

MOZARTS

Performing Arts School



Welcome to Mozarts Performing Arts, The Kindergarten.

This booklet provides information to assist your child settling into the program.

A Mozarts “education through imagination” prepares children to be 21st century learners by providing a variety of innovative and exciting learning experiences. We hope that you, the parent, will involve yourself in these and in doing so, show your support for your child’s ongoing learning pathways.

Please tell a teacher any relevant information that will help us with the settling process. In this way we can develop a secure and empathetic relationship with the child and are better equipped to meet his or her learning needs.

We look forward to becoming positively involved with your child and family.

Clothing

Please have your child bring a backpack containing a complete change of clothes. Please include a hat appropriate to the season.

Toileting

It is preferable that children are toilet trained or in pull-ups to attend Mozarts. If your child is in pull-ups or nappies, then please provide two pairs of these and a packet of wet wipes.

Snacks

Please provide a snack box for morning, and/or lunch, and/or afternoon tea. In the interest of our zero waste lunch boxes, please remove all wrappings from food. Please do not supply chips and soft drinks. A protein snack such as a cheese sandwich, muffins and fruit are ideal. Children have access to the drinks trolley so they can help themselves to water or get a teacher to help if they require. Health department recommends perishable food such as yoghurt is kept at or below 4° so please use a small ice pack in your child's lunchbox to keep the food from spoiling. Alternatively parents can place yoghurt in the fridge but it must be labelled clearly by the parent with the child's whole name. Please inform a staff member when you use the fridge for this purpose. Mozarts is unable to heat food. Please do not pack anything that your child cannot access or unpack themselves. It is in your child's best interest to develop self help skills.

Birthdays

We love celebrating our children's birthdays so here are a few procedures that can help us make these milestones memorable together.

Please ensure that at the start of a session that you inform a staff member of the special occasion to allow for its inclusion within the daily programme.

We are happy to share birthday cakes or any other treats, but please consult a teacher as they need to be given out under supervision owing to a small number of our children having specific dietary needs. Any birthday cake for sharing at snack time, should be delivered to the kitchen at the start of the session. We are happy to cut into small pieces, light candles etc.

Should you wish to help your child dispense party treats at the end of a session, arrive 15

minutes before the end of a session - before the last library time, to avoid disrupting the programme. A teacher will ensure your child is positioned near the exit and that the food is able to be accessed easily by those who are leaving.

Lastly but not least, please explain to an older sibling that the treats are for Mozarts preschoolers only. It is expected that school age children exercise restraint in this situation.

Sun Protection

In summer please apply sunscreen before coming. Since it lasts for several hours this should provide adequate protection. Staff will reapply if necessary. We encourage children to wear hats outside in summertime, particularly in the middle of the day.

Medication

If your child is on any medication please inform a staff member who will record the details. Parents and a staff member must both sign this or medication will not be given. Medication must have the child's name on it. It will be stored in a designated area in the kitchen and it is the parent's responsibility to collect it at the end of the day. Ongoing medication is dealt with on an individual basis, please talk to the Head Teacher at point of enrolment to undertake procedures for storage and administering of this.

Daily Attendance and Absences

Upon enrolment a parent selects their preferred hours of weekly attendance. **Each day your child attends you must sign the register and state the time of arrival and departure.** This is required by the Ministry of Education and also ensures the safety of children in any civil emergency. Please ring and tell us if your child will not be attending. If anyone other than yourself is picking up your child, we must be notified by a phone call or at the start of a session, or the child will not be allowed to go until we have made the necessary calls. Sessions are not transferable to other family members or friends. Children must adhere to their regular booked sessions. Intermittent changes to regular booked sessions are not permitted. If you wish to change your regular attendance you may do so based on availability. 2 weeks notice is required for dropping a booked session. A Notification of Change of Attendance form will be completed for all session changes and a copy given to the

parent who must sign the form. The same form is also used to confirm resignation date upon receipt of written intention from the parent. Once a starting date has been agreed to by the parent one week's notice is required to postpone this or it will be invoiced for.

Fees

Fees are to be paid in advance at the beginning of the month. When children are absent from an enrolled session full fees are charged as the Kindergarten has to remain fully staffed and the operating costs remain the same regardless. No fees are payable during the annual 4 week closure over Christmas. Full fees are payable on public holidays. Where fees are in arrears one month a 5% late fee is payable. Mozarts reserves the right to remove children from the roll from the fourth week of nonpayment of fees.

Fees unpaid at resignation date incur a further \$25.00 administration fee and unpaid fees will be referred promptly to Baycorp Credit Collection Agency after all reasonable efforts have been made with the parents to obtain payment.

To terminate an enrolled place one month's notice in writing is required, (dated from **our office's receipt** of such) or full fee for that month is payable. Verbal resignations are not accepted under any circumstances as they inevitably lead to confusion. If you do not intend to attend for the period of the one month's resignation period then the full non-attested rate is charged.

Where a child is on holiday for more than 21 days and wishes to keep their place then the full non-attested rate is charged for the period after 21 days.

WINZ subsidies available but will not be deducted until eligibility is confirmed.

In the interests of security, fees should be paid by internet banking. Please accompany any such payment with your child's name. If you are paying by cheque or cash, please put in a sealed envelope and write the name of the child clearly on the outside. It is the parent's responsibility to obtain a receipt for cash payment. If our office receipt of a cash payment is disputed then the parent must be able to produce a receipt signed and dated by the head teacher.

Emergency Closure

Situations may arise that lead to the emergency

closure of Mozarts. Civil defence emergencies or extreme weather conditions which result in loss of power or water, may necessitate closure from authorities. In the event of such emergency closure children should be collected at parents' earliest convenience. Full fees are payable for up to three days if Mozarts is subject to emergency closure.

Casual Sessions

Mozarts does not accept children on a casual session or trial basis.

Parents Living Separately

Accounts and newsletters are placed in backpacks at the start of the month. Please tell us if you require an extra newsletter or duplicate account and we ensure that two copies are put in the backpack.

Art Work

Please check the art room and the Van Gogh cloth for your children's art work at the end of a session. When we have time we will put your child's creative treasures in their locker and we would ask you to take them home and admire them.

Lost Property

Lost property is located in the foyer. At the end of each term it is donated to a charity.

Communication with Parents and Whanau

The teachers at Mozarts look forward to an enjoyable relationship with your child and family. We are available at any time to discuss issues pertaining to your child's happiness and developmental needs. This can be done by phone or you can make an appointment to see one of the teachers. Parent teacher interviews are held on Wednesday from 4.15 pm, in Term 2.

Specialist Agencies

The school has access to various specialist agencies. Hearing and eye tests are carried out regularly several times a year. Parents should contact the Head Teacher if they feel their child requires special assistance. Appropriate assessments can then be organised in full consultation with parents, teachers and representatives from the specialist agencies.

Newsletters

Newsletters come out monthly and can also be downloaded from the website www.mozarts.co.nz

We encourage parents to subscribe to newsletter online, this can be done via the link on our web page.

Change of Address and Telephone Number

It is your responsibility to make sure we have updated information on the child's file. This information is vital in the case of an emergency.

Late Pick up Fee

There will be a \$10.00 late fee charged after 10 minutes and a \$20.00 late fee charged after 20 minutes. This will be added to your account.

Disbursements

When these occur they are added to monthly accounts. Music CDS are \$16.00 and are distributed to every child three times a year as part of our learning programme. Choir concerts are \$15 per whanau to cover the cost of venue and children's entertainer. T-shirts are \$16.00.

Babysitting

Please do not embarrass staff by asking them to babysit for you. Such a practice would undermine the teacher/student relationship and in addition it is not allowed under the terms set out in their teaching contracts.

Childcare Tax Credit (formerly rebate)

You can claim a tax credit for the previous tax year (1 April to 31 March) from the following April. Please request a receipt from the office. Full details on the IRD web page.

Text Alerts for Parents

We use Twitter as a cost effective way of getting messages out to all our parents. Full details via the web page link.

Facebook

Like us on Facebook and stay in the loop. We try to post an update about our programme at least once a week.

Welcome to a WORLD of Fun and Learning!

As part of our programme you will receive a Mozarts song resource three times a year. Music CDs to all children attending Mozarts go home in backpacks and are all individually named. These cds are specially recorded for Mozarts and are a resource for home to reinforce the curriculum that we are currently implementing. Enjoy these songs and stories with your children, encourage them to sing to you and let them teach you the actions that accompany each song. The learning of these songs is an integral part of our curriculum. The real value lies in developing discipline, being part of a team and extending aural memory faculties.

Time for Einsteins

Our innovative science programme is very popular with children. We will provide a scrapbook for your child which you may decorate as you wish. Books are kept at Mozarts and in this way a wonderful visual display of your child's growing scientific awareness can be documented. The books will be kept for you to take with you when your child completes the Kindergarten and goes to school.

From time to time other examples of your child's work may be pasted into the book. This may include photos, poetry writing or an especially wonderful piece of artwork. You may look at the books any time. They are stored in special teacher groupings at the bottom of the science trolley.

Learning Stories

All children will have a record of their Learning Journey during their time at Mozarts.

Children are given their own clearfile when they start at the Kindergarten and these are readily accessible by both parents and children for perusal and discussion. Children's learning achievements and goals will be identified by teachers, and parents and whanau are invited to have their input added to these ongoing valuable records by adding a "Parent's Voice".