



Burnham Country Montessori

Parent Information Handbook

Our address:

643 Burnham School Road
Burnham Country Montessori
Burnham, **Canterbury 7677**

Hours of Service:

Monday to Friday
7.30am to 5.30pm
(Closed on Public Holidays)

Contact us:

Office: 03 347 6161 **Text:** 021 950 932

Email: admin@burnham-montessori.co.nz

*The greatest gift we can give our
children are the roots of
responsibility and the wings of
independence.*

Maria Montessori

Welcome to Burnham Country Montessori

Kia ora and welcome!

We provide a safe, secure, and dynamic learning environment where foundations are laid for a lifelong love of learning.

Our centre is a special place where curiosity, wonder, discovery and spontaneous imagination facilitate children's learning.

Our main vision is to empower children's sense of self, and to foster their ability to direct their own learning in a nurturing environment that is open and child-centred. The outdoor spaces have a strong focus on the natural setting, where children will be encouraged to explore, learn, and grow in an environment that is both engaging and challenging. The inside spaces are thoughtfully organised, where careful considerations have been given to help instil a sense of belonging.

At Burnham Country Montessori your children will experience a planned and emergent curriculum that will build on their experiences, knowledge, skills, attitudes, needs, interests and views of the world. Our educational programmes provide children with limitless opportunities to learn and develop to their potential, as well as to share and fully participate in the teaching and learning process. Our passionate staff provide tamariki and family/whānau with support and respect. We are also constantly innovating and improving our centre based on new information and ideas.

Thank you for choosing Burnham Country Montessori Preschool (BCM) for your child's education and care. We welcome your input, thoughts and aspirations for your child's learning and development during their time with us here and look forward to working with and alongside you in your child's early learning journey.

Ngā mihi maioha, the BCM Teaching team 😊

Meet the Team

Management/Administration:

CENTRE OWNER	Simon Gillian – Owner/Director
CENTRE MANAGER	Sally Hart – ECE Qualified Teacher (Full-Time)
ADMINISTRATOR	Nicki Tabener – 8.45am - 3.15pm daily

Nursery (0 – 2 years):

HEAD TEACHER	Lisa-June Chemaly – ECE Teacher (Full-Time)
QUALIFIED TEACHER	Rebecca Blair – ECE Teacher (Full-Time)
TEACHER	Rachel Baylis – Kaiako (Full-Time)

Main Room (2-3 and 3-4 years):

HEAD TEACHER	Seema Sharma - ECE Teacher (Full-Time)
ROOM COORDINATOR	Tonee Irvine – Kaiako (Full Time)
QUALIFIED TEACHER	Shuang Xu – ECE Teacher (Full-Time)
STUDENT TEACHER	Olivia Sherlock - Student teacher (Full-Time)

Back Room (4-5 years):

HEAD TEACHER	Justine McQuinlan – ECE Teacher (8.30 – 3.30)
QUALIFIED TEACHER	Leza Morgan – ECE Teacher (Full-Time)
RELIEVING TEACHER	Andrea Walker – ECE Teacher
RELIEVING TEACHER	Asuka Murayama – Kaiako

We also employ a small team of casual/on call relievers who we call on as required to cover for staff holidays, illness, or absence.

Teachers support tamariki to make their own decisions, and construct their own understanding in a stimulating, challenging, and responsive

environment, alongside knowledgeable kaiako (teachers) who support them to widen and deepen their learning. Children develop deep understandings when they're able to choose learning paths that interest them and they are able to explore for extended periods of time with minimal interruptions. They learn persistence and patience when they're able to return to their own chosen pursuits day after day, while also forming strong friendships in their transition to school classroom environment.

Our Teaching Team

Our staff are selected for their knowledge of early childhood, their expertise in providing appropriate educational programmes, their compassion for children and their philosophy of education and early childhood development. Our centre manager, head teachers, and senior teachers are all qualified early childhood educators who undertake regular professional development to keep them abreast of the current trends in our field. Our teachers participate in a yearly appraisal programme where management and teachers can reflect on strengths, s and developmental goals, and plan ahead for the following year. All qualified teachers are expected to maintain current teacher registration and first aid certification. Registration ensures that teachers participate in ongoing professional development throughout their careers and that satisfactory knowledge of teaching and standards are maintained. We undertake an intensive series of safety checking steps (including police checks and seven point safety checks) when appointing all staff at this service.

