

Welcome to Cornerstone Christian Preschool!

It is lovely to have you as part of our Preschool Whānau and community.

Coming to a new place such as a preschool can be a little overwhelming, as there is so much to get to know, routines and expectations that are unfamiliar. This information will help, and give you something to refer to and revisit. The teachers are also here to help you, so please don't hesitate to ask if you want to know something. There is nothing too big, and nothing too small; and we all understand that new things and new places can be confusing and difficult... and nobody can remember everything! It takes time, and we are here for you!

There is essential information in these pages; this is for you to refer back to, and not to frighten you away! Further copies of this information are available in the Whānau Room, and are also available online.



Enrolling your child

The enrolment form contains information that is crucial to your child's enrolment, e.g., contact details, emergency contacts, etc. Please provide us with any changes of any information as soon as possible. This will make our practice effective and keep best practice. The Administrator is usually in the office on Monday, Tuesday and Thursday; however, the Supervisor would also be able to help with any requests.

Changes to sessions need to be approved, and the amended attestations signed, so please see the Supervisor or Administrator for this.

These documents are kept on your child's file:

- Enrolment form, including permissions for social media, privacy
- Birth certificate/passport to be sighted
- Copy of immunisation form (please update when your child has his/her 4-year-old immunisations)
- Allergy information
- Health plan if applicable
- Information regarding special needs; this may include referrals, individual MOE plans, etc.
- Attestation form/s

As a parent, you can access this information at any time, and make any changes as appropriate.

Available documentation

In the front office there are the legal documents that the Preschool abides by. These are:

- Education (Early Childhood Services) Regulations 2008
- Licensing Criteria for Early Childhood Education & Care Services 2008

Other documentation displayed:

- Cornerstone Christian Preschool Operations Manual
- Teaching Qualifications of Teachers
- Teaching Council Certificates of Teachers
- First Aid Certificates and others
- Latest Education Review Office Report (2023)
- Complaints Procedure

Funding and Fees

An Attestation Form must be signed in order to access funding for your child. Every child aged 3 – 6 is entitled to (MoE) 20 Hours ECE funding per week. This can be used over different services, but a maximum of 6 hours per day, and 20 hours per week can be used. There is another 10 hours funding per week that can be used, but this is at a lower rate, and so there is an additional cost to parents of \$6.80 per hour.

In some cases, further funding can be applied for through Work and Income Services. This is not done through the Preschool or Ministry of Education, but the Ministry of Social Development. Information and forms can be accessed through Googling “Childcare Subsidy – Work and Income”. As parents, there is important information to fill in, including parental income and number of children; the preschool also has a page to attest to your child’s hours. The Childcare Subsidy is income tested, and if approved, weekly payments will be paid to partially cover the fee. Please see the Supervisor to have this completed. You will need to make an appointment with WINZ to have this approved; they usually backpay this to the date of attending/change to sessions. As this is a partial subsidy, an additional fee per hour of \$6.80 will apply.

The Administrator issues invoices each term for those paying fees. Fees can be paid online weekly, monthly or termly. We encourage setting up a weekly AP, so that these don’t build up. Please refer to your statement for banking details and reference number for your child. Prompt payment is always appreciated. Please refer to the Terms and Agreement form (signed document).

There will also be a holding fee applied if you are away for more than 3 weeks at one time. Please let the Supervisor know if you are planning on taking a long holiday during a time when we are operating (outside of school holidays). All costs for activities during the day are covered by the Preschool.

If families wish to give a donation, please see the Administrator.

The audited annual accounts are available for parents to view in April for the previous year. Please ask to see these if you are interested.

Health, Allergies and Food Intolerances (e.g., gluten, dairy, nuts)

We are dedicated to provide a safe and healthy environment for your child. Each day the Preschool is commercially cleaned, with extra disinfecting and cleaning done when there are infectious diseases in the community.

The Preschool requires that all unwell children be kept at home. If your child is unwell, please call the Preschool on 063565452 or email the office at supervisor@ccp.ac.nz, giving the specific reason for the absence (including symptoms), as this information needs to be recorded. There is a stand – down time if a child has been vomiting or has had diarrhoea, of 48 hours from the last bout (MidCentral Health). There are no exceptions to this, even if you are a parent who works outside of the home.



All unwell children will be sent home, so please ensure you have at least one alternative person who can come immediately if a parent is unable to come. We advise all unwell adults to stay away from the preschool.

Please keep your child home if they have a “green” or runny nose, cold or cough, fever, sore stomach or any other physical ailment; these spread quickly in the early childhood setting. As stated above, all unwell children will be sent home.

