



**PARENT
INFORMATION**

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WELCOME

**Nga mihi maioha
kia koutou. Nau
mai haere mai ki
Omokoroa
Preschool**

We provide a warm, welcoming, supportive environment that encourages a partnership with parents and family/whanau. We want you to feel secure in the knowledge that your child is happy and well cared for as they follow their natural thirst for learning.

AN OVERVIEW OUR MANTRA

Weaving an environment of play and discovery, for lifelong learning and growth

We are passionate about providing a home away from home. We believe that quality care is key in the life of a child. Our environment is prepared with intention and aroha where children can feel contented and able to explore and create freely. We weave play, discovery, real life tasks and nourishing rituals to create an inviting and vibrant space for children to learn and grow in.

The foundations of learning begin with responsive and reciprocal relationships. We believe that we must place intention around developing deep, loving, gentle and thoughtful connections with children their families and each other.

Even the youngest tamariki can be a leader in their own learning. Our programme is based on freedom of choice and movement, and learning through authentic, self-chosen play and real life tasks.

Mindful, intentional rituals create feelings of safety, predictability and aroha. Children need to feel safe and it needs to be something they feel through the relationships and the predictability of the day.

Rituals are important and we know that being mindful and intentional in the rituals is the key to children feeling the aroha.

Access to our beautiful outdoor area with bike track and trees is one of our biggest gifts for our children. We believe that being outdoors is vital for children developing a deep love affair with Papatuanuku. Our garden will be central to our daily routines and rituals.



AN OVERVIEW

Omokoroa Preschool is a Ministry of Education licensed preschool for children aged 0 to 6 years old. Our preschool has three separate rooms. Our Infants and Toddlers Room is for our youngest ones, generally aged 6 months to 2 years old. Our Pre School Room is for our 2 to 4 year olds and our transition to school classroom is for our 4 to 6 year olds.

We are proud about maintaining higher ratios than Ministry of Education standards. That way we can give our children our fullest attention and presence.

OPEN DOOR POLICY

We operate an open door policy at Omokoroa Preschool. We encourage parents & whanau to be active participants in your child's learning and welcomed into the centre at all times.

OPENING HOURS

We are open Monday till Friday; from 7.00am till 5.30pm. all year and closed on public holidays. Prompt pick up is necessary. Late pick up may result in a late fee. We run shorter hours in the 2 week period of Christmas.

OFFICE HOURS

The preschool is open for messages and inquiries from 7.00 am until 5.30 pm. Please do leave a message if we can't come to the phone to answer your call. The answer phone will be checked throughout the day. Please also feel free to email any questions or queries.

CONTACT DETAILS

The preschool's address is:

Omokoroa Preschool

144 Margaret Drive

Omokoroa

Telephone: 07 548 2626

e-mail: office@omokpreschool.co.nz

web: www.omokoroapreschool.co.nz

ENROLMENT AND FEES

Children enrol a minimum of two days per week. All children between the ages of 3 & 4 years are eligible for the 20 hours subsidy. Our fees represent high-quality teaching staff and ratios above Ministry of Education standards. We have a two day minimum booking for children. A fees schedule is available from the office.

WINZ subsidies may be available to you depending on your income level and the size of your family. Please speak to our manager for your information.

Family Boost subsidy may be available. This is applied for online and paid directly to caregivers

TRANSITION TO SCHOOL – 4-6 YEAR OLD ROOM

The aim of our transition to school programme is for our children to be involved and contribute to the group learning. Learning by asking questions, and finding creative ways to discover knowledge helps to develop a strong sense of self-esteem and self-belief, and to build resilience so that when challenges arise they are equipped with strategies to overcome them. We want our children to be the leaders of their learning and develop a love for wonder and discovery with teachers providing an educated nudge and extension. Our transition programme is a daily extension on the children's wealth of knowledge and interests. We now have a classroom designed for this. We also have weekly out of classroom excursions. Children in this classroom have lunchbox day on a Wednesday

PORTFOLIOS

We use Storypark, a secure online portfolio tool which tracks the learning and development of your child. Our online E-portfolios allows you to access your child's portfolio on the go. You are able to capture the child's learning and development through stories, videos, photos etc.

