



YAU YIH YUN
WCSCC

WELLINGTON CHINESE LANGUAGE PRESCHOOL -
YAU YIH YUN
of the
Wellington Chinese Sports and Culture Centre (WCSCC)

INFORMATION KIT

INTRODUCTION

Welcome to WCSCC Yau Yih Yun (Wellington Chinese Language Preschool)

Please find enclosed the following information:

- Aims and objectives
- Learning experiences and play opportunities
- Behavior management
- Session format and dates
- Parent duty responsibilities
- YYY Enrollment form
- WCSCC Enrollment form and Criteria for Membership

If you have any queries, please do not hesitate to contact a committee member, or email yauihyun@gmail.com

AIMS & OBJECTIVES

AIMS:

1. To foster/maintain the ability to communicate in spoken Cantonese.
2. To develop an appreciation of Chinese identity and values through the medium of the Chinese language.
3. To establish sources through which the knowledge of Chinese culture and heritage can be maintained.
4. To continue to foster goodwill, respect and understanding within the community

OBJECTIVES:

1. To create a learning environment for parents and their preschool age children, to encourage, complement and support Cantonese spoken in the community.
2. To enable contact amongst Cantonese speaking children.

Learning experiences and Play opportunities

Aims

Relationships

To give children the opportunity to learn by meeting and playing with other children and parents regularly.

Empowerment

To provide a variety of fun, educational activities that allow children to have the power to choose their own activities based on their interests. To provide the opportunity for children to maintain, learn and explore their language and culture.

Holistic Development

To help children to grow as a whole - physically, socially, emotionally, intellectually, culturally and spiritually.

Family and Community

To link and involve the children's families and community, and give parents a chance to meet new people and support each other while having fun with children.

We will meet these aims by setting up a variety of areas of play that may include:

Creative Play eg. play dough, clay, collage, painting, messy play

Books and Music

Physically Active Play

Constructive Play eg. blocks, duplo, train set, carpentry

Exploratory Play eg. science & nature, visits & outings, sand, waterplay

Manipulative Play eg. puzzles, threading, sewing/stitching

Equipment for Babies and Toddlers eg. treasure basket, heuristic play, low climbing equipment.

The plan is flexible and therefore may change from day to day to encompass the changing interests of the children. Our Playgroup Plan will be reviewed regularly through discussion and documented with photographs.

Behaviour Management

Procedure for providing positive guidance to children
(behaviour management) for a playgroup

Our playgroup is a non-hitting environment where children feel safe and valued.

Providing positive guidance to children at playgroup is the responsibility of all parents in the group.

Positive behaviour management methods should always be used to ensure that:

- No child hurts themselves or another child
- No child damages property or another child's work
- Children and adults speak to each other with respect.

Try to:

- Explain to children the behaviour you want
- Notice and praise good behaviour when it happens (be specific)
- Model good behaviour yourself
- Be reasonable in what you expect (Be aware of what is "normal" behaviour for the child's age)
- Ignore small things that don't matter
- Allow children to resolve conflicts themselves where possible.

Unacceptable behaviour should be dealt with immediately by the person(s) who observe it, using some of the positive behaviour management methods listed below:

- If children are in immediate danger (e.g. from being hit on the head with a hammer) then an adult should gently physically restrain the hitter
- Explain to the child why the behaviour is unacceptable
- Remind the child of the playgroup "rules" or limits
- Use positive phrases to explain what behaviour is required
- Help the child to verbalise what s/he wants (it maybe helpful to give the child a phrase to use)
- Redirect the child to another activity if appropriate
- Encourage sharing and turn taking.

SESSION FORMAT

SESSION TIMES:

Saturdays - 10.00am - 12.00 noon

Wednesdays - 10.00 am - 12.00 noon

TEACHING FORMAT

Cantonese Teaching (approx 45 minutes)

Children under the guidance of the teacher:

- learn greetings, singing, dancing and play.
- enjoy story time and/or take part in activities in relation to topic of the week.

Morning tea (approx 20 minutes)

- Children bring their own food and drink. (No nut products are allowed)
- Morning tea is provided for parents/caregivers.

Mandarin Teaching (approx 25 minutes)

Children under the guidance of the teacher:

- learn greetings, singing, dancing and play.
- enjoy story time and/or take part in activities in relation to topic of the week.

Craft time/Activity (approx 30 minutes)

- Under guidance of parent/caregiver and the teacher.
- Parent/caregiver assisted activities to reinforce topic of the day and to practice the language.
- Parents/caregiver and children tidy up.

