



Parent's Handbook



Welcome to Mozarts

Welcome to Mozarts Kindergarten. We hope you and your child will enjoy being part of our creative kindergarten community. This handbook provides helpful information that will assist you and your child to settle into the Mozarts family.

At Mozarts Kindergarten, we believe in teaching, developing and fostering your child's imagination so they develop the skills to help them successfully transition to primary school. Our philosophy is creativity through imagination so our approach is to weave music, drama, art, dance, storytelling, roleplay and games through our preschool programme so your child is excited by the joy of learning.



Welcome to Mozarts	1
About Mozarts	1
Curriculum and Learning Programmes	4
Your Child's Property	7
Food and Drink.....	8
Communication	9
Health and Safety.....	10
Emergency Procedures	10
Attendance	12
Fees and Payment Information	13
Our Contact Details.....	14

About Mozarts

Our Philosophy

Education through Imagination

At Mozarts Kindergarten we encourage children to learn by fostering their imagination. We know that children who engage in active pretending will develop imagination and creativity so that one day they may learn what has not been discovered and imagine what has not been created.

Our environment is designed to stimulate and challenge, promoting collaboration, self-management, creative synergy, problem solving and lateral thinking skills. All aspects of your child's ongoing learning pathways are supported through a high degree of teacher/child interaction, a richly resourced environment, an abundance of roleplay and storytelling games, and an atmosphere in which creativity flourishes.

It's a privilege to see children become articulate, confident and imaginative, as teachers add music, dance, drama and visual arts into a wide spectrum of curricular activities. We enjoy close and supportive relationships with parents, whanau and caregivers and their contributions are welcomed and valued.

Most importantly - children love attending Mozarts Kindergarten and ask to return time and time again!



Curriculum and Learning Programmes

Mozarts approaches all areas of preschool curriculum through music, dramatic play and art. We have specific curriculum areas detailed below that your child will love.

Time for Einsteins

We're not sure if Einstein had a flying carpet. We think it was his mind that flew and at Mozarts we like to think that children's minds can do the same.

Children sit around Mr Einstein's Flying Carpet and explore a topic of interest.

Then after all that busy activity, the children sit down and draw a picture in their Einstein scrapbooks.

At Mozarts we think that if you become it, you'll remember it!

Numeracy and Mathematics

Counting is definitely more fun if you are a monkey trying to snatch a bunch of bananas or a sharp eyed bird trying to pull up some juicy worms. How about a herd of elephants wondering how many of them can fit on a spider's web?

Mozarts Chart Stories are a creative and imaginative way of teaching numeracy. They are short poems with small laminated pictures. We use props and music to help tell the story which is acted out by the children with enthusiastic and noisy participation.

Art and Technology

When you see a paint-splattered t-shirt you know your child has been busy in our art room.

From fantastic murals to intricate cotton bud etchings, the art work produced is vivid and fantastic. Some children spend a long time on one painting, others do five in a row.

We splatter our way through about 90 litres of paint and buy glitter by the kilo at Mozarts because we believe the more the sparkle the world has in it, the happier and the better it is for all of us.

Literacy

We love stories! We love traditional, we love contemporary and we especially love the ones that children make up themselves. Mozarts teachers are highly skilled in the art of energetic and imaginative story telling. Children join in with chants and simple repetitive phrases. Judging by the laughter and the excitement some of our storytelling might seem a little crazy but it's all done with the end result of giving children a deep and abiding love of literature and reading.



Music Dance and Drama

Our drama workshop happens after library time. A story is read and then this is followed by an adventure! Elements of the story are chosen by the children and, using their imagination, are acted out through drama, dance, music or art. Everyone participates to their own level and has fun as stories come to life before our eyes.

Outdoor Play

Our playground has a clatter bridge with a sometimes-troll (we've heard him but never seen him) and a tree for climbing (good if the troll is chasing you!). Down the other end, a gangplank leads to a pirate ship sandpit, next to which is a miniature version of the pancake rocks, complete with a trickling brook. Alas no blowholes, only the ones you dig yourselves.



Your Child's Property

Clothing

When you see a paint splattered t-shirt you know your child has been busy in our art room! Mozarts Kindergarten is a place where children are encouraged to explore and experiment through art and outdoor play. As this can often lead to “messy” experiences please ensure your child wears clothing which you don't mind getting dirty.

Please have your child bring a backpack containing a change of clothes in case they need them. It is helpful if your children's clothes are named, as it makes it easier to reunite lost property with the owner.

Lost Property

All of the lost property that we find will be kept in the entrance foyer. Please check there if you have lost an article of your child's clothing. At the end of each term, all lost clothing will be donated to a charity.

Toys from Home

We have a wide range of toys and activities available for your child. It would be appreciated if you do not bring toys from home as it is always upsetting for children if a toy is damaged or goes missing.

Children's Belongings

We have space available for children to hang their jackets and bags.

Art Work

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



Food and Drink

Lunch times are a really great time to help prepare your child for school lunch times. We believe that it is also a perfect opportunity to develop the children's knowledge and awareness of healthy eating and hygiene.

Healthy Snacks

Each child is asked to bring a healthy choice snack for morning and afternoon tea, and a packed lunch.

