

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

February 2009

WELCOME TO OUR NEW FAMILIES:

Paige Atkinson	Charlotte Borcoskie
Sebastien Burns	Danica Clarke
Quinn Fatani	Annalie Marshall
Amelie Mogridge	Barnaby O'Loughlin
Bethany Ritchie	Beau Robertson
Alfie Strangwick	

FARWELL TO:

Alex Barker	Luca Borcoskie
Sophie Brown	Angelica Donnelly-Marcolino
Halle Hamilton	Thomas Harvey
Christian Hille	Theo Johns
Tom Kamo	Mitchell Kane
Oscar Kane	Lucy Kilpatrick
Makyh Koekemoer	Chase McLaren
Lachlan Merriman	Ned Page
Nicholas Rawdon	Ashton Threadwell
Maia Tuilaepa	Benji Ward

Good luck to you all.

CONGRATULATIONS TO:

Arunee, Anthony and Klarissa Campbell on the birth of Caitlin.
Sue, David and Morgan Lewis on the birth of Josh.

EMAILING OF NEWSLETTERS:

Ever since we began e-mailing Invoices we have had numerous requests from parents to e-mail newsletters as well. Feb 09 is the first e-mailed newsletter. All newsletters will be attached as a PDF format. Printed copies of the newsletters will also be available at both preschools.

STAFF:

By the time our next newsletter is written Vanessa (Nursery), Elleke (Junior School) and Kerry (Preschool) will have had their babies. We wish them all well and look forward to welcoming them back later in the year. Elleke has already been replaced by Sonia at Junior School.

Vanessa will be replaced by Jo South our old cook (maybe we should have said our previous cook). Jo is now undertaking centre based training to obtain her Diploma of Teaching. She will spend one day per week at College and the remainder of her time based at preschool. Rebecca McIvor will be taking over the running of the Nursery during Vanessa's absence.

Heidi Smith will be taking over from Jo South's food preparation responsibilities. Heidi has a background in hospitality and has shown herself to be more than able to cope with the pressures of a busy preschool environment.

Kerry will be replaced by June Seinafo. June is a registered teacher who comes to us with several years experience in Early Childhood Education. June and Kerry will be working together during the week commencing 9th Feb. Kerry will finish up at the end of that week.

Parents of the 2½ - 3 year olds will be delighted that Chloe has chosen to continue working with these children. Chloe originally intended to take over the 4 year old group, but has enjoyed her time so much with the younger children that she will now remain on this group.



THANK YOU:

To all of the parents who attended our Xmas party. Once again this was a huge success and much fun was had by all.

NURSERY NEWS:

Several Children have transitioned to Junior School, so we have several new arrivals in the Nursery. We have therefore been focusing on emergent curriculum and settling children in as they came back from the Christmas break.

The nursery would appreciate any spare plastic bags or heuristic play items such as, baking tins, utensils, keys, containers and also natural materials such as shells, stones and feathers.

JUNIOR SCHOOL NEWS:

Welcome to all of the new Junior School Families and those that have returned with younger siblings. January has been very busy with settling in our new children. We have been enjoying getting to know everyone as we discover their likes and dislikes as well as introducing all the fun things that happen here. We have also discovered an interest of one of our children that has taken off with many of the others as well - DINOSAURS. The dinosaurs have become a huge hit over the last couple of weeks and are now going to be our main focus for February. We look forward to all of the fun we are going to have over the rest of the year.

PRESCHOOL NEWS:

For the next few weeks the children at preschool will be focussing on letters, construction and animals. We would really appreciate any wood suitable for the carpentry table (needs to be untreated and not recycled) to help support the children's building efforts! Likewise any boxes, tubes, bottle tops, newspaper, magazines, plastic bottles and corks would also be welcomed. Unfortunately we cannot take any boxes that have been used to package medicines or cleaning products and toilet rolls.

With the warm weather we are still experiencing, the children are constantly being offered water play experiences. As preschool only has a limited supply of clothing we would appreciate each child having several changes of clothing. Alternatively children can be changed into their togs (bathers) if they are packed into their bag.

