



## **Parent Information Book**



## Parent Information

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## Welcome

- At **Cust Preschool** we're a little bit special. Locally owned and operated, we live and breathe **fun and learning through play**, all in our unique purpose built environment. When your child spends time here they will be excited to **play, explore, learn, imagine, discover and wonder**. We think you will be just as excited as we are about the potential for your child at Cust Preschool.
- When your family chooses Cust Preschool to begin or compliment your child's **educational learning journey**, you are choosing a **caring learning community** that **values** and **celebrates** your child's **individuality**.
- Cust Preschool provides **quality care and education** for children aged 2 - 5 years.
- Please enjoy reading this booklet to learn all the **essential information** and answer any further questions that you may have about Cust Preschool.
- We are always available to answer any questions.....pop in, give us a call or send an email.
- We look forward to welcoming your family/whanau and child to Cust Preschool, which is **part of your community**.
- Thanks for taking the time to find out about Cust Preschool. We look forward to getting to know you and your child.

Kind regards  
Amy Blatch, BTLn  
Owner/Director

"Play is the answer to how anything  
new comes about"

*Jean Piaget*



"Education is a natural process carried out by  
the child and is not acquired by listening to  
words but by experiences in the environment"

*Maria Montessori*





## Vision

To provide high quality care and education in our village environment where children are unhurried and have time to think, talk and learn through play.



## Philosophy

**Cust Preschool is a place where....**

**Children** are actively involved in their learning and trusted for their inner potential and celebrated for who they are. They are valued for their meaningful work through purposeful play. Children feel safe and happy and are respected as individuals where their personalities are cherished. They have fun!

**Teachers** are learners alongside children, our role is to observe, encourage, inspire and nurture - to teach children as they love to learn, through play. Teachers will delight in being with children, and will share in their moments of wonder and awe. Meaningful, responsive and respectful relationships are nurtured through positive interactions. Our teachers are valued for their knowledge, commitment and passion for children, their well being and learning.

**Our Environment** is a place of beauty where the stage is set for learning. The learning environment is rich and inviting, the atmosphere is warm and nurturing. Resources, equipment and activities are hands on. Children's minds, bodies and emotions develop through authentic learning experiences. The environment is predictable but allows for challenge and surprise.

**Together** with family we will enable the full potential of your child to emerge while fostering a love of learning, respect for others and a strong sense of self. Together we value each moment of the day and understand we are always learning.





# Learning Programme

At Cust Preschool we implement a learning programme that entwines the goals of the New Zealand Early Childhood Curriculum; Te Whaariki and our belief that children learn through play.

**Te Whaarki**.....promotes key areas of learning, development and dispositions for children. It is founded on the aspiration for children to grow up as competent and confident 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.

The **key areas of learning and development** are well-being, belonging, communication, contribution, and exploration

Learning is centred on developing children's **learning dispositions** of courage & curiosity, trust & playfulness, perseverance, responsibility and confidence

**Play based learning**.....we are **child centred** with a strong focus on providing for the specific needs of each **individual child**. We value **real life experiences** with children having **choice and ownership** of their learning. As teachers carefully guide, interact and collaborate with children through their **purposeful play**, a love of learning through discovery, wonder, and inquiry develops. We understand that **play is child's work** and a window to their world. Our teachers will extend children's thinking while working with them, building relationships, creating connections between ideas and allowing time to revisit and reflect on learning experiences.



## Your child's day

Whilst at Cust Preschool your child will experience and enjoy a wide variety of planned and core learning programmes, enriched with 'teachable moments' that arise from children's personal interests and enthusiasms.

### **Planned programme...**

To respond to the ever changing needs, interests and abilities of children we believe our programme needs to be well planned but also flexible and adaptable to ensure we are guided by the children's interests.

### **Core programme...**

Our core programme is the daily happenings that occur consistently to provide for our children's learning, growth and well-being. The core curriculum consists of collage/drawing/painting, blocks, puzzles, water play & sand, physical play, nature & science, dress-ups, family & fantasy, carpentry, music & movement, playdough & clay, Te reo, books & literature.....and old fashioned running, climbing, bike riding, making noise, breathing fresh air!

### **Teachable moments...**

As children explore our stimulating environment, teachers will listen for emerging ideas from their discoveries. These rich learning opportunities are often spontaneous in nature as children and teachers grow and learn together.

There will be times when the children come together as a group where they will learn to listen to each other, share information, follow rules and partake in group activities and games. Play based activities compliment and enhance intentional teaching.

Our open ended play opportunities will allow children to take ownership of their learning, initiate activities, take risks and develop confidence, all while enjoying unhurried periods of uninterrupted play in a supportive environment.



## Your child's day\_\_\_\_

### Key teacher

We believe that caring and responsive relationships between teachers and children are the foundations of your child's happiness, well-being and learning whilst at Preschool. Your child will be supported and welcomed by all teachers and will also have an extra special 'key teacher'. The key teacher is responsible for your child's learning journal and individual needs. As this teacher works with your child they will develop an extra special relationship of care, fun and responsiveness to your child's personal needs.

The key teacher is also the person of first contact when discussing the needs of your child.

### Learning Journals

Every child at Cust Preschool has a learning journal that will provide a beautiful and detailed record of their time at Preschool. Your child's learning, discoveries, artwork, photo's and milestone memorable moments will be recorded. The learning journal is yours to keep and will provide your family with lovely memories to recount in the years to come. We are sure you will get lots of enjoyment from them.







