



## Parent Handbook

## SHINE MONTESSORI EDUCARE

Welcome to Shine Montessori Educare.

It is a privilege to partner with you in the care and nurture of your child. We are committed to providing the best possible educational environment for your child's holistic development & well being.

We look forward to developing a close working relationship with each 'Shine family'.

## Mission Statement

Shine Montessori Educare is a Christian based Early Learning Centre dedicated to providing high quality education and care for children aged 3-5 years.

## Our Vision

To facilitate a unique learning environment which aims to provide and promote an education that nurtures in the child self-esteem, confidence, self discipline, independence and a love of learning.

## Our Philosophy

Our philosophy is based upon the following principles:

- A blended approach to Montessori philosophy & pedagogy
- An active Christian Curriculum
- Respect for the Environment
- Purposeful Activities
- Preparation for School

### Philosophy continued....

To achieve our philosophy, we provide set daily routines which incorporate a blend of structured Montessori work time during the morning program and large group activity time during the afternoon program. A copy of our Daily Routines can be found located on a number of walls around the Centre.

### The Atrium

The Atrium facilitates the Christian aspect of our program & runs 3 sessions per week. Most children visit the Atrium once a week for about 30-45 minutes. A bible story is shared with the children, a short prayer or Karakia and an activity related to the session to add dimension & understanding to the shared lesson.

### Treaty of Waitangi

We honour the principles of the Treaty of Waitangi and endeavour to incorporate a bi cultural approach within the Centre environment using Te Reo and links to local IWI.

Shine Montessori Educare - Waiwhetu  
149 Whites Line East, Waiwhetu  
LOWER HUTT

T: 5699-522

F: 5699-524

Head Office  
870 High Street, Avalon  
LOWER HUTT

T: 5771-464

F: 5771-434

[admin@shinemontessori.org.nz](mailto:admin@shinemontessori.org.nz)

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Teaching Staff at Shine Montessori Preschool  
Avalon

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Karen Vaughan  
NZ Dip. Teaching (ECE)  
Fully Registered

Maria Sim  
NZ Dip. Teaching (ECE)  
Provisionally Registered

Harkirat  
Teachers Assistant

Administration Staff

Melanie Wester  
Business Manager

Aruna Ryder  
Administration Support

Board of Trustees

Naliny Florida (Chairperson)  
Melanie Wester (Treasurer)  
Andrea Hilton (Secretary)

Administration

Shine Montessori Educare is a Charitable Trust run by a board of trustees who welcome your input at any time. It is our aim to serve the needs of the children and families who enrol with us, and that means an open system of administration.

Governance

Shine is governed by a board of trustees. Current board members are Naliny Florida (Chairperson), Melanie Wester (Treasurer) and Andrea Hilton (Secretary). We are a 'not for profit' Christian based Early Learning Centre caring for children at our Waiwhetu & Avalon Centre from 3-5 years.

About Montessori

Montessori philosophy believes that children are inherently intelligent and learn order by absorbing information from their surroundings. Children also possess a tireless interest in manipulating materials. Dr Maria Montessori maintains that there are developmental planes of learning that should be optimised for children and that these learning

About Montessori continued...

Windows generally run in 3 year cycles 0-3, 3-6 and so forth.

The Montessori environment is unique and provides materials designed to stimulate children into logical thoughts and discovery. Children are encouraged to work individually and at their own pace as well as join in group activities such as circle time and project work.

As children purposefully work in the environment they learn to trust their own ability to think and solve problems independently and learn to be unafraid of making mistakes.

Self-discipline is gradually acquired through absorption in meaningful work. Children are constantly challenged by a wide variety of materials and their many uses. The Montessori materials cover areas of learning such as sensorial development, language, mathematics, science, history and geography.

Teaching Staff at Shine Montessori Educare  
Waiwhetu

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Naliny Florida (Principal & Acting Senior Teacher)  
New borough Diploma in Montessori Teaching  
NZ Dip. Teaching (ECE) - Fully Registered

Tracey Quirke (Doves Teacher)  
NZ Dip. Teaching (ECE) - Provisionally Registered

Virginia Barnden (Eagles Teacher)  
NZ Dip. Teaching (ECE) - Provisionally Registered

Irma Lacanienta (Eagles Support Teacher)  
Primary Training - Provisionally Registered  
(NZQA Level 7)

Rebecca Collins (Busy Bees Teacher)  
NZ Dip. Teaching (ECE) - Provisionally Registered

Rhodora Aquino (ECE Student Teacher)  
Secondary Training (NZQA Level 9) - ECE Training

Rachelle Oversluizen  
Teachers Assistant

### When your child leaves Shine

We do ask for a short testimony which may be added to our website and also suggest a donation of a favourite book signed by you & your child as a remembrance in our “Book of Fame” Library. NB: This is not compulsory. We also encourage Parents / Caregivers to complete an exit survey which can be obtained from the office. This will help the Board of Trustees and other interested parties gauge our progress.

