

February 2019

Welcome back to everyone for the New Year.

Dates to Remember

Friday 12th April will be our Easter Disco. The theme this year is 'Easter Bunny'.

Details to come closer to the time.

Curriculum

We are talking a lot about families and where in the world we come from.

We would love a photo and a note from each family on where they have come from to display in our centre.

Confidentiality

Could all families respect confidentiality for children. We know you ask how children's days have been out of genuine interest but for new children there is always a settling in process and it is for parents and teachers to discuss.

If parents have any concerns about their child's day, please discuss it with Erin or the teachers first. We have had some incidents where information has been passed onto parents before the centre has had the opportunity to discuss it directly with the parent concerned.

Wendy

Wendy has had to take some time for a family emergency and we are working through this week by week. We have been lucky enough to have Carrie return as a reliever to help out in the centre.

Sun Screen

Reminder that it is your parent responsibility to put sunscreen on your child in the morning and the teachers will sunscreen all children in the afternoon. Morning sunscreen is at the entrance by the sign in sheet.

Fundraiser

As plastic bags are being phased out, we have sourced some wet bags. We are asking all families to purchase one as we will not have plastic bags available to send wet clothing, etc home. These are available for \$10 each. Samples are available in the office for you to look at.

Committee

As you may know our centre is governed by a committee made up of parents and community members. We are always keen for new members and this is your chance to have input into how you would like your centre to operate. There are only 6 meetings a year on a Wednesday night starting at 7pm and

lasting approx. half hour to 1 hour. Please let the office know if you are interested and we will invite you along to the next meeting, so you are able to see what is involved.

Holidays/Sick Days

A reminder that we do charge for sick days. We require 7 days notice for holidays for you not to be charged. If you no longer want extra days for your child you need to fill out a change of enrolment as you will be charged for the days your child is enrolled, even if you no longer require them, as we are unable to fill these spaces until the enrolment change has been done.

Email

We will be emailing all newsletters going forward. Can you please ensure that we have your correct email address. We will note on the whiteboard outside when we have sent one out. You may need to check your junk/spam email file or we are happy to print off a hard copy if you would prefer.

Housekeeping

Signing in and Signing out: THIS IS IMPORTANT, this is our record of attendance. Ministry requires that the **exact time** of arrival and departure is noted. If there is an emergency in the centre and we need to leave the building, we need to know who is here. WE DO NOT WANT TO LEAVE ANYONE BEHIND.

If your child is booked in on our 6-hour school session and you need to drop off your child early or pick them up late, please check that it is okay with us first as we must ensure that we have enough staff for the number of children in attendance. Please do not assume that if you drop off your child late that you can pick them up late as we staff the centre according to your enrolment times.

All early drop-offs and late pick-ups will be charged for as follows: Up to 1 hour \$10. Over 1 hour \$10 plus Full Day Charge unless prior arranged. \$1 per minute after 5:30pm.

Have you moved house or changed your telephone number?

Please remember to advise us if you change your address or if any of the telephone contact numbers you have given us change.

This includes your home and mobile numbers plus any contact numbers that you have given us for emergency contacts and other people who are allowed to pick up your child.

If a child is unwell or there is an emergency at the Centre, it is imperative that we can contact you. You can email your updated contact details to waiukuearlylearners@xtra.co.nz or call into the office so we can update your records.

Also, please advise of any medical issues that we may not be aware of since you have filled in your enrolment form. A reminder that we are a **nut free** centre so please do not include whole nuts in your child's lunchbox. We currently have children attending who are highly allergic. Thanks for your co-operation with this. Sweets and chocolate included.

Please remember we are always happy to welcome any suggestions that you may have for our centre.