

Enrolment Information Pack

"Train a child in the ways of the Lord
and he shall not stray from it"

Proverbs 22:6




Cornerstone
Christian Early Learning Centres

Middleton

Welcome

We provide a warm, caring environment with structured morning and afternoon sessions.

Cornerstone Christian Early Learning Centres are owned by the Christian Schools' Trust. The Centres are led by a Board of Management which consists of representatives from the Christian Schools' Trust and the Head Teachers. We maintain staff to child ratios of 1/10 as set by the Ministry of Education and are licensed for 30 children at Aidanfield and 50 children at Middleton.

Please ensure that you read all of this information pack as it contains important information which is essential for you to know.

For 2½-5 year olds.

Quality teaching and a strong sense of family.

Skilled, qualified or in-training teachers who are faithful to Cornerstone's Christian character and philosophy.

Preparation for school a priority.

Community based.

Hours: 8.30am-3.30pm

Morning session 8.30am-12.30pm

Afternoon session 12.30-3.30pm

Full day 8.30am-3.30pm

Children can attend for morning or afternoon sessions or for the whole day.

We are closed for all statutory holidays, 1 week in July and 3 weeks at Christmas (inclusive of statutory holidays). Please see our website or speak to us about actual closure dates.

Fees per child: refer to page 3.

Work and Income NZ subsidies and 20 Hours ECE available.

Please see Enrolment Matters (page 4) for more details.



We believe that
Jesus Christ is
Lord of all.

Educational Philosophy

Introduction

The Christian Schools' Trust (CST) owns and operates a network of Cornerstone Christian Early Learning Centres. The CST mission is that the Centres assist families in the education of their children by providing an environment in which the Biblical Truths of Jesus Christ are taught and lived. A Statement of Belief is available at the Centre.

cultural heritage, values and life experiences that are particular to the many cultures represented and consistent with Biblical truth. (e.g. whanaungatanga, aroha and manaakitanga)

A bicultural partnership statement is available at the Centre.

The Learner

We believe children are created in God's image each uniquely designed with skills, gifts and talents with which to love and serve God. Children will gain an understanding of God's world and their place in it and be given opportunities to develop their skills, gifts and talents, becoming competent and confident learners for God's glory. Children will develop Christ-like character.

Curriculum

The Bible, the Treaty of Waitangi, Te Whariki and the New Zealand Curriculum guide the Centres' age-appropriate programmes. We cater for individual and group learning, reflecting the diversity of cultures and people God has created, and include specifically planned experiences as well as activities and interactions that arise spontaneously.

Parents, Whanau and Community

The Centres acknowledge parents as primary educators of their children and will foster a strong relationship between home and Centre.

It is acknowledged that Maori are the tangata whenua in New Zealand so the Centres are committed to bi-cultural partnership. In addition, the multi-cultural nature of New Zealand requires a genuine partnership with parents, whanau and community to reflect the knowledge, beliefs,

Staff

Our team are committed Christians faithful to the Christian character of the Centre, have a genuine love for children, a commitment to professionalism (including qualifications where appropriate), professional development, and a desire to encourage children to reach their full potential in God.

Enrolment Matters

Enrolment

Cornerstone enrolment forms are available at the Centre or in your information pack. It is essential that one of these be filled out in full with a copy of your child's Immunisation Certificate and Birth Certificate. This is a requirement if you wish to enrol your child or be placed on our waiting list. If any of your personal details change at any time please inform the Head Teacher or Centre Administrator. This ensures your child has the care required and we are able to make contact with you urgently should the need arise. Booking times and dates are recorded on the enrolment form.

Orientation and Settling in

We encourage you to have a minimum of one visit with your child before starting. This provides the child with a time where they can feel emotionally safe with family close by as they explore their new environment. You are welcome to visit or phone us at any time should you wish to check on your child's well being.

Work and Income New Zealand

Childcare Subsidies are available to a wide range of families and we are happy to advise on the conditions that may apply to your family. It is the parent's responsibility to make sure that Childcare Subsidy renewals and changes in enrolment hours are notified directly to Work and Income. Application forms are available from the Centre.

20 Hours ECE

For children over 3 years and those enrolled in the 20 Hours ECE scheme our policy is as follows:

Our hourly rate is \$8 per hour, however you can claim up to 6 hours per day and up to a total of 20 hours per week under the 20 Hours ECE scheme.

Each morning session is 4 hours (8.30-12.30), and afternoon sessions are 3 hours, so 5 half days will be within the 20 Hours ECE scheme.

Each full day is 7 hours so when claiming 20 Hours ECE, up to three full days will cost just \$8 per day. Hours over and above 20 Hours ECE are charged at just \$8 per hour. We are happy to advise costs for differing booking combinations including a mix of half and full day bookings.

