



*Lambs Preschool Pukekohe  
101 Victoria Street, Pukekohe  
Ph (09) 238 4401  
[www.lambspreschool.co.nz](http://www.lambspreschool.co.nz)  
7:00-17:30 Mon to Fri*



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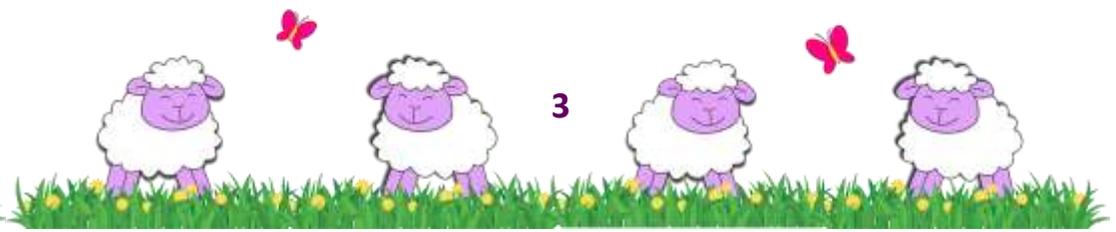


# Our Philosophy

At Lambs Preschool Pukekohe we understand that having a collaborative teaching team is crucial when it comes to enabling children to reach their full potential. We pride ourselves on having quality staff which is a fundamental resource when it comes to children's education.

Our small unique teaching team all look through a different lens which portrays that we are a diverse team. This helps us to adapt our programme, ensuring we meet the individual needs of each child in our care.

We acknowledge the importance of The Treaty of Waitangi (Te Tiriti O Waitangi) through the use of Te Reo and Te Kōwhiri in our daily practice. We celebrate our diverse cultures by having reciprocal and responsive relationships with our children, whānau and wider community.



# Locations

We are early childhood centre in Pukekohe offering quality education and care for children aged from 2 to 5 years.



Lambs Preschool Pukekohe  
101 Victoria St, Pukekohe  
[manager.pk@lambspreschool.co.nz](mailto:manager.pk@lambspreschool.co.nz)

## Access to Information

- ◆ You are able to access the most recent ERO review at [www.ero.govt.nz](http://www.ero.govt.nz), or by asking our Centre Manager.
- ◆ Policies and procedures are available on request to our Centre Manager or by logging into Storypark.
- ◆ From time to time we will ask for your parental input of our review and consultation of policies and procedures these will be posted on Storypark.
- ◆ You can find the financial allocation on the information wall of the preschool or alternatively by emailing Leanne: [leanne@lambspreschool.co.nz](mailto:leanne@lambspreschool.co.nz)
- ◆ From time to time we organise activities such as parents evenings or afternoon teas for parents and whanau, this is a great way to be involved in the service and chat to the teachers, these events will be posted on Storypark and around the centre, please watch out for them they are fun!

*For more information about our centre please give us a call, email or pop in for a visit.*



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# Events and Activities

Our centre is licensed for 29 children over 2 years old, although our outdoor space could actually accommodate 70 children! That is a whole lot of space for your little ones to run off their endless supply of energy. We encourage children to explore and respect their environment, encourage independence and self-discovery, and become capable and competent learners.

## Activities

- ◆ Swimming lessons (Captain Awesome Swim School visits us, cost involved)
- ◆ Bike riding
- ◆ Gardening
- ◆ Local walks
- ◆ Large sandpit
- ◆ Newly developed carpentry area
- ◆ Indoor and outdoor flow. Our doors never close, if your child likes it outside, they can be there all the time!

## Events

- ◆ Fish 'n' Chip evening
- ◆ Movie night
- ◆ Matariki family night
- ◆ Child disco
- ◆ PJ day
- ◆ Yearly whole centre trip
- ◆ Easter egg hunt
- ◆ Christmas party
- ◆ Mother's and Father's Day treats

## What Can Lambs Preschool Pukekohe Offer You And Your Child?

- ◆ Excellent teacher to child ratios
- ◆ Small group sizes
- ◆ Quality environment inside and out
- ◆ Experienced and qualified teachers
- ◆ Beautiful natural outdoor areas
- ◆ Individual portfolio books
- ◆ Online portfolios with Storypark
- ◆ High quality care and education



## What Lambs Preschool Pukekohe Provides

- ◆ Annual trips and activities
- ◆ Family events
- ◆ Sun block
- ◆ Lots of fun, laughter, & learning!