Allergies can be life threatening. If your child has an allergy, or develops an allergy, please contact the preschool as soon as possible. Your child may need a health plan, so please see the Supervisor for this. Because there may be children who have nut allergies, no food with nuts is permitted at preschool. This includes peanut and other nut butters, Nutella, bars containing nuts, and all other kinds of foods containing nuts. Please keep an eye out for any other allergies that are threatening to other children so you can limit this in your own child’s lunchbox

If your child has a one-off health need that requires medication, the details must be entered in the medication register and signed by the parent. Please note; medication must never be left in a child's bag. All medication must be handed to a teacher, and be put in the Whānau Room out of reach, and the medication register signed. For a longer-term health need, your child will require a health plan. If your child has a health plan, the medication must once again be handed to a teacher. In either case, you will need to sign at the end of the day that you are aware of the medication that has been given to your child.

We also have a duty to keep your child safe and you are welcome to read our extensive Child protection policy. Please notify us when enrolling your child if they have any birthmarks that are significant or any bruise like marks (e.g. Mongolian blue spot)

Planning for your child's learning

The Preschool uses online profiles (Storypark) to record each child's progress through their preschool years. This is a co-operative online document, where parents are invited and encouraged to add to assessment and planning, by adding stories, photos and making comments. When a child starts Preschool, their Storypark profile is set up, and parents are sent an invitation to access this. You will need to accept the invitation to access your child's profile. Parents are the owners of this document; you can invite other family members to view your child's profile (grandparents usually love this), which is an amazing way to span the distance for family who live a long way away. This approach is sustainable, and enables the teaching team to get information to you in a timely way. Teachers are able to post stories and photos for you to engage with.

We ask parents to fill out a get to know me better form; this gives us the heads-up about your child's interests and areas for support etc. What we do and plan, centres around what your child is interested in, and the talents that they have; this is a very effective place to plan from. Planning is centre-wide but also individually tailored to your child's learning needs.



Diverse Needs

Sometimes the teachers notice that a child may need some extra support in different areas, e.g., speech and language, behaviour, etc. There are various avenues that we can explore with you to access this, e.g., Learning Support (Ministry of Education) and Incredible Years Programme for Parents (this is wonderful). If you have any concerns about your child, please talk to a teacher. If we have any concerns, the teachers will talk with you, and we can discuss these. No referrals are made without your consent as a parent, and referrals are generally written together with the parent. The whole process is done with you as parent. There are wonderful people in the MoE that gives us excellent advice and support; we know them well, and hold a high level of trust in them. They make a huge difference for children and families.

Hazards

The Preschool is safety conscious; all involved parties are fully committed to promoting and maintaining a culture of child safety and protection. The awareness around health and safety takes everyone to work together and look out for each other. If you notice any hazards, please let the teachers know immediately. A copy of the Child Safety and Protection Policy is available for you to have.

1. Dangers Around the Car Park

The car park is a real hazard as it is used by both school and preschool parents. Please be very cautious, and take lots of care. The entrance is at the roundabout end; please do not come in the exit. If you are driving from Tremaine Avenue, please come right around the roundabout, and then turn left into the carpark. This is the only safe way to come in. To use the disabled car

park area as allocated with wheelchair marking you must have a disability sticker. We have no allocated mums and tots parking at our premises please allow extra time for finding a car park, Woolworths very generously lets parents use their car park. There is a school patrol at the beginning and end of the school day, which makes crossing the road a bit easier. Please make use of their assistance during this time. (The crossing at the roundabout is not the safest way to cross.)

2. Preschool Gate

We ask all our parents to help us by making sure you close the gate behind you and making sure no other child goes out the gate as you enter or leave the preschool.

3. Medication

Please hand all medication to a teacher and sign the medication register. The teachers can only administer medication when the parent has supplied a labelled (scripted) bottle with clear instructions on when and how much of the medicine to administer. You will also need to sign this when you collect your child, to indicate you have been informed about what medication was administered and when.

If you are staying as a parent, it is also vital that you do not have Panadol or other medication accessible to children. Any medication that parents may have with them must be locked away and out of reach for children.

4. Smoking/Vaping

Smoking/vaping is not permitted on any part of the preschool or school property.

5. Sun Safety

We keep children safe from the sun. During the first and fourth term, the Preschool also maintains a sunscreen register. Times that sunscreen is applied to children is written on a daily sunscreen record sheet. Parents are also advised to tick on the sign in sheet in the whānau room if they have applied sunscreen on their child before drop off. Parents are asked to sign their permission on their child's enrolment form for the preschool's sunscreen to be used. If a child is unable for any reason to use the preschool sunscreen, they need to bring their own, and a health plan filled out. If the Preschool changes the sunscreen used, parents will be asked to resign permission for this to be used on their child.

