

January 2021

Kia ora whanau,

Welcome to 2021 at the centre. We hope you have all had a very happy holiday break and that you are ready for a great year at the centre.

FAREWELL: Sadly, we have farewelled Alice Herbert and Petrina Smart at the end of the year. We are really going to miss the contribution made by these two over their time with us. Thanks Alice and Petrina for all you have done for us at the centre. We wish you both the very best for the next chapter of your journey. We also wish Penny Tattersfield and Abbey Ramsay all the best as they begin their maternity leave.

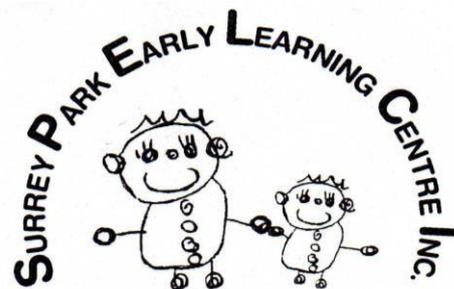
TRANSITION: Some of the children will be undergoing transition to new rooms as soon as they return. We will be sending teachers from their last year's group with the children until they feel comfortable with the new environment. If you have any concerns, please speak to any teacher and we can work together to make sure the transition goes smoothly for you all. If at any time you need clarification on any issues or concerns, please phone me at the centre or leave a message on the centre cell phone 027 357 6998.

WELCOME BACK FAMILY TEA. We invite you to bring along a shared tea on **Tuesday 16th February** and eat in your child's room between 5.30 and 6.30pm. This will give you the opportunity to meet the teachers and the families of the children your child plays with, as well as having an unhurried look around the room and centre. You can catch up with the teachers to share information about the aspirations you have for your child in 2021. We look forward to seeing you here.

CENTRE PROCEDURES

I would like to take this opportunity to remind you of a few events and some housekeeping procedures which help keep the centre running smoothly.

1. **WEB SITE:** Remember to check out our web site for the latest information about the centre and to read the reports from the rooms. www.childcareinvercargill.co.nz
2. **ATTENDANCE ROLL.** Please remember to sign in and out daily. This is a Ministry of Education requirement and also serves as our attendance record in the event of an emergency.
3. **GATES:** Unfortunately, the gates we have at our entrances do not always close by themselves. Please make sure you raise the top hand piece and then close firmly. Thank you for your support in keeping the children safe.
4. **OPERATING HOURS.** Please observe our opening (7.30am) and closing (5.30pm) times. Your children are always very welcome, but staff preparation is essential to ensure well planned activities. Please do your best to allow staff these valuable times for setting up. **REMEMBER WE WILL BE CLOSED ON MONDAY 8 FEBRUARY FOR WAITANGI DAY.**
5. **ACCOUNTS.** Payment of accounts should be made weekly, **preferably by direct credit.** (It would be appreciated if you do not hand cash to staff while they are working with the children) There is always a minimum weekly amount to be paid regardless of whether the accounts are out or not. **Please make your childcare costs an essential item in your weekly budget.** Accounts unpaid after 2 weeks will mean a stand down period until the account is cleared. Accounts outstanding after



a month will be referred to a debt collector, with all retrieval costs added to your account. If you know things are going to be a bit stretched financially, please discuss this with Helen or myself so we can work out the best solution for that period.

