



kohimarama **private preschool**

a boutique learning experience

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Kohimarama

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Nau mai, haere mai,

Thank you for considering our Preschool as a place for your child's early learning journey.

We are excited to partner with you in nurturing your child's curiosity, independence, and love for learning.

Together, we will create a supportive and enriching environment where your child can grow, explore, and reach their full potential.

We look forward to welcoming your family into our community and working alongside you to make these early years truly special.

Ngā mihi nui,

Kohimarama Private Preschool
Teaching Team

Our Team

Hayley French

Director

Registered Teacher 254238

Montessori Introduction Course

First Aid

Anne Quayle

Registered Teacher 260503

Montessori Diploma (London Montessori
Centre)

First Aid

Georgia Barker

Teacher in Training

Montessori Introduction Course

First Aid

Sandra Soe

Registered Teacher 421619

Montessori Introduction Course

First Aid



Kohimarama Private Preschool Centre Statement

Kohimarama Private Preschool is located in Kohimarama and attracts families from throughout the Eastern Suburbs. The preschool is in a quaint converted dwelling in a residential area near the waterfront.

At Kohimarama Private Preschool, the management and teaching staff continually review and refine how we integrate the New Zealand Early Childhood Curriculum, *Te Whāriki*, while embracing a progressive approach to Preschool education. This approach builds upon the core Montessori principles, blending them with contemporary practices to meet children's and society's evolving needs. We focus on fostering critical thinking, emotional intelligence, and social responsibility while staying true to Montessori's core belief in individualised, self-paced learning.

Key elements of our progressive preschool program:

- 1. Social and Emotional Learning:** We emphasise emotional intelligence, conflict resolution, and mindfulness practices. These help children develop empathy, self-awareness, and strong interpersonal skills.
- 2. Project/Topic-Based Learning:** Children engage in collaborative projects that encourage critical thinking, problem-solving, creativity, and teamwork. This approach promotes deeper learning and helps children make connections across various subjects.
- 3. Cultural Diversity and Connection to Aotearoa New Zealand:** Our progressive Montessori program places a strong emphasis on cultural awareness and inclusivity, with a particular focus on New Zealand's Māori culture, language,

and customs. Activities might include experiencing *te reo Māori*, exploring Māori myths, and engaging in environmental sustainability practices related to New Zealand's natural heritage.

4. Flexible Learning Spaces: Our environment is designed to be adaptable, supporting movement, group work, and independent exploration. This includes open-ended spaces for outdoor learning, art, and hands-on Maths and science experiments.

By blending traditional Montessori techniques with modern educational practices and focusing on each child's holistic development, our program strives to prepare children for an interconnected, rapidly changing world.



Incorporating Traditional Montessori Curriculum:

Traditional Montessori education is based on four key areas:

Practical Life, Sensorial, Mathematics, and Language.

Each area plays a critical role in fostering children's development and helping them build the skills they need to thrive.

You will see each of these in action throughout the curriculum as well as in a designated area

within our preschool. Throughout, you will see a blend of traditional Montessori equipment combined with more modern materials.

1. **Practical Life:** This area focuses on everyday tasks that promote independence, self-care, and life skills. Children are encouraged to engage in activities such as pouring, cleaning, dressing, and preparing food. These tasks help develop fine and gross motor skills, concentration, order, and responsibility. Through Practical Life activities, children learn how to care for themselves and their environment, laying the foundation for self-discipline and respect for others.
2. **Sensorial:** The Sensorial area allows children to explore and refine their senses—sight, touch, smell, taste, and hearing. Montessori materials in this area, such as the Pink Tower and the Sound Boxes, are designed to isolate and

highlight specific sensory experiences, helping children develop perceptual awareness and critical thinking. Through this exploration, children learn to categorise and make sense of the world around them, building the foundation for later abstract reasoning.

3. **Mathematics:** In Montessori, mathematics is introduced using hands-on materials that help children understand mathematical concepts concretely before progressing to abstract thinking. Children work with materials such as beads, number rods, and the golden beads to learn counting, addition, subtraction, multiplication, and division. This tactile approach helps children develop a strong, intuitive understanding of mathematical principles, laying the groundwork for more advanced learning.
4. **Language:** Language development is a central focus in Montessori education, as

it is the key to communication, learning, and social interaction. Children are provided with a rich language environment, including a variety of reading and writing materials, vocabulary cards, and storytelling activities. Montessori materials, such as the Moveable Alphabet, allow children to explore phonetics, spelling, and grammar in a hands-on way, encouraging literacy skills from an early age. This focus on language fosters not only reading and writing skills but also oral communication, social interaction, and emotional expression.

