



# Whānau Handbook

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**[www.fourseasonskindergarten.co.nz](http://www.fourseasonskindergarten.co.nz)**

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## Welcome

By the time you have opened this handbook, you will have taken your first steps towards becoming part of the Four Seasons Rudolf Steiner Kindergarten community.

This handbook aims to help you understand what you can expect for your tamaiti education and a better understanding of Rudolf Steiner's early childhood philosophies.

## Philosophy

### Our Guiding Vision

“Ngā tamariki nga rangatira mo āpōpō.  
Our children are our leaders of tomorrow.”

Four Seasons Rudolf Steiner Kindergarten embraces an unhurried approach to childhood, providing a natural environment that is homely, secure, and nurturing; held through rhythm. We acknowledge and honour the distinctive qualities inherent at each stage of tamaiti development and the importance of fully embracing these stages before progressing to the next phase of education. We hold early childhood as a pivotal time for nurturing the development of the will, facilitated through self-directed play. Kaiako strive to be worthy role models, understanding tamariki learn through imitation.

Honouring and embracing Te Tiriti and the biculturalism of Aotearoa, we weave Te Ao Māori, including te reo Māori, into our curriculum and daily life at Four Seasons. We are dedicated to kaitiakitanga, fostering a sense of awe, respect, and responsibility for Te Taiao within our practices. We recognise the intrinsic connection within the Four Seasons community, tamariki, whānau, kaiako, and the natural world.

Recognising the importance of whānau input as an integral aspect of our curriculum, we intentionally dedicate time to foster connections with whānau, sharing development and learning experiences. The principles of Te Whāriki and the Steiner Waldorf Early Childhood Essentials for Aotearoa inform our curriculum. Both documents support our belief of tamariki as being confident and competent learners. We prioritise inclusivity, striving for equitable outcomes for all tamariki while remaining culturally responsive. Waldorf education, developed by Rudolf Steiner (1861-1925) is based on an understanding of human individuality as a being of body, soul and spirit. Body, soul and spirit in this context means:

- Te Taha Tinana- the active physical and physiological organism
- Te Taha Hinengaro – the thinking, feeling and willing human soul
- Te Taha Wairua – self/identity (the spiritual core of each human being)

## Organisation of the Four Seasons Kindergarten

The Kindergarten is governed by an independent group of people passionate about offering tamariki in Taupō, an unhurried approach to early childhood education.

Traceylee Hooton

Dineen Grantham

Fenella Tinworth

Our kaiako (teachers) are

Fenella Tinworth

Monica Janssen

Traceylee Hooton (unregistered teacher)

Natasja Batterman and Tamara Peez are our part-time kaiako who join us regularly.

Traceylee spreads her time in the kindergarten, working with tamariki to prepare kai (food) to nourish us at mealtimes and all administration matters. She is also a [Simplicity Parenting Family Life Coach](#), facilitating parent education in group sessions throughout the year.

## Enrolments

Our enrolment procedure begins with your initial enquiry and completion of the enrolment form. This includes an introduction to the rhythm of the day, the kindergarten, and its special character.

Once your tamaiti enrolment has been confirmed, an orientation and settling in schedule will be set up to meet the needs of your tamaiti, this period is fluid. Three or 4 visits (sometimes more) before a tamaiti first day allow us to get to know you and your tamaiti and for you all to begin to feel comfortable in our environment. When your tamaiti begins with us, it is recommended that they have a shorter daily enrollment of 8.30am-12.30pm as they get used to the rhythms of kindergarten.

After approximately 3 to 4 weeks at kindergarten, one of our kaiako team will set aside some time outside the kindergarten day to meet with you to talk about how your tamaiti is settling into kindergarten life and work towards lengthening their kindergarten day to 2.30pm.

## Rudolf Steiner Education

A growing international network, Rudolf Steiner/Waldorf Education is the largest independent school movement in the world, with now over 1000 schools and kindergartens established in 6 continents.

