

Parent Information Handbook



chapel hill
kindergarten

2 Cate Rd (corner of Rototuna Rd)
PO Box 28053, Rototuna, Hamilton 3256
Phone (07) 854-1295

Email: admin@chapelhillkindergarten.co.nz

Web: www.chapelhillkindergarten.co.nz



Welcome

Kia Ora and welcome to Chapel Hill Kindergarten. The information provided in this handbook has been designed for families who wish to pre-enrol at our kindergarten.

Please note that information in this handbook such as times; dates and prices are subject to revision. For up to date information visit our website at www.chapelhill.org.nz/kindy.



About Chapel Hill Kindergarten

Chapel Hill Kindergarten has been open since February 2003, and is a ministry of Chapel Hill Community Church. It operates within the Ministry of Education's licensing framework; we are chartered and are licensed for 40 children.

We aim to provide Christian education that prepares children for school and encourages a love for learning and a wonder of life.

Children from 2 1/2 years of age can attend and remain until they start school. Provision for special needs support must be arranged prior to enrolment.



Staff

We are committed to attracting, quality staff who will contribute both to the well-being of your child and to the educational programmes of our Kindergarten.

All staff are carefully selected, and have been thoroughly reference checked and police vetted before they are employed by our organisation.

Our staff have a range of qualifications, skills and experience, and we support and encourage those who are studying for further qualifications. This includes the regular attendance in the Kindergarten of students on practicums.



Mission Statement

The management and staff of Chapel Hill Kindergarten are committed to providing a programme that implements our charter as well as Christian teaching based on the bible as the word of God.

The yearly program follows the broad outline of "knowing God" through His Creation, knowing God the Father, and knowing Jesus – God with us. The Te Whaariki Strands and goals are integrated into the programme and contextualised within a Biblical Christian World View through discussion, books, songs, stories, games and activities. Contemporary theories of learning styles with reciprocal, responsive inclusive emergent teaching will be reflected in the daily activities of the programme.

We aim to prepare each child and their family for a successful transition to school. We offer education, care and security in a stimulating and safe environment where children are encouraged to become independent and creative learners.

We welcome children from all cultures, religions and backgrounds.

Our goals:- to respect each child's uniqueness

- to encourage creative learning
- to support individual learning and development
- to impart values that will strengthen each child to cope with life's challenges.



Curriculum

At Chapel Hill Kindergarten we endeavour to provide a warm and friendly atmosphere, a stimulating and challenging programme and safe environment for every child. Te Whariki is the New Zealand Early Childhood Curriculum guideline, which comprises five strands of learning:

- Well – being
- Belonging
- Contribution
- Communication
- Exploration

These are integrated and conceptualised within a Biblical world-view through discussions, books, songs, stories, games and activities. Children are encouraged to make choices and given opportunities to explore their world through play.



Sessions

Chapel Hill Kindergarten operates from Monday to Friday in the following sessions.

Younger children start in the afternoon and can transfer to morning sessions when they are older and spaces are available.

Morning	8:30am – 12:00pm
Afternoon	1:00pm – 3:30pm
All day	8:30am – 2:30pm

Children booked in for All Day sessions have the option to stay through until 4:00pm.

The Kindergarten is closed on public holidays and also closed for approximately three weeks at Christmas.

Pre-enrolment

In order for your child to be placed on the waiting list a pre-enrolment form must be completed. We are happy to put your child's name on the waiting list once your child turns 2 years of age. You will then be contacted when a place becomes available for your child.



Enrolment confirmation

On confirmation of a place being offered to you for your child to start attending, an Administration Fee of \$20 will be charged to your account. This fee is non-refundable and not deducted from any other incurred fees.



Fees

20 Hours ECE Fees:

These fees apply to the following children:

- All children aged 3, 4 and 5 year olds who have not used their 20 Hours ECE entitlement at another ECE provider (20 hours ECE can be shared between different ECE providers).

Fees for children using ECE hours

Morning	8:30am - 12:00pm	2-5 sessions per week	Free
Afternoon	1:00pm – 3:30pm	2-5 sessions per week	Free

All Day	8:30am – 2:30pm	2-3 sessions per week	Free
All Day	8:30am – 2:30pm	4 sessions per week	\$28.00 per week
All Day	8:30am – 2:30pm	5 sessions per week	\$70.00 per week
Extended Day Session	2:30pm – 4:00pm	Optional extended finish time (bookings required)	\$6.00 per 30 mins

Children booked in for All Day sessions have the option to stay through until 4:00pm at an extra fee of \$6 per 30 min increments.

Fees for children not using ECE hours

Morning	8:30am - 12:00pm	2-5 sessions per week	\$24.50 per session
Afternoon	1:00am – 3:30pm	2-5 sessions per week	\$17.50 per session
All Day	8.30- 2.30	2-5 sessions per week (With free afternoons for 2 ½ - 3yrs)	\$24.50 per day
All Day	8:30am – 2:30pm	2-5 sessions per week	\$42.00 per day
Extended Day Session	2:30pm – 4:00pm	Optional extended finish time (bookings required)	\$6.00 per 30 mins



20Hours ECE

Chapel Hill Kindergarten is eligible to offer 20 Hours ECE. The government provides a subsidy to cover the basic cost of providing up to six hours per day or twenty hours per week to all three, four and five year olds.

The daily and weekly limits include Free ECE Hours already used at another ECE provider.

While the government provides a subsidy to cover the basic cost of providing *20 Hours ECE*, Chapel Hill

Kindergarten exceeds in many areas, the minimum standards of education and care as outlined in the Early Childhood Regulations. This includes higher teacher/child ratios, teacher non-contact time for writing learning profiles, improved teaching experiences, and the special character of our kindergarten.

In order for Chapel Hill Kindergarten to remain viable we ask that parents pay a donation. All children will receive the same quality of education and care, regardless of whether or not parents agree to pay this donation. If your child is not eligible for *20 Hours ECE* their fees will be outlined in the Fee Structure. This applies to 2 year olds and children who have used their *20 Hours ECE* up at another ECE provider.

The Ministry of Education also requires all parents/caregivers to complete an Attestation Form (included in the enrolment form) before any *20 Hours ECE* hours are received. The Attestation form is a legal agreement that you as a parent/caregiver enter into with the Ministry of Education. In this agreement you are declaring that your child is not receiving more Free ECE Hours than you are entitled. If this form is not completed Chapel Hill Kindergarten is not allowed to offer *20 Hours ECE*. If your child attends more than one ECE provider you must complete an Attestation Form at each provider. It is parents and caregiver's responsibility to ensure you do not claim more than 6 hours per day or 20 Hours per week Free ECE at all ECE providers. Failure to ensure accuracy of information on these forms could result in the Ministry of Education claiming funding back from parents/caregivers or in cases of fraud pursuing charges against parents/caregivers under the Crimes Act.

Any fees and donations paid directly by parents and caregivers may be eligible for a Tax Rebate. Chapel Hill Kindergarten will issue tax receipts at the end of each financial year.

Chapel Hill kindergarten ask that all families give 2 weeks' notice of intention to cease care.

Chapel Hill kindergarten reserves the right to withdraw from the *20 Hours ECE scheme* at any time if the long term viability of the kindergarten is put at risk. This could occur if insufficient numbers of parents agree to pay the \$1:00 per hour donation, or if the Government changes the rules of funding rates of the scheme in a manner that is detrimental to the ongoing running of the Kindergarten.



Methods of Payment

Payments by direct credit are preferred. Receipts are available on request. Fees for the week will be invoiced on the following Monday. Fees must be paid in full upon invoice or in advance, unless prior arrangements have been made.



Toilet Training

We prefer children to be toilet trained, but if not, we are happy to work in partnership with families when children display a readiness for toilet training. When this is applicable, please do not hesitate in speaking with one of the teaching team. To make this process easier we would appreciate your child to be in training "pull ups".



Visiting

We require a parent or guardian to visit with their child 2-3 times prior to their starting date at Chapel Hill Kindergarten. This is for the child/ren to meet the teachers and for a relationship to be established, for the children to feel comfortable in the environment. It also gives you the opportunity to ask any questions regarding our Kindergarten and to find out about the way we run our program.

Chapel Hill Kindergarten operates an open door policy. You and your extended family are welcome to visit at any time.



Childcare subsidy

Chapel Hill Kindergarten is approved to receive Department of Work and Income (WINZ) childcare subsidy on your behalf. Application forms can be found on the following WINZ website.

<http://www.workandincome.govt.nz/documents/childcare-and-oscar-subsidy-application.pdf>

It is important to note, even though we receive the subsidy on your behalf, you are responsible for informing WINZ of any changes to your circumstances or enrolled hours. If you require any support regarding your childcare subsidy, please do not hesitate to contact our administration staff. To determine your entitlement, visit

<http://www.workingforfamilies.govt.nz/childcare-assistance/index.html>.



Settling New Children

Children react differently to being left at Kindergarten. For some it is an easy process but for others it may be quite difficult until they have developed trusting relationships with the staff and other children. It is expected that all children will settle, but for some this may take a little time. There is no single method, which works for all children, but some general guidelines are:

- If possible, visit the centre together prior to leaving your child.
- Help your child to understand the Kindergarten routines and daily events. E.g. encourage your child to find their own name and choose a hook to hang their bag.
- Let the staff know if you need any help to interest your child in an activity as you leave.
- It is not uncommon for children who have been well settled at the Kindergarten to sometimes develop uncertainty about being left. The staff will help you and your child through this time.



Signing in Each Day

A sign in and out sheet is provided for you to record the times you are dropping off and picking up your child each day. It is important to take a moment to complete this task as it is used to verify our attendance records and to check that all children have been evacuated in the event of an emergency. Please note that only a person aged 17 or over is legally able to sign for or collect your child.



Meals, Snacks and Drinks

- Normally we ask that each child supply a piece of fruit to share for morning or afternoon tea. Lunch is brought from home. Due to Covid 19 we are not sharing food and ask that you supply enough food in your child's lunch box for the time they are attending.
- We have filtered water available for children to refill drink bottles.



What to bring for your child

We aim to ensure your child is settled, happy and comfortable throughout the day. To assist us in this we ask you to send the following:

- Please provide a named school bag that can be opened and closed by your child independently, along with named changes of clothing that your child is able to undress/dress themselves in, which includes footwear and jackets and a wet bag.

Tou rourou, toku rourou, ka ora te iwi.

With your contribution, and my contribution, we will thrive.