Thank you for choosing Shine Montessori Educare as your preferred Early Learning Centre. If you have any suggestions for improving the content of this Handbook, please feel free to contact the office at your convenience.

### Montessori Curriculum

Practical life exercises involve dressing frames / skills, care of the environment, pouring, polishing, cleaning, preparing vegetables and fruit, baking and sewing - tasks which promote coordinated movement. They are designed to foster independence, self-control, language, co-ordination of the hand and concentration.

Sensorial Material exercises allow the child to manipulate and classify objects in the environment. All five senses are utilized as the child learns to make finer distinction in quality and gradation. The Montessori sensorial materials assist the child in learning to differentiate between sizes, colours, weights, textures, musical sounds, odours and tastes. These help the child organize, classify, and give a language to the sensory experiences he/she has received since birth.

Language Instruction starts when the child begins at SME with vocabulary enrichment. A phonetic approach to reading is incorporated with a sight-sound-touch presentation of the alphabet. As children are ready, they learn to manipulate and cut

out letters for word construction. Reading generally follows as a natural event. Whole language experience is provided to aid in the development of reading and writing skills, creating the basis on which the child continues to build in the primary years.

Mathematics is a continuation of the earlier sensorial material integration. The child works from the concrete towards abstraction through repeated sensorial impressions of geometry, relationships of quantity, the processes of addition, multiplication, subtraction and division. The 3-6 child is a fact seeker. Consequently, this is the time for the foundation of memorization of math facts.

Geography, History and Science lessons provide the child with a store of factual information and impressions of various cultures, land formations, eco-systems, and the interrelationships of all parts of the earth. Environmental education forms part of the learning experience, both indoors and out.

Art and Music are experienced as an integral part of the child's daily work. Creative expression and

## Children bringing Objects for News time

Children may like to bring objects, books, nature items or other artefacts which fit in with our news focus for the week. Please ensure they are named.

### Flowers

Flower arranging is a lovely practical life activity for the children. If you have a garden, you are welcome to bring us a few flowers from home. Our experience shows us that when children bring something to contribute to the programme they feel excited and empowered.

### Visitors to the Centre

Visits to the centre by people in the community will be organized from time to time e.g. the firemen, police constable, librarian, nurses. This is an opportunity for the children to get to know people who help us in various ways.

### Montessori Greetings / Farewells

As part of the culture of our Centre we encourage children to greet & farewell Teachers with a handshake. Please encourage children to greet & farewell staff in this way as it is a very respectful practise. Also, we kindly ask Parents / Caregivers to be aware of keeping their voices low when inside the Centre so as to ensure the environment supports any children who are completing cycles of work or any group activities.

Parking - Please exercise consideration for others. NO parking over painted lines, driveways, footpaths, double parking or on the broken yellow lines!

### Field Trips

Field trips may be arranged to suit our programme throughout the year. Parents will be notified in advance and we will seek volunteers, to help make this a safe / fun trip. Trips will be charged individually as the need arises. Children must have a permission slip signed and on file, before participating.

### Art & Music continued...

Developmental skills rather than end results are encouraged in these areas.

Physical Development is nurtured through movement and physical co-ordination exercises. In the classroom the materials help develop gross and fine motor skills. Gross motor control is well supported by outside activities.

Christian Education will inspire and bring to life principles and values that will promote a spirit of respect, love, and cooperation among children in the classroom.

### Fees and Government Funding

We are eligible for bulk funding from the government as per the Ministry of Education criteria. This funding is used to help provide competitive market salaries and ongoing costs of running the Centre.

## Rates (Under 3ys)

Our rates are published on our website or details can be obtained from the office based in Avalon. Optional Fees will be reviewed annually and Parents will be required to resign for Optional Fee charges.

## 20 ECE Hours – Rates (3 years & over)

From July 2007 we opted into the Ministry of Educations 20 ECE hours (previously known as 20 Free hours) for 3/4/5 year olds. This means that parents with children aged 3-5 years attending Shine are eligible for 20 ECE hours with a maximum of 6 ECE hours per day. Any booked hours over and above a six hour block will incur extra charges. Our fees are published on our website and include the 20 ECE hours calculation.

