



**ACG STRATHALLAN**

**PRESCHOOL CENTRE**

**INTRODUCTION TO PRESCHOOL  
BOOKLET**

**Hayfield Way,  
Karakā,  
Papakura 2580  
Ph 295 0836**

We hope your child's time here will be a stimulating, exciting and happy learning experience. In a caring and accepting environment, your child will be able to build upon the social, emotional and intellectual foundation which you have laid.

Your child will be able to experiment with new activities, explore the creative possibilities of art and craft, the exhilaration of adventurous play, develop ideas and communicate them freely. He/she will have the opportunity to develop and practice the social skills that are so important for a happy and satisfying life. Your child will learn to respect the rights of others, and the value of cooperation and sharing with others.

The contents of this booklet introduce your family to ACG Strathallan Preschool.



## STAFF

All staff in the Preschool hold or are working towards, Early Childhood Education qualifications, including a Diploma of Teaching (Early Childhood Education) and Bachelor of Teaching (ECE) and registration as a teacher in New Zealand. Our staff are involved in ongoing professional development to ensure that we have knowledge of the most recent theory, policy and practice in early childhood education. Child/Adult ratios meet the Ministry of Education regulations and our staff are dedicated to providing each child with the highest standard of care and education. All fulltime Staff have First Aid experience and hold current First Aid Certificates.

**Preschool Centre  
Manager**

Sue Revill

Dip (ECE)

## WELL BEING

Parents should be aware that children may attend the ACG Strathallan Infant Centre until the age of 2 years, before transitioning to the Junior Preschool. Children remain in this group until a space is available in the Senior Preschool at around 4 years. Space may become available before this time and the offer of a position will be made to parents.

### Settling your child

The settling process for your child will be discussed at your initial interview with the Manager. On your child's first day at Preschool we recommend you allow time to settle your child and to familiarise yourself with Preschool procedures. On arrival at the Preschool you will be met by the Manager and introduced to your child's primary caregiver. Each child in the Junior and Senior Preschool is allocated a 'Primary Caregiver' for the purposes of providing a safe, secure introduction to the Centre. Your child's Primary Caregiver is responsible for settling your child each day, communicating with parents in the morning as to the child's wellbeing, and supporting your child through the separation from parent's period. The morning programme is structured so that time is allowed for this settling process. All Centres plan for a settling time between 8.30 and 9.15.

Your child's first day at Preschool is exciting for them, however for many children it is a first experience of care outside the family home. We encourage all parents to discuss with the Centre Manager the most suitable settling in programme for your child.

Your child is welcome to bring a favourite cuddly or toy to support them in the settling process. In the long term, however, we do not encourage toys from home as conflict arises in the Preschool when toys from home are not able to be shared.



## **Preschool Hours**

The Preschool is open from 8:30am each day. Earlier arrivals must be arranged with the Manager as we have minimum staff until 8:30am. Children are expected to be present by 9:15am so that they may fully participate in the educational programme for the day, starting with a morning group/mat time.

A holiday programme will be available as an optional extra. During the term, parents are asked to sign the holiday schedule indicating whether their child will attend. Fees for holiday programme attendance are sent out separately.

## **Sign-In Book**

It is a Ministry of Education requirement that all children must be signed in and out of Preschool each day. Please note there is a separate sign-in book for the Infant, Junior and Senior Preschools. These are located on the table in the entrance foyer of each building.

Please ensure that if a relative or friend is providing transport for your child, they are aware of this procedure.

## **Custody and Access Arrangements**

Children will only be released from the Preschool to the care of parents, guardians or friends who are named on the initial enrolment acceptance form, or any authorised amendment. However, should you wish your child to be collected by another adult on any one day, please ensure you inform the Manager of this arrangement. Children will not be released unless this has been formalised. Should you have a sudden change of plans during the day, please contact the Manager by phone. The Preschool also requires a copy of any custody or access documents that relate to your child; all documents will be kept confidential by the Manager.

