

What do you need to bring for enrolment?

- Your child's birth certificate or Passport
- Immunisation record
- Deposit (2 weeks fees bond)
- Completed enrolment form.

What do I need to bring when my child starts?

- Change of **NAMED** clothing, suitable for all weather (extra clothes and shoes if toilet training).
- Coat and warm hat for winter, sunhat and sunscreen if your child has sensitive skin for summer.
- All food required for the period of attendance needs to be provided with a piece of fruit being placed in the fruit bowl towards a shared fruit plate. We encourage using named reusable containers. Food that needs to be refrigerated is to be named, dated and placed in fridge or on tray in kitchen. We provide spoons.
- **NAMED** drink bottle, filled with water. Older children may have a milk drink at lunchtime if provided by parents.
- Nappies and wipes; please check supplies often and restock as needed.
- Breast milk or formula for babies.
- Any special comforters such as dummies, bedtime toys etc

Absences – Please call the centre if your child is going to be absent or more than 30 minutes late as this needs to be recorded.

Signing in and out – Please sign your child in and out daily as this is for children's safety in the event of an emergency as well as attendance records.

Notice boards – Please check the notice boards when you arrive as they contain informative ideas, happenings in the centre, policies, staff wall. Newsletters are bi-monthly.

Recycling- We are always on the hunt for collage items, recyclable materials and unwanted items from your house! We also encourage the children to recycle as much as possible, we have a worm farm and chickens that we feed our food scraps to and encourage parents to reduce rubbish as much as possible.

Nut Free – We are a nut free centre, this includes; Nutella, peanut butter, bars or biscuits with nuts in them and loose nuts. Please check packaging before sending to preschool.

Lunches –Our food consumption policy states that parents are asked not to send chips, lollies, fruit strings, and chocolate. If they are provided they will be sent home with a note informing parents of the policy.

Birthdays – Birthdays are special occasions and parents are welcome to bring in a cake, however as we hold the Healthy Heart award we do encourage healthy options such as plain popcorn, mini fruit muffins etc. Please include an ingredient list, as some children have allergies.

Fruit- We ask all parents to provide a piece of fruit towards shared fruit plate for morning and afternoon teas.

Medications/Allergies- Please inform staff if your child has allergies or special medications. Medications need to be given to staff and medicine form filled out. This includes inhalers, creams and antibiotics.

Illness/Accidents- If your child is unwell, has a temperature, has had a head injury or serious injury you will be notified about the situation. If you can not be reached we will contact emergency contact on enrolment form.

Children's Art – Art is filed into boxes in the foyer, blue for over two's and red for under twos. Please check often as they get full very fast.

Parent Library – This is available to all parents, please write in book provided in foyer if you wish to borrow a book from the library.

Settling- Please talk to the staff and they will discuss your child's settling needs as this is a very individual process.

Welcome to Little Explorers Preschool.

Locally owned and operated. The philosophy of the centre is that children learn through active exploration of their environment. We believe in providing a richly resourced environment with qualified educators who support the children to develop to their full potential.

Fees

Sessional Rates: \$24 per 3 hour session.
\$28 per 4 hour session.

Sessions are either in the morning between 7:30 and 12:30 or between 12:30 and 5:30. If you want to cross over the 12:30 mark you will need to do a full day.

Full Day Rates: \$45 up to 7 hours
\$50 up to 10 hours

Full Time Rate - \$225 (maximum charge)

Extra hours may be added on if available at the rate of \$8.00 per hour.

We also provide 20 hours ECE for over 3 year olds. Please ask for more information.

Fee payments can be made via cash or cheque and placed in letter box by the office along with your child's name, or by automatic payment (preferred method of payment)

Please talk to staff if you have any concerns...

Are you entitled to a WINZ subsidy? Talk to management or check out the WINZ website to find out.

Complaints Policy is in the centre foyer

Programme planning is displayed in both ends of the centre; please talk to staff about how you can be involved.

In the event of an emergency, contact will be made to parents via email, facebook or an emergency phone.

Helpful Websites.

www.minedu.govt.nz

www.netsafe.org.nz

www.mission-oninfo.govt.nz

www.familyservices.govt.nz/skip/

www.littlies.co.nz

The centre is open 7.30am -5.30pm.
Monday – Friday, excluding statutory holidays.

Little Explorers Preschool



“Where your child has the freedom to explore the world!”

Little Explorers Preschool
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www.littleexplorerspreschool.co.nz