the children but they are always happy to have a conversation with you about their program, routines and rituals. We look forward to getting to know you and your whānau, and supporting you in a positive beginning to your child's learning journey.

## TE WHĀRIKI - OUR CURRICULUM

Te Whāriki sets out the curriculum to be used in New Zealand's early learning settings and provides guidance for its implementation. Te Whāriki interprets the curriculum broadly, taking it to include all the experiences, activities and events both direct and indirect that occur within the early learning setting. It provides a framework of principles, strands, goals and learning outcomes that prioritises the mana of the child and emphasises respectful, reciprocal and responsive relationships.

This framework provides a basis for each setting to 'weave' a local curriculum that reflects its own distinctive character and values.

### THE FOUR BROAD PRINCIPLES OF TE WHĀRIKI ARE:

- » **Empowerment** – Children will be empowered to learn and grow.
- » **Holistic Development** – Children learn and grow in a holistic way. Their intellectual, social, cultural, physical, emotional and spiritual learning is interwoven across their experiences.
- » **Family, Whānau and Community** – A child's family, whānau and community are reconigned as part of learning experiences.
- » **Relationships** – Children learn through positive relationships with people, places and things.

### THE FOUR PRINCIPLES ARE INTERWOVEN WITH THESE LEARNING AREAS:

- » **Mana Atua** – Wellbeing
- » **Mana Tangata** – Contribution
- » **Mana Whenua** – Belonging
- » **Mana Reo** – Communication
- » **Mana Aotūroa** – Exploration



## OUR STRUCTURE

Oamaru Kindergarten Association is governed by a Board who collectively work together with the five 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 our 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 the staff. The Board is made up of six (6) elected members from kindergarten parents and interested people and one (1) Board Member – Teaching and Learning who is elected from the teaching staff of the Association. The Board meets regularly 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. The Senior Teacher's role is to support, strengthen and grow the resourcing and professional learning of the teaching staff.

Each kindergarten has a Head Teacher and teachers (this can vary from 3-4 depending on group size and the license the kindergarten operates under). It is the Head Teacher's responsibility to ensure that they deliver teaching and learning that reflects the principles and strands of the curriculum document – Te Whāriki and is responsive to the community they are a part of.

Every kindergarten has a small parent fundraising team that meets a minimum of twice a year and who undertake fundraising when necessary to provide funding for special projects or purchases at their kindergarten. We see this as an opportunity to encourage partnerships with parents that is needed for a successful kindergarten.

## ABOUT US

Oamaru Kindergarten Association is the umbrella organisation for five individual kindergartens in the Oamaru area. We are a non-profit community based organisation governed by an elected Board. We belong to a national organisation, New Zealand Kindertengartens, with whom we network and share national expertise. This national perspective is the strength of the kindergarten movement.

### OKA STRATEGIC FRAMEWORK 2020-2030

#### OKA'S PURPOSE:

To inspire nga tamariki to grow as confident and competent learners.

#### OUR STRATEGIC PRIORITIES:

- » **Growing Young Learners** – A focus on quality ensures tamariki remain at the heart of all decisions.
- » **Strengthen Kindergarten** - A focus on engagement within our communities.
- » **Dynamic Organisation** - A focus on a progressive and sustainable organisation.

#### OUR VALUES:

- » **Success for every learner.**
- » **Support every child, their whānau and our community.**
- » **Accessible to all families without bias.**
- » **Nurture leadership across the OKA community**



# WHAT IS REQUIRED

## CLOTHING

- Please send your child in named clothes that are easily washed and ensure that you pack in their bag a spare set of named clothing. Kindergarten is an active and sometimes messy place and children often become upset if they are given instructions not to get dirty and miss out on areas of our program they see others enjoying. Children are often also changing themselves and if there is more than one child in one space, clothes can become easily mixed up.
- To eliminate any issues with lost clothing it is best to have them **clearly named**. Please also ensure that clothing is easily taken on and off - especially for children who are toilet training.
- When your child starts kindergarten, they will be given a named reusable wet bag. It is essential that this travels with them to kindergarten daily as we often engage in messy/sensory play, water play or sometimes toileting accidents happen. We do not stock plastic bags for wet clothes.

