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Welcome

My aim is to provide your child with the best opportunities and learning experiences in education and social development.

Starting Poppies is a new stage in your child's life and is the beginning of your partnership with us. An essential ingredient in meeting the individual needs of your child is communication between us and therefore we welcome and encourage a close partnership.

Included in this Parent Handbook is information you will need when enrolling your child. Please take the time to read through this booklet prior to your child's first enrolled session. During class time the teachers are very busy and whilst they would like to chat with you and answer questions, they prefer to dedicate their time to the children. This booklet is designed to inform you of all you need to know regarding Poppies' processes, practices and policies during your child's enrolment.

If you have any further questions, please do not hesitate to call your class teachers between 2.30 and 4pm Monday to Friday.

We look forward to enjoying an open and fruitful relationship with you, ensuring the very best for your child.

Alex Ryan
Director

Daily Routine

8:30am	Poppies opens and children are settled into their classrooms for indoor activities
10:00am	Class group time
10:30am	Morning tea (provided by Poppies)
11:00am	Outdoor and indoor activities
12:00pm	Kindergarten mat time (held in the gym for all children)
12:30pm	Lunch time
1.00pm	Transition to School programme begins
1.00pm	Afternoon activities commence
2:30pm	Poppies closes

Poppies Uniform back pack

Each day that your child attends Poppies, he/she must be equipped with a clearly named Poppies Kindergarten uniform back pack. You can collect this on your pre-enrolment visit day. This bag needs to contain a lunch box that fits in the back pack easily, a drink bottle and a clean, named complete change of clothing in a plastic bag including:

- 2 x spare pairs of pants/undies
- Singlet (in Winter)
- T-shirt/shirt
- Trousers/shorts/skirt
- Socks/tights
- Sun hat and roll on sun block (in Summer)

Clothing and Footwear

As we wish to encourage independence and self confidence, please ensure that your child comes to Poppies suitably dressed for all kindergarten activities and skill development. It is much easier for your child to use the toilet unaided if they are dressed in easily removed unrestricted clothing – dungarees, hard to do zips and buttons, petticoat layers etc are hard work for small people and can be the cause of unnecessary accidents and distress. Old tracksuits or elastic waisted trousers/skirts are ideal and shoes with velcro fasteners or elastic are much easier to manipulate.

Car Seats

Please note, for the safety of all children attending Poppies, we do not allow car seats to be left in our cloak room. If you absolutely have to leave a car seat at Poppies—you will need to provide a large bin liner to cover it and leave it outside under our fire stairs for collection.

Arrival and Departure

We believe that we must start as we wish to continue. As we are teaching your child independence, from day one please confidently give your child their own bag and lead them into Poppies so they walk in by themselves rather than be carried. We ask that on entry, you help your child to find their allocated coat hook, shoe locker and art box. Please show your child how to hang their bag on their hook on the ledge in the cloak room. If we are to teach the children self-help skills and confidence, we need to teach them by example. Confidently assisting your child to walk into Poppies, carrying their own bag and hanging it up in the cloakroom by

themselves is a great start.

You must ensure that your child is accompanied into the Kindergarten classroom and that he/she is under staff supervision before you leave. The *Sign in and Sign out* sheet located in the cloak room, **must be signed** by the person delivering and collecting your child each time that they are delivered to, or collected from Poppies. Children cannot be delivered to or collected from Poppies by persons under 16 years of age.

IMPORTANT: If your child is to be collected by someone not previously nominated, you must advise the staff on the day. Also, you must write their name in the "collections book" located by the sign in sheets in the cloakroom.

Entrance and Security System

The main entrance to Poppies is operated by an access code. On your child's first enrolled day, you will be notified of the code. To ensure the safety of the children, please do not open the main entrance using the security code in front of people unfamiliar to you. Please ring the bell and allow the teachers to let you in. This way the staff member can attend to the unknown person. It is important that you do not disclose our main entrance code to anyone. If you have arranged for someone else to collect your child, please ask them to simply ring the door bell.

