

Kilbirnie Early Learners (KEL)

Parent Newsletter/Panui

March/Maehe 2017

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

Fish & Chips Night

Friday 17th March

5.00 pm at KEL

All families/whānau are invited to come and share a meal together this Friday night. Bring Fish and Chips, or some other food you would like to share. This is an opportunity to meet or catch up with other KEL families.

New opening hours

We started our new operating hours on the 13th of February. We are still fine tuning the Teachers' roster and the daily routine. Felicity Giltrap (our regular reliever) has agreed to fill in as fourth Teacher for this first month. Currently Felicity works from 10.45 to 1.30 each day. This allows our full-time Teachers to take lunch breaks and also to carry out some of their non-contact duties during the day.

Add a little extra to your child's lunchbox!

Teachers have noticed that even though the day is only an hour longer, some children do need a snack around 2 pm. Teachers are encouraging children to stop for a snack during the afternoon. If your child now stays until 2.30 pm it would be great if you would put a little extra food in their lunch box in case it is needed.

New branding

The committee is in the process of developing a new logo for KEL. When this is ready, we will update all our signs, and documents. The new name and logo will also be reflected on our website and our Facebook.

KEL Facebook Page

If you haven't already, please head onto Facebook 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.

Family/Whānau House (Whare)

If you haven't already provided one, we would like to have a photo of your family for our family/ whānau house (whare).

Ako Teaching & Learning

We are currently focusing on Physical Activities within the programme. This has come from observations that we have noticed from the children's daily activities.

The Teachers have re done the garden, adding new plants and with the help of the children planted bulbs.



The children have been experimenting with the new Science resources "Mad Cirkids" where they need to discover how to make the right connection to make the circuits work.

During our mat time the children sing our welcome songs in Te Reo and Samoan.

Input into our programme from our families is always welcome.



Emergency Procedures reviewed

The November 2016 earthquake prompted the committee to review and clarify our Emergency Policy and Procedures, particularly those relating to the possibility of a need to evacuate.

The revised policy and procedures are available for all to read on the notice board. You can also access the document via our website.

Should you be at the Centre when an evacuation is required, please follow the Teachers' instructions.

Key points to note are:

In the event of evacuation, staff will do their best to contact all families. Should parents (or emergency contact people who have been approved by parents or caregivers) wish to contact the Centre staff, they should txt the **CENTRE EMERGENCY MOBILE NUMBER in the first instance: 022 366 1510**

The Centre's destination in case of evacuation is:

1. In the short term - **St Catherine's School**
2. In the longer term (more than 1-2 hrs) – **33 Rodrigo Rd**

Housekeeping and reminders!

Sunhats and sunblock

During the summer months please remember to ensure that your child has a sunhat with a brim for use at KEL. Sunblock needs to be applied at home before arriving at KEL. We have sunblock here if re-application is necessary during the session. You need to let the Teachers know if your child has a known allergic reaction to certain sunblock brands. Please bring a change of clothes for your child.



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.

PUBLIC HOLIDAYS – coming up

KEL will be closed on the following days:

- 14th April – Good Friday
- 17th April – Easter Monday
- 25th April – Anzac Day

Committee news

Next Committee Meeting

Our next committee meeting is scheduled for Tuesday the **4th April**, at 7.00 pm.

Our current committee members are:

Chairperson:	Julia King
Treasurer:	Jo Marshall
Secretary:	Julie Reeves
General committee:	Noanoa Von Bassewitz
	Jess Maertz
Senior Teacher	Jannie Nehemia
Manager	Helen Baxter
Financial Administrator	Kathleen Reece

If you are interested in joining the committee please talk to the teachers, or call Julia at: 04 388 2191 or 021 232 4417 or

Email at: Julia.mulhollandking@gmail.com

Policies under review:

Over the next couple of months, we will be revising the following policies and procedures:

- Fees Terms and Conditions
- Financial Management and Accountability
- & Money handling
- Waitlist
- Complaints
- Computer and Internet use
- Induction
- Parental Involvement
- Privacy

Copies of the policies for review will be posted on the notice board. Please feel free to read these and note any suggest changes.

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, Tira, Isabel, Helen & the Committee

Kilbirnie Early Learners.

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Our website – www.kilbirniecreche.co.nz