- We have a box for lost property located at the kindergartens. If you are unable to find an item of clothing please check this or speak with the Kaiako.

## TOILETING

- As we encourage independence in our children, we support and respect their toileting requirements. If your child needs extra support, please discuss with us.
- If your child is in nappies, they are to be provided by you. We are more than happy to support your child's toilet learning journey. When they are ready, speak with us and we can guide them at kindergarten. More spare clothes may be required as toileting at kindergarten can take longer than at home, please speak to the teachers about this.

## NOTICES

- Each kindergarten family/whānau has a named pocket near the kindergarten entrance where messages, newsletters, notes and invitations to special events are left so please check it regularly. Kaiako may hand deliver any notices/newsletters for whānau. Please read these and follow up of any requests.

- Each child has an independent cubby or hook for their bag.
- We are always looking for boxes, material, clean yoghurt and margarine containers, wood, and wool, natural resources e.g driftwood, shells, etc for children's art, so feel free to bring them in.
- Our kindergartens have a whiteboard outside the entrance that we write our daily messages, menu (if applicable), any changes to the teaching team for the day or messages we wish to share. Please read the board and check in with a teacher if you have any questions.

## HEALTH AND WELL-BEING

- When you arrive at kindergarten each day, there will be a sign in register near the entrance. Please ensure your child is signed in and out daily as this is a requirement of attending. If someone other than you is collecting your child please let teachers know. The person collecting your child will also need to have been written on your enrolment form or details for them to be authorised for collection can be updated with a teacher.
- Please sign yourself in everytime you enter a kindergarten by either using the COVID-19 Tracer App or the

- blank details sheet near the front door of every kindergarten
- When collecting your child from session, we may ask you to 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.
- Oamaru Kindergarten Association observes sunsmart guidelines, this means that from October to April we observe 'no hat no play'. Tamariki and kaiako are expected to be wearing their sunhats during outdoor play. Sunhats are provided by the family and these should have a full brim and be named. For the remainder of the year, please ensure your child has a warm jacket and hat.
- We practice evacuation drills periodically. This may be done during a time where you are in the kindergarten. Please follow the direction of the teachers should this occur.
- We recommend parents read and familiarise themselves with the Hazards List displayed in the entrance way.
- For the health and wellbeing of everyone at kindergarten, please keep your child at home if they are ill to reduce the spread of infection. If your child has vomited and/or has diarrhea or has presented

with a fever, please notify your kindergarten via text, phone or email and your child is to stay at home a minimum of twenty-four (24) hours from the last motion or from when the fever has come down and no panadol is required to keep it down. Please consider whether your child should be attending kindergarten if you have to give them panadol beforehand. We appreciate your support in keeping everyone healthy and if you are unsure please check in with us.

- Please keep older children away from kindergarten if they are being kept away from school due to illness.
- If your child falls ill during session time you will be contacted so that they can be collected.

- 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 this and your child's Birth Certificate or Passport.
- Vision and hearing tests are carried out approximately every three months for your child's four year old check in. The Public Health Nurse, Speech Therapist and Early Intervention Teacher also all visit periodically. If you have concerns or questions about your child's development and want to engage with any of these services, please let us know as we can support you through the process of seeking support.

**We are here to collaborate with you to provide care and education to your child.**

**Please speak to us regarding anything you would like further information, support or have any questions about our service.**



## **FOOD AT KINDERGARTEN/KAI**

Your children/tamariki will have morning tea and lunch at kindergarten. Water is available at all times. Please refer to the individual kindergarten page for more information on what food options are available at your kindergarten.

