



# Bunny Burrows

MONTESSORI

Nurturing young minds  
to explore, create, and  
grow with confidence.





# Welcome to Bunny Burrows Montessori

Children learn through exploration and meaningful, real-life experiences, both within the Centre and local community. We support them to develop the essential life skills and dispositions they need in order to thrive in the future.

At Bunny Burrows Montessori, we make sure that your child has opportunities and experiences that will help them:

- Learn about and understand the world around them.
- Learn to value and respect people, places and environment.
- Grow and develop as a socially competent, caring individual.
- Foster connections with nature.
- Encouraging children to become active citizens, supporting change toward a more sustainable community.
- Build a positive awareness of Te Ao Maori, their own and other cultures.
- Be curious, creative, resourceful, adaptive and resilient.
- Grow confidence and capabilities in science, literacy, the arts, mathematical learning and physical development through hands-on exploration, self-directed activity, and guided discovery.
- Build on their personal interests, strengths and goals.





# Our Philosophy

At Bunny Burrows Montessori, we blend the Montessori method with the principles of Te Whāriki to nurture confident, curious, and capable learners.

We empower children (Whakamana) through self-directed, hands-on learning in a carefully prepared environment that fosters independence, creativity, and joy. Our holistic approach (Kotahitanga) supports growth across all areas – intellectual, emotional, social, and physical – recognising the unique journey of each child.

Strong relationships (Ngā Hononga) and a peaceful, respectful community are central to our practice. We value whānau involvement (Whānau Tangata) and embrace the diverse cultures children bring, working in partnership with families, and our wider community to support a foundation for lifelong learning.



# Our values

At Bunny Burrows Montessori, our values shape how we teach, learn, and grow. Grounded in Montessori principles and the principles of Te Whāriki, they reflect our commitment to nurturing the whole child in a supportive and inclusive environment.



## **Respect - Whakaute**

We foster a culture of respect, where tamariki develop a mindset of wellbeing, caring for oneself, others, and the environment. The principles of Kaitiakitanga are deeply rooted in our day-to-day practise.



## **Empowerment -Whakamana**

We nurture their confidence and agency by empowering tamariki to develop a strong sense of identity. We support tamariki in gaining a sense of self determination to achieve their goals.



## **Curiosity and love of learning – Māhirahira**

We cultivate a deep love of learning, where ākonga are driven by their own curiosity, the joy of discovery, and finding fulfilment in the process of exploration.



## **Community and Collaboration – Ako**

We cultivate a strong sense of contribution and belonging, where tamariki and whānau learn to collaborate, support one another, and grow together through shared responsibility, tuakana-teina relationships, within a culture of inclusion.

## What to bring to the centre

To help your child have a comfortable and enjoyable day, please ensure they come prepared with the essentials listed below.

- A school bag
- A change of clothes
- In summer a clearly labelled sunhat
- In winter a warm hat, jacket and shoes
- Wet bag for wet and dirty clothing
- 'Lunch box' with healthy food in services that do not offer full meal service.

It is important to clearly name all clothing, footwear and bags. This will help staff return the right property to the right child. We can't take responsibility for property that is lost.

Lost property is situated in your child's classroom. Please check for lost property regularly.

Children learn through creative play and this kind of play can be messy. They will get paint on their clothes so dress them in comfortable clothes, easily washed and suitable for active play.



# Our approach to childcare

We believe that Bunny Burrows Montessori stands out from the rest through its commitment to important educational priorities.

## Learning through play

Montessori supports children to develop confidence in their capabilities, work creatively, and discover an ever-expanding world. As they explore with curiosity and engage with their environment, they begin to understand people, places, events, and the natural world. Through this process, they gain increasing competence physically and socially, while developing skills in language, science, mathematics, and geography in meaningful, integrated ways.

## Educating with a sustainable environmental focus

We are committed to sustainable practices and are striving to be respectful kaitiaki (guardians) of the environment, people, and resources entrusted to us. We have a strong focus on reducing, reusing and recycling. Children have the opportunity to take part in gardening, growing, harvesting, cooking and eating. We believe that the link between nature, food and wellbeing is vital so we aim to make these links as visible as possible. Shared meals and seasonal feasts, inspired by hākari in Māori culture, help children understand the importance of food, hospitality and community.



