

Welcome to City Heights Childcare and Montessori

Aims of City Heights:

- A stimulating and safe environment for children.
- Educational and care programmes which meet the needs of each child and follow the national curriculum *Te Whariki* and the Montessori curriculum
- Support for families and opportunities for parent education.
- Opportunities for the centre staff, management and parents to work in partnership.
- Registered, qualified and experienced staff to achieve all the above purposes and aims.
- A ratio of staff to children, which is better than the required minimum ratios.
- Provide quality Montessori education and childcare for children of parents who are in the full-time workforce or studying as well as those wanting Montessori or childcare only.

The Centre.

Established in 1990 City Heights is housed in two gracious villas and two 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 aspirations following the Montessori philosophy and method and *Te Whariki*, the national curriculum. Catering mainly to parents in the work force or studying, the centre closes only for statutory holidays and briefly during the Christmas and New Year break. We are proud to be the first pre-school in New Zealand and only centre in Dunedin to offer both childcare and Montessori classes. Children can come to the centre just for the Montessori classes or a longer day which includes regular childcare experiences. This combination provides the constant challenge and stimulation children need, the structured Montessori programme providing that extra stimulus for young minds to prepare them for school. We believe in positive respectful partnerships between children, whanau, families, caregivers and teachers where we value our community's diversity. We aim to support children's learning through a stimulating prepared environment that nurtures and develops dispositions for learning and provides opportunities for success, challenges, individual interests, and freedom of choice. Our community fosters contextual, collaborative and reciprocal learning, where teachers are facilitators, carers and friends of the children. We empower children to be independent, competent, confident, compassionate and responsible human beings, and most importantly to have fun in the process.

Maria Montessori

Maria Montessori, born in Italy in 1870, graduated as one of the first female doctors in Italy. Her clinical observations led her to analyse how children learn, and develop themselves from what they find in their immediate environment. In 1906 she founded her first *Casa del Bambini*, for sixty children of working parents in Rome. Doctor Maria Montessori died in 1952 but her work continues. Today there are thousands of Montessori schools throughout the world. Maria Montessori discovered that children under six have extraordinary powers of mind. They take in their environment with what she termed 'the absorbent mind'. The absorbent mind is at its peak receptivity during the pre-school years.

The Montessori Classroom - The Prepared Environment

The classroom is made up of children of mixed age groups based on Montessori's theory of child development, based on three-year cycles. The children learn to take responsibility for themselves and each other, to get along with children of different ages and abilities, to respect each other's work and work space and to treat each other with courtesy. They also take an active role in maintaining their classroom by putting materials away in their proper place ready for the next child to use. The pre-school classroom embodies Maria Montessori's concept that the environment can be designed to facilitate maximum independent learning and exploration by the child. The materials invite activity.

When a child first enters the classroom *practical life* activities provide the link between home and school. Through the *sensorial* experiences of sight, touch, sound, smell and taste children learn to clarify, classify and comprehend their world. This leads on to the *mathematical* journey and the representation of *language* through sounds and writing. *Art and music, science, geography and history* are all important parts of the Montessori pre-school curriculum. At City Heights Montessori the Montessori children also get the opportunity for trips to the art gallery, museums and other learning and recreational experiences in the wider community outside the classroom. The senior Montessori class covers the 3-6 year age group.

The Child's Day. City Heights closes only on statutory holidays and briefly at Christmas and New Year. It is open from 7.30 a.m. to 6.00 p.m. weekdays for children from three months to six years of age. We require children in Senior Montessori class to attend a minimum of 20 hours a week, with both age groups attending over three days a week. Senior Montessori classes begin at 9am in the morning and we ask you to make every effort to bring child on time. The Montessori philosophy requires an interrupted three hour work cycle, this runs from 9am to 12pm, enrolments must reflect this.

Settling in Settling in involves separating from parents and forming new trusting relationships with unfamiliar adults in a different environment. 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 throughout the week. Newly enrolled children, especially if they have not previously attended pre-school, need a parent to spend a short time with them the first few times. A cuddly or special toy brought to the centre may help your child settle in. Newly enrolled infants and toddlers need to have a reasonably lengthy period attending centre before having a break away. When your child moves into another room it is not necessary for you to settle the child again, as the children will be settled by their teachers, who will be familiar to them.