We consistently maintain 80 – 95% qualified teacher ratios at Burnham Country Montessori.

Montessori today

Montessori education is a system that strives to nurture the natural curiosity of children, rather than simply educating them based on theory and facts. Montessori learning also encourages each child's desire for knowledge and understanding, as well as offering respect towards others differing opinions and beliefs.

The Montessori materials and lessons developed by Dr Montessori have withstood the test of time. The skills developed and the progression from simple to complex, and concrete to abstract, meet the needs of children this century just as they did at the beginning of the last century.

One of the key elements of the Montessori educational method is that it is individualised to suit the needs of each child. The Montessori teacher observes children and designs activities that are appropriate for their age and stage of development. This helps to ensure that each child is able to progress at their own pace and learn in a way that is best suited to their learning style.

Our Philosophy

Our aim at Burnham Country Montessori Preschool is to view each child as an individual, using a holistic approach, to nurture the natural curiosity of our tamariki. Montessori learning also encourages each child's desire for knowledge and understanding as well as offering respect towards others' differing opinions and beliefs, to bring out what is potentially within each child and to assist tamariki in their individual journey to reach the highest possible intellectual, moral and cultural level.

We aim to develop each child's natural love of learning including their independence, concentration, gross and fine motor skills, co-ordination, self-esteem, social skills & awareness, intelligence, language skills, self-discipline, control and order.

Attendance

For children attending our service we require a minimum enrolment of five hours per day, two days per week (dependant on spaces available). We request that your child be at the centre by 9:00am each day so they benefit from the full range of experiences offered by our educational curriculum. If you are arriving after 9:30am or your child is going to be absent for any reason, please give us a courtesy call. We also receive MoE government funding for your child's regular attendance, which assists us with paying our teachers at parity rates (in line with schools and kindergartens), so please ensure your child attends as per their booked days and times each week to ensure consistency in your child's learning and assist us with maintaining our funding. Regular or continued absence may result in loss of funding and/or loss of your child's place.

Food and Nutrition

Meals and snack food are not provided at BCM. Our teachers encourage positive attitudes in children by encouraging them to make choices from a range of healthy and nutritious foods supplied in their lunch boxes each day by parents/caregivers.

Early childhood is a window of opportunity to support children to develop a positive relationship with food and their bodies. Research shows that our mealtime and food experiences as children translate to our relationship with food as adults. Feeding practices that provide structure also support children to develop a positive relationship with food. These practices include allowing children to regulate the amount of food they eat, familiarising and fostering children's interest in a variety of foods, role-modelling, and providing a positive, pressure-free mealtime environment. Feeding practices that pressure children to eat, restrict access to certain foods, and use food as a reward or bribe, may exacerbate 'fussy' or 'picky' eating behaviours and food aversions, and disrupt a child's ability to self-regulate their appetite. While 'picky eating' can be challenging for parents and caregivers, it is part of normal

are familiar with research on how the infant brain develops and with this knowledge they support and extend their curiosity by creating areas,

providing open-ended objects and experiences that offer opportunities for child-initiated learning to help under-2 children develop, learn and grow.

Our approach for children 2 - 3 years of age

When young children are learning in the preschool education environment they're gathering the skills, knowledge and dispositions to cope with the diverse challenges of life. During early childhood at BCM the foundations for literacy and numeracy, decision making, perseverance, patience and creativity are developed through a range of play based learning experiences. Self-help and self-care skills are fostered through our Montessori inspired programmes, along with the development of social competence leading up to the transition to school. Teachers at BCM are guided by Te Whāriki, they weave a holistic curriculum in response to children's learning and development in the early childhood setting and wider context of the child's world. We support children's developing independence and self help skills including toileting, packing and unpacking bags, and dressing themselves. We also encourage and support additional skills such as joining in at music and story times, sharing resources with others and making independent choices at Montessori work times.

