

Rangiora
High School



— Est. 1938 —

Parent Information Handbook

Nga mihi o te wā ki a koe me te whānau!
Greetings to you and your family!

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Check us on Facebook: Rangiora High School Nursery School

ABOUT RANGIORA HIGH SCHOOL NURSERY SCHOOL

Rangiora High School Nursery School is a full-day licensed, not-for-profit, community-based early childhood centre with a strong sense of community and parent involvement. Unique as one of New Zealand's oldest preschools there is a proud tradition for many families who have had earlier generations attend since the Nursery School began in 1938. Licensed for 45 children, the current roll is capped at 40 children per day. Children are strongly encouraged to attend for a minimum of 2 days per week from the time they start. This helps your child to become more familiar with the environment and establish relationships more quickly, enabling a stronger sense of well-being and belonging to develop. It is important, if you would like your child to attend an additional day, to please place their name on the 'additional day/s' waiting list as soon as possible to assist with forward planning of the rolls. Management, depending on availability at the time, may also consider applications upon request from families who wish their child to attend more than 3 days.

BEGINNINGS

Rangiora High School Nursery School has proudly been a part of Rangiora and the wider North Canterbury Community since 1938. It was founded on the Wales Street site it occupies today to provide early childhood education for the children of the North Canterbury area and also to give Rangiora High School students the opportunity to learn about Early Childhood Education.

THE RANGIORA HIGH SCHOOL NURSERY SCHOOL TRUST

In October 2011 Nursery School became a Charitable Trust and has six community Trustee representatives, each of whom have a longstanding history and relationship with Nursery School. The Rangiora High School Nursery School Trust has been set up as a requirement of the Ministry of Education and meets every three months to oversee the governance and management of Nursery School. Details of current Trustees are on the Noticeboard.

Our Mission Statement

We will promote and nurture feelings of self-worth, confidence, independence, creativity and a desire to discover, question and develop to become lifelong learners.

Our Teaching Philosophy

- We recognise Te Tiriti O Waitangi, as our founding document and Aotearoa-New Zealand's unique and special cultural heritage and provide an environment where all families/whanau are warmly welcomed, feel valued and where they know that they have a place as active participants in their child's learning.
- We recognise play as the learning focus for our holistic curriculum, Te Whariki, which encompasses all dimensions of a child's world and to provide experiences that are inclusive of their family, aspirations, which promote learning and development.
- We will provide experiences that empower children's learning -whakamana to provide them with knowledge, strategies and skills for successful learning and achievement, and that provides opportunities to extend current knowledge and develop future skills.
- As experienced and qualified teachers, we value and are committed to reciprocal, inclusive and responsive relationships-whanaungatanga in partnership with the children, their parents, family and whanau.
- We endeavour to promote an inclusive teaching environment that supports and encourages individual and collective interaction - kotahitanga, builds social competency, exploration, participation and contribution and embrace children's heritage and language.
- We are committed to life-long learning through regular appraisals and the provision of opportunities for teachers to access professional development or further training.
- We strive to instill in Tamariki a sense of guardianship-kaitiakitanga and conservation of our natural environment. We recognise that environmental education and promoting education for sustainability are integral aspects of the centre kaupapa.
- We are proud of Nursery School's history and heritage, and value the importance and respect, and the collaborative partnership that we and the community have together to ensure Nursery School continues to effectively provide quality early childhood education.

POLICIES

Rangiora High School Nursery School operates under policies and procedures required by the Ministry of Education (and the Education Act) as outlined in our Operations Manual (stored on the shelves by the sign-in tablet). These are available for families to view, and we encourage you to read them.

We also welcome your feedback and input, particularly during policy and procedure reviews. Documents are displayed on the Board of Trustees noticeboard and are reviewed at our Board meetings.

ENROLMENT

Families are welcome to enroll their child once they turn two years old, and children may be placed on the waitlist prior to their second birthday.

If a child is over the age of two and vacancies are available, they may begin attending Nursery School at any time during the year.

Families on the waitlist are contacted as places become available, with start dates arranged according to availability and the needs of the family.

You are welcome to visit the Nursery School at any time.

Once your child's start date has been confirmed, we will arrange a minimum of two pre-entry visits.

These visits give your child the opportunity to become familiar with the environment, routines and meet the teachers and begin building relationships with other children.

HOURS and ATTENDANCE

Nursery School is open Monday to Friday from 8:30am to 3:30pm. Families are required to enrol children for specific booked hours and to strictly follow these enrolled times.

Children aged 3-5 years may receive up to 20 Hours ECE funding, which provides up to six free hours per day and a maximum of 20 hours per week. We also offer up to 12 hours of free fees for two-year-old children, based on a minimum attendance of two days per week.

Families must sign children in and out each day using the tablet provided at the centre and verify weekly attendance through the Xplor app, as required by the Ministry of Education.