Drinks

Children have access to the drinks trolley so they can help themselves to water or get a teacher to help if they require.

Allergy Information

If your child has any allergies please let a staff member know so that we can ensure a safe environment.

Packaging

We believe that it is in your child's best interest to develop self-help skills. In the interest of our zero waste lunch boxes, please remove all wrappings from food.

Hot Food

Mozarts is able to heat any food at lunch time that you wish to pack in your child's lunchbox.

Birthday Treats

We love celebrating our children's birthdays and are happy to share any birthday cake brought in for their 5th birthday or any treats that you have for other birthdays, but please consult a teacher first as some of our children may have allergies or 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.

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



Communication

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 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.

Newsletters

Our Mozarts newsletters is produced on a regular basis and can also be downloaded from <http://www.mozarts.co.nz>. We encourage parents to subscribe to our newsletter online, this can be done via the link on our web page.

Parents Living Separately

Please tell us if you require an extra newsletter or duplicate account and we will ensure that two copies are put in the child's backpack and provided.

Facebook

Like us on Facebook and stay in the loop. We try to post an update about our programme at least once a week. We post regularly so that you can keep up to date with what is happening.

Songs and the Mozarts Choir

From the day a child begins at Mozarts, they aspire to be a member of the Mozarts Choir. Children love learning the songs that are all done with accompanying actions and dance.

Enjoy the music and help your children practice their dance moves. Watch as they twirl like sugar plum fairies.

Learning Scrapbooks

We will record your child's learning journey at Mozarts through a learning scrapbook. Their learning scrapbooks show your child's learning achievements and goals, and are readily accessible by both parents and children. You are invited to have input to these ongoing valuable records by adding a "Parent's Voice".

Time for Einsteins Scrapbooks

Our innovative programme sees the children sit around Mr Einstein's Flying Carpet and explore a topic of interest. Then after all that busy activity, the children sit down and draw a picture in their Einstein scrapbooks.

These books are kept at Mozarts and is a wonderful visual display of your child's growing awareness. The books will be kept for you to take with you when your child completes kindergarten and goes on to primary school.



Health and Safety

First Aid

All of our Teachers have current First-Aid Certificates and we have a First-Aid Box.

Toileting

If your child is in pull-ups or nappies, then please provide at least two pairs of these. For all toilet training, our teachers will consult with the parents of the child.

Sun Protection

Sun Safety is promoted and we encourage children to wear hats outside in summertime, particularly in the middle of the day. In summer please apply sunscreen before coming. Extra sunscreen is available if needed.

Medication

If your child is on any medication please inform one of our staff members who will record the details. You and a staff member must both sign this record or we will be unable to dispense any medication.

All medication must have the child's name written on it. It will be stored in a designated area in the kitchen.

Ongoing medication is dealt with on an individual basis, please talk to the Head Teacher at point of enrolment to go through procedures for storage and administration.

Specialist Agencies

The school has access to various medical specialist agencies including hearing and eye tests which are carried out 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.



Emergency Procedures

Fire/Earthquake Evacuation

Fire, Earthquake and emergency drills are carried out regularly.

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 mean that we are required to close.

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.

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.



Attendance

Session Times

- The centre operates daily from 7.30am to 5.30pm.

We have the following minimum enrolment requirements:

- 3 year olds must attend a minimum of 2 days.
- 4-5 year olds a minimum of 3 days

We have minimum enrolment requirements because we understand the importance of routine and consistency with children. This is particularly important for older children as they prepare for the transition to school.

Having children attend 2-3 days ensures they form relationships with teaching staff and other children and become familiar with our daily routines.

Casual Sessions

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

Preferred Hours

Upon enrolment a parent selects their preferred hours of weekly attendance. We require two weeks' notice for all session changes.

Once a starting date has been agreed, one week's notice is required to postpone this.

Public and School Holidays

Mozarts operates for 50 weeks of the year closing for 2 weeks over Christmas and New Year.

Absences

Please ensure that you contact the kindergarten if your child will be absent. When children are absent from an enrolled session the full fees are still charged.

Pick-Ups and Drop-Offs

Each day your child attends please remember to sign register and state the time of arrival and departure.

For your child's safety, 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 leave until we have made the necessary calls.

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.

Cancellation of Enrolment

To terminate an enrolled place, four weeks' notice in writing is required. Verbal resignations are not accepted as they can 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.



Fees and Payment Information

The daily rate can change according to attendance and combinations of other options such as WINZ, and ECE hours already allocated to other providers.

Please contact us for pricing and a quote for your preferred attendance pattern.

ECE Subsidies

Mozarts offers 20 Hours ECE to all children once they turn 3 years of age.

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.

Payment Method

Our fees are payable by cash or internet banking. Unfortunately we do not have an eftpos or credit card machine facility available.

- If you are paying by internet banking please use your child's name as a reference.
- If you are paying by cash, please consult with the centre manager.

Payment Due

Our fees are to be paid in advance at the beginning of the month

Late Fees

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 non-payment of fees.

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

Public and School Holidays

No fees are payable during the annual 2 week closure over Christmas. Full fees are payable on public holidays.



Our Contact Details

Address

69 Bristol Street, St Albans,
Christchurch 8014

Telephone

+64 (3) 355 5099

Email

info@mozarts.co.nz