Our front gate is operated by a simple pull lock fitting on the top of the gate.

Under no circumstances are children allowed to climb on or operate our gate or front door. We also do not permit children to swing on our gates or off the handle on our front door.

Toys From Home

Personal toys are easily lost or damaged and the Poppies staff are unable to accept responsibility for them. Other than bringing a favourite toy while your child is settling in, you are asked to help your child understand that it is not wise to bring valuable toys or things they may not wish to share with other children.

However, your child may be asked to collect things or bring in specific items that relate to the programme e.g. collected specimens for our nature table, shells, rocks, insects etc, or bits and pieces to be included into their portfolio e.g. photos, postcards, drawings from home etc.

NOTE: Toy artillery and other weapons are expressly prohibited.

Settling in Procedure

A child's initial sense of wellbeing and belonging at Poppies is fundamental. We recognise that ongoing and open communication between parents and teachers is an essential ingredient in meeting the needs of the individual child and the learning and development that will occur.

We welcome our new families by inviting parents and children to attend one or two sessions prior to the child's first enrolled day. This way the child and parent are able to:

- Get to know the child's teachers
- Be introduced to the child's new friends
- Observe the programme in action
- Become familiar with the kindergarten environment & routines
- Ask any questions as they arise

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- Develop an initial sense of well-being and belonging
 - Make any adjustments to personal details on enrolment forms etc.

The initial separation can cause anxiety for both child and parent. The teachers at Poppies fully understand and are experienced at handling these initial stages of adjustment for children and parents and will do what they can to assist and support you during this process.

If you feel unsure and would like to discuss a plan with one of your child's teachers, please call them on the phone. We believe it is necessary to discuss a plan without the child a party to the conversation and more importantly expose them to the feelings of uncertainty. It is important that both parents and teachers work together to build the special relationship necessary for a successful adjustment. If we feel it would help, sometimes we organise a buddy system when one or two of the older children will be asked to spend some time with your child; assist your child by playing with them; instil confidence in your child by demonstrating respect and understanding, support and friendliness.

Parents are welcome to stay with their child for part of, or all of the first enrolled session.

If you decide to stay for the entire session, we recommend that, in order for your child to understand, parents should explain to their child that the next time you come to kindergarten, you will leave them a while, always reassuring them that you will be back.

If your child is finding it especially hard to separate, we suggest inviting one of your classroom teachers to visit your

child at home. We have found that bonding with a teacher in the child's home environment helps them to feel more secure and happy at Poppies.

On separating from your child for the first time, we stress the importance of saying "goodbye, I will be back soon to collect you." We do not believe in the *sneak out* approach. If you would like one of the teachers to take your child by the hand when you depart, then arrange this with the teacher first so that she can make herself available. However once you have decided to leave, we have found that to leave confidently and swiftly is by far the best approach.

Please call us anytime you wish. If your child is clearly not showing any signs of settling, rest assured we will call you. It is our policy to call any child's parents if their child is or becomes inconsolably upset for any reason.

On your child's first day, you may like to bring to Poppies a photo that your child has selected to attach to their locker and portfolio. Until your child is able to recognise his/her own name, a photo of themselves helps them to identify which locker is their own.

Also on day one, your teacher will provide an *Introducing Me* sheet which we would like you and your child to complete as the opening page in your child's portfolio.

This fun activity for parent and child offers information to the teachers about your child. e.g. details about your child's family, likes and dislikes, strengths and interests, favourite toys, pets etc. We have found that the more you can share, in order for us to get to know your child and family, the easier it is for your child to feel a sense of well-being and belong-

ing at Poppies.