The first Steiner school was established in 1919 in Stuttgart, Germany. It based its teaching on methods developed by Dr. Rudolf Steiner (1861-1925), an Austrian kaiako, philosopher, scientist, artist and architect.

There are ten schools and 24 kindergartens currently operating in Aotearoa. The Four Seasons Kindergarten is affiliated with Steiner Education Aotearoa New Zealand ([SEANZ](#)). <https://seanz.org/> for more information.

## Curriculum

We follow an emergent curriculum based on Te Whariki, the Early Childhood curriculum, which acknowledges the bi-cultural nature of New Zealand and reflects the partnership of the Treaty of Waitangi.

We also follow the Rudolf Steiner Essentials as a supporting curriculum document. Te Whariki and the Rudolf Steiner Essentials curriculums are available for reading in our Whānau Library.

Play is valued as the centre of learning at the kindergarten; kaiako work alongside tamariki on activities and projects where they have initiated interest.

## **About our Kindergarten – what we do and why**

Learning is natural for a tamaiti, and education at Four Seasons Kindergarten seeks to keep each tamaiti's innate qualities of adventure, curiosity, and imagination alive. Steiner Education calls for emphasising **how** and **what** the tamaiti is taught. We work with the developmental principle that the young tamaiti learns in two ways: the first is imitation, and the second is activity.

Our programme is designed to provide your tamaiti with daily opportunities to actively imitate and practice quality interactions and work habits through the medium of play. Through play, the tamariki develop cognitive and problem-solving skills, creativity, imagination, self-expression, concentration, investigation, language, numeracy, physical and social skills.

Storytelling is an integral part of the curriculum, with a great deal of learning and memory development enabled in kindergarten through song, art and movement.

Tamariki are encouraged to put things down rather than drop them, pick up things that fall over and treat the dolls as if they are human. We mend objects that get broken. While inside, tamariki are encouraged to walk and use 'inside voices'.

Toys are tidied away to the same places daily to instil in the tamariki a sense of order and independence in the awareness of where to find things the next day.

During this first period of life, the young tamaiti is constantly physically active. We work with this rather than against it, seeing the tamaiti as an 'adventurer and explorer' and providing experiences for him or her to learn and develop naturally at his or her own pace.

Literacy and numeracy skills are developed in the same way as other learning, through self-directed free play and exploration.

We view environmental awareness as a vital connection for the young tamaiti, and thus Bush Kindergarten is a regular program within our week.

## **Rhythm**

We work with the year's rhythm, seasons, weeks, and days in kindergarten.

The yearly rhythm is marked by celebrating the seasons; we sing songs, tell stories, and complete crafts, all related to the seasons.

We celebrate seasonal festivals; in winter, we light lanterns; in spring, we make flower garlands; in summer, we celebrate with a community fair or picnic; and in autumn, we celebrate the harvest.

Fairy tales and nature stories related to the season, or the current interest in the kindergarten, are told and are further enlivened through puppet plays and simple drama.

We also work with a rhythm to the week, each day having a specific meal for lunchtime. The young tamaiti may not yet know what 'Monday' means but can soon learn what 'rice day' means. Monday is rice day, Tuesday is soup day, Wednesday is hummus and salad day, Thursday is pasta day, and Friday is pizza day. We have copies of our recipes available for whānau; check in with kaiako for a copy to take home.

## Our Daily Rhythm

This is the basic rhythm of our day (content of waiata, rhymes and stories will vary throughout the year).

