



Marlborough
Kindergarten
Association

Enrolment Information

This handbook will provide useful information for you to refer to during your child's time at kindergarten.

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Nau mai, Haere mai

Welcome to Marlborough Kindergarten Association

Thank you for choosing to enrol your child in a MKA kindergarten. We hope you, your child and whānau will enjoy being part of the kindergarten community.

Kindergarten offers your child educational experiences and social interactions with other children and adults outside of the family.

All our kindergartens are guided by an early childhood curriculum - Te Whāriki: He Whāriki mātauranga mō ngā mokopuna o Aotearoa (Te Whāriki) which sets out the curriculum to be used in New Zealand early childhood education (ECE) settings and provides guidance for its implementation.

<https://www.education.govt.nz/assets/Documents/Early-Childhood/Te-Whariki-Early-Childhood-Curriculum-ENG-Web.pdf>

Our kindergartens are defined by:

- a) Being a not-for-profit organisation
- b) Having teachers who are all trained, registered, and have teacher practicing certificates
- c) Having an open-door policy
- d) Believing that all children should have access to high quality early childhood education
- e) Spacious learning environments and up to date resources
- f) Highly motivated passionate experienced teaching teams
- g) Offering a bicultural programme so your child grows up in New Zealand as a competent and confident learner, strong in their identity, language, and culture
- h) Having a focus on localised curriculum – What is significant about Marlborough?
- i) Being part of the Enviroschools programme
- j) Being part of the local Kahui ako – community of schools

Our teaching teams firmly believe in the importance of working in partnership with you and your whānau to enhance your child's learning journey by developing their knowledge, skills, attitudes, and dispositions to support them to be lifelong learners.

We look forward to you joining our Kindergarten community and feel privileged in being able to share in your child's learning journey.

Who is Marlborough Kindergarten Association:

Marlborough Kindergarten Association is a community based not for profit incorporated society who have been active in the local community since 1949, with the opening of our first Kindergarten (although the first meeting of the Marlborough Kindergarten Association was in 1941).

The MKA is governed by a Board who sets the strategic direction. The strategic plan can be found on the kindergarten noticeboard.

The Board is made up of parent and community representatives. Any parent is welcome to stand for election.

A photo of the current Board can be found on the kindergarten noticeboard.

MKA is run by a management team comprising of:

- General Manager/ Service Provider Contact (SPC) – Corina Naus
- Senior Teacher – Gwenda Jones
- Office Manager – Michelle Tilbury
- Office administrator – Jo Walker

Our office is at:

82 Seymour Street (upstairs in PC media building) or please call – 578 4800

or email: admin@mka.org.nz.

The Office is open 8.30am-4.30pm Monday-Friday

MKA is made up of seven kindergartens:

Awatere: Full year	13A Redwood St, Seddon	5757420	awatere@mka.org.nz	8:00am – 3:00pm
Mayfield: Full year	36 Girling Ave	578 3758 027 5783758	mayfield@mka.org.nz	8:30am – 2:45pm
Redwoodtown: Full year	101 Weld Street	578 4756 021 0735560	redwoodtown@mka.org.nz	8:15am – 2:30pm
Renwick:	11 Clyde Street	572 9888 027 5729888	renwick@mka.org.nz	8:15am - 2:45pm
Seymour:	50 Redwood St	578 4669 027 7396687	seymour@mka.org.nz	8:15am - 2:45pm
Springlands:	24 Murphys Rd	579 3362 027 2652123	springlands@mka.org.nz	8:15am – 2:45pm
Waitohi:	25 York Street	5738889 027 5738889	waitohi@mka.org.nz	8:45am – 3:00pm
Witherlea:	18 Alana Place	579 3383	witherlea@mka.org.nz	8:30am - 2.45pm

TĀ MĀTOU KAUPAPA /OUR PURPOSE

Marlborough Kindergarten Association provides quality early childhood education to children aged 2 – 6.

TŌ MĀTOU MOEMOEĀ / OUR VISION

Every child attending Marlborough Kindergarten Association will reach their full potential.

NGĀ UARA / OUR VALUES

These values define, inspire and guide Marlborough Kindergarten Association.

In everything that Marlborough Kindergarten Association do we aim to demonstrate the following:

Whanaungatanga

We value all relationships.

MKA believes that creating a professional, respectful, and collaborative culture promotes wellbeing.

This is achieved through:

- Creating an environment of responsive and respectful relationship, encouragement, warmth, and acceptance.
- Respectful collaboration and reciprocal relationships.
- Commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership.
- Building strong community networks to advocate for children and ECE.
- Working collaboratively with Kāhui Ako to strengthen children's learning journeys

Kaitiakitanga:

We value the world around us and its future.

MKA believes in strengthening pathways in sustainable practice.

This is achieved through:

- Uphold our commitment to the Enviroschool kaupapa
- Creating natural environments and sustainable practices
- Fosters understanding of global citizenship with responsibility for wellbeing of humanity and the environment.
- Promotes and protects the principles of human rights and social justice.

Manaakitanga:

We value integrity, trust, sincerity, and equity

MKA believes in an environment of kindness, hospitality, generosity, and mutual respect.

This is achieved through:

- Acknowledgment of successes and challenges
- Our charitable status
- By being affordable so all children have access to EC education.
- Ensuring the physical and emotional wellbeing of all.
- Promoting equitable and inclusive practices that affirm diversity and support the needs and abilities of all.
- Creating an environment where identity, language and culture are valued

Ako:

We value that everyone is a learner.

MKA believes that fostering learning ensures positive outcomes for all.