## What You Will Need To Bring

- ◆ Two complete changes of clothes – it can get messy having fun!
- ◆ A security toy/blanket/dummy if your child uses one at home. *But please no other toys from home as we can not be responsible for these.*
- ◆ In winter: a woollen hat, jacket, and gumboots. We still try to get outside even if the weather is colder or a little wet, so we need clothing to cope with the elements. *We believe there's no such thing as bad weather, just bad clothing.*
- ◆ In summer: a *named* sun hat.



*We can't wait to get to know you  
and your child better as your family  
settles in as part of the  
Lambs Preschool Pukekohe Whanau.*





# Fee Schedule

As of February 1<sup>st</sup> 2021

*For more information about our fees please give us  
a call, email or pop in for a visit.*

*Ph (09) 238 4401*

*leanne@lambspreschool.co.nz*

*101 Victoria St, Pukekohe, Auckland*

# Fee Policy

Fees are due in full by 5:30pm on the Friday of each week (unless prior approval by management). If paying by cash please place payment in a clearly labelled envelope and hand to Centre Supervisor or place in an envelope on put in the fees box. Automatic payments are an easy payment option.

Normal fees are charged for public holidays, absent or sick days to keep your enrolment open. Half fees are payable when at least 2 weeks notice is given in writing that your child is going to be away and must be for at least a weeks holiday. This half price holding fee is available for up to 2 weeks (in total) of your child's usual attendance per year. We are closed for the period between Christmas and New Years, fees are not charged over this time

If you collect your child after 5:30pm a late fee of \$2/minute will be charged payable directly to the teachers working at the time. Please call Lambs Preschool Pukekohe and let us know if you are running late. Emergencies will be taken into account at the discretion of the manager. You are also unable to drop your child off prior to 7am or their scheduled start time on the roll.



## *Nappy Changing and Toileting*

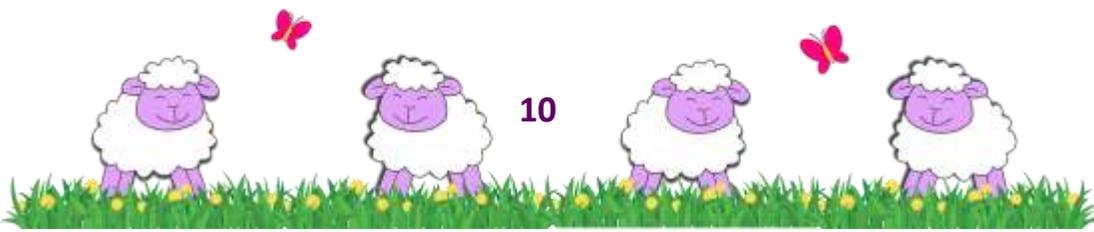
Children are checked and changed regularly during the day. Details of these changes are written on the nappy chart in the bathroom for Toddlers and Preschoolers. When it comes time for toilet training it is important they we work together as a team to ensure consistency. Please feel free to discuss this with any of our wonderful staff

## *Absence*

Please phone and let us know if your child is going to be away from Lambs Preschool Pukekohe for the day. If your children will be away for holiday please fill out a notice of absence in advance (Half fees are payable when at least a full weeks notice is given in writing that your child is going to be away.) This half price holding fee is available for up to 2 weeks per calendar year.

## *Arrivals and Departures*

For licensing and safety reasons, all children must be signed in and out each day on arrival and departure. When you arrive leave your child with a teacher and sign in on our tablet (you will be provided with a 4 digit pin when you enrol). That way we know your child is on site and we can help then settle and get involved.



## Communication

Please feel free to chat with the teachers about your child's day. Each child also has a portfolio showing their learning journey at Lambs Preschool Pukekohe through stories, photos and art work, please regularly look through and add to your child's portfolio, there is a hard copy at the centre but once you enrol you will also be given a log in account to view your child's portfolio online on our website.



Communication is so important; we are complementing/sharing the care of your child and can only do the best possible job if staff and parents work as a team. Please feel free to stop for a chat, or spend time with us in the centre; your involvement and input is always valued.



# Policies and Procedures

Please take time to read these as they are written with your child's best interest at heart. We have clear policies on child illness, accidents, administering medicines, and immunisations and these are outlined below (please see Policy & Procedures handbook for in-depth policies). If you have any queries please contact the centre supervisor. Our policies and procedures are reviewed annually. The current policy being reviewed is documented in Storypark for your feedback and input. Whanau feedback is important to us and we value the input that we received.

## Illness

Out of respect for other parents and children your child must remain at home during illness. Any child who is deemed to be unwell by the Centre Manager and staff will be sent home. If a child becomes unwell while at the centre we will isolate them and you will be phoned to collect them. If we can not contact you we will phone one of the people that you named emergency contacts.

