

The James St Preschool  
5 James St  
Redcliffs  
Christchurch  
3819008



The James St Junior School  
156 Main Road  
Redcliffs  
Christchurch  
3819008

[www.jamesstpreschool.co.nz](http://www.jamesstpreschool.co.nz)

# Feb 2008

Welcome back and a very Happy New Year to all our families. Thank you to everyone for all the support throughout the past year. We are very sorry that our Christmas Party had to be cancelled due to poor weather. We are looking at more efficient ways of communicating the cancelling of preschool events in future.

We are all looking forward to having another busy, fun and challenging year and we hope you are too.

2007 was an eventful year for us with the introduction of 20 Hours Free ECE as well as finally achieving our goal of 100% of all ratioed teaching staff being registered teachers. We are pleased to have met this goal five years earlier than required.

2008 is looking to be just as eventful. We are expecting the Education Review Office in August as part of their normal 3 year cycle of reviewing schools.

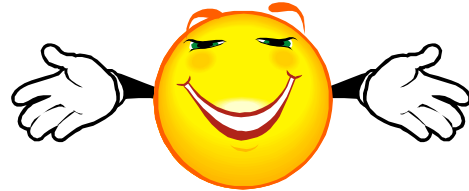
The Ministry of Education will begin relicensing all Early Childhood Centres (ECE) from this year under a new set of regulations. Historically Early Childhood Centres were licenced at the time of opening and then never looked at again (unless they breached their licence conditions). From now on all Early Childhood Centres will have to be relicenced every five years.

We have an election this year and we can be almost certain that ECE issues will be important to all major parties again. We will be watching very closely to see what position each party takes on ECE issues and in particular the continuation/extension of free ECE.

The government is planning to roll out health checks for all three and four year olds this year and will be using the ECE network to assist in this.

We will keep you informed of other developments at The James St Preschool as the year develops.

## WELCOME TO OUR NEW FAMILIES:



Jordan Buck  
Olivia Doughty  
Carter Jones  
Rico Kemp  
Duncan McCall  
Toby Paterson  
Evie Slabbert  
Thomas Wright

Siena Cleugh  
Kara Gooding  
Will Kamo  
Blair Leckie  
Blake Paterson  
Thomas Saunders  
Charlie Taylor

## GOOD LUCK TO:

Niko Barnett  
Fearghus Bratten  
Ben Chittock  
Sophia Hunter  
Arianne Jones  
Jordan Neal  
John Wells  
Reuben Young

Theo Barnett  
Tom Carter  
Thom Honeybone  
Kaia Johnstone  
Rose McArthur  
Jackson Turner  
Keegan Wylie

## CONGRATULATIONS TO:

Emma, Cameron & Maia Blake on the birth of Jesse.

Krysia, Ben & Theo Johns on the birth of Estella.  
Diane, Craig & Olivia McCoy on the birth of Jasmine.

Sarah, Caleb & Ethan Nicolson on the birth of Josh.

Katie, Stephen & Clara Dujakovic on the birth of Aidan.

Claudia, Martyn, and Catalina Puska on the birth of Maia.

**STAFF:**

Congratulations to Hayley who recently got married to Andy. Hayley is now Hayley Wylie.

We are delighted to announce the appointment of Jess Teale to the preschool area. Jess completed a teacher training section with us last year and impressed everyone so much, we were determined to offer her employment as soon as she returned to Christchurch. Jess's appointment has allowed us to increase teacher release time by an extra one hour per week for all teaching staff. Teacher release time is incredibly important for programme planning, assessment and reporting. The feedback we receive about child profiles proves the value of this time.

Jess will take over Tracy's 3 – 3½ year age group. Tracy will cover preschool teacher release time and hence will remain in contact with all preschool children. Tracy, Kylie and Vanessa will also take on additional administrative responsibilities.



Jess Teale

Hayley will move from preschool to Junior School and the Nursery, covering teacher release time and lunch breaks in each of these areas.

We have attached a copy of all staff hours and lunch breaks to this newsletter.

Kylie will be taking 15 weeks parental leave from mid April. Sally will be moving to Junior School for this time. Jo will be taking over Sally's group.

