

Welcome.

This Kindergarten
is a member of
Ruahine Kindergartens.

Index

★ Index	1
★ Welcome to Ruahine Kindergartens	2
★ Kindergarten Educational Programme	3
★ 20 Hours ECE	3
★ Funding Rules and Attendance at Kindergarten	4
★ Ruahine Kindergartens Structure	5
★ Diagram of Ruahine Kindergartens structure	6

Welcome to Ruahine Kindergartens

Dear Parents/Caregivers/Whānau

On the behalf of the Board of the Ruahine Kindergartens we welcome you and your child, and congratulate you for making the decision to send your child to a kindergarten where they will receive high quality early childhood education.

Ruahine Kindergartens operates 25 kindergartens in the Palmerston North, Manawatu, Rangitikei, Foxton and Pahiatua areas. All teachers employed are fully qualified and registered. They are supported in maintaining a high standard of early childhood education through professional leadership and ongoing professional learning opportunities.

Ruahine Kindergartens vision is “Innovative learning gives children the best possible start”.

Ruahine Kindergartens is an Incorporated Society that is governed by a Board of elected members, according to the rules set out in its constitution. Under these rules, when a child is on the waiting list or enrolled at a kindergarten, the parents/primary caregivers automatically become members of Ruahine Kindergartens. Members have the right to vote at any general meeting of Ruahine Kindergartens, including annual general meetings when board members are elected.

Ruahine Kindergartens is funded by the Ministry of Education on a per child per hour basis. These funds are used to pay teachers and ancillary staff, the costs of running Ruahine Kindergartens and a portion of kindergarten running costs.

With the advent of 20 Hours ECE for 3 and 4 year olds, Kindergarten is free if you use these hours at kindergarten.

Should you have an inquiry, concern or complaint in regard to a kindergarten, please initially discuss it with the person concerned. Should you then wish to make further enquiries, please contact one of us. For any further information, please refer to www.ruakind.org.nz or phone **06 357 8264**.

I am sure you will enjoy becoming a member of your chosen kindergarten community and join the large group of parents in each kindergarten who support Ruahine Kindergartens and teachers so that we can provide the best possible learning environment for your child.

Yours Sincerely

Jerry Tanguay
GENERAL MANAGER

Gaylyn Campbell

Sally Roberts

Gail Fergus

PROFESSIONAL SERVICE MANAGERS

Kindergarten Educational Programme

Early childhood education is recognised as being beneficial for young children and their families. Many of our life long traits are set well before our seventh birthday. Research shows that good quality early childhood education extends children's language, thinking and social skills significantly. It is the quality of the adult-child interaction that stimulates and extends children's learning. The high quality programmes our kindergartens provide are rich in opportunities for children to have age appropriate experiences as a foundation for future learning.

At kindergarten, teachers develop a written portfolio which contains documentation of the assessment of your child's strengths, interests, ideas and development. Parents will have regular opportunities to discuss the progress of their child, and may see their child's portfolio at any time. Information in the

portfolio is confidential to parents and teachers, and will not be shared with others without their permission.

A typical day at kindergarten will include a combination of activities in both the indoor and outdoor environment which give children choices and the opportunity to build on previous learning and experiences.

Kindergarten programmes are based on the New Zealand Early Childhood Curriculum, Te Whāriki. This curriculum is designed specifically for children from birth to school age and links into the school system. It provides equitable learning opportunities irrespective of gender, ability, age, ethnicity or background.

Your teachers will be able to provide you with more information on the programme and implementation.

20 Hours ECE/Fees

Kindergarten aims to provide accessible and affordable quality early childhood education and care, using qualified, registered teachers.

If you use your 20 Hours ECE, Kindergarten is free. For any hours not covered by 20 Hours ECE or if your child is under 3, a compulsory fee of \$1.00 plus GST is required.

There will also be optional charges for trips, portfolios and similar extras.

While some fundraising is helpful and positive for the social well being of the kindergarten, this can be kept to a reasonable minimum if 20 Hours ECE are used or fees are paid regularly.

We are able to offer parents three ways of paying fees. These are by a weekly, fortnightly or term account. This can be paid to the kindergarten directly, by internet banking or you can use automatic payments. It would be appreciated if these payments could be made by the date specified on the invoice.

Families who are paying fees can apply to WINZ and may be entitled to a subsidy.

For further clarification please ask a teacher for more details.

Funding Rules and Attendance at Kindergarten

We would like to explain to you why children who are enrolled at kindergarten, but do not regularly attend sessions, will be asked to reconfirm their enrolment agreement. Kindergartens are funded by the Ministry of Education on a per child/ per hour basis, and the Ministry has rules that apply to how this funding will be paid. These rules govern how often a child must attend kindergarten for the kindergarten to receive the funding the child's enrolment generates. The same rules apply to 20 Hours ECE.

1. A child enrolled at kindergarten must attend more than half (50%) of the sessions they are enrolled for, in any month.
2. A child must also attend more than half of every weekday calendar day - e.g. they must attend at least three Mondays, three Tuesdays etc per month.
3. Funding can only be claimed for the first 3 weeks of a child's absence (including weekends). After 3 weeks a child becomes unfunded and will be taken off the roll.
4. Parents/guardians must confirm the attendance of their child by signing the attendance record once a month.

There are exemptions for children with special needs or health problems. Talk to your Head Teacher if you need to know more about this.

Now that kindergartens are funded by 20 Hours ECE there is a requirement that your child attends the hours open. If your child attends less than the hours stated on a consistent basis funding will be less. You need to state the time of arrival and departure on the Sign In/Out Sheet provided.

Because funding is determined by the number of children on the roll it is essential that full rolls are maintained.

You will appreciate that it can become a complicated task for our teachers to work within these rules, and we ask for your co-operation and support when teachers are faced with the task of advising you that your child's attendance needs to be improved or they will have to be removed from the roll.

If you would like more information, please contact me.

Jerry Tanguay
GENERAL MANAGER

Ruahine Kindergarten Structure

The diagram on the following page shows the various groups that make up the Ruahine Kindergartens. While the lines show the immediate links of responsibility, there are informal links between every part of Ruahine Kindergartens structure.

Kindergarten Movement

The kindergarten movement is over 100 years old and consists of a partnership between:

★ Local Committees

Support the teachers in the day to day running of the kindergarten and fundraise to ensure the availability of resources which are required for the children.

★ Council

The council shall consist of the Chairperson of each constituent kindergarten and establishment committee under the aegis of Ruahine Kindergartens plus the members of Ruahine Kindergartens board, and up to 4 teacher representatives. The council shall have the responsibility of approving policy within which the board and employees of Ruahine Kindergartens shall operate.

★ Board of Governance

Commonly referred to as 'the board', who are elected from the kindergarten communities to receive and oversee the bulk funding from Government, propose policies and budget recommendations to council and have oversight of the running of Ruahine Kindergartens.

★ Teachers

Qualified registered teachers provide and deliver educational programmes under the guidance of the professional services managers.

★ Governance of Ruahine Kindergartens

The Board of Governance is elected at the annual general meeting of Ruahine Kindergartens. It consists of a President, Vice President and up to five board members - each elected for a two-year term.

The Ruahine Kindergartens Operations Manual, and constitution contain Ruahine Kindergartens 'rules'.

The Education Act 1989 and the Amended Early Childhood Regulations 2008 impose legal requirements for the licensing and management of all kindergartens.

Diagram of Ruahine Kindergarten Structure

