



## **Education & Daycare Centre**

**12A Cross Street – Drury  
Ph 09 294 7125 Fax (09) 294 7183**

### **Welcome to Scholars Pre-school**

Scholars Pre-school aim is to educate the young children in our community, to empower them, enhance their self esteem and provide them with skills to prepare themselves for the years ahead.

Our centre will cater for 8 under two children, with their own separate play area, sleep area and outdoor area, who will be cared for, nurtured and educated by two qualified staff members.

The 2 – 5 year old children will be split into two groups, 2-3.5 year olds (approx) in one area (maximum 14 children), 3.5--5 year old children in another area (maximum 12 children). Two staff members per group. We believe in teaching smaller groups of children so that they can receive the maximum quality of care and education that they are entitled to, this also enables us to meet their individual needs, to observe and plan for them and extend on their knowledge.

We aim to provide your child with quality care and education, to build a passion for learning and to nurture a lifelong learner.

Talking and listening are the key elements of our philosophy. We believe every child needs a lot of time to think, talk and play. We believe play is learning as play empowers children and creates the passion which drives the learning. It provides the basis for the discovery; questioning, theorising, co-operation, social and emotional interaction which are necessary for growth and good self-esteem. Play allows children to make choices which is empowering and allows them to uncover information and thus provides the basis for learning. Teachers are also the learners alongside the children. Together they participate and collaborate in a vast array of experiences offered in the rich, creative and challenging environment at Scholars Pre-school. Our learning programmes are designed to meet the needs of every child at each stage of their development and to actively support and encourage robust learning dispositions.

Learning about numeracy, literacy, music, and engaging in social and interactive skills is done on a daily basis and in a fun way, through play, mat times, group times, music, art etc.

Our educators will work with your child to assist them in gaining and developing their self help skills, confidence, language, independence, problem solving and challenges, along with extending on what they already know, which all assists in preparing them for school.

Our staff are highly qualified collaborative educationalists who are passionately committed to life long learners. Staffing qualifications range from a Bachelor of Teaching and Learning Early Childhood Education, Diploma of Teaching Early Childhood Education, Teacher Registered, and students in training who want to learn from others and who commit themselves to quality care and education.

We fully embrace the New Zealand National Curriculum of Early Childhood – Te Whaariki, and use it to guide the learning outcomes and experiences we set for children.

**We believe that we can make a difference.**

## **Parent Information:**

**Hours:** 7.00 am to 6.00pm ~ Monday to Friday

**Settling in:** This can be a difficult time for parents as well as the child. We encourage parents/guardians to stay for as long as they feel comfortable to. Activities are set out each day, and we welcome your input as to what activity would best suit your child to make this time easier for them as well as yourself. A favourite toy or cuddly is always welcome, as there is no better comfort than something from home that belongs to them. Please feel free to discuss your child's needs with us so that we can help them settle better, they may have had a late night, feel tired, not had breakfast etc. You cannot give us too much information.

**Staffing:** 1-4 for under two children ~ 1-7 for over two children  
This is a high staff ratio and means that your child's needs receive quality care and attention.

**Fees:** Sessions/days are pre-booked and fees are paid one week in advance so that accurate rolls can be kept and the correct staff ratio maintained.  
A refundable bond of up to one week's fee is charged upon enrolment.  
Payments are still required for: Sick days, any absences, and statutory days (excluding the Christmas break, were there will be no charge for the time the centre is closed, usually 2 weeks).

**Holidays:** If your child is booked in for 24 hours or more a week, they are entitled to two weeks during the year of "holiday fees" at half cost. These must be taken in full week blocks (not a day here and there) and Management must be informed in advance that you wish to use them.

**Medication/ Illness** If your child requires medication at the centre please give the medication directly to a staff member, and write down the details in the Medicine form, so that accuracy can be assured.  
Please contact the centre if your child is sick and unable to attend. Please do not send your child to pre-school if they have been vomiting, had diarrhoea, high temperature, unidentified rash or inflamed throat or eyes. Staff is expected to abide by the same policy, by which we hope to have a "healthy" centre.

**Food:** **All food at the centre is supplied.** This consists of morning tea, lunch, afternoon tea and late snack. Management has worked with a nutritionalist and all meals are based on '**5 - + - a - day**'. A nutritious meal is served at lunch time, this is varied and a variety of hot meals is served in the cooler months. Drinks are served with all meals and snacks. Please let us know if your child has any allergies.  
Parents need to supply their own made up bottles of formula for infants, as there are so many differing brands on the market it is difficult to cater for everyone.

**Sleep/Rest:** (2-5 year olds) All children are given the opportunity to have a midday rest after their lunch. Those who do not sleep are encouraged to rest and have some 'quiet time' to allow children who need sleep the opportunity to do so.

**Bags/ Clothing:** Your child needs to bring a clearly named bag with a complete change of clothes and hat/cap for summer/winter months. Please also dress your child in 'old' clothes, as they do get messy with paints, glue, etc. While we do provide aprons, there is not always that guarantee that they will come home the way they arrived!

**Subsidies:** You can obtain forms from the centre. Full fees are to be paid until your subsidy has come through, any payments will then become credit.

**Child Portfolios:** While your child is at Scholars Pre-school we put together individual portfolios for all children. These portfolios contain photos of your child at play, work and special moments, a collection of their art, numeracy and literacy skills, and an assessment form of what we are working on to meet your child's individual needs. We also do Learning Stories and Observations on your child, to see where their learning need is, and assist them in extending themselves. These portfolios are for you to take home and share with your child and extended family, to make comments and provide us with anything else that you would like us to work on with your child.

**Extension Group:** Our 4-5 year old children par-take in extension group activities. Where we concentrate on and helping develop their pre-math, and pre-writing skills, assisting them in interacting with each other on a social level, and teaching them basic self-help skills, e.g. tying shoes, wiping noses, toileting, dressing themselves, identifying their own belongings, opening their own lunch box etc., as well as holding a pencil correctly, writing from left to right, recognising their name, basic computer skills etc. This learning is very valuable to the child and they become proud of their work. Staff are also committed to providing your child with the very best care and education that we can offer, and we value your input and contribution as a parent/caregiver.

**Fee Schedule: As of 4<sup>th</sup> of Jan 2012**

***UNDER 2 YEARS***

No. of days	9,10, 11 hrs	8 hrs	6 hrs	3 hrs
2 days	\$110	\$100	\$90	\$60
3 days	\$160	\$140	\$125	\$90
4 days	\$195	\$180	\$160	\$120
5 days	\$230	\$210	\$185	\$140

***Over Two years***

No. of days	9,10,11 hrs	8 hrs	6 hrs	3 hrs
2 days	\$100	\$90	\$70	\$54
3 days	\$145	\$135	\$105	\$80
4 days	\$185	\$175	\$140	\$110
5 days	\$220	\$200	\$170	\$130

**All fees and sessions include all meals for the day and hours that children attend.**

**All fees include GST.**

It is recommended that children attend at least two sessions per week. It helps them become familiar with their surroundings, assists them in settling better, and the gap between days is not too long. Attending on a Monday and Wednesday, or Tuesday and Thursday is a good combination, but we do realise that each situation is different and we are happy to accommodate your personal needs.

Please feel free to discuss any other matters that you may have regarding the centre, staff and your child.

Linda Dyer  
Centre Manager

Stephen and Trudy Cochrane  
Centre owners.