Kylie's Team Leader responsibilities will be shared between Sarah and Teryl. Sarah will initially fill this role for eight weeks followed by Teryl for the remainder of the time.

**PARENT INPUT TO PROGRAMME PLANNING:**

Programme planning sheets are on display at both preschools. These outline the teaching experiences for each day. Staff are continually adapting learning experiences to the interests of the children. There is also a section for parents to provide input into the learning programme. This is incredibly valuable for teachers.

All parents who contribute to the planning sheets will go in a monthly draw for a bottle of wine. The winners will be announced in each newsletter.



**POLICY REVIEW:**

We are currently reviewing the following policies:

February	March
Daily Programme	Accidents
Physical Activity	Child Protection
Food & Nutrition	Child Safety

These policies will be displayed on the sign in desk at both preschools.

Please feel free to make comments on the comment sheet next to the policies.



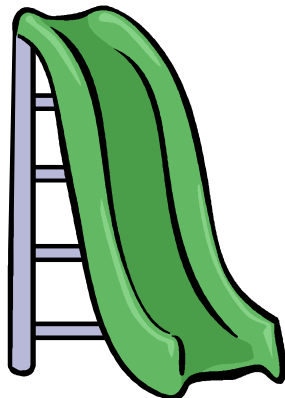
Both Preschools have just had their Heart Foundation Healthy Heart Awards renewed. The awards are now based around the new Food and Nutrition guidelines for schools and Early Childhood Centres. Thanks go to Kylie for the huge amount of work she did in transforming the daily menu plans to comply with these standards.

## THANK YOU:

To Hannah and Sheridan Brookes for donating paint rollers and painting mitts.

## PLAYGROUND SAFETY COMPLIANCE:

The James St Preschool and Junior School have contracted a Safety Inspector on an annual basis to assess and report on our playgrounds compliance with the latest Playground Safety Standards. Both Preschool and Junior School's playgrounds fully comply with these standards, with the exception of documentation. No preschool that existed prior to the introduction of the new standards can comply with this aspect because it requires every item in the playground to have a manufacturer's certificate indicating that it complies with the standard. It is obviously impossible to obtain these certificates for equipment purchased prior to the standard coming into effect. All new equipment that we purchase will have a manufacturer's certificate indicating compliance.



## CHANGE TO PAYMENT OF ACCOUNTS:

We are now eight months into free ECE and are pleased that the scheme is delivering considerable savings to parents of 3 and 4 year olds. We are also determined to keep fees as low as possible for parents of other children as well. Unfortunately 20 hours Free has caused some significant cash-flow issues for us. We are no longer in a position to carry overdue accounts. We ask that all parents check their latest invoice and ensure that this is paid in full and then set up and Automatic Payment for the usual weekly amount. This should be received by no later than Thursday of the week that care was provided. Extra casual bookings can still be paid by cheque or direct credit, but again we require payment of these in the week that care was provided.

## CONFIRMATION OF DETAILS:

We ask that parents confirm their child's details and booked hours every two months. This ensures that we comply with Ministry of Education requirements as well as ensuring that we always have the latest details for all children. To make this as easy as possible we will provide a folder at both preschools with all children's details forms in them. When you see this folder could you simply check your child's details and booked hours, and either sign the form or make any alterations and sign. This should only take a few seconds each time.

## 20 HOURS FREE ABSENCE RULES:

The Ministry of Education will only fund Free ECE for a period of 21 days when a child is absent. This means any child who is absent for more than 21 days continuously, will revert to being charged normal fees from day 22 onwards.

Free ECE funding resumes on the first day that the child returns to preschool and counting of the child's absent days starts at zero again.



## HECTORS WORLD:

The free Hector's World Safety Button was recently launched at Parliament. The button installs a Hector's World character on your computer screen, which children can use if something unexpected appears. Clicking the Hector's World character changes the screen to an underwater scene, covering the unwanted content and encouraging the child to find an adult.

The Hector's World characters can be constant companions when children use computers. You can "Connect with Hector" by visiting [www.hectorsworld.com](http://www.hectorsworld.com)





Has your income or family circumstances changed recently. Many people do not realise the income thresholds are reasonably high for receiving Work and Income Childcare Subsidies. If your family income is less than \$93600 per annum (\$1800 per week) then you may be eligible for a childcare subsidy of up to \$170 per week. Full details are available on the preschool notice boards, our website, or the Working for Families website.

