



Welcome to City Heights Childcare, Montessori & OSCAR After-school Programme!

Aims of City Heights:

1. A stimulating and safe environment for children.
2. Educational and care programmes which meet the needs of each child and follow the national curriculum *Te Whariki* and the Montessori curriculum
3. Support for families and opportunities for parent education.
4. Opportunities for the centre staff, management and parents to work in partnership.
5. Registered, qualified and experienced staff to achieve all the above purposes and aims.
6. A ratio of staff to children, which is better than the required minimum ratios.
7. Provide quality Montessori education and childcare for children of parents who are in the full-time workforce or studying as well as those wanting Montessori or childcare only.
8. Provide an after-school and holiday programme for primary school children.

The Centre.

Established in 1990 City Heights is housed in two gracious villas and two purpose built classrooms set in spacious natural grounds, overlooking Dunedin city and harbour. Teachers are chosen for their qualifications, experience and dedication. Children at City Heights grow and develop in a warm, nurturing atmosphere where the programme is designed to meet each individual child's changing needs and aspirations following the Montessori philosophy and method and *Te Whariki*, the national curriculum. Catering mainly to parents in the work force or studying, the centre closes only for statutory holidays and briefly during the Christmas and New Year break.

We are proud to be the first pre-school in New Zealand and only centre in Dunedin to offer both childcare and Montessori classes. Children can come to the centre just for the Montessori classes or a longer day which includes regular childcare experiences. This combination provides the constant challenge and stimulation children's busy growing minds need, the structured Montessori programme providing that extra stimulus for young minds to prepare them for school. Children have the opportunity for joint activities such as special music programmes, gymnastics, and swimming lessons and time in the large playground areas. Because teachers do detailed planning and assessment for each child and to satisfy the huge demand for places, we require all children over two to attend a minimum of 30 hours per week with Montessori children attending a minimum of four days and 2 or 3 afternoons a week. Minimum hours for under twos are 20 a week.

Maria Montessori

Maria Montessori, born in Italy in 1870, graduated as one of the first female doctors in Italy. Her clinical observations led her to analyse how children learn, and develop themselves from what they find in their immediate environment. In 1906 she founded her first *Casa del Bambini*, for sixty children of working parents in Rome. Doctor Maria Montessori died in 1952 but her work continues. Today there are thousands of Montessori schools throughout the world. Maria Montessori discovered that children under six have extraordinary powers of mind. They take in their environment with what she termed 'the absorbent mind'. The absorbent mind is at its peak receptivity during the pre-school years.

The Montessori Classroom - The Prepared Environment

The classroom is made up of children of mixed age groups based on Montessori's theory of child development, based on three-year cycles. The children learn to take responsibility for themselves and each other, to get along with children of different ages and abilities, to respect each other's work and work space and to treat each other with courtesy. They also take an active role in maintaining their classroom by putting materials away in their proper place ready for the next child to use. The pre-school classroom embodies Maria Montessori's concept that the environment can be designed to facilitate maximum independent learning and exploration by the child. The materials invite activity.

When a child first enters the classroom *practical life* activities provide the link between home and school. Through the *sensorial* experiences of sight, touch, sound, smell and taste children learn to clarify, classify and comprehend their world. This leads on to the *mathematical* journey and the representation of *language* through sounds and writing. *Art and music, science, geography and history* are all important parts of the Montessori pre-school curriculum. At City Heights Montessori the Montessori children also get the opportunity to attend gymnastic sessions, swimming classes, trips to the art gallery, museums and other learning and recreational experiences in the wider community outside the classroom. The senior Montessori class covers the 3-6 year age group. Children can go on to the Montessori classes at Arthur Street School at five or Rotary Park at six. Those who go to Arthur Street can stay in Montessori until high school age and then get preferential entry to Otago Boys or Otago Girls High Schools. City Heights runs after-school and holiday programmes at Arthur Street School.

The Child's Day. City Heights closes only on statutory holidays and briefly at Christmas and New Year. It is open from 7.45 a.m. to 5.30 p.m. weekdays for children from three months to six years of age. The OSCAR holiday programme, called OSCAR Treehouse, caters for children 5-13 years. It is held at Arthur Street School term time from 3-5.30 and holidays 8-5.30. We prefer children in Senior Montessori class to attend a minimum of 30 hours a week, with both age groups attending over four days a week. Shorter hours may be arranged by agreement. Because of the structured Montessori learning programme we have developed behavioural and developmental criteria to enable all children to gain the maximum benefit. One of these is that children are fully toilet trained before going into the Montessori classes. Centre staff and parents work together to help children meet the criteria. It is important that the Montessori children arrive on time for their first class each day by 8.45 when children line up without their parents and enter the classroom.