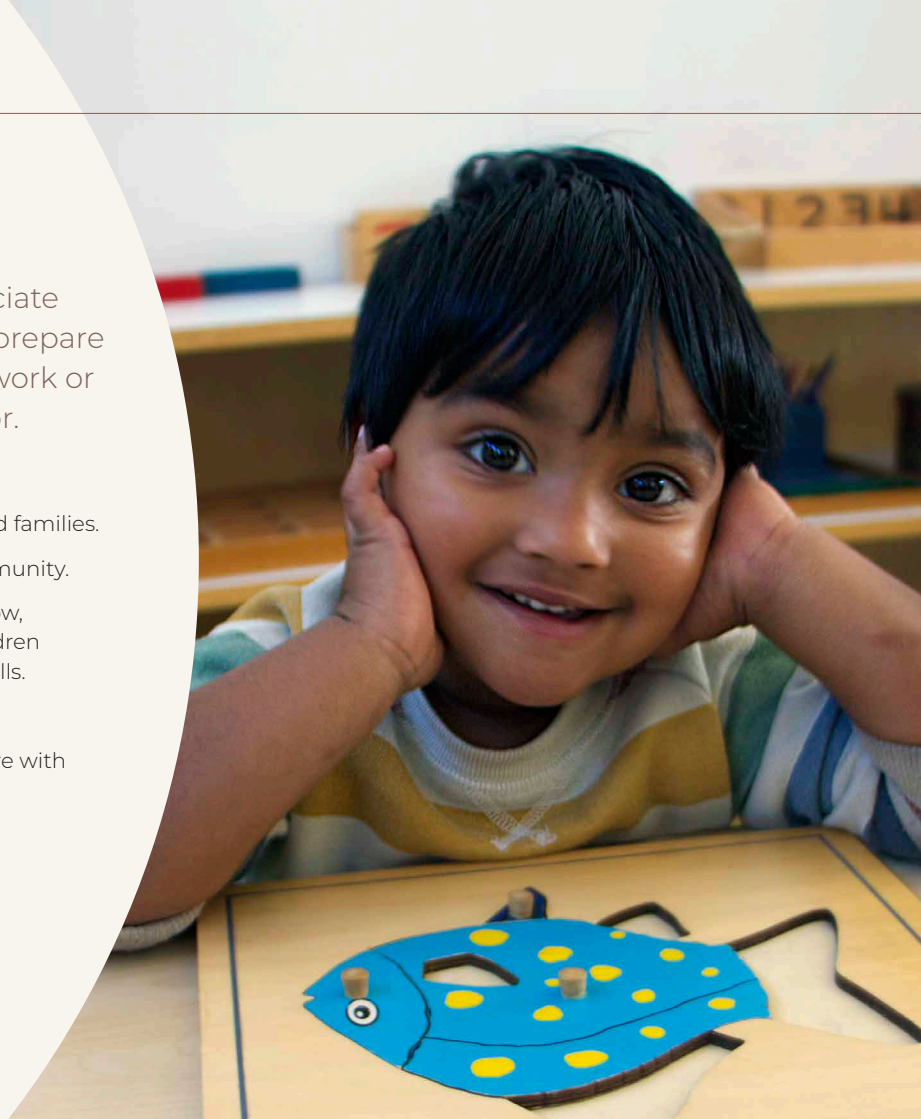


## What we offer

At Bunny Burrows Montessori, we appreciate how a quality child care setting helps to prepare children for life, and enables whānau to work or study, knowing their child is well cared for.

With this in mind we offer:

- A welcoming Montessori environment for children and families.
- Opportunities for parents to become part of our community.
- A safe and nurturing place for children to play and grow, through experiences and opportunities that help children develop physical, social, emotional, and intellectual skills.
- A large, nature based outdoor play area.
- Storypark, an online portfolio which enables us to share with you and your extended family, your child's learning.
- Sunblock.
- A loving environment from new born to school age.
- WINZ Subsidies for eligible families.





# General information

## Hours of operation

The Centre is open from Monday to Friday including school holidays. We are closed for public holidays. See website or opening hours of the centre.

Bunny Burrows Montessori is a cashless centre.

## Fees and payment of fees (inclusive of GST)

Fees are subject to change and may be increased when necessary, at the discretion of Bunny Burrows Montessori.

To enable you to keep on top of your account you may select the frequency of payment that best suits you: weekly, fortnightly, or monthly.

Failure to keep up to date with your fees may result in the dissolution of your child's enrolment.