FOOD & NUTRITION UPDATE:

Our Healthy Heart Award is in the process of being renewed. To assist with our application we have also updated our menu. We have decided to introduce Peanut Butter to our menu. We have done this because many of the ideas we get from the Heart Foundation about menu ideas include the use of Peanut Butter. We know that a few of our children have nut allergies and this fact has been considered and alternatives will be provided. Peanut Butter will not be given to the children in the Nursery as guidelines do recommend not giving nuts to children under the age of two, especially if there are existing nut allergies in the family already.

At the moment we plan to have Peanut Butter on the following days:

Week 3 Monday afternoon with Celery Sticks;

Week Four Friday Morning on Crackers.

We would like any parents/families/whanau to email Murray (murray@jamesstpreschool.co.nz) or drop a note in one of the payment boxes, if they wish for their child to not have Peanut Butter at all. Staff will compile a list of those children and an alternative will be prepared for them. We would appreciate hearing your feedback about this decision.



SUNBLOCK:

Thank you to everyone for supporting our sun safety policy - the children are becoming very accustomed to placing their belongings into their teachers box! Whilst the preschool does sunblock all children regularly we do appreciate them being sunblocked before they attend. If you have forgotten to sunblock your child (we know how busy it is getting organised!) a bottle (or two) of sunblock will be available on the sign in/out desk for you to use.

2009 TAX RECEIPTS:

End of year tax receipts are due to be sent out at the start of April. We are going to be e-mailing all tax receipts this year. If you have not received your tax receipt by Friday 3rd April please contact Murray. If you are not on our e-mail system your tax receipt will be posted as usual.

You can claim a rebate if you:

- earned taxable income (such as salary or wages, benefit or self-employed income) during the year you're claiming for
- were resident in New Zealand at any time during that tax year (including non-residents)
- are an individual (not a company, trust or partnership), and

your child was under 18 or unable to work because of a disability, and:

- you were a single parent, or
- you and your partner were both receiving income which had tax deducted (this doesn't apply to couples who are separated), or
- you or your partner were disabled or physically unable to care for your child.

The maximum Tax Rebate you can claim is \$940. This will result in a Tax Refund of \$310. If you claimed this rebate last year you will automatically receive a claim form from IRD. If not, you can get a claim form by phoning IRD on 0800 227 774 or visit www.ird.govt.nz and type IR526 into the search function.

ENTERTAINMENT BOOKS:

We will shortly be selling copies of the 2009/10 entertainment books. These are still selling for \$65 and as in previous years we expect to sell out quickly. We will e-mail details for the books next week and parents can simply order their books by replying to the e-mail. The cost of the books can be added to children's accounts.

RECORD KEEPING REQUIREMENTS:

The James St Preschool and Junior School is a Licenced Chartered Early Childhood Centre. We operate under several pieces of legislation and have agreements with crown organisations such as the Ministry of Education and Work and Income as to how we must administer our service. This requires a fairly substantial amount of record keeping and documentation on our part and also from parents/caregivers. With nearly 200 children on our rolls it can become extremely time consuming to keep track of all of the record keeping requirements.

Parents/caregivers can assist us hugely by following these procedures:

1. Please ensure you sign your child in and sign them out every time they attend. This is a Ministry of Education legal requirement and also ensures we have exact information in the event of an emergency or evacuation. Please do not allow children to write on the sign in sheets.
2. All changes to booking hours need to be approved by Tonia, then a change of details form must be completed. Change of details forms can be found in your child's folder. Completed change of details forms need to be returned to the payments box not your child's folder (otherwise we would have to check 200 folders every day).
3. From time to time some parents will be required to reconfirm their enrolment agreement. This occurs because their child has broken one of three absence rules as outlined by the Ministry of Education. If you are asked to reconfirm your child's enrolment agreement, simply get the change of details form from your

child's folder, check all details and amend if required and then place the signed form into the payments box.