## Optional Charges

Please refer to our website or request details of our optional charges from the Administration office 045771464. Our business model relies on Parents agreeing to pay the Optional charges.

## Birthdays

We recognise that a birthday celebration is a special time for young children and in Montessori circles it is usual to have a little ceremony which notes the passing of the years. Besides celebrating a child's birthday, it also introduces children to a time line.

An adult or older child is chosen to hold a lit candle (symbol for the sun) and the birthday child walks around the circle 3, 4 or 5 times holding a globe of the earth to mark the number of years passed. You can help with the narration of this journey by providing a few photographs, or a written commentary of special events (learnt to walk, spoke his/ her first word, played .....went to .....etc). Better still, come and join us on that day! Some parents may wish to provide a photo display of the child's life to- date, which everyone will enjoy.

You may send in a small treat if you wish such as fresh fruit, muffins, or a birthday cake, (please, no sweets) but this is not expected.

Clothing continued....

Also, please provide an extra set of clothes in their bag in case of accidents. Sun hats are required during terms 1 and 4: Gumboots during the winter period and slippers or shoes for inside use. All clothes, including shoes need to be named.

#### Lunchboxes & Water Bottles

Please provide your child with a variety of nutritious food items in their lunchboxes. Healthy sandwiches and fresh fruit are excellent choices. Please do not include sweets or sugary drinks or anything with nuts! Also, please provide your child with their own named water bottle. These are placed on the appropriate named trolley (Busy Bees / Doves / Eagles) upon arrival. As independence is a goal for children, it would be really helpful if Parents encouraged their children to do this task when they arrive in the mornings.

NB: All children's belongings should be taken home daily.

#### Public Holidays

Booked days are charged 52 weeks per year and may include Public holidays.

#### Billing Procedures

Fees must be paid weekly via automatic payment and should be set up for payment on Monday night of the current week your child is attending Shine. WINZ subsidies can be organised. Please contact the Administration Office to arrange this – 04-5771464.

#### Bank Account Details

Our bank account details are as follows:

National Bank – Lower Hutt  
Shine Montessori Educare

06 0529 0749740-00 – Waiwhetu  
06 0529 0749740-02 - Avalon

When making payments please use your child's name as a reference.

## Absences

As the centre expenses are not significantly diminished by a child's absence, and we do not provide places for casual children, no reductions can be made for illness or voluntary absence. If your child will be away for several months (e.g. overseas trip or illness) and you do not wish to continue paying fees, the next child on the waiting list may be offered the vacancy. Your child will remain on the waiting list and will be offered the next vacancy, on your return.

## Withdrawals

A period of two weeks notice is required if you wish to withdraw your child. Management reserves the right to invoice you if insufficient notice is given.

## Civil Defence Emergencies continued...

If we are required to evacuate the Centre in the event of a severe earthquake with a Tsunami warning, children will be taken to the top of the hill at the end of Whites Line East, Waiwhetu. If we are directed to a Civil Defence Shelter, this will be located at Gracefield School on Bell Road, Waiwhetu.

## Bringing toys to the Centre

Unfortunately, children bringing toys to the Centre create quite a number of problems, especially at the end of the day when the toy is missing. Please avoid bringing toys to the Centre if possible as they inevitably get lost. If a child needs a comforter for sleep time or a soft toy, then please speak to your child's classroom Teacher.

## Clothing

Please dress your child in simple, washable and sturdy play clothes. Front fastening shirts or blouses, elastic waisted trousers and slip on or Velcro fastened shoes are easier to manage at first.

## Accidents & Emergencies

Minor accidents occurring in Centre hours will receive prompt and careful attention from staff. Any moderate injury suffered to the head will automatically be reported to you via a phone call.

All accidents will be recorded in our accident book and need to be co-signed by a Parent and taken home with you. In the event of a serious accident, we will contact you urgently. Please ensure that emergency contact numbers are updated regularly. The services of your own Doctor will be called upon, if necessary.

## Civil Defence Emergencies

In the event of an emergency, we will keep the children at the Centre until you are able to collect them. Civil defence advises that we should be prepared for an emergency to cover a period of 72 hours and ask that children provide an item of tinned fruit which we will keep as emergency supplies. We will also keep water and sanitation supplies, a radio, and other equipment as advised by the civil defence office.