This is achieved through:

- Employing 100% trained and certificated teachers to ensure quality education.
- Provision of professional learning to build capability and capacity.
- Ensure culturally responsive, evidence-based approaches that reflect the local community.
- Demonstrate high expectations for the learning outcomes of all learners i.e., strive for excellence.
- Foster opportunities that empower adults and children to participate and contribute effectively.
- Acknowledge that identity, language, and culture is the foundation of knowledge.

Wānanga:

We value communication, problem-solving and innovation

MKA believes in effective communication

MKA believe that evaluation of the past and present and being innovative ensures the future of MKA.

This is achieved through:

- Communication wherein the intended message is successfully delivered, received, and understood.
- Internal evaluation informs decisions
- Ensuring sustainability within MKA (financial, personnel)
- A Strategic plan

Te Tiriti o Waitangi, Te Whāriki, Our Code Our Standards and Tātaiako
underpin the practices within MKA.

The kindergarten will have its own kaupapa/teaching and learning statement
which conveys how they will achieve the above.
This will be on the kindergarten noticeboard.

Absences

- a) If your child is going to be away from kindergarten, please let them know via phone call or text message.
- b) The MoE requires us to get you to re-sign an enrolment agreement if a pattern of absences develops over a 3-month period. If you have concerns about this, please talk to a teacher.

Accident/Injury and Medical information

- a) All teachers have current First Aid certificates to deal with any accident/injury. Every kindergarten has a fully stocked first aid kit and icepacks in the freezer compartment in the fridge.
- b) An injury is recorded on an accident form, and you will be informed on the sign in form. Please talk to the teacher indicated.
- c) In the case of serious injury, you (or emergency contact) will be notified immediately. Please check the kindergarten has up to date contact phone numbers.

If your child requires medication while at kindergarten

- a) If your child requires medicine while attending Kindergarten, we require you to sign a form to authorise teachers to administer this. This includes daily medication for asthma and/or creams.
- b) So that children are safe all medication must have an official label with the child's name, dosage and date and needs to be stored in the first aid cupboard or in a locked container in the fridge, **NOT in the child's bag.**
- c) Please inform teachers if your child has any allergies or medical conditions that they need to know about for your child's wellbeing.

Alcohol and substance abuse procedure

- a) If any parent or other adult arrives to pick up a child while suspected of being under the influence of alcohol or drugs, staff will use their discretion to decide whether the child is safe to be driven or accompanied by this person. Staff can offer to call another family/whānau member to pick up the child if they see fit. Where the parent or other adult is not co-operative, staff will call the Police for assistance.
- b) Any parents/whānau/visitors in possession of alcohol, drugs or drug paraphernalia or thought to be under the influence, will be asked to leave the kindergarten. Police will be contacted if necessary.

Artwork

Kindergartens keep your children's creative work safe. They will let you know where this is. Please check for these regularly. They make great presents and wrapping paper for whānau and friends.

Birth certificates and Immunisation records

When children start Kindergarten, we are required to sight their Birth Certificates and immunisation records (which are usually found in their Well Child / Tamariki ora book or from your doctor). A copy of these will be kept on your child's file at kindergarten until their NSN (national student number) is verified/allocated.

Clothing

- a) Kindergarten is a workplace so please dress your child in clothes that can get dirty and stained, and ensure they have a change of clothes in their bag.

- b) Kindergartens allow children to play in the rain, so raincoats and gumboots are a great idea.
- c) Please name clothes, hats, and shoes so they don't get lost or taken home by mistake (children often wear the same label of clothes).
- d) Children are encouraged to put clothes in their lockers and at the end of session those found in the playground are put in the lost property.
- e) Check the lost property regularly for any misplaced items.

Concerns and Complaints

If you have a concerns and complaints about employees or Association operations, please follow the whanau/family concerns and complaints process on the noticeboard.

Community table

Most Kindergartens have a table for sharing. You are welcome to add extra produce (veges, plants, jams etc) unwanted useful and in good condition items (clothing, household goods, toys etc) and take things from this table that you could use.

Covid 19

Ministry of Health constantly advice Kindergartens about health and safety measures to be put in place. As these change you will be notified. Please keep yourself and others safe.

Cybersafety

- a) We ask you read the Cybersafety Rules And Responsibilities attached. This ensures that you understand the required rules and responsibilities of using IT equipment/devices and mobile phones at kindergarten.
- b) You will be asked to sign an agreement upon enrolment.
- c) Please consult a teacher before you take any photos or videos at kindergarten, and you cannot post these onto social media sites if they contain other children.

Enviroschools

- a) All our Kindergarten's are proud to be part of the Enviroschools programme in the Marlborough Region. MKA are actively committed to long-term change towards sustainability practices and actions within our Kindergarten communities.
- b) The Enviroschool Foundation is a not-for-profit trust supported by the Marlborough District Council that encourages children and young people to be active citizens, contributing to ecological regeneration and the creation of healthy, resilient, and sustainable communities. It's about working out how to live so that our society and economy nourishes the natural systems that give us life.
- c) Enviroschools has a kaupapa of creating a healthy, peaceful sustainable world through people teaching and learning together from nature. Kindergarten's aim to integrate environmental education throughout the whole of the programme to make it a healthy, stimulating, and sustainable place. What emerges is a connection with nature and a sense of belonging to the environment and community.
- d) For more information go to: www.enviroschools.org.nz and <http://www.enviroschoolsmarlborough.co.nz/>

Emergency procedures

Fire

In the case of fire there is an alarm that is activated, and teachers support children and whānau to evacuate. Evacuation is practiced termly so your child knows what to do and don't get scared. It is a good idea to practice at home too, so your child knows where your family's 'Safe Place' to assemble is.

Earthquake

Children also practice 'Earthquake Drop' termly. Kindergartens have extensive Emergency Supply kits which they can use in the occurrence of an earthquake. Teachers and children would remain at kindergarten if it is safe to do so until Civil Defence moves them. A notice of their whereabouts will be left on the gate.

