


Cornerstone
Christian Early Learning Centre

Enrolment Information Pack

*"Train a child in the ways of the Lord
and he shall not stray from it"*

Proverbs 22:6



Cornerstone Christian Early Learning Centre

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Welcome to Cornerstone Middleton

Our children and families mean the world to us. We have dedicated Christian teachers, who all share a common desire to see each child reach their God given potential. Our goal is to build strong relationships and connections with each child, their family and wider community.

Cornerstone Christian Early Learning Centre is owned by the Christian Schools' Trust.

The Centre is led by a Centre Manager and a Board of Management which consists of representatives from the Christian Schools' Trust and Management.



Sandra (Mrs Main)
Interim Centre Manager



Silvana (Mrs Dos Santos)
Centre Administrator



Joanna (Mrs Couperus)
Teacher



Denis (Mr Yeo)
Teacher



Prue (Mrs Behan)
Teacher



Alex (Mrs Thompson)
Teacher



Jessica (Mrs Hope)
Teacher



Christine (Mrs Fokkens)
Teacher

Session Times for 2 - 5 year olds

Monday to Friday

Full Day Session 8:30am - 2:30pm

Long Session 8:30am - 3:00pm

(minimum two sessions per week)

We are closed for all statutory holidays and
3 weeks at Christmas (inclusive of statutory holidays).

We do not charge for statutory holidays or during the three week closedown at Christmas.

Educational Philosophy

The Christian Schools' Trust (CST) owns and operates the Centre. The CST vision is for the Centre to assist whānau/ families in the education of their tamariki/children by providing an environment in which the Biblical Truths of Jesus Christ are taught and lived. In outworking this vision, the mission of the Centre is to provide Christian teaching within a biblically informed, safe, and hospitable environment where endless opportunities to learn, grow, and thrive are given. Kaiako/ teachers within the Centre provide play-based learning experiences that inspire creativity and a love of learning, while weaving in Christian teaching and learning. Collaborative relationships with family/ whānau are paramount to ensuring that each learner/ākonga and their unique, God-given identity and cultural heritage is represented and upheld.

Ngā ākonga

We believe that all ākonga:

- Are created in God's image each uniquely designed with skills, gifts, and talents with which to love and serve God to His glory.
- Are a gift and blessing from God.
- Need to feel safe, seen and valued and free to share who they are in a safe and nurturing environment.
- Need to feel confident and competent within our environment to try new things, take risks, and test their understanding of the world that God has created.
- Need to be given opportunities to celebrate diversity and cultural differences, and develop Christ-like character, through intentional and culturally responsive practices.



Ngā whānau

Our whānau and community:

- Are acknowledged and honoured as the primary educators of their tamariki.
- Have the reassurance that we are committed to journeying and building strong respectful and reciprocal relationships with them as the experts in the knowledge of their tamariki.
- Can partner with us, in the teaching of Biblical Truths.
- Play an essential role in the education and well-being of all ākonga. Opportunities are given to ensure knowledge, beliefs, cultural heritage, values, and life experiences are represented and acknowledged to support the growth and development of our ākonga and within our Cornerstone community.



Ngā kaiako

Kaiako are:

- Genuine Christians faithful to the Christian character of the Centre.
- Committed professionals passionate about seeing ākonga reach their God given potential.
- Dedicated to partner with whānau and the community to effectively plan and evaluate learning experiences that see best practice outcomes for all ākonga.
- Committed to providing high-quality education and care that promotes physical, emotional, social, cognitive, and spiritual development, as well as providing opportunities for individual and group learning.
- Creative and innovative, believing in fostering curiosity, creativity, and a love of learning through hands-on age-appropriate experiences, exploration, play and interactions with others.

Enrolment Information

Enrolment

Before enrolling you are welcome to call and make a time to come and look around the Centre and discuss session availability. To secure your interest in enrolling, it is essential for you to fill out the enrolment form in full. We are required to sight an original Birth Certificate or Passport for your child, along with their Immunisation record (if available).

Orientation and Settling In

We encourage you to visit the Centre with your child before they start. This provides the child with a time where they can feel emotionally safe with family close by as they explore their new environment. These will be arranged at the time of enrolment.



Work and Income New Zealand

Childcare Subsidies are available to a wide range of families and we are happy to advise on the conditions that may apply to your family. It is the parent's responsibility to make sure that Childcare Subsidy renewals and changes in enrolment hours are notified directly to Work and Income.

Application forms are available from the Centre.

Those waiting for a WINZ subsidy approval will be required to pay 50% of the whole preschool fees until the subsidy has been approved. If the subsidy is not approved the parent/caregiver will be responsible for paying fees.

Our Fees

3-5-Year-Olds

20 Free Hours + 4 Additional Free Hours: 3-5-year-olds can access 24 free hours weekly (8:30 am-2:30 pm, four days per week) if all 20 ECE hours are attested to us.

Extra Hours: \$7 per hour from 8:30 am-2:30 pm for hours exceeding the 24 free hours or if not all ECE hours are attested to us.

Late Stay Charge: \$7 daily for children staying until 3:00 pm.

2-Year-Olds

Hourly Rate: \$7 per hour from 8:30 am-2:30 pm.

Late Stay Charge: \$7 daily for children staying until 3:00 pm.

Absences: Regular fees apply for any absences.

Fees are payable on receipt of a weekly invoice and payments made via internet banking.*This option of 24 free hours per week is only available to tamariki who only use their ECE hours at Cornerstone.

If tamariki split hours with another ECE service, they will not be eligible for 24 hours free.

Casual Sessions, Cancellations or Changes

You may wish to book a one-off casual session over and above your normal booked times. For booking of casual sessions, or changes to your enrolment please see the Office Management Team. We set termly bookings at Cornerstone and if these are to reduce you will need to request this change at the start of each school term. We also require four weeks written notice to cancel a permanent booking.

Day to Day

Signing In and Out

All Children are signed In and Out of the Centre, daily by the caregiver. For your child's protection, teachers are instructed to only permit children to leave the Centre with those persons nominated by you on the enrolment form. If you need someone to collect your child who normally doesn't collect them, please phone us and let us know.

Absences, Illness or Accidents

Please notify the Centre as early as possible if your child is unwell or unable to attend. You can text, phone or email. It is important that children are not sent to the Centre if unwell.

If your child comes down with a contagious or a notifiable disease, it is vital that you notify us as soon as possible. These include, but are not limited to; conjunctivitis, measles, chicken pox, whooping cough, hand, foot and mouth, slapped-cheek. The Centre does have the right to refuse a child who may be infectious to other children and staff.

If your child becomes unwell during the day, we will contact you or your emergency contact to come and collect them immediately. If your child requires urgent medical attention, an ambulance will be called and parents will be informed. All costs incurred are the parents' responsibility. Our teachers hold current First Aid Certificates and we have a First Aid Kit for minor injuries.



Holidays

The Centre must be advised two weeks in advance that your child will be away on holiday. Please use the "Holiday Notification Form".

Holidays during term time

You are welcome to take your child out of the Centre for a holiday outside of our Christmas closedown period. However, we will charge **normal preschool fees** for each week of your holiday to ensure your place at the Centre is kept open.

Please note that the Ministry of Education will fund absences for the **first three weeks only**. On the **fourth week**, Ministry of Education **funding stops** and we will charge **full Preschool fees plus any lost Ministry of Education funding for that week and any following weeks** to ensure your place at Cornerstone Christian Early Learning Centre – Middleton is kept open.



Medications

The Centre will administer medication if requested by caregivers. These could include antibiotics, antihistamines, asthma inhalers, EpiPens, etc.

Your child's medication may be required to be kept on site at the Centre (eg. Asthma inhaler).

An Individual Health Plan can be completed upon enrolment, if required.

All medications must be taken out of your child's bag and handed to a teacher so that the necessary paperwork can be completed.

Medication must: be prescribed to your child, be in its original medication container which states the name of the medication along with dosage instructions.

Parents are required to apply sunblock to their children before coming to the Centre during Term One and Term Four. We re-apply sunblock at lunchtime during summer months.

Meals

Parents are required to provide food for their children in a named container. Please also provide a named water bottle for your child. Our Centre promotes healthy eating. Therefore, chocolates and sweets are not acceptable, please leave these at home as a treat. At times the need arises for us to stop certain foods from coming to the Centre (eg. peanuts). Families will always be made aware of these limitations.