Helpful hints to parents to assist with the settling in process:

- Once you have managed a pre-visit, purchase (or obtain from the library) age appropriate books for your child about how much fun it is attending kindergarten (a quick prior read through the book is advisable!)
- In the presence of your child, ensure all discussions about going to kindergarten are positive
- Be prepared to spend extra time at Poppies for the first few sessions. At your pre-visits, chat openly with your child's teachers and new friends. Your child will feel safe and secure particularly if you are able to demonstrate a genuine sense of well-being and belonging. Through this process children will develop trust, which is the foundation for healthy emotional development
- Join in with group activities and assist your child to get to know everyone in his/her group
- Point out to your child that other children are at kindergarten without their parents
- Remember, at the time of your departure, to say "goodbye" and reassure your child that you will be back soon
- Be sure and decisive about when it is time to depart demonstrating confidence and trust in the teachers
- If the child is familiar with the routine, parents could say, "I'll be back at mat time to collect you."
- Return before or at the time you agreed to with your

child

- Remember we understand how you feel and are here to support you and your child as best we can

Children's Assessment Portfolios

The teachers maintain individual portfolios for each child enrolled at Poppies. The portfolios are a compilation of art work, photos, observations, learning stories, video footage etc, and are a record of your child's progress and development.

The portfolios are added to on an ongoing basis and the children are encouraged to include work themselves. The learning stories the teachers are authoring in your child's portfolios aim to develop an awareness about assessment and how assessments and pedagogy can build from one episode of learning to another. The stories, photos, video footage and pieces of work kept in your child's portfolio are collectively aimed to say something about the whole child and their extended experience of learning whilst at Poppies.

We welcome and encourage parents and families to become involved in the programme and in the assessment story writing process. You can support your child's learning by documenting special moments, milestones, achievements or family events that have happened at home or whilst on holiday to add into their portfolios. If it is easier, you can email a story to your child's class teacher at ([staff christian name @poppies.co.nz](mailto:staff_christian_name@poppies.co.nz)) – these events/activities/stories are particularly enhanced if a photo or two can be included to illustrate the learning. These stories from home can also be from siblings, Grandparents /extended family and friends.

The information gathered from the children's interests develops the programme including a focus for the following month/period – details of which are outlined in this booklet. The portfolios are to be shared with the child's families and are available to parents at any time to add content &/or make comments. Up to date learning stories can also be emailed to you at home for comment.

We prefer for the portfolios to be kept at Poppies during your child's enrolment here, however family members are more than welcome and encouraged to visit to view & contribute to them at any time. By the end of your child's time at Poppies, we aim to have an interesting and exciting record established for you to take when he/she leaves. We also recommend that the summary prepared for each child be shared with your child's new teacher, so that he/she is able to see the skills, strengths & interests your child is demonstrating & the progress & development he/she has made.

Children and their families are also presented a digital copy of their child's portfolio to keep on a special Poppies USB.

Private formal meetings for parents wishing to discuss their child's specific learning and development can be organised on request and at anytime.

Programme Planning & Evaluation

The teachers at Poppies meet each month to share and discuss the children's current interests/needs and programme evaluations from which a new programme is planned including daily activities and learning experiences. Planning the Poppies programme is an ongoing process, involving careful observation, identification of interests, strengths, needs and capabilities, provision of resources, assessment, and evaluation.

Discussion and debate about planning the programme are a crucial part of the process of improving it, by ensuring that teachers think about, and are able to justify, their beliefs and practices. We invite families to be a part of the assessment and evaluation of the programme as we acknowledge that parents have an important wealth of valuable information and understanding regarding their children.

Each programme is planned to offer sufficient learning experiences for the children and ensure that the programme objectives and learning outcomes are realised.

Planning will usually begin from observations of the children's interests, strengths, needs, and behaviours. The focus may be formed around current events, or on a routine or regular happening, for example a study on *'seasons'*, or *'life under the sea'* or on *self help and care skills*.

Once a focus has been decided upon we may enhance and extend our programme and the children's learning and development by organising a special event. This may be a visitor to Poppies or a Day Trip. Details of the programme plan and special events are displayed in each classroom in each programme planning file and on the walls for parents to see and follow through to the home. Newsletters are emailed out with the monthly accounts which also inform parents of what's going on at Poppies and how they can be involved.