Lock Down

In the case of 'Lockdown' you will be notified via a text from MKA. Please don't panic as your child will be safe. Please stay away from the kindergarten until you are notified that you can collect your child.

If you want more information about our emergency procedures, please speak to a teacher or read our Procedures.

Excursions

MKA recognises the value of taking children into the local community as a way of extending their learning. You will be asked to sign your permission for any special excursions. On the enrolment form you can indicate whether your child can go on spontaneous/regular walks. A list of regular walk destinations is located in the kindergarten.

Funding /Cost/ Koha/Donation

Funding

- a) As we are a not-for-profit organisation we solely rely on funding from the Ministry of Education (MOE) to operate our Kindergartens.
- b) For information regarding the amount and details of MOE Funding received by the MKA see the MKA Annual Report (located in the parent library).

Cost to you

Kindergartens:

- a) Children who are under 3 years of age, or between 5 and 6 years attend Kindergarten FREE
- b) Children aged 3 – 6 years who attest all their 20 ECE hours (irrespective of how many hours they attend) are FREE
- c) Children who do not attest any of their 20 Hours ECE or attest only some of their 20 Hours ECE will be charged \$5.00 per hour for each unattested hour of attendance.

Early Learning Centre:

- d) Children who are under 3 years of age are charged \$6 per hour
- e) Children over 3 all their 20 ECE hours are FREE for a maximum of 6 hours per day. For hours over 6 per day there is a charge of \$6 per hour or part thereof.

- f) Children who do not attest any of their 20 Hours ECE or attest only some of their 20 Hours ECE will be charged \$6.00 per hour for each unattested hour of attendance.

Donations/Koha

MKA encourage each family to make regular donations of an amount they can afford (even \$1 a day makes a difference). These donations will be used to cover the on-going and ever-increasing expenses of running our seven Kindergartens, including the provision of teacher aides at each kindergarten and additional support for children with diverse needs.

Donations are tax refundable and can be paid by automatic payment or internet banking into the MKA bank account – 12-3167-0163227-00

Some kindergartens also have a cash tin for cash payments.

Individual learning

- a) Throughout your child's time at kindergarten teachers will seek your ideas for your child's learning and together come up with how this will look at kindergarten. Teachers will then support this learning within the programme and record it through learning stories.
- b) These learning stories belong to you and your child and can be found in your child's profile book and/or Storypark.
- c) Storypark is an on-line profile system owned by you. It is a great way to share your child's learning with your whānau and contribute your own stories, photos, and comments about their learning.
- d) Enclosed is some information about Storypark.
- e) For more information go to <https://nz.storypark.com/families>
- f) Every child also has a profile book which is a paper copy of their learning journey which you are welcome to take home to read at any time. Just let a teacher know you are taking it.
- g) While at kindergarten children can access their own books and time spent reading these. This helps to develop a sense of who they are, how they learn and gives them a sense of pride in their accomplishments.
- h) When your child leaves Kindergarten they will take these books with them. You may wish to share it with your child's teacher when they start school so they can see your child's learning journey.

Information sharing.

Noticeboards

- a) Please read the white board daily as this is our main communication with you. It lets you know what is happening over the week and about events /experiences.
- b) There are also other noticeboards around the kindergarten that share information with you, please check them out.
- c) The management team and teachers will also use Storypark community posts to alert you to up and coming events or important information.

MKA website

This site has information about MKA and the kindergartens. <http://www.marlboroughkindergartens.org.nz/>

MKA Facebook

This is regular updated with information and happenings within the kindergartens.

<https://www.facebook.com/marlboroughkindergartens>

Talking with the teachers

Teachers (including Head Teachers) are available to talk with you briefly at any time. Should more time be needed, a meeting can be arranged when they are not working with children.

Gate safety

Our kindergarten's have child proof fencing to ensure children are safe.

Please:

- only allow your own child out the gate with you
- ensure the gate shuts behind you.
- do not teach your child how to open the gate themselves otherwise they may think it is ok to do during their play.
- do not allow children to stand and/or swing on the gate as damages the hinges resulting in gates not closing properly, and children being put at risk.

Hazards

- a) If you are spending time in the kindergarten, please ensure you are familiar with any hazards for your own safety.
- b) An orange hazard folder is located near the sign in for you to read.
- c) Teachers are constantly checking the environment but if you notice something unsafe, please let a teacher know. Keeping everyone safe is a priority.

Head lice

- a) These visit the kindergarten frequently and teachers take every precaution to stop any spread.
- b) Please check your child's hair regularly and treat appropriately.
- c) Teachers will notify you if we notice head lice in your child's hair and you must treat them before your child can return to kindergarten.
- d) There is information available on the parent notice board to support your treatment.

Hygiene Practices

- a) MKA employs commercial cleaners to clean the kindergartens daily.
- b) Teachers also frequently clean high-risk areas and have a schedule for cleaning resources, equipment, and furniture. They may ask you for support to do this e.g., doing some cleaning at kindergarten or taking washing home to do.
- c) We endeavour to ensure children wash their hands properly before eating, after blowing their nose, toileting, touching animals or being in the garden.
- d) Please help your child and others stay well and healthy by teaching them how to wash their hands, cough/sneeze into their elbow, blow their nose and about the importance of hygiene practices to keep themselves.
- e) Teachers can inform you of appropriate techniques for these, just ask.

Kāhui Ako/Community of learning

MKA are active members of the local Kāhui Ako/ Community of Learning and work alongside schools to improve education for all children in Marlborough.

To check out the Blenheim Kāhui Ako site <https://2bcofs.wixsite.com/wairau-awatere>

Lunchboxes

- a) Please ensure your child has enough food for morning tea, lunch, and afternoon tea (if needed).
- b) MKA has a healthy food policy and Kindergartens teach children about what to eat and why to keep themselves healthy. Therefore, please provide your child with healthy food, see lunchbox flyer for suggestions. Please try to limit packaged, processed food as they are expensive and often unhealthy.
- c) Our kindergartens are water only.
- d) Please avoid including lollies, chocolate, rollups, fizzy drink/ cordials etc. The occasional treat or reward is ok. Suggestions attached.
- e) The Ministry of Health have published guidelines on food that is related to choking. Please read this so you can provide safe food for your child. This must be adhered to if you want to provide food for other children at Kindergarten e.g., birthday treat. A pamphlet is attached and for more information go to <https://www.health.govt.nz/your-health/healthy-living/food-activity-and-sleep/healthy-eating/food-related-choking-young-children>
- f) To fit with the Enviroschools Kaupapa please think about waste from packaging and try putting food into small containers especially yoghurt. Often children do not eat all their yoghurt and it is cheaper to buy or make a large container of yoghurt and give children some in a container. Screw top containers are easier for your child to open too.
- g) For anything that needs refrigeration please place named food items on the tray. A teacher will then transfer them into the kitchen fridge and distribute at kai times.
- h) You are welcome to come and join your child for kai. This is a great chance to chat with teachers and other whānau.

Ministry of Education

If you would like to contact the Ministry of Education, please call:

19 Haven Road

Nelson 7010

Tel: (03) 546 3470

Fax: (03) 539 1501

email: enquiries.nelson@minedu.govt.nz

Oral health

- a) MKA Kindergartens support oral health by providing children the opportunity to learn about health eating and cleaning their own teeth.
- b) You give permission for your child's to be involved on the enrolment form.
- c) Enclosed is some information about oral health.
- d) If your child is not enrolled at the Community oral health clinic please complete the enclosed enrolment form and return to kindergarten or oral online at [Oral/Health/Enrol/Blenheim](#)
- e) This is a free service.

Oranga Tamariki

If you would like to contact Oranga Tamariki you can call the freephone number anytime:

0508 FAMILY (0508 326 459)

Parent library

- a) Kindergartens have a selection of resources relevant to parenting that are freely available for borrowing. If you know of other books that you highly recommend, let teachers know so we can add them to the collection.
- b) Current ERO report, MKA annual report including financials, Whānau group and MKA Board meeting minutes are also located in this area.

Policies and procedures

- a) The Policy/Procedure folder is located in the parent library.
- b) At times we will ask you to consult on procedures. Please take the time to read these and give your feedback.

Programme

- a) Kindergartens provide a play-based emergent curriculum. The topics of study either come directly from the interests of the children, community events and/or teacher's ideas. The activities and experiences within the programme are planned to extend children's knowledge and skills. Check out the programme planning and please add a comment about what your child is learning or tells you at home.
- b) While your child is working/playing teachers work alongside them to identify the learning. Then teachers respond appropriately, providing ideas/resources to challenging your child's thinking and develop their skills. This empowers your child to be confident to initiate and direct their own learning.
- c) Play based learning does not mean that the children just do what they like all day. There will be times when the children come together as a group, where they will learn to listen to each other and the teacher, share information, follow rules, negotiate, co-operate, turn take and partake as a member of a group.
- d) Information about the topics of study is displayed on the walls which allows children to revisit their learning experiences and whānau to be informed on what is happening at kindergarten. This may include stories about the learning that has happened, photographs, children's work, child and whānau comments. The stories are then filed in the programme folder. Remember to have a read and add your own comments.
- e) If you have a special skill like playing an instrument, weaving, pottery etc. or knowledge about our topic of study please share this with the teachers.
- f) Teachers also would like to incorporate your culture and/or if your whānau celebrate a special day/event so please let them know so they can acknowledge this within the programme.
- g) Kindergarten is not just a place for children to learn, MKA wants all the whānau to be part of the kindergarten learning community.
- h) Check out this site for ideas on how to support your child's learning
<https://parents.education.govt.nz/early-learning/supporting-learning-at-home/play-is-learning/>

Settling your child

When you arrive at kindergarten teachers will ask that you help your child by:

- Encouraging them to walk into kindergarten by themselves
- Supporting them to hang up their bag
- Assisting organizing their lunch box and drink bottle
- Helping your child settle by sitting alongside them at an inside or outside activity

- After a short time letting your child know that you will be leaving and will be back to pick them up after lunch/ afternoon.
- Leaving. We understand at times this is hard but do not go back to your child or stay chatting to another adult as this causes more anxiety for your child.

Often children like to wave to their whānau through the window or from the gate.

If your child is having difficulties in separating from you, please let a teacher know early on so they can support you with this process.

Teachers will always ring you if your child remains unsettled or unhappy.

We want the kindergarten experience to be a happy one for everyone and learning to separate and be independent from each other is just one of the many skills to be learnt while at kindergarten.

Sick children

- PLEASE do not send your child to kindergarten if they are unwell and keep them home for the recommended time to stop the spread of illness to other children and teachers.
- Children should not attend the kindergarten if they have any of the following symptoms:
 - New runny nose or Nasal infection.
 - Sore throat.
 - Severe cough.
 - Fever/ High temperature.
 - They are off their food and drink.
 - Show signs of feeling miserable.
 - Any infectious disease. (See Poster on Wall)
 - Weepy eyes, or sore eyes.
 - If a child has vomited and/or had diarrhoea in the last 48 hours.
 - An unidentified rash.
 - Stomach upsets.
 - School sores (impetigo).
- Contact your doctor if you are unsure of infectious period.
- If your child becomes unwell at kindergarten a teacher will contact you (or your emergency contact if you are unavailable) to come and collect your child as soon as possible.
- The Head Teacher can exclude a child/adult from the kindergarten if she/he is suffering from any disease, ailment, illness or other condition affecting the child's, or other children's health.
- As the parent you should decide if your child is well enough to attend Kindergarten, not your child.
- Enclosed is a copy of the infectious diseases chart for your information or check out <https://www.health.govt.nz/resource/infectious-diseases>

Signing in and out

- To verify attendance for funding and health and safety we require you to sign your child in upon arrival and sign out when you depart with your child
- The sign in form is on the verandah, and names are alphabetical by first name.
- Ministry of Education requires that you write your name, sign your full signature (not initials) and write in the time of arrival and departure.
- Teachers also use this list in the case of an emergency to check everyone is safe, so it is very important that you ensure you do sign in and out.
- If a teacher wishes to speak to you this will be indicated on this form. Please seek them out.
- Pick up-** For your child's safety please let a teacher know if someone other than a parent is collecting them. This person must be on the child's enrolment agreement.

The kindergarten is a smoke/vape free environment

No person is to smoke or vape within the kindergarten building and grounds, this includes the parking area, and on excursions at any time.

Sun protection

- a) MKA endeavors to provide as much shade as possible within kindergarten environments.
- b) All children and teachers when outside during term 1 and 4 are required to wear sunhats (cord free), that protects their face, neck, and ears.
- c) We encourage parents to do the same.
- d) MKA has a **“No hat, no outside play policy”** during terms 1 and 4.
- e) Please ensure your child wears clothes that protect their skin from sunburn too e.g., backs and shoulders.
- f) Sunscreen is a parental responsibility so please apply before kindergarten.
- g) There is sunscreen available at kindergarten which teachers will apply during the day if necessary.

Toileting/ Nappy changing

- a) If you need to change your child, toddler, or baby there is a changing table in the children's toilet area. Please use this and adhere to the Hygiene Procedure. This procedure is situated on the wall in bathroom.
- b) If you are in the process of toilet training your child, please talk to teachers so they can support this learning to happen at kindergarten too.

Transition to school

- a) When your child approx. 4.5 years old it is your responsibility to enrol your child at school, so they can plan for their arrival. Please talk to a teacher if you need support with this.
- b) Teachers have a reciprocal relationship with schools where information is shared to support you and your children with the process of transitioning.
- c) Information on schools in the local area can be found on the noticeboard.

What your child needs for kindergarten every day

Please ensure these are named:

- Healthy food for the day (lunchbox)
- Drink bottle – water only
- Change of clothes- Please ensure your child has a complete change of clean clothes in their bag every day. Children get wet in the sand area; water play and outdoor activities!

Ways to help at kindergarten

You are welcome to join your child at any time during the session. This is a great opportunity to play, observe and talk with your own and other children, teachers, and other parents.

Other ways to help:

- Tidy gardens, maintenance, cleaning, covering books etc. There are always little jobs that need doing so just ask.
- Donate groceries items; tissues, toilet paper, pens, paper, flour, dough ingredients, nails, drill bits, cellotape.
- If you have a special skill you would like to share with the kindergarten, please let them know. Do you play the guitar? Are you an artist, chef dancer or love reading books?
- Help with the cleaning roster i.e., ensuring the furniture and equipment is kept hygienic.
- Access reusable paper and card for children to use.
- Take the washing home to do.

Resources

Children always need resources to paste, nail and create with. Please collect anything you think the children could use. Below is a list of ideas:

Buttons, lids, pipe cleaners, toothpicks, straws, felt, chocolate wrappers, sheep skin, ribbon, cotton reels, wrapping paper, cards, seeds, feathers, leaves, flowers (fresh and dried), seed heads, acorns, pinecones, flax sticks, corks, shells, driftwood, walnut shells, bark, small stones, untreated wood, recycled paper, and card.

Whānau/parent group

- a) You are welcome to come to all or any of the whānau/parent group meetings. At these you find out about the programme, what environmental changes might be happening to our play areas, help organise family social events and fundraising.
- b) It is one way to contribute to the Kindergarten Community and meet other parents. We know that lives are busy, but many hands make light work.

When children need to sleep.

- a) Kindergarten has a designated place, mattresses and bedding if your child needs to sleep during the day.
- b) Please inform teachers if your child needs a sleep during the day and any rituals that support this.
- c) Teachers will inform you about when your child went to sleep and for how long. This is recorded for your viewing on the sleep record.

Additional information attached:

Cybersafety agreement

Infectious disease chart

Food related to choking

Lunchbox suggestions

Oral health enrolment form.

Storypark information

CYBERSAFETY RULES AND RESPONSIBILITIES

What can the Kindergartens ICT equipment be used for?

If permission has been given to use the Kindergartens computer network, Internet access facilities, computers and other centre-owned ICT equipment (including mobile phones) on or off the kindergarten site, they are to be used for *kindergarten-related activities only*.

Can I use my own ICT equipment (e.g., laptop, digital camera, mobile phone) at Kindergartens?

You may use privately-owned ICT equipment (including mobile phones) on the MKA site or at any kindergarten-related activity, provided that use is appropriate to the Kindergartens learning environment.

Any images or material present or stored on privately-owned ICT equipment brought onto the kindergarten site or to any kindergarten-related activity must be appropriate to the kindergarten's learning environment. This includes images and text stored on mobile phones.

What material or activities are appropriate to the centre's learning environment?

The Head Teacher should be consulted beforehand where you are unsure if particular material or a particular activity is appropriate in a learning environment for young children.

Can I take photographs or video at Kindergartens?

The Head Teacher must be consulted before you take any photographs, video, or any other recordings using any device while at the Kindergarten or any Kindergarten-related activity.

You cannot post these onto social media sites if they contain other children.

MKA personnel may ask to view any such recordings and request they be deleted.

What about access to, or involvement with, inappropriate or illegal material or activities?

When using MKA ICT at any time, or privately-owned ICT at the kindergarten or at any kindergarten-related activity, you must not:

- initiate access to, or have involvement with, inappropriate or illegal material or activities
- save or distribute such material by copying, storing, or printing.

What about passwords?

Any passwords supplied to you should be kept confidential and not shared with anyone else.

Can I use email at Kindergartens?

If permission has been given to use kindergarten e-mail accounts, it must be done so in an appropriate and responsible manner, and only after consultation with MKA personnel.

You must not use kindergarten facilities to access or send personal email not associated directly with centre activities.

How is the privacy of my family's information protected?

While using the kindergarten's ICT equipment/devices parents and caregivers must not, unless directed by kindergarten personnel, actively seek or search for information or data relating directly to other enrolled families or to MKA personnel.

Can I install my own software onto Kindergarten ICT?

You must not attempt to download, install, connect, or utilise any unauthorised software or hardware onto or with any MKA ICT equipment.

What if I carry out work for MKA on my own ICT such as my home computer?

Any electronic files or data created or modified for the purpose of completing work on behalf of MKA on any ICT, regardless of who owns the ICT, are the property of MKA.







MKA may therefore request that such files/data be returned or delivered to MKA and/or be deleted from your personal equipment.

What do I do if I have any query regarding this agreement or the cybersafety procedure?

If you have any query regarding the cybersafety use agreement or the cybersafety procedure, you should contact the Head Teacher as soon as possible.

Infectious Diseases:

information & exclusion list

Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
Rashes and skin infections				
Chickenpox 	Coughing, sneezing and contact with weeping blisters.	Fever and spots with a blister on top of each spot.	10–21 days after being exposed.	1 week from appearance of rash, or until all blisters have dried.
Hand, foot and mouth disease	Coughing, sneezing, and poor hand washing.	Fever, flu-like symptoms – rash on soles and palms and in the mouth.	3–5 days	Exclude until blisters have dried. If blisters able to be covered, and child feeling well, they will not need to be excluded.
Head lice (Nits)	Direct contact with an infested person's hair, and less commonly by contact with contaminated surfaces and objects.	Itchy scalp, especially behind ears. Occasionally scalp infections that require treatment may develop.	N/A	None, but ECC/school should be informed. Treatment recommended to kill eggs and lice.
Measles 	Coughing and sneezing. Direct contact with an infected person. Highly infectious.	Runny nose and eyes, cough and fever, followed a few days later by a rash.	7–21 days	5 days after the appearance of rash. Non-immune contacts of a case may be excluded.
Ringworm	Contact with infected skin, bedding and clothing.	Flat, ring-shaped rash.	4–6 weeks	None, but skin contact should be avoided.
Rubella (German Measles) 	Coughing and sneezing. Also direct contact with an infected person.	Fever, swollen neck glands and a rash on the face, scalp and body.	14–23 days	Until well and for 7 days from appearance of rash.
Scabies	Contact with infected skin, bedding and clothing.	Itchy rash.	4–6 weeks (but if had scabies before it may develop within 1–4 days)	Exclude until the day after appropriate treatment.
School sores (Impetigo)	Direct contact with infected sores.	Blisters on the body which burst and turn into scabby sores.	Variable	Until sores have dried up or 24 hours after antibiotic treatment has started.
Slapped cheek (Human parvovirus infection) 	Coughing and sneezing. The virus may be passed from mother to child during pregnancy.	Red cheeks and lace-like rash on body.	4–20 days	Unnecessary unless unwell.
Diarrhoea & Vomiting illnesses				
Campylobacter Cryptosporidium Giardia Salmonella 	Undercooked food, contaminated water. Direct spread from an infected person or animal.	Stomach pain, fever, nausea, diarrhoea and/or vomiting.	Campylobacter 1–10 days Cryptosporidium 1–12 days Giardia 3–25 days Salmonella 6–72 hours	Until well and for 48 hours after the last episode of diarrhoea or vomiting. Cryptosporidium – do not use public pool for 2 weeks after symptoms have stopped. Salmonella – Discuss exclusion of cases and contacts with public health service.
Hepatitis A 	Contaminated food or water, direct spread from an infected person.	Nausea, stomach pains, general sickness with jaundice (yellow skin) appearing a few days later.	15–50 days	7 days from the onset of jaundice.

* Seek further advice from a healthcare professional or public health service

For further information contact:

Your Public Health Nurse

Your Public Health Service



Vaccine-preventable and/or on National Immunisation Schedule



Notifiable disease (Doctors notify the Public Health Service)



Pregnant women should seek advice from their maternity provider or G.P.

hpa te hirainga hauora
HEALTH PROMOTION AGENCY











New Zealand Government

MINISTRY OF
HEALTH
MANATŪ HAUORA

Revised February 2022. Code HEI215

Infectious Diseases:

information & exclusion list

Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
Diarrhoea & Vomiting illnesses				
Norovirus	Contact with secretions from infected people.	Nausea, diarrhoea/and or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
Rotavirus 	Direct spread from infected person.	Nausea, diarrhoea/and or vomiting.	1-2 days	Until well and for 48 hours after the last episode of diarrhoea or vomiting.
Shigella 	Contaminated food or water, contact with an infected person.	Diarrhoea (may be bloody), fever, stomach pain.	12 hours-1 week	Discuss exclusion of cases and their contacts with public health service.
VTEC/STEC (Verocytotoxin- or shiga toxin-producing E. coli) 	Contaminated food or water, unpasteurised milk. Direct contact with animals or infected person.	High incidence of bloody diarrhoea, stomach pain. High rate of hospitalisation and complications.	2-10 days	Discuss exclusion of cases and their contacts with public health service.
Respiratory Infections				
Influenza and Influenza-like illness (ILI) 	Coughing and sneezing. Direct contact with infected person.	Sudden onset of fever with cough, sore throat, muscular aches and a headache.	1-4 days (average about 2 days)	Until well.
Streptococcal sore throat	Contact with secretions of a sore throat. (Coughing, sneezing etc.)	Headache, vomiting, sore throat. An untreated sore throat could lead to Rheumatic fever.	1-3 days	Exclude until well and/or has received antibiotic treatment for at least 24 hours.
Whooping cough (Pertussis)  	Coughing. Adults and older children can pass on the infection to babies.	Runny nose, persistent cough followed by "whoop", vomiting or breathlessness.	5-21 days	Five days from commencing antibiotic treatment or, if no antibiotic treatment then 21 days from onset of illness or until no more coughing, whichever comes first.
Other Infections				
Conjunctivitis (Pink eye)	Direct contact with discharge from the eyes or with items contaminated by the discharge.	Irritation and redness of eye. Sometimes there is a discharge.	2-10 days (usually 3-4 days)	While there is discharge from the eyes.
Meningococcal Meningitis  	Close contact with oral secretions. (Coughing, sneezing, etc.)	Generally unwell, fever, headache, vomiting, sometimes a rash. Urgent treatment is required.	3-7 days	Until well enough to return.
Meningitis - Viral	Spread through different routes including coughing, sneezing, faecal-oral route.	Generally unwell, fever, headache, vomiting.	Variable	Until well.
Mumps  	Coughing, sneezing and infected saliva.	Pain in jaw, then swelling in front of ear and fever.	12-25 days	Exclude until 5 days after facial swelling develops, or until well.

* Seek further advice from a healthcare professional or public health service

For further information contact:

Your Public Health Nurse

Your Public Health Service



Vaccine-preventable and/or on National Immunisation Schedule



Notifiable disease (Doctors notify the Public Health Service)



Pregnant women should seek advice from their maternity provider or G.P



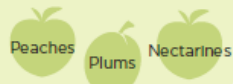
New Zealand Government



Revised February 2022. Code HEI215

Fruit with skin

For example:



Choking risk

Fruit skins are difficult to chew and can completely seal children's airways.

Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Grate raw apple or pear, **or** slice thinly using a mandolin or vegetable peeler.
- Cook until soft³ and cut into strips (around 4–6cm long) that can be picked up with one hand.
- Finely chop tomato to an 8mm x 8mm size or smaller.

For tamariki aged 4–6 years you can also:

- Cut raw fruit into sticks (around 4–6cm long) that can be picked up with one hand.

Food with bones

For example:



Choking risk

Small bones present a choking risk.

For tamariki of all ages:

- Remove all bones.

Fibrous or stringy food

For example, pieces of:



Choking risk

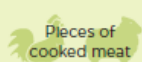
Fibres make it difficult for children to break up the food into smaller pieces.

Options for tamariki of all ages:

- Peel the skin or strong fibres off where possible; **and**
- Slice these foods thinly across the grain of fibres.

Compressible foods

For example:



Choking risk

Can fit into the shape of the airway and get wedged tightly.

Options for tamariki of all ages:

- Mince, shred or chop meat to 8mm x 8mm sized pieces; **and**
- Cook meat until very tender.

For tamariki aged 4–6 years you can also:

- Offer thin strips of meat (around 4–6cm long) that can be picked up with one hand or with a fork.

3. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue. Tinned fruit (in natural juice and drained) is acceptable.

Reducing food-related choking for babies and young children at early learning services










March 2021

Providing appropriate food

Research shows that some food poses a greater risk of choking on. To reduce the risk, early learning services should not provide high-risk foods and change the texture or size and shape of others.

High-risk food to exclude

Exclude the following foods. They have the highest risk of choking on, and are either not practical to alter, have no or minimal nutritional value, or both:

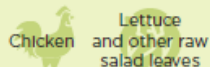
- | | |
|--|---|
|  whole nuts or pieces of nuts |  hard rice crackers |
|  large seeds, like pumpkin or sunflower seeds |  dried fruit |
|  hard or chewy sweets or lollies |  sausages, saveloys and cheerios |
|  crisps or chippies and corn chips |  popcorn |
| |  marshmallows. |

High-risk food to alter

Foods to alter, why and how to do it for different age groups¹.

Food with skin or leaves

For example:



Choking risk

Food skins and leaves are difficult to chew and can completely seal children's airways.

Options for tamariki of all ages:

- Remove skin from chicken.
- Finely slice or chop salad leaves, lettuce, spinach and cabbage.

Small hard food

For example, pieces of raw:



Choking risk

Difficult for young children to bite through and break down enough to swallow safely. Pieces can become stuck in children's airways.

Options for tamariki of all ages:

- Grate raw carrot, apple or celery; **or**
- Spiralise to create vegetable or fruit spirals; **or**
- Slice thinly using a mandolin or vegetable peeler; **or**
- Cook until soft² and cut into strips (around 4–6cm long) that can be picked up with one hand.

For tamariki aged 4–6 years you can also:

- Cut raw vegetables or fruit into sticks (around 4–6cm long) that can be picked up with one hand.

Thick pastes

For example:



Choking risk

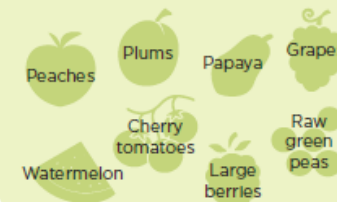
Can fit to the shape of a child's airway or stick to side of airway.

For tamariki of all ages:

- Use smooth thick pastes sparingly, spreading thinly and evenly onto bread.

Small round or oval food

Small round fruit and vegetables, and fruit with stones and large seeds or large pips, for example:



Choking risk

Small round foods can lodge in children's airways.

Options for tamariki of all ages:

- Remove the stone and chop to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork).
- Remove large seeds or large pips.
- Quarter or finely chop grapes, large berries and cherry tomatoes to an 8mm x 8mm size or smaller.
- Cook raw or frozen green peas and squash with a fork.

For tamariki aged 4–6 years you can also:

- Cut into sticks (around 4–6cm long) that can be picked up with one hand.
- Halve or quarter grapes, large berries and cherry tomatoes.
- Whole cooked green peas are acceptable.

1. This advice is for children aged 1–6 years of age.

2. 'Soft' means the food can be easily squashed between your thumb and forefinger, or on the roof of your mouth with your tongue.

Lunchbox Ideas

Ngā tauira Kai



For 2-5 year olds

 Heart Foundation

Tohu Manawa Ora  Healthy Heart Award

- **Try to include plant-based proteins in your lunches.** Use hummus as a dip with fresh veggies.
- **Roll it, stuff it or spread it.** Try different breads to keep lunches interesting like wraps, pita bread, muffin splits or rēwena bread. Choose whole grain.
- **Cut sandwiches, fruit and vegetables into different shapes** using a biscuit cutter or knife.
- **Use heart healthy spreads which are** nutrient-rich on sandwiches such as avocado, hummus, nut butters (spread thinly).
- **Make items in bulk** and keep in the freezer like mini pizzas, mouse traps or frittata.
- **Add lemon juice to thinly sliced fruit** to stop them going brown.
- **Choose water,** the best drink for your child.
- **A frozen drink bottle or icepack** helps keep milk products and meat/meat alternatives cold until lunchtime. Frozen bread also helps keep sandwich fillings cold.
- **Involve your children in lunchbox choices and preparation.** You could make your own healthy lunch at the same time.



Loading up the lunchbox

Ngā kai tika ō te tīna For 2-5 year olds

Children need a variety of healthy food to learn and grow.

Try to choose foods from each of the four groups below, every day.



Tohu Manawa Ora Healthy Heart Award

Vegetables and fruit



Banana



Sliced mandarin



Cooked or stewed apple



Cooked or grated carrot



Sliced capsicum



Peeled and sliced cucumber



Cooked leftover vegetables



Sliced kiwifruit



Diced tomato



Kūmara

Milk, yoghurt and cheese



Cottage cheese



Grated cheese



Custard



Yoghurt



Reduced fat milk

Grain foods (wholemeal/whole grain)



Pita bread



Sandwiches



Mini pizza



Roti/chapatti



Rice ball



Pasta



Couscous



Crackers



Water

Legumes, fish, seafood, eggs, poultry and meat



Finely chopped chicken



Lentil curry



Tuna



Boiled egg



Squashed baked beans



Hummus

Children can choke on food at any age, but those under five are at higher risk (especially children under three).

See **Ministry of Health: Reducing food-related choking for babies and young children at early learning services**. Visit Health.govt.nz

Community Oral Health Service Marlborough Pre-Enrolment

Date: _____

Children are entitled to free dental care from birth until they are 18 years old.

Please complete if your child is not enrolled.

Child's Name: _____ Boy ☐ Girl ☐

Date of Birth: _____

Eligible for Health Care in NZ: ☐ Yes ☐ No

NZ Citizen ☐ NZ Resident ☐ Work Visa, 2 years or more ☐

Address: _____

Phone Numbers: _____

Parent / Caregiver name: _____

If you have not been contacted by the Community Oral Health Service by the time your child turns 2, please phone for an appointment.

Phone 0800 833 849

Please return this form to Blenheim Community Oral Health Clinic

Corner of Nelson and McLauchlan Streets

Or post to, PO Box 46, Blenheim 7201

Or email to adminmarlborough.cohs@nmdhb.govt.nz

Healthy Smile - Healthy Child
Ka ora te menemene, ka ora te tamaiti

it's **easy** to protect your family's **smile**

tips for a healthy smile

- Brush twice a day with a fluoride toothpaste
- Choose healthy sugar free snacks and drinks
- Have regular dental checkups

FREE DENTAL CARE
0-17-Years
0800 TALK TEETH
0800 825 583



What is Storypark?

Welcome to Storypark!

Storypark is an easy-to-use private online service that helps teachers, parents and families work together to record, share, and extend children's learning.

You can capture a child's development by posting photos, videos, stories, moments, notes and responses. Creating a Storypark account is quick, easy, and free for parents and families.

Storypark is 'child-centric' which means any account must be connected to a child's profile. If a child attends an early learning service that uses Storypark, a teacher can invite can create a Storypark child profile and invite the child's parent to it. Alternatively a parent can download the Storypark for Families [iOS app](#) or [Android app](#) and add their child's profile themselves. They can then invite family members to be part of that profile.

Why Storypark?

Supporting parents

- Be part of your child's day no matter where you are.
- Extend your child's interests and learning.
- Record your child's stories and keep them forever.
- Share and collaborate with wider family in a safe, private environment.
- Perfect for any parent or family situation, including working couples, separated parents and overseas relatives.
- Free to access.

Enabling children

- Enhanced learning opportunities.
- Feedback and reinforcement from family.
- Stimulates language and ideas.
- Revisit stories to reinforce and extend learning.
- Build an online record that grows with each child.

Check out [this page on our website](#) to understand more about how Storypark helps children and their families.

Download Storypark for Families [iOS app](#) or [Android app](#) today and log in using your Storypark account.

Visit the [Storypark for Families Help Centre](#) to learn more about the Storypark app.