The Daily Programme. This includes time in mixed age groups as well as time in small same age groups. The programme for older children includes regular trips for nature walks, library, and museum visits. Drama, music, art, stories, free play, access to interactive learning computer programmes and structured exercises in language and mathematics are all included in the programme. Teachers plan individually and for the group. The teachers also observe the children and, in consultation with parents, plan and implement the individual and group programmes based on the children's interests and emerging abilities following the national and Montessori curricula.

Multicultural: We welcome and respect a diversity of cultural and religious backgrounds.

What to Bring to the Centre: Each child requires a change of clothes to be brought daily. During cold weather children need to have gumboots, warm headwear and a jacket. A sun hat is essential in summer. All clothing and footwear must be clearly named. Please bring baby's bottles made up each day, a bag of nappies and pack of wet wipes for your child and replenish the supply as required. We prefer that older children do not bring toys, but children settling are welcome to bring a cuddly blanket or sleep toy. Please bring a *small* bag for your child's belongings (not a plastic bag or a large back-pack). We discourage the use of pacifiers or dummies at City Heights due to hygiene requirements and because their use delays the development of language, which is so important for learning and social development.

Meals: Nutritious morning and afternoon teas and lunches are provided including baby meals with fresh vegetables for those not ready for the usual menu. We provide for breast-feeding and bottle-fed babies. Children with food allergies or special dietary needs are catered for on our viewing a doctor's note. We respect religious dietary requirements. We provide a birthday cake at the centre. Parents are welcome to come at morning teatime for their child's cutting of the cake.

Sleep and Toilet training: We follow baby's sleep routines, each baby having his or her own familiar bedding in the same cot. Older children who require it have a sleep after lunch each day. Toilet training should start at home and at centre when the child is ready, between approx 20-24 months.

Signing roll and collecting children:

For fire and earthquake safety reasons parents are asked to enter their child's exact arrival and departure time on the attendance register each day and are required by Government regulations to sign the roll

sheets once a week. The Ministry of Education requires that all change of hours requests are in writing and signed by the parent. We have 'Change of hours' forms for this. Parents whose children are in both childcare and Montessori are required to complete these requirements for both rolls. Parents are asked to notify the centre as early as possible if your child will be absent, if there is a change in routine or if a different person will collect the child.

Health: Please notify the supervisor of any medication being taken and conditions such as asthma, epilepsy or diabetes. Medicines should be handed to staff on arrival and the Medication Form signed. We will contact you in the event of an accident or if your child becomes unwell during the day, so that a doctor's appointment can be made and your child collected. Please ensure your cellphone is on or frequently checked if you are at work. Children with a contagious disease should remain at home until no longer infectious. For the wellbeing of all children we prefer children to be medically immunized as recommended by the Health Dept.

Parent Contact:

We write regular newsletters and hold social or educational parent evenings and parent teacher interviews at least twice a year. Parents are invited to discuss with staff the progress and needs of their child and view their profiles at any time.

Enrolment:

Please complete the enrolment form, using a separate form for each child. There are subsidies available for qualifying parents through WINZ which approximately halve the fees. Staff will assist you in making WINZ applications. The fees schedule outlines all our fees and discounts. 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. We encourage all parents to pay fees by automatic bank or on-line payments and if desired we can arrange with you regular deductions from WINZ benefits.

20 Free Hours:

Only 6 of the 20 free hours can be taken on any one day. If your child's hours are longer than 6 some days and shorter on other days you cannot average the hours and could end up getting less than 20 hours free. The Government requires parents to sign an optional charge agreement and attestation form and provide a copy of their child's birth certificate when enrolling or when your child turns three.

Holidays & Changes of Hours:

We charge full fees for public holidays, but half fees for children's holidays when we have been notified a week in advance for periods of over five consecutive days and up to three consecutive weeks in any year. Any changes of hours must be applied for on a change of hours form and approved by the Centre Manager or Head Teacher in the Manager's absence.