- The kaiako team arrive at 8am to set up the kindergarten and to begin the day with a karakia (blessing). We use this time to connect as a team and to prepare for tamariki arrival. If you arrive before 8.30am please spend this time to be with your child in our garden or come inside and begin the settling of your child into their day. You might like to draw, read a book or play with the blocks or train set. We will be with you as soon as our sharing has finished.
- Arrival - 8.30am – 9.00am. We ask that your child arrives and is settled into the kindergarten day by 9.00am. If you arrive past 9.00am on a regular basis, it has funding implications from the MOE and you may incur additional fees.
- Tamariki begin their days outdoors in the warmer months, and inside in the winter. During the winter months, a consideration for the time spent settling is important due the closeness of our inside space. Please keep these transitions in winter to a minimum for the benefit of the wider group. For help with settling your tamaiti into their kindergarten day, please see the section later in this handbook.
- Morning Tea is available for tamariki from 9.30am-10.00am in our wharekai (dining space) during winter months and on the back porch during the warmer days. Tamariki can choose to sit and share kai, or continue in play. A kaiako facilitates this time and ensures all tamariki have the opportunity to join in for morning tea.
- Tamaiti initiated play continues indoors (winter) and outdoors (summer).
- Around 11.30am we all come together for a shared lunch with tamariki and kaiako.
- Around 12 noon - Storytime in the lounge, where tamariki can choose to listen to a story, or they may choose to play outside. Following storytime, for those tamariki who would have a sleep/rest during the day, a space is created in our front playroom for them. A bed is made with a pillow, sheet and blankets.
- 12.15pm Tamaiti initiated play indoors (summer) and outdoors (winter).
- 12.30pm Children transitioning into kindergarten (the first 4 weeks of enrolment) go home.
- 1.45pm Pack away time.
- 2.00pm Waiata (singing) and afternoon snack.
- The kindergarten day finishes at 2.30pm. Tamariki are encouraged to collect their bags, boots/shoes independently. Whānau are welcome to join us for closing waiata, afternoon snack from 2.15pm. In summer you'll find us in the māra (garden) having our afternoon kai, do come and join us if you are early to reconnect with your tamaiti.

## Nutrition

We eat a healthy lunch that the tamariki and kaiako have prepared together. Often the kai has been harvested from our own vegetable garden, which the tamariki and kaiako tend together. This gives daily opportunity to discuss the growing and eating of healthy kai. All kai is vegetarian, mostly plant-based, and largely organically grown. Please let the kaiako know if your tamaiti has a food allergy or sensitivity. It is important to be familiar with the information provided by the Ministry of Health; *Reducing food related choking for babies and young children at ECE*. A copy of this pamphlet is provided upon confirmation of your tamaiti enrolment.

## Vegetarian

All kai at kindergarten is vegetarian thus enabling all tamariki from varied religious, health and ethical beliefs to participate and enjoy the meals equally. Please be respectful of this when bringing food to any kindergarten event.

### **Breastfeeding**

We are a breastfeeding-friendly kindergarten. Please feel free to breast or bottle feed your pēpē or tamaiti at our kindergarten.

### **Information for whānau**

Whānau are invited to read our policies and procedures that are available from the Whānau Library upstairs. Early Childhood Education regulations are also available. Please contact the kaiako, who can help you access these. Please let us know if there are any changes to address, phone or email details as soon as possible.

### **Whānau Evenings and Events**

These are held quarterly in the Kindergarten. We encourage and welcome all whānau and caregivers to participate in these occasions. They allow for whānau to have a greater understanding of early childhood development and Rudolf Steiner's philosophies. You will find lots of information about our approach in blogs on our website. Please take the opportunity to familiarise yourself with these. We have an extensive whānau library in the upstairs area of the kindergarten. You are welcome to visit at any time and borrow books. Connect with kaiako or Traceylee if you have a particular area of interest and are seeking a specific topic for book recommendations on child development, parenting and Steiner education.

### **Craft groups**

If crafting interests you, let us know as we have a wonderful kite of resources available. We host craft groups throughout the year. These are enjoyable evenings and a good opportunity to get to know other whānau/parents outside the busyness of the kindergarten morning and afternoon times.

### **Seasonal festivals**

These festivals are usually held on a weekend so that all whānau members may attend. The festivals are held at different parks and venues around Taupō and are an opportunity for whānau to come together for a shared meal.

