

Parent Handbook

The Centre

Established in 1990 City Heights is a stand-alone family owned and operated private centre. It is housed in two gracious refurbished villas and purpose built classrooms set in spacious natural grounds, overlooking Dunedin city and harbour. Teachers are chosen for their qualifications, experience and dedication. Children at City Heights grow and develop in a warm, nurturing atmosphere where the programme is designed to meet each individual child's changing needs and parents' aspirations. We follow the Montessori philosophy and *Te Whariki*, the national curriculum. The indoor and outdoor environment is designed to provide the maximum independent learning and experience.

Our Philosophy & Vision

Our classrooms, encompassing mixed age groups and the Montessori prepared environment, stimulate children's natural curiosity enabling them to follow their interests and learn by older children supporting younger children (tuakana teina) with hands-on experiences developing the learning disposition and strong foundations for transitioning to school.

At City Heights we strive for:

- 1.A stimulating and safe environment.
- 2.Programmes which meet individual needs and follow the Montessori and national curriculums.
- 3.Support for families and parent education Opportunities for parents and teachers to work in partnership.
- 4.Child to staff ratios better than the required minimum.
- 5.Qualified, registered, experienced teachers to provide the best education with regular staff professional development.

At City Heights we welcome children from 4 months to 6 years old.

Montessori 0-3 years old

The junior Montessori programme is designed to encourage physical, social and language development in these crucial years when the brain is rapidly developing.

Montessori 3-6 years old

The Montessori classroom and materials are a learning laboratory where children freely select their activities and learn respect for themselves, the teachers and the environment.

The curriculum comprises:

Practical life. Children learn independent practical tasks.

Sensorial focuses on developing the skills for learning through sight, touch, hearing, matching, sorting and grading.

Literacy sets them on the path for reading and writing and includes a guided reading programme for those children who are interested.

Numeracy sets the foundations for all branches of maths.

Cultural encompasses history, geography, biology, art and music and includes Forest Walks and study in our beautiful Town Belt, trips to galleries, museums, and theatres and other interesting outings and visitors.

Playball is offered in the summer months. This provides a foundation for all team ball sports. A fee is charged for this and other activities we may offer from time to time such as gym or extra music.

Forest Walks

Our centre is fortunate to be located on the edge of the Town Belt which contains numerous walking tracks and is ecologically

significant in providing habitat for both common and rare plants and animals.

Forest walks are a fundamental part of our programme. Every Thursday we take our senior children out for a forest walk to enjoy and discover our beautiful surroundings. The play-based experiences in the forest "classroom" include climbing over mossy fallen tree trunks, scrambling along a creek bed looking for fresh water koura, listening to the sounds of birds, exploring natural textures and filling pockets with acorns and pine cones. As part of the city's Town Belt initiative we collaborate with other schools to protect endangered animals by predator tracking and monitoring.



Settling in

Settling in involves separating from parents and forming new trusting relationships. We recommend that children visit the Centre with a parent, who initially stays with them, several times in the week prior to attending. In these visits we will ensure that one teacher greets the child and creates a relationship with the family and child. We welcome children from all cultures and many whose first language is not English. Our teachers speak a number of languages which can be a great help to parents and children new to New Zealand.

If you are aware that your child may have any special needs please notify us of these so that we may obtain appropriate extra help. Younger children need frequency of attendance in order to form a strong bond with their new care-giver. If enrolling less than four days a week, the days should be spread out. Newly enrolled infants and toddlers need to have a reasonably lengthy period attending Centre before having a break away. It is not necessary for you to settle the child again when they move to another room, as the teachers, who know them well, will settle them.

Sleep and Toilet training

We follow baby's sleep routines. Each child has their own sleeping space and bed linen that is washed weekly. Older children may

have a sleep after lunch when needed.

Toilet training should start at home and continue at Centre when the child is ready, between approx. 18-24 months.

Signing roll and collecting children

For safety reasons and Ministry of Education requirements parents are asked to enter their child's exact arrival and departure time on the attendance register each day. This also requires a daily signature.

Hours

The Centre is open Monday to Friday from 07.30 am to 6.00 pm and during school holidays only closing on statutory or snow days. Please cooperate in dropping off and picking up your children within the operating hours. If you have an emergency please phone or text us immediately. A late fee may apply.

Parent involvement & Contact

We operate an open door policy. Please do not hesitate to discuss your child's progress or any concerns with your child's teacher or Management. Parent/teacher meetings are held at least twice a year. There are newsletters and information on Educa an interactive on-line platform and we hold social or educational parent evenings.

Multicultural

We welcome and respect a diversity of cultural and religious backgrounds and cater for these in our menus. We acknowledge special cultural festivals and events and invite parents to share these with us.



What to Bring to the Centre

Please bring baby's bottles made up each day, a bag of nappies and pack of wet wipes and replenish the supply when notified.

Your child requires a change of clothes in their bag and in cold weather gumboots, warm headwear and jacket and a sun hat in summer. All clothing and footwear must be clearly named.

Please do not bring toys to school, but those settling are welcome to bring a cuddly

blanket or sleep toy. Please bring a small bag for your child's belongings.

