



St Andrew's College

# PRE-SCHOOL



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# Welcome

## Celebrating every child's individuality

St Andrew's College Pre-school is committed to providing a safe, warm, and dynamic environment where every child's individuality is acknowledged and celebrated. We believe that each child is unique and possesses their own set of talents, interests, and strengths. Our programme is designed to encourage exploration, creativity, and problem-solving, allowing children to make sense of their world at their own pace.

## Access to a world of resources

One of the advantages of being part of the wider St Andrew's College campus is that our Pre-school children and staff have access to many additional facilities and resources. This includes collaborating with the St Andrew's College Preparatory School to develop our Curriculum, share resources, and implement a range of transition-to- school initiatives. This ensures that our Pre-school children are well-prepared for the next stage of their education.

## Committed to excellence: Our dedicated teachers

At the heart of our Pre-school are our dedicated and fully registered teachers. They are the Pre-school's biggest asset and provide endless support and encouragement to our children. We have low child to teacher ratios, with all of our staff fully trained, qualified, and registered Early Childhood teachers. With a genuine love for the children, they are committed to providing a nurturing, safe environment where children can thrive and achieve excellence in a wide range of activities and endeavours.



**Mandy Jenkins**  
Head of Pre-school



**Jonathan Bierwirth**  
Principal of Preparatory School  
Deputy Rector

# Our Philosophy

**Starting Strong: Pre-school builds relationships and connections that shape your child's growth.**

Our philosophy embodies the principles of the New Zealand Early Childhood Curriculum – Te Whāriki. The relationship between the Pre-school and the wider St Andrew's College community further enriches our Curriculum and gives us the opportunity to work in partnership to support your child's ongoing learning journey. We believe that children are full of inherent potential and aspire to unlock this as we create a strong foundation, built on our **Six Priorities for Learning** (see page 8).

If you choose St Andrew's College Pre-school, your child will have the opportunity to engage in a range of experiences that support them to be mindful, at peace, and to find joy in living in the present moment.

Children at our Pre-school work and play alongside each other in a beautiful environment, developing social competence skills as they learn to share ideas, work collaboratively, and problem-solve. Sustainability and healthy ways of being are other key aspects of our philosophy.

We celebrate the bicultural partnership inherent within Te Tiriti o Waitangi, and weave this into our daily practice. Relationships are at the heart of our programme and we embrace all cultures and beliefs our families encompass.

## Our Core Values



**At the heart of all learning is the need for children to have a sense of self and connection as a capable and confident learner.**





Back Row: Nadine Freeborn, Joanna Gregg, Ashleigh Gargiulo  
Front Row: Jan Marshall, Mandy Jenkins, Emma Richards

# Meet our Team

Our focus on team consistency, small team size, and low student to teacher ratio makes us an excellent choice for your child.

We believe in the benefits of a small, consistent team that maintains close relationships with the children and their families. This means we provide a personalised and high-quality learning experience. We also maintain a low student to teacher ratio to ensure that each child receives individual attention and support from their teacher.

While the government mandates a minimum teacher to student ratio of 1:10, at full capacity, our Pre-school maintains a ratio of 1:8, allowing us to provide a more intimate learning environment and ensure that your child receives the attention and support they need.

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## Mandy Jenkins

HEAD OF PRE-SCHOOL (SINCE 2022)

- Master of Science majoring in Psychology (MSc)
- Postgraduate Diploma in Teaching majoring in Early Childhood Education (PGDipTch)

## Jan Marshall

TEAM LEADER (SINCE 2000)

- Diploma of Teaching (ECE)

## Joanna Gregg

TEACHER (SINCE 2000)

- Bachelor of Teaching and Learning (ECE)
- Diploma of Teaching (ECE)
- Graduate Certificate in Management (ECE)

## Emma Richards

TEACHER (SINCE 2011)

- Bachelor of Performing Arts
- Diploma of Teaching (ECE)

## Ashleigh Gargiulo

TEACHER (SINCE 2018)

- Bachelor of Teaching and Learning (ECE)
- Diploma of Teaching (ECE)

## Nadine Freeborn

TEACHER (SINCE 2017)

- Diploma of Teaching (ECE)

# Facilities

An inspiring and motivating environment for learners.