### **You will be called to collect your child if they have any of the following:**

A high temperature (38° or higher)

Unidentified rash or spots

Diarrhoea or vomiting  
(not to return until 48hrs after last incident).

Constant coloured discharge from their nose

Constant cough

Or if the illness prevents the child from participating fully and comfortably in the programme and activities (this includes being able to go outside to play), or the illness results in a greater care need than we can reasonably provide without compromising the care of the other children. If this is the case the Centre Manager may suggest they stay home to further recuperate.

## Medicine

Any child who is on any form of medication while attending the centre must have this written up in the medicine book, signed consent given by the parents, and the medicine given to our staff. The staff member will then sign once the medicine has been administered and the parent will sign again to acknowledge this at time of pick up. If your child requires Pamol then they are not well enough to attend. However, to aid in relief of teething symptoms, please provide your own Pamol and sign the medicine book.

## Accidents

Unfortunately accidents sometimes happen when children are busy at play. Any accident will be treated and then be documented in the accident book and in our management software. You will be informed of the accident, given a copy of the accident note and asked to sign the accident book, and there will be note on the tablet when you sign out your child. Our staff are trained in first aid. Any major accident will be dealt with in the best interests of your child and we will seek medical advice as the Lambs Preschool Pukekohe thinks necessary and every attempt will be made to contact you immediately.

## Immunisations

We are required to keep an immunisation register for all children attending Lambs Preschool Pukekohe. This register is used to help reduce the spread of vaccine-preventable diseases. If an outbreak occurs all parents will be notified, and children who are not immunised, will be required to stay at home for the duration of the outbreak.



# Settling Your Child

When it comes to starting Lambs Preschool Pukekohe we realise that you will be filled with many mixed emotions; guilt, worry, excitement, and a big question mark as to how your child will settle in. Please feel confident that we do understand your feelings. We have helped lots of parents and children to settle into this new situation. There are a number of things that can be done to make this 'settling in' period easier and happier for you child.



We strongly encourage you to visit with your child a few times before the actual start date. During these visits chat with the staff about your child's routines, likes, dislikes, interests at home, what helps them settle etc...

As a parent have realistic expectations. All children miss and love their parents. Many children have a wonderful first day – it is all so new and exciting, but then it slowly dawns on them that when they come to Lambs Preschool Pukekohe Mummy/Daddy leave them. It takes time before they feel secure and confident and our staff will keep you constantly and honestly informed as to your child's progress settling in. Let your child venue forth at their own pace, let them stand and watch, they may not be ready to join in an activity straight away.

Be honest with your child (even from the youngest age). Tell them that you are leaving, and where you are going e.g. – to the work, gym etc and tell them that you will be back.



Never sneak out – it may seem like the easy option at first but, your child will soon realise what is about to happen (the 2<sup>nd</sup> or 3<sup>rd</sup> time) and will become insecure and unsettled. Some of the trust that they have that you will always be there for them is gone. They also won't trust the teachers that they are left with because for all they know these are the people that took their parents away. Because of these reasons we ask all parents to say goodbye to their child when they are leaving. Although this may be a little harder for you as a parent, it is far better in the long run that they know when you say goodbye you are going to leave, but you will come back.

It is also easier if the leaving/goodbye process is fairly quick. Feel free to stay and play for a while. But our advice is that when you start at Lambs Preschool Pukekohe, you decide on a 'goodbye ritual'. This involves choosing something that signals to your child that it is time to say goodbye. When you are ready to go, do your ritual which could be something such as reading one story together or doing a puzzle, or 1 hug, 1 kiss and then waving to you at the window - it just needs to be something that has a definitive ending), give your child a big hug and a wave, and tell them that you are going now and that you will be back later to collect them – then go (the key is that this process needs to be *consistent* each day). Rest assured the staff are very sympathetic to a new child's emotions and will help them settle in a variety of ways: with cuddles and love, distraction, letting sit on their lap and just watch for a while, involve them in an activity etc.

Be positive – even tiny children sense when their parents are upset or worried and this reinforces their concerns.

Feel free to phone us to find out how your child is going and the staff will tell you honestly how they are going.



# *At Lambs Preschool Pukekohe we believe...*

In providing loving and caring relationships  
partnered with a play space that has children at  
the heart of it.

All children are competent active learners who are capable  
of self directing their own play/work.

Open ended resources give life to a child's creative and  
imaginative play.

There is no such thing as bad weather,  
just bad clothing.

That all children require freedom to play in the early years  
to help them become lifelong learners.

[www.lambspreschool.co.nz](http://www.lambspreschool.co.nz)

