



Cambridge Montessori Preschool Parent Handbook

Our core purpose is:

To create a sense of belonging in our Montessori
community

Ehara taku I te toa takitahi engari he toa takitini.

I come not with my own strengths but bring with me, the gifts,
talents and strengths of my family, tribe and ancestors.

Welcome to Cambridge Montessori Preschool

Thank you for enrolling with our Preschool, this handbook has been designed to help you with any questions that you may have during your time at Cambridge Montessori Preschool. If you have any further questions please contact us.

Cambridge Montessori Preschool on Taylor:

Cambridge Community Centre Building

22a Taylor Street

027 3558411 (Classroom Mobile – best contact for daily absences etc.)

<https://www.cmps.co.nz/>

Contact details:

Celeste Knighton

Administrator

0273093088

admin@cmps.co.nz

Teaching Manager:

Trish Thompson

trish@cmps.co.nz

Classroom leads at Cambridge Montessori:

Kowhai classroom: Louise Tidd

louise@cmps.co.nz

027 355 8411

Rata classroom: Veronica Trent

veronica@cmps.co.nz

027 355 8411

Accounts:

Sophie Aston

sophie@cmps.co.nz

School Hours:

8.30 – 3.00pm

Monday to Friday

(Extended hours care is available upon request, please note there is limited space for this service)

7.30 – 8.30 am and 3 – 5.30 pm

Please note that a child under 3 years old needs to attend a minimum of 2 full days per week and children over the age of 3 are required to attend a minimum of three full days per week.

Our enrolment and fees policy is available to view on our website.

All children are to be signed in and out on the sign in sheet at the beginning and end of the day.

Once a child is settled and accustomed to the routine, we request that parents / caregivers leave no later than 8.45am to allow the Preschool day to begin.

Settling suggestions

Each child settles in a different way. We understand that the first few times at preschool can be anxious for both yourself and your child. When you are ready to leave it is best to say goodbye and leave straight away. Often going back for that “one last cuddle” prolongs the anxiety and children settle very quickly once we are able to start them into work with their teachers and friends. You are more than welcome to phone preschool as many times as you would like during your child's session. If we find that there are issues with your child settling these will be discussed with you and a “gradual start” programme can be put in place.

What to bring

- 2X changes of clothing (including changes of underwear)
- We provide sun cream (Cancer Society SPF 50). If you would like your child to use a different one please supply it and let us know
- Gumboots, jacket and warm hat (Winter)
- Slippers
- Lunchbox (Healthy food – please no junk food items)
 - preschool has filtered water available all day
- Nappies if still required
- Comfort item for settling (if required)

ALL BELONGINGS NEED TO BE CLEARLY NAMED INCLUDING FOOTWEAR, LUNCH BOX AND SCHOOL BAG

What NOT to bring

Please discourage your child from bringing toys unless this is a comfort item that helps them to settle. We will encourage them to put away their comfort item into their school bag once settled. We do not have "show and tell".

Illnesses

If your child has vomiting, diarrhoea, conjunctivitis, head lice or a similar illness, it is necessary for your child to be 48 hours symptom free before returning to Preschool. This is to help eliminate the spread of illnesses to other children and teachers.

In the event of your child becoming unwell during the Preschool day, we will notify you promptly. Your child will be isolated and cared for until yourself or the designated person comes to pick them up.

Please note that you will be charged for days that your child is absent due to illness.

Holidays and absences

Should you wish to take your child out of Preschool for a holiday during term time we are unable to offer a refund or credit against your account. Normal charges will preside over this period.

Holiday programme

During the school holidays we do offer a holiday programme.

Holiday leave forms are distributed to all families approximately three weeks prior to the holidays and these are to be completed and returned. If you choose to take your children out during the holidays (as long as we have received written notification before the end of the term) you will not be charged during this time.

Christmas holiday period

Cambridge Montessori Preschool has a compulsory shut down period between Christmas and the New Year. These dates are available upon request. Please note there is no charge over the days that we are closed.

Public holidays

We are closed over public holidays and do not charge on these dates.

Casual bookings

Casual bookings are not available due to classroom ratio numbers and teachers. However, these are all treated on a case by case basis. Please contact Sophie in the first instance if this is required. Full charges will be applied for these requests, if approved.

Birthdays

We have a birthday celebration that involves a Montessori birthday walk and singing "Happy Birthday", counting and blowing out candles. During the birthday walk, we celebrate all the milestones your child has achieved so far since birth. You are most welcome to join the celebration, but please let the lead teacher know. Due to severe food allergies among some children we do request that you check with the head teacher, if you wish to bring in birthday food.

If you would not like your child's birthday to be celebrated please let us know.

Please hand all birthday invitations to the teachers and they will arrange to distribute on your behalf to other parents.