Our light-filled, vibrant Pre-school facilities, garden and outdoor play area provide a colourful backdrop for the children to engage in inquiry-based learning, imaginative play, and creative pursuits. There are unlimited opportunities for them to explore and create in this dynamic environment. We encourage the children to develop a sense of wonder at the natural world, with the philosophy that supporting them to care for plants and animals helps them to discover things about themselves, and to develop their sense of wairua, or spirit.

With high ceilings and a natural flow to the outdoors, the Pre-school building has a beautiful sense of light, space, and energy. Inside, the large open plan area has been divided into separate rooms for different Curriculum areas, such as building and construction,

a family area (complete with a play kitchen and dining room), a snug with tiered seating for reading and quiet activities, and a dedicated Art Studio, in which art activities can be enjoyed by the children at any time.

**Connection with the wider St Andrew's College community is one of our Pre-school's unique strengths, and gives us access to many exciting facilities on the wider St Andrew's campus, such as the gymnasiums, sports fields, libraries, Ballet and Dance Studio, Science laboratories, Art suites, theatres, and the Centennial Chapel.**

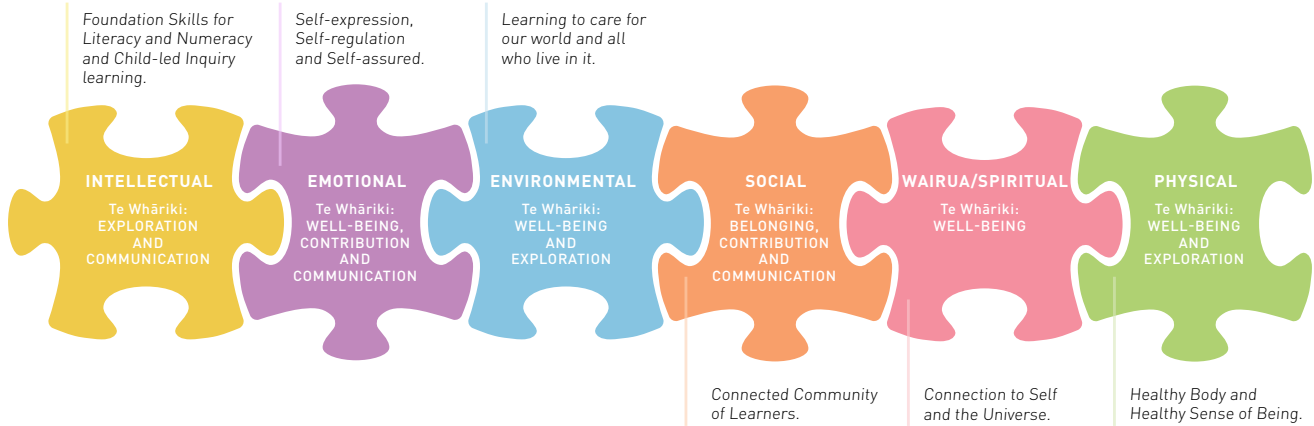




Our transition room is available for older children to have their own space or do extension activities. It also provides a sleep area, with individual beds and bedding for children who require a sleep during the daytime.

# Pre-school Curriculum

What matters here – a Curriculum tailored to your child.



To prepare children for their primary school years, our rich Curriculum has been developed in consultation with the Junior Department at the St Andrew's College Preparatory School to provide our children with a wide range of experiences.

The children are supported on a unique journey of investigation and discovery, as they undertake inquiry-based learning in:

- literacy;
- numeracy;
- science;
- art;
- cultural studies;
- physical education;
- music.

