



## **SMALL MIRACLES PARENT INFORMATION**

Thank you for enrolling your child at Small Miracles.

### **Session times:**

Morning session 9.00am -12.00pm

Afternoon session 12.30pm - 3.00pm

Full-day session 9.00am - 3.00pm.

### **ENROLMENT AND ATTENDANCE**

In line with our policy, we require children to attend a minimum of two sessions per week.

We suggest attendance as follows:

2-3 year olds                      2 – 3 sessions a week

3- 5 year olds                     3 – 5 or more

### **INFORMATION FOR OUR RECORDS**

Please fill out the forms in your enrolment pack and return them to preschool. We also require a verification of identification for our records. This can be a photocopy of either a birth certificate or passport.

### **CHARGES AND ACCOUNTS**

At Small Miracles we offer the Government Subsidy for 3-5 year olds. All new enrolments incur a \$50 enrolment charge to be paid on confirmation of starting date. Invoices are issued twice a term. There is a maintenance/equipment charge of \$25 per term. We do not charge for public holidays. If you wish to withdraw your child from Pre-school please provide 4 weeks **written** notice and where possible end his/her attendance at the end of the term or billing period. If we do not receive 4 weeks **written** notice you will be charged accordingly for this period. Please give us advance notice of any session changes you require. Invoices will be placed in the parent pockets at the main entrance to the Pre-school. Payment is preferred via internet banking.

### **ABSENCES**

Please notify us of your child's intended absence via txt or email before 9 am. This is easiest via text message. If we haven't heard from you by 10am we may send you a text confirming that your child is absent. This enables others to attend if they are wanting a one off extra session. If your child is absent for more than six days and two week's advance notice of this is given, you will be charged a reduced amount of 50% of the session fee and your place will be held open for your return.

## **CENTRE INFORMATION AND POLICIES**

Small Miracles Pre School is a licensed centre. We are licensed for 33 children. At Small Miracles we always have four Teachers on the floor, two inside and two outside and a fifth teacher that floats. Every licensed Centre must comply with the Early Childhood regulations. They set the minimum standards required for an early childhood service to operate and are a supporting document to ensure compliance in the following areas, curriculum, premises and equipment, Teacher child ratios, and space requirements per child.

Our policy folder can be found underneath the sign in desk. Please feel free to view our Centre policies. Our philosophy is displayed on the notice-board.

## **OUR CURRICULUM/PROGRAMME**

We follow Te Whariki which is the early childhood curriculum in New Zealand. This underpins the learning objectives within our programme and philosophy.

*“To grow up as confident and competent learners and communicators, healthy in mind, body and spirit, secure in their sense of belonging and in the knowledge that they make a valued contribution to society”* **Te Whariki**

## **CHILD PORTFOLIOS**

Every child has a special book of their learning and development during their time at Small Miracles. This includes learning stories, special events and artwork.

Learning Stories are a documentation of your child's interests, strengths and development.....this is a reflection and celebration of your child's journey while attending our Pre School.

These are available for you to look at any time. They can also be taken home to share with the family. We hope that you will be able to contribute to this portfolio by adding comments or stories from home.

## **PARENT HELP**

Your participation is invaluable to your child and gives you an opportunity to observe and share in his/her learning. Your assistance is also highly valued by our staff who any help or support. Please feel free to let one of the staff know if you are available. If you have any skills or expertise you are able to share with us, please feel welcome to do so. For example, handyman, sewing, music etc.

## **COMMUNICATION**

On your child's first day he/she will be allocated a named label for their bag. Please make sure this faces to the front of the locker for quick identification. Children have a name card on the side of the lockers, at the entrance area. This can be taken off on arrival and put at the top of their locker of choice. This helps your child learn name recognition and regular routines

There are communication pockets on the wall at the entrance area. Please check this regularly for current notes and invoices. When your child has a new learning story there will be a Yellow Card in the pocket with a Parent Voice form. We value your input into your child's portfolio, so please feel free to respond to any stories or add stories from home.

All newsletters and some other correspondence are sent via Email. It is essential that you write this clearly on your enrolment form and let us know of any changes to this. It is essential that you inform us of any address, phone or email changes.

## **ATTENDANCE AT ANOTHER EARLY CHILDHOOD CENTRE**

We do not recommend children attending more than one preschool/kindergarten as they often find the experience stressful and unsettling. If your child is attending another centre please make staff aware of this. Your child's best interests are our concern.

## **SETTLING IN**

Parents/caregivers are asked to stay for their child's first session, unless your child is happy for you to go. Please read our policy for settling new children. If you are concerned about the leaving process please talk to the Supervisor.

## **PUNCTUALITY**

Please bring your child to session on time. Not only is this important for getting your child used to the Pre School routine, it also affects our eligibility to receive government funding. If your child is not at Pre school for at least 2.5 hours we do not receive a grant for him/her. It is therefore vital that children attending the afternoon session arrive promptly at 12.30 pm. Please note that this also applies to the end of the session and regular lateness can incur a late fee. If a parent is consistently late picking up their child, this can cause undue stress for the child. Please understand that at lunchtime between 12pm and 12:30pm we only have three staff on duty as other staff are taking their lunch break, therefore please pick up your child promptly at 12pm and do not drop off your child for the afternoon session before 12:30pm.

## **CHILD HEALTH**

We will notify you immediately if your child shows signs of illness. Any child who is at the Centre and unwell will be sent home. The child will be put into isolation /separate area and supervised by a staff member until the parent arrives. In line with our policy, if your child has diarrhea and/or vomiting, there is a stand down period of 24hrs after the last episode.

If your child has an allergy please bring this to our attention and provide us with medication. We will record it on our notice-board in the kitchen as a visual reminder for staff and parent helpers. Please also include an Action Plan from your Doctor.

While immunisation is not compulsory, it is a requirement that you provide us with a copy of your child's immunisation status. If there is an outbreak of an infectious disease that is immunisable, you will be asked to keep your child away from the centre until further notice.

## **FRUIT FOR MORNING/AFTERNOON TEA/CHILDREN'S LUNCHES**

Please could your child bring one piece of fruit per session and place it in the communal fruit basket at the entrance. The Preschool provides crackers.

We ask that you do not send lollies and NO Peanut Products because of severe allergies. Please see teachers if you are unsure of what to put into lunchboxes.

## **TOILET HYGIENE**

We aim to change your child's nappy or accompany your child to the toilet at least once during the session. We record nappy changing and toileting on a check list by the changing table in the bathroom. Please feel free to check this at the end of the session. If you have any concerns about toilet training or nappy changing please consult a staff member. Please ensure that your child has more than one nappy in their bag. If your child is toilet training, please ensure that they are in clothes that make going to the toilet as easy as possible.

## **DRESS**

Fun play often means getting dirty or messy. We suggest that children should come to preschool in clothes that are appropriate for physical activity. Skirts, dresses and tight jeans can inhibit free movement. Please also provide your child with several changes of clothes in case they get wet during the session. Some children may need more than one change!!! Please ensure your child has comfortable walking shoes that your child can manage to put on and take off themselves. In summer please ensure children arrive with sun-block applied and have a hat.

## **NAMED ITEMS**

Please name your child's bag, lunch box and drink bottle and all clothing.

## **CHILDREN'S ARTWORK**

Your child's creations are stored in the "art box" in a folder with your child's name on it. Please clear it regularly.

*We hope your child's experience with us at Small Miracles is a happy and fulfilling one.*

**Telephone: 585-4006 Mobile: 022 657 8699**

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