### **Attendance**

We are an **All Day** (not Sessional) Kindergarten, open from Monday to Friday, 8.30am – 2.30pm. A settling in period with a shorter day is available, 8.30am-12.30pm, for the first 4 weeks of enrolment.

We have a minimum enrolment of 3 sessions per week and gradually build up their attendance to full time. This allows for tamaiti to fully experience what kindergarten has to offer and have days at home or the freedom to do other activities. We will always consider the needs of the family situation, and days are subject to available space.

We recommend that tamariki attend only one early childhood centre if possible. We believe in building strong relationships with and between tamariki. Tamariki need the time and continuity of care to make this possible. In our view, it can be confusing for tamariki to attend more than one centre.

If a whānau wishes to withdraw their tamaiti from the Kindergarten and/or you would like to make any changes to their tamaiti enrolled days, a three-week written (emailed) notice of intention is required.

### **Fees & Optional Charges**

All tamariki aged 3, 4 and 5 years are eligible for 20 hours funded by the Ministry of Education.

**Enrolment Fee:** \$50 to confirm tamaiti place once a tamaiti enrolment has been confirmed.

**For tamariki under 3 years:** \$57.00 per day (6 hour day)

**For 3-6 years an optional charge:** \$15.00 per day (using 20 ECE hours)

This optional charge covers all meals, whānau/parent education, festivals, Steiner Waldorf special character and an adult:tamaiti ratio of 1:7.

**For tamariki exceeding 20 hours free:** \$ 7.00 per enrolled hour  
**To participate in the Bush Kindy programme** There is an additional charge for this and details will be discussed at the time of enrolment.

**Casual Attendance outside normal enrolment:** \$57.00 per day

**See our full fee policy at the end of this document for further details.**

### **Supporting your tamaiti in their Kindergarten Experience**

- **Communicating with us**

The quality of the partnership between kaiako and whānau will be a factor affecting your tamaiti kindergarten experience.

We aim to communicate effectively and with confidence, while acknowledging and respecting everyone's values, needs and aspirations.

Please tell us anything that will help us understand your tamaiti better. Inform us if your tamaiti is upset or has experienced something that may affect their needs and well-being at kindergarten. We prefer to communicate concerns away from the tamaiti.

If you have any queries or concerns, please contact the kaiako immediately to arrange a suitable meeting time if required.

Another good way to communicate is to write a note or email. If the message is delicate, please ask the kaiako to contact you.

We do request that our kindergarten day is not unnecessarily interrupted, as tamariki are deeply involved in their play.

- **Communicating with you**

A fortnightly newsletter is shared through Storypark, along with all notices and whānau evenings. Please let us know if your preferred method of receiving news is in a hard copy, and we will ensure notices are left for you in your child's whānau pocket. Please check your tamaiti 'whānau pocket' each time you are here. This is placed on our front porch daily.

- **Co-Parenting - when a child lives in two homes**

If your tamaiti shares their time between two homes, please let us know so that we can ensure we know who to contact for each enrolled day; checking absences or notifying for an injury or sickness during a kindy day.

We ensure that all email communication for tamaiti co-parented in two homes, is sent to both homes so that all information is shared equally. Let us know if you would like two journey books for your child.

- **Journey Books**

We share the journey of your tamaiti learning and experience through Storypark, an online platform as well as through a hard copy in what we call a 'Journey Book'.

Journey books are available for you to look at, contribute to, and take home to share with whānau. Journey books are collections of learning stories that are gathered over time, recording the learning that is taking place for your tamaiti at kindergarten, at home, and as part of the community. We value whānau voice in journey books and through your tamaiti's Storypark; please share your thoughts, feelings and observations with us. Please let us know if you would only like a hard copy of your tamaiti learning journey and for us not to use Storypark with your whānau.