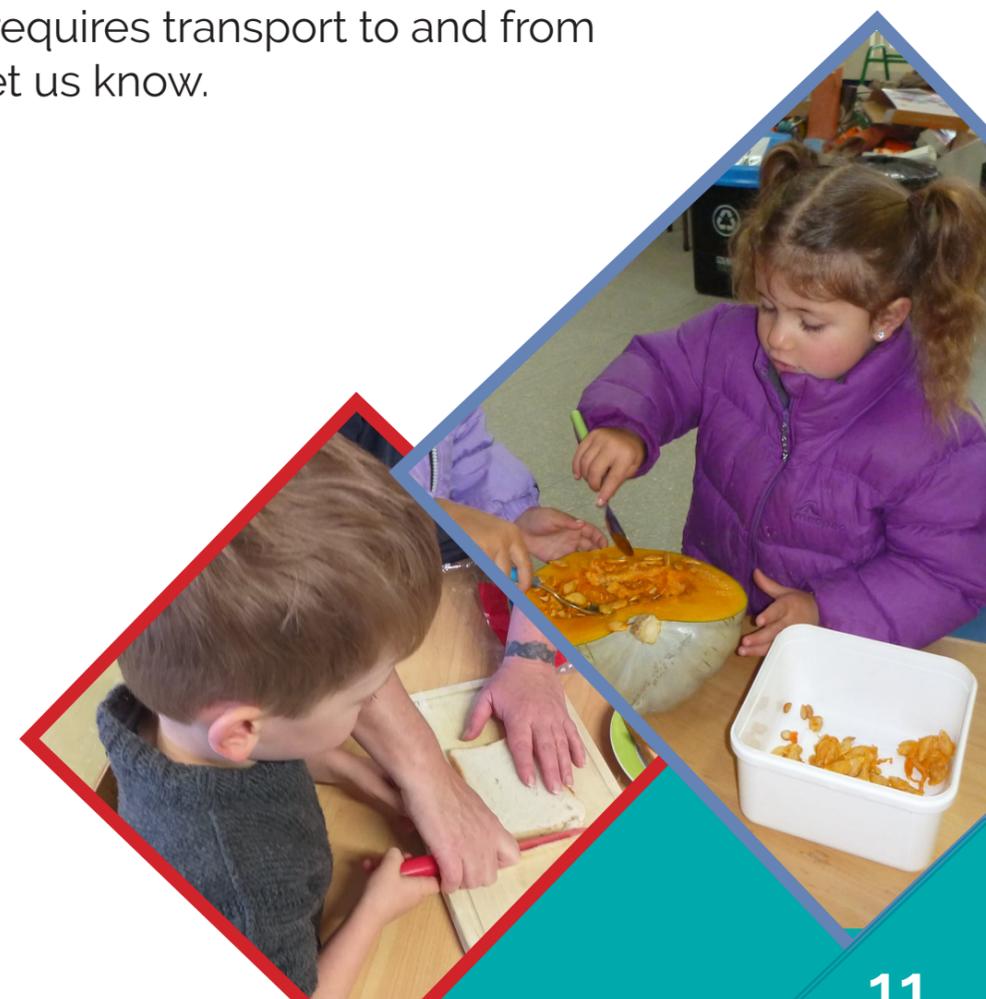
Please refer to the food guidelines print out that you will receive with this pack, it has important guidelines on how to reduce food-related choking for babies and young children in early learning services.

At all times while children are eating, a teacher will be with them to ensure their safety and to help with unpacking their food.

## **TRANSPORT**

We have an eight-seater Oamaru Kindergarten Association vehicle that enables us to collect your child/tamariki from their home in the morning and drop them off after the end of a kindergarten day.

If your child/tamariki requires transport to and from kindergarten please let us know.



## **COMMUNICATION**

### **PROFILE BOOK/PORTFOLIO**

In order to record part of your child's learning journey at kindergarten, everyone has an individual portfolio. This portfolio will provide examples of your child's interests, dispositions and working theories 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 Whāriki, 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 grow partnerships, therefore provoking meaningful learning outcomes for your child.