Parent & Family Participation

We invite parents to discuss any aspects of the kindergarten programme, policies and practices (all made available to parents in the kindergarten cloakroom and each classroom).

We consider home and kindergarten to be an integral part of

a child's life and therefore expect parents and teachers to keep each other well informed on the child's development. Quality education is achievable when both teacher and parent work together for the benefit of the child.

Poppies procedures including, the Poppies programme, policies etc. are continually being reviewed. Management meetings are held every Wednesday from 3.00pm to 4.00pm for parents to attend if they wish. Details of kindergarten management plans and reviews are displayed on the cloakroom notice board for parents information. We welcome and encourage your feedback.

As we value families as an important part of the child's overall growth and development, we encourage and provide many opportunities for all family members to participate in our programme. This can be in the form of:

- Assisting on Day Trips
- Participating in the daily programme as a *parent teacher*
- Attending the Grandparents morning teas
- Attending the Dad's special '*Fish 'n' Chip night*' and the Mum's '*Pizza night*'
- Visiting and sharing your interests, culture, skills with the children
- Making the time to come in, look at and contribute to your child's portfolio
- Attending our end of year concert and party
- Attending parent evening functions including parenting seminars and seminars on child health.

Transition to School Sessions

Poppies offers optional termly transition to school classes for our currently enrolled 4 year old children. These classes commence at 1.00pm. For your child to benefit from our programme we only accept enrolments for 2 or more sessions per week. The Poppies transition to school classes mostly aim to provide a fun introductory to the more formal learning environment they will be heading into as they start school.

Our programme is based upon the hugely successful and fun Magic Caterpillar Building Blocks to Literacy programme. It incorporates an important set of learning outcomes and skills we aim to cover in our classes before children start primary school. This programme is provided at Poppies because we believe many children in our community are keen and able to develop a significant array of advanced skills and understandings that will prepare them well, not only for the world of school and for the demands of literacy and numeracy, but for life. Each week the group focus on a letter or number for the week. We introduce the children to letters and numbers using the hugely successful and fun Casey Caterpillar programme.

On your child's first day, he/she will be equipped with a stationary kit. This kit includes, a book bag, a homework folder and a writing book. Each week that your child attends, he/she will receive a new home work sheet to complete. These home work sheets are provided to enhance your child's learning in a fun, relaxed and positive way – they are optional, not compulsory. By maintaining this home work folder, you compile a special record to keep, which we hope your child will continue to revisit, enjoy and perhaps share with

their new school teacher

Your child will also be given an early reader to take home, which they can read with you or another family member. At this early stage in their education, we do not expect the children to *read*, rather more, learn about books, e.g. title, author, correct direction for reading, identify letters and possibly words, sounds of letters etc. Children read the pictures when they first learn to read so we certainly do not cover up the illustrations which are there to assist your child to tell the story and/or 'read' the words and/or identify the letters. The children are encouraged to point carefully under each word as they attempt to read. Discussing some aspects of the story develops language and comprehension skills. They need to learn that books are fun and informative and in turn we endeavour, with your support, to foster a positive reading attitude and encourage the enjoyment of reading.

Each session is facilitated by a different Poppies teacher who pre-plans her class, the activities she will provide and the learning outcomes she is aiming to achieve with the group. After each class, the teacher documents her reflections in our transition to school planning and evaluation book.

Food Information

Nutritious morning tea snacks and beverages are provided. Staff at Poppies keep a record of the morning tea served each day. Menus of food offered for morning tea are displayed on the cloakroom notice board. Please bring to your teacher's attention any food or drink you know your child has had an allergic reaction to, so that we can plan our morning teas to suit all children.

Each child must bring a nutritious packed lunch in a clearly named compact lunch box together with a drink in a named drink bottle each day that they attend. Canned drinks, juice boxes and confectionary are not permitted. In line with most local schools, Poppies also prohibits the following foods in lunch boxes.

