

EZEKIEL TRUST COMMUNITY KINDERGARTEN



*"I praise you because I am fearfully and
wonderfully made; your works are
wonderful, I know that full well."*

Psalm 139v14

INFORMATION BOOKLET

Welcome to the Ezekiel Trust Community Kindergarten

We are a Christian kindergarten and as such our philosophy and approach is based on Christian teaching and values. Our belief that each child is created unique and special by God leads us to support them to develop a positive sense of themselves, and become confident and socially competent. The families / whānau represented are also highly valued and we encourage healthy reciprocal relationships and strong partnerships with them. Operating within an already supportive community, we strive to create and foster a strong sense of community for all involved.

Whakatauki

Na, ano te pai, ano te ahuareka o te nohoanga o nga teina o nga tuakana i runga i te whakaaro tahi!

Psalm 133 v 1

How good and pleasant it is when people live together in unity! (Paraphrased version)

About Us

The kindergarten was established in February 1988 and is run by the Ezekiel Trust Community Kindergarten Management Committee, which is under the Ezekiel Trust. The Ezekiel Trust has been set up by the Morrinsville Baptist Church and as well as overseeing the kindergarten, it runs a budgeting service and other community services. Ezekiel was a prophet who was appointed by God and his name 'Ezekiel' means 'God strengthens'.

We are members of the following national bodies - the Early Childhood Council and the Christian Early Childhood Education Association of Aotearoa.

We are registered with the Early Childhood section of the Ministry of Education and are licensed to take 30 children / tamariki per session, from the ages of 2 to 5 years. Our licence is displayed in the kindergarten and we are reviewed on a regular basis by the Education Review Office.

Personnel

Supervisor - Patsy Clark

Teachers / Kaiako - Lizelda Fourie, Louise Binedell and Gail Smith

Office Administrator - Eileen Hildreth

Kindergarten Management

Ezekiel Trust Representative / Service Provider Contact Person

Foster Kalma (07) 887 3527

Office

Ezekiel Trust Community Kindergarten

Behind the Morrinsville Baptist Church

Moorhouse Street

Morrinsville

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Mobile 027 525 8850

P. O. Box 256

Morrinsville 3340

kindy@ezekieltrust.org

www.ezekieltrust.org

Session Times

2 to 5 years (except Wednesdays)

Monday	8:15	-	12:30
Tuesday	8:15	-	12:30
	1:00	-	3:30
All day option	8.15	-	3.30
Wednesday	8:15	-	3:30

(4 - 5 year olds only)

Thursday	8:15	-	12:30
	1:00	-	3:30
All day option	8.15	-	3.30
Friday	8:15	-	12:30

It is important that you keep to the session times, as the government pays for the hours your child is enrolled and therefore expects your child to be attending for those hours. It also enables us to maintain our legal adult-to-child ratios at all times and avoid funding issues.

A Ministry of Education requirement is that you inform us of any absences and the reason for them.

The number of sessions your child attends is your choice, however in order to attend the Wednesday session (4-5 year olds only), your child must also be attending at least one other session. This day provides an opportunity to extend the older children in a variety of ways.

Unfortunately it is not always possible to give you all the sessions you want when you start, but over time more will be offered as they become available.

We are closed for school and statutory holidays.

Programme

During the day children are able to make independent choices about their interests and learning and have opportunities to engage in all the curriculum areas on offer. Some specific times are also for gathering together as a group e.g. mat / whaariki time and food / kai time. Whaariki time may include such things as stories, songs, music, movement and prayer / karakia, while at kai time the children and kaiako sit together while eating. These routines help to foster a sense of community and give the day a rhythm.

Children and kaiako are encouraged to take responsibility by showing respect and care for the resources provided and to help maintain a tidy and inviting environment.

Christian values, Bible stories and songs are woven into Te Whaariki, the national curriculum for New Zealand Early Childhood Education. These, along with other valued learning, form our centre philosophy.

We encourage constructive play. We do not allow weapons of any sort or characters that role model violence or dominating play. As this is a Christian kindergarten, we also request that books and toys from home do not contain references to witches, magic, ghosts, fairies, pirates, monsters or dragons. If you are unsure about this, please discuss it with the Supervisor.

Child Portfolios – *Each child has a portfolio which is a record of their learning and development during their time at kindergarten. It is based on ongoing observations showing evidence of their learning, and provides valuable information to assist the teachers in their planning. Assessment and planning are linked to Te Whaariki, the Early Childhood Curriculum.*

We value your partnership with us and invite you to also contribute to your child's portfolio. You are welcome to discuss your child's learning and development with the staff at any time or you may prefer to make a formal appointment.

Enrolment

Waiting List – *If you would like your child to attend the kindergarten you will need to fill out a waiting list enrolment form. This may be done by phone, email, or by visiting during kindergarten hours.*

- *When your child begins attending kindergarten you will be required to supply their birth certificate (or passport) as well as fill out an enrolment form.*
- *Please ensure we are aware of current custody issues as we cannot refuse a parent their child unless we have a custody order on file.*
- *People collecting your child must be on the pick-up list on the enrolment form. Children are not allowed to be collected by people under 14 years of age.*
- *You will be asked to show your child's immunisation certificate to the Supervisor. This is a government requirement. Your child does not need to be immunised to attend this kindergarten.*
- *If your child has allergies please inform us so we can cater to their needs as best we can. There is a place on the enrolment form to provide details.*

Please advise us of any changes to this information while your child is at kindergarten.

What to Bring

Food

For kai time please provide your child with healthy food such as sandwiches, yoghurt, vegetables and fruit, and a drink/water bottle. Please do not give your child milk, juice, lollies, chocolates or other similar items while at kindergarten.