Occasionally the Centre may provide food for the children, eg. Hot Cross buns at Easter or we may bake with the children. All food supplied by the Centre complies with the Ministry of Health Guidelines for Reducing Food Related Choking for young children.



Food characteristics	Examples	Choking risk	Changes to reduce risk	
			1–3 years old	4–6 years old
Small hard food	Pieces of raw carrot, apple or celery	Difficult for young children to bite through and break down enough to swallow safely. Pieces can become stuck in children's airways.	Grate raw carrot, apple or celery, spiralise to create vegetable or fruit spirals, slice thinly using a mandolin. Cook until soft and cut into strips (around 4–6 cm long) that can be picked up with one hand.	Prepare as for 1–3 years. Raw or cooked vegetables or fruit cut into sticks (approximately 4–6 cm long) that can be picked up with one hand.
Small round or oval food	Fruit with stones and large seeds or large pips like watermelon Grapes, large berries, cherry tomatoes Raw green peas	Small round foods can lodge in children's airways.	Remove stones and large seeds or large pips. Quarter or finely chop grapes, berries and cherry tomatoes to an 8mm x 8mm size or smaller (about half the width of a standard dinner fork). Cook and squash with a fork.	Halve or quarter grapes, berries and cherry tomatoes Whole cooked green peas are acceptable.
Food with skin or leaves	Chicken Lettuce and other raw salad leaves, spinach, cabbage Stone fruit (eg, plums, peaches, nectarines) Apples and pears Tomatoes	Food skins are difficult to chew and can completely seal children's airways.	Remove skin from chicken. Finely slice or chop salad leaves, spinach and cabbage.	Prepare as for 1–3 years. Raw or cooked vegetables or fruit cut into sticks (around 4–6 cm long) that can be picked up with one hand.
Compressible foods	Pieces of cooked meat	Can fit into the shape of the airway and get wedged tightly.	Cook meat until very tender. Choose mince, shred or chop meat to 8mm x 8mm sized pieces.	Prepare as for 1–3 years; or offer thin strips of meat (around 4–6 cm long) that can be picked up with one hand or with a fork.
Food with bones	Fish Chicken nibbles	Small bones present a choking risk.	Remove all bones.	
Thick pastes	Nut or seed butter	Can fit to the shape of a child's airway or stick to side of airway.	Use smooth thick pastes sparingly, spreading thinly and evenly onto bread.	
Fibrous or stringy food	Raw pineapple	Fibres make it difficult for children to break up the food into smaller pieces.	Peel the skin or strong fibres off where possible. Slice these foods thinly across the grain of fibres.	

Toileting Routines

Please inform us if your child is toilet training or needs to be reminded to go to the toilet. As much as possible we will reinforce what routine you have at home. Nappies are checked at regular intervals throughout the day and changed as necessary so please supply enough nappies for the sessions your child is attending.



Clothing and What to Bring

Please dress your child in appropriate clothing for messy, active play and keep a spare, full set of named clothes in their bag. For children who are toilet training, we recommend you supply an appropriate amount of spare clothes in case of accidents.

Wide brimmed sunhats are provided during Term 1 and 4.



Toys

We understand if your child needs to bring a comfort toy to help settle them into their day at the Centre. If your child brings a toy to show their friends, we will encourage them to place it in their bag to keep it safe. Toys that get broken or lost are not the responsibility of the Centre.



Individual Profile Books

Every child at Cornerstone has their own individual profile book, which contains stories that celebrate your child's learning journey and development while at Cornerstone.

Although all teachers collaborate on the learning of each individual child, your child is assigned their own profile group teacher who is responsible for producing individual stories for your child's profile book. Over time, this book will fill up with a variety of stories and special events which is our way of documenting your child's learning.

You are welcome to take your child's Profile Book home - please just remember to sign it out on the clipboard next to the profile books and bring it back next time you come in.

We also love to see family contribute to these books, so feel free to add in any pages you may do at home, such as stories of holidays or events!



Daily Programme

Our daily programme includes Biblical teaching, a mixture of free play and structured activities and group learning. Some of the Biblical Truths we teach are; Creation, Bible Heroes, Parables of Jesus, Miracles, Easter, Christmas, Ten Commandments, Fruit of the Spirit, etc.