These portfolios are on display 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 donation of \$50.00 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 voices, art etc. Several of our kindergartens 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.

### **EDUCA**

Learning is also documented on EDUCA - each child will have their learning posted online that is available to you (and who else you nominate) and teachers. Kindergarten messages are also posted here. We encourage you to contribute digitally if that works for you.

### **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 and Association. You can receive these via e-mail if you wish. There is a digital copy on our website and we publish current newsletters to our Facebook page and EDUCA. A copy is displayed at the main entrance area of the kindergarten.

### **OTHER COMMUNICATION**

Any other relevant information can either be found on the white board, the notice board or in cubbies/kete - remember to check these daily. We also use the kindergarten cell phone and EDUCA to share messages.

### **FAMILY/WHĀNAU**

We ask that you follow the COVID-19 Public Health Response Amendment Order and provide your vaccine status if you wish to undertake more than just drop off and pick up at the kindergarten. All parents/whānau are welcome in our sessions for longer than drop off or pick up once this has been provided. 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 to share experiences from cooking and music, to traditional clothing and dance.

### **FUNDRAISING TEAMS**

Parents are encouraged and welcome to join our kindergarten fundraising team. The Fundraising Team is a great way of meeting other parents as well as being involved in your child's kindergarten.

The team meets a minimum of twice a year 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.

## 30 HOURS FREE

At Oamaru Kindergartens we offer the Government's 20 Hours ECE option for children three years old and over and are committed to keeping our kindergartens affordable for everyone. If you bring your 20 Hours to kindergarten you will not be charged for any extra hours. This means you could be entitled to up to 30 hours for FREE.

## WHAT DOES 20 HOURS ECE (EARLY CHILDHOOD EDUCATION) MEAN?

Quite simply, because our kindergartens are teacher/kaiako led and provide services to 3-6 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 30 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%20Years).

## KINDERGARTEN FEES

For any hours not covered by the 20 Hours ECE scheme, or if you do not access or use the 20 Hours ECE with us, we may charge a fee.

Please refer to our fees procedure for more information.

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 <http://www.workandincome.govt.nz/>

**WE DO TAKE INTO ACCOUNT INDIVIDUAL CIRCUMSTANCES SO PLEASE CONTACT US.**



## **OTHER IMPORTANT INFORMATION**

### **FIRST FEW DAYS**

Many children love their first day and first week as it is so new and exciting. However, it will slowly become apparent that they will be left at kindergarten. This separation can be daunting for your child, particularly if they are not used to change. This stage will pass and the teachers will help your child become confident and feel secure at kindergarten.

Be prepared to stay and help your child settle in. Some children take several days before they are comfortable enough to stay on their own. You are welcome to stay and to visit after your child has settled in. This can be a good time for us to get to know each other and for you to get to know what goes on in your child's day.

Here are a few tips that may help:

### **START AN ACTIVITY**

When you arrive each day help your child settle into an activity.

### **SAYING GOODBYE**

It is best to make the decision about leaving in consultation with us. This decision is too big for young children to make, and so although there is some room for negotiation, it is important that you, as the adult, make the final decision.

Tell us when you are leaving and when you will be back so we can be there to support and comfort your child if this is needed.

Always say goodbye to your child. Although sneaking away may seem the easiest option at the time, leaving without saying goodbye can be distressing and create problems in the future. It is important to be honest with your child by saying goodbye and that you are leaving but you will be back later to collect them. By saying goodbye, you will be helping to build a trusting relationship which helps children to feel secure. Your child may cry when you say goodbye, but they will learn to trust that you will come back and to trust us to look after them.

If you say you are going, you need to go. Although it can be distressing to leave your child crying, delaying your departure can make it harder for them. They may not settle until you have gone, often when parents are out of sight, children will happily settle into an activity and start their day. We understand this can be upsetting for you too. We will always phone you if they are too distressed and of course you are welcome to phone the kindergarten to see how they are.