# Starting at Cust Preschool

## Getting prepared for Preschool

- It is an exciting time full of new experiences and change when beginning Preschool. Having lots of conversations at home all help to settle any 'butterflies'
- Enjoy getting organised together by getting a backpack, lunch box and drink bottle ready
- Come and have some short visits and plays to familiarise your child with the Preschool environment

## Settling into Preschool

When families begin with us you will be encouraged and supported to make the process as smooth as possible. You are welcome to stay as long as it takes to settle your child with the help and support of the teachers. This is a very individual experience and depends on the confidence and age of your child. Together we will ensure this is a positive and exciting time for you and your child. Some families like to make a few short visits before children stay for a whole session, for others they are ready to go! Your child is important to us, so we personalise your beginning at Cust Preschool to suit. Family involvement is always welcome.

## What to bring...the essentials

- A back pack for all belongings
- Lunch/morning and afternoon tea
- Drink bottle
- Changes of clothes (named)
- Hat (winter/summer)
- Warm outdoor clothes
- Any special 'comforter/snuggly' for rest time
- Nappies if required





# Starting at Cust Preschool\_\_

## Arriving and leaving

- When you arrive and depart, please sign your child in on the attendance sheet. This is very important as this information is used in case of emergencies and is also a legal requirement of the Ministry of Education.
- Remember to let us know if you are away from your usual contact number so we are able to contact you if needed. If you plan on having someone else pick up your child, this information must be recorded on the enrolment form.
- It is important to adhere to booked arrival and departure times as we must ensure we are meeting legislative requirements for staff to child ratios. We want to meet your needs as best we can, so please always let us know if you would like to change your booking times.
- When you arrive, please help your child to find their name on the wall and choose a cubby hole for their belongings in preparation for the exciting day ahead.
- You will always be greeted by our wonderful teachers who enjoy hearing all about what your child has been doing while away from Preschool.





## Other Information

### **Cancellations, Absences and Sickness**

We have a minimum enrolment of 1 day/week, two weeks notice is appreciated if your child is leaving Cust Preschool. This helps us to communicate with families that may be waiting to enrol.

If your child is absent from Preschool for three consecutive weeks without notification, enrolment will be cancelled as a requirement of the Ministry of Education (staff will make every effort to get in touch with you prior to this happening).

It is important that if your child is unwell you keep them at home. Some things mean that your child may be excluded from Preschool for a period of time, for example nasty vomiting bugs; but you will be informed of this when it is required. Please phone the Preschool when your child will not be attending.

Absences and sick days must be paid for to ensure your child's place and to cover staffing costs

### **Medical**

All teachers have current First Aid and are able to attend minor accidents that may occur. All medication to be administered to a child must be prescribed to the child and recorded daily in the Medical Register.

### **Sleep and rest**

It is important to us that we maintain any rest times, as at home, so please keep us informed of routines you would like maintained.

### **Nappies**

If your child wears nappies, please provide an adequate supply. Records of nappy changing and toileting are kept daily.



## **Other Information**

### **Communication**

We endeavour to communicate with our families openly and responsively and recognise how important continuity between home and Preschool is. Please read notices that come home, keep an eye on our website and also enjoy reading our latest newsletter via email or on the notice board.

We will share lots of our Preschool happenings including the great experiences and learning your child has been involved in, up-coming events, Ministry of Education information and more.

If you have any suggestions, queries or concerns, please see the Centre Manager.

### **Parent Involvement**

We value all parent involvement from our enrolled families and you are welcome at any time to spend time at the Preschool. We would love to hear from you if you have areas of expertise that you would like to share with us.

### **Policy Folder**

Our Operations Manual containing all procedures and policies is available for you to view at the Preschool. All staff qualifications and Early Childhood Centre regulations are also displayed in the Preschool entrance.



# Fees, Accounts and Operating Hours

## Operating Hours

8.30–4.00pm (Monday to Friday)

- The Preschool is closed on Statutory/Public Holidays

*Please communicate with us if you have any extra requirements around our operating hours as we will always try to accommodate your needs*

## Fees and Accounts

- Fees will be charged two weeks in advance, preferred method of payment is by automatic payment into Cust Preschool bank account. The form for this is included in the enrolment pack
- Absences, sick days and statutory holidays must be paid for to ensure your child's place and to cover staffing costs
- All booked hours must be paid for
- All fees include GST
- Two weeks notice is appreciated for amendments/cancellation of bookings
- On enrolment a non-refundable \$50 fee is required to confirm your child's place





# Fees, Accounts and Operating Hours

## Fee Structure

2-3 year olds \$45/day 8.30-4.00pm (\$6.50/hour)

3-5 year olds \$10/day 8.30-4.00 (using 20 Hours ECE)

3-5 year olds \$13/day (including the optional fee & claiming 20 Hours ECE)

## 20 Hours ECE free

Cust Preschool implements the 20 Hours ECE to 3-5 year olds. When you enrol you will need to sign an attestation agreement that outlines the Preschool's and your obligations

- you can access this funding for a maximum of 6 hrs/day

## Optional fee

With all children over the age of 3 years who receive 20 hours free ECE, there is an option to pay our 'optional fee' of 50 cents per hour. This is used to cover the costs to maintain above 80% qualified staff and to maintain higher than Ministry of Education required teacher to child ratios which increases our quality education that we provide to the children.

## Childcare Subsidy/WINZ

Children who attend a licensed early childhood service, under certain criteria can access a work and income subsidy. Please contact

[www.workingforfamilies.govt.nz](http://www.workingforfamilies.govt.nz)