4. Occasionally all parents will be required to reconfirm their child's enrolment agreement. This is to ensure we meet the requirements of the Ministry of Education attendance procedures, but also ensures we have the most up to date information about all children.

5. Please use the change of details forms at any time to advise of address changes, phone number changes, new allergies or medical conditions or changes to people allowed to pick up your child/ren and emergency contacts. Simply get the change of details form from your child's folder, check all details and amend if required and then place the signed form in the payments box.

In the next newsletter we will discuss changes to Free ECE record keeping requirements.

POLICY REVIEW:

We are currently reviewing the following policies:

February	March
Physical Activity	Child Protection
Food and Nutrition	Children's Safety

It has been suggested at a staff meeting that we email the policies being reviewed each month to parents, and get them to email back any feedback. In last year's annual survey parents indicated that time was often an issue when picking up their children so weren't able to give any feedback about policies. We will begin trialling this from March of this year.

LEARNING STORIES:

Parents often ask how many learning stories they can expect to be done on their child. This depends on the number of days each child is enrolled for. The table below shows the minimum target the each teacher must meet. Teaching areas that have much higher teacher/child ratios, such as the nursery, frequently exceed these targets.

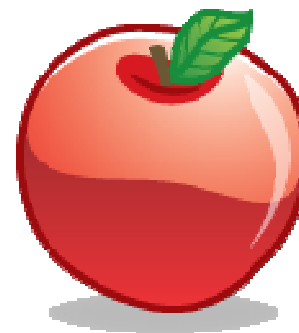
Days in attendance	Individual learning stories (based on a six month cycle)
5	6 (1 learning story for every 4 weeks)
4	5 (1 learning story for every 5 weeks)
3	4 (1 learning story for every 6 weeks)
2	3 (1 learning story for every 8 weeks)
1	2 (1 learning story for every 12 weeks)

REMINDERS:

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.



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.

Spare Clothing

Please 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.

ECONOMIC RECESSION:

Not a day now goes by without some mention of the worsening economic situation. If your financial situation has changed you may now be eligible for assistance with preschool fees. Please take a moment to review the various types of assistance that are available. These are summarised on the next page. Feel free to contact Murray on 3849553 or murray@jamesstpreschool.co.nz if you need further advice on various options.

Kind regards to you all,
Tonia, Murray, Tracy, Kerry, Clair, Sarah, Chloe, June, Sonia, Vanessa, Rebecca McIvor, Rebecca van der Kley, Hilary, Hayley, Jo, Kylie, Teryl, Elleke, Sally, Gary, Sharyn, Heidi & Denise.

Type of Assistance	How do I Qualify?	How much will I get?	How do I Apply?
Free ECE	Child is three or four.	Up to six hours per day or 20 hours per week free ECE.	Complete a Free ECE attestation form. These are on the sign in desk at preschool. Return your completed form to the payments box.
WINZ Childcare Subsidy	Total family income of up to: \$72800 (1 child under 16) \$83200 (2 children under 16) \$93600 (3 or more children under 16)	Up to 9 hours (\$31.59 per week) if you are not working or up to 50 Hours (\$175.50 per week) if you are working or in study. This does not affect any other Working for Families payments you may be entitled to.	Phone Work and Income on 0800 774 004. WINZ subsidies can be backdated to the date that you first make contact with Work and Income.
Tax Rebate	Couples must both have earned taxable income of any amount. Single parents must have earned taxable income of any amount.	33% of preschool fees paid up to a maximum of \$310 per year.	Complete an IR526 form (available from Inland Revenue and attach your preschool fees receipt. This can be claimed for up to five years retrospectively. E-mail murray@jamesstpreschool.co.nz if you are missing any tax receipts.
Free ECE + WINZ Childcare Subsidy			Free ECE and WINZ subsidies cannot be claimed for the same hours. However a child who is enrolled for more than six hours per day or 20 hours per week may be entitled to a WINZ subsidy for hours not covered by Free ECE.