Due to hygiene requirements and because their use delays the development of language and can distort teeth and gums, we discourage pacifiers or dummies at City Heights. Please leave these in your child's bag.

Transition to School

The Montessori curriculum caters for the three year age group 3-6. Because of the higher teacher ratios and enriched programme it is a great advantage to your child to remain at City Heights until six or at least five and a half.

Meals

Please refer to fee schedule below.

For the safety of our children, our centre follows a strict Nut-free policy. We provide gold star healthy heart meals from our grade A kitchen cook daily by our in house chef.

Health

For the wellbeing of all children we prefer children to be medically immunized. Please notify your child's teacher of any medication being taken and conditions such as asthma, allergies, epilepsy or diabetes.

Medicines should be handed to staff on arrival and the medication form signed at reception. We will contact you so you can

make a doctor's appointment and collect your child should your child become ill or have an accident. Please ensure your cellphone is on or frequently checked.

Children with a contagious disease should remain at home until no longer infectious. If they have vomited they need to be away from the Centre at least 24 hours since the last episode. If they also have diarrhea the time frame increase to 48 hours.

Enrolment

Complete the enrolment form, using a separate form for each child.

There are subsidies available for qualifying parents through WINZ. Staff will assist you at any time. Our Centre offers Free 20 hours ECE subsidised by the government for all 3 to 6 children.

Fees

We have a Credit Control Policy and use a credit agency for collection of arrears, all costs of which are passed on to the debtor.

You are required to give one week's prior notice of a permanent or temporary change of hours and holidays.

Holidays, changes of Hours & absences

Any changes of hours must be applied for on a change of hours form and approved by the Centre Manager.

Full fees are charged for absences due to sickness.

No fees will be charged for statutory holidays if the Centre is closed.

Where a child is on holiday for a consecutive period of one week or more a holding fee of 50% is required. Each child is entitled to up to three weeks per year at this rate.

Termination

Two weeks written notice is required. Full fees are paid for this period until expiry of notice.

Please Note

1. We prefer fees to be paid by automatic or internet payment two weeks in advance. Ask for an A/P form.
2. WINZ provides subsidies for eligible families based on income. Parents are responsible for notifying WINZ of any changes and are liable for any WINZ overpayment. Talk to staff about this.
3. We reserve the right to make any amendment to the fees schedule as required. All charges are correct at the time of publication of this schedule and should be confirmed with us on enrolment.
4. Fees include GST and time used is rounded up to the nearest quarter hour.
5. Arrears: we employ a credit agency. Please come and see us *before* you get





into arrears if you have a problem as you may be required to pay credit agency fees and court costs.

6. Frequent Absence Rule -Ministry of Education – A frequent absence is when your child is absent fewer days or hours than booked in more than half the weeks in a calendar month. If this happens two consecutive months you must sign indicating that these are the hours that you want. If it continues into a third month the booking must be changed or over-ridden. This means that you only get funding for attended hours, i.e., no '20 free hours' on days your child is absent, but you are still charged for booked hours.



City Heights Childcare Healthy Heart Menu

Rotating Menu¹

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Muffins Milk & Fruit Water	Cheese scones Milk & Fruit Water	Mousetraps Milk & Fruit Water 	Sultana/ Date scones Water, Milk & Fruit	Fruit bread Toast & milk Water & Fruit
Lunch	Mac'n'Cheese (onion & corn) Water & Fruit 	Chicken & Veg Soup Water & Fruit 	Spaghetti Bolognese Water & Fruit	Fish Pie Water & Fruit 	Sandwiches ² Water & Fruit
Afternoon Tea	Fruit Smoothie Crackers & cheese Water & Fruit	Crackers & cheese Fruit Smoothie Water & Fruit	Home baked biscuits Water & Fruit	Pizza Buns Water & Fruit	Pikelets Water & Fruit



Menu Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Muffins Milk & Fruit Water	Cheese scones Milk & Fruit Water	Mousetraps Milk & Fruit Water	Sultana/Date Scones Water, Milk & Fruit	Fruit Bead Toast Milk Water & Fruit
Lunch	Mince tomato cheese pasta Water & Fruit	Tuna potato gratin /sliders Water & Fruit	Chicken Chow Mein Water & Fruit 	Cheesy Mince Nachos Water & Fruit 	Sandwiches Water & Fruit
Afternoon Tea	Crackers & Cheese Water & Fruit	Home baked biscuits Water & Fruit	Hummus and vegetable sticks & cheese Water & Fruit	Vegetable Platter Water & Fruit	Pizza Bun Water & Fruit




¹ All our meals are nut free. All our meat is Halal.

² Our sandwiches filling are Marmite, Cheese & pineapple, Tuna & cream cheese, Roast beef & caramelized onion and Curried egg.

