# Welcome



56, Cameron Road, Hamilton.

Phone - 07-8567297

Text - 022-5019878

thebusyhands@gmail.com

www.busyhandsmontessori.co.nz

Parents Information Book

Version: June 2023

Welcome and thank you for choosing The Busy Hands Montessori. It is a great pleasure and a privilege to be a part of your child's learning journey. Our qualified, committed team will ensure that your child receives the best of care and education while he/she is with us.

Please read the information given below and retain for future reference as this forms a part of your enrolment agreement. It is important that you understand our service so that we can be most effective in meeting your needs and those of your child.

# **Our Program**

So that your child is encouraged to develop to his/her full potential, there will be participation in a well-planned program in which growing, sharing and learning experiences are incorporated into all the activities of the day. Typically, the daily program will include a balance of directed activities and self-initiated discoveries. Our dedicated team of teachers will be there to encourage, scaffold and applaud each step your child takes at the Montessori.

Furthermore, you will be notified of the current areas of interest we are focusing on at the Montessori through our planning board, newsletters and day-to-day casual discussions. You are welcome to share your skills and knowledge with us on these.

To maintain consistency between center and the home we encourage parents to communicate any incidents, celebrations, activities and discoveries you do at home with the staff and we will do the same. We believe in independence and freedom to be independent. Thus, please encourage your child to do things which are they are capable of.

# Your child's profile book

A profile book will be maintained for your child throughout your child's stay with us documenting and recording your child's learning journey. Please feel free to take this home and read with your child. We will be pleased to see stories, pictures or comments from home being recorded in this by you.

# Information concerning your child

Apart from your child's profile book there will be other means of discussing your child's progress and how you could be involved in their learning and development. Daily informal discussions, formal meetings, parents evenings and many whanau events are some to name.

# Our policies and procedures

Upon enrolment we will provide you a copy of our philosophy, food and drink policy and the latest newsletter. You could always request for any other policies or procedures from one of us for your reference

We will consult with you regularly when reviewing a policy or procedure. Your views, recommendations and insights are highly valued. Please take these opportunities to feedback.

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# Our most recent ERO report

You could access our most recent Education Review Office report on The Busy Hands Montessori Ltd | Education Review Office (ero.govt.nz)

You could also participate in our next review through providing feedback to the visiting officials when a review takes place on site.

### Your involvement

We would highly appreciate your involvement through various ways at your convenience. You could be involved in many ways as listed below:

- Share your knowledge and expertise across our curriculum
- Participate in policy reviews
- Participate in surveys
- Verbal feedback
- Contribute to your child's portfolio
- Take part in parent evenings
- Take part in parents' workshops
- Take part in celebrations
- Come to spend some time in the centre and observe.

# Hours

The operating hours are:

7.00 a.m. – 6.30 p.m. Monday to Friday

If you are going to be late to collect your child please advise us by telephone. A late fee of \$10.00 will be charged for every 15 minutes.

Please ensure to collect them on time as this affects our teacher: child ratio.

## **Holidays**

Your child is entitled for three weeks of holiday once he/she has completed 06 months from the start date. However, 50% of your regular weekly payments apply for this period. Please note the three weeks' holiday period is for each calendar year.

# Civil Defense or Centre Based Emergency Policy

In the event of any emergency, whether it be centre-based, local or a civil defense emergency, Montessori will act in the best interest of the children, to ensure their safety. Centre staff is fully briefed on procedures to follow on the event of an emergency of any scale and have the necessary resources to protect and care

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for the children. Parents will be notified as soon as possible about the nature of the emergency and Montessori's decision on how best to care for the children, which may include evacuating the children to an alternative venue.

## Health

Owing to the risk of infection, we are unable to take care of sick children. Your child must be kept at home if they display any of the following symptoms:

- A high temperature
- Inflamed throat or eyes
- An unidentified rash
- An upset stomach or diarrhea
- Vomiting
- Any other infectious disease.

In the case of diarrhea or vomiting the child must be kept at home for 48 hours from the last occurrence. If your child is unable to attend please notify the centre as soon as possible. If child has a communicable disease they will be excluded from the centre and a doctor's clearance certificate must be presented before their return. We expect our staff to abide by this same health policy.

Any accidents or incidents that occur during the day will be recorded in the Accident Record book. If a child becomes ill during the course of the day you will be notified and your child will be isolated from the other children while providing the best of care in the sight of an adult until picked up. Parents/guardians agree that their child cannot attend the centre when ill or suffering from an infectious condition that could be communicated to the others. Please notify the centre of any such conditions immediately.

# **Clothing and Cleanliness**

Please name all your child's clothing and ensure that they are clean, comfortable and appropriate for indoor and outdoor weather conditions. Each child must have a change of clothing in their bag daily for use in an emergency. During summer children are expected to wear a hat outside and we will provide the sunblock.

# Food and drink

Each child is expected to share a piece of fruit to the fruit basket which will be cut up and a fruit platter will be available for the children throughout the day. Please ensure you pack a healthy lunch for your child. Takeaways, lollies, energy drinks, fizzy drinks and sugary food are not permitted.

Please ensure you have read and understood our food and drink policy before your child starts. The document will be emailed to you. This is an important part of your enrolment and signing the enrolment form indicates that you will abide by the information given.

Please note that nuts or nut-based products are not permitted due to severe allergies.

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# Supervision during drop off and pick up times

Parents must ensure to supervise their children during drop off and pick up as we do not take responsibility for your child outside the enrolled hours. Please sign in and sign out using the tablet as this is a Ministry of Education and Health and Safety requirement.

Please maintain a gentle voice when dropping off and picking up your child and encourage them to do the same as there could be children busy focusing on activities at such times.

#### **Enrolment Fees**

A one-off registration fee of (\$85.00) is payable at the time of enrolment to confirm and secure your child's place.

This payment is not refundable, and it is not applied to tuition. If you no longer wish a place to be held for your child, you will need to notify the centre at least two weeks before the commencement of your enrolment. Any time your child is taken off the enrolment list, the place may be filled by someone on the waiting list. Should you wish to re-enrol, your child may be placed at the end of the waiting list and a further registration fee will be payable.

### **Fees**

### For 3,4 and 5-year olds with 20 hours ECE attestation:

## If attending only 20 hours a week

- 20 hours free
- Additional hours \$9.20 per hour

#### If attending 30 hours or more

- First 20 hours free
- Remaining 10 hours will be charged at \$70
- Additional hours will be charged \$9.20 per hour

Children who are 3 years and above are expected to attend a **minimum of 20 hours** a week on 5 days/4hours or 4days/5hours basis.

### children who are 02 years:

# If attending 20 hours per week

- \$92 per week
- Less than 20 hours or additional hours \$9.20 per hour

#### If attending 30 hours per week

- \$138 per week
- Extra hours will be charged at \$9.20

Children who are 2 years are expected to attend a minimum of 3 short day sessions.

#### 20 hours ECE attestation not signed/ 20 hours ECE used elsewhere/ Loss of funding due to frequent absence

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- \$15.19 per hour for 03 years and older children
- \$9.32 per hour for 02 years old on top their regular fee.

## If attending more than 06 hours a day but fewer days to make up 30 hours

\$9.20 per hour for each additional hour after the first six hours.
Eg: 08 hours per day for 4 days: 32 hours per week.

#### **Session Hours**

## **Opening Hours**

• 7.00 am – 6.30pm

#### **Short Day**

8.00am – 12.00 noon/09.00 am – 01.00 pm/01.00 pm 05.00pm

## **Full Montessori Program**

- 9.00 3.00
- To reap the maximum benefit of the Montessori program the best hours would be 9.00 3.00

Additional hours before 9.00 am and after 3.00 pm could be booked as per parents' requirement.

# Early Drop Off & Late Pick Up

Parents are required to drop off and pick up children on their booked times. Late drop off and pick up will affect our teacher: child ratio and funding.

\$10.00 fee for every 15 minutes of late early drop off and late pick up will be charged.

# **Payment of Fees**

All fees are payable in advance. We are unable to extend credit to our customers. Under our current debt policy, when fees are in arrears, your child's place in the centre may no longer be made available to them, and the debt will be referred to a debt collection agency, unless a prior arrangement is made with the management.

#### **Overdue Fees**

Any overdue fees will incur an interest charge of 2% per calendar month (or part thereof), which will be added to the amount outstanding until paid in full. Any expenses, costs or disbursements incurred by The Busy Hands Montessori or their assigns in recovering any outstanding amounts owed, including debt collection, legal and court costs, will be payable by you.

# **Absence**

Because our program and licensing regulations require us to engage staff based on the number of children enrolled, full fees are payable every week the centre is open, regardless of whether your child is absent for any sickness, holiday, including public holiday, (if holiday discount does not apply) or any other reason.

Busy Hands reserves the rights to cancel the enrolment of any children who are consistently absent and break the Ministry of Educations absence rule.

Busy Hands reserves the rights to cancel the enrolment of any children who are absent for two weeks at a stretch unless otherwise notified to the management.

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#### **Fees Review**

It is our policy to review fees regularly and you agree to pay these as they may be amended from time to time. Any such changes will be notified in writing

# Withdrawal of your child from the centre

At least two weeks' notice is required before withdrawing your child from the centre. If you do not give the required notice, you will remain liable for fees for that period.

# Pick up and Drop off Times

Please ensure your child is dropped off and picked up on booked times as not adhering to this affects our teacher: child ratio, staff breaks, non-contact hours and any funding your child is entitled for from the Ministry of Education.

## **Audited reports**

We are able to maintain low fees due to the funding received by the Ministry of Education. These funding received will be audited and the report will be displayed on the notice area annually.

### **Bank Details**

Please pay your fees in advance, weekly/fortnightly or by the 20<sup>th</sup> of the month if paying monthly to the account below.

The Busy Hands Montessori

06-0230-0232579-00

Use the unique reference number provided in the invoice when making payments.

# **Reporting Absence**

Call 07-8567297

Text 0225019878 (this number is only for texting absence, late arrivals and to let us know if you are running late via text)

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Email thebusyhands@gmail.com