Fees

For children under 3 years our fees are as follows:

\$6 per hour, for the first 30 hours.

\$12 per hour for any hours in excess of 30.

Fees are payable in advance weekly or fortnightly by cash, cheque or on-line. We do not have any cash on the premises to provide change for cash payments. Cheques are payable to CCELC.

Please note that sick day fees are payable.

Payments

Please complete a Payment Slip and place the payment in the bags provided. Please hand it to a teacher for checking, signing and safe-keeping. Our Centre Administrator collects and processes payments weekly.



Cancellations or Changes

For changes to your enrolment, or booking of casual sessions, please see the Head Teacher or Centre Administrator. We require two weeks written notice to reduce or cancel a permanent booking.

If you have any questions regarding your account or other administrative needs, please direct them to the Head Teacher or Centre Administrator.

Signing In and Out

All children are signed In and Out of the Centre, daily by the parent.

For your child's protection, teachers are instructed to only permit children to leave the centre with those persons nominated by you on the enrolment form. If someone else is picking up your child please note it in the "Comments" column of the Signing In/Out sheet or ring to inform us of any changes. It is very important that parents sign the Signing In/Out sheet as this is used frequently to check your child is present on the Roll in the event of an emergency.

Absences, Illness or Accidents

Please notify the centre as early as possible if your child is unwell or unable to attend by 8am on the day or the day before. There is an Answer Machine service if you ring out of hours. It is important that children are not sent to the Centre if ill, or with a contagious or a notifiable disease (eg. conjunctivitis, measles, chicken pox, head lice etc) as we are unable to accept them (this being in compliance with Ministry of Education Regulations and Infectious and Notifiable Diseases Regulations 1996). The Head Teacher does have the right to refuse a child who may be infectious to other children and staff. This is necessary for the well being of all the children at the Centre. If your child becomes unwell during the day, we will contact you or your emergency contact to come and collect him/her immediately. In stating this, we do acknowledge the difficulties this can cause to families but the Centre is not a place for sick children. If your child requires urgent medical attention, the Ambulance/Doctor will be contacted

and parents will be informed. All costs incurred are the parents' responsibility.

Our teachers hold a current First Aid Certificate and we have a First Aid Kit for minor injuries. Any accident occurring at the Centre is recorded on an Accident Form. Please read our Health Policy.



Holidays

The Centre must be advised two weeks in advance that your child will be away on holiday. Please use the 'Holiday Notification Form'.

Holidays during term time

Under 3 year olds: full fees will be charged for each week of holiday during term time, to ensure your place at Cornerstone CELC is kept open.

For 3 year olds and over who are receiving free ECE, your invoices will be charged as normal for the first 3 weeks of absence. The Ministry of Education funds free ECE for the first 3 weeks of absence only. On the fourth week, funding stops and we will charge full fees for that week and any following weeks to ensure your place at Cornerstone CELC is kept open.

Holidays during term breaks

Attendance during term breaks is voluntary. Parents will be asked to signal their intentions a term in advance, and if they choose not to send their child during the term break then no fees will be charged.

Medications

Medications are the parents/caregivers responsibility. All medications being taken by children must be taken out of your child's bag and handed to a teacher to enable them to put the medication in a safe place. Administration of medication to your child can only be made on written instruction from the parent/caregiver. This is to be done in the Medication Book.

Medication must:

- Have child's name on it
- Be in original medication container
- State name of medication

- Have correct dose and time to be given
- Be prescribed by your family doctor
- Be placed in a named container or bag with a syringe or measuring spoon in it. This is for hygiene and identification reasons.

Meals

Before every meal we sing or say a thank you to God for our food.

Please provide your child's lunch in a **named container**. The Centre provides water and we have plenty of spoons and cups so you won't need to pack any of these things. It is really helpful to have a water bottle for your child, especially in the summer so that they can access it easily. To help your child become more independent pre-cut fruit is handy and having food packed with user-friendly packaging is helpful. Teachers can assist when needed. Due to so many different food allergies please encourage your child not to share food with others. Our Centre promotes healthy eating and living. Therefore chocolates and sweets are not acceptable, please leave these at home as a treat.

At times the need arises for us to stop certain foods from coming to Pre-school (eg peanuts). Families will always be made aware of these limitations.

Issues and Complaints

Please inform the Head Teacher/ Management if there are any problems, which may be affecting you or your child. Our teachers, who will make every effort to support you as needed, treat all information in confidence. Cornerstone's Communicating your Concerns Pamphlet is in the foyer.