Transition to school: For 4 - 5 year old children

Our purpose built transition to school classroom empowers children to set their own goals and choose their own learning paths.

enrich imagination and creativity, and to drive children's interests. We are fortunate to have large outdoor areas to compliment our amazing indoor Montessori themed classroom spaces.

Storypark Online Portfolio's

Portfolios are individualised records of your child's learning journey while they attend Burnham Country Montessori. They focus on your child's interests, strengths and celebrate special milestones. Children love to look through portfolios revisiting old learning and sharing memories with friends/peers and whānau. We encourage you to regularly check your child's portfolio to discuss their learning with them or their teachers. We also welcome your input in the form of photos, comments, and stories from home. Your portfolio is a treasured taonga of their time spent with us. Storypark is a secure online network where photos, videos and observations can be posted in a child's e-portfolio within a private and safe learning community. Storypark helps parents/whānau become more involved in their child's learning by bridging learning activity during the day at BCM, with the home environment. This is effectively a shared learning tool that helps develop strong relationships. It's great for busy working parents and far-away grandparents and other family/whānau because it enables all the important people in a child's life to be more included in the child's learning and discovery, no matter where they are in New Zealand or elsewhere in the world.

Infants and Toddlers in the Nursery

Strong relationships for infants and toddlers are vitally important. Our teachers observe, listen to gestures, body movements, facial expressions, and sounds to recognise and respond meaningfully toward children's needs and interests. Caregiving routines such as feeding and nappy changing provide natural opportunities for quality time and to promote attachment with teachers. Our teachers

development for children to sometimes be picky about the foods they eat, to enjoy a food one day but dislike it the next or refuse to try new foods. This all happens because choosing what to eat – or what not to eat – is a way of exploring their environment and asserting their independence. Children's appetites also fluctuate depending on their growth cycles and how active they are. This means they may be very hungry one day and eat barely anything the next. For this reason, it is important to consider a child's nutritional intake over a week rather than day to day. Many children will eat at least one third of their weekly meals at an early childhood setting. This places teachers in an important role to engage in feeding practices that support the development of children's eating behaviours.

All children are required to bring their own lunch boxes with sufficient nutritional food for the day and for those over the age of 2 years old, a clearly labelled, named drink bottle.

We are also a completely "nut free" preschool. This means we encourage parents/caregivers to ensure that no nuts or nut products are included in their children's lunches. e.g. Nutella, peanut butter, muesli bars, etc. Infants or children still on formula are to have their bottles and formula clearly named. In line with the Ministry of Education best practices for bottle feeding, we advise parents to bring in the formula and bottles not already made up, as they will be made up just prior to being offered. Children on formula will only be fed formula provided by their parents.

Choking Hazards (Guidance from the MoE)

For more information around suitable food for young children, please read the Ministry of Education document:

'Reducing food related choking for babies and young children at early learning services' which is available in a hard copy for viewing at reception, or you may wish to access and read through the following online link:

<https://www.health.govt.nz/publication/reducing-food-related-choking-babies-and-young-children-early-learning-services>.

We require all families to read this information prior to starting with our service, and to send an appropriate quantity and variety of healthy foods in your child's lunchbox each day.

Please feel free to discuss any food related concerns or queries with the head teacher or senior teacher in your child's classroom.

Clothing

Infants and children still in nappies are to bring their own nappies with them (please do not send pullups to the nursery for our children under two years of age). Wipes will be provided by the pre-school for the under 2's in the nursery. Young children are to have at least one complete change of clothing in their bag, plus a warm hat and coat for outside (during winter) and a named sunhat (for summer). Older children are to have at least one complete change of named clothing brought to pre-school as well as weather appropriate items such as hats, coats, and gumboots. Children who are toilet training should be sent in pull-ups until they are ready and able to use the toilet independently.

Medication

First and foremost, your child's medication should be administered at home. If your child requires additional medication throughout the day this medication (or cream) must not be left in bags, and must be signed in with the classroom teachers. The following procedure should be followed: Write your child's name, medication, dosage and the time of last and next administration in the medication book (which is in the classroom management folder). The teacher on duty in your child's room will countersign the request.

