



## Portobelo Wesley Street

**Hours:** 7:30 am – 5:30 pm  
**Ages:** 3 – 5 years  
**Location:** 41 Wesley Street, Kaiapoi  
**Contact Details:** Phone: 03 327-9114  
Email: [kaiapoiportobelo@xtra.co.nz](mailto:kaiapoiportobelo@xtra.co.nz)  
**Supervisor:** Helen Jensen, Dip.Tch. (ECE), Registered Tch  
**Licensee/Owner:** Lyn Eder, R.G.O.N., R.M., A.D.N., PI Cert., Cert Adlt Tch

Thank you for your enquiry, and welcome to Portobelo Preschool.

Portobelo is a privately owned New Zealand preschool, which provides education and care to over 3 to 5 year olds.

Portobelo means "beautiful harbour". A harbour is a safe place for care, maintenance, exchange, extension and the gathering of new, all-important learning aspects of preschool education.

Creating the right preschool experience for your child will make a positive difference in attitudes and ability to learn during later school years.

The licensee and owner, Lyn Eder, is a local Christchurch person who is a Registered Nurse and Midwife. She has had 19 years experience as a Plunket Nurse, overlapping with 10 years tutoring in Maternal and Child Health at Rangī Ruru Early Childhood College.

Our policy is for our educators to be highly trained, with a minimum of Diploma of Teaching [ECE], or working towards the minimum teaching qualification, and who will continue their development of skills while they are at Portobelo.

Portobelo's philosophy clearly describes what we see as fundamentally important for your child's social and emotional development, health, and the foundations for learning both now and in the future years.

Our programme encourages the development of creative, lateral thinkers who are able to express themselves, recognise and find solutions for obstacles to their knowledge and learning. Our programme is set so that the children will feel confident and comfortable in their ability to explore, create, question and challenge themselves in a positive and fun way.

Throughout the day there are times for the Portobelo community to meet as a whole, to work in small groups and to find time and space to be by oneself. Working together as a whole encourages the children to listen, pay attention, share and respect ideas. When we work in smaller groups we are able to further develop skills that help us work with each other: turn taking, requesting, supporting one another, following instructions etc. Being able to self-direct their play the children are able to choose the experiences or activities they wish – this allows them to learn and practise new skills supported by a teacher or peer.

**Programme extras:** Added to the base curriculum document, Te Whāriki, there are several things that we do at Portobelo that are in line with current thinking in relation to brain development and how to reach each child's potential.

**Brain Gym ®:** This is a series of fun exercises that we do with the children each day. These exercises are designed to help integrate the two sides of the brain. The "Gymbaroo" programme uses Brain Gym® also. Children who are well on the way to "brain integration" are able to cross the mid-line of their body easily and in a variety of situations. They can competently track an object with their eyes, and can also perform a range of physical skills with ease and fluidity. This paves the way for ease of learning overall.

**Perceptual Drawing:** Children are taught how to hold a pencil accurately, and they then move on to being encouraged to do "perceptual drawings". This is where the child is able to draw a three dimensional object. This is very useful pre-writing skill and the children who use this system learn to write numbers and letters more easily.

**Lateral/creative thinking:** We have adapted Edward de Bono's system of lateral thinking to suit our situation and the children are given opportunities to use his system of thinking and problem solving. This encourages children to "think outside the square" and our investigations provide many opportunities for this approach.

**Smurfs:** The purpose of the semi-structured Smurfs' [4 year old] group time is to develop the dispositions, attributes and life skills that the children will need when they begin primary school. Most Smurf group times are based around a discussed activity, however once a week Perceptual drawing is done.

**Munchkins:** The purpose of the semi-structured Munchkins' [3 year old] group time is to begin to develop the dispositions, attributes and skills that the children will need to participate fully in the Smurf's group. This time is for small group maths, listening and language games along with creative experiences and activities.

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## **Regular Booked Care and Education 3 – 5 yrs**

**Minimum Booking = 2 sessions**

### **Morning Session**

8.00 am – 12.00 pm (or part thereof). Home before lunch \$23.00

8.30 am – 12.30 pm (or part thereof). Home after lunch – parent provides lunch \$23.00

### **Afternoon Session**

12.30 pm – 4.30 pm (or part thereof) Arrive after lunch \$23.00

### **School Day**

8.30 am – 2.30 pm (or part thereof) Parent provides lunch \$30.00

**Short Day** – any consecutive 8 hour booking (or part thereof) \$36.00

**Long Day** 7.30 am – 4.30 pm sharp (or part thereof) \$37.00

**Full Day** 7.30 am – 5.30 pm sharp (or part thereof) \$39.00

All week half days (morning or afternoon sessions) \$118.00

All week school days (6 hour sessions) \$149.00

All week short days (Monday – Friday 8 hours per day) \$166.00

All week long days (Monday – Friday 7.30 am – 4.30 pm) \$174.00

All week full days (Monday – Friday 7.30 am – 5.30 pm) \$183.00

A second enrolment form needs to be filled in for those children who transfer to Otaki Street for a 5.30 pm finish.

**For further information please visit our website:**

[www.bestpreschools.co.nz](http://www.bestpreschools.co.nz)

## Regular Booked Care and Education USING 20 HOURS ECE 3 – 5 yrs

If your 3 or 4 year old will be receiving 20 HOURS ECE please ensure you complete a Confirmation of Enrolment and 20 hours ECE Attestation Form. This must be done prior to your child attending under 20 HOURS ECE. These Forms are available from the office - please ask the Supervisor.

Under Ministry Of Education rules it is the parent's obligation to have the Confirmation of Enrolment and 20 hours ECE Attestation Form completed correctly (both for permanent bookings and any casual changes). If parents haven't completed this form prior to the child attending, then the 20 HOURS ECE does not take effect. In this case you will be charged full fees [as above]. Parents who are sharing their 20 HOURS ECE with another service are responsible for documenting this on the Confirmation of Enrolment and 20 hours ECE Attestation Form.

### Minimum Booking = 2 sessions

Morning session 8:00am – 12:00pm (or part thereof) free

4 ECE hours per day

Morning session 8:30am – 12:30pm (or part thereof) free

4 ECE hours per day

Afternoon session 12:30pm – 4:30pm (or part thereof) free

4 ECE hours per day

### School Day 8:30am – 2:30pm

After ECE hours of 6 hours per day, up to 20 per week

1 school day free

2 school days free

3 school days free

4 school days \$20.00

Full week of school days \$50.00

### Short Day - 8 hour block booking finishing by 4.30 pm (or part thereof)

6 hours per day of 20 hrs ECE hours - up to 20 per week

1 short day \$10.00

2 short days \$20.00

3 short days \$30.00

4 short days \$60.00

All week of short days finishing by 4.30pm \$100.00

### Long Day 7.30 am – 4.30 pm (or part thereof)

6 hours per day of 20 hrs ECE hours - up to 20 per week

1 long day \$15.00

2 long days \$30.00

3 long days \$45.00

4 long days \$80.00

All week of long days finishing by 4.30pm \$125.00

### Full Day 7.30 am – 5.30 pm (or part thereof)

6 hours per day of 20 hrs ECE hours - up to 20 per week

1 long day \$20.00

2 long days \$40.00

3 long days \$60.00

4 long days \$100.00

All week of full days \$150.00

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- Morning and afternoon tea and late snack provided at no extra cost. Children with allergies are catered for.
  - Parents of children booked over midday to provide a healthy lunch in a named lunch box. [See Healthy Lunchbox Guidelines in Parent Information Booklet].
  - Usual fees apply for all booked sessions that are not attended.
  - Fee subsidies from WINZ are available to those who qualify.
  - Wesley Street children booked until 5.30 pm will go over to Otaki Street for the last hour. A separate enrolment form is filled in for this.
  - If the booking is until 4.30 pm at Wesley Street, or 5.30 pm at Otaki Street, this means being out of the building by that time so we can close. Please make sure you arrive before closing time so you can be off the premises, and not incur a late fee.
  - No fees charged when the centre is closed over Christmas.
  - Public holidays (other than those over the Christmas break) charged at usual rate.
  - Statements issued fortnightly, and payment due within 7 days.
  - 2 weeks fees payable on enrolment and held as a bond.
  - Lateness fee of \$10.00 for each 5 minutes (or part thereof) that children are extended past their booked times without prior arrangement of session extension. It is not possible to pick up past 5.30 pm.
  - Children booked to 5.30 pm will go across to Otaki Street for the last hour of the day, and be picked up from there. It is not possible to pick up past 5.30 pm. Please make sure you arrive before 5.30 pm so you can be out of the building by that time, and not incur a late fee.
  - No discount for more than one child attending.