You can contact Work and Income  
on 0800 774 004  
or  
[www.workingforfamilies.govt.nz](http://www.workingforfamilies.govt.nz)

#### TELECOM SCHOOL CONNECTION PROGRAMME:

The Telecom School Connection Programme has now finished. We wish to thank everyone who nominated The James St Preschool to receive these points. This scheme has assisted us with considerable investment in Information and Communication Technology (ICT). Even though the scheme has finished we will continue to maintain the same level of investment in this area.



#### 2008/2009 ENTERTAINMENT BOOKS:



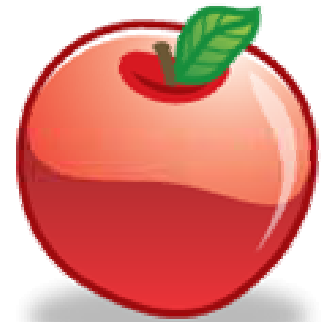
We have a limited number of 2008/2009 Entertainment books available. As in previous years we expect these to sell out quickly. If you wish to secure your copy of this popular book, please complete the form at the back of this newsletter. Books will be available to pick up on 19<sup>th</sup> May 2008.

#### REMI NDERS:

The start of the year is a good time to recap on some of the preschools daily procedures.

#### Fruit

All children are asked to supply a piece of fruit each day to share for morning and afternoon teas.



#### Sign in/out Registers

Please ensure all parents/caregivers sign their child/ren in and out on the daily register. This is a requirement of the Ministry of Education. Also in the event of an emergency we need to know who is here.

#### Change of Details Forms

The Ministry of Education requires that any permanent change to a child's booked hours is agreed to in writing and signed by the parent. If you are changing your child's hours on a permanent basis please follow the following procedure:

1. If you wish to increase your child's hours, discuss with Tonia when the desired hours will be available.
2. If you wish to reduce your child's hours please give Tonia two weeks notice of your intention to do so.
3. Complete and sign a change of details form and place this in the payments box at preschool or Junior School. There should be a change of details form in your child's folder. Please do not take home Completed Enrolment forms or Change of Details forms. The Ministry of Education require that these are available on site at all times, should they choose to perform a spot check on the preschool.

4. Your child must not increase their hours until a signed change of details form has been completed. It is not necessary to complete a change of details form when your child is leaving preschool permanently.

### Transition

The James St Preschool and The James St Junior School are licensed separately to each other with the Ministry of Education. We generally treat the two preschools as one, such as with staffing, policies, billing, budgets and resourcing. However when a child transitions from one preschool to the other i.e. Nursery to Junior School or Junior School to Preschool, the Ministry of Education maintain the child has changed preschools. All that this means is a new enrolment form must be filled in prior to the child beginning their transition programme from one preschool to the other.

Eventually we would like to re-licence the Preschool and The Junior School as one preschool. However the Ministry of Education currently only allow 50 children on a preschool licence. The Preschool and Junior School have 46 and 20 licence places respectively.

### Spare Clothing

Ensure children have suitable clothing for the changeable weather. Please provide spare clothing especially during the hot months when children get wet from water play. Children who are toilet training will also need spare clothing. Please label children's clothing and footwear. It makes the job of matching clothes and footwear to children much easier, especially since many children often have identical clothing. A good example at the moment is the popularity of 'Croc' type shoes.

### Preschool Gates

Could parents please ensure children do not stand on the self closing gates. When children do this the gates very quickly come out of alignment and may become a safety issue if they do not close correctly.

### Nappies/Wet Wipes

Please ensure a supply of wet wipes and nappies/pull ups are available for your child. A small amount of storage space is available for packs of nappies if this is more convenient. Wet wipes are only required for children who are wearing nappies or pull ups.

### Booked Times

All parents must ensure that children are not dropped off before, or picked up later than their booked times.

It is essential that this is adhered to at all times. One child arriving early or leaving late can put us in a position of breaching Ministry of Education mandatory staff-child ratios. It may also place us in a position of breaching local council LIM requirements at certain times of the day.