Clothing

- A complete spare set of clothes in your child's bag is a good idea in case of accidents.
- Pull ups / nappies and wet wipes also need to be supplied for your child if they are not yet toilet trained.
- Please ensure your child wears clothing and footwear suitable for play at kindergarten.

Sun Safety

In Terms 1 and 4 your child will also need to bring a named sunhat, one with a full brim or with a peak and flaps. Our Sun Safety policy requires all staff and children to wear sunhats when outside in Terms 1 and 4. You may find it easier to have a hat especially for kindergarten, which can then be left in your child's bag.

During these terms please apply sunblock to your child before they come to kindergarten. If your child is staying all day and you would like sunblock to be reapplied in the middle of the day, please supply some named sun block for their use.

General Information

Parent / Whānau Involvement and Information

You are a very special part of this kindergarten and you are welcome to visit us at any time. If you have a particular skill or interest you would like to share with the children, please let us know. Occasionally parent help is also needed with excursions.

Please do not hesitate to talk to the teachers about any concerns or suggestions you may have.

Settling In - We aim to provide a warm and welcoming environment for all children, parents and whānau. This is a process which is best worked in partnership with you, keeping in mind each situation is unique. Children will be supported to gain independence and develop a sense of belonging while forming positive relationships with other adults and children.

Excursions - Trips out of the kindergarten provide valuable learning opportunities and are undertaken after prior notification, unless they are within the church grounds.

Sleep and Rest - We do not have a designated sleep or rest time for the children at kindergarten, but mattresses and bedding are available for them if required.

Birthdays - We generally only celebrate 5th birthdays at kindergarten. Turning 5 is a special occasion for your child and we enjoy celebrating this together. You may like to provide a cake which will then be shared at kai / food time.

Attendance Register - Whoever brings your child to kindergarten must sign the attendance register beside your child's name and enter the time they arrived. This procedure must be followed for every session your child attends. This sheet is also used as proof of your child's attendance for government funding purposes.

The following are displayed at the kindergarten for parents and visitors:

- The Education (Early Childhood Services) Regulations 2008, and the Licensing Criteria for Early Childhood Education and Care Centres 2008
- The names and qualifications of permanent staff
- The current licence certificate
- A procedure people should follow if they wish to complain about non-compliance with the regulations or criteria.

The audited accounts and the most recent ERO report are also available for viewing.

Policies are regularly presented to parents for consultation and review. These may be viewed during the kindergarten's hours of operation.

Parent Communication - To keep informed of what is happening at kindergarten, please ensure you read the noticeboard by the door. Newsletters and notices are also used to communicate with you on a regular basis. There is also a noticeboard in the foyer displaying church events / programmes.

Resources - Please feel free to browse through the pamphlets and books provided. Some books are also available for borrowing.

Meetings - These are held from time to time, to share with you aspects of the kindergarten and to present topics of interest to you.

Lost Property - Please check it regularly – it may surprise you what you find! The naming of clothing, shoes, hats and bottles is advisable and certainly helpful.

Emergencies - Emergency evacuations and drills will be carried out on a regular basis for a variety of scenarios. In the event of an emergency, the children will be cared for at the kindergarten / church premises, or at a designated Civil Defence Post if necessary, until they are collected by an authorised person. Emergency supplies and resources are kept on site for such occasions.

Child Health and Well-being

Sickness - To ensure the health and safety of all children and staff, please do not send your child to kindergarten if they are unwell.

Children who become unwell while they are at kindergarten will be kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent, or other person authorised to collect the child, without delay.

The regulations governing Early Childhood Services set out certain illnesses, which due to their infectious nature, necessitate that the child is excluded from the kindergarten for a certain length of time. Please check with the Supervisor if you are unsure.

Medication - We cannot administer medicine without prior written authority from a parent. If your child requires medicine this must be given to a permanent staff member and a form filled out.

As a safety precaution, please do not send any medication to the kindergarten in your child's bag.

Headlice - Occasionally we have cases of this at kindergarten and it would be helpful if you inform us if your child has headlice or has recently been treated. If we notice any symptoms we may check the children's hair to prevent an outbreak of headlice.

B4 School Vision and Hearing Checks - The Waikato Health Board Vision and Hearing technician visits the kindergarten on a regular basis to perform checks of 4 year old children.

Fees

We offer 20 Hours ECE - a government subsidy available to all 3 and 4 year old children covering fees for up to 20 hours (maximum of 6 hours per day) of Early Childhood Education.

If you choose to use all your 20 hours ECE with us, the extra 1¼ hours on Tuesdays, Wednesdays and Thursday will be free.

Fees are \$3 per enrolled hour payable each term in advance for those children who do not qualify for 20 hours ECE, or who are using all their hours through another provider. The fee is \$3 per hour whether your child is present or not.

You may be eligible for help from WINZ for your child's fees - please see the Supervisor for information.

As we require 2 weeks notification prior to your child leaving or stopping a session, fees will be charged for 2 weeks from the date of notification. This applies whether you are using 20 Hours ECE, WINZ subsidy or not.

Payment may be made by cash or via online banking.

All cash payments must be receipted by the Supervisor or office staff immediately.

Further Information

If you require further information regarding the kindergarten, please feel free to ask the Supervisor. We are always available if you have any enquiries. Your child is our first concern!

Morrinsville Baptist Church

Church Office: (07) 889 5683

Family Worship 10.30 – 12.00 each Sunday.

The church provides a children's programme on Sundays during school terms and there are also a range of programmes available at various times for older children and young people.

Ezekiel Trust Budget Service Office: (07) 889 7451

Please see the website for further information.

Church website: www.morrinsvillebaptist.com