

**PAULA'S PRESCHOOL RICHMOND**  
42 Waverley Street  
Richmond  
NELSON



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*'Quality Early Childhood Education in a Caring Environment'*

## **A very warm welcome to Paula's Preschool Richmond**

**We are looking forward to getting to know you, your child and your family/Whanau.**

Paula's Preschool Richmond is located at 42 Waverley Street, Richmond, Nelson. We are a mixed aged centre catering for a maximum roll of 40 children aged birth to 6 years old. It is ideally situated with a short driving distance to all surrounding Waimea area schools, and 5 minutes walking distance to Richmond School. Located close to the centre of Richmond, we are very convenient for working families. Paula's Preschool Richmond is a 100% locally owned and operated family business. We have been active in our community since 1994, the first and longest established private centres in Nelson. Our excellent reputation is hard earned, our success is through the thousands of children that have attended our centres over the years, and hundreds of satisfied parents.

With its large mature trees, exciting outdoor area, spacious grounds, clean and well resourced indoors, Paula's Preschool Richmond is the ideal choice for your child. Our fantastic team of 'sought after' teachers are dedicated to providing the best care and attention for each individual while setting a program that is fun and exciting.

We currently operate Monday to Friday 7.45am to 5pm.

## **Why Choose Paula's for you're child?**

- **We believe in Quality, not Quantity**
- **We cater for all ages**
- **We provide a spacious and homely environment, where families feel welcome.**
- **Our children are stimulated and challenged, we create a learning environment with a special emphasis on early literacy and numeracy.**
- **Our team of educators are very warm and caring, aware of individual needs and committed to providing the very best care for your little one.**
- **Children attending Paula's Preschool feel safe, secure & valued.**

## **OUR CURRICULUM & PROGRAMME PLANNING**

At Paula's Preschool Richmond we aim to provide a rich curriculum that provides children with the opportunity to experience a variety of learning and life experiences to further their skills, interests and abilities. Our programme and planning is based on Te Whaariki, the New Zealand Early Childhood Curriculum. Our planned curriculum incorporates the strengths, interests and developing skills of both groups and individual children. All planning, both informal and formal, is evaluated and forms the basis for future planning, along with the emergent curriculum. Individual and group goals are incorporated into the planning to ensure the needs of all are being met. We involve the children and their whanau in our programme planning, working together to set goals and share progress, interests and experiences. We aim to provide a fun, enjoyable curriculum, where children and whanau work together with staff to provide a quality programme.

***“We have such strong bonds with our children, parents and teaching team. Every day we create lasting memories. We are just one big family”*** *Jan Crawford – Assistant Teacher*

***“I thrive on the positive feedback from past parents on how well their children are achieving at school. That to me makes what we do, worthwhile.”*** *Anthony Holder – Owner / Manager*

## **PARENTS / MATUA**

Parents and families are welcome at Paula's Preschool Richmond at all times. Your support and interest is vital to the well being of the preschool and we encourage families to become involved and contribute to our program. Each child attending for three or more sessions at preschool has a profile book in which the child's 'learning journey' is documented. Please feel free to take this book home and share with friends and family at any time. We also encourage families to contribute stories, comments, photos, work etc to these books. To keep parents informed of general news and upcoming events we put out a newsletter and have a whiteboard by the door and notice board by the sign-in desk. To keep informed of our current programme planning, parents are encouraged to read our planning board, Daily Diary and Weekly Review on the main notice boards. Please read this information regularly and approach a staff member if you have any questions. You are welcome to discuss your child or our programme with us at any time.

## **ARRIVING & DEPARTING**

Each day Parents record on the day sheet the time that they either drop off or pick up their child. Parents must record this accurately for Ministry of Education requirements. Please inform a staff member if someone else is going to pick up your child at the end of the session and record this on the day sheet. These also must be recorded on the enrolment form. Please note that the centre is closed from 5pm onwards. A late fee of \$5.00 applies for every 5 minutes you are late collecting your child.

## **SICKNESS**

Please keep your child at home if they are unwell, especially with heavy colds and infectious illnesses.

## WINZ SUBSIDIES

Some families may be eligible for a WINZ subsidy. Please enquire at your local WINZ office as they have the appropriate forms.

## SMOKING

Regulations prohibit smoking within the centre environment or when attending on preschool outings/trips.

## POLICIES & PROCEDURES

The preschool is required to have formal written policies and procedures on a number of areas, e.g. child protection, providing positive guidance, sickness etc. The main policies and procedures are available to parents, and the others are in the Operations Manual in the office. Please feel free to ask to read them at anytime. We will consult with you regularly regarding the review of these policies, asking for your feedback and comments.

***“The centre feels so inviting to everyone, and provides so much space for the children to enjoy. It’s a great feeling to be part of a fantastic team of teachers here at Paula’s, I am proud and passionate of the centre where I work.”***

*Mahana Eade - Teacher*

## WHAT TO BRING ALONG

- A named change of clothes and a sunhat (in summer) a beanie hat and warm clothes/jacket (in winter)
- Drink bottle (We provide drinks of water if these are forgotten).
- Lunch if your child is here between 12-12.30pm, with enough food for morning and afternoon snacks. **Please note: Due to allergies, we are a NUT FREE Centre.** (Lunch boxes are to be placed on the shelves provided. Food to be heated and cold food can be placed in the appropriate basket to go in the fridge)
- Gumboots and jacket if wet
- Disposable nappies/ pull-ups and wipes if appropriate
- Your child's immunisation certificate ( we require a copy for our records)
- Please pass any special medication, along with instructions, to a staff member
- **Please name all your child's belongings**

*Please feel free to ask any questions you may have regarding Paula's Preschool Richmond. Our quality team of teachers are very approachable and are happy to assist you anyway they can.*

***Choosing the right childcare centre for your child is an important decision for you and your family. That choice is made easy with Paula's Preschool Richmond.***