## Avalon Centre Hours

Opening Hours: 8.30am-2.30pm  
(No before or after school care)

## Waiwhetu Centre Hours

Opening Hours: 7.30am - 5.30pm  
Licensed Hours: 8.30am – 3.30pm

Monday to Friday 7.30am – 8.30am  
'Before School Care' program

Monday to Friday 8.30am – 3.30pm  
Montessori Curriculum &  
Afternoon program

Monday to Friday 3.30pm – 5.30pm  
'After School Care' program

If you wish your child to attend the Centre more than a 6 hour block, please ensure your child is booked into our Before & After School care program. This is managed through the Administration Office at Avalon. If children are

Waiwhetu Centre Hours continued...

Picked up later than their usual pick up time, families will be on charged.

#### School Terms

Shine remains open throughout all the school terms and holidays (excluding Public Holidays). The Montessori curriculum does not operate during this time.

#### Christmas Holidays

A notice regarding Christmas Opening Hours will be distributed early in Term 4. \*Please ensure you are aware of our policy to continue charging your child's normal booked hours each term.

#### Enrolment

In order for a child to become familiar with the environment, optimise the best possible learning outcomes and provide opportunity to create friendships, we recommend parents enrol their child / children for a minimum of three consecutive

Health continued...

If your child requires medication during session time, please ask the Principal or Teachers for the necessary form, detailing dosage, timing, etc. This form is to be completed, signed and updated by you every month. A list of communicable diseases, symptoms and isolation times has been included for your information.

#### Immunisation

Shine encourages parents to fully immunise their children, although we respect your wishes to abstain for health or other reasons. An immunization file is maintained at the Office as well as the Centre. A copy of your child's immunisation certificate should be given to the administrator for our records.

In the event of contagious diseases (such as measles or mumps) being present, you will be requested to keep your child at home until such time as it is judged that they are no longer at risk from attending the school.

### Health continued...

- Rash with fever or behavioural change, until a doctor has determined that the illness is not a communicable disease.
- Children with head-lice must be treated to remedy the condition immediately. Staff will contact Parents if they believe that a child has active lice. Other Parents are notified if there is a case of head-lice in the Centre.
- Parents are immediately informed of any infectious illness that is brought to the Centre's attention.
- At the time of enrolment, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

### Enrolment continued...

days. We will however consider applications of enrolment for less than three days; however priority will be given to children matching our recommended option.

Children may be offered a place at Shine from an age of at least two years, eight months. The starting age is at the discretion of the Senior Teacher or Principal and will be based on eligibility, achieving a good balance in the classroom, the child's readiness to begin, and the number of days a child is being enrolled. The average age of entry is three years. We cannot guarantee you a particular day, but will do our best to accommodate parents' wishes, keeping in mind our need to balance the age and gender mix of the classroom, with the availability of places.

### Waiting list

If you wish to enrol a sibling, it is prudent to do so as soon as possible. Children may be enrolled as babies. An enrolment form needs to be completed and this can be done online by visiting our website

Waiting List continued...

[www.shinemontessori.org.nz](http://www.shinemontessori.org.nz). NB: There is a non refundable enrolment fee required, so please ensure this is deposited into Shines a/c at the time of completing the application. Once the enrolment has been processed, we will do our best to accommodate your child's preferred start date. Priority for places is allocated to children attending 5 days, siblings of current students, and children transferring from other Montessori schools or our own Nursery.

Changing days

Once a child has started on a particular day, it is our general policy not to move them to a different session. This can be upsetting for the child and the classroom in general.

Interviews

These will be held once a year either in the first or third term of each year to enable parents to discuss their child's progress. Staff will be available briefly at the beginning and end of each daily session. For

Health continued...

- nausea, vomiting or headache, this indicates a gastrointestinal infection; the
- child should stay away until at least 48 hours after the first normal bowel motion.
- Vomiting two or more times in the previous 24 hours, unless the vomiting is known to be caused by a non-communicable condition and the child is not in danger of dehydration. Repeated vomiting suggests an infection, so the child should be taken to the GP for a diagnosis.
- Mouth sores associated with an inability of the child to control his or her saliva unless the child's GP or Regional Public Health or the Medical Officer of Health advises that the child is non-infectious. Further Reference: Health (Infectious and Notifiable Diseases) Regulations 1998
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### Health continued....

- General conditions indicating that a child should not attend:
  - The illness prevents the child from participating comfortably in programme activities.
  - The illness results in a greater care need than the centre can reasonably provide without compromising the health and safety of other children.
  - The child has any of the following conditions: fever, persistent crying, difficulty breathing, or other signs of possible severe illness.
  - Diarrhoea: a general guideline is that no child should attend if they have diarrhoea, and they should have at least one normal bowel motion before returning to the school. If the diarrhoea was accompanied by any other symptoms such as fever, stomach pains,

### Interviews continued...

urgent matters you are welcome to contact the Acting Senior Teacher or Principal at anytime. For non urgent matters, it would be helpful if parents use the Teacher / Parent communication box located on the kitchen bench to allow Teachers to maintain focus on the children.