6. **HANDBOOK.** Please read our handbook to make sure you are familiar with our procedures. In particular, we ask that you adhere to the guidelines for Health and Safety & Sickness so we can keep the centre as a healthy place to be. If you have misplaced your handbook, please ask for a new copy or go onto our website and check out our procedures there.
7. **PARKING.** Please do not park in the areas that are thoroughfares. Please drive **SLOWLY AND WITH CARE** as there are always young children around.
9. **BOOKINGS.** Please keep to your booked hours. The staff roster is based on booked hours and commitment to these hours ensures we maintain quality ratios. Please phone if you are running late or wish to come earlier. Remember that all booked hours are paid for (or the hours of attendance if these are greater.) In the case of holidays and sickness, a 100% holding fee applies. Those children who are not on WINZ subsidy or 20 free ECE can apply using the pink forms for up to 10 credits for holidays and sickness (depending on the class of booking). Two weeks' notice in writing is required if you need to make a permanent change to your booking.
- 10 **NAMED CLOTHING.** Please **name** your child's clothes and footwear, especially if it is likely to be taken off during the day. We would appreciate if each child has a spare set of clothing left in a bag at the centre. Clothing borrowed from the centre should be returned as soon as possible, as we have a very limited supply of extras on hand.
- 11 **CHILDREN'S FOOTWEAR AND CLOTHING.** As we make use of the neighbouring community facilities, we would like to request that children wear shoes that cover the feet and support the heels so they can use the outdoor play equipment safely. High heels at such a young age can be very dangerous and can have a long-term effect on the growth and development of the feet. Shoes without heel support can be very slippery when running or climbing. We would also ask that their clothing is suitable for outdoor play. If they have special clothes and shoes that they like to wear, just bring along a pair of gym shoes and shorts in a bag to be left at the centre for the physical outings.
12. **DONATIONS.** Each school term we ask for a donation of a box of tissues and / or a pack of wipes. These donations help keep our costs down and are very gratefully received.
- 13 **ENROLMENT FORMS.** Remember to keep us informed of any changes you make regarding your contact details. It is very important that we have **up to date contact numbers, addresses and details of your bookings.** In an emergency only those authorised on the enrolment form can collect your children. The immunisation status of your child also needs to be kept current. (Please update your details whenever new shots have been given).
- 14 **GOVERNANCE COMMITTEE.** If you are interested in the parent support and governance aspects of the centre let Avril know. Meetings are held on the fourth Monday of the month. Our Annual General Meeting will be held on Tuesday 29th March at 7.45pm. There will a report on 2020 and a preview of our strategic goals

15. **COMMUNICATIONS:** There is a policy notice board at the end of the hallway near the outside door to Waihopai's playground to keep up to date with our policy review.

There is a suggestion box outside the Koru room if you have any queries or information that you would like us to consider.

Our concerns and complaints procedure is displayed in the foyer and the rooms. It is such a large building I can easily be "missing in action" so if you have any concerns or questions please leave me a message at 2173477 (work) or I can be contacted on 027 357 6998. Please raise any concerns as soon as possible so I can work on getting things right for you.

STAFFING:

Our staffing teams for this year are outlined below: We have made some staffing changes to make sure all rooms are ready to start the year- some of these changes are just short term because we are still in the process of interviewing, and some will be longer term. We will confirm the staffing as soon as appointments are confirmed. Julie Smith is out on ACC with concussion so Linh Duong will be taking her place in Totara.

HEAD TEACHER: Karen Gill

PRE-SCHOOL: Totara Team Leader: Mike Richards; **Kawakawa Team Leader:** Amy Mackay

Waihopai Team Leader: Claire Clarke; **Te Rito Team Leader:** Joanne Fukuda;

Koru Team Leader: Christine Winder & Tracey Lepetia;

TEACHING TEAMS:

Te Whare Kawakawa: Ellen Pe'a, Jan Cody, Justine Roff, Makayla Horton, Julie Barney (Relieving Term 1).

Te Whare Totara: Nicky Ryan, Nicky Dougherty, Shelley McDougall, Mamta Arora, Julie Smith, Sharon Peterson,

Te Whare Waihopai: Trudy Macpherson, Susie Wilson, Karyn Flett, Damelza Beck, Jenny Empson, Tracy Carter

Te Whare Te Rito: Maria Simpson, Pippa Brookland. Tracylee Duncan, Jude McCabe, Donna Cunningham, Terangi Rimaati,

Te Whare Koru: Lisa Cunningham, Mandy Patterson, Toni Lovett, Michelle Ballam, Danella Fletcher, Riva Kerrisk

ADMIN:

Office Administrator: Helen Goble, **Cooks:** Sandra Sutton (& to be advised).

Groundsman and Caretaker, Handyman: Tatsuya Fukuda & Andy Winder.

Director: Avril Dalzell

Reliever Team: Jacque McNaughton, Laarni Craig, Irene Ridley, Sandra Branks, Shiela Coleman, Michelle Mason, Jolene McCleery, Irish Binner, Gemma Nicholl, Luli Maliao, Nina James, Trish Colyer, Linh Duong

The staff are all looking forward to providing fun filled challenging programmes to assist your child's learning. We hope you will share any milestones so we can develop a strong link between home and the centre.

I wish you all a very smooth transition into 2021 and hope that your children will settle happily into the routines of the centre.

Ngā mihi nui

Avril Dalzell- Director.