



Operational Policies

6.09 Term Break Programme

Classification: Teaching and Learning
Applies to: All Staff
Approved by: General Manager

Date: 28 September 2023
Review Date: 28 September 2026

Policy

Introduction:

- The Term Break Programme (TBP) and the regular operation of the kindergarten will maintain the 'kindergarten' alignment with the education system. While acknowledging the variability of attendance they also position us to meet current and future community needs.

Grant:

- A grant of \$1,000 per week (pro rata) of operating a term break programme during the term break will be transferred to each service at the beginning of the following term. The grant covers all costs relating to breakages or permanent damage to resource equipment as well as the use of consumables during the term break programme.

Definition:

Kaitiaki Kindergartens – is referred to as 'The Association'

Head Teachers and Centre Managers – are referred to as Service Leaders

Kindergartens and Early Learning Centres – are referred to as services

Procedures

Assessment

1. No formal assessments of children are required during this period but informing the parents of activities and events may be appropriate.

Staffing

1. Amendments to the Education (Early Childhood Services) Regulations (No 2) 2023 come into law in February 2024 with the requirement that persons responsible in teacher-led early childhood education and care centres, hold a full (Category One or Two) practising certificate coming into effect in August 2024.
 2. A list of registered teachers, including the lunch cover, with the days they are working will be arranged by the Head Teacher or Kindergarten administrator and forwarded to Support Office before the end of term. Priority will be given to permanent teaching staff for the 1st week of the Term Break Programme.
 3. Head Teacher or Lead Teachers (K2R - Person Responsible) for the day/week of operation will be appointed.
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4. Hours of work are:
 - a. Standard Kindergartens - 8.00am to 3.00pm, inclusive of a 30min unpaid lunch break.
 - b. Glamorgan 8.15am to 3.15pm, inclusive of a 30min unpaid lunch break.
 - c. Extended Hours Kindergartens :
 - i. Albany 8.00am to 3.45pm, inclusive of a 30min unpaid lunch break.
 - ii. Whangaparaoa 8.00am to 3.45pm, inclusive of a 30min unpaid lunch break.
5. A maximum of 27.5 hours of contact time and 30 minutes of non-contact time before and after the session applies to standard hours kindergartens and 28.5 plus 30 mins for extended hours kindergartens.
6. Lunch cover is to be provided by either a qualified teacher/reliever or by an 'approved' unqualified reliever.

Annual Leave

1. When annual leave is taken it is at the teachers' normal work hours (part-time or fulltime).
2. When a part-time teacher works additional hours over their contractual weekly hours, these additional hours are paid as relieving hours.
3. Accrued annual leave must be taken within the current year or with prior approval, within the first 6mths of the year following.

Relieving Staff

1. Relieving staff will be briefed by the Head Teacher/Person Responsible on relevant policies and procedures, specific needs of children, routines and care of the environment; a folder with contacts and other important information must be made available.
2. On compulsory professional learning and teacher-only days, registered relieving teachers must be employed to cover.

Child Attendance

1. No non-enrolled children are to be accepted unless by prior approval from management.
2. Where there are very low numbers of children attending, consideration will be given to the viability of the term break programme at a service.

Administration

1. 6 weeks prior to the end of term, a notice will be posted on Storypark/Facebook and/or in the kindergarten newsletter by the kindergarten administrator.
2. Currently enrolled child may attend on their existing timetable.
3. Timetable changes are at the discretion of the Head Teacher/Person Responsible and new timetables must be signed by the parent/caregiver as per funding rules.
4. A list of expected daily enrolments is to be supplied to Support Office before the last week of term.
5. 20 ECE hours are available, excluding Orewa Beach and Whangaparaoa Kindergartens who offer 30 ECE hours. Hours over, or unattested will incur fees where applicable as per the Fee Policy.
6. Staff and Child timesheets to be set up and printed from Infocare by the administrator.
7. Fees and Donations will be invoiced except for children who indicated prior, as not attending during this period.
8. Children's sign-in sheets to be marked in Infocare. It may be quicker to "mark all absent" then go back and mark 'present' for the children who attended.



9. Children's leaving dates may need to be set at the end of the Term Break Programme rather than the end of the term in case they wish to attend as per their timetable.
10. Administrators are to confirm if they are working during the Term Break Programme and confirm their hours for prior approval and record in Infocare.
11. Additional weekly cleaning will be arranged and termly deep cleans will need to be scheduled for the weekends.

Review

The above may be reviewed from time to time.

Signed:

A handwritten signature in black ink, appearing to be a stylized 'B' or similar initial.

Date:

28/9/23

General Manager

Endorsed by

Signed:

A handwritten signature in black ink, appearing to be a stylized 'P' or similar initial.

Date:

28/9/23

President of the Board