### **Arrivals & Departures**

Tamariki must be left in the physical presence of a kaiako on arrival and contact needs to be made with the kaiako when tamariki are collected at the end of their day. Please ensure you sign your tamaiti in on arrival, and out on departure. In line with requirements from the Ministry of Education and our enrolled sessions, tamariki need to arrive and be signed in between 8.30am-8.59am and out at the end of their day, typically 2.30pm.

When parking on the Kindergarten grounds, please be aware of tamariki, whānau and cars around you. If our car park is full, please use the roadside. Please do **NOT** park on the berm and consider the needs of our neighbours with access to their driveways.

You are welcome to come in and join us for our afternoon snack if you arrive early to reconnect with your tamaiti at the end of the kindergarten day. We sit for an afternoon snack around 2.15 pm. This is a lovely opportunity to connect with your tamaiti at the close of their day with us.

When arriving at kindergarten to collect your tamaiti at the end of the day, please make your tamaiti the priority. When our weather allows, we host our afternoon kai in the mara (garden) and when we see you, we welcome your tamaiti to reconnect with you; if you arrive earlier, please come and join us for our afternoon kai time. We encourage you to **hold your child's hand** as you make your way to your vehicle/bike/footpath, as our carpark can be a very busy place, and tamariki may not always be seen by fellow whanau driving.

### **Settling into kindergarten life**

The journey to beginning your tamaiti time at kindergarten is a time of getting to know their new surroundings, their peers, the kaiako and the rhythm of the day. The team here at Four Seasons Kindergarten are here to support you, your whānau, and your tamaiti through this process.

Through experience, we have understood that short 'drop-offs', rather than lingering, work better when supporting a positive transition into the kindergarten day. Ensure your tamaiti is aware of what is going to happen. This is done through powerful intent. "I will read one book, and then mummy/daddy is going to go". A kaiako will be there to provide support with this process. Then follow through, wave/say your goodbyes and make your way out of the kindergarten. We understand that this journey may be challenging for you as you share the responsibility of nurturing and educating your tamaiti with others. Your tamaiti needs to see that this is a positive experience for them. When parents/whānau are happy and positive in the morning, the young tamaiti take their cues from this. You are welcome to phone us anytime to check in on how your tamaiti has settled.



Being one of the first whānau to arrive at 8.30am allows the kaiako to support your tamaiti as other tamariki begin their day. It is a much quieter and gentler space to transition into when you are one of the first tamariki to arrive. Furthermore, the relationships of tamariki already playing have not been formed for the morning. This creates opportunities for your tamaiti to choose who he/ she would like to play with or alongside.

To support the foundation of a positive transition into kindergarten, we recommend, whenever possible that your tamaiti attends all of their enrolled days. We recommend not planning an absence; i.e. holiday or other activities that would stop them from attending all their days during the first month. Of course, in the case of illness, your tamaiti will remain at home with you until they are well and ready to return to kindergarten.

The transition into a new environment can be unsettling for the young tamaiti. It is normal for a tamaiti to experience high emotions during this time as a new rhythm is established. Any queries please do not hesitate to talk to the kaiako; we are all here to support you, your whānau, and your tamaiti through this process.

### **Review cycle**

We value your input into our regular review cycle of policies, procedures and practices. We share any policies that have been reviewed in our fortnightly newsletter and make copies available for whānau input.

### **Clothing**

It is supportive to the tamariki if we are consistent in our approach to clothing. All tamariki will need a hat (either winter or sunhat), a jacket, outdoor pants, and outdoor shoes – preferably gumboots in the winter. You may leave this clothing at the kindergarten if you wish.

The kindergarten will provide warm, handmade slippers.

Wool and other natural fibre clothing is encouraged to keep tamariki warm. We discourage 'dress up clothing' in favour of suitable hard-wearing clothing that is easy to move in and toilet in.

When your tamaiti comes to Kindergarten, please dress them in practical clothes so that he/she can enter play fully without worrying about getting dirty. We encourage independence with clothing, and helping your tamaiti to be successful with this is wonderful. Buttons, jeans, belts and tight clothing can be tricky for the young tamaiti.