## **Preschool Bags**

Please purchase your child a reasonable size bag so they are able to put their clothes and lunchbox away with ease. The zip should close over their belongings without a struggle. Please name all schoolbags on the outside front of the bag and in large bold writing. This will enable staff to easily locate bags in the cloakroom.

## Preschool Uniform

Children at ACG Strathallan Junior and Senior Preschools wear a uniform throughout the year (including holiday programme and excursions). The uniform is practical and comfortable and is available from the Uniform Shoppe in Papakura (56 O'Shannessey Street, Papakura) Phone 296 6063.

Summer uniform:           ACG Strathallan Polo Shirt  
                                      Navy shorts  
                                      ACG Strathallan V-neck sweatshirt  
                                      Sandals  
                                      Sunhat

Winter uniform:           Pale Blue Skivvy  
                                      ACG Strathallan V-neck sweatshirt  
                                      Navy Track pants  
                                      Shoes

We recommend that parents purchase iron on labels so that uniforms can be named clearly. It is important that children are able to identify their clothing so they can take responsibility for putting their clothes away. Staff cannot support this process if clothes are not named.

All children need at least one change of clothes in their bag. Please ensure these are also named.

## Children's Health

If your child is unwell, please do not send them to Preschool. Children may not be left at the Preschool if symptoms of infectious disease have occurred during the previous twenty-four hours, e.g. diarrhoea, vomiting, skin rash, raised temperature. This is a necessary policy not only to prevent the spread of infection to other children and staff, but also for the health and wellbeing of your child. If your child has been ill, please discuss this with your child's Primary Caregiver. If your child has been infected with any of the childhood diseases (chicken pox etc) please inform the Manager so other parents can be informed that symptoms may occur.

The staff must be informed if your child has any allergies or health problems that may require special consideration and care.

Children who become ill during the day will be made comfortable while parents are contacted and arrangement made for immediate collection of their child. Medication: Please advise your child's Primary Caregiver if your child is taking medication of any description. If medicine is required to be taken during the day, parents are required to fill out the Medication Book in Room A of each Preschool and place the medicine in the kitchen.

Paracetamol (Pamol) and Ibuprofen (Fenpead or Nurofen) will no longer be administered to children. It is evident that should parents consider that either of these medications is necessary then the child either has a fever or is in pain, neither of these is appropriate in any preschool setting.

Please do not leave medication, creams or lotions in your child's bag. These should be handed to staff.

## Meals

Parents are asked to provide enough food for their child for a full day at Preschool. In the Junior Preschool children are encouraged to eat well at morning tea time, as we find that children have a very good appetite at this time of day. In the Senior Preschool, children are encouraged to choose one or two items for this snack. It is important that any particular dietary needs are communicated to the Manager on the first day your child attends the Centre.

Parents are also asked to supply a water bottle for their child. Please ensure your child brings this water to Preschool every day.

Children need to bring their own lunch in a named lunchbox. (Please make sure the name is clearly visible). We recommend sandwiches and fruit. Please do not give yogurt or other food requiring a spoon to your child in the Junior Preschool.

We have a number of children with allergies which require monitoring. We run ACG Strathallan Preschool as a Peanut-free zone, this includes peanuts and peanut butter, for the protection of these children and those who may not have experienced an allergic reaction to date.

- Infant Centre: Please place lunchbox on the kitchen bench.
- Junior Preschool : Please place your child's lunchbox on the lunch trolley.
- Senior Preschool : Children may keep their lunchbox in their bag.

ACG Strathallan Preschools acknowledge that birthday celebrations are important to families. Small cup cakes or muffins maybe provided by parents for these occasions. Other foods such as lollies and chocolate are very high in sugars and fats and are not recommended for Preschool consumption. As always staff will take the opportunity to talk about healthy foods at these times.



# CURRICULUM

## Philosophy

ACG Strathallan Preschool Centre believes in the importance of providing quality early childhood education. We foster an environment that encourages the growth of competent, confident learners and communicators while acknowledging that all children are individuals. Using a holistic approach, we challenge and extend children's physical, cognitive, social-emotional and language development. Our teachers promote positive learning dispositions that support oral language development, opportunities for thinking, problem-solving, exploration, self-expression and discovery.

Relationships with families and whanau are valued by staff at the Preschool. Communication with family members in relation to each child's wellbeing is given priority. ACG Strathallan Preschool staff adopt an inclusive curriculum, valuing the diversity of children and families. We recognise and acknowledge the values, beliefs and aspirations of parents and whanau of all children. Community support services are welcomed into the Preschool and provide valuable professional support to staff, families and whanau.

Management at ACG Strathallan Preschool support staff, children and families in all aspects of the early childhood experience at the Preschool. Links between families and preschool are encouraged through newsletters, personal communication and Open Days whilst further information regarding the curriculum is circulated to families with each child's portfolio.

Links to the wider world are forged with regular visits from the community, participation in school activities and visits by staff and students to and from the ACG Strathallan Junior School. This provides a strong sense of belonging to the Campus and enriches children's life experiences.

## Portfolios

Staff will keep anecdotal records and learning stories for all children. These portfolios are available for you to read and discuss with staff. They will include developmental stages, participation in activities and narrative. This may be taken home during each term and is available for families to view in the Centre. We appreciate parents taking the time to provide material from outside the Preschool, these could include photos or stories of trips and experiences.



## Artwork

Artwork that is not collected for Portfolios will be placed in the art box outside each Preschool. Please collect your child's work regularly, Collecting and displaying your child's work endorses for them that we value their work.

## Excursions

Newsletters will be sent home advising of planned excursions along with permission slips for children. Notification will be given well in advance so that parents have an opportunity to arrange schedules and participate in excursions. We welcome suggestions from parents on excursion destinations. Visitors to our Preschools are also an important part of our programme, connecting children with people in our Community. Parents will be advised prior to visitors attending and the programme will prepare children for visits so that they gain optimum benefit from the experience. Once again, parents are welcome to suggest suitable visitors.

## INFORMATION SHARING

### Absences

Please let us know as soon as possible if your child is going to be away for any reason. Staff will be at the Centre from 8:00am.

### Civil Defence

In the unlikely event of a Civil Defence emergency, your child may be taken from the Preschool to a place of safety. You will be notified of this as soon as possible and notices will be attached to windows of the Preschool to direct you. Your children are our first concern.

**Documentation** The following information is available to you to read at the Preschool in the foyer.

- Centre Policies
- Recent Education Review Office reports
- Education (Early Childhood) Regulations 2008
- Complaints Policy

**Enrolment** To complete your child's enrolment and confirm a space on the roll, please return the Enrolment Acceptance and a copy of your child's birth certificate and immunisation records prior to your child's first day at the Preschool. Please advise the Manager immediately of any changes to contact information for your child.

**Fees** ACG Strathallan Preschool is supported by the Ministry of Education in the form of MOE grants and subsidies to the value of \$1.2m. These funds help to provide for our highly qualified staffing ratios and the costs associated with our beautiful centres. Fees charged by the Preschool are listed in the Enrolment form. Parents should realise that payment is not required until your child begins attendance at the Preschool. At commencement the accounts department will invoice for payment within 2 weeks.

**Newsletters** Newsletters are circulated regularly by email and are available from the reception table. These will also be available on the MyACG website.

**Review** Parents will be offered the opportunity to contribute to the development and review of the philosophy, policies and procedures at regular intervals. Parents may be asked, or may ask to, contribute to ERO reports by speaking with reviewers when they are on site. Management will advise parents of planned reviews.

We hope you and your child enjoy your time with ACG Strathallan Preschool and gain satisfaction from watching your child develop and learn in a warm, happy and secure educational environment. If you at any time need more information, please speak with the Manager.

The direct dial number to ACG Strathallan Preschool is **09 295 0836**.

Regards

**Sue Revill**  
**Manager**