



Papanui  
**Preschool**  
0-5 Years



Affordable luxury for your child

Parent information

## 1. Welcome to Papanui preschool family...

Canterbury Educare is a family-owned business that operates Early Childhood Centre's in Christchurch. We are known for providing high quality care at affordable prices through centres with small number of children.

Papanui Preschool is our first centre and we hope to bring a sense of belonging and community to the neighbourhood.

The Papanui Preschool environment is thoughtfully designed to cater for the needs of children. Two dedicated rooms with small numbers of children in each room make it easy for us to provide an age specific development programme together with much needed supervision and attention that children deserve.

We are licensed for 12 under 2's and 30 over 2's. Our children to adult ratios are 1:4 in the nursery and at least 1:9 in the preschool.

We live and breathe fun and learning through play. When your child spends time here, they will be excited to play, explore, create, learn, imagine, discover, and wonder. We think you will be just as excited as we are about the potential for your child at Papanui Preschool.



## 2. Our philosophy

To provide a small Preschool in the heart of a community that ensures children receive high quality care and education.

**Here at Papanui Preschool we believe:**

- It is vital our preschool offers a warm and welcoming environment in which all children, parents and whānau feel respected, accepted, and have a sense of belonging.
- That all children are unique and our programme will respect and reflect on the individual child's interest, providing all children with equal opportunities to reach their full potential.

- All children will be given support through gentle, sensitive and informed guidance. This will encourage self-regulation, effective thinking and self-help skills.
- The building of relationships with the child, parents and whānau is a vital part of our family-based centre, we recognise the importance of linking home and centre life as we recognise that learning begins at home and that the parents are the child's first teacher, for this reason we invite and encourage parent whānau participation.
- That play is an important part of learning. We understand and support the freedom for children to explore and grow at their own pace. Our environment reflects this and will allow for self-directed learning.
- We value cultural diversity and acknowledge the importance this has on the child and their families, acknowledging that learning begins at home.
- When children leave Papanui Preschool they will be capable, confident and independent learners.



### 3. Hours of Operation

We are operational from 7.30am till 5.30pm, Monday to Friday. Within the above operational hours, we offer variety of options for our whānau

- Full day 10 hours quality care from 7.30am to 5.30 pm
- Half day sessions are either from 7.30am to 12.30pm or 12.30pm to 5.30pm.
- Short days are specifically for the families looking for care during the school hours (9.00am to 3.00pm). Children need to be enrolled for at least one full day or two sessions. Amendments to these hours are available on discussion with our Administration Manager.

### 4. Fees

As we offer '20 hours ECE', there will be three schemes on which fees will be based on.

- Fees with '20 hours' subsidy
- Fees without '20 hours' subsidy.
- Fees with '20 hours' subsidy plus a top up fee.

Everyone's needs are different and we have worked out fees for all different possible scenarios. Common scenarios are indicated here. Full fee schedule is available from our office or if you have a specific need, please get in touch with us at [papanuipreschool.co.nz](http://papanuipreschool.co.nz).

	Without 20 hours	With 20 hours
Full day (10 hrs)	\$52	\$24
3 Full days	\$156	\$72
Full week (50 hrs)	\$240	\$150
2 Half days (10hrs)	\$60	\$0
4 half days (20 hrs)	\$120	\$0

Short days (6 Hrs)*	\$36	\$0
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\*short days are from 9.00am to 3.00pm. Any hours over 6 will be charged at a flat rate of \$6.00 per hour

- We do not charge any optional charges for ECE attended hours. Please consider that when you compare our cost with our competitors.

## 5. Enrolment

At the enrolment each parent will be asked to complete a form (enrolment form), providing the necessary background information on your child. Please ensure this information is accurate and up to date when your child starts and whilst your child attends the centre. Parents are responsible for any amendments to this information and will need to see the Administrative Manager for any amendments.

At the time of enrolment, a non-refundable fee of \$54 will be required.



## 6. First day

It is an exciting time full of new experiences and change when beginning preschool. Having lots of conversations at home will help to settle any 'butterflies'.

Enjoy getting organised together by a backpack, lunch box, and drink bottle ready.

## 7. Settling in

When families begin with us you will be supported to make the settling as smooth as possible. You are welcome to stay as long as it takes to settle your child with the support of the teachers. This is a very individual experience and could depend 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 the child stays for a whole session, for others they are ready to go! Your child is important to us, so we personalise settling and transitioning (from home to preschool and from nursery to preschool room) here at Papanui Preschool to suit your child's needs.

## 8. What to bring

- A backpack for all belongings (named)
- Drink bottle (named)
- Changes of clothes (named)

- Hat (winter/summer-named)
- Warm outdoor clothes (named)
- Any special 'comforter/snuggly' for rest time(named)
- Nappies and wipes if required (named)



## 9. 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 can 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 picture with name locker 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 the Preschool.

## 9. Absences and cancellation

If your child is sick or not able to attend his/her day for some other reason, please call or message us to inform that your child is absent before 8am and you will be given a 30% discount on the hours/session your child is absent which you are paying.