Please ensure that all clothing, including hats and footwear, are named. Lost property is held for one month, laid out on the front porch for you to check daily. After a month, it will be passed onto a charity store.

### **The Daily Backpack – according to the weather & season**

At least two spare sets of clothes **named please**, including underpants, socks, jersey, t-shirt and pants.

Sunhat / beanie – you are encouraged to leave a named hat at kindergarten in our hat box.

Raincoat / overalls / Gumboots – you are encouraged to leave a set of these here at kindergarten and after a wet day, please check to see if these need to be taken home to be washed/dried.

If clothing is named, keeping track of misplaced items is easier.

### **Sunscreen**

Please ensure your tamaiti has sunscreen applied before arriving at kindergarten during the warmer months. You are welcome to use our sunscreen in the morning as you settle your child into their kindergarten day if you would like sunscreen during the morning playtime.

## **Health Concerns**

As part of the natural growing-up process, tamariki may pick up small ailments. Sick tamariki need rest and to be cared for away from Kindergarten until they are well enough to fully engage in the play and work of a normal session.

If a tamaiti temperature rises to 38 degrees or the tamaiti has vomiting or diarrhea, the kindergarten will call the whānau and require the tamaiti to be picked up immediately.

Following a fever, vomiting, or diarrhea, you must keep your tamaiti away from Kindergarten for **48 hours after symptoms have ceased.**

Please note that Pamol/Paracetamol will not be administered to tamariki who are unwell and need to be home. This will be assessed on a case-by-case basis by kaiako. Pamol/paracetamol medication can only be given if a parent has signed for it and has been prescribed by a medical professional for the child for a specific illness, for a specified period and is recorded on the category ii medicines form.

## **Accidents and Illness**

Kaiako are First Aid trained. In the event of an illness or an accident, the necessary first aid measures are carried out and, where appropriate Weleda natural remedies/creams are given. These include Arnica Cream for bumps and bruises, Hypercal Cream for scrapes and scratches, and Bites and Burns Cooling Gel for itchy bites.

If your tamaiti has had an injury whilst at kindergarten, an 'accident and injury' form will be filled in and one of the teaching team will connect with you at the end of the kindergarten day to talk you through the injury and for you to view and sign the form. On occasion, we will call you to let you know your tamaiti has experienced an accident or injury so that you have time to digest this information so that it's not a surprise for you at the end of the day. Please let us know if you would like to discuss any incident that occurred during the kindergarten day.

If the accident or illness requires medical attention, the whānau or caregiver will be contacted. If medical attention is urgent or the whānau cannot be contacted, a staff member will take the tamaiti to the Taupō Medical Centre or Taupō Hospital.

## **Health & Safety**

Whānau are asked to collectively approach health and safety issues by reporting potential hazards to the kaiako.

## **Dental Care**

By the time your tamaiti starts Kindergarten, you are encouraged to enrol your tamaiti at a Dental Clinic. You can approach the clinic directly.

## **Whānau Library**

You are welcome to borrow books from our Library, which can be found in the office. Please return borrowed books within two weeks. We recommend that you read the following books:

- You are your tamaiti first teacher – Rahima Baldwin Darcy
- Beyond the Rainbow Bridge – Barbara Paterson
- Work and Play – Freya Jaffke
- The Genius of Play – Sally Jenkinson
- Simplicity Parenting – Kim John Payne
- The Soul of Discipline – Kim John Payne

## **Home Toys in the Kindergarten**

As a rule, we ask that the tamariki own toys be kept at home and do not come to the Kindergarten. Of course, there may be exceptions from time to time, such as in the case of a new tamaiti who needs a soft toy as a comforting companion in a new situation, but generally, it is best if home toys stay at home. We observe that a 'comfort' item can be a hindrance and barrier to tamariki's play. A child will focus on their toy rather than building connections with other tamariki.