Our Philosophy

Ko te ahurei o te tamaiti arahia o tatou mahi
Let the uniqueness of the child guide our work

At Kohimarama Private Preschool, we view play as *children's work*. Our talented teachers have developed an intentional, thoughtfully designed curriculum grounded in *Te Whāriki*, New Zealand's early childhood curriculum. This framework supports the development of critical skills in social and emotional competence, communication—both oral and written—and foundational mathematics.

Inspired by the philosophy of Maria Montessori, we believe that *what the hand experiences, the mind remembers*. This belief informs our rich, hands-on learning environment. Tamariki actively engage in a wide variety of experiences, including:

- Arts and crafts
- Manipulatives and construction

- Science exploration
- Books and storytelling
- Music and dance
- Outdoor play, including sand and water, climbing, running, and jumping
- Real-life activities such as gardening and caring for our environment

Through active engagement with this curriculum, tamariki grow into increasingly capable individuals who:

- Manage themselves and make thoughtful choices
- Take responsibility, regulate emotions, and overcome challenges
- Build and sustain healthy relationships
- Confidently express thoughts, ideas, and information
- Engage in problem-solving, thinking, and reasoning

We believe that strong partnerships are essential to a child's success. We work closely with families and the wider community as active participants in each child's learning journey.

Our Platform for Communication, Assessment and Policy Review

At our centre, we use **Educa** as a digital tool to assess, document, and communicate children's learning and development. Through real-time observations, photos, videos, and reflections, Educa allows us to create detailed learning stories that capture each child's progress, interests, and achievements. This platform not only showcases a child's unique learning journey but also promotes strong communication between educators and families. Regular updates enable families to stay informed and engaged, ensuring a collaborative approach to supporting their child's development.

Our approach to assessment follows a continuous cycle of **assessment, planning, and evaluation**. We begin by observing and documenting each child's current developmental stage, identifying their strengths, interests, and areas for growth.

These observations guide our **planning**, allowing us to tailor learning experiences that meet each child's individual needs and emerging skills. Finally, we consistently **evaluate** the effectiveness of these activities, reflecting on their impact and adjusting our approach to ensure continuous progress.

In addition to tracking children's learning, Educa serves as a central hub for all our **policies and procedures**. Families can easily access important documents such as our health and safety policies, educational philosophy, and other key centre policies, helping to ensure transparency and clarity in our practices. By integrating Educa into our assessment process, we create a dynamic, data-driven, and child-centred approach that keeps families informed and involved while supporting the ongoing growth and development of every child.

Enrichment Class

Our **Enrichment Class** for 3.5- to 5-year-olds, led by our most experienced Montessori Teacher, is designed to provide an enriching and stimulating learning environment that prepares children for their transition to school and utilises our most complex and precious Language and Math Montessori Materials. Our Extension Class fosters a love of learning while helping children develop critical foundational skills to support their transition to school.



Attendance

We are open Monday to Friday, from 8:00 am to 4:30 pm, and we may close for a two-week break over Christmas and New Year.

Our minimum enrolment is three days per week, and we highly encourage all 4-year-olds to attend five days a week to help them prepare for the transition to school. This routine supports their development and readiness for the structure and learning experiences that school will offer.

Fee Payment Policy

You will be invoiced monthly in advance. Payment is required 7 days after invoicing.

Any absences cannot be refunded as the child's space remains vacant until their return. We charge for all Public Holidays.

A \$200.00 enrolment fee will be charged. This is not refundable.

Our fees include optional charges for the following;

- Montessori Association of NZ Membership
- Montessori Method applied to our teaching practice by qualified Montessori Educators
- Higher than regulated Child to Teacher Ratios
- Rhonda-Robics Music and Movement Session
- Letterland Phonics Programme

WEEKLY FEE SCHEDULE:

Effective from 06 January 2025	2 – 3 Years Years	3 – 5 Years (Includes 20 hours ECE funding)
Two days per week	225	-
Three days per week	325	255
Four days per week	425	325
Five days per week	525	405

A 5% sibling discount applies to families attending fulltime

International short-term enrolments are charged at NZD\$150.00
per day

Arrival and Departure Process

At Kohimarama Private Preschool, parents/caregivers must sign their children in and out. The sign-in sheets can be found near the lockers. This process is a requirement set by

the Ministry of Education for funding purposes and also ensures the safety of all children. A teacher will greet you and your child, please encourage your child to say goodbye and move into a play invitation.

