



Joining Information

Welcome to Wellsford Preschool!! This booklet gives you some of the information you need to have about us to decide if our Centre is the right place for your child. If you have any questions at all, any of our staff will be more than happy to answer them for you. We are also glad to have your feedback and comments about anything to do with our Centre at any time and we are happy to advise on any problems you may be having with your child. More than that, we want you to know that in enrolling here you and your child / children will be joining a small supportive community dedicated to the learning and growth of happy children... so Kia Ora... welcome and please join with us to make this your child's home away from home!

Our Philosophy:

We aim to provide a warm, home-like environment that is safe, caring and fun and which meets the needs of each child.

We believe that children learn best through the natural activity of early childhood – play – in an environment where they feel happy and secure and able to make their own choices, play alongside others, accept challenges and problem solve, thus extending the development of their physical, intellectual, social and language skills.

We provide a range of accessible equipment and learning opportunities which acknowledge the children's culture and abilities, and which encourage exploration and creativity. We also recognise the importance of significant adults in each child's development and we encourage teachers, parents and whānau to work together as a team to extend learning.



Our Vision:

To provide a safe caring community where children are nurtured and extended, a place where they learn to be aware of other peoples needs and to respect their environment.

To provide attractive and interesting surroundings and activities which are well organised and appropriately resourced.

To involve our parents, whānau and teachers together in creating the best possible environment for our children to learn and grow.



Learning Program:

Children learn through play; therefore, we provide a wide variety of equipment, toys and activities and regularly introduce new and different learning experiences and opportunities. We have varied art equipment, outdoor equipment, play dough toys, family corner, manipulative equipment, sand and water play equipment, books, toys and much more. Our daily program includes mat times (hui times) involving music, stories, language and other extension activities and is partially structured so that children are introduced to social and formal learning skills to enable a smooth transition to school later. We pride ourselves on the creativity of our teachers and the fun we can have while learning.



Learning Portfolios:

All our children have learning portfolios which make learning visible and can also form a record of their growth and development. Teachers assess learning by writing learning stories for the child through observation, discussion, and photographs. Parents/caregivers can view, read and contribute to their child's learning by sharing valuable feedback and learning experiences from home.

Children love to revisit their learning, and at preschool we have a designated area where children can access their portfolio and are able to sit in a comfortable seated area to look and read through their learning journey with their friends, teachers and family.

We provide both a printed copy of your child's portfolio and on-line portfolio's.

We use an online portfolio programme called 'Educa' which is free for parents/caregivers to sign up with. We ask parents/caregivers to sign a consent form and a link is sent to your email address to access and set up an account. It a great tool for sharing your children's learning and development.

For further information you can go to www.educa.co.nz

**Hours:**

7.30am till 5.30pm

The centre is open throughout the year, including school holidays. However, we do close for the normal statutory holidays. We do our best to support the hours you and your child would like to attend, and we offer full day sessions and free half day sessions for 3-year-old plus as part of the 20 ECE. We also offer regular and casual bookings when we have space available. Although, we really do recommend that children are more settled and happier when they come more frequently.

Keeping you Informed:

Please keep an eye on our notice boards as we are putting new information for you up all the time. We also place information on our facebook page and on educa.

In addition, we regularly send home Newsletters and we ask that you regularly review your child's learning portfolio and contribute to it – we love to extend learning from preschool to home and vice versa.

Food:

We ask parents/caregivers to bring in a healthy packed lunch for their children. This should include morning and afternoon tea and lunch. Children can also bring in their own drink bottle with water only in please. Please ensure all items are named. Please see our Lunch Box Policy for further information.

If your baby is still having a bottle with formula, you will need to supply these and the bottle.

What to Bring:

We ask that you send your child / children with a bag which includes:

Nappies if still being used

Wipes if appropriate

A change of clothes

A warm jersey (if they are not wearing one)

A sunhat from at least Labour Weekend to Easter Weekend

What to Wear:

We love to get involved in art and play of all kinds... many of which are messy! So please send your child along in clothes that can accumulate the odd paint stain without it being a problem. They also need outdoor footwear which they can climb or play in the sandpit in.

Please make sure EVERYTHING is clearly named!



Sleep:

We have cots available for babies to sleep at any time that is their regular sleep time – just let us know. For the over 2's who still have a nap we set up a sleep room after lunch. Please discuss your child's normal routine with us and please feel free to bring along a favourite blankie or toy. Each child has their own linen allocated weekly and washed regularly ... We do ask parents to supply a pillowcase for your child's linen which should be clearly named.

Parent/whānau Participation:

You are welcome to come along and spend time with your child at the Centre at any stage. We are also always grateful for your help in collecting art materials – old yoghurt containers, boxes etc... we manage to turn most things into something to treasure!

Any skills parents have eg musical, spinning, weaving or other crafts etc that they would be willing to come and share with us would be very welcome.

We have parent/whānau evenings throughout the year where everyone is welcome to attend.

We also like to be involved and have fun doing the community events in Wellsford throughout the year, as the Wellsford Santa Parade and Children's Day. Children and parents are welcome to help in preparation and joining us on the day of the event.

Each year we also have a special camp over for our 4- and 5-year olds before they go off to school. They get to help in putting the tent up, setting up beds, enjoying a BBQ, playing lots of fun games and venturing out on a walk together, thus creating some childhood memories to cherish.

Trips

Every two years we organise a big trip out in the wider community for our older children. The last two years we have ventured to Butterfly Creek. Parents/whānau are welcome to join us on the trip to support their children's learning and to explore



and connect with nature and learn about the animal world. A fantastic adventure for us all to enjoy!

Signing in and Out:

There is a sign in / sign out sheet at reception so please make sure you sign your child in and out each day.

Being away:

We ask that you keep your child at home if they are unwell. Please phone us within 30 minutes of their usual start time to let us know if they will not be attending. We also need to have notice of any holidays you will be taking.

Anything else you'd like to know about, please just ask....