If toys are brought to kindergarten, they are placed in our taonga (treasure) basket and out front for collection at the end of the day.

## **Screen Time**

In Rudolf Steiner Kindergartens, we view active play as the most important work for early childhood, thus television, computers and screens will not be part of the curriculum at the kindergarten.

## **Absences**

If your tamaiti will be absent from Kindergarten, please notify us by ringing, texting or emailing before 8.30am. It's a great idea to enter the Four Seasons cellphone number into your phone now: **027 504 0966**. This allows us to meet our ethical obligation to you concerning your tamaiti safety.

Please email the office if your tamaiti will be absent for 5 days or more. Please note that in line with our fee policy, fees are payable based on enrolment, not attendance.

For a planned absence longer than 21 consecutive days, the Ministry of Education requires us to remove a tamaiti from our daily roll for the duration of the absence and so for anticipated long-term absence, please arrange a meeting with the Kindergarten Admin Manager, Traceylee. We can't guarantee an immediate return enrollment if your tamaiti is away on a planned absence longer than 21 days without a holding fee, which can be discussed with the kindergarten admin manager.

## **Tamariki Supervision**

Tamariki on the Kindergarten grounds outside of session times are the responsibility of their whānau and/or caregivers. This includes our kindergarten festivals.

## **Social and emotional guidance**

A safe and harmonious environment is vital to providing a sound learning environment. Therefore, behaviour guidance in our kindergarten begins from a positive standpoint, respecting the autonomy and individuality of every tamaiti.

It operates firstly through positive guidance and 'showing the way'. This includes positive, affirming language and encouragement, precluding blame, harsh language, and belittling degrading responses. If you are interested in learning more about our approach, please ask one of our teaching team for a copy of *'The Soul*

*of Discipline'* by Kim John Payne and '*Say What You See*' by Sandra R.Blackard; we have copies of these books in our whanau library.

### **Smoke/Vape-Free Policy**

The Kindergarten and grounds are all smoke/vape-free environments. Anyone found smoking/vaping will be asked to leave.

### **Dog-Free Policy**

It is requested that all dogs be kept off the kindergarten grounds at all times.

### **Hiring of the Kindergarten House**

The Kindergarten may be hired for any activity that supports the special character of our Kindergarten. Please connect with the team to enquire about the hiring of the Kindy House.

### **Recycling**

We teach our tamariki to be aware of their special environment. We have established a recycling procedure for all biodegradable waste, paper, plastics and glass. Please take care of our environment by correctly recycling waste products.

### **A last word**

Thank you for taking the time to read this whānau guide. It is an essential part to all new whānau/caregivers as part of your enrolment process. It is designed to be a part of your orientation to our community and we hope it will help you and your tamaiti/tamariki find your way in the exciting new journey you have embarked on.

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[www.facebook.com/fourseasonskindergarten](https://www.facebook.com/fourseasonskindergarten)



## Fee Policy Four Seasons Rudolf Steiner Kindergarten

Four Seasons Kindergarten is a privately owned, fee charging early childhood centre.