- Peanuts or Peanut Butter
- Yoghurts
- Sweets/lollies –including coloured and sweetened fruit rollups
- Cans of fizzy drink
-

We have taken this action because of the increasing number of children who suffer serious allergic reactions if exposed to peanuts and/or dairy products. (Note: Cheese, and other more contained dairy foods are acceptable). We trust you understand and will choose one of the many alternatives to tempt your child other than the aforementioned disallowed foods. Lunch box suggestions include:

- A filled sandwich/ roll/pita pocket, pizza, sushi, wrap
- Cheese or humus and crackers
- 1 or 2 fresh fruit and/or dried fruit
- Chopped veggies –carrots/tomatoes/cucumber/radishes
- Small bag of crisps/pretzels/crackers/biscuits
- Home baking

Although all children will be encouraged to eat at meal times, no child will be forced to eat any food. Any uneaten lunch will be sent home so that you can monitor your child's food intake.

Outings

On occasions, the staff may take a group of children to the park adjacent to the kindergarten. In this instance the group will be well supervised and the *Group Walk Policy* will be strictly adhered to.

For kindergarten outings, we require parent volunteers to help transport and supervise up to 3 children. Unless your child will be travelling in a child car seat in your car, you are to supply a named portable car seat on the day of the outing. Each parent volunteer is required to have a current drivers licence and transport their group of children in a registered vehicle with a valid warrant of fitness.

Notification of the impending Day Trip will be included in the newsletter and displayed on the cloakroom notice board. Parents will be required to fill in a permission slip each time, prior to a Day Trip.

Your Child's Health & Safety

Poppies has a comprehensive health and safety system so as to avoid accidents. All efforts to isolate, eliminate or minimise any hazards are continuously carried out, however hazards may arise at any time. Our Safety and Health System is available to read, also signs are displayed around the kindergarten to make you are aware of the already identified, and newly discovered hazards at Poppies. Please notify us of any hazards you feel should be brought to our attention.

Evacuation & Care Plan

The kindergarten has a practical evacuation plan for emergencies including fire, earthquake, flooding, storms, volcanoes, chemical and gas emissions etc. These plans are dis-

played in the kindergarten cloakroom. They include how children will be evacuated and cared for in a variety of emergencies.

In the case of flooding or a tsunami warning , we may need to move to higher ground. As necessary we will walk up Seaview Rd to St Michaels Prep school on Bassett Rd. We have made arrangements with Carolynn Phillips (Principal of St Michaels School) that we would congregate in St Michael's school library.

A map of where you can find St Michaels School is on page 25 of this booklet.

In the event of a civil emergency, the landlines are down and you need to contact your class teacher urgently you may contact the class teachers on their personal mobile phones. Contact mobile numbers and email addresses are on page 24 of this booklet

Please respect that the staff personal mobile phone numbers are published for emergency use only. Thank you.

Sun Protection

During the warmer months sun block must be applied prior to arrival . Also please equip your child with a roll-on sun block which can be kept in their bag/classroom basket for re-application at lunch time.

Immunisation

Parents are able to choose whether their child is immunised or not, however the Health Regulations state that all parents must provide documented evidence of their child's immunisation status on their enrolment form.

We respect if you have chosen not to immunise your child

however should there be an outbreak of a vaccine preventable disease, children who are not immunised may be required to remain at home for the duration of the outbreak. Parents must provide up-to-date copies of their child's immunisation position for our kindergarten records.

Bathroom Usage & Hand washing

Our programme encourages effective hygiene habits. All children will be encouraged to wash their hands after toileting and before eating or food preparation. Change table facilities are available for children in nappies/pull-ups. Parents of children in pull ups are to provide a bag of pull-ups to be kept in the changing room. Teachers will advise parents when their child's pull-up supply needs replenishing. The disabled bathroom is available to any child who requires further privacy when using the toilet.

Smoking Prohibition

Poppies is a total smoke free zone.