The first time you leave, go for a short time. You may need to start by going for 10-30 minutes and gradually stay away for longer. We recommend that you arrive and stay for about 10-30 minutes, do an activity with your child, then say goodbye and go. Always tell your child the plan so they know what to expect. If you say 10 minutes – keep to that time.

### **BE POSITIVE**

If you are upset or worried, children can sense this and this can increase their anxiety. Try to encourage your child to look forward to their day and the fun they will have.

### **SCHEDULE AN EARLY PICK-UP**

On the first few days we recommend that new families/whānau return about 30 minutes before the end of session as this is when new children can become anxious.

Please be assured the teaching team are committed to ensuring this settling in time for you and your child is as enjoyable and easy as possible and will offer advice tailored to your child.

These suggestions are some of the ideas we have found to be successful in many situations. By following these simple tips, you will be pleasantly surprised at how quickly your child will adapt and look forward to their time at kindergarten. However, every child is unique and we will be flexible and discuss with you what approaches to try. You know your child best and it is important that we work together to make settling in as smooth and happy a process as possible.

## WELCOME PACK

New families will receive an individual kindergarten welcome pack. This will be provided on enrolment to start kindergarten. It will contain the following:

- » An information booklet.
- » Ministry of Health - Reducing food-related choking for babies and young children at early learning services document. <http://www.oamarukindergarten.co.nz/wp-content/uploads/2021/01/Reducing-food-related-choking-babies-young-children-early-learning-services-dec20.pdf>
- » Ministry of Health Infectious Diseases Chart.
- » Vision and hearing permission form.
- » Dental Clinic enrolment.
- » Other general information.

## SESSION TIMES

It is important that tamariki are collected on time, it can be stressful for a child to be the last one after session and five minutes can feel like a lifetime. If you arrive earlier in the morning please note that kaiako will still be setting up and preparing experiences for session so it is best to find somewhere to engage with your child until the session starts - we thank you for your cooperation with this.

## TRANSITION TO SCHOOL

We have regular liaisons with the local schools and with most of our kindergartens being either next to or near primary schools, 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 transition programmes at local schools. Please make contact with the school your child is to attend at least one (1) month prior to when you would like your child to begin attending.

Tamariki must start school from the age of six (6). If you are considering keeping your child at kindergarten past their fifth (5th) birthday please let a Kaiako know in advance. Kaiako will also speak with you if they think staying at kindergarten is a good option. 'Readiness for school' can occur at different ages for many.

## TERM BREAKS

Casa Nova and Edna McCulloch are closed during the term breaks similar to primary schools with the only difference being that term one starts around the middle of January each year.

Glen Warren, Holmes and Maheno are all year-round Kindergartens. Please get in touch if you would like more information.