Community involvement is a key part of our daily programme. For example; trips to Middleton Grange School, Upper Riccarton Library, Elms Court Rest Home, the local community garden and local parks.

8.30 - 9.30am	Open and free play inside/outside.
9.30 - 9.50am	Mat time
9.50—10.15am	Morning Tea
10.15 - 11.50am	Free play (inside/outside)
11.00 - 11.15am	Toileting
11.50 - 12.00am	Tidy up time
12.00 - 12.25pm	Mat Time/Sing grace/wash hands
12.25 - 12.50pm	Lunch Time
12.50 - 2.00pm	Free play (inside/outside)
1.45—2.00pm	Toileting
2.00—2.15pm	Tidy up time
2.15 - 2.30pm	Mat time (end of session)
2.30—3.00pm	Long Stay Group Time (end of session)



Parent Involvement

You are an important part of our family and have much to contribute. You are welcome at the Centre at any time to share your ideas, discuss your child's development or to just spend time with your child.

A regular newsletter will keep you in touch with the happenings of the Centre. We have a folder explaining our Policies and Procedures that is available for you to read.

There is a Notice Board in the foyer. This has daily/weekly information for you to read. You can ask about our Programme at any time. Stay informed about what your child is learning by reading their Profile book and newsletters.

We have regular opportunities for parent involvement.



Parent Feedback

"When Tim and I were looking for a preschool for our girls we wanted something Christ centred, Cornerstone has exceeded our expectations. From the first day we have felt like our Cornerstone family has been everything we could have imagined for our girls. The attention to detail that's put into teaching the gospel truths that are so important to us as a family is remarkable, as well as the nurturing of our girls. We are often reminded about the details of bible stories and passages taught at preschool at our dinner time conversations. We feel beyond blessed to have Cornerstone as our girls preschool." ~ Sarah

"I am extremely pleased with the choice of Christian topics taught in Cornerstone. It warms my heart to see my son coming home talking about the Armor of God, the first Christmas, the fruit of the Spirit, etc... I am forever grateful to the caring, loving, dedicated, committed, faithful Godly teachers, staff and administrators of Cornerstone preschool for the great learning experience they have provided to my son. I take comfort everyday in knowing that he is being taught and nurtured in a Christian setting." ~ Alex

"I also just wanted to say thank you to all the amazing teachers - my daughter's transition to preschool has been so incredibly smooth, and she is loving it! I'm also just so thankful for all the planning & activities around learning the Biblical topics. She has always taken these onboard, but this term has been the best so far, with her wanting to go through the fruit of the Spirit Bible verses, and asking lots of (very tough!) questions about the Holy Spirit & where God is right now. It's been such a privilege to have these conversations with her so early on so that she grows up knowing how amazing our God is. Thank you so much!" ~ Parent

Issues & Complaints

Please inform Management if there are any problems which may be affecting you or your child. Our teachers, who will make every effort to support you as needed, treat all information in confidence. Cornerstone's "Communicating your Concerns" Pamphlet is in the foyer.

Seesaw App



Seesaw provides families with continuous visibility into their child's learning experience to support and celebrate their learning.

Every child at Cornerstone has their own individual Seesaw account, which contains stories, photos and videos of their learning journey and development while at Cornerstone, and also contains all our group learning content, notices and newsletters.

Families and extend families are able to add comments to this platform.

IMPORTANT! - *Please* ensure that in your settings you have selected "allow notifications" for this app!

Kowhaiwhai Meaning

At the heart of our Kowhaiwhai is the cross which symbolizes that Christ is central to everything we do. The overarching koru symbolizes God the Father, and the one stemming from it symbolizes the Holy Spirit who guides us.

The koru that is on the bottom represents the whānau and how they hold the key knowledge that is shared with the kaiako who are represented through the smaller koru that stems off from the whānau. The very central koru on the bottom represents the child who is entrusted into our care at Cornerstone Middleton.



Our Kowhaiwhai shows that Christ is at the centre of all that we do, and that whānau and teachers are wrapped around each child to help support, nurture, and encourage them to grow in the image of God.

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