



SUGARTREE LANE PRESCHOOL

Unit 1/145 Nelson Street, Auckland

Parent Information Pack

2024



SUGARTREE LANE
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Our Philosophy at Sugartree Lane Preschool

Child Advocacy, Care and Education are the cornerstone philosophies of our centre. Everything we do, every resource we provide, every relationship we foster and every decision we make contributes toward these objectives. We are dedicated to acting in the child's interests in all matters including those of an educational, social and safety nature. We recognize that meaningful relationships are a key to a child's education and development, underwritten by an appreciation of the wealth of cultures within our surrounding community. Multiculturalism is embedded within our Centre as we celebrate all cultural backgrounds to meet the needs of our Tamariki and Whanau. We believe that cultural diversity enriches our knowledge and widens our professional perspectives and practices. We welcome families to talk about their cultural values so that teaching staff can weave them into our curriculum and programme planning. We strongly believe that children and families benefit from our multicultural setting, as children will grow with awareness and the capability to empathise with the needs of our growing multicultural society. Through an atmosphere of love and security, in which children feel valued, confident and safe, we believe that multiculturalism will foster healthy, optimistic attitudes; giving a balanced perspective on life.

We believe in the importance of the family and strengthening the bonds of the family unit through a partnership between home and the Centre. Our goal is for an environment of open communication where whanau and caregivers feel comfortable discussing their hopes, joys, aspirations and concerns for children. We believe that everyone has a voice and can contribute toward the stimulating discourse of Centre affairs. Families are welcomed into the centre at any time of the day and are encouraged to stay and interact with their child whenever possible.

Our curriculum is based on Te Whariki resulting in the outcomes of knowledge, skills and attitudes that combine together to form tamariki working theories and develop dispositions that encourage learning. We seek to empower tamariki to grow as competent and confident learners and communicators who have a sense of belonging and know that they make a valued contribution to our Centre, whanau and tangata/community. Children at our centre are taught morals and values in the curriculum. This means an emphasis is placed on the importance of respect, acceptance, learning good manners, ethical behaviours and politeness. Our curriculum is focused on being child-centred and is built on the learning that takes place in the family, community and the wider world. We believe there are multiple pathways to a successful child learning experience originating from the child's interest. We place great importance on children's learning through play, recognizing specific interests, strengths and abilities. As teachers we provide for children the love of learning, making their journey exciting and challenging for them to thrive now and for the rest of their lives.

To uphold the centre spirit, staff work together as a happy and professional team. As staff we celebrate each other's differences and contributions through open communication, being supportive and respectful while accepting challenge. We see it as our responsibility to create an environment which upholds the bicultural heritage of New Zealand and the principles of partnership inherent in Te Tiriti o Waitangi. We celebrate a rich environment where languages, rituals and symbols of children's own and other cultures are promoted and protected. To remain current in early childhood theory and practice, staff actively participate in continuing education to ensure an optimum learning experience for each child.



Parent Involvement at Sugartree Lane Preschool

Family values and community involvement are central to the overall child development philosophy at Sugartree Lane Preschool. We view our service as a supplemental extension to the family unit and important part of the local community and therefore strongly encourage parents to take every possible opportunity to include themselves in their children's lives.

We promote a range of activities so that parents can be involved with both their own child and all the children collectively. Please see either the head teacher or centre manager to participate in a centre activity or suggestion of a new one.

Daily opportunities:

- Parents are encouraged to read from our library to groups of children. This has proven to be both a rewarding experience for parents and entertaining time for children.
- Special talents such as music, language, art or math. Please share your talent with the children as either a single or regular event.
- Review your child's portfolio and learning stories. This is an important record of your child's progress and achievement of critical milestones. Understanding this record will help ensure we maintain a united front in your child's development. Share any relevant home issues with your child's teacher so that we can craft a learning experience specific to your child's needs.
- Parents are encouraged to stop by during their lunch break to share quality time with their child.
- The head teacher and centre manager are always available to listen to parent suggestions, praises or concerns regarding our service.

Monthly opportunities:

- The children occasionally leave the centre on field trips and we look for parents to assist with these activities.
- Dress up and theme days are very popular with the children and parents are encouraged to also participate when possible.
- We also host a variety of cultural days to celebrate the diversity of our local community. Parents are invited to share their cultural experiences and perspectives during this time.
- We review a range of preschool policies and procedures each month. Parents will be selected at random and invited to contribute to our review process.

Semi-annual and Annual opportunities:

- The centre staff host two parent nights per year, one of which is during our annual Christmas party and children's show. This is an ideal time for parents to share their stories, offer advice and suggestions and provide general feedback into how they would like to see the centre grow in the future. All parents are encouraged to attend these occasions and share their views.



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Sessional Attendance Programs

In addition to all day, full-time services, Sugartree Lane Preschool also offers discounted sessional childcare and education services. The following conditions apply:

- Child cannot enrol for both sessional and full-time services at the same time.
- Child must be enrolled and regularly attend one of the following booking options. There is no mix and matching between sessions.

Booking options are either:

1. **Morning Session** – 5 days per week, 8.00am to 1:00pm **(5 hours)**

OR

2. **Afternoon Session** - 5 days per week, 1:30pm to 6:30pm **(5 hours)**

- Full-time enrolled children are given sessional space availability priority over new enrolments.
- No booking substitutions or changes. If a session is missed, there are no make-up sessions.
- Late pickup fees apply.
- Enrolment includes a snack and/or hot meal during the session.
- Enrolment includes our normal educational and school readiness programs
- Other standard enrolment conditions apply.
- Subject to space availability.



Weekly Fee Schedule 2024

We offer a range of enrolment programs to best suit the needs of busy families. Please choose **ONE** of the options below when making your booking.

Morning or Afternoon Sessional Enrollment

Days Booked (per week)	New-born to under 3 years old	Over 3 years old
5	\$295 per week	\$95 per week

- Child must be enrolled and regularly attend one of the following booking options:
 - 1. Morning Session – 5 days per week, 8:00am to 1:00pm (5 hours)**

OR

 - 2. Afternoon session – 5 days per week, 1:30pm to 6:30pm (5 hours)**
- There is no mix and matching between sessions.
- No booking substitutions or changes. If a session is missed, there are no makeup sessions.
- Late pickup fees apply of \$1 per minute.

OR

Full-time Enrollment

Days Booked (per week)	New-born to under 3 years old	Over 3 years old
1	\$130	\$95
2	\$230	\$170
3	\$295	\$220
4	\$350	\$265
5	\$395	\$295

Full-time Fees are based on an all day service of 11 hours. Families have the flexibility of choosing and booking attendance between our opening time of 7:30am to our closing time of 6:30pm for the same posted fee. See details below.



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Enrollment Features and conditions:

- All meals and snacks included during booked attendance at no extra charge.
- Nappies are included at no extra charge for children under 3 years old.
- A further 10% discount is offered when multiple siblings are enrolled. Loyalty discounts are also available for long term enrollments.
- Payment of the posted fees is the responsibility of parents, however families may be entitled to child-care assistance through Work and Income New Zealand (WINZ).
- **All fees to be paid in advance by A/P: 03 0435 0767470 00.** All accounts must be kept in credit. Arrears accounts are subject to cancellation and collection costs.
- 2 weeks notice is required for the cancellation or amendment of a permanent booking. **Fees are non-refundable.**
- Minimum 4 weeks per new booking setup or existing booking change. Restrictions apply to booking changes during the Christmas period.
- **Fee amounts are based on a permanent booking and have been spread equally across the year. This means the fee payable does not change during statutory holidays.**
- **Sick days, family holidays and statutory holidays incur normal fees, however “makeup days” are available within the same week where applicable.**
- Unexpected centre closures by governing authorities are subject to normal fee charges at the discretion of preschool management.
- To be eligible for the Full-Day Over 3 years 20 ECE hours rate, children must be at least 3 years old and enrolled at Sugartree Lane Preschool for more than 6 hours per day. Parents should note that a maximum of 20 hours of ECE can be drawn each week spread across multiple early childhood providers.
- For Full-Time enrollments, Families effectively “own the day” for their child’s space. Parents may book attendance less than our entire opening period, however bookings must be longer than 6 hours to provide stability in the classroom and ensure adequate government funding. Children are expected to attend for their booked time in accordance with MOE frequent absence policies. **Fees are not reduced for children attending less than our entire opening day.**



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Client Loyalty Program

We offer a special loyalty fee structure based on the following conditions:

- All clients paying our normal fees are eligible for the loyalty discount program. Clients on other promotions are not eligible for a loyalty discount.
- **After six months of continuous enrolment, you will be eligible for a 10% discount off the normal fee.** This 10% discount will continue for the duration of your child's enrolment, regardless of age, provided that you meet the other conditions of the program listed here.
- **Discounted loyalty fees are based on CONTINUOUS ENROLMENT. This means that if the child's enrolment ceases for any reason, then the discounted loyalty fee stops and the normal fees resume if you choose to return.**
- A parent may pull their child out of the centre for up to three continuous weeks without ceasing enrolment or affecting their loyalty discount, provided that they provide at least two weeks of advance notice AND they pay their regular fees during the child's absence. A child pulled out of the centre for more than three continuous weeks will be deemed to have ceased enrolment.
- All discounts are based on a percentage of the normal fees. This means that weekly fees may be rounded to the nearest cent. This also means that as the normal fees change, from time to time, then the discounted loyalty fee will also change pro-rata.
- No other offers or promotions, except the sibling discount, can be claimed while an enrolment is incurring discounted loyalty fees.
- Loyalty discounts, Sibling discounts or other promotional items cannot accumulate to more than 20% discount.
- As with our normal fees, discounted loyalty fees are based on 52 weeks of continuous enrolment including statutory holidays.
- Loyalty discounts are not transferable from child to child. Each child must be enrolled continuously for the six-month period to claim the loyalty discount.
- Accounts must remain current to retain the loyalty discount.



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Internet Banking Payment Instructions

Sugartree Lane Preschool prefers payment using electronic banking. With so many children attending our service it is important that we can identify your payment accurately. All payments are made to your family account so only one weekly AP is necessary even if you have multiple children attending the service. Please note the payment reference information on your internet banking as follows:

Sugartree Lane Preschool bank account:

WestPac Bank 03 0435 0767470 00

Weekly AP of \$ (Weekly fee amount)

Payment Reference 1: (Account number issued by Sugartree Lane Preschool)

Payment Reference 2: (Child's first Name)

Payment Reference 3: (Child's Last Name)

GST# 106 848 319

How to send money from overseas to a Westpac New Zealand account

Please instruct the initiating bank to send the money directly to

Registered office
Westpac New Zealand Limited
Auckland
New Zealand

The SWIFT code for Westpac New Zealand is **WPACNZ2W**

The account name and full account number of the account to receive the money must be included for processing.

Account number should be formatted as follows

Bank and branch number: 03-0435

seven-digit account number and three-digit account suffix: 0767470-000