We regularly assess and enhance our environment in response to the needs and interests of the children. Each child is placed in an age-appropriate group with

a key teacher who is responsible for the documentation of their learning and development. Other specialist staff and teachers in the St Andrew's College community are called on as required, in areas including Learning Support, Extension, and Evaluation.

## Enrichment Activities

During the week, the children participate in one of our exciting enrichment activities. These support the Pre-school's learning Curriculum and extend each child's experiences and learning.

Activities include:

- yoga and mindfulness;
- cooking;
- drama;
- spanish lessons;
- te reo lessons.



### Social Competency

In an ever-changing world, the importance of adaptability is modelled in all aspects of our Curriculum. Social-emotional competency is increasingly recognised as one of the most significant areas of early learning and development.

The St Andrew's College Pre-school provides a nurturing physical and emotional environment, in which the children are encouraged to develop a broad set of skills in social competency, including the ability to form close, secure relationships, engage in positive interactions with others, problem-solve, be persistent, develop strategies for conflict resolution, understand, express, and regulate their emotions, and develop an understanding of positive behaviours for learning.





# What to expect when your child starts Pre-school

Starting Pre-school is a significant milestone for your child and we do everything we can to ensure they are happy from their very first visit.

## Orientation and Settling

Our transition process is tailored to the individual needs of your child and family. It can sometimes take a little while to get used to the new surroundings, and we will ensure this is a smooth transition.

This usually involves you and your child visiting the Pre-school together a couple of times to meet the teachers and other children and become familiarised with the environment.

After those first visits, you will hopefully feel comfortable to leave your child for short periods of time, until they are ready to start full sessions. The length of this process is fully dependent on your child and you feeling ready for the next step. We encourage parental involvement in our programme throughout your child's time with us, and have an open-door policy, meaning you are welcome at the Pre-school any time.

## Toilet Training

Support for children's routine toileting is provided and we endeavour to complement the toilet training efforts being made at home.

## Sleep

We provide a quiet, restful area with individual beds and bedding for children requiring a sleep during the day.



# Annual Events

Making special memories.

Our Pre-school children prepare for and participate in a number of special events each year, which they love to share with parents and whānau. They enjoy regular interactions with students from Years 1–13 in the Preparatory School and Secondary School, and many special Pre-school events.

Annual events in the Pre-school include:

- **Art Exhibition** – The Pre-school transforms into a gallery of artworks created by the children, during this wonderful celebration of their creative expression.
- **Christmas Concert**– The festive season is a special time of year for the Pre-school children, who take part in a delightful Christmas Concert as part of the celebrations.
- **Boarders' Breakfast** – The Pre-school children visiting the “big kids” during the Secondary School Boarders' Breakfast creates an atmosphere of great excitement as they share a delicious meal together.
- **Book Parade** – Pre-school children join with Preparatory School students and dress as their favourite book characters for a fun, colourful Book Parade.
- **Matariki Celebration** – The Matariki Celebration is a magical night of art, music, connection, and kai, enjoyed by the Pre-school children and their whānau.
- **Grandparents' Day** – There are always lots of happy faces when grandparents are welcomed to enjoy a delicious morning tea, entertainment, and tours of the College with their grandchildren during Grandparents' Day.

# Communications with Parents and Whānau

Staying connected.

We value the role of parents as first teachers and encourage parental participation in many aspects of Pre-school life. You will be warmly welcomed at any time during the Pre-school day and receive regular communication from us about your child's progress.



## Community Portal and StAC App

The Community Portal holds all our key information on your child from monthly invoices, contact and emergency contact details and medical information.

The StAC App is a great way to access the Portal and stay up-to-date with the latest news and information from the Pre-school on the go.

## Profile Books

In addition to Educa, your child's learning is recorded in their very own profile book, which is updated regularly. We document the children's learning goals and achievements, special moments at Pre-school, and include snippets of their work and artwork. Teachers also help the children to record special information about themselves and whānau in the profile book, which is a wonderful keepsake, and will be given to you when your child leaves the St Andrew's College Pre-school.