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Sample Childcare & Montessori Programmes

- 7.30** First Staff member arrives, sets up. Children begin to arrive
- Before 8 45** Planned programme in playrooms and/or outside
- 8 45** Line up and enter classrooms. Circle time for all groups. Three hour work cycle commences in Montessori classes.
- 09 00-10 30** Infants & Toddlers' Programme inside or outside.
- 10.00-10.30** **Morning Tea for Infants**
- 10 30-11 30** Music & Movement Time in Infants' room.
- 10 45-12 15** Montessori and Toddlers' classes continue, rolling morning tea
- 11 30-12.00** Play time, Art etc get ready for lunch.
- 12.00-12.30** **Lunch Time for all groups**
- 12.15 –2.30** Sleep / siesta-time for younger children, quiet time for **all** children.
- 12.45-3.30** Montessori extended day sessions for older children.
- 3.15-3.30** **Afternoon tea for Toddlers**
- 3.30 –6.00** **Afternoon tea**, followed by planned playtime, stories and games. Montessori 2 join the others at 3.30 pm.

FEES FROM 1st November 2015

To provide a quality Montessori and Te Whariki curriculum we prefer all children over two to enrol for a minimum of 30 hours and under twos a minimum of 20 hours. Under Ones by arrangement. Your enrolment contract is binding and shortening your child's hours could jeopardise their place.

Hourly Rates (including snacks and meals)

Under 2	\$6.10
Over 2	\$6.50

Discounts 10% for second child

Extras

Late pick-ups after 5:30	\$1.00 per minute paid to compensate the staff member on duty.
Other late pick-ups	Normal rates apply – booked time plus extra.
Playball, gym, drama etc	Prior notice will be given; consenting parents will be invoiced
20 Hours ECE Optional Charge	\$22.50 per week –for use of Montessori equipment

Absences

- Full fees are charged for statutory holidays, snow days and absences due to sickness.
- No fees will be charged for non-statutory weekdays if the centre is closed over the Christmas break.
- 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, with a minimum of one week's prior notice.
- You are required to give one week's prior notice of a permanent or temporary change of hours and holidays.

Termination

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

Please Note

- We prefer fees to be paid by automatic or internet payment two weeks in advance. Ask for an A/P form.
- 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.
- Childcare costs are tax deductible. We supply a statement each year. There is a charge for duplicate copies. Please ensure you notify us of any changes of address. We cannot provide these slips later than one year after the date of issue of the slip.
- 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.
- Fees include GST and time used is rounded up to the nearest quarter hour.
- Weekly invoices are provided to all parents.
- 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.
- 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, so your account could double. A CHILD'S ATTENDANCE MUST MATCH THEIR BOOKING.

City Heights Childcare Healthy Heart Menu Rotating Menu Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Muffins Water & Fruit	Cheese scones Water & Fruit	Mousetraps Water & Fruit	Sultana/ Date scones Water & Fruit	Fruit bread Toast & milk Water & Fruit
Lunch	Mac'n'Cheese (onion & corn) Water & Fruit	Chicken & Veg Soup Water & Fruit	Cheesy Cottage pie & veg Water & Fruit	Sandwiches Water & Fruit	Cheesy Fish Pie 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 Water & Fruit	Cheese scones Water & Fruit	Mousetraps Water & Fruit	Sultana/Date Scones Water & Fruit	Fruit Bread Toast Milk Water & Fruit
Lunch	Mince tomato cheese pasta Water & Fruit	Baked Potatoes With cheese 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	Crackers & Cheese Water & Fruit	Pizza Bun Water & Fruit

Menu Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Muffins Water & Fruit	Cheese Scones Water & Fruit	Mouse Traps Water & Fruit	Sultana/date scones Water & Fruit	Fruit Bread Toast & Milk Water & Fruit
Lunch	Cheesy Tuna Pasta Water & Fruit	Cheesy Spaghetti Bolognese Water & Fruit	Cheesy Chicken Pie Cheesy Potato Gratin Water & Fruit	Pizza 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	Pikelets Water & Fruit

Menu Week 4

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Muffins Water & Fruit	Cheese Scones Water & Fruit	Mouse Traps Water & Fruit	Sultana Date Scones Water & Fruit	Fruit Bread Toast Milk Water & Fruit
Lunch	Chicken & Veg Pasta Bake Water & Fruit	Milky Pumpkin Soup Water & Fruit	Cheesy Spaghetti on mash 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	Crackers & Cheese 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.