## EXCURSIONS

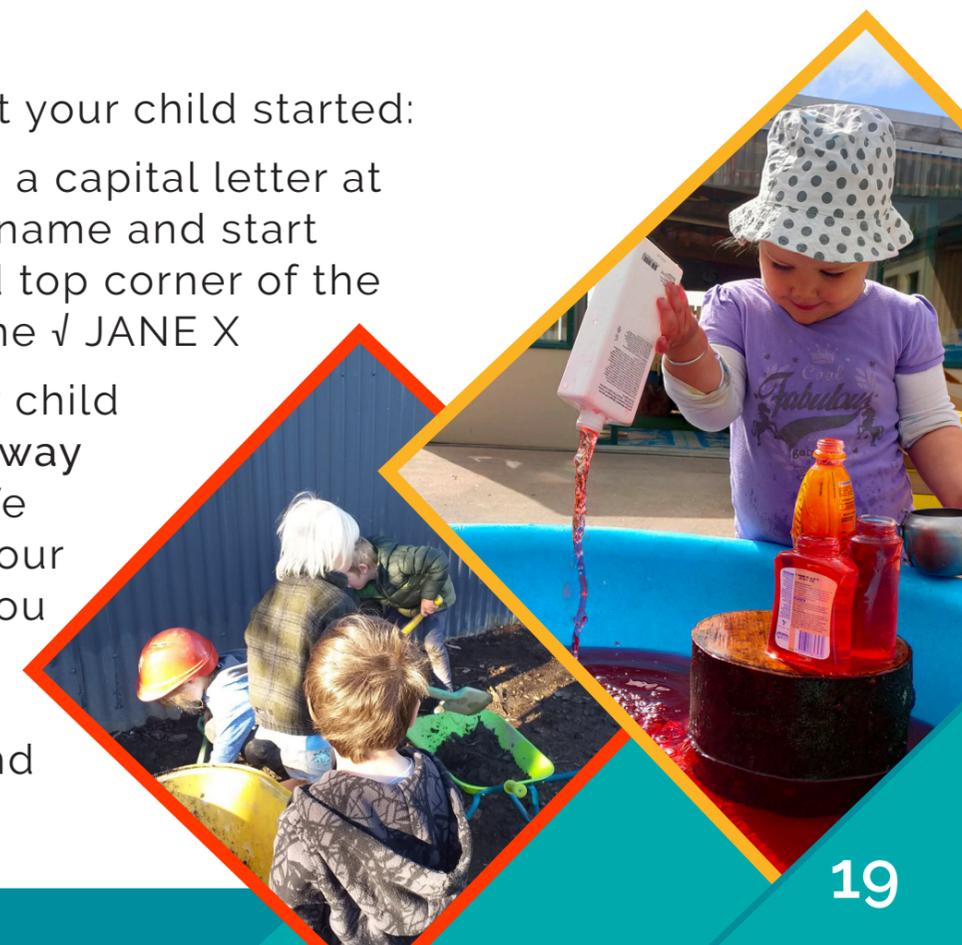
Our kindergartens go on a variety of excursions. Sometimes we ask for a small donation to cover the cost of the bus, etc and parent help. Our impromptu excursions are where we walk to a location close to the kindergarten. We may ask for parent help. These excursions are an extension of what we are learning within the kindergarten.

## 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.** We have a library at all of our kindergartens where you and your child have the option to borrow books to take home and read.



## LIBRARY

We believe reading stories to children is a very important part of their education, developing a love of books and the delight to be gained from stories. So that you are able to have a wider selection of books at home, several of our kindergartens offer your child the opportunity to borrow books to be read at home. Some of our kindergartens also have a selection of adult books and DVDs available for you to borrow. Please speak to the Head Teacher to discuss what options are available.

## 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. Please discuss this further with your kindergarten and also advise us if this celebration is not suitable for 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.

## KINDERGARTEN PHOTOS

Kindergarten photos are taken annually and are available for purchase.

## 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, Manaakitanga (respect) & responsibility for environments and resources in the programme. Parent help is always appreciated especially at the end of the term.

## COMPLAINTS PROCEDURE

Should you wish to lay a complaint regarding non-compliance with any of the requirements listed in these documents, the complaints procedure is displayed on the wall in the lockers or foyer. All other policies and procedures can be read in our operations manual and procedure folder. We review these regularly and you may be consulted with during this process.





## RELEVANT LINKS:

OAMARU KINDERGARTEN ASSOCIATION -

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

FACEBOOK -

[www.facebook.com/oamaruka](http://www.facebook.com/oamaruka)

EDUCA -

[www.geteduca.com](http://www.geteduca.com)

NEW ZEALAND KINDERGARTENS INC -

[www.nzkindergarten.org.nz](http://www.nzkindergarten.org.nz)

MINISTRY OF EDUCATION -

[www.minedu.govt.nz/Parents/EarlyYears.aspx](http://www.minedu.govt.nz/Parents/EarlyYears.aspx)



## CONTACT

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