Children absent due to illness, holidays, or other reasons will still be charged for their booked hours. If a child is absent for more than three continuous weeks without an approved exemption, ECE funding may stop and full fees may apply until attendance resumes and hours are re-attested. Repeated patterns of absence, such as regular late arrivals or early pickups, may also affect funding eligibility.

Children dropped off earlier or collected later than their booked times will incur a late fee of \$6 per five minutes (or part thereof). An additional \$20 penalty may apply if this occurs more than once in a week without prior arrangement.

Casual attendance may be available depending on roll capacity and requires advance arrangement, a timetable change, and signed attestation forms. Families are encouraged to communicate regularly with staff regarding attendance concerns or difficulties.

PROGRAMME AND STAFF

A team of experienced, fully qualified, and registered teachers provides and facilitates a planned programme each day to support the physical, intellectual, social, and emotional needs of children aged 2 to 6 years.

Children may continue attending Nursery School until they turn six years old, with government-funded Free Hours available during this time. Many families choose to make use of this flexibility to support the needs of their child, family, and transition to school.

Our environment is warm, safe, and welcoming, with a programme that balances periods of self-selected, teacher-supported play with structured, adult-facilitated learning experiences throughout the day.

Each child has their own Profile Book, in which teachers document their learning journey during their time at Nursery School. These include formal and informal observations, learning stories, and samples of their work and experiences. We also use Storypark as an online learning documentation platform, allowing families to view and engage with their child's learning experiences and development online.

Families are strongly encouraged to collaborate with teachers and contribute to their child's Profile Book and online learning journey — it is about your child and for your child. When children leave Nursery School, they are presented with their Profile Book to keep and share with family members and their new school teachers.

The Head Teacher/Manager, with the support of the Assistant Head Teacher, holds overall responsibility for the children in attendance and for the smooth running of the daily programme. The Head Teacher/Manager, along with all staff members, is available for consultation with parents and caregivers. Information about our staff can be found on the Staff Noticeboard.

The Head Teacher/Manager is supported by the Assistant Head Teacher, Teachers, a part-time Financial Administrator, and Teacher Support staff.

The Head Teacher/Manager teaches on Mondays and Thursdays and undertakes administration duties on Tuesdays and Wednesdays.

While regulations require a staff-to-child ratio of 1 teacher to 10 children, Nursery School prides itself on providing additional Teacher Support to further reduce this ratio. We also maintain our long-standing commitment to employing a permanent teaching team made up entirely of 100% qualified, registered, and certificated teachers.

FOOD

Water is provided throughout the day for morning tea, afternoon tea, and lunch. Children should also bring a named water bottle, which they are able to access at any time during the day.

Children are encouraged to bring a healthy, well-balanced morning tea & lunch in a named lunchbox to help avoid confusion with similar containers. We ask that packaged food be kept to a minimum. Where there are children enrolled with peanut allergies, families will be notified and asked not to include peanuts or peanut butter in lunches. If you are unsure, please feel free to ask a staff member. Please also avoid sending lollies or chocolates.

Please note that Nursery School is not licensed to provide cooked lunches or reheat food brought from home.

A record is kept of any food offered to children at Nursery School that has not been provided by their own parents or caregivers, such as food prepared during baking experiences with teachers.

FINANCES, FUNDING and FUND-RAISING

The Ministry of Education provides funding based on children's daily attendance. Families accessing 20 Hours ECE funding are required to complete an attestation form. Any hours not covered by funding are charged at \$8.00 per hour.

Invoices are managed through the Discover database and are issued fortnightly. Families may receive invoices by email or request a hard copy. A final invoice will be provided when a child leaves the Nursery School. Families must give at least two weeks' notice when withdrawing their child, and fees remain payable during this notice period.

No fees are charged on days when the Nursery School is closed. However, any costs associated with recovering unpaid fees may be added to outstanding balances. Accounts unpaid after 30 days may be referred to a debt collection agency and recorded with a credit reporting service. Families with concerns about invoices or payments should speak with Jeanine or Viv.

Fundraising supports additional projects, resources, and experiences within the Nursery School. All funds raised are reinvested directly into the programme to benefit children's learning and environment. From time to time, families may also be invited to contribute towards optional activities or items such as excursions, visiting performers, calendars, or t-shirts. These costs will only be charged when applicable.

HOLIDAYS

Nursery School remains open throughout the year, closing only for statutory days, the first week of the July school holidays, and for approximately five weeks over the Christmas period (no fees apply during this closure).

An email will be sent prior to each school holiday period to confirm attendance intentions. If prior notice is provided that your child will not be attending during these periods, fees will not be charged. If you indicate that your child will be attending, fees will be charged as per your booked enrolment.

RANGIORA HIGH SCHOOL PUPIL INVOLVEMENT

This has changed somewhat over the years, and we welcome some senior pupils who are contemplating a career in the field of Early Childhood Education and who spend time at Nursery School to work with the children and find out more about what the training for such a career involves. On occasions, we enjoy reciprocal visits with the Rangiora High School's music/drama/art and home economics departments so from time to time you may see pupils in uniform at Nursery School, or your child may be invited to visit the High School with a group from Nursery School.

COLLECTION OF CHILDREN

Staff are required to know the names of all persons who are authorised to collect your child from Nursery School in writing and also where applicable, the details of the persons who have or have no right of legal access to your child. Such information is recorded on the enrolment form and is confidential. On Nursery School days, if you will not be collecting your child yourself, please let a staff member know. (please note that this can only be one of the 'authorised' people written on your child's enrolment form-this is strictly adhered to) beside their name. We are licensed by the MOE only for the hours your child is enrolled to attend and appreciate your understanding in adhering to these times.

CONCERNS OR COMPLAINTS

The procedure for this is displayed on the wall adjacent to the licence. If you have any concerns or wish to make a complaint regarding anything at Nursery School, including non-compliance with regulations or licensing criteria, please refer to this information.

We appreciate hearing directly about any queries or concerns you may have - please never hesitate to discuss anything with staff.

PROTECTING CHILDREN'S PRIVACY IN PHOTOGRAPHS AND VIDEOS

Parents, whānau and visitors are asked to respect the privacy and safety of all children attending the centre. Photos or videos must not be taken of children other than your own unless prior permission has been given by both the centre and the child's parent/caregiver.

This includes during drop-off and pick-up times, celebrations, excursions, and centre events. Images containing other children must not be shared on social media or other online platforms without explicit consent. This includes screenshots of any stories/group stories off Storypark that include photos of other children.

RHS Nursery School reserves the right to ask any person to stop recording or photographing if privacy expectations are not being followed.

We understand families enjoy capturing special moments, however not all families consent to their child's image being photographed or shared. We appreciate everyone's support in respecting the privacy of all Tamariki and whānau.

PARENT-HELP and INVOLVEMENT

You are very welcome to spend time at Nursery School at any time. Your time and involvement are greatly appreciated, and children also enjoy having extended family members, such as grandparents, visit and participate.

We encourage families to be involved in the Nursery School programme, as it is as much your place as it is your child's. We value a cooperative approach, where families are invited to share interests, skills, culture, and time within the daily programme to enrich children's learning. Families may also contribute to the upkeep of the environment, such as helping with simple repairs or supporting resources.

Parents, grandparents, relatives, and other familiar adults are welcome to spend time in the centre and support the programme when available. Families often find this a rewarding experience, and children greatly enjoy having a parent or family member join them during their day at Nursery School.

INFECTIOUS DISEASES

We appreciate a phone call if your child is unwell and unable to attend Nursery School. Any child with an infectious illness will need to stay at home until they are no longer contagious. If your child has an infectious condition (such as measles, mumps, chickenpox, salmonella, campylobacter, head lice, or school sores), please inform staff and seek medical advice regarding when it is safe for them to return.

If your child has experienced vomiting, diarrhoea, or a high temperature, they must remain at home until at least 48 hours after symptoms have fully stopped to reduce the risk of spreading illness.

If a child becomes unwell while at Nursery School, they will be cared for until a parent or emergency contact is able to collect them. Where necessary, families will be notified of any outbreaks of infectious illness via the Daily Noticeboard, email, phone call, or newsletter.

LOST PROPERTY

Please name all your child's belongings. This helps to save confusion & distress, especially when children have the same lunchbox, for example, or the same brand of clothing! Any belongings left behind are in the (Labelled) Lost property container which is on the shelves by the sign in tablet.

TOYS FROM HOME

To avoid toys being lost, damaged, or causing upset when other children wish to play with them, we ask that children do not bring toys from home. Instead, we encourage them to enjoy and engage with the Nursery School resources. Your support with this is appreciated.

PLAY CLOTHES

Children's play is their work and how they learn. Please dress your child in comfortable "play clothes" and suitable footwear that supports active and messy play. Clothing should be appropriate for all weather, as we play outside in cooler and wet conditions.

Please also provide a set of named spare clothes in your child's bag in case a change is needed during the day. It would be great to also provide a wet bag for wet/dirty clothing.

BIRTHDAYS

Birthdays are celebrated during a shared group-time ritual in collaboration with families. The focus is on the birthday child, who is made to feel special through sitting on a birthday chair, wearing a crown, sharing a pretend or playdough cake, receiving a group birthday song, and choosing a favourite book, song, game, or story for the group to enjoy.

Families are warmly encouraged to attend where possible, and we can arrange a celebration time that best suits them. A photographic learning story is created and added to their profile book & Storypark.

We have a clear birthday policy of no treats or gifts (including chocolates, lollies, balloons, stickers, pencils, cupcakes, or birthday cake). This helps ensure the focus remains on the child and their special day.

WE WELCOME YOU AND YOUR CHILD TO NURSERY SCHOOL!!

Haere mai, nau ma