If your child is going on holiday and you are able to give 2 weeks' notice a 30% discount will be applied to the hours/sessions your child is absent which you are paying.

If your child is consistently absent or late in to preschool you may be required to amend your booking due to Ministry of Education funding requirements.

Two weeks' notice is appreciated if your child is leaving or cancelling bookings with us. 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 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. Sometimes that means your child may be excluded from the Preschool for a period of time, for example a nasty vomiting bug may require you to keep your child at home for 48 hours; but you will be informed of this when it is required. Please phone or message the Preschool when your child will not be attending.



## 11. Public Holidays

Fees are charged for public holidays as normal.

## 12. Papanui Preschool Learning Programme

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

Te Whāriki 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.

We are a centre promoting 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.

If you would like to see our recent ERO report you can find it on [ero.govt.nz](http://ero.govt.nz) and type in Papanui Preschool and nursery.

## 13. Excursions

At Papanui Preschool, from time to time we will have out of centre excursions, either locally, where we go for a walk to the lovely neighbourhood, the park, visit Bishopdale School or further afield. For further afield excursions, written

notification of the impending excursion is given to parents and their consent and participation is asked for.

## 14. Learning Journals

Every child at Papanui Preschool has a learning journal that will provide a beautiful and detailed record of their time at the Preschool. Your child's learning, discoveries, artwork, photos, achievements/milestones and memorable moments will be recorded and kept in these special portfolios. You are welcome to take them home at any time, but please ensure they are returned regularly so that they can be added to by your child's profile teacher. 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.



## 15. Sleep Time / Rest Time

At Papanui Preschool the children under 18 months follow their normal sleeping patterns, where we aim to closely work in with parent's routines at home. Children are assigned a specific cot to sleep in and will have their own linen to use that the centre supplies and washes.

For children who are older and not in cots, but still require a sleep, they will have their own stretcher bed and linen to use, which is supplied and washed by the centre.

## 16. Parent Involvement / Participation

At Papanui Pre-school we value each parent as an important part of their child's overall growth and development, and with this in mind, we encourage and provide opportunities for parent participation. This can be in the form of:

- Participating in centre excursions.
- Volunteering information on your child's care and educational needs.
- Reading, commenting and signing the Centre's Policies and Procedures.
- Volunteering to be a natural resource for the children and introducing them to another culture and understanding.
- Collecting/recycling materials appropriate to the Centre's requirements.
- Participating in your child's portfolio.
- Attending special planned parent functions - shared morning tea, Grandparent's afternoon, Christmas party and concert.



## 17. Meals at Papanui Preschool

At Papanui preschool we encourage you to supply your child with a variety of health options for the lunch boxes.

**Please note we are a NUT FREE Centre.**

We provide a shared morning where children all sit together and enjoy a morning snack. This will consist of thin rice cakes or rice crackers,

For lunch and afternoon tea the children eat from their lunch boxes. Teachers encourage the children to start with healthy options at lunch, hot food from home is welcome and the teachers will warm any food that needs heating. Children who stay on for the afternoon session are encouraged to think about their afternoon snack and ration what is in their lunch box.

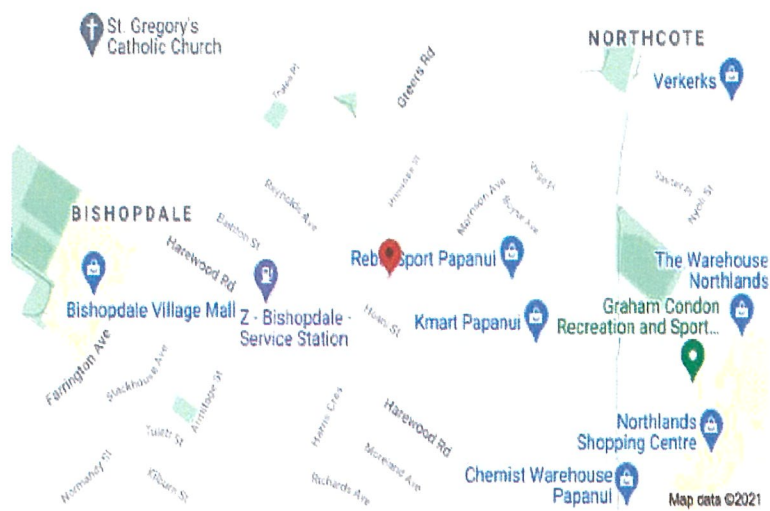
We encourage parents to prepare lunch boxes according to the new regulations of Ministry of Health.

Late snack is supplied for the children. This is offered to our children who stay late, beyond 4:00, and consists of a small serving fruit and thin rice cakes/crackers.

We are happy to celebrate children's birthdays in the centre. We ask parents and whānau to consult with the head teacher prior to supplying any food for their child's birthday celebration

and provide a ingredients list when you bring in a cake for your child's celebration.

### Our location



Contact information

[papanuipreschool@xtra.co.nz](mailto:papanuipreschool@xtra.co.nz)

Phone 03-3543437

Web site: [www.papanuipreschool.co.nz](http://www.papanuipreschool.co.nz)