



Parent / Whanau Information

Kia ora and 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 \$90 enrolment charge to be paid on confirmation of starting date. Invoices are issued twice a term. There is a maintenance/equipment charge of \$30 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 licensed for 33 children. 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 have 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 noticeboard.

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, and are 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 appreciate 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

Each child has a name card on the side of the lockers, at the entrance area. This must be identified on arrival and put at the **top** of their locker of choice. The process 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 and encourage you 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 your email address clearly on your enrolment form. 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

You are welcome to stay for your 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, do not hesitate to 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 Preschool routine, it also affects our eligibility to receive government funding. If your child is not at Preschool 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. Consistently late pickups can cause undue stress for children. 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 diarrhoea 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 and the Action Plan from your Doctor. We will record it on our noticeboard in the kitchen as a visual reminder for staff and parent helpers.

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, unimmunised children will be advised to stay away from the centre until it is deemed safe to return.

FRUIT FOR MORNING/AFTERNOON TEA/CHILDREN'S LUNCHES

Each child is asked to bring one piece of fruit per session and to place it in the communal fruit basket at the entrance. Preschool provides crackers for morning tea. Please provide a drink bottle filled with water only and a healthy, proportionally appropriate lunch.

TOILET HYGIENE

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 discuss this with a staff member. Ensure that your child has more than one nappy in their bag and if your child is toilet training, 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. Provide your child with several changes of clothes in case they get wet during the session. Please ensure your child has comfortable walking shoes that they can manage to put on and take off themselves. In summer ensure children arrive with sunblock applied and have a hat.

NAMED ITEMS

Please name your child's bag, lunch box, 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 tamariki and whanau experience with us at Small Miracles is a happy and fulfilling one.

***Nga Mihi,
The Small Miracles Teaching Team***

Ehara taku toa i te toa takitahi engari, he toa takitini

My successes are not mine alone, they are ours – the greatest successes we will have are from working together