While staff are very accommodating at working on when this occurs we cannot keep relying on this goodwill. The Ministry of Education carries out spot checks of ECE centres. If we were found to have one child too many on our premises we would immediately lose our licence to operate a preschool and would only get this back if we could convince the Secretary of Education that we had put in place adequate steps in to ensure future compliance.

If you need to extend your booked hours then this must be agreed to with Tonia, Kylie, Vanessa or Tracy.

A charge of \$1.00 per minute will be added to any child's account who is present outside of their booked times.

### UNTREATED WOOD:

We would be very grateful of any donations of untreated wood (not recycled) to use on our carpentry tables.



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Kind regards to you all,

Tonia, Murray, Tracy, Kerry, Emma, Jess, Sally, Vanessa, Rebecca Mcl vor, Rebecca van der Kley, Hilary, Hayley, Kylie, Sarah, Teryl, Elleke, Gary, Jo Boyer, Sharyn, Jo Scott & Denise.

Staff Member	Teaching Area/Age	Hours	Lunch
Tracy Summerton (Team Leader)	Preschool 2½ - 5 yrs	8:30 - 5:00	12:00 - 12:30
Kerry Cattermole	Preschool 4 yrs	7:30 - 4:00	11:00 - 11:30
Emma Dawson	Preschool 3½ - 4 yrs	9:00 - 5:30	12:30 - 1:00
Jess Teale	Preschool 3 - 3½ yrs	8:00 - 4:30	11:30 - 12:00
Sally Maynard	Preschool 2½ - 3 yrs	8:30 - 5:30	1:00 - 2:00
Vanessa Mahaki (Team Leader)	Nursery 0 - 18 months	7:30 - 4:00	11:00 - 11:30
Rebecca McIvor	Nursery 0 - 18 months	8:30 - 5:00	12:00 - 12:30
Rebecca van der Kley	Nursery 0 - 18 months	9:00 - 5:30 (Mon, Thurs, Fri)	11:30 - 12:00
Hilary Ashby	Nursery 0 - 18 months	9:00 - 5:30 (Tue, Wed)	11:30 - 12:00
Hayley Wylie	Nursery 0 - 18 months	11:00 - 12:30	-
Kylie Bettridge (Team Leader)	Junior School 18 months - 2½ years	7:30 - 3:30	-
Teryl Sullivan	Junior School 18 months - 2½ years	8:00 - 4:30	12:30 - 1:00
Sarah Wolfe	Junior School 18 months - 2½ years	9:00 - 5:30	1:00 - 1:30
Elleke Hughes	Junior School 18 months - 2½ years	9:00 - 5:30 (Not Tues Afternoon)	1:30 - 2:00
Gary Ward	Junior School 18 months - 2½ years	9:00 - 5:30 (Mon, Tue)	1:30 - 2:00
Hayley Wylie	Junior School 18 months - 2½ years	9:00 - 11:00 12:30 - 2:00	-
Jo Boyer	All Areas	Covers Staff Holidays	Various
Jo Scott	Food & Nutrition	8:00 - 2:00 (Mon, Tues, Wed)	-
Sharyn Jackson	Food & Nutrition	8:00 - 2:00 (Thu, Fri)	-
Tonia Salt	Supervisor	Various	-
Murray Salt	Administration	Various	-
Denise Beanland	Purchasing	8:30 - 3:30 Mon	-

# Dinner's on us!



If you like the sound of that,  
you'll love the **brand new**  
**2008/2009 Entertainment™ Book!**



It's packed with amazing offers at hundreds of local restaurants. So when you order two main courses, you get one of them "on the house". You'll also find hundreds of 25% to 50% off and 2-for-1 offers from restaurants, cafés, hotel accommodation, theatres, sports and more. Take them up on their offers – order your Entertainment™ Book today!



To pre - order your Entertainment™ Book complete this form and return to the payments box with a cheque for \$65 per book.

**Make cheques payable to The James St Preschool. Do not combine cheques with preschool fees.**

**We only have limited numbers so get in quick to secure your book/s.**

Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Number of Books Required: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Entertainment Books will be available on 19<sup>th</sup> May 2008