Medicine Administration

Our accident & medicine book is used to record details of all medicine (whether prescription or non-prescription) administered to the child whilst at Poppies, the occasions on which it was administered, who administered it and by whose authority. Please note in most cases if your child is needing medicine including panadol, they must stay at home until they are well enough to attend Poppies without medicine.

Rests/Sleeps

Poppies provides a quiet large room upstairs and resting mats for those children requiring a rest after lunch. If you

would like your child to rest after lunch please provide a clearly named draw string bag containing a cot sheet, small pillow and blanket suitable to fit over a child sized bed mat. Please note parents are required to take their child's bed linen home weekly, and/or as necessary, to be washed and returned.

Absence, Sickness or Injury

If your child is unable to attend due to illness or any other reason, Poppies must be notified as soon as possible.

If your child is taken ill during the day, he/she may be taken to the staff room, away from the other children where staff will administer medicine if necessary. In the event of a physical injury, staff will administer first aid. In either case, if your child is upset and/or we are concerned every effort will be made first, to contact you, your spouse, or your nominated emergency contact.

If your child needs emergency medical attention, a doctor will be summoned or your child will be taken to the nearby accident and emergency clinic for treatment. Every attempt will be made to notify you of any minor accident or injury your child may have had on the day of the incident.

If your child has been exposed to or has any infection that may be passed on to others he/she must be kept away from Poppies. The symptoms include:

- a high temperature
- inflamed throat, eyes or ears
- an upset stomach, vomiting or diarrhoea
- a rash and/or swollen glands
- infected sores
- discoloured discharge from the nose

Positive Guidance & Behaviour Management

At Poppies we believe that child management should be positive and nurturing and that individual needs of the child must be taken into account. We encourage independence and responsibility as well as co-operation and sharing amongst the children.

We feel it is important that children's boundaries are made clear and consistent from the onset so that they can feel secure and happy in the Poppies environment.

For children, just as adults, behaviour expresses who they are, reflects how they feel and is a demonstration of needs. At Poppies, we believe a positive, caring and sensitive response to unfavourable behaviour will support and help a child to develop the strategies he/she needs to deal with in the future when it comes to handling difficult emotions/feelings.

We give the child the attention they are seeking – there is always a valid explanation. If a child is demonstrating unacceptable behaviour, we listen, empathise, and offer understanding so that the child feels supported and heard. Once they are heard, a child may be supported and directions and/or suggestions are given on how to view/alter a situation, their inappropriate reaction and /or unacceptable behaviour to appropriate and acceptable. In some situations, a child may be alerted to their unacceptable and/or inappropriate behaviour and/or language and may be re-directed to another activity.

Consistent poor behaviour is discussed at the staff meeting so that all staff can be aware and involved in the develop-

ment of a consistent strategy or plan for that child. The plan will be to first establish and understand the difficulties the child is encountering and why the child is demonstrating this behaviour. Strategies will then be put in place to help the child overcome the problems and try to stop and/or reduce the likelihood of a repeat of that behaviour.

Any persistent behavioural problems will be discussed with parents in confidence.

At no time will any teacher, adult or other child at the kindergarten subject any child to:

- Physical ill treatment

Positive reinforcement of good behaviour is often used i.e. focusing on and rewarding good behaviour. We aim to foster good socially acceptable behaviour by providing an interesting range of activities throughout the day which are stimulating and challenging.

Respecting each child is vital to their emotional development and we feel by managing their behaviour positively and in a supportive way, we are respecting their needs. It is a two-way process as we demonstrate to them that they are worthy of respect, they learn to respect each other and us in turn.

We believe that realistic expectations of children according to their age and/or development stage is important so that undue frustration is not caused to them. Eye contact, a cuddle if appropriate, positive supportive, encouraging words and feedback to children all work together as well as the above mentioned factors to ensure a child management policy which is both positive and effective.

