



The Playhouse Pre-School's Parent Information

The Playhouse Pre-Schools

The Playhouse Pre-Schools are privately owned, one is a purpose built centre, which opened in November 2008, and the second is a renovated restaurant which opened in July 2013. They are situated @ 41 and @51 Twomey Drive, in the Newsham Park subdivision, Pukekohe. The Playhouse Pre-Schools are attractive, well designed open plan environments. They maximize space, and provide a welcoming, nurturing, flexible and stimulating environment for children, families and teachers. An attraction for parents is the diversity of ages, enabling flexibility for siblings to attend the same centre.

The Playhouse Pre-School's provide high quality education and care, low child/teacher ratios, qualified experienced teachers and teachers in training within nurturing safe environments for children from zero to five years of age.

The centres are divided into spaces. One designed for free movement and floor time for infants and toddlers under two years of age. This space enables them to have some time away in the mornings and in the late afternoons from the older children, to explore age appropriate activities. They come together throughout the day as a bigger group. The second space brings all children together (like a family) where they are encouraged to mix, explore and learn together. The third space is our outdoor areas, which provide a safe, stimulating, natural environment, enhanced with murals, carvings and mosaics, in which children are encouraged to freely explore and play. Our meal times are very special and social as each centre comes together (like a family) to sit, eat and talk with their friends about their day at The Playhouse.

Hours of Operation and Full Day Sessions

The Playhouse Pre-School's hours of operation are 7.30am till 5.30pm, Monday to Friday inclusive.

The Playhouse Pre-School's provide the opportunity for children to attend the centres for full day sessions as well as, school hours (8.30-3-00pm) for children 3 years and over.

Children are welcome to attend the centres for as little as two days per week or up to five days per week (full time).

Please refer to attached **Fee Schedule** for further details.

Mission Statement

To encourage learning within a safe, nurturing, fun environment, with the aim of enhancing self-esteem, independence and respect of others, through role-modelling, guiding, social interactions and play with both children and adults.

Unique Selling Position

We at The Playhouse will "Connect your child to the Community, Environment and Wider World"; through natural exploration, support within our community projects, and commitment to nurturing a greater awareness of the wider world.

Enrolment Form

Each parent will be asked to complete an enrolment form, providing the necessary background information on their child, before starting at The Playhouse Pre-School's. Please ensure this information is accurate and up to date, when your child starts and whilst your child attends the centres. Parents are responsible for any amendments to this information and will need to see the Centre Managers or Director.

Absence

If your child is sick or not able to attend his/her day for some other reason, please phone the centre by 8.00am. Full payment is still required if your child is absent. You are unable to swap days if your child is absent on his/her day, or replace it with a sibling that is enrolled on different days.

The Centre Fees

The Playhouse Pre-School's fee schedule is enclosed in your enrolment pack. These outline all fees, including school hours for 3 years and over and the 20 Hours ECE Government Scheme. Fees are reviewed annually, and you will be given 1 months notification of any changes that may occur for that year. Please refer to the attached **Fee Schedule** for further details.

Holidays

We offer a 50% retainer of your usual fees if you wish to take a holiday. Two weeks written notification is required if you would like to take advantage of this offer, otherwise usual fees will be charged. The retainer is available for up to 15 days per year. This will depend on how many days per week your child is enrolled (e.g. enrolled 2 days per week /6 days per year), and thereafter incurring the full fee. (Unused holiday days do not roll over to the next year).

Public Holidays

Full fees are charged for public holidays, The Playhouse Pre-schools are open every day, all year long with the exception of Public Holidays.





Childcare Subsidies

These will be available through our centres. Please ask the centre manager for these forms. You will be expected to pay full fees until the subsidy comes through and then any other payments will be credited.

Government 20 Hours ECE

The 20 Hours ECE Government Scheme is offered to children from 3 years of age to 5 years, it is up to a total of 20 hours per week and up to 6 hours per day. A lower centre fee is therefore charged for children who take advantage of this scheme. Please refer to the attached **Fee Schedule** for further details.

Late Pick Up

Please ensure you are on time to pick up your child, **(you must be in the centres by 5.25pm)** as they have had a very busy day and are looking forward to seeing you. If you are going to be late, due to unforeseen circumstances, please ring the centre and notify them, as soon as possible, so we can prepare your child accordingly and the two teachers involved, as they may have other personal commitments to get to after their day at the centre. A late fee of \$2 per minute will be charged.

The Playhouse Pre-School Policies

These are clearly outlined in the Parents Policy Manual that is readily available at each centre. Please take time to read these as they have been written with your child's best interest at heart. We have very clear policies on child illness, accidents, administering medicines and immunizations. If you have any queries please contact the Manager or Director. Reviewed Policies are emailed to you each month for reading. Please sign the form at the sign in area, indicating that you have viewed these.