1. There is a \$50.00 placement fee when enrolling your tamaiti to secure a placement. The placement fee is non-refundable. It is paid on acceptance of a place at kindergarten for your tamaiti and payable prior to their first day of attendance.
2. Four Seasons Kindergarten operates for 49 weeks per year and all enrolled children are liable for the full fees for the year. We do not discount for family holiday periods.
3. You will be charged for the hours your tamaiti is enrolled even when they do not use these hours due to sickness or any other situation preventing them from attending. Non-attendance at kindergarten must be notified.
4. If you are planning to withdraw or amend the enrolment for your child at Four Seasons Kindergarten you must give **3 weeks written notification**. Fees are payable for the current enrollment for the three week period, regardless of attendance.
5. Parents/guardians/caregivers are responsible for the payment of fees, irrespective of any third party arrangements e.g. WINZ.
6. Your child's enrolment will be suspended if fees are unpaid for two weeks after the due date of the invoice. The enrolment will not become active again until outstanding fees are paid in full, providing availability allows, unless an alternative agreement has been reached with management. If fees are not paid the following process will occur:
  1. Verbal communication with the parent/s regarding outstanding debt.
  2. Letter giving time for payment and arrangement to be made to pay debt.
  3. Child forfeits kindergarten space if payment of arrears is not received by given date or no contact for arrangement has been made by parent.
  4. Account will be handed to a debt collector. Any unpaid debts will incur all collection costs.
  5. Child will not be permitted back to kindergarten until payment of arrears is made in full and arrangements are made to pay for fees on a weekly basis.
7. All fees are GST inclusive and are to be paid directly into Four Seasons Kindergarten bank account by direct debit either weekly or fortnightly by arrangement.
8. Fees are charged weekly on a Monday for the current week and payment is due by the following Monday.
9. Four Seasons Kindergarten has a minimum booking of 6 hours per day for three days per week. Any less is at the sole discretion of the kindergarten management.
10. Four Seasons Kindergarten is closed on Public Holidays and no fees are charged for these days.
11. Casual full day attendance at Four Seasons Kindergarten may be available, subject to availability. To use 20 ECE hours for a casual booking, this must be arranged in advance of your child attending a casual day.
12. A child enrolled at Four Seasons Kindergarten on any given day that involves the Bush Kindergarten programme is charged an additional fee per day in addition to any other fees payable.
13. It is a Ministry of Education funding rule that after three weeks continual absence, a child is withdrawn from the roll. Where a child is to be absent from the centre for a period of 3 weeks or more, to secure a child's space upon return of the absence, a holding fee is payable. This must be arranged with management in advance of the planned absence. Discuss your planned absence with the kindergarten manager who will notify you of costs and availability upon return.

14. Four Seasons Kindergarten closes over the Christmas/New Year period for approximately 3 or 4 weeks and you will be notified of these dates via the weekly kindergarten newsletter. No fees are incurred during this closure.
15. Four Seasons Kindergarten reserves the right to change fees at any time. You will receive two months' notice in advance of any adjustments. Any fee changes will be entirely at the discretion of management.
16. Change of enrolment days - If you wish to change your child's enrolled days this must be done in writing and filed with the office. You will be notified when this request will be actioned (this is dependent on availability).
17. Late / Early fees: For children who are continually picked up late; after 2.30pm or arrive early, prior to 8.30am at kindergarten, a late/early fee penalty will be incurred. This will be discussed with the parent prior to the charge being incurred.
18. Parents agree their tamaiti is not enrolled in any other early childhood service on the same day they attend Four Seasons Kindergarten.
19. **Fee/Optional Charge Schedule:**
  - 3-6 year olds if using 20 ECE Hours; 6 hours per day - \$15.00 per enrolled day optional charge. This covers our Steiner Waldorf special character, 100% registered teachers, all meals, seasonal festivals and whānau/parent education evenings.
    - 3 day enrolment is \$45.00 per week
    - 4 day enrolment is \$88.00 per week
    - 5 day enrolment is \$145.00 per week
  - For hours exceeding 20 ECE hours a week; \$7.00 per hour booked and \$15.00 per day.
  - A child not using 20 hours ECE - \$7.00 per hour booked applies and \$15.00 per day.
  - When a child is enrolled on a Bush Kindy day there is an additional day fee to cover additional equipment and transport. This is communicated at the time of excursion via a permission slip.
20. All children aged 3, 4 & 5 in New Zealand are eligible to use 20 ECE hours per week from the government. Parents are free to use their ECE hours as they choose. A maximum of 6 hours per day may be used. Please discuss with us any questions you may have regarding optional charges and fees.

All Policies are available for viewing at Four Seasons Kindergarten, upstairs in the parent library.  
Copies can be emailed to you upon request.