

New Zealand Free Kindergarten Union

Method of Establishing A Free Kindergarten

RULES TO BE OBSERVED. GOVERNMENT AID.
REQUIREMENTS AS TO BUILDINGS.

Interested people wishing to open a Free Kindergarten in their town should obtain the following information before writing to the Free Kindergarten Union:—

1. NEED.—That there are at least thirty (30) families permanently resident within a half-mile radius of each other with children under the age of four (4) whom they would enrol if a Kindergarten were opened.
2. BUILDING.—That there is an available building within half a mile of the children's homes and fairly near the Primary School and which could be hired as suitable for a Kindergarten.

N.B.—This building must contain one large room or hall and suitable indoor lavatory, good light, ventilation and heating. A Sunday School Hall is usually suitable, but a hall used frequently for dances and picture shows by adults should never be chosen, as it is never clean and children's furniture and equipment are likely to be damaged. A play area outside is essential. A house (if available) with a garden is usually suitable, as the ground floor generally can be easily adapted and plumbing would exist. (No building may be used until it has been approved by the Education Department's School Inspector.)

PUBLIC MEETING.

This information having been obtained, the interest of the citizens should be assured. To do this, it is advisable to call a **Public Meeting**, with the Mayor or some influential business or professional man in the chair.

A speaker should explain Pre-School Training and stress the value of Kindergartens to the child of 3-5 years as his first experience in social life among his age equals; also to Parents, for whom the Mothers' Club provides so valuable an opportunity for the discussion of **child problems** with the Director and with Specialist Lecturers.

FREE KINDERGARTEN ASSOCIATION.

Should this meeting show the necessary interest, it should be invited to form a **Free Kindergarten Association** to establish and manage one or more Kindergartens in suitable parts of the town. People present wishing to join should be asked to pay a subscription of 5/- or more and undertake to set about raising funds for the maintenance of a Kindergarten. Also these members should elect from among themselves a Council of at least ten (10) **women** to administer the Kindergarten when opened. This Council has entire control of all funds, appoints and dismisses all staff, raises funds by any means it thinks possible, and is responsible to the Education Department and New Zealand Free Kindergarten Union for the keeping of all rules and the maintenance of the required standard of teaching, etc. This Council, at its first meeting, elects its own officers and is required to meet monthly during eleven (11) months of the year on a fixed date.

MEN'S ADVISORY COMMITTEE.

This Committee should be set up as soon as possible and should be composed of five (5) or more prominent men willing to advise on all financial matters. They are asked to meet the Executive of the Council to pass the Annual Balance-Sheet before it is presented to the Annual Meeting and at any other time when their advice would be helpful to the Council.

NEW ZEALAND FREE KINDERGARTEN UNION.

This is a Union of all Free Kindergarten Associations, who have representation on its Executive and the right to send two delegates to its Biennial Conference.

The formation of an Association is absolutely necessary, as the Education Department recognises only Kindergartens managed by Associations and pays all grants to the Council of the Association. Affiliation with the New Zealand Free Kindergarten Union requires that the Association shall have a **Constitution** approved by the Union and have one Kindergarten at work under the direction of a Director holding a recognised **Kindergarten Teacher's Diploma**.

A **Model Constitution**, approved by the Free Kindergarten Union, will be supplied by the Secretary on application and can be adapted to meet local wishes, but must be submitted to the Free Kindergarten Union for approval before being adopted. This Constitution must also be sent to the Registrar when application is made for incorporation.

KINDERGARTEN STAFF.

Kindergartens are staffed on a basis of one Certificated Teacher to every twenty (20) children. No Kindergarten may be opened unless two (2) adults are in charge. The Director must hold a Kindergarten Certificate (no other will be accepted), but, during the present shortage of trained teachers, the assistant may be untrained, but should be over 17 years of age, capable, interested in children, and, if possible, musical.

The minimum salary of a Certificated Teacher is now, by law, £164 per annum. The usual salary asked is £200. The assistant's salary is whatever the Kindergarten Council is prepared to pay and can get a suitable assistant to accept.

KINDERGARTEN ROLL.

No Kindergarten will be recognised with under twenty (20) children on its roll, and no Kindergarten may exceed a roll of sixty (60). The average roll throughout the Dominion is forty (40), but an average attendance of fifty (50) can be properly looked after by two teachers with voluntary aid by mothers.

Free Kindergartens are "free" in the sense that Primary Schools are—that is, **no child** whose parents wish to enrol him, provided he is in normal health, may be refused admission if a vacancy exists. No fees are payable and no parent may be required to contribute to the funds unless she wishes. As a rule, all give generously in money and personal help, but should anyone be unable to do so, the Director must be careful that this is not made public in any way.

GOVERNMENT AID.

The following Government grants are available:—

- (1) A grant of £5 per child per annum, payable on the roll number.
- (2) A subsidy of £1 for £1 on cost of site, building, architect's fees; on initial outlay on equipment—piano, furniture, stretchers and blankets for every child, large mats (5ft. square) for children to sit on for story-telling or free play, picture-books, toys, painting materials, clay, playground swings, slides, jungle gym., push-and-pull toys, mugs, and plates. (Only one grant is given for the first outlay, and the claim must be accompanied by an exact account of cost.)
- (3) Increase to Certificated Teacher's salary of £35 per annum.

KINDERGARTEN BUILDINGS.

These must be designed in accordance with a plan laid down, in which size of rooms, lavatory, and cloakroom accommodation, lighting, ventilation, etc., are specified. A copy of the design can be obtained from the Secretary of the Free Kindergarten Union and can be adapted to the site acquired.

SITE.—Regulations require this to be not less than a quarter of an acre, but, if possible, it should be half an acre, including play area, for a roll of 40 children.

Aspect must be carefully chosen away from a main highway, sheltered from the prevailing wind, and the building so placed that it may obtain the maximum morning sun. The play area must be half-concreted for winter use, and the rest grass, garden plots, and, if possible, trees.

COST OF BUILDING: From £3000 to £4000, of which the Association must raise half. (No subsidy will be paid on any temporary building such as an army hut or on any building unless the site is freehold vested in the Association or Government property.) No building built for a Kindergarten may be let to the public for use for dances, lectures, etc., at any time.

INSURANCE.—All buildings must be insured against fire and staff and children against accident on the premises, provided negligence can be proved.

All inquiries as to other points on which information is required should be addressed to—

The Hon. Secretary of the New Zealand Free Kindergarten Union,

MISS M. ENGLAND,

125 Molesworth Street, WELLINGTON, N.1.