MEALS

Meals are provided and cooked daily by our amazing chef. Weekly menus are displayed in the kitchen. Morning, lunch and afternoon tea are included in your fees. We do close the kitchen for 2 weeks over the Christmas period and parents will be notified as lunchboxes will be required. We are participating in Healthy Hearts Awards.



OUR TEACHERS

**He aha te mea nui o
te ao. He tāngata, he
tāngata, he tāngata**

**What is the most
important thing in the
world? It is people, it
is people, it is people.**

At Omokoroa Preschool we only employ the very best teachers. Most of our teachers are highly qualified, registered teachers who are passionate about their work and who understand young children and their development. They are trained early childhood teachers with many years of experience working with young children. We have a robust induction programme for our teachers who are in training.

Hi, I'm Robyn



Born in Rotorua, I grew up and raised my 3 children in Auckland, before moving to the Bay of Plenty in 2005.

After working in Real Estate and enjoying renovating houses and interior design, I changed careers to become a qualified counsellor. I've been in private practise for over 20 years working with couples and families, and facilitating groups and mentoring. I bring these relationship skills with me to build a strong team here at Omokoroa.

I am passionate about creating a homely place that will allow every individual child to express, embrace and explore their world and build strong relationships.

I have 3 children and 6 grandchildren. I love hanging out with my family and enjoying the beach and outdoors. This is where I find my happy place.

I love it when you come in and say hi.

Robyn



SETTLING IN

Settling in is a process, and a partnership between us and your whanau. There is no 'one size fits all' approach, and it is as much about relationships as it is about knowing routines. We will support each family with their unique settling journey, starting prior to day one.

Visiting with your child before starting is hugely valuable. This is where the seeds of belonging start to be planted, for your child and you.

Their confidence is hand in hand with your own. When you trust it is the right place for your little one, you convey this powerful message: "I trust this place and these people. You are SAFE here".

We will work with you to make the transition process as smooth as possible. There is no time frame. Keeping connected and communicating with each other means we can meet your child where they are, and help them forward. Together.

We welcome a phone call anytime to see how your child has settled, and we will call you if your child remains upset long after drop off. If after a few weeks of Preschool you do not feel your child has settled comfortably you can ask for a meeting with a teacher to discuss reasons and strategies. Settling in is a joint process between the child, parent and Preschool and we will work together to make this relationship strong and healthy.

OUR PROCEDURE IS AS FOLLOW:

- We encourage parents/whanau to visit the centre with their child prior to the child's first day to become familiar with the teachers and the other children for at least 5 days prior to starting.
- We recommend that you say good-bye to your child when you leave as this develops trust between yourself, your child and the teachers.
- We allocate a transition teacher to the new children and babies to ensure all the child's needs are met and that they receive consistent care.
- We welcome your child's special comforting toys and blankets to help them settle, but we do not take responsibility for any toys the children bring from home.



We have a transition policy, and a booklet available for you to view anytime.

What to bring:

- Child's bag named
- Change of clothes x3
- Shoes, sandals
- Nappies - cloth or disposables*
- Bottles named
- Drink bottles,
- sunhat/beanie
- Milk or formula

**We are happy to handle cloth nappies if you normally use these but please supply nappy liners. If you are providing cloth nappies please include a nylon bag/bucket for used nappies to be placed in during the day.*

"He aroha whakato, he aroha puta mai"
If kindness is sown then kindness you receive



UNDER TWO'S

What do our very young children want in this home away from home? Somewhere warm, welcoming and calm, with adults who are deeply responsive to their needs and uniqueness. Our infant and toddler room is exactly this.

Our inviting environment is full of beautiful natural resources to engage children's hands, minds and hearts. Our huge outdoor environment allows for rich exploration, and being at home in the natural world. Children discover at their pace, and move between indoors and outdoors without restriction. Free movement and development is at the core of our approach.

We aim to create a home away from home for your Pepi, and not just in the physical. Peaceful respectful caregiving practices and rituals create a place full of aroha. Our teachers infuse love, nurturing, and care into all of their interactions, and the environment they carefully prepare. Our teaching ratios are something we are very proud of. They allow for true quality care for your precious child.