All prescription medication must be clearly labelled with your child's name and dosage. We are unable to extend any dosage amounts as labelled or administer any medication that is named for another child or family member, or administer medication that has expired. Please ensure staff are aware of the appropriate way to store your child's medication, ie: If it needs to be refrigerated.

No enrolment can be accepted unless we have details on your child's immunisation status. We also ask that children remain at home if they have received an immunisation/vaccination in the previous 24 hours. We feel it is best for your child to be monitored at home to ensure they have no ill effects or high temperatures following any immunisations or other any medical procedures.

Health Services

Hearing and vision testing are done regularly at the Centre by outside agencies for our older children (4 years and over). Consents for these free services will be requested by the teachers when required.

Our Early Childhood Curriculum: We reflect the principles of Te Whāriki (the NZ Early Childhood Curriculum) at Burnham Country Montessori.

Te Whāriki is used in every day practice at our service, and is also supported by resources through an online portal (Te Whāriki Online). Te Whāriki envisages kaiako in early learning settings working in partnership with parents, caregivers, whānau and communities to realise this vision. The expectation is that children will experience a curriculum in their early years that empowers them as lifelong learners.

Te Whāriki supports this work by providing a framework of principles and strands.

- The principles are the foundations of curriculum decision making and a guide for every aspect of pedagogy and practice.
 - The strands are five areas of learning and development, where the focus is on supporting children to develop the capabilities they need as confident and competent learners.
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and sign. A copy will be given to parents in case of serious accidents. Our centre is fully equipped with first aid resources and all teachers hold current first aid certificates.

Minor Accidents

If your child suffers a minor accident such as a grazed knee, cut, bump or bruise, a staff member will treat the injury, and offer plenty of TLC. A phone call will be made to the parent/caregiver if the accident is a bump to the head or neck area.

Medication

Medication is not given to a child unless prior written authority has been given by the parent/caregiver. Should your child require medicine to be administered, the details and dosage should be entered in the classroom 'Medication Register' for each day requiring administration.

Immunisation

When a child is enrolled in the centre, you will be asked to provide the Manager/administrator with your child's immunisation certificate. Parents are free to choose whether their child is immunised or not, but Health Regulations state that all parents must provide documented evidence of their child's immunisation status. An immunisation register is kept for all children, so it is important to notify and provide evidence of updates to your child's immunisation records. Please keep your child's immunisation status updated with us after each immunisation is done.

In the event of a breakout of a vaccine preventable disease in the Centre, children who are not immunised may be required to remain at home for the required stand down period. We will be guided by Ministry of Health should this occur. We will work with the local medical authorities and or Health Department to determine the period of exclusion. During this time normal fees must be paid.

If your child requires ongoing medication for conditions such as asthma, please ask the classroom head teacher for a long term medication form. This form may include questions like severity of attacks, warning signs, method for acute care, etc. We may request a letter from your child's Doctor with further information and/or a health plan if required.

The trained staff administering any medications to your child will document this in the classroom 'Medication Book', including the time of administration and any other information related to this.

Burnham Country Montessori Fees:

Enrolment

A \$50 non-refundable deposit is required on confirmation of your child's enrolment, which assist us in covering the cost of administration and set up of your child's enrolment into our online systems.

Making changes to your enrolment: At least two weeks' notice is required when making changes to your child's booking (increasing or decreasing days or hours). Any increase in days/hours of enrolment will be subject to availability and will be confirmed prior to your child commencing any increase in hours.

Withdrawal from the service: At least three weeks written notice is required when cancelling your child's booking. Failure to give notice may result in three weeks of full fees being charged (if the required notice period is not given in writing).

Payment method

Burnham Country Montessori's preferred method of payment is by direct credit or automatic payment. All fees are due fortnightly in advance as per your signed terms and conditions.

The Bank account details for payment are :

Burnham Country Montessori - BNZ 02-1259-0052162-000

Please use your child's name and reference number in the statement details when making online payments.

