

May 2019

Welcome back to everyone for Term 2.

Welcome to our new families, we look forward to getting to know you.

With the cooler months ahead, can you please put warmer clothes into your child's bag. Remember to NAME everything including clothes, lunchbox, etc. Thank you.

Our Fruit break before Morning Tea is working well and most children participate. If you would like to donate a piece of fruit per week, this would be greatly appreciated.

Dates to Remember

AGM Wednesday 15th May 7pm. Everyone is welcome to attend our AGM. This is held on premises.

The Science Playroom Trip – Thursday 16th May. Please be at the centre by 8.30am. The bus will be leaving at 9am, getting to Henderson approx. 10.30am. Lunch will be 1pm and bus leaving at 1.30pm. We should arrive back to centre between 3 and 4pm, traffic depending.

Anyone who hasn't paid please do so asap as we have to pay the Science Playroom and the Bus.

Note: Confirmed parent helpers also cost \$10.00

We now have enough parent help, thank you.

Curriculum

The Ministry have confirmed that we are able to have 5 extra spaces going forward for Over 2's from the 24 April 2019. If you would like extra days please let Erin or Whitney know. We are offering these in centre before filling them out of centre.

Nut Free

A reminder that we are a **nut free** centre so please do not include whole raw nuts especially peanuts in your child's lunchbox. We currently have children attending who are highly allergic. No apple or popcorn to be in our Under 2 lunchboxes. No sweets (lollies) or chocolate to be included in lunchboxes. Thanks for your co-operation with this.

Booked Times

Please remember you need to stick to your booked times. If these need to be adjusted as circumstances change, a change of enrolment needs to be done. All this information is sent direct to the Ministry and they require that each child attends at their booked times for funding. If you arrive late in the morning you will still need to pick up at your pickup time. If you drop off early, you will also be charged an early drop off fee regardless if you pickup early to complete 6 hours. If you need to change your hours on the odd occasion, can you please check with the office if this is ok as it may have an impact on ratios. See Housekeeping below for charges.

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. If you do not contact the centre, you will be charged a late fee **and** a full day charge. 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.

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