Release Authorisation

Upon enrolling, you will provide us with a list of people authorised to collect your child. For your child's safety, they will only be released to individuals on this list. If you need to add someone to the list or make any changes, please inform a teacher directly or email us in advance. This ensures we can always protect your child's well-being and maintain a secure environment.

Holidays

All Public Holidays will be charged at full fees unless we are closed (Christmas Closure may be an example of this).

We are able to offer 2 weeks holiday at 50% discount. These holidays must be booked at least two weeks in advance.

Transition Process

We encourage up to two to three visits prior to your child's start date to help them settle in and become familiar with their new environment. Please refer to the transition letter you will have received. After these visits, and you have started it is important that you say goodbye to your child, as this helps them understand that while you may leave, you will always return to collect them. If your child is particularly upset, we will contact you to discuss how best to support them. We aim to ensure a smooth and positive start for you and your child.

Nutrition

We follow a low-sugar policy to promote the health and well-being of all our children. Children are encouraged to bring their own

lunch boxes for morning tea, lunch, and afternoon tea. While teachers are available to support and guide children, the philosophy behind this practice is to give you, as the parent or caregiver, the ability to make choices about what your child eats. It also encourages children to begin learning how to regulate their hunger and appetite, a skill that will help them as they transition into the more independent routines of school.

Please ensure your child's lunch box is insulated during summer and includes an ice cooler.

Illness and Medication

Please keep your child at home if they are experiencing a high fever, diarrhoea, or vomiting, to prevent the spread of illness and ensure their well-being.

In the event of illness or a serious injury occurring at the centre, we will notify you immediately, and we ask that you collect your

child as soon as possible. For minor injuries, we will complete a record in our accident book, which you will be asked to sign when you collect your child.

We are only able to administer medication that has been prescribed by a physician. Please note that we will only accept medication that requires a midday dose. Morning and evening doses must be administered at home. Your child's health and safety are our priority, and we appreciate your cooperation in helping us maintain a healthy environment for all children.

All our team hold a current First Aid Certificate.

Excursions

All excursions will be planned in advance and permission will be sought through permission slip. The intended ratios for the trip will be advised. We make use of the gated local park for regular walks.

Early Withdrawal from the Centre

Two week's notice must be given prior to withdrawal. All accounts are expected to be settled prior to their last day.

Complaints

The complaints process will be available on our Notice Board. We aim to act quickly to solve any problems so please ensure you contact the Director as soon as possible. Should we not be able to resolve the issue, please contact the Ministry of Education.

Parking

Please park on the Preschool side of the road so as to minimise any danger to children. There are two parks located on Towai Street that align with our gate.

Parent Information Evenings | Events

Parents are invited to attend special evenings to connect with other families or learn more about what their child does in a typical day. We endeavour to hold these at least twice per year.

Policies

Please see our full policies on Educa.

CCTV

Please be aware that 24/7 Video surveillance operates throughout the centre. We aim to provide a safe and secure environment to protect the children we serve, their families, our team members, visitors and our premises. Primarily this is to;

- Increase personal safety of team members, children, and visitors.
- Increase the safety of our property and assets from activities occurring in our

neighbourhoods after-hours and during operation hours.

We also acknowledge that the recording could be used to:

- Support the Police in a bid to deter and detect crime and assist in identifying, apprehending, and prosecuting offenders.
- Support an investigation into actions/behaviours of parents, visitors, or employees on or outside our premises.
- Monitor conditions in the event of a natural or man-made emergency event.

Further information can be found on our Security Camera Policy.

For helpful guidance on selecting an early childhood education (ECE) service, we encourage you to refer to the publication;

What Matters Most by the Education Review Office (ERO). It offers valuable information to support you in making the best choice for your child's learning and development.

You can access the publication on the ERO website or by contacting us if you need assistance.

<https://ero.govt.nz/sites/default/files/media-documents/2021-07/ERO%20What%20Matters%20Mostsm.pdf>

Notes: