

# kids forever

CHRISTIAN PRESCHOOL

For 2 - 5 yr olds



*Come Play and Learn with us*

*Kids Forever is a Christian Preschool established to provide a nurturing environment in which Gods love is demonstrated  
Our priority is providing excellent care and education, where each child is accepted and valued as an individual and  
where they can develop: spiritually, intellectually, emotionally, socially, and physically*



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<https://www.facebook.com/groups/kidsforeverfamilies/>

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## About Kids Forever

At Kids forever we provide a perfect mix of learning through play and structure, modelled to help your children love life and learning; and adapt into school structures easily.

We provide children with the opportunity to learn and play with loving excellent teachers, amazing well planned innovative learning opportunities in a huge adventure filled all weather play area. Our centre may look small from the outside but once you step through our doors you'll see how huge and beautiful it is - it's a hidden gem!

At Kids Forever children's imaginations are encouraged and extended, they are able to explore the environment freely and the learning opportunities provided gently help children to understand the world around them, and assist them in learning character-building skills that will benefit them socially, emotionally, physically, cognitively etc Being a non-profit charitable organization our whole purpose of existing is to provide outstanding care and education, to be a unique out of home experience, to share the love of God and to be a blessing to families - we are here to help you! Being non-profit also means we are a very well-resourced centre, as anything earned is invested back into the centre.



## Our Amazing Team



**Manager & Teacher Sarah:** Qualified ECE Teacher, and has a certificate in Bible Ministry with Children, Full Teachers Certification with the education council, Full ECE First Aid Cert, started at Kids Forever January 2003, and Started running Kids Forever in Feb 2007

**Teacher Krystyna:** Qualified ECE Teacher, Full Teachers Certification with the education council, Full ECE First Aid Certificate, started May 2010

**Teacher Heidi:** Qualified ECE Teacher, Provisional Teachers Certification with the education council, Full ECE First Aid Cert, started at Kids Forever June 2016 (Speaks German & English)

**Teacher Lynette:** Qualified ECE Teacher, Full Teachers Certification with the education council, Full ECE First Aid Cert, started October 2017 (Speaks Pilipino & English)

**Teacher Shefali:** Unqualified Teacher works Mon - Thu - Maternity leave cover - Qualified Business Administrator (Masters) started relieving regularly Nov 2016 and employed on short term contract July 2017

**Teacher Joyanne:** Qualified ECE Teacher, Full Teachers Certification with the education council, Full ECE First Aid Cert, started at Kids Forever on Fridays in May 2016

**Financial Admin Maiara:** Many years' experience as an administrator and accounts manager - Bachelor in Accounting and economics, started July 2016 (Speaks Portuguese & English)

**Student Teacher in Training Joy Bayldon & Eva Wang (Eva not pictured):** Studying Bachelor ECE (Joy speaks Korean and English, Eva speaks Chinese and English)

## Structure of Kids Forever

Our Centre is run by the Manager who reports to the Mt Albert Baptist Community Trust Board (Whilst our board members all attend Mt Albert Baptist the trust is run separately from the church). We have a Parent Committee made up of parents who attend local churches, we all meet regularly to pray and to give us wonderful ideas to help us continually improve the service we provide and to give us regular feedback and support in the positive running of the centre. (If this sounds like you and something you'd be interested in please let us know x)

## Enrolment

To enrol your child we require an 'enrolment Agreement Contract to be filled out. We will check our waiting list and contact you as soon as there is a space in the sessions you have requested. If there are ever any changes to the details of the original Enrolment form, please let us know immediately. We have a \$30 Enrolment Fee - for administration, setup of child's portfolio, stationery and photocopying etc, this will be added to invoice during your child's first week of attendance

## 2017 Session information

Sessions	Mon, Tue, Wed, Fri	Under 3	Over 3 with 20 hours subsidy
Option 1	8:30 - 1:30	\$20	\$0
Option 2	8:30 - 3:30	\$39	\$15
Option 3	8:30 - 4	\$39	\$15
Option 4	1:30 - 4	\$10	\$0
Option 5	8:10 - 4 (negotiable - special cases only - 4+ yr olds)	\$42	\$20
Option 6	8:10 - 4:20 (negotiable - special cases only - 4+ yr olds)	\$45	\$25
Thur	11 - 4 This is a preparation for school session for 4 year olds - depending on spaces we do allow under 4's to attend ☺		\$0



MINIMUM OF 3 SESSIONS PER WEEK FROM 2017 for all 3 - 5 yr olds  
Please note all day options are available for children who are potty trained  
and no longer require day naps



## 20 Hours Subsidy

If your child is 3, 4 or 5 the cost can be fully subsidised for up to 6 hours a day and up to 20 hours a week. You can choose to use as many or as few hours of 20 Hours ECE as you want, up to 6 hours a day and 20 hours a week.

You will need to fill in our enrolment agreement form and the 'attestation' section at the back, where you write and sign for the days and hours you are claiming as 20 Hours ECE.

The 20 Hours ECE subsidy cannot be claimed until you have completed the attestation.

We also offer WINZ subsidies that are based on household income - this is particularly helpful for 2 yr olds - see Sarah for forms ☺



## Optional Charges

We have an optional charge for three, four and five year olds using 20 Hours ECE funding. The optional charge is for:

- High ratios and 100% qualified registered teachers.
- An incredible high quality preschool education programme
- A beautiful, well-resourced and highly maintained environment
- If and when a child attends the Thursday preparation for school session, work books will be provided.
- Cooking every Thursday afternoon as a part of our amazing preparation for school programme.

Without the optional charge and 20 Hours ECE of Government funding we would struggle to provide the same high quality preschool education that we have always been able to supply.

## Example Daily Timetable

Thursday (preparation for school session) Flexible Timetable	
11	Children arrive - free play
12:10	Welcome Tui-time & Show'n'tell
12:30	4 Year old Group time - 20 mins MAX
By 1pm	1st Snack time (Lunch boxes)
1:15	Free Play Outside
1:30	Project Time
2	Group Cooking class (during free play)
2:45	Food time (eating what we have cooked)
3	Free Play
3:40	Tidy up the whole centre
3:45	Bible Story + Music and then 4 yr old Trophy Presentation
	Hometime

## Things to Bring

- A named water bottle (If you forget one, no worries just chat to Sarah and we can give your child a bottle of spring water for \$3- auto added to your invoice:)

- FOOD for MORNING SESSION CHILDREN - Parents to provide enough food in a lunchbox for a 10am food break & 12pm food break
- FOOD for ALL DAY CHILDREN - Parents to provide enough food in 2 lunchboxes for a 10am food break, 12pm lunchbreak and a 2:30pm food break (Put lunch in a separate lunchbox to go in the fridge)
- FOOD for AFTERNOON CHILDREN - Parents to provide enough food in a lunchbox for a 2:30pm food break
- A spare change of named clothes, as we provide lots of messy play.
- Children are welcome to bring their bike in from home to enjoy at kindy each day ☺
- Your child's "well-child" immunization book and birth certificate in the first week for us to photocopy..
- Any ointments, powders, medicines inhalers etc need to be signed in and out daily, please see Sarah for details.

## Signing in and Out

Whenever your child attends the centre they must be signed IN and OUT, this form is located on the parents desk at the back of the main room. This is also our emergency evacuation roll so it is imperative that it is filled out daily



## Picking up and dropping off your child

In the Enrolment form there is a section for listing people who are allowed to collect your child from kindy. However we are still getting to know your faces so we really appreciate it if you can write down on the sign in sheet if someone other than you is picking up your child - please also tell a staff member. Your child will not be released to a stranger!

## Late Fees and Absences

- Late drop off and pick up charges: Children need to be dropped off and picked up at the times they are booked for. .
- Children will need to be PROMPTLY picked up at session end times, we charge a late pickup fee at a rate of \$1 per minute per child - it will be auto added to your invoice.
- Absences: If your child is going to miss two or more sessions, please text us (02102212525). Normal session fees will still apply. No make-up sessions are offered. Absences over three weeks will need to be fully paid for by parents (at the full funding rate) if the child's place is kept open.
- We reserve the right to request 4 weeks' notice irrespective of holidays before a child is withdrawn from the centre and 4 weeks' notice when dropping sessions if the centre is not notified 4 weeks prior, a cancellation fee of 4 weeks of session costs will apply, we apologize that unfortunately NO subsidies can be used to cover this cost. (See notice period handout for further explanation)



## Settling in

You are more than welcome to visit the centre for a few 15 minute visits prior to your child starting at kids forever so that your child becomes familiar with us - please ensure you are watching your child on this visit as they are still under your care on those visits and we prefer no younger siblings accompany you during the settling in process .... continued on the next page....