Settling in Settling in involves separating from parents and forming new trusting relationships with strange adults in a different environment. Younger children need frequency of attendance in order to form a strong bond with their new care-giver. If enrolling less than four days a week, the days need to be spread throughout the week. Newly enrolled children, especially if they have not previously attended pre-school, need a parent to spend a short time with them the first few times. A cuddly or special toy brought to the centre may help your child settle in. Newly enrolled infants and toddlers need to have a reasonably lengthy period attending centre before having a break away. If you are planning a holiday, please consider enrolling your young child after the break rather than before it, as it is upsetting to the child to have to settle in and then have uninterrupted time with their parents and have to resettle when they come back. When your child moves into another room it is not necessary for you to settle the child again, as the children will be settled by their teachers, who will be familiar to them.

The Daily Programme. This includes time in mixed age groups as well as time in small same age groups. The programme for older children includes regular trips for nature walks, gymnastics, library, and museum visits and, from time to time, swimming. Drama, music, art, stories, free play, access to interactive learning computer programmes and structured exercises in language and mathematics are all included in the programme. Teachers plan individually and for the group. Each child has an individual teacher or 'special friend' responsible for your child's care and education. The teachers also observe the children and, in consultation with parents, plan and implement the individual and group programmes based on the children's interests and emerging abilities following the national and Montessori curricula.

Multicultural: We welcome and respect a diversity of cultural and religious backgrounds.

What to Bring to the Centre: Each child requires a change of clothes to be brought daily. During cold weather children need to have gumboots, warm headwear and a jacket. A sun hat is essential in summer. **All clothing and footwear must be clearly named.** Please bring baby's bottles made up each day, a bag of nappies and pack of wet wipes for your child and replenish the supply as required. Please leave **pacifiers/ dummies** at home, as well as bottles once your child is able to drink out of a cup. We prefer that older children do not bring toys, but children settling are welcome to bring a cuddly blanket or sleep toy. Please bring a *small* bag for your child's belongings (not a plastic bag or a large back-pack). **We do not permit pacifiers or dummies at City Heights due to hygiene requirements and because their use delays the development of language, which is so important for learning and social development. Please leave these in the car, not in your child's bag.**

Meals: Nutritious morning and afternoon teas and lunches are provided including baby meals with fresh vegetables for those not ready for the usual menu. We provide for breast-feeding and bottle-fed babies. Children with food allergies or special dietary needs are catered for *on our viewing a doctor's note*. We respect religious dietary requirements. We provide a birthday cake at the centre. Parents are welcome to come at morning teatime for their child's cutting of the cake.

Sleep and Toilet training: We follow baby's sleep routines, each baby having his or her own familiar bedding in the same cot. Older children who require it have a sleep after lunch each day. Toilet training should start at home and at centre when the child is ready, between approx 20-24 months. You may receive a request to get pull-ups for your child at this time. Because of the greater staff numbers needed for nappy wearers, children are charged the under twos' rate until they are toilet trained.

Signing roll and collecting children:

For fire and earthquake safety reasons parents are asked to enter their child's exact arrival and departure time on the attendance register each day and are required by Government regulations **to sign the roll sheets once a week. The Ministry of Education requires that all change of hours requests are in writing and signed by the parent.** We have 'Change of hours' forms for this. Parents whose children are in both childcare and Montessori are required to complete these requirements for both rolls. Parents are asked to notify the centre as early as possible if your child will be absent, if there is a change in routine or if a different person will collect the child.

Health:

Please notify the supervisor of any medication being taken and conditions such as asthma, epilepsy or diabetes. Medicines should be handed to staff on arrival and the Medication Form signed. We will contact you in the event of an accident or if your child becomes unwell during the day, so that a doctor's appointment can be made and your child collected. Please ensure your cellphone is on or frequently checked if you are at work. Children with a contagious disease should remain at home until no longer infectious. For the wellbeing of all children we prefer children to be medically immunized as recommended by the Health Dept.

Special Needs: Private centres are excluded from receiving the 'equity' funding for children with special needs. You may be asked to contribute to the cost of a teacher aide for your child's programme if your child has a special need. The centre can help you access funding for this.

Parent Contact:

We write regular newsletters and hold social or educational parent evenings and parent teacher interviews at least twice a year. Parents are invited to discuss with staff the progress and needs of their child and view their profiles at any time.