The Preschool has a set of green hats; on entry to Preschool, each child is allocated a green hat. This is named, and is only worn by your child. The hats are kept at Preschool, and are regularly washed. Please do not send another hat from home, as our green hats give an instant sense of belonging. Wearing the same hat as everyone else is also a very small and easy way for children to learn to respect the routines, something that we all need to do in life. The teachers apply sunblock after morning tea (around 11:00), and again after lunch (13:00).

We aim to keep children cool, by providing lots of cool activities, encouraging them to play in shady areas or inside with the air conditioning on cool. Please encourage your child to wear clothes that covers the shoulders and chest, as covering up is also a safe way to prevent sunburn.



When arriving for your day or session

It is good practise to arrive and depart on time each day and for each session. Parents are required to sign their child in each day on the daily sign-in sheet, specifying the time of arrival and pickup, and also specifying the person picking them up at the end of the day. The person collecting your child will also need to sign them out, together with the time of collection. If something unexpected happens, and a person that is different to the one specified to pick up, please ring the Preschool before they are due to be picked up, and let us know. All people collecting your child need to be written on your child's enrolment form. Teachers cannot hand a child over to an unauthorised person for the safety of your child.

Your child then puts his/her morning tea on the bench in the second classroom, and their water bottle on the trolley table. They can place their lunch box in their named lunch cubby. Please make sure lunch boxes are named, markers and sticky paper is also available if it is not labelled. There are named cubby holes out on the veranda; one has been allocated to your child. This is where they put their bag, jacket, and things they make. Then ... it's play time! Children play until 9.00 before they are all called for a greeting together time. This is a great opportunity for parents to say goodbye and move on to their own busy day planned. Following the morning greeting time, children are informed of the activities for the day and they can choose to play in the different areas. There is a flow between inside and outside with intentional activities set out to aim at some learning objectives that we plan for in group settings as well as individual children.



Morning tea is around 10:00. We all meet back on the mat for a group time, using this time to grow their capacity for when they go to school. Literacy and numeracy skills are focussed on during this group time. Prayer for food will follow and the children will move to the tables for their morning tea snack.

Next, the teachers apply sunblock to all children. The children have the option to continue playing where they played before or initiate something new.

At 12:00 the session for morning children ends and afternoon children begins. This is also when the children will come to the mat again for another mat time, this together time is focussed on Bible, reading a story, learning a verse or spending some time in praise and worship.

Lunch is around 12:15 as they move from the mat to their chairs. The afternoon follows the same routine with sunblock and choice of playing inside or outside.

At the end of the day the children gather one last time to enjoy a music session, this ranges from singing songs, learning musical concepts to exploring sound and instruments. Children are picked up from around 14:45 to 15:15. (Depending on your child's booking)

Curriculum

Our local curriculum, is of course, based around our Christian Character. This is the foundation of whatever is done here, and is evident in everything that is said and done. Children are encouraged to think in a Christian way, and to outwork Christian values in their everyday play. It is really exciting to see the growth and development in the children.

The New Zealand curriculum, Te Whāriki, is play based. Children learn through their play, which is guided when needed. The teachers actively teach and support learning, encouraging children to negotiate and work things out for themselves whenever possible.



We have a STEAM focus (Science, Technology, Engineering, Arts and Maths). This has had a huge impact on children's learning. We encourage the children to find things out for themselves, often asking the questions instead of giving all the answers. If something doesn't work the first time, we encourage the children to explore why, and to try again. This has enabled children to develop problem solving skills, and a positive growth mindset – a “can do” attitude. We have had excellent feedback from the school teachers about the children coming from Cornerstone Christian Preschool. Wherever possible we have parental input. We appreciate that parents are busy, but we also know that there are many interests, talents and skills within the parent body, and a genuine willingness to share and be involved.



Settling and transitioning into Preschool

Every child is different and there is no formula to help settle your child when they start. What we have found over years of experience is that children settle quicker when the drop off is brief and to the point. Parents have to understand that we as teachers can only form a relationship with your child when they are left in our care, knowing that we will do our best to keep them safe.

As trained professionals all our staff have been on courses to promote healthy and secure relationships through good communication with parents and the children.

Always say good bye and that you will see them later, knowing they can trust that you will come back.

It is common for children to do a couple of visits before they start, where the parent/s enjoy some time with their child at the centre. This is so they can familiarise themselves with the environment and people around them with you as their security.

Parent Involvement

There are many different ways you can be involved as a parent. Parent help is always welcome! We have many different cultures here. We all love it when families are willing to share their own special culture, language, songs, dress, etc. Please feel encouraged to share your culture with us! When we have projects and activities planned, we sometimes put out a call for resources. You may have some of these around your home that you don't need (feathers, corks, buttons and beads, shells and driftwood, etc). You may also like to come along and help with activities.