Frequency and penalties

Fees are payable fortnightly in advance, regardless of invoices issued. If fees are outstanding for longer than 3 weeks a 15% penalty fee will be added to your account for the overdue amount. If fees are outstanding for longer than 4 weeks your child's enrolment may be terminated. All fees must be paid in full prior to leaving this service. Any outstanding fees will be passed on to a Debt Collection Agency for formal collection. Any costs associated with the recovery of outstanding fees will be at your cost and will be added to the final balance for payment. Thank you for your understanding in keeping your account up to date.

Holidays and Holiday Absence

Public Holidays: Full fees are payable if a public holiday falls on a day that your child would normally attend the centre.

Christmas Closure: The Centre may be closed for up to two weeks over the Christmas period in which case no fees will be charged over that period. All families will be notified in advance of Christmas closure dates.

Holidays: A 50% discount of full fees may be given for a maximum of 2 weeks holidays in any school year (January to December). The two weeks holiday is equivalent to two weeks as per your enrolment (eg: 10 days for full time enrolment, or two part weeks for part time enrolments). *A minimum of two weeks' notice is required to be given to management in writing to receive the holiday discount.* Holiday discounts are for full weeks only (as per your child's regular booking) not for single days of absence. No holiday discounts will be given for children receiving 20 Hours Free ECE (unless attending full-time hours, 40+ per week), or for children receiving any other substantial discounts (eg: staff discounts or families receiving WINZ subsidies). Please contact our administrator for clarification of any fees or holiday entitlements.

Sick days/Absence

If your child is absent or unwell for any reason their full fee still applies for that period of absence. We do not offer refunds, replacement days, or makeup days for absence.

Child Health

If your child is feeling unwell or displaying any of the symptoms listed below we ask that they remain away from the centre.

- Vomiting and/or diarrhoea: Individuals need to be clear for 48 hours after the last episode of vomiting or diarrhoea before returning to the Centre.
- A high temperature: If a child's temperature is higher than 38°C, a parent will be contacted to collect their child as soon as possible.
- If antibiotics are prescribed, the individual must have been taking them for 24hrs before they can return to the Centre.
- An unidentified rash
- Any person with Conjunctivitis will need to stay away from the centre while there is discharge from the eyes.
- Open wounds and sores that cannot be covered with bandages and clothing
- Any other symptom of a contagious illness

General Illness

We will follow the guidelines for illness & infections, as indicated in Ministry of Health Infectious Diseases: Information & Exclusion List. The centre reserves the right to request a medical certificate before your child is able to return to the service.

We ask that you respect our Illness and Infectious Diseases Policy – illness spreads fast in a group environment.

Major Accidents

We do everything possible to provide a safe environment for every child. However, in the event that a major accident occurs, such as bumps, significant cuts or potential fractures you and/or your emergency contacts will be phoned as soon as possible. If no contact is made an ambulance will be called if necessary. All accidents will be written up in an accident register, which you will be asked to sign.

Attendance Report at the beginning of the week, with a place for your signature. We may also require parents to sign weekly to confirm their child's attendance record.

Emergency Contacts

When enrolling your child you will be asked to provide details of emergency contacts and people able to pick your child up. We are unable to release your child to anyone not on the enrolment form. If your child is to be released to anyone other than the people nominated, we must have details in advance. These arrangements can be made with the teachers in person or by telephone, however photo ID will be required on the first day of collection for anyone not known to the centre.

Emergency Evacuations

We are prepared in the event of an emergency. Fire, earthquake and lockdown drills are practised regularly, and we have supplies onsite in the event of an emergency. Our staff are trained in first aid and know what to do in an emergency. All parents will be notified of any emergency lockdowns or emergency evacuations, and what to do in regards to the safe collection of your child.

Feedback

Relationships work best when communication is flowing. Please feel free to talk to your child's room lead (Head Teacher) or a senior teacher in your child's classroom if you have any concerns, comments and/or positive praise. We love to hear when things are going well but we also need to know if things aren't going so well. If we don't know we can't make changes. We suggest speaking with your room head teacher where possible, as they can also consult with and share any concerns with the staffing team, while also gathering any additional information or feedback that maybe required to assist with clear communication. We also have a procedure for concerns or complaints should you wish to raise a concern or make a complaint.