Enrolment:

Please complete the enrolment form, using a separate form for each child. There are subsidies available for qualifying parents through WINZ which approximately halve the fees. Staff will assist you in making WINZ applications. The fees schedule outlines all our fees and discounts. We have a Credit Control Policy and use a credit agency for collection of arrears, all costs of which are passed on to the debtor. We encourage all parents *to pay fees by automatic bank or on-line payments* and if desired we can arrange with you regular deductions from WINZ benefits.

20 Free Hours:!

Only 6 of the 20 free hours can be taken on any one day. If your child's hours are longer than 6 some days and shorter on other days you cannot average the hours and could end up getting less than 20 hours free. The Government requires parents to sign an optional charge agreement and attestation form and provide a copy of their child's birth certificate when enrolling or when your child turns three.

Holidays & Changes of Hours:

We charge full fees for public holidays, but half fees for children's holidays when we have been notified a week in advance for periods of over five consecutive days and up to three consecutive weeks in any year. Due to demand for places and staff rostering requirements, *we cannot accommodate requests to reduce children's hours once enrolled.*

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Sample Childcare & Montessori Programmes

- 7.45** First Staff member arrives, sets up. Children begin to arrive
- Before 08 45** Planned programme in playrooms and/or outside
- 08 45** Line up and enter classrooms. Circle time for all groups. Three hour work cycle commences in Montessori classes.
- 09 00-10 30** Infants & Toddlers' Programme inside or outside.
- 10.00-10.30** **Morning Tea for Infants**
- 10 30-11 30** Music & Movement Time in Infants' room.
- 10 45-12 15** Montessori and Toddlers' classes continue, rolling morning tea
- 11 30-12.00** Play time, Art etc get ready for lunch.
- 12.00-12.30** **Lunch Time for all groups**
- 12.15 –2.30** Sleep / siesta-time for younger children, quiet time for **all** children.
- 12.45-3.30** Montessori extended day sessions for older children.
- 3.15-3.30** **Afternoon tea for Toddlers**
- 3.30 – 5.30** **Afternoon tea**, followed by planned playtime, stories and games. Montessori 2 and Toddlers join the others in the upper building at 3.30 pm.

City Heights Fees from 1st October 2010

Due to demand for places all children over two must enrol for a minimum of 30 hours and under twos a minimum of 20 hours. Your signed enrolment contract is binding and shortening your child's hours could jeopardise their place.

Hourly rates

Over 2s, 30-40 hours, not toilet trained	\$5.95	Over 3s, 30-40 hrs, toilet trained	\$5.45
Over 3s, 41 hours up, not toilet trained	\$5.80	Over 3s, 41 hours up, toilet trained	\$5.30
All under 2s per hour:	\$6.10		

Discounts: 10% for second child

Extras:

Late pick-ups	\$1.00 per minute paid to compensate the staff member on duty.
Swimming, gym, drama etc	Prior notice will be given; consenting parents will be invoiced
20 Free Hours Optional Charge	\$22.50 per week – Covers Montessori curriculum
Cooked meals and snacks	\$10.00 per week irrespective of number of days attended, after solid food starts.
Change of hours fee	\$5.00 per change
After School Programme:	\$6.00 an hour, includes afternoon snack
Holiday programme:	\$40 a day includes outings, BYO lunch, snacks provided

\$150 a week (5 consecutive days.)

'20 hours' per week for 3 & 4 year olds. (Previously called '20 free hours ECE')

Applies for 6 hours p/d to 20 hours p/w. Normal fees apply outside these hours. Signed attestation optional charges forms and a copy of your child's birth certificate are required with enrolment forms. WINZ is not paid during '20 hours', only for hours beyond 20 per week.

Absences

- Full fees are charged for absences due to sickness or any other reason of less than five consecutive days.
- Full fees for sickness over 3 consecutive weeks may be reduced provided a Ministry of Education EC13 form has been signed by the doctor. (Form available in office).
- Full fees are charged for statutory holidays.
- No fees will be charged for non-statutory weekdays if the centre is closed over the Christmas.
- Where a child is absent for a consecutive period of one week or more a holding fee of 50% of the child's normal fee is payable provided that at least one week's notice is given of the absence.
- Each child is entitled to up to three weeks per year at this rate.
- You are required to give one week's prior notice of a change of hours and absences.
- Ministry of Education regulations require people having frequent absences to re-enrol every 2 months. *Unless your child attends more than 50% of their enrolled hours in any 6 week period you may lose your child's place to someone on the waiting list.*
- Statutory holidays are not covered by the 20 free hours, so full fees are charged for statutory holidays
- WINZ, 20 free hours and bulk funding (all government payments) stop after 3 consecutive week's absence. Therefore full fees are charged until the child returns and these payments resume.