Easter and Christmas are regular events that happen annually, we sometimes have parent evenings as well. These are a lot of fun, and is a great way to get to know other families. We also have working bees, a couple of times during the year, this is another good way to contribute, and to get to know others. These are usually child-free opportunities as we do work with equipment that is not suited with children around. There are other ways to be involved, such as sharing a special talent or family interest. Please come along and share these with us. These could be a craft, a song, anything at all. Being involved in any way is great for your child, and wonderful for all the other children.

We also have parent representatives on the Management Committee. Elections are held every two years. We encourage parents to read policies under development and make comments. These are all taken into consideration. There are operational folders in the front office here at Preschool; please feel free to access these. Policies under review will be available in the Whānau Room so parents can read these and make comments.

Curriculum reviews are continually done; please read these and make comments on the comment pages in the back. We greatly appreciate your input, and note all of your thoughts, suggestions and comments. There are always "further actions" to reviews, and your input is important. You may have other ideas about how to be involved; we welcome all your suggestions! We love families being involved!

What to bring to preschool?

In your child's bag:

- A snack for morning tea in a separate named box/bag. We suggest light snack like fruit, vegetables and crackers etc.
- Named water bottle (water only please, no juice, sweetened milk or cordial).
- Their own lunch in a named lunch box. Healthy food is encouraged, e.g., sandwich or wrap, yoghurt, cheese and crackers, boiled egg, muffin, pikelets, salad, pasta, thinly sliced fruit and vegetables, etc. Please note, there are some guidelines on appropriate food for young children on the Ministry of Health's website –reducing food related choking <https://www.health.govt.nz/system/files/documents/publications/reducing-food-related-choking-babies-young-children-early-learning-services-apr21.pdf>
- We are also a lolly-free preschool; all lollies and lolly look-a-likes will be sent home. This includes vitamin bears, fruit strings, snakes and other commercially advertised "fruit" jelly products, marshmallows and chocolates.
- Your child will need spare clothes, as he/she will get wet and muddy. There are also occasional toileting accidents, so please send 3 sets of named clothes.
- Please also send a wet bag/plastic bag for wet clothes.
- Shoes please; we sometimes have honeybees in the grass, so shoes should help your child not to get stung. Bark can also sometimes be sharp, so shoes help protect little feet. Please make sure these are named. Gumboots are also an excellent idea to wear outside.
- Your child will need warm clothes and a waterproof jacket when the weather is cool. We encourage outdoor play all year round, unless it is very cold or wet.
- Please do not send toys from home. We understand that a little child may need something familiar from home, but this should only be an initial settling thing. What we have found is that when children continue to bring lots of toys, other children also start; they get lost and broken, and it becomes a great competition to bring the "best" toy.

Lost Property

Please name all belongings, including shoes, gumboots and jackets, lunch boxes and drink bottles. Many children have similar items, so these can get mixed up easily, and conflicts can occur.

There is a lost property box in the Whānau Room. Please keep an eye on this, as the teachers pop anything that is found in there. There is often a pile of forgotten lunchboxes as well, so please keep these named and keep an eye on what does not arrive home. Anything not collected is given away at the end of each term, as we cannot store mountains of lost property.

Art Box

There are two art boxes where the teachers file your child's artwork. Please keep an eye on this, and take your child's creations home. You may also find wet paintings on the art rack drying 😊

Parent Information Pockets

Each family has a parent pocket, inside the front door of the first classroom. Although we usually put newsletters in a community post on Storypark or email them directly to your email, there will be other odd notes, invoices, bits and pieces in there. We will put a few extra newsletters on the stand in the Whānau Room. We often pop hair ties, beads, etc in parent pockets if children take them off.

If there is anything else you want to know, or have any questions, please ask a teacher, call, or email the Supervisor at supervisor@ccp.ac.nz.



Birthday celebrations

To keep it simple and not set any expectations, we celebrate birthdays with our very special birthday cake box. We approve no edibles, party packs etc. You are welcome to invite special friends from the preschool to your child's birthday if you wish to do so.

Enrolling at School

School enrolment is not automatic. Cornerstone Christian School has an enrolment scheme in place. There is a cut-off date for enrolments each year, and the process of priorities and balloting then takes place as per the enrolment scheme. You must enrol with all documents before this date. Enrolment forms and information can be accessed online at www.cornerstone.ac.nz, or by collecting this from the Cornerstone Christian School office. There are many other schools that you can send your child to. We can support you with this if need be.