Late Fees

If your child is collected late (after their booked time, without prior authorisation or arrangement), or your child is collected after our closing time of 5.30pm, there will be a late fee charged at \$5.00 per 5 minutes (or part thereof). Please note – we are not licensed to take children outside our operating hours of 7.30am– 5.30pm.

Terms and Conditions of Enrolment

All families are required to complete an enrolment form in full and pay the non-refundable enrolment fee prior to starting at BCM. Our enrolment form includes full child and family details, a privacy statement, additional emergency contacts, a custodial statement, medical information, ECE attestation, and enrolment declaration.

We require consents for a variety of permissions for Ministry of Education licensing purposes, including short walks from the centre, administering of first aid, application of sunscreen, and taking of photographs. We also require all families to read, agree to, and sign the centre policy statement, and the service *Terms and Conditions* in regards to payment of fees, and hours of attendance.

Personal information about your child (collected on the enrolment form) is also shared with the Ministry of Education who store it securely and treat it in accordance with the Privacy Act 2020. Completed forms may also be viewed by Ministry of Education officials on request, for purposes of monitoring and licensing of this service.

Work and Income Subsidies

You may be entitled to a childcare subsidy from Work and Income NZ, for up to 50 hours per week of childcare at our service. How much you get depends on:

- the size of your family, your family income, and how many hours a week your child goes to the childcare provider.

Childcare assistance starts from the date the care starts (or from the date you apply if you apply after you have started with our service). All subsidies are paid directly to the childcare provider (BCM).

Below are the [Childcare Subsidy](#) income thresholds and maximum rates (as at 1 April 2023).

Number of children	Gross weekly income	Childcare Subsidy (per hour, per child)	Childcare Subsidy (per week, per child for up to 50 hours per week)
1	Less than \$1,009.00	\$6.10	\$305.00
	\$1,009.00 to \$1,836.99	\$4.86	\$243.00
	\$1,837.00 to \$1,989.99	\$3.40	\$170.00
	\$1,990.00 to \$2,143.99	\$1.90	\$95.00
	\$2,144.00 or more	nil	nil
2	Less than \$1,160.00	\$6.10	\$305.00

themselves. This will assist them (and us) with working towards a successful transition to using the toilets every day at BCM. Please remember that children often take longer to master the toilet for bowel motions, and this may need extra time for a successful transition in toilet training both at home and at preschool. We cannot allow children to have continual toileting accidents at preschool, as this then becomes a health and hygiene issue, so we ask that children and families continue to use pull-ups for toileting until children are consistently able to toilet themselves.

What You Need to Bring

Play and exploration can often be wet or messy, so please dress your children in clothes that are comfortable and easily washed. Please include the following NAMED ITEMS in your child's bag daily:

- Two/three changes of clothes clearly labelled
- For children in nappies provide at least five nappies for each day your child attends
- In summer ensure your child has a clearly labelled sunhat and apply sunblock before coming to the centre
- In winter please ensure your child has a warm hat, jacket and gumboots

Sleep/Rest Times

We recognise that each child is unique and comes to us with their own sleeping routine which we will follow for children aged 6 months-2 years. Children aged 2 – 3 years have a rest period immediately after lunch. Children who need to sleep can do so in our sleep area after lunch. All children are provided with their own individual stretcher and bed linen. Linen is laundered weekly or as required.

Attendance Register

You are required to record your child's drop-off and pickup times each day. The MoE require that we must have parents physically sign a piece of paper in respect to attendance. We produce a Weekly

A positive farewell, with a smile and a wave, even if your child is feeling a little upset, supports children to feel more secure in that parents will return, as opposed to simply disappearing at any moment.

Developing a Sense of Belonging

We believe that each and every child is unique and we respect the special routines that you have developed at home. We value any information that you can share with us regarding your child's routines, preferences and personality.