Termination

Two weeks **written** notice is required. Full fees are paid for this period until expiry of notice.

Please Note

- Fees should be paid by automatic bank or internet payment two weeks in advance. Ask for an A/P form.
- WINZ provides subsidies for eligible families based on income. Full fees will be charged until the centre receives the WINZ subsidy. Parents are responsible for notifying WINZ of any changes and are liable for any WINZ overpayment. Talk to staff about this.
- Childcare costs are tax deductible. We supply a statement each year. There is a charge for duplicate copies. So ensure you notify us of any changes of address. We cannot provide these slips later than one year after the date of issue of the slip.
- We reserve the right to make any amendment to the fees schedule as required. All charges are correct at the time of publication of this schedule and should be confirmed with us on enrolment.
- Fees include GST and time used is rounded up to the nearest quarter hour.

Arrears Weekly invoices are provided to all parents.

- **10% interest will be charged on fees that are two or more weeks in arrears.**
 - **We employ credit agencies. You are liable for their collection fees and any court costs.**
- If you have a problem, please see management before you get into arrears.*

City Heights Staff as at August 2010 City Heights Staff as at September 2010

Teachers	Sally Tanner	Dip.Tch. (ECE)
	Jane Schofield	Dip.Tch. (ECE)
	Naoko Hirayama	B. Ed (ECE)
	Nicola Levens	B. Ed (ECE)
	Rhondda McPeake	Dip (ECE)
	Aileen Miller	Dip. Tch. (ECE)
	Karen O'Connor	Dip Tch (ECE)
	Nikki Bolton	B Ed (Primary)
	Janina Thies	B Ed. (ECE Germany)
	Jackie Wearne	B.A. (Psychology), Dip Mont (SA)

	Janette Cole	B.Ed. (ECE)
	Nousha Ahamed	Mont Cert AMI (India)
	Amanda Turnbull	B.Ed (Music), Dip Tch (ECE)
	Nirmala Wijesinghe	Dip Mont
	Ashwinni Rajaratnam	BSc, Dip Mont
Teacher Assistants	Lauren Switalla	Cert Personal Training, Charlotte Still
Relievers (Long-term)	Paddy Moody	B.A, B Ed (ECE)
	Michelle Littlejohn	B Ed (ECE)
Licensee/Teacher	Ann Barrowclough	JP, BA, PG DipEd, PG Dip Soc Sci, Dip Tch ECE, Dip Mont
Administration & Resources	Gill Raal	B Sc, H.Dip Ed, Dip Mont.
Office Assistant	Karen van Halderen	B.A. Hons(Anthropology)
	Liz Crook	B.A., Dip Grad, Dip Soc Sci
Centre Chef:	Stuart McPeake	B.A. Dip Ed



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City Heights Childcare-Rotating Menu Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Cheese scones Water Fruit	Muffins Water Fruit	Fruit scones Water Fruit	Sultana scones Water Fruit	Crackers & Cheese Water Fruit
Lunch	Quiche Water Fruit	Shepherds Pie Water Fruit	Sweet 'n' sour chicken Water Fruit	Tuna Pasta Salad Water Fruit	Curried sausages Water Fruit
Afternoon Tea	Muffins Water Fruit	Biscuits Water Fruit	Pizza bites Water Fruit	Cheese on toast Water Fruit	Scones/ Pikelets Water Fruit

City Heights Childcare- Menu Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Cheese scones Water Fruit	Pikelets Water Fruit	Crackers & cheese Water Fruit	Crumpets Water Fruit	Sultana scones Water Fruit
Lunch	Mince Pasta Bake Water Fruit	Tuna Baked Potatoes Water Fruit	Sandwiches Water Fruit	Curried chicken pasta filo pie Water Fruit	Bean beef nachos Water Fruit
Afternoon Tea	Biscuits Water Fruit	Cheese on toast Water Fruit	Scones/muffins Water Fruit	Pizza bites Water Fruit	Biscuits Water Fruit

City Heights Childcare- Menu Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tea	Cheese scones Water Fruit	Muffins Water Fruit	Crumpets Water Fruit	Crumpets Water Fruit	Date scones Water Fruit
Lunch	Macaroni Cheese Water Fruit	Baked beans & sausages Water Fruit	Hearty vegetable soup Water Fruit	Moroccan stew Water Fruit	Crumbed fish, mash & veg Water Fruit
Afternoon Tea	Muffins Water Fruit	Fruit loaf Water Fruit	Biscuits Water Fruit	Crackers & cheese Water Fruit	Fruit loaf Water Fruit