Toileting Routines

Please supply enough nappies for the sessions your child is attending. Nappies are checked at regular intervals throughout the day and changed as necessary. These checks are noted on the "Nappy Chart" sheet at the entrance of the children's bathroom. Please feel free to look at this sheet. We do not have the appropriate facilities for cloth nappies, so please provide disposables while your child is here. We provide wipes.

Please inform us if your child is toilet training or needs to be reminded to go to the toilet. As much as possible we will reinforce what routine you have at home. Please remember that we are toileting a lot of children. If you want your child to begin their toilet training, it is much easier for them to be wearing Pull-Ups. This encourages them to be independent with their own clothing etc.

Clothing and What to Bring

Please dress your child in appropriate clothing for messy, active play. A spare set of named clothing is essential. It is good to have appropriate clothing for the winter and summer months.

We would appreciate the return of any clothing lent to your child due to accidents.

Parents are encouraged to apply sunblock to their children before coming to the Centre. We re-apply sun-block in accordance with each Centre's Sun Safety Practice.

Toys

We understand if your child needs to bring a comfort toy to help settle them into their day at the Centre. If your child brings a toy to show their friends, we will encourage them to place it in their bag to keep it safe. Toys that get broken or lost are not the responsibility of the Centre.



Individual Profile Books

This book is your child's own record of the learning which takes place during his/her time at Cornerstone.

Our curriculum at Cornerstone is based on God's Word, incorporating the principles of Te Whāriki, (New Zealand's National Early Childhood Curriculum).

Our method of assessing your child's learning is based on Learning Stories. Learning Stories involve:

What Happened? *Observing and documenting the strengths and interests of your child as they emerge within the programme, and recording these in the form of a story.*

What learning is happening here? *Identifying the learning that is taking place from the teacher's perspective; there are often many threads/dispositions of learning happening here, and we generally focus on one or two.*

Links to Te Whāriki /The New Zealand Curriculum *This demonstrates how the child's learning is being supported within both The Early Childhood and The New Zealand Curriculum, as appropriate.*

Where to next? *How we as a team will collaboratively respond to the learning that has taken place, and plan for future development.*

Whānau Voice: We love to have as much whānau input as possible, so this is where we place any feedback we have received from you, the whānau, that coincides with the learning that has taken place.

Follow up stories: Details how the learning has continued throughout the term.

Our aim is to record significant events during your child's time here at Cornerstone. These will differ from child to child, according to their strengths, interests and needs. Learning Stories are written in the narrative form, which means that they are written as the teacher has perceived the event through their own eyes, and recorded as such. From this, the teacher is able to understand and evaluate the learning, and as a team we collaborate on a variety of ways to support and extend the learning that has taken place.

Quantity of content in children's individual books will vary depending on the number of sessions per week that they attend, e.g. a child who attends every session will naturally have a fuller book than a child who attends one or two sessions per week.

Learning Stories can be an individual event or part of a group activity. Special events that occur in your child's life e.g. birthdays will also feature in this book.

Please feel free to talk to us at any time about your child's learning and development as we aim to foster a strong relationship between home and Cornerstone. We encourage you to become involved in your child's learning by sharing information with us. We provide a "Parent's Voice" sheet for you to document any learning occurring at home, which would be helpful for us to know at Cornerstone. If you take your child's Profile Book home to fill out, please return it soon after as we constantly update them.

Parents have access to their child's Profile Books at all times.

Group Programme

Our group programme (setting up of equipment, mat times and other activities) is derived from children's individual Learning Stories/goals and our Christian theme. These help us to always have the children's interests and strengths in mind when planning.

Parent Involvement

You are an important part of our family and have much to contribute. You are welcome at the centre at any time to share your ideas, discuss your child's development or to just spend time with your child.

A regular newsletter will keep you in touch with the happenings of the Centre. We have a folder explaining our Policies and Procedures that is available for you to read. This is in the Parent Library, in the front foyer area. You are welcome to take the Parent Education books out on loan, just put your details in the book alongside the library so we know who has what. There is a Notice Board in the foyer. This has daily/weekly information for you to read. You can read about our Programme at any time. This is on the wall where the children hang their bags. Stay informed about what your child is learning by reading their Profile book.

We have regular parent coffee mornings and other opportunities for parent involvement.



Daily Programme

We have a mixture of planned and free play activities.

Each Centre runs off a different daily programme.

See the Centre's daily programme when you enrol.



Cornerstone Aidanfield

2 Nash Road
Halswell, Christchurch 8025

Phone: (03) 338 9948
Email: cornerstone@aidanfield.school.nz

Cornerstone Middleton

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Upper Riccarton, Christchurch 8041

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