Early Childhood Regulations

Your children's health, safety and education are important to us. As a licensed kindergarten, we are required to consult with you and keep you up-to-date with kindergarten policies, reviews, curriculum/programme developments etc. We shall consult with and notify you of these and all legal requirements via any of the following:

- Emailed monthly newsletters
- Notices on the front door and on the adjacent white-board
- notices displayed on the cloakroom notice boards
- notices posted in your child's art box
- informal meetings at the beginning and end of any sessions

Please take time to read the notice boards and the Poppies Policies file located in the kindergarten cloak room.

If you have any comments or concerns, please speak to a staff member or drop us a note in the *Comments and feedback box* located in each classroom at each teachers station. A copy of the EC Regulations is made available in the kindergarten cloakroom along with the Poppies ERO reviews. Any non-compliance complaints can be directed to Alex Ryan either by telephone 529-4906 or by email to alex@poppies.co.nz

Privacy Act 1993

Personal information supplied on all forms will be used in the event of an emergency and also for a government audit, Ministry of Education and/or as required by law.

NB unless you have stated otherwise home phone numbers are available to all currently enrolled families.

Emergency Response

During emergencies, the safety of children and adults at Poppies is paramount. Poppies has very carefully planned evacuation and response procedures including alternative care arrangements in the case of a civil emergency with the full intention to minimise the risk of injury and stress to children if any emergency response is required.

Please note that in the event we are required to evacuate the building eg for flooding or a tsunami warning, all staff and children will move to higher ground to St Michaels School on Bassett Rd. Please see next page for directions.

In the event of an **emergency only** and you need to contact your class teacher urgently the following are the staff's personal mobile phone numbers.

Alex Ryan	021-2888-422	alex@poppies.co.nz
Sammy Hughes	027-757-5223	sammy@poppies.co.nz
Helen Morris	021-159-2669	helen@poppies.co.nz
Emma Forbes	027-465-1430	emma@poppies.co.nz
Ellie Gulbransen	027-3183-655	ellie@poppies.co.nz
Babila Trivigno	021-0229-1684	

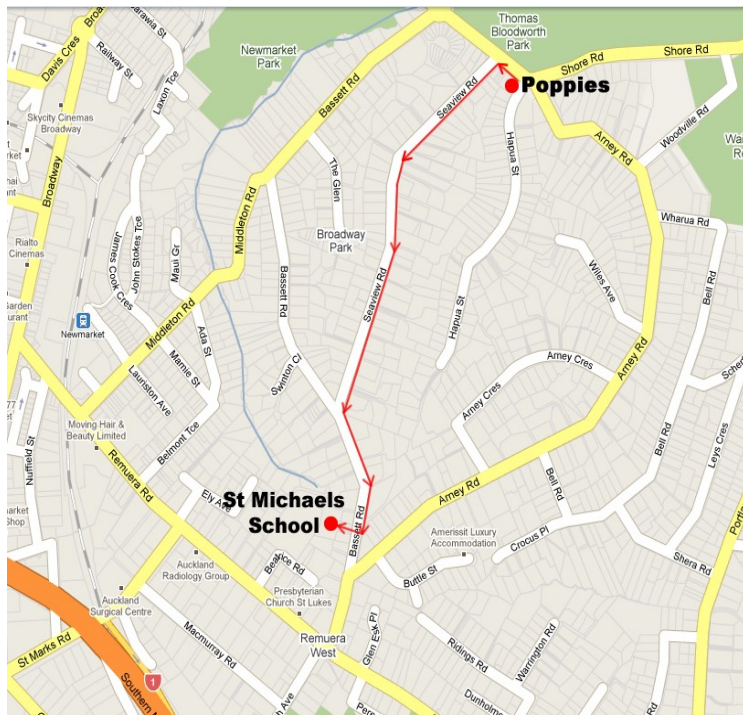
Please respect that these mobile numbers published are only to be used in the case of an emergency. Thank you.

St Michaels School ph. 520-0933.

The staff can be emailed anytime. It is a great way to keep in touch, to let teachers know if your child will be absent; as well, send stories and photos from home to be included in your child's portfolio.

EMERGENCY EVACUATION

Location of St Michael's School



Notes: