



FINGERPRINTS

Christian Pre-School

Parent Information Booklet



Fingerprints Christian Preschool

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Hello and welcome to Fingerprints Christian Preschool. This booklet will provide you with an outline of our preschool, and some of the basics you need to know. Please contact us if you have any queries or concerns. We are looking forward to getting to know your child and your family.

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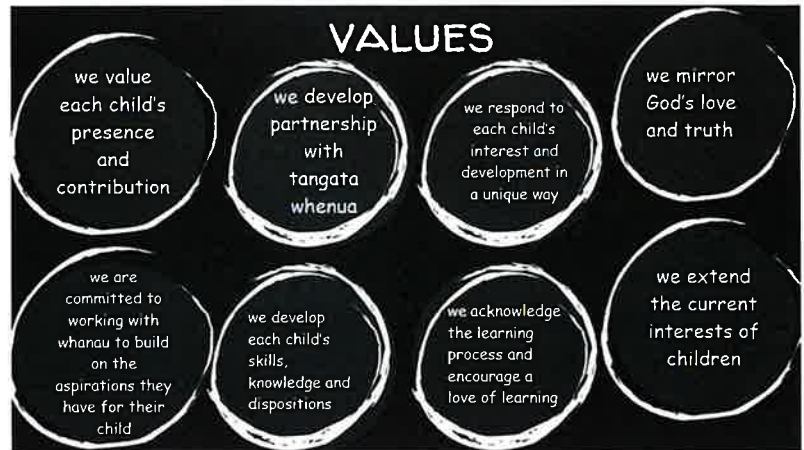
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WHO ARE WE?

Fingerprints is a Christian preschool for children and families of all faiths, cultures and backgrounds. Every child and their family will be welcomed, accepted and respected. Our team of experienced, dedicated teachers are committed to supporting your child to reach his/her God given potential. It is our aim that your child leaves Fingerprints with the confidence and competence to tackle every opportunity life affords her/him and to love learning, even in the face of difficulty.



What does our Christian preschool look like?

At the core of our philosophy is the belief that each of us was created and is loved equally by God. It is our responsibility as a team of teachers to mirror God's love to all people and ensure that children entrusted to us are given the opportunity to develop the knowledge, skills and dispositions required to reach their full potential, including having a knowledge of their Creator and His saving grace. Our teachers are committed to supporting our Christian worldview.

You can expect to see:

- Creation (rather than evolution) given as an explanation as children explore curriculum areas.
- The character of God used to help children understand how to relate to one another.
- Children learning to talk to God in prayer; thanking Him for food, His provisions and asking for His help.
- Children exploring a message from the Bible in depth through a curriculum area such as science, drama or art on a regular basis.

What is our philosophy?

At Fingerprints we believe that each of us was created by and is loved equally by God. We believe that each child was created uniquely with his/her own temperament, ability and interests. We understand that each child attending Fingerprints comes with her/his own prior knowledge and experience. We believe that it is intentional teaching and responsibility of the teachers, to foster an environment, in which every child's skills, knowledge and dispositions are developed and furthered, so that he/she might reach

his/her God given potential.

At Fingerprints we believe in the biblical principle of parents as first teachers. We are committed to work with parents and whānau responsively and respectfully, to build on the aspirations they have for their child. We value input and family involvement in many aspects of pre-school life. We work alongside parents and whānau in the development of spiritual, educational, physical and social growth of their child. We welcome all and everyone into our preschool community, creating an atmosphere and environment of true inclusivity. We are mindful of and embrace the richness that diversity of race, creed and language brings and celebrate this in many and varied ways, within our curriculum planning. Our aim is to provide an environment that supports everyone involved in our preschool by mirroring God's love and truth.

We especially recognise our responsibility to develop a partnership with tangata whenua and our obligations under Te Tiriti o Waitangi. Teachers are committed to use Te Reo and incorporate appropriate tikanga in their daily practice.

At Fingerprints we value each child's presence and contribution, acknowledging that the learning process is as important as the end product. We believe children who have experienced quality early childhood education develop robust learning dispositions and important skills that underpin their lifelong learning experiences. Our curriculum gives children many opportunities to learn, through play, in group settings, independently, or under the guidance of teachers. We aim to provide a quality environment that reflects and extends the current interests of tamariki in meaningful ways to them. Our desire is for children to feel comfortable and confident to take risks, to discover, explore, participate, create, problem solve, take responsibility, interact, co-operate, play and laugh. Fun is a daily part of our programme!

Teachers will build relationships, positively role model and encourage a love of learning while working with the children. Teachers will also incorporate diverse teaching styles as they respond to each child's interest, culture, language and development in unique ways.

Staff

Led by a highly experienced Centre Director, Hilary Henderson, our team of teachers reflect our values when delivering a programme that incorporates our philosophy and national curriculum in a way that meets the aspirations you have for your child. To ensure high quality education and care our staff: child ratio of

1:8 exceeds that recommended by the Ministry of Education. Our qualified, certified teachers are supported by an experienced, overseas trained, teacher.

Fingerprints is owned by a not for profit, Christian Trust; SCCCET- South City Church Centre Education Trust. The service provider is Aaron Donaldson. This Christian Trust, are also the owners of Hillview Christian School.



YOUR CHILD'S DAY

Settling

Coming to preschool for the first time, or changing from one preschool to another, can be unsettling for a child and their family. We ask parents/whānau to allocate some time to settle their child into Fingerprints. Some children prefer short visits to begin with, others may wish you to stay with them for a short time, while others settle in straight away. We encourage parents/whānau to telephone if you are feeling anxious. We have some very experienced teachers who will help you and your child become a part of the Fingerprints family and will work alongside you during this process.

What to bring

Please provide sufficient healthy food, together with a bottle containing water only, for your child each day. Cups for water are provided if you prefer or forget your child's bottle. Food can be refrigerated or heated but not cooked. We are a **PEANUT FREE** centre. You **must** inform us should your child have allergies when enrolling and we can discuss what your child's requirements are. Please name all containers, lunch boxes and drink bottles. We are happy to provide you with recommendations for healthy lunch options. If you would like more information on this please see our Team leader Kelly, or any of the teachers can help you.

Please ensure your child brings at least two changes of clothing each day, and these are weather appropriate. If your child is in nappies, please provide at least 4 named nappies each day. We provide wipes. Footwear should be appropriate: gumboots (for outside) and slippers (for inside) are great for winter with sneakers suitable most other times during the year. Jandals and Crocs can be difficult for children on outside climbing equipment, so we prefer children not to wear them at preschool. Warm jackets, hats and sun hats are vital in season. All items of

clothing should be named, this is very important. We have a limited amount of spare clothing and appreciate the clean return of any clothing lent out.

When you arrive each day

Please place your child's bag in a cubby hole with their name tag. Lunch boxes and water bottles are placed on the shelves at the kitchen entrance. Food to be refrigerated and/or heated for lunch should be placed in the containers (ready to heat) on the bench.

What will happen on a daily basis?

Each day your child will be free to choose from a broad range of activities set up in the environment, to promote literacy, numeracy, science, art technology, music, physical play, social skills and drama. In addition, teacher's co-ordinate a range of group learning experiences, and our transition to school programme, which children will soon love being a part of. Children will sit together to eat lunch between 11.45am-12pm. After lunch, If requested, children can rest or sleep should they need to. We see ourselves as part of the community and plan to take short walks around the local area as it relates to curriculum, projects or interests of the children.



Personal toys

We provide a wide range of developmentally appropriate equipment and resources for your child to use at Fingerprints. We appreciate it however, if your child does not bring toys or valuables from home (unless requested for a special event or news sharing) as we cannot guarantee they won't get broken or lost. If your child has a special comforting soft toy then you are welcome to bring this. Your child will be asked to leave comforters and news items in a special container or their locker until they are required.

ADMINISTRATION

Absences, statutory holidays, holidays and sickness

Please call us and let us know if your child is going to be away for any reason. We encourage you to take holidays with your children and are able to keep your child's place open if they are away for up to 3 consecutive full weeks. We ask that you advise us 2 weeks in advance of your holidays. The centre must be informed of absences of more than 3 weeks. Unless authorised by a doctor, or pre-arranged with the centre, these may result in your child's place being forfeited. All absences, statutory holidays, holidays and sickness days must be paid for if your child is regularly booked to attend that day (excluding our 3-week Christmas break).



Cancellation or change of booking and change of details

If you would like to amend your bookings, add or change days, or times please discuss this with Michelle, our administration person, or Hilary. We will do our best to accommodate your requirements and casual days may be picked up depending on availability.

We require 2 weeks' notice of your child's cancellation from Fingerprints in writing please. It is important that you notify us of any changes to your child's information. Including phone numbers of

emergency contact people, workplaces, home addresses etc.

Childcare subsidy

The childcare subsidy (available from Work and Income — WINZ) is for preschool children aged under 5 years who attend an early childhood programme for 3 or more hours a week. You may be eligible for this subsidy. Please call WINZ on 0800-559 009 to enquire about the childcare subsidy. More information on the childcare subsidy is available on <http://www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html>

You are required to ensure the fees charged by Fingerprints are kept two weeks in advance from time of enrolment and to ensure all paperwork required by WINZ is kept up to date.



Disclosure of information and complaints

Parents may ask the Centre Director or Team Leader, at any time, to view enrolment, attendance, health and/or other operational documentation relating to their child. For example, accident and illness register, sleep chart. A copy of our complaints policy is displayed in the main entrance foyer, along with other information for parents and whanau.

Hours of operation

The hours of operation are 8.00am – 3.30 pm Monday through Friday. We offer a variant of 2 options for full day enrolment, or different session

times (one morning and one afternoon session). We do not offer part of mornings or days as this is too difficult to staff for. Please remember that teachers have many duties and we are staffed at different times of day depending on the numbers of children. Therefore, being too early or late bringing or collecting your child can disrupt not only the workload of teachers but also affect our funding. Funding is also affected by your child's attendance. If you are not sure about your bookings or session times, please ask Hilary, Kelly or Michelle.

Lost property

While we will endeavour to locate the owner of named items, please check the lost property cupboard for any items you have misplaced. Lost property is located in the cupboard under the sign in desk, or do feel free to ask a teacher as they know what has been happening throughout the day.

Policies

A copy of the centres policies are posted for parents and whanau on FB and placed in a prominent position, next to sign in desk or in foyer, as they are reviewed. All updated policies are on our website and we ask whanau to familiarise themselves with these, especially our privacy, sleeping, toileting, excursion, fees and choking/food policies and practices.

Signing in and out

Please sign your child in and out each day on the day sheet, found on the bench near the kitchen. We require you to sign in and out each day to confirm your child's attendance. In order to satisfy Ministry of Education regulations, we require

that your child is dropped off and signed in at the booked time. This applies at the end of your child's session also. Correct times need to be recorded for Ministry of Education requirements and in the case of emergencies. Please do not let children write or draw on this sheet. For full day enrolments your child must attend 6 hours during the booked time. Please call and let us know if your child will not be attending on a booked day.

Parent fees schedule

Please use the following table as a guide for the likely cost of attendance. Flexible attendance arrangements, use of 20 Hours ECE and WINZ subsidies ultimately impact on the final charge to parents. Our administrator will calculate the correct fee for your chosen option. You will receive a confirmation letter outlining the fees for your child's booked hours.

Fingerprints Christian Preschool Confirmed Fees/Hours 2024

Children 3-6 yrs:

20 Hours ECE Funding is available at a 6 hour daily maximum

Fee - \$10 per hour for hours not covered by ECE funding on days 1-3

This reduces to \$8 per hour if booking is 4 or 5 days.

- Morning option 1- 8am-12.30 (4.5 hrs)
- Morning option 2- 8.30am-12.30pm (4 hours)
- Morning option 3 - 9am-12.30pm (3.5 hours)

- Afternoon option 1 - 12.30-3.30pm (3 hours)
- Afternoon option 2 – 12.30-3.00pm (2.5 hours)
- Full day - 8am-3pm (or 3.30pm) 8.30am-3pm (or 3.30pm) 9am-3pm (or 3.30pm)

Children 2 yrs:

- \$5.00 per hour for the first 30 hrs (\$10.00 per hour in excess of the 30 hours per week)

Fingerprints' offers 20 Hours ECE to all 3 to 6 year olds. Session enrolments - attendance during each session is required for the full session and prompt drop-offs and pick-ups are expected. Full Day enrolments - allows some flexibility - a regular attendance pattern is required during booked hours. WINZ subsidies can be used to pay for fees. Please check your eligibility. We ask that all children are enrolled for a minimum of **2 sessions per week**.

An hourly rate of \$10.00. However, this is above the 6 hours per day, 20 hour per week, ECE scheme.

The hourly rate reduces to \$8 per hour for 4/5 days bookings for all hours above the ECE funded hours.

Fingerprints is closed on public holidays and for three weeks over the Christmas break, being the week that Christmas day falls on and the following two weeks. No fees are charged during the Christmas break. Parent fees should be paid by automatic payment or internet banking. Fees must be paid fortnightly in advance. A 10% penalty charge will be incurred for late accounts. Late fee - in the event that your child is collected more than 5 minutes after the designated drop off or pick-up time the parent will be charged \$5 for every 5 minutes. This amount will be added to the parent account. Fingerprints' reserves the right to change the Fee policy.

COMMUNICATION WITH PARENTS AND WHĀNAU

At Fingerprints we want your family to feel like part of our family. We want to get to know you and you to know us. We are privileged to share your child's learning journey. Open, meaningful communication is an essential part of our programme. Any concerns should be brought to the attention of the Centre Team Leader or Director, who will deal with them promptly. Teachers are usually called by their first name by the children, sometimes by a title first; such as Miss or Mr. Our Director is usually known as 'Miss or Mrs. Hilary' to the children as we build the understanding and role model respect of elders to our Tamariki/Tamaiti. We hope that the following mechanisms for communication will help us build a relationship with you and your whānau and ensure that you feel welcome at Fingerprints.

Pre start visits

We are available to meet and discuss with you your needs and introduce you to our Preschool. Please call to arrange a time to ensure that we can give you our full attention.

Learning journals and art

Each child has a Learning Journal in which teachers record some of your child's learning experiences, development and growth as well as their special achievements. In the front of each journal we include details you have provided about your child's likes etc. and an explanation of your aspirations for the journal. Please feel free to add to your child's book, this is their story and memories to keep for a lifetime. Your child's journal may also be shared with you electronically. Unless you request otherwise, journals are displayed in the Preschool and you are welcome to take it home overnight. We do ask that you tell us when you are taking your child's book home and return as soon as possible in order for our kaiako to update their assessment stories. We have an art file which should be checked on a regular basis so you can take home the exciting creations your child has made.



Newsletters and Fingerprints Facebook page

We will send out newsletters and information as it occurs in emails or on our private Face Book page. Details of upcoming events and a record of significant milestones for the Preschool. Fingerprints has a private Facebook page only for "whānau". Photos of children in our care are posted regularly on this page, so you the parents/whanau can see the positive learning outcomes of your child's journey at preschool. The privacy settings on the page do not allow parents to share the image. A tag of the parents name will only be placed on the child's photo if there is only one child involved. If a parent wants a copy of an image, permission is to be sought first. Our facebook page includes links to newsletters, notices and policies. Parents agree to adhere to given guidelines when signing the Enrolment Form. Parents will be removed as "friends" from the Facebook page when their child leaves Fingerprints.

Parent and whānau participation

We invite your participation in our program. We also welcome whānau sharing any special skills or talents. These could include sharing a different language, pets,

an electronic skill, bathing a new baby etc. We appreciate any assistance you may be able to offer for organised outings. We expect to have approx 3-4 occasions throughout the year where parents and/or children share a special gathering together. There may be more should there be an event or reason to come together. There may be a number of formats, for example, a fish and chip gathering, or an informative parent evening, Christmas, Easter or a morning tea celebrating mums or dads or teachers!! We hope your family will be able to join us



on these occasions. These are a great way to meet other families at Fingerprints and spend time with us. Unless you request otherwise we allow parents to pop a note into another child's cubby asking to share details or asking if a playdate with other children would be possible. We encourage all people coming to Fingerprints to take the opportunity to introduce themselves to one another. We will only pass details on to other families at your request and with permission.

Celebrations

We love to acknowledge celebrations. Children's birthdays and special occasions will be celebrated with our playdough birthday cake and a birthday card during our morning Hui (usually) whanau are very welcome to join us for this. We do not require food from home to be brought in for these special occasions. For a child's last birthday (turning 5) we also welcome whanau. This is a slightly more special occasion, when the child receives their first Diploma! For successfully completing preschool and a bible from their teachers.

Notice boards/parent information

We have pamphlets on a variety of topics in our parent library under the parent notice board, a copy of the licensing criteria, the current early childhood regulations, and the New Zealand early childhood curriculum document Te Whāriki, a copy of our most recent Education Review Office Report and Financial Information (detailing the amounts and expenditure of funding provided by the Ministry of Education). If you would like to borrow a book in the parent library please let a teacher know. If you would like to display anything on a notice board or add to our parent library please discuss this with the Team Leader, Administrator or Director first.

Planned reviews and consultation

Fingerprints will regularly inform parents of policies recently reviewed and make a copy of these policies available either on the sign in desk, foyer or Facebook page. Input, comments and feedback will be invited from parents and staff. These will be considered by the Director/Team Leader/Service Provider in consultation with the staff team. Feedback to parents/whānau may be provided via notices on Facebook or emails. A questionnaire for whānau/parents feedback will be conducted as needed.

HEALTH & SAFETY

Your child's health and safety is of the utmost importance to our team.

Car seats and pushchairs

Car seats and pushchairs can be stored in foyer, in the portico at the front door or at the side of the building. See our administrator or a teacher should you need help with this.

Collection

We will only allow parents or persons stated in writing on the enrolment form to collect your child. Please inform a teacher if someone other than yourself is picking up your child. To avoid embarrassment please let the person know that we may ask for photographic identification before allowing your child to leave the centre with them. If you have a legal agreement outlining custody or restraining arrangements, please provide a copy for our records and discuss with the centre Director, Administrator or Team Leader during enrolment.

Please remember during Covid times-only limited people will be allowed into the centre.

Emergency and evacuation

Drills and emergency demonstrations are a part of our regular programme. They are carried out in a relaxed way to give the children the opportunity to become familiar with the planned routine.

Evacuation plans are displayed around the centre.

In the event of an emergency every effort will be made to contact you or a caregiver to collect your child. We have an emergency cell phone, 022 567 0630. Our emergency kits are



located in both the adult bathroom and the back shed. Evacuation points include the adjacent Hillview playground and the St Martins School civil defence post. Should we evacuate the building we will endeavour to place a notice on the front door detailing our position.

Excursions

Permission for spontaneous walks within 500 metres from the centre is via the enrolment form. This will allow small groups to become familiar with our local community. You will always be informed in advance of other excursions. You will be required to give separate written consent for your child's participation in each excursion if it involves travel or walk, of more than 500 metres from the Preschool. In some circumstances a small fee may be requested. We usually take only four-year olds on excursions, however there may be special or certain excursions that all age children will be able to participate in. For all excursions risk assessment will be carried out and an adult: child ratio will be established in accordance with this and ECE regulations.

Gates, doors and the car park area

We request that ALL children under 6 hold an adult's hand when crossing our car park.

We ask that parents use our carpark for a maximum of 10 minutes during drop off and pick-up times. We ask that you give priority to the disabled carpark to families with these needs and/or to those with more than two small children. If you would like a staff member to assist you and your children into the centre please leave your children in your car in the carpark and ring the doorbell on the inside front door and signal to our staff that you need help. One of our staff will come and assist you as soon as they can. Please note that we do need you to be parked in the carpark to utilise this help as our ratios require that teachers remain on site. Please take extra care watching for cars driving in and out. Please do not leave your car parked in the car park and leave the premises. Gates and doors of the preschool must be kept shut at all times.



Medical attention

Accidents

We are committed to providing a safe environment for children but we recognise accidents still happen. All certified teachers at Fingerprints hold first aid certificates. In the event of an injury to a child, a first aid trained staff member will assess the severity of the injury and give the necessary first aid.

Classification of accidents:

1. Minor
2. First Aid treatment required
3. Medical treatment required
4. Serious harm injury or serious illness

If the injury is minor (1 and most 2's), the staff member will complete an Accident report. If the first aider rates the incident a 3 or 4 or believes it is a significant they will consult with the Team Leader or Director or person responsible. In this instance parents will be contacted and if necessary, medical personnel will be called (with any charges incurred to be billed to you). A certified teacher will always be with your child. All accidents that occur at the centre will be recorded in an Accident report. You will be asked to sign a copy of any report for your child and will receive a copy detailing what we understand to have happened and the treatment given.

Medication

Medication can only be administered to your child by staff if we receive your written authority. The exception to this is if medication is given by a doctor or ambulance officer in the event of an emergency. Medication will be stored in the refrigerator or in the Kitchen cupboard above the refrigerator. All medicine must be handed directly to a staff member and written authorisation given on the Medication Chart on the kitchen bench. When collecting medication please sign the Medication Chart as a witness to the medication having been administered. If your child requires ongoing medication or creams, we require you to complete an Individual Health Plan on enrolment and updated regularly.



Sickness and communicable diseases

We need your assistance to keep children and staff at our Preschool well. This requires that you make alternative arrangements for your child if they are unwell. Your child should be kept at home if he/she shows any of the following symptoms:

- High temperature - Children who arrive with or develop a fever must be collected by their parents. Paracetamol will not be administered for fever.
- Unidentified rash - The parents of children who arrive with, or develop, spots and rashes will be required to collect them and have the spot or rash diagnosed by a doctor. If the spots or rash are not contagious, and the child is otherwise happy and in good health, then that child may return to the Centre the same day accompanied by a medical certificate.
- Upset stomach/vomiting or diarrhoea - If a child has vomiting and/or diarrhoea we ask that they stay home for at least 48 hours from the last incident.
- Heavy cold with deep cough and green discharge from nose - Children with bad coughs, runny thick nasal discharge, sneezing, temperatures etc should be kept at home until chronic symptoms disappear.
- Short-term communicable disease (as listed on the Infectious Diseases chart). Parents will be notified of the presence of a short-term communicable disease at the Centre on the parent noticeboard and Facebook page.
- Inflamed throat or eyes
- Conjunctivitis or Head lice - Must be treated before your child attends preschool. A notice will be put on the parent noticeboard and Facebook page if we have a known case of conjunctivitis or head lice at the centre.

Please speak with the Director or Team Leader if unsure of when it is appropriate for your child to return to the Centre.



Where antibiotics have been prescribed for an infection we prefer the child to be kept away from the Centre for at least 24 hours from the first dose – longer if necessary, discuss with Director or Team Leader should you be uncertain.

In the event of a child becoming ill during Centre hours and/or is unable to participate fully in the centre programme, the child will be cared for away from others, under supervision, until you or emergency contact arrives to collect the child. In cases of emergency, medical advice will be sought immediately. In the event your child needs collection you will be required to sign the Illness

register, which includes the reason for collection.

Immunisations

We are required to keep an up-to-date list of the immunisation status of all children. We will take a copy of the Immunisation certificate upon enrolment and again after four year old immunisations. In the event of an outbreak of an infectious disease unimmunised children will be asked to stay away from Fingerprints for the duration of the outbreak.

Positive behaviour guidance

We believe that each child in our care has the right to be respected, loved and cared for. We are committed to provide an environment where children are emotionally, physically and spiritually safe and nurtured. Teachers will seek to maintain a physical environment, free from avoidable frustrations, and a stimulating programme.

Staff will use language and actions that will recognise and affirm desirable behaviour. Guidance towards promoting appropriate behaviour, including choices and/or redirection, will be given and individual child's needs will be identified and considered.

Clear and consistent boundaries or acceptable behaviour will be established. The children are regularly reminded of the centre rules and reasons for having them.

Rules are reinforced to the children and behaviour guided in relation to God's character.

Privacy re: photos and videos

Visitors/parents and researchers may not take images of children's faces without the specific permission of the Centre Director and either permission of parents/caregivers/whānau via the enrolment form or a specific permission slip if requested by the Centre Director. Families and whānau of children attending the centre can take images at the centre that involve only their own child or children.

Sleep

We do have sleeping facilities for children that require a sleep during the day. This is in the carpeted room at the front of the building. Fingerprints' provides individual bed linen and this will be laundered at least once a week. A staff member will settle, sooth and monitor sleeping or resting children. Sleeping and waking times recorded on 'sleep chart'. This is available for parents to look at on the wall in the sleep room.

Toileting and nappy changing

Our toileting facilities are designed so children can be as independent as possible. Teachers will monitor the area and offer assistance as required. Only permanent staff will assist children with toileting. Our toileting and nappy changing procedures are on the wall in the bathroom. We provide wipes. Any nappy creams are treated as medication and our Medication Policy applies.

We will work with families during the transition from nappies to toileting and provide advice and guidance as required. Parents are required to continue to supply nappies after toilet training begins until notified by Team leader or Administrator.



We trust this booklet has provided you with most of the information you require to enjoy your child's journey with us. Please do not hesitate to approach Hilary (Director) or Michelle (Administrator) with any additional questions.

For more information and to read through relevant policies please see our website:

www.fingerprints.school.nz

By this all will know that you are my disciples, that you have love for
one another. John 13:35

E iti noa ana, na te aroha. Though the gift be small, it is given with
love.

CONTACT DETAILS:

Fingerprints Christian Preschool

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St Martins

Christchurch, 8022

Tel: (03) 3322 001

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