
Parent Newsletter/Panui

September/Mahuru 2018

Talofa lava, Kia ora, Hello & Bonjour...and welcome to our new families/whānau

Education review office visit

On the **26th and 27th of September** the Education Review Office will be reviewing our centre. This review is part of a normal review cycle that every early childhood centre and school undergoes on a regular basis. KEL was last reviewed in 2014. On the 26th we will have two reviewers at the centre observing teachers' teaching practise and viewing our documentation. They will be meeting with the manager, teachers and committee representatives. This is the centre's opportunity to put its best foot forward. It is also an opportunity for us to receive external feedback about improvements we could make to enhance children's learning outcomes. The reviewers may have some questions for parents who are at the centre while they are there. You are also welcome to ask the reviewers questions about the process. A letter to parents from ERO is attached to this newsletter. You can find out more information about the review process here: [He Pou Tātaki – how ERO reviews early childhood services](#)

Parent/whānau Survey 2018

Once every two years the KEL carries out a general survey of all parents/whānau at the centre. This is an important opportunity for you to have your say on how well you think the centre is doing in meeting the needs of you and your child. The information gathered helps us to identify any concerns and/or ideas for improvement. The results also contribute to our strategic and annual planning. Your comments are therefore, very important.

The survey will be sent out via email next week. You are welcome to respond by email but there will be a hard copy of the questionnaire in your pocket if you would rather respond in this way. We will place a box by the sign-in table for you to post your responses in. The results will be collated and a summary will be provided to all centre families. No comments will be attributed to any individual person/parent in the summary.

If you have any questions about the survey, you can talk to Helen, Jannie or a committee member.

No nuts !

We currently have children at the centre with severe nut allergies. To protect them from inadvertently coming in contact with nuts in any form, we ask that all families **do not** include **nuts of any kind** in children's lunch boxes. This includes peanut butter and other spreads with nuts in them. You will also need to check muesli bars for nut content. We appreciate your support with this.



Working Bee – 8th September 10 am - midday

It's nearly Spring! To celebrate, on the 8th of September KEL is having a working bee. This will be an opportunity for a good spring clean. It would be great to see you there. Many hands make light work! Morning tea will be provided.

Do you have a green thumb?

We are also looking for someone who has a green thumb and could give our front garden a tidy up now that spring is nearly upon us. It would be great to have it looking its best and producing lots of lovely food as summer comes on.



Annual General Meeting - 16th October

Our Annual General Meeting this year will be held at the centre on the **Tuesday 16 October 2018 at 7.15**. All parents/whānau are welcome to attend. The agenda for this meeting will include presentation of the Annual Accounts and the Annual Report for the year ending March 2018, as well as the election of the centre Committee for the 2018/2019 year. Any items of business for the Annual General Meeting should be sent to the Manager by the 1st of October. Minutes of the 2017 AGM are displayed on the notice board. **Wine and nibbles will be provided!**

We need parents to join our Committee for the 2018/2019 year

KEL is an incorporated society. This means that in order to operate, we need an elected committee of members (parents) to govern the running of the centre.

By becoming a committee member you can play an important part in shaping your child's early learning experience and help ensure that decisions made by the committee are in the interests of all the children who attend our centre.

The committee meets once every six weeks, and members contribute as they are able, beyond that. KEL does not expect committee members to fundraise, and you are not required to be involved in the day to day operation of the centre.

Please let Jannie or Helen know if you are interested in joining the committee.

Next Committee Meeting

Our next committee meeting is scheduled for Tuesday the **18th September**, at 7.00 pm.

KEL Philosophy Review

Over the last month KEL staff and committee members have been revisiting our Centre Philosophy. We have agreed that it is important that our philosophy statement reflects who we are and what we all believe is important for our KEL children. If we get it right, our Philosophy should be evident in all that we do at KEL. We therefore want your input. We will be sending the draft revised Philosophy out to you over the next week or two, and will be inviting your comments. Copies will also be available for you to pick up from the centre.

Transition to School information

As a result of a recent Internal Evaluation, staff agreed they wanted to provide more support and information to families whose children are transitioning to school or to other early childhood services.

We have therefore developed a folder of information about starting school. It contains enrolment information from local schools. The folder is available for all families to view on the parent notice board. If you would like copies of any of the information, please let Jannie know.

Housekeeping and reminders!