*“Ahakoa he iti he taonga”
Although it is small, it is precious*

OVER TWO'S

Our over twos environment combines the essential ‘ingredients’ of play, social interactions, life skills and the natural environment. Our indoor-outdoor flow puts the children in the ‘driver’s seat’ of their learning - going where their curious minds and eager hands take them.

Our children are making sense of their world. Companioning our young explorers are our passionate and skilled teachers, who provide the environment, rhythms and rituals, guidance and support, and a ‘secure base’ for the playing child.

Our outdoor environment is special. Spacious, with fruit trees and vegetables, it provides rich opportunities for play, discovery and real life tasks such as growing and harvesting fresh produce for kai.

We are all about empowering your child, and helping them grow in both confidence and competence. Their learning journey will be one 'chock full' of fun, love, laughter and adventure.

We have a separate space for our 4-6 year old room – Transition to school programme.

*“Poipoia te kakano, Kia puawai”
Nurture the seed and it will blossom*



CURRICULUM

A curriculum covers everything designed to help children's learning and development. It describes all the experiences, activities and events that happen in the preschool. Our teachers are guided by Te Whaariki, the New Zealand Early Childhood Curriculum. The aim of Te Whaariki is for all 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 curriculum provides for opportunities for learning through activities which promote and nurture the belonging, well-being, communication, contribution and exploration of young children. Te Whaariki forms the basis of programme development.

The curriculum provides opportunities for learning through activities which promote the physical, social, emotional, spiritual and cognitive development of young children. It enables all children to experience an environment in which they are safe and are able to learn in appropriate ways.

*“Kei ōu ringaringa te ao”
The world is yours*



INDOORS

We prepare our environments lovingly, invitingly, and purpose-fit for our unique group of young children. Everything is for hands-on exploration, and we particularly value natural treasures and 'loose parts' so children are also hands-on with nature and their own imaginations. Stimulation, challenge, creativity - it's all on offer, each and every day.

A homely environment nurtures the child's emotional wellbeing, and an atmosphere of calm and warmth. We put care into the little things, making this a place that feels good to be in, and grow in. A place meant for childhood.

We also 'furnish' our setting with love, relationships, mindfulness activities, and rituals. These last two add to the specialness of our space, and give the children security in known 'happenings' and a sense of community - a 'pit stop' from their freely chosen play.

The environment we prepare for children matters. We want it to say, "come. You belong here. You can be yourself. Come and see. Come and PLAY".

OUTDOORS

We refer to our outdoors as a garden, rather than just 'outside' or a playground. It is a living environment that offers the richest of opportunities. A place to run, but also rest, to play and to plant, to 'hang out' and to harvest. It is the true heart of the rituals and real life tasks in our Preschool.

Our garden is available to the children, throughout the day, the seasons and whatever the weather brings. There is much we prepare, and much that Papatuanuku offers that showcases the magic of nature - unpredictable and ever changing. There are no limits on what can be learned outside, naturally. A garden grows vegetation AND children!

NUTRITION

We care about the whole child, and that includes their physical health. Nutritious food is our priority, and something that adds a real ‘flavour’ to our programme.

Our very own chef prepares fresh food, every day for morning tea, lunch, and afternoon tea. We really do pour our hearts into offering food that fuels our growing children. We use the children’s participation, wherever possible. We are working with Healthy Hearts Programme.

Mealtimes are something special, not something to rush through. Connection, conversation and community are all served up together.



We grown-ups love a meal, simple or sumptuous, that is eaten slowly, in good company, where you can eat till you have had enough, or help yourself to more. Such dining is one of life’s pleasures.

True nourishment. The same applies to children. The starting place for the feeding of infants and children is that “eating should always be a pleasure”.



OPERATIONAL MATTERS

Following are general policy guidelines for the day to day running of the preschool. Please refer to our policy book, available at preschool, for more detailed information on each policy. Copies of ERO reviews and our strategic and management plan are available from the office.

Absence

Please advise the preschool if your child will be absent from school. There are strict Ministry of Education regulations stating the number of days a child may be absent from the preschool before funding will be stopped. Your child may be taken off the roll, irrespective of the reason for absence after more than twenty one calendar days consecutive absence or after three consecutive months of regular absence. This includes attendance less than the child is enrolled for for more than half of the month. Please talk to us if you have any queries. Fees are applicable during absence (for example illness or vacations).

Accidents and illness

A fully stocked first aid cabinet is located in the kitchen/staff room. Minor accidents are treated at the preschool. Parents will be informed of any accident or treatment given, with details recorded in the accident register. Parents will be asked to sign the accident register. In the event of a more serious accident or illness the preschool will contact the parents or the emergency contact. If such contacts are unable to be made the preschool will make decisions on behalf of the parents for the benefit and safety of the child.

Arrival and Attendance

A daily attendance register is kept. The Ministry of Education requires parents to log in and out daily. It is important you inform a teacher your child has arrived or is being collected.

Please make sure you log your child in on arrival and out on departure, then sign the role once a week. Please advise a teacher of any special requirements for rate day, eg medicines, contact phone numbers and who will be collecting the child if it is anyone other than listed on the enrolment form. Children can only be released to authorised people. Please inform us if your child will be away. Children need to be picked up promptly.

Behaviour Management

Children are encouraged to demonstrate appropriate levels of behaviour through praise and encouragement. Appropriate behaviour is positively reinforced. Children are encouraged to resolve their own conflict peaceably and to learn the process for doing this. Positive role modeling assists the children to develop appropriate behaviours, using words to convey feelings and thoughts, which allow them to value people and the environment.

Children are encouraged to make their own choices and be responsible for those choices. Where there is a concern over the behaviour of a child the parents will be notified and the behaviour will be discussed with them. The Management reserves the right to dis-enrol a child whose behaviour jeopardises other children's and staff's well being.

Birthdays

Please inform us if you want your child to celebrate their birthday at preschool. Please inform us of any food you intend to bring as we may have some children with food allergies. Birthdays are part of our rituals here at Omokoroa Preschool.

Children's portfolios

Comprehensive portfolios are kept by teachers about progress of children. These portfolios are used by the teachers in planning programmes, and in reporting to parents on their child's progress. The portfolio of the child's work and achievements is available online. We use Storypark as the portfolio platform. You will be given registration information upon enrolment.

Clothing

Please name clearly all outer clothing, bags, shoes, etc. It is necessary for children to be suitably dressed for preschool and the seasons. We do have messy play. Footwear needs to be sturdy and sensible. Party shoes and jandals are not suitable for running and playing in. Gumboots and a hat are desirable for activities in our garden.

Lost property is held by the teacher. Unclaimed items are donated to charity. Naming clearly all clothing, footwear and personal belongings helps in returning items to owners.

Communication

We aim to make communication with parents regular, open and informative. Information about philosophy, policies, procedures and a copy of our latest Education Review Office report are available from the office. Information about reviews will be published in our newsletter which is displayed on Storypark.

Dis-enrolment

Two weeks notice of withdrawal in writing is required. Your child will automatically dis-enrol on their fifth birthday, unless we have received a written notice stating otherwise. At least six weeks notice prior to your child's fifth birthday is required in order for us to guarantee you a space after five years old. Outstanding fees may result in dis-enrolment of the child.

Emergency procedures

If a civil defence emergency occurs children will be kept at the preschool and recommendations from Civil Defence authorities will be implemented immediately until a parent or designated contact collects them. If the area is unsafe and must be evacuated, the children will be taken to the nearest Civil Defence Welfare Centre, which is at Omokoroa Settlers Hall, 334 Omokoroa Rd unless stated otherwise.

Regular fire and earthquake drills are held at the preschool.

Enrolment procedures

Parents wanting to enrol their child need to complete a registration form. Admission is on a case by case basis. Funding regulations state that children can not be enrolled in two services for simultaneous times. Parents are also welcome to visit the preschool if they are in the process of choosing a preschool for their child.



Excursions

Centre excursions are planned as part of the programme and to meet the learning objectives set for the children. Parents are advised in advance of the nature and cost of trips or special activities. Written permission from parents is required. Parent assistance is an integral part of these activities.

Fees

Although the school receives bulk funding from the Ministry of Education, additional funds are required to cover staff wages and the full costs of teaching materials and extra curricular activities essential in providing the high standard of education and care expected by our community. We offer 20 Hours ECE for three, four and five year olds. To receive 20 Hours ECE, parents have to fill in an attestation form. Attendance fees are set by the Management and paid weekly in advance per automatic payments. Fees are applicable during absences (illness, vacations etc), and statutory holidays. Children are enrolled per week and fees are applicable per week. Full weeks fee apply for children dis-enrolling midway through a week. A fee schedule is forwarded upon enrolment and available from the preschool.

Funding

The preschool receives bulk funding from the Ministry of Education. A copy of the audited statement, showing the amount of funding received from the Ministry of Education, and the use to which this funding has been put, is available from the office.

Health

Parents should ensure the preschool is aware of any particular health issues affecting their child (e.g. asthma, food allergies, bee and wasp sting allergies etc.). Sick children should be kept away from the preschool until they have fully recovered or clearance is given by your doctor. Should your child return to preschool but require medication at preschool for a short period, then please observe the following:

- All medication should be clearly labelled with the child's name and handed to staff for safe keeping.
- Staff members should be given clear instructions for use in writing.

- The parent or guardian will need to give written consent permitting staff to administer medication.

Please discuss any long term administering of medication with the teachers.

Teachers are not expected to mind children who are ill. To consider the health and well-being of other children and adults, the Ministry of Health advises that children should not be at preschool if they are sleepy and have no interest in their work or play, if they are crying, irritable or seem to be in pain, constantly want to be held or comforted, have a fever or have any vomiting or diarrhoea. In the case of diarrhoea children must have passed at least one normal, firm bowel movement before returning to Preschool. If it is due to a gastrointestinal infection or in the case of repeated vomiting the child should stay away until they have been symptom free for at least 48 hours. Children who are coughing, or sneezing as the result of an infection such as a cold, or have a runny nose, which makes it difficult to control the spread of nasal secretions, should stay away until symptom free.

Nutrition

Parents should inform the preschool of any allergies and diets of their child. Our menu is designed by a nutritional paediatric dietician.

Parent involvement and participation

Our preschool is a harmonious and supportive community and we consciously work to build a constructive partnership between the family and preschool in support of each child's educational development. Parent involvement in the child's education is encouraged through parent participation and feedback in the child's portfolio. Parents are encouraged to provide feedback about preschool's best practices and policies which are reviewed on a regular basis. Parents will be notified of any planned reviews and consultation.

Parking

Parking is readily available. Please do NOT reverse out of the childcare parking lot. This is strictly prohibited due to safety. This is part of our resource consent and we appreciate your co-operation.

Sleeping

We have a dedicated sleep room for our under two's and follow the child's home routine.

Our over two's will sleep after lunch depending on parents requests.

Smoke free

Smoking is prohibited at all times on the preschool property, during excursions or on official social occasions.

Social media

The preschool uses social media to communicate with parents and the wider community. It is a fast two way communication and very effective. We maintain a website, instagram and a facebook page. Parental permission is required before any photos are used on the web. Children are not named.

www: omokoroapreschool.co.nz

facebook: <https://www.facebook.com/OmokoroaPreschool>

instagram: [omokoroapreschool](https://www.instagram.com/omokoroapreschool)

Sun safety

The wearing of a hat outside is compulsory during term 1 and term

4. Parents are encouraged to apply sun screen at drop off time, especially over the summer months. We will re apply sunscreen at lunchtime. Parents are welcome to supply their own sunscreen. Hats can be kept in the child's cubbyhole.

And a final message from us:

“I hear you”. These three short words convey an enormous amount of respect, and concisely capture the very essence of our teaching. Long before our children can articulate their feelings in words, we can choose to hear what they are telling us. “I hear you”, is both a message to the child and a reminder to ourselves to notice their communication. It is the very foundation of a connected relationship.

Omokoroa Preschool:

A Place filled with Wonder





CONTACT

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