## Statutory holidays

For ease of automatic payments, full fees are applicable for any statutory holiday that falls on a day when your child would normally attend, as fees are calculated over the year and divided to give a weekly rate.

## Absences

Full fees will be charged for all booked days regardless of whether your child attends or not, with exception of pre-informed annual leave which is 50% of fees for up to 4 weeks per annum.

If your child is going to be absent, please inform the centre by email or phone of their absence and reason for absence i.e. holiday or sickness. We are not able to claim funding for hours or days children are not attending regularly, so please ensure you are attending the hours and days you book.

## Attendance sign-in

You must sign your child in and out on the tablet at reception, using your unique pin number. Pin numbers are not to be shared; each person authorised to collect your child will be allocated their own number.

This is important as it is used in the event of an emergency, as well as documentation required by the Ministry of Education.

## Changes to booked times

Any changes to your child's times must be discussed with the Centre Manager in advance and a change of booking form signed. Please note that changes are subject to availability and there may be wait times on requested days.

# General information continued

## Notification of withdrawal

Two weeks' notice is required in writing. In the event of two weeks' notice not being provided, fees will be required to be paid until the notice period has expired.

## Operational documents summary

The centre has a comprehensive operations manual. This clarifies expectations and ensures a uniform approach to meet regulatory requirements and implement good practice consistently. A copy of our key policies and procedures is available on Storypark.

Some key points within these that you need to understand are:

### Authorisation to collect children

On enrolment you will be asked to identify persons authorised to collect your child. If someone other than those listed will collect your child, please notify the Centre

in advance. Anyone unfamiliar to us may need to provide identification.

### Injuries and incidents

All injuries and incidents are recorded in an Injury/Incident Register. In the event of a serious incident or illness, we will seek medical attention immediately and you will be required to cover the costs. All Kaiako are first aid trained. Significant events will be reported to you immediately.

### Administering medication

Medication can only be administered with written authority. Complete the medicine register for short-term conditions, and discuss long-term plans with a teacher. Medications must be clearly labelled and in original packaging.

### Communication and complaints procedure

Your feedback and opinion is important to us. Please talk to the person concerned, team leader, or centre manager if you

have any concerns. If not resolved, contact the service provider or, in matters of non-compliance, the local Ministry of Education. Our non-compliance procedure and contact details are displayed at reception.

## Illness policy

We are committed to providing a healthy environment for all children and staff. While we cannot eliminate all risk of illness, we implement policies to minimise it. Our cleaning procedures include the use of Zoono hygiene products. Hand sanitisers are available in every room.

Children must stay home if they:

- Cannot participate comfortably in play.
- Require more care than we can provide.
- Have fever (38°C+), persistent crying, breathing difficulty, coughing, or runny nose.

- Have diarrhoea (must be symptom-free for 48 hours with one normal bowel movement).
- Have vomited (must be symptom-free for 48 hours and keep food down).
- Have a rash with fever, or suspected communicable disease.
- Have tuberculosis or vaccine-preventable illnesses (Measles, Diphtheria, Whooping Cough) if unimmunised and exposed.

A 24-hour exclusion is required after starting antibiotics. Bunny Burrows Montessori may request a medical certificate before return.

## Fee policy

### Payment of fees

- Weekly fee includes booked days, statutory holidays, sick days, and other absences.

- Invoices are emailed Tuesday 4pm and due within 7 days via bank transfer or direct debit into the Bunny Burrows Montessori account.
- Fees should be paid weekly.
- Up to 4 weeks holiday per annum at 50% fee with two weeks' written notice. (Subsidy families receive discount on parent portion.)

### Late payment of fees

- \$15 late fee applies if the account is overdue without an arrangement.
- After more than one late fee, a payment plan must be agreed upon.
- Payment plans include current fees and outstanding balances, payable within 12 weeks.
- Failure to maintain plan results in further fees and may lead to service withdrawal within 14 days.

- If services are terminated or fees unpaid, accounts are referred to debt collection. All related costs are the parent's responsibility.
- By the Privacy Act 2020, you authorise Bunny Burrows Montessori to seek and exchange credit information.

### Late pick-up fees

- Late pick-up may apply. Applied on a case-by-case basis.



# Bunny Burrows

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If Bunny Burrows Montessori sounds like a good fit for you and your child, then we'd love to hear from you.

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