## It's your child's first day - so what do you do?

Well we know that initial separation is not always easy for both the parent and the child, therefore support will always be offered; please do not hesitate to ask Sarah for assistance if you anticipate any difficulties.

We know that every child is different and each settle in differently, we are very flexible and are happy to accommodate all parents' thoughts and concerns. We do however have some recommendations: we find that it is best to give one kiss and cuddle, hand over your lovely child to a waiting teacher, say goodbye and leave immediately. There may be a bit of a fuss from the child, and this is quite natural and normal, please don't be upset by it. Eventually your child will learn to trust that you are coming back and not abandoning them. If the separation is dealt with in this matter-of-fact manner by all concerned, the child will generally settle quite quickly.

We will ensure your little one is loved and cherished and will contact you via text if your child needs you to return earlier, we will also give you regular feedback and updates on how your child is settling in on our private

"OurKidsForeverFamily" facebook group if you don't have facebook access we can send them directly to your phone. We also use our Facebook page to post regular photo updates, newsletters and important correspondence ☺



## Portfolios

All Children who attend Kids Forever a minimum of 3 sessions per week (e.g. 3 mornings, or 3 afternoons) will have a gorgeous personalized portfolio especially made for them, featuring photos, artwork and learning stories of your child in action at preschool. They will be available to be taken home once per term for a specific weekend and then given to your child when they finish up at Kids Forever and head off to school.

## Art, Notices and Invoice Collection

At the back of the centre we have 'named pockets' on which is all our families last names and a photo of their child - in the pocket we place all notices, notes, invoices and art work that are ready to go home x Please check daily.

## Teacher/Child Ratio's

Our current license requirements are: 4:39 .We always have 5 teachers in the centre per day (except thursdays which is a smaller and shorter session) to ensure each child is receiving outstanding education and care. All our employed teachers are qualified ECE educators and registered with the NZ teacher's council. We do have regular relievers in the centre and. In addition throughout the year we invite training teachers to do work experience/practicum teaching with us - we put their profiles up by the sign-in sheet ☺

## Trips

These are an awesome part of Kids Forever's educational programme and they are arranged most terms. We require permission slips for these and will notify you of the costs involved in a trip information newsletter. These outings are open to the whole preschool and will usually be on Thursdays



## Show'n'tell and birthday Celebrations

We have a show'n'tell basket for children to bring a favourite item from home to show and talk about during mat-time, we limit it to one item per week per child, and encourage the item to be something special.

We have a show'n'tell basket for children to bring a favourite item from home to show and talk about during mat-time, we limit it to one item per week per child, and encourage the item to be something special. We love having birthday celebrations with our beautiful children so please let us know when you would like to celebrate your child's birthday and 'leaving for school' day so we can present them with a certificate and make a birthday crown for them. Many parents like to bring in little presents for their child to hand out to everyone at the end of the session, however please don't feel pressure to do this, but if you want to, please ensure you bring in only ONE item (if you have more than one put them in a party bag as it takes too long juggling more than one item) We often have children with severe allergies so please no cakes, candy or food items.