### Behaviour Management

The centre has a fully developed behaviour management policy which can be read together with all other Centre policies; this is located underneath our policy board just outside the Doves classroom. Gentle re-direction is the usual method of dealing with difficult behaviour in the classroom, however, children may be removed from an activity if disruptive or destructive behaviour continues. Parents will be consulted if problems become consistent. It is our policy to work through these issues with parents and the child together.

## Complaints

Shine has a fully developed complaints procedure detailed on our Policy board. Complaints should be referred to the Acting Senior Teacher or Principal in the first instance.

## Sign In / Sign Out Sheets

The Sign In / Sign Out sheets are required to be signed daily by Parents upon arrival and leaving the Centre. Obviously this is useful for a daily tally of staff to child ratios and also useful for emergency drills. These records are also used in any audits carried out by the Ministry of Education.

## Communication

If you wish to speak at length with the Teaching staff, please feel free to make an appointment or leave a message on the answer phone. We will get back to you ASAP. Teachers will be available for a few minutes at either end of the session if you would like an update on daily happenings or you have information we should know about your child.

## Shine Telephone Directory

A centre directory will be compiled and distributed for the exclusive use of parents and staff to support communication between Centre families.

## Health

To protect all children attending Shine it is our policy to send home children with visible symptoms of what may appear to be a contagious disease or serious illness. In the event that your child becomes ill while at the Centre, he/she will be isolated in a safe and appropriate area while we call you. Once you have been notified, it is your responsibility to collect your child as a matter of urgency.

- Parents are required to identify all health issues/allergies that may be affecting their child on enrolment.
- Parents are required to inform the centre if their child is to be absent due to an illness or accident, the duration of absence and the reason for absence.

## Attendance

Please let us know if your child will be absent because of illness or any other reason, if we are unable to answer the phone, please leave a message on the answer phone and we will collect it as soon as we are able.

## Parent Involvement

There are no specific requirements for parent involvement at Shine. However, any contribution you make is obviously for the benefit of the children. Help with field trips will broaden experiences we can offer the children and contributions from your family background e.g. cultural celebrations, food, language, etc. are most welcome. If you have a skill or experience which you could share with the children, something interesting or special to show them, please let us know, so that we can slot it into the programme.

## Communication continued....

We maintain daily charts in which you can record any changes to the people authorised to pick up your child, to record details of medication to be given during session time and any other matter which you feel we should have a record of. Please ask for these to be pointed out to you on your first day.

Regular newsletters are written and uploaded to EDUCA or a hard copy is available and left next to the Sign In / Sign Out sheets in case Parents prefer to read the Centre news in this format.

A whiteboard is situated near the Sign IN / Sign Out sheets for daily notices from staff. Also a second whiteboard is located near the kitchen for notes from Parents to staff regarding sleep / lunches / medication reminders to staff.

## EDUCA – E Profiles

Educa is an online web based program which allows staff to email your child's learning stories via internet. When a child starts at Shine, parents are

### EDUCA – E Profiles continued....

Sent an invitation to link into EDUCA and a password of your choice means that you are the only one who can access your child's learning stories unless you decide to share the link with a family member of your choice. Educa has a dashboard which allows the Centre to upload newsletters or other important information and adds another layer of communication between Parents and the Centre as Parents are able to comment on the dashboard or post comments to teachers regarding their child's learning stories etc if they choose to do so.

### First days at SME - Settling In

When your child starts, the staff will be at hand to help you at this time. Our strategy for helping children to settle is to try to find an activity that they enjoy doing such as puzzles or reading. Once you are ready to leave please ensure you let a teacher know so that they can move in to support your child as necessary. Reassure your child that you will be back to collect him/her, but once you have judged that your child is ready to be left,

### First days at SME - Settling In continued...

Please say goodbye and leave quite promptly. We find that delay merely increases anxiety. Most children are sad to see their parent go, but generally will settle within a few minutes of your departure. Please be assured that we will contact you promptly if any distress continues.

As preparation for this event, talk at home about what will happen. You may also find it helps to role play the first day, with the help of a few favourite toys. A photo of staff can be obtained from the office to help facilitate familiarity if desired.

### Session Times

We ask for your co-operation when dropping and collecting your child within your booked hours. Children easily become anxious if they see others going and their parent/caregiver is not in sight. In emergencies, please try to phone ahead to let us know if you expect to be delayed and when you will get to the Centre.