This helps our teachers learn about the special characteristics of your child such as:

- Your child's special words and ways of communicating
- Your child's favourite way of comforting
- When and how they like to go to sleep
- Dietary needs and preferences
- Important events in your child's life

Toilet Training

When you feel your child is ready for toilet training please discuss this with the teaching staff. We ask that you start toilet training at home first so that you can assess whether or not your child is ready. Once your child has been learning to use the toilet at home for some weeks we will also encourage and support them to use the toilet at preschool. If your child doesn't seem ready, shows no interest, is fearful, or has ongoing accidents, toilet training will be put on hold until we decide together that your child is ready to try again. We will remind your child to use the toilet throughout the day, however children are often more easily distracted when playing with friends in a busy preschool environment, so it is important for your child to have a good start at toilet training at home before we follow up at preschool. We ask that children starting out with toilet training are sent in pull-up nappies, and clothing they can easily manage

	\$1,160.00 to \$2,112.99	\$4.86	\$243.00
	\$2,113.00 to \$2,280.99	\$3.40	\$170.00
	\$2,281.00 to \$2,449.99	\$1.90	\$95.00
	\$2,450.00 or more	nil	nil
3 or more	Less than \$1,299.00	\$6.10	\$305.00
	\$1,299.00 to \$2,357.99	\$4.86	\$243.00
	\$2,358.00 to \$2,556.99	\$3.40	\$170.00
	\$2,557.00 to \$2,755.99	\$1.90	\$95.00
	\$2,756.00 or more	nil	nil

WINZ Subsidies for new clients – If you don't currently get any payments from Work and Income NZ, you and your partner (if you have

one) need to complete the Childcare Assistance application form, which can be found online at the Work and Income NZ website.

If you can't print the form out, you can call Work and Income NZ to get an application form sent to you or pick one up from your nearest service centre or from our centre office. Management at Burnham Country Montessori will also need to complete the Childcare section of the application form before you forward it or take it into WINZ.

Fees and 20 Hours ECE Subsidies

This ECE service offers up to 20 Hours (Free) ECE for children aged 3 to 5 years. This entitles children over 3 years to free childcare for up to 6 hours per day, to a maximum of twenty hours per week.

Fees are not charged for hours claimed as 20 Hours ECE.

Fees will be charged for additional hours of enrolment outside of 20 Hours ECE (at the current BCM hourly rate).

Eg: A child enrolling for 8 hours per day for 4 days a week (a total of 32 hours per week), may claim 5 hours per day of free ECE (for the 4 enrolled days), and will be charged for 3 hours per day for the additional hours.

Our administrator can assist you with enrolment using the 20 Hours ECE subsidies, as there are many combinations of how this could best work for you and your family.

The usual non-refundable enrolment fee of \$50.00 will be charged for children enrolling for 20 Hours ECE at this service.

Fees information will be provided on enrolment and may be subject to change.

Note: Fees are reviewed regularly in line with MoE Funding rates and the updated pay scales that we are required to pay our qualified teaching staff (to meet the current teacher pay parity requirements).

children and their families feel welcome. We ask that you come for three visits before your child starts.

- On the first visit parents are invited to stay at the centre with their child and get to know staff and centre routines. This is a lovely time for staff to chat with the parent about their child. A staff member will take you through a “parent induction” process so that you know where everything is and what you need to do.
- On the second visit parents are invited to spend time again at the centre with their child, but a teacher may now take the lead and assist your child in the settling process, giving you an opportunity to observe your child’s play and interactions.
- On the third visit we ask parents to leave their child at the centre for a short period of time, in preparation for starting independently with us at BCM.

When visiting our service, we kindly ask that parents/caregivers avoid unnecessary interactions with children other than their own, and refrain from taking photos or videos as this may affect the privacy of other children and staff.

We also remind visiting families to refrain from lengthy discussions with staff who are supervising children indoors and outside. Our teaching staff will be available to assist you with settling your child when you are ready to leave.

Saying Goodbye

We request that parents/caregivers say goodbye to their child and let them know they will return to collect them later on. Teachers can assist children in farewelling family/whanau members and will support their transition into settling in for the day.