SESSION FORMAT (cont'd)

GUIDELINES/EXPECTATIONS

- Punctuality - Parents to sign in on arrival (for civil defense purposes).
- Song sheets are available to be taken home.
- Craft activities and handouts to be put into scrapbooks supplied by YYY.
- Cantonese is the language to be spoken where possible.
- Parents/caregivers are to be actively involved in the sessions. Duty rosters will be drawn up (refer to 'Parent Duty Responsibilities').
- Let a core committee member know if you are leaving early (for the purpose of the Roll book & evacuation procedures).
- A parent/caregiver must accompany and be responsible for their child or children throughout the whole session.
- Term dates are in line with the school terms. Please see the website below

<http://www.minedu.govt.nz/theMinistry/EducationInNewZealand/SchoolTermsAndHolidays.aspx>

ENROLLMENT & FEES

1. Enrollment is open to children up to, and including the age of 5 years (older siblings are welcome to attend the sessions provided that there are spaces available in the class). Their parents/caregivers automatically become a member of the preschool committee and have the right to attend core committee meetings.
2. YYY fees are \$50 for the first child (includes 18 months and under) and \$30 for each additional child (where the second is older than 18 months) per term and are due by the second week of each term.
3. In addition, the Wellington Chinese Sports and Cultural Centre (WCSCC) charge an annual \$50 membership fee per family. A separate payment should be made into the WCSCC bank account: 03-0539-0179550-04, please state Yau Yih Yun and child/ren's names in the reference. Physical forms need to be returned to Yau Yih Yun.

Paid up WCSCC members receive the regular WCSCC newsletter and emails.

4. Payment can be made via internet banking. The account details are: 030539-0179550-03, WCSCC - Yau Yih Yun, Westpac Bank. Please state your child/ren's name on the reference/code and "term fee" as the particulars.
5. Please refer to WCSCC form titled 'Criteria for Membership' at the back of the information pack for a definition of 'Friends of Centre' membership status.

CONCERT PERFORMANCES

During the year, the WCSCC Yau Yih Yun (YYY) performs in some concerts. These are a good opportunity to promote Chinese cultural values and for children to dress up in traditional costume and sing Chinese songs to a group of audience.

YYY participates in the annual Chinese New Year parade and performance with 10-15 + children singing 3-4 songs and in the past to perform for the Mayor, Launch of Chinese New Year and the Parent and Child shows.

PARENT DUTY RESPONSIBILITIES

A duty roster is drawn up and posted in the kitchen area. It is the responsibility of all parents/caregivers to check which day they are rostered on. If unable to do duty on the assigned day, then make arrangements to swap with another person.

BEFORE THE SESSION:

- Arrive at 9.45 am to help the teacher set up activities for session.
- Prepare adults' morning tea. Boil jug, bring out cups and make Chinese tea.

DURING SESSION:

- Prepare wash-up basin and towel for washing children's hands prior to and after morning tea.
- Clear away and wash/dry dishes after children have eaten.
- Have tables ready for craft/activity time.

AFTER THE SESSION:

- Empty and wash teapots.
- Wash all brushes and lids to paint and any paste containers.
- Wipe down paint area if necessary.
- Vacuum.
- Put away toys.
- Stack chairs.
- Switch off kettle at wall.
- Empty rubbish bag and leave clean bag ready.
- Check that all power points have been switched off (including the heater).

- Take home any dirty washing; remember to return clean items as soon as possible.
- Ensure windows are closed.
- Switch off all lights, including those in the toilets.
- Lock back door.

WCSCC Yau Yih Yun Enrollment Form

CHILDREN DETAILS

Surname	English Name	Chinese Name (Chinese character)	Date of Birth (dd mm yyyy)

PARENTS/FAMILY/CAREGIVER DETAILS

Surname	Parent(s)/Caregiver Name/s	Address	Phone
		E-mail:	Hm: Wk: Mob:
		E-mail:	Hm: Wk: Mob:

Fees per term: \$50 for the first child (includes under 18 months), \$30 for each additional child where the second child is older than 18 months.

In addition to the above, WCSCC charge an annual \$50 membership fee per family.

WCSCC Yau Yih Yun Enrollment Form (continued)

Allergies

Emergency Contacts

1.	Name:
	Hm:
	Wk:
	Mob:
2.	Name:
	Hm:
	Wk:
	Mob:

Optional

Ethnic origin: (tick)

- | | | |
|---|---|---|
| <input type="checkbox"/> Maori | <input type="checkbox"/> Tokelauna | <input type="checkbox"/> Fijian |
| <input type="checkbox"/> Niuean | <input type="checkbox"/> Tongan | <input type="checkbox"/> Cook Is Maori |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Pacific Peoples | <input type="checkbox"/> South East Asian |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Chinese (incl. Taiwanese) | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Middle Eastern, Latin American and African | <input type="checkbox"/> Other (ethnicity not stated) | <input type="checkbox"/> NZ European/Pakeha |
| <input type="checkbox"/> Other European | | |

NB: The information above will be needed to complete annual information surveys

WCSCC Yau Yih Yun Enrollment Form (contd)

Please return the completed form to the Treasurer or Secretary, or send to:

The Treasurer - WCSCC Yau Yih Yun

C/- P.O. Box 541

Wellington

Please sign below if you consent to having your address and phone number printed on the Yau Yih Yun Phone List.

Signature

Enrollment Date: _____ / _____ / _____