Update your contact details

If you have had any changes to your contact details please let us know, **including Emergency Contact People's details.**

Naming your child's lunchbox

Please remember to name your child's lunch box and drink bottle.

Donation of a box of tissues is always appreciated, especially approaching the winter months!

Advise us of absences

Please let teachers know if your child will **not** be attending on a day they are booked to attend.

Washing

We appreciate help with the centre's weekly washing. There is a roster by the sign in folder.

Spare Clothing:

Can you please make sure you have spare clothes in your child's bag for those messy play/ water activities

How can you help?

We are always grateful for donations of plastic bags, spare clothes for children, especially trousers and underpants.

Clear your pocket regularly

Please clear your pocket regularly. This often contains important information to all parents.

KEL Facebook Page

If you haven't already, please visit our Facebook page and like us. We appreciate your support and interaction with our page. Please don't hesitate to write a review on there as an additional way to help us promote our services.

Settling children at KEL

Recently we have had some new children settling-in at the centre. This can be a challenging time for everyone: parents, teachers and most of all the children.

Every child is unique and responds in their own way to their first encounter with a formal early childhood education setting. Some children will settle in straight away. Others take longer and need more support.

It is normal for children to be upset when they are left for the first few times. Our teachers have lots of experience with this, and are aware of the importance of building trusting relationships with the children. They work closely with parents and take a case by case approach.

We know that unsettled children can unsettle other children. If you want to help a new child who is showing signs of distress while you are in the centre, please check with a teacher about how best you can do this.

KEL flyers and posters

At the sign-in table you will find a pile of KEL flyers. We would be very grateful to any parents who can help distribute these out in the community. Please take a handful and give them to anyone you think might be interested. We also have an A4 poster. Ask Jannie for these and feel free to post them up wherever you go around the community: supermarkets, medical centres, libraries, swimming pools, plunket rooms, cafes

Policy review

Policies reviewed since our last newsletter have been:

- Sleeping Children Policy
- Transition to School (and other ECE services) Policy
- Parental Engagement and Participation Policy
- Health and Safety Policy Statement and Accident and Injury Prevention Policy – now amalgamated
- Health and Wellness Policy
- Child Protection Policy
- Excursions Policy
- Assessment, Planning and Evaluation Policy
- Inclusive Education Policy
- Professional Development Policy
- No Alcohol and/or Substance Abuse Policy

Our next policies scheduled for review are:

- Social Competence Policy
- Internal Evaluation Policy
- Bi-cultural Policy

Copies of these policies are also posted on the notice board for you to view and write comments on.

Important dates coming up

Working Bee – 8th September

Next Committee Meeting – 18th September

Annual General Meeting – 16th October, 2018

Ako Teaching and learning

We are continuing with our Physical & Movement focus with the children as our new planks and mats have opened up lots of new physically challenging activities for the children. They have given us many new options for how we set up the outdoor area. The older children have been moving things around themselves to create their own physical challenges. The new equipment has also provided many new challenges for the younger children.



Recently we have started a focus on raranga (weaving), especially the tikanga and protocols around it. Have you noticed our new birthday display wall? The children have been helping to collect, prepare and weave flax kete. These are being used for our birthday display.

Parent/teacher chats

If you have any concerns or questions about your child's time at the centre, you are very welcome to make a time at the beginning or end of the day to chat with a teacher. Just let Jannie know and she will arrange a time that suits.

Family/Whānau House (Whare)

If you haven't already provided one, we would like a photo of your family for our family/whānau house (whare). You can bring a photo in, or email it to the centre for us to print off. It is up to you to decide who should be in your photo.



Profile books

Input into our programme from our families is always welcome. Each child has their own "profile book" at the centre. You are most welcome to read your child's book at any time, and to take it home to show others. Your comments and feedback are important to us.

Notice, Recognise and Respond board

We welcome your involvement in your child's learning at KEL. Teachers note what they have noticed about your child's learning recently on our Notice, Recognise and Respond board. We encourage you to join the conversations. Please feel free to contribute your comments and observations.



CENTRE EMERGENCY CONTACT NUMBER – 022 366 1510.

Please ensure you have this number in your phone as this is the centre's emergency phone number that is used in the event of an emergency.

Our emergency procedures are on the parent notice board.

Kia Kaha - Jannie, Anne-Marie, Nikki, Helen, Kathleen & the Committee Kilbirnie Early Learners.

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