Menu Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Muffins Milk & Fruit Water	Cheese scones Milk & Fruit Water	Mousetraps Milk & Fruit Water	Sultana/Date Scones Water, Milk & Fruit	Fruit Bead Toast Milk Water & Fruit
Lunch	Cheesy Tuna Pasta Water & Fruit	Cottage Pie Water & Fruit 	Vegetable soup Water Fruit 	Pizza ³ Water & Fruit	Sandwiches Water & Fruit
Afternoon Tea	Crackers & Cheese Water & Fruit	Home baked biscuits Water & Fruit	Toasted cheese scones Water & Fruit	Fruit Smoothies Water & Fruit	Banana Pikelets Water & Fruit

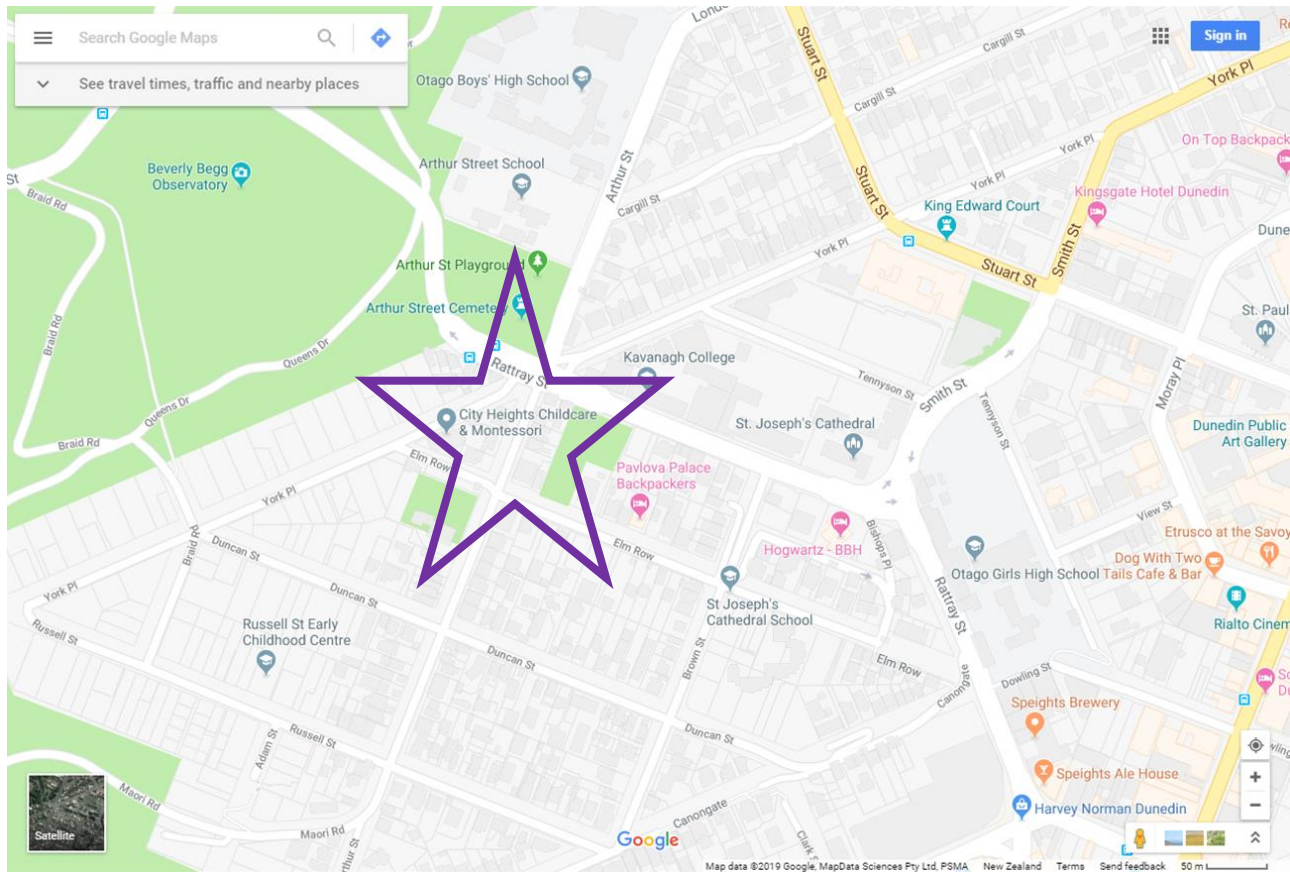
Menu Week 4

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Muffins Milk & Fruit Water	Cheese scones Milk & Fruit Water	Mousetraps Milk & Fruit Water	Sultana/Date Scones Water, Milk & Fruit	Fruit Bead Toast Milk Water & Fruit
Lunch	Chicken & Veg Pasta Bake Water & Fruit 	Milky Pumpkin Soup Water & Fruit	Cheesy Spaghetti Water & Fruit 	Curried mince on rice Water & Fruit	Sandwiches Water & Fruit
Afternoon Tea	Crackers & Cheese Water & Fruit	Home baked biscuits Water & Fruit	Fruit Loaf Water & Fruit	Vegetable Platter Water & Fruit 	Pizza Buns Water & Fruit

Notes: Cheese is Edam, one vegetable serving per day, at least five different vegetables per week . Hot milk in winter, milk smoothies in summer. Bread is high fibre or wholemeal.

Our location

³ All our pizzas are handmade. Sweet and sour chicken & Italian.





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