The Playhouse Pre-School Whiteboard

Outside the entrance to The Playhouse Pre-School's is a white board where you will be able to read important information, this could include such things as, an outbreak of chicken pox, change of staff, a student in the centre, or our happenings throughout the day, etc..

The Playhouse Pre-School Newsletter

The newsletter is produced monthly and includes general information about the up and coming events, programme developments, lucky book club, teacher changes, reminders, requests for materials etc...You will find yours folded in your child's pigeon hole.

Individual Portfolios

The portfolios are an ongoing record of your child's time at The Playhouse Pre-Schools. Each portfolio is a record of the child's learning and development while they are at The Playhouse and the observations, learning stories, photos, art and individual plans they contain reflect your child's strengths and interests. The portfolio book belongs to the child and is stored at the Pre-School where the children can view them with a teacher whenever they wish. Parents are also welcome to view them. **Privacy considerations mean that you are only allowed to view your child's portfolio at the Pre-School. Please do not take any other child's from the shelf.** The portfolios will be sent home at different times so the child can share it with their family, they will also contain a parent voice form, which you are encouraged to fill in. Feel free to hand write any comments on the bottom of learning stories. The child's portfolio is presented to them on their last day of Pre-School. We encourage you to talk with us about your child's development at any time.

Excursions

At The Playhouse Pre-School's, from time to time we will have out of centre excursions, either local where we go for a walk to the shops or the park etc., or further afield. For further afield excursions, written notification of the impending excursion is given to parents and their consent and participation is asked for.

Parent Involvement/Participation

At The Playhouse Pre-School's we value each parent as an important part of their child's overall growth and development, and with this in mind, encourage and provide opportunities for parent participation. This can be in the form of:

- Participating in centre excursions.
- Volunteering information on your child's care and educational needs.
- Reading, commenting and signing the Centre's Policies and Procedures.
- Volunteering to be a natural resource for the children and introducing them to another culture and understanding.
- Collecting/recycling materials appropriate to the Centre's requirements.
- Participating in your child's portfolio.





- Attending special planned parent functions – shared morning tea, Grandparents afternoon, Christmas party and concert.

Starting Your Child

When it comes time to start at The Playhouse Pre-School's, we realize that you will be filled with many mixed emotions; guilt, confusion, worry, excitement and a big question mark as to how your child will settle down. Please feel confident that the teachers do understand your feelings and will do everything in their power to settle your child into their new environment. There are a number of things that we (teacher) and you (parents) can do to make this settling in period easier and happier for your child.

Before the First Day: With your Child

- Prepare your child beforehand. Talk about The Playhouse Pre-School, the activities, the new friends etc.
- Feel free to drop in with your child and visit – do several visits to the centre for short periods before the child's starting date.
- Find a bag and write your child's name on it. Let your child help pack it, teach them to recognize their own bag.
- Label all clothing and shoes (this helps both the teachers and your child).

As a Parent

- As a parent have realistic expectations. All children miss and love their parents. Many children have a wonderful first day – it is all new and exciting, but then it slowly dawns on them that when they come to The Playhouse Pre-School mum/dad leave them.
- It takes time before they feel secure and confident in this new environment. Our teachers will keep you constantly and honestly informed as to your child's progress.
- Be honest with your child (even from the youngest age). Tell them that you are leaving and where you are going e.g. to work, gym etc...and tell them that you will be back.
- Be positive – even tiny children sense when their parents are upset or worried and this reinforces their concerns. Teach your child to look forward to their day.

First Day

- Bring your child into the centre and a teacher or the Head Teacher will welcome you both and introduce you.
- Let your child venture forth at his/her own pace, let them stand and watch, they may not be ready to join in an activity straight away.
- Make sure your child's special security blanket/toy is packed into their bag (clearly labelled).

You will be Shown the:

- Bathroom/nappy change area (if applicable).
- Programme outline (planning, activities, free play time, mat times etc...).
- Parent's notice board.
- Newsletter and information pigeon holes.
- Medication book.
- How to pay your fees – direct credit, automatic payments, cash, cheque.
- Sleep rooms and where lunch boxes, baby bottles, nappies and bags are placed (if applicable).

We Will Also:

- Check that your enrolment details are completed with current work and emergency phone numbers.
- Collect photocopies of your child's Immunisation Record and Birth Certificate.
- Go over your child's normal daily routine (getting to know your baby/child form) so we can keep their routines as close to home as possible e.g. sleep times.

Saying Goodbye

We have found that it is easier for the child to settle if the leaving/goodbye process is fairly quick. Our advice is that when you feel comfortable give your child a big hug and kiss and tell him/her that you have to go now and that you will be back later to collect them – then go.

Rest assured the teachers are very sympathetic to a new child's distress and will respond in the most appropriate way, such as:

- Cuddles.
- Distraction.
- Let them sit on the teachers lap and watch for a while.





- Give them their special toy/blanket to cuddle.
- Involve them in an activity.

Should a child become really distressed during the day, the teachers will always phone the parent and keep them informed. Feel free to phone the centre during the day to find out how your child is and the teachers will tell you honestly how he/she is coping. They will also tell you if they feel your child has had enough for the day and should be collected.

Communication is so important, therefore sharing information and building trusting open relationships with families is vital to your child's well-being and sense of belonging within the centre environment.

What The Playhouse Pre-School's Provides

- A healthy morning and afternoon tea.
- Drink – filtered water thought the day.
- Individual bed linen.
- Nappy cream and wipes.
- Sun block (please note – for children with skin allergies or sensitive skin, parents will need to provide the sun block for their child).

What Parents Need to Provide

- Nappies with the child's name clearly written on them (if applicable).
- Formula bottles, please label clearly all parts of your child's bottles and ensure you supply enough for your child whilst they are at the centre (if applicable).
- A dummy, if you child uses one. This is to be clearly labelled (if applicable).
- A healthy lunch in a named lunch box.
- Two sets of complete changes of clothing all clearly named.
- A favourite security toy/blanket to assist with their settling in.
- A named sun hat/woolly hat, jacket and gumboots.
- Lots of spare underwear and pants for toilet training (if applicable).

Morning and Afternoon Tea

The Playhouse Pre-School's provide a healthy morning and afternoon tea. Please advise the centre manager if your child has any special requirements so that these can be accommodated.

If your child does have special dietary requirements – particularly if serious illness is involved – we request a photo of your child. We will make a small poster with your child's photo, name and details of his/her requirements. This will be displayed in the kitchen area to ensure new teachers and relievers are aware of his/her requirements.

Please remember that parents must take the responsibility of informing us of any changes to these requirements.

Lunches

The Playhouse Pre-schools have a healthy Eating policy and request that no sweets, chocolate, juice, fizzy drinks, twisties etc...be included in lunch boxes.

We are also a '**nut free zone**' and request that no nuts, peanut butter, nut muesli bars etc...be included in lunch boxes due to allergies.

Children's Birthdays

We are happy to acknowledge each child's birthday. If parents like they can send a birthday cake or other festive food for their child to celebrate with the other children. The cake will be shared at morning or afternoon tea time with the group. Feel free to leave your camera with us if you would like photos taken.

Sleep Time/Rest Time

At The Playhouse Pre-School's the children under 18months follow their normal sleeping patterns, where we aim to closely work in with parent's routines at home. Children are assigned a specific cot to sleep in and will have their own linen to use that the Centre supplies and washes.

For children who are older and not in cots, but still require a sleep, they will have their own stretcher bed and linen to use, which is supplied and washed by the Centre.

All children who are sleeping are monitored/supervised.

Those children who are not sleeping will have a rest and have their own pillow and cover supplied and washed by the centre.

The children are supervised by the teachers. This is a lovely time where children are encouraged to relax and listen to different types of music or stories, a time where they can reflect on their day and recharge their batteries.





Routines

(if applicable)

We endeavour to provide an environment like home for these little ones. Please ensure the centre has detailed, up-to-date information on your child's daily routine, clearly outlining their sleeps, feeds and food allergies if known.

My Day at The Playhouse Pre-School Booklet

(Applicable to children under 15 months of age)

At the end of your child's day at The Playhouse Pre-School's, you will be given a 'My Day Booklet', which clearly details your child's day in relation to sleeps, food intake, bottles, and nappy changes. It will give you feedback on your child's activities and participation whilst at the centre. There is also space in the booklet for you to make any comments on your child's night and morning prior to dropping them at Pre-School, allowing staff an insight to what your child may need that particular day, for example an extra sleep, early bottle etc...

Lost Property

Lost property can often be found in the 'Lost Property Box' located outside by the lockers. We periodically clear this box out and donate any suitable items to charity, so if you are missing anything, please check the box. We will always warn parents by writing a notice on the whiteboard at the entrance of the centre that we are going to clear the box. Please ensure that your child's clothes are clearly labelled as teachers do not have the time to look for unlabelled items.

Parking

Please drive slowly when entering or nearing The Playhouse Pre-School's, as there may be other parents and children walking up to the door. Park carefully and ensure you get your child out of the car safely (on the pavement side, if applicable), before entering the centre. The neighbours are all very supportive of our centres, so please don't park over any driveways.

Thank you for your consideration, and please remember to make sure your precious children are buckled into a safety approved car seat before you turn on the key.

Thank you from The Playhouse Team