## Parent/Teacher Interviews

Interviews are held twice a year, during which time your child's progress, interests, abilities, and areas for development are shared. Parent Evenings are held on a regular basis.

## Educa Online Portfolios

St Andrew's College Pre-school uses Educa, a secure web-based portfolio system, specifically designed for New Zealand Early Childhood Education Centres and parents.

This online portfolio system is an invaluable tool, which significantly improves our communication with parents and whānau. It enables us to share your child's learning stories, photographs and videos, and collaborate with you on your child's learning. You can check your child's progress online in Educa at any time or via a downloadable app on your smartphone. On this interactive platform, you can make comments and share the information with other family members you have given authorised access to.







# Joining our family

Your guide to the enrolment process.

We know that it can be a challenging step to enrol your child in a new Pre-school and we would like to make you feel comfortable and at ease. Once you have decided that our Pre-school is the best early learning option for your child, please follow the steps in the enrolment process.

If you have any questions or would like to discuss the enrolment process, please contact our Head of Pre-school at [preschool@stac.school.nz](mailto:preschool@stac.school.nz) or +64 3 940 2030.



## Enrolment process

1. Arrange a visit to the Pre-school to view our facilities and see a class in action prior to submitting your enrolment form.
2. To start the enrolment process you will need to complete an online application form and pay the non-refundable application fee of \$150.00. Once this has been completed your child will be added to our waiting list.
3. Placements will be confirmed approximately one term prior to your desired start date.
4. Once a placement is offered the Head of Pre-school will then invite you and your child to join the Pre-school for a transition session, where you will meet the teachers, see the facilities in use and see a class in action. At this time, you will sign the enrolment documentation.

# Our Fees

We accept children aged from two to five years, and offer 20 hours of Early Childhood Education (ECE) funding.

## Children under 3 years, or no 20 ECE Attestation

HOURS PER WEEK	16-25	26-35	36-45	46-50
COST PER HOUR	\$11.80	\$11.50	\$11.30	\$11.00

*For New Zealand Residents (including GST)*

**Please note:** Minimum sessions is two per week. Less than 16 hours per week is charged at \$12.00 per hour.

For example, the cost of weekly full-time attendance (40 hours) for a two-year-old child would be \$440.

Full day and/or morning and afternoon sessions are available. Morning session minimum four hours. Afternoon session minimum two and a half hours.

## Children 3-4 years with full 20 ECE Attestation

For example, the cost of weekly full-time attendance (40 hours) for a three-year-old child would be \$360.

<b>14-20 HOURS PER WEEK</b>	No charge — optional charge \$9.00 per hour
<b>21-50 HOURS PER WEEK</b>	\$9.00 per hour flat rate

See more at [stac.nz/Pre-schoolFees](http://stac.nz/Pre-schoolFees).

## Optional Charge

Optional charge \$9.00 per hour (six hours per day maximum to a total of 20 hours per week).

**Please note:** Hours attested to another provider will be charged at the relevant under three hourly rate. Additional hours (i.e. 20+) will be apportioned between \$9.00 and the relevant under three hourly rate. The percentage share will match the shared attested hours.

20 ECE hours is up to six hours per day, up to 20 hours per week and there must be no compulsory fees when the child is receiving 20 hours ECE funding.

At St Andrew's College Pre-school, we pride ourselves on delivering our young tamariki with a comprehensive Pre-school programme that goes far beyond standard education guidelines. To achieve this, we:

- invest in an extensive range of high-quality resources designed to support and extend learning;
- ensure our Pre-school children are able to benefit from the use of the wider St Andrew's College facilities such as sports fields, Dance and Drama facilities, Library, Science laboratories, Gymnasiums and Theatre;
- provide our Pre-school children with access to specialist subject teachers employed by the College; and
- operate at a lower teacher to child ratio compared to standard Pre-school facilities.