WINZ subsidies

Please see Celeste if you would like to discuss a WINZ subsidy.

20 hours ECE funding

Once a child turns 3 years they are entitled to 20 hours of ECE funding this is distributed with a maximum of six hours per day over the first three days and then two hours for the last day.

You will be required to sign a 20 hours ECE funding subsidy declaration form.

Please see Sophie if you would like to discuss this further.

Fees and invoices

An enrolment / application fee of \$60 is required upon your enrolment which is non-refundable. This ensures your child's place at Preschool.

Please see a copy of our latest fees schedule.

All fees are to be paid a minimum of one week in advance, failure to do so may result in your child's attendance been placed on hold.

Direct credit payment is requested and the bank account details for this are shown on all invoices.

All invoices are emailed weekly. Should you require a paper copy please contact Celeste.

Weekly fees only applies for children that are two. Children 3-6 years are free from 8.30 – 3.00pm Mon - Fri

Withdrawal from Preschool

Three weeks' notice is required in writing should you choose to withdraw your child from Preschool. This allows time for us to notify the next family on the waiting list and allows time for the teachers to arrange your child's farewell and completion of their portfolio.

Please note you will continue to be liable for your enrolled hours and days until your enrolment is completed by your notice date.

Medication

Should your child require category (ii) medication, you will need to complete and sign the daily medical register and the medicine needs to be in a prescribed, named and exact dosage described container. We will keep this in a safe place for administration during the day.

If your child requires category (iii) medication, you will need to complete an individual healthcare plan form. Specific training by a parent or external medical professionals may be required for ongoing medical treatment. Medication may be stored in our medicine cabinet or sent home each day with the child (based on individual needs). All individual healthcare plans will be reviewed every 3 months.

Communication / Interviews

The lead teacher is more than happy to have a discussion/interview anytime during the term should you wish. Please note that these discussions are able to be phone/zoom calls if this suits you better. Please discuss this with the lead teacher if you would like to arrange this.

Portfolios

Each child has a portfolio record which is kept online (Educa) and records their learning stories, along with other items of interest with regards to your child's education at Montessori Preschool. We appreciate and value all input around your child's learning stories and individual education plan, which are both on Educa. You are more than welcome to invite extended family/friends to your child online profile and comment on your child's learning stories. If you have any concerns/questions around Educa please contact Celeste.

Enrolment fee

Our enrolment fee is charged once the enrolment form is received. This covers membership to MANZ, your child's online portfolio subscription (Educa), sunscreen, summer hat as well as name labels. Please note that this fee is only charged per family, not per child.

Collection of children

We are only able to send children home with people who are on your registered pick-up list. If you would like to add an additional person to your pick up list please see a teacher or Celeste to arrange this.

If your child is collected after their enrolled hours, additional charges will be invoiced for early drop offs/late pick-ups.

Policies, procedures and surveys

We have hard copies of all our policies and procedures of the school kept in a policy book in the office. We also have a folder in the classroom called important documents, this holds all our key information/policies/licence criteria etc. Please ask the lead teacher if you would like to read these. These books are held on site at Cambridge Montessori and cannot be released. We regularly review our policies, and we welcome your feedback on these. All policies that have been reviewed, are available on the Educa platform under the policy tab. We ask that any feedback on a policy/procedure is emailed through to us at admin@cmps.co.nz Your input is valued and appreciated.

We conduct a bi-annual survey (anonymous through Survey Monkey). This is an opportunity for our whānau to provide feedback on all aspects of our school e.g teaching practice, communication, local curriculum, planning, involvement & biculturalism. We also from time-to-time send surveys out to

whānau about specific topics/ internal evaluations that we would like feedback on e.g transitions, engagement or involvement.

Special Events at Pre School

Throughout each term, we hold various events such as:

Grandparents whanau day: Extended family are welcome to come and spend time at preschool with their mokopuna/grandchildren

Fish and Chip Kai Night: This is held on one night a term from 5pm to 7pm. All family members are welcome to attend, just bring your takeaways for your family and come and join us all.

End of Term Concert: You are all invited to attend the end of term concert where your children will sing songs and actions they have been learning through the term. A shared afternoon tea will be provided by the school for all families and children to enjoy.

Dates for all of the above will be put in our termly newsletter.

Useful websites / information

Should you wish to get further information on the Montessori philosophy we have a library of relevant books including the Montessori curriculum and we welcome you to read these.

We are also members of MANZ (Montessori Aotearoa New Zealand)

www.manz.co.nz This website is particularly helpful if you would also like further information.

Our school website is www.cmps.co.nz which also offers local information.

Our latest ERO report can be found on the ERO website

<https://ero.govt.nz/institution/30278/cambridge-montessori>

Find us on social media

Facebook: Cambridge Montessori Pre School

Instagram: cambridgemontessori2