## Parent Teacher Communication

It is our priority for your family to feel a part of our Kids Forever Family so we have a variety of ways for you to keep in contact and get to know us:

- Best of all - our Facebook pages. Kids Forever Families (private group page) and Kids Forever Christian Preschool (Public page), they include not only gorgeous photos and snap shots of your children's day but we use it to post reminders of up and coming things & things to bring, wonderful tidbits of information, inspiring quotes etc - Please set the notifications to pop up so you can see what gets posted immediately xx
- Our favorite way is informal chats, I know we often look busy but we still love chatting to you all at the beginning of each session and at the end of the day (Just not at the end of the morning sessions) ! You are also welcome to text or email Sarah about whatever whenever ☺
- If you do have a more tricky question to ask please jot it down on a piece of paper and post it in the fee box (below sign in desk) so that we can



discuss it as a team and find out an answer for you by the following week, e.g. questions like: does my child have language or learning difficulties or who does my child play with? Etc

- Formal parent/teacher discussions is another way that we can connect with you, schedule a 15 min slot with Sarah (who will organize the right teacher to meet with you) between 3:40 - 3:55pm and they can answer any questions you may have, though do give us a heads up with what the topic is about so we can chat to the whole about it.
- We have a questionnaire we put out mid-year every year on which we welcome your feedback, it covers almost every aspect of the preschool.
- Also see our notice boards, learning journey walls, and portfolio's (once per term) etc

If you have any concerns at all please come chat to us immediately, so they don't fester and can be resolved swiftly and easily! We are here to be a blessing to your family and to be the best centre we can possibly be for you ☺

If you want to change your child's sessions or anything non-urgent feel free to email us: [kidsforever@xtra.co.nz](mailto:kidsforever@xtra.co.nz)

## Summer and Winter

Children need to bring a suitable sunhat during the summer months. We do have that "no-hat-no-play" policy, we understand it's hard to remember but please do try, (we do have spares just in case). Please apply sunscreen to your child before they come to preschool. Gumboots and raincoats are most helpful in the winter months; children just can't resist jumping and dancing in puddles



## Nappy Changing

Please see our nappy changing and Toileting Policy - We understand that potty training is often a challenge so we know that it is often a work in progress and



so our teachers are happy to support you in this journey however we really do encourage parents to have begun this journey prior to starting.

We do nappy checks only at the following times: 10am, 11:30am, 1pm, 2:30pm and 3:45pm

Please note : if a child refuses to have their nappies changed we will let you know via text- as we know nappy changing is sensitive so will never force the matter ☺

Please provide enough nappies and wet wipes for emergencies we have back up nappies at kindy and charge \$3 per nappy (added automatically to your invoice) Please let us know if you are starting to 'toilet train' your child and we can support you in this ☺

## Restricted Items

- ✖ Kids forever is and egg free, kiwifruit free and Nut free zone - eg: no loose nuts, peanut butter, boiled eggs etc. We have children who have SEVERE allergies
- ✖ Please no confectionary or highly processed packaged snack foods
- ✖ Please minimize rubbish - sectioned lunch boxes are great for this
- ✖ Juice or fizzy drinks - we encourage children to only drink water at Kids Forever
- ✖ We strongly discourage bringing toys as they can easily get lost and we do not have the time to find them. If toys are lost in the centre they will become part of the general pool of resources for everyone. The only exception is if they are placed in the 'show'n'tell' box and left there for the duration of the session and only brought out during our group times.



## How can I be involved?

- ✓ Joining our private facebook page for families and reading our newsletters - This is how we inform you of what is happening at preschool, and what reviews are taking place. Each term we review different parts of the centers operation, we invite you to give us feedback ☺

- ✓ Please read our policies, latest ERO reports and other operational items - they are located under the parent sign in bench or in the packets by the office - in which includes details of Ministry of Education Funding, centre costs etc.
- ✓ On the evening of the last day of almost every term we have fun family events, we have working bee's, parent evenings and end of year concerts and BBQ's too!. JOIN US!
- ✓ Doing odd jobs - sewing, mending, washing etc. Bringing books, pictures, show'n'tell items etc. related to the topics we are studying.
- ✓ Please read our Privacy Policy in the enrolment form policy section which outlines details on accessing information about your child

## Miscellaneous

We have a number of policies and procedures that are in place for the care and education of the children who attend. We strongly recommend you read these. All personal information about your child will be kept secure, and confidential. Please ensure that Sarah has your correct contact details at all times. Please enjoy reading our the information in our 'info pockets' by the office - they are filled with valuable info, such as important policies, financial statements - outlining Ministry of Education funding expenditure etc



# Enrol Today

Email us: [kidsforever@xtra.co.nz](mailto:kidsforever@xtra.co.nz)