Delivering and maintaining our enhanced Pre-school education does come at an additional cost, and we appreciate those who participate in paying the optional charge. Please know that your contribution goes toward the continuation of our exceptional Pre-school education programme and allows us to seek further investments to enhance learning opportunities for our tamariki.

Fees are charged on monthly statements and the method of payment is direct debit (forms will be provided with acceptance).

# Hours

We are open from 8.00am–4.30pm and offer morning or full-day places, with flexible drop-off and pick-up times to suit your busy schedule.

## Start times:

- we offer either 8.00am or 8.30am drop-off times.

## Pick up times:

- 12.30pm (morning-only children);
- 3.00pm, 3.30pm, 4.00pm, 4.30pm (full-day children).

## Term Breaks and Public Holidays

Enrolment is inclusive of state school term breaks and public holidays. The Pre-school will operate during state school term breaks and attendance during these breaks is optional.

The Pre-school will close for five weeks over the Christmas and New Year break (no fees charged). For the rest of the year, the Pre-school is closed on all public holidays (fees payable).

We offer a Holiday Programme during the school holidays from 8.00am–4.00pm, with normal fees applied.



# 10 Reasons Current Parents Choose St Andrew's College Pre-school

St Andrew's College Pre-school is an excellent choice for parents seeking high-quality early childhood education.

## 1. It is the only Pre-school aligned with a Co-ed College

We are the only Pre-school which is aligned with a co-ed College. There is the unique opportunity for your child to be part of the St Andrew's family from Pre-School to leaving the Senior College in Year 13. It is also comforting for Pre-school children to attend the same campus as their older siblings.

## 2. Personalised, Calm Care

The St Andrew's College Pre-school is a safe, warm and dynamic environment in which young children can enjoy interacting with each other and making sense of their world in their own time and in meaningful contexts.

## 3. Flexibility

For maximum flexibility we offer full day (8.00am-4.30pm) and session-based places for children aged from two and a half years. This means you can tailor your child's Pre-school experience around your existing commitments.

## 4. Robust Programme

Our programme is rich and dynamic with changes regularly implemented as long as they meet best practice and are right for the children, environment and Curriculum.

## 5. Highly Trained and Creative Teachers

At all times children are with a fully qualified teacher, as all Pre-school staff are trained in early childhood education. To maintain a fresh approach, St Andrew's College Pre-school staff are continuously inspired to bring new ideas to wholly facilitate every child's development.





#### 6. Strong Transition to School Programme

We have a comprehensive transition-to-school programme to prepare children for primary school. This has a focus on emotional readiness, social routines, organisation and manipulative skills, gross and fine motor skills and early numeracy and literacy. We have close links with the Junior Department at the St Andrew's College Preparatory School and Pre-school children visit the Preparatory School over a number of weeks to learn the classroom routines and establish those first key relationships with their peers and teachers.

#### 7. Family-based Environment

When your child starts at the St Andrew's College Pre-school, you and your whānau become part of the extended St Andrew's College 'family'. St Andrew's is a family-based school where opportunities for interaction with older children are plentiful beyond the Pre-school classroom.

#### 8. High Level of Documentation

Our Pre-school teachers conduct a comprehensive level of documentation, so that every child's learning is clearly visible and always available for parents to see.

#### 9. Access to Wider College Facilities

To achieve optimum outcomes for our Pre-school children, we work collaboratively with other departments. Children benefit from visiting our science labs, the television studio, the Preparatory School Library and the drama centre. This ensures children who will be starting their schooling at St Andrew's are well prepared for this next exciting step in their education journey.

#### 10. Active Parent Participation

We value the role of parents as first teachers. We encourage parental participation in many aspects of Pre-school life. Parents are warmly welcomed at any time during the Pre-school day.



St Andrew's College

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