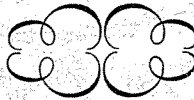




KINDERGARTEN HANDBOOK



1956

NZKU.2.1.9

Box H170



H A N D B O O K

of the New Zealand Free
Kindergarten Union (Inc.)

As a result of a new policy outlined by the Hon. Minister of Education on 25th June, 1958, the requirements for recognition are as follows :—

1. A standard building.
 2. A statement signed by the President and the Secretary of the Association testifying that the Kindergarten is furnished to at least the standard of the "list of first purchases" in the Department's booklet, "Sites, Buildings, and Equipment for Free Kindergartens", and that the site has been paved, grassed and fenced.
 3. Two trained teachers for the Kindergarten, if possible, but at least one for the Director's position.
 4. Satisfactory evidence that there are sufficient children to justify the establishment of the Kindergarten (a guaranteed minimum of 60 and good prospects of there being 80).
 5. Evidence of at least three well attended meetings or discussion sessions, with an informed speaker or leader, on kindergarten theory and practice.
- N.B. It is no longer necessary for an Association to have all its existing kindergartens fully staffed by trained kindergarten teachers before a new one will be recognised.

Foreword

This booklet has been compiled by the New Zealand Free Kindergarten Union to help Associations to understand and appreciate the duties, responsibilities and privileges of providing pre-school education for their district. This is a task that should not be undertaken lightly, since it involves the use of Government and public moneys, and a Free Kindergarten, once established, must be supported and maintained for all time.

The first copy of information is issued free to all Associations. Further copies (2/6) may be obtained from the Secretary, New Zealand Free Kindergarten Union.

Briefly, the position is as follows. All these points will be elaborated in subsequent pages.

Government financial assistance is available to Free Kindergarten Associations only in respect of Free Kindergartens which have been recognised by the Hon. Minister for the purpose. It takes the following forms:

- (a) A subsidy of £2 for £1 on approved sites, buildings and equipment.
- (b) The salaries of the teachers are paid at scale rates in accordance with an approved staffing schedule.

All maintenance and running costs, as well as one-third of all capital expenditure, are the responsibility of the Association.

Before the Hon. Minister will recognise a Free Kindergarten he must be satisfied:

1. That the Kindergarten is established and controlled by a Free Kindergarten Association properly constituted and duly incorporated.
2. That the accommodation is approved by the Director of Education.
3. That the Association has in hand funds sufficient to meet the Association's share of the cost. (Associations must raise between £2,000 and £2,500 for their share of a permanent building and for outlay on equipment. If temporary premises are used, the sum of at least £300 will be necessary.)
4. That trained Kindergarten teachers are available to staff the Kindergarten. (It is highly desirable that both teachers should be trained, but it is essential that the Director hold a Free Kindergarten Diploma.)
5. That the number of children for whom admission will be sought is sufficient to justify the establishment of a Free Kindergarten and to maintain rolls in the future. (A Grade I Kindergarten caters for 80 children, 40 of whom attend morning sessions and 40 afternoon sessions. At least 60 children must be available.)

An Association, once formed, faces four tasks—2, 3, 4 and 5 above. The Council would be well advised to undertake all four tasks concurrently, and to try to complete them all about the same time.

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NEW ZEALAND FREE KINDERGARTEN MOVEMENT BRIEF OUTLINE OF ITS HISTORY

The Free Kindergarten Movement in New Zealand began in Dunedin in 1889. It had its origin in a "thought". The Rev. Dr. Waddell, passing up and down Walker Street, longed in some way to help the waifs and strays who played in the streets in somewhat unsanitary conditions in that neighbourhood. He mentioned the matter to Mr. Mark Cohen, who said, "Why not have a Free Kindergarten?"

The impulse needed to further the cause was given by Bishop Suter. In an address delivered at the Dunedin Town Hall on 4th March, 1889, he set out in a masterly way the advantages of Kindergarten from an educational point of view, and told of visits he had paid to Free Kindergartens in San Francisco. A second meeting, with Sir James Allen presiding, was held on 2nd May, 1889, when an Association was formed. Mrs. W. H. Reynolds was elected president, Miss Kelsey honorary secretary, while Sir James Allen and Mr. Mark Cohen were elected to an advisory board.

The first Kindergarten was opened in Walker Street Mission Hall, Dunedin, on Monday, 10th June, 1889, with fourteen children. For some years Dunedin stood alone in its training of pre-school children, but it did not take long for this fine example to become known. In 1905 Miss Mary Richmond aroused interest in the work in Wellington, and when sufficient funds were collected the first Free Kindergarten was opened there in 1906.

In 1908, Auckland formed an Association to train students and to establish Free Kindergartens in the poorer areas of the city. The work in Wellington and Auckland expanded rapidly, and then in 1911 far-sighted women in Christchurch, under the leadership of Mrs. T. E. Taylor, Mayoress of that city, founded the Christchurch Association, with Miss H. Hull, an English trained pre-school teacher, as its first Director and Principal.

An effort made by Miss Richmond to persuade the Government to take over the Free Kindergarten she had established was not successful, but the policy of the Department of Education regarding the work of the Kindergarten Associations was formulated. Largely as a result of Miss Richmond's approach, in 1909 the Government stated that Free Kindergartens could not become the responsibility of the Department of Education, but it agreed that all Free Kindergartens should be "recognised". The Department undertook to inspect all Free Kindergartens, and promised that a Capitation Grant of £2, based on the average attendance, would be given in respect of all approved Kindergartens, provided that an equal sum of money was raised locally.

It soon became evident that some form of union of Associations would be in the best interests of the movement, and in 1912 a conference was held in Dunedin, attended by delegates from the four centres, to consider the formation of a national organisation. The following year, 1913, at a second national meeting, a New Zealand Union was formed. 1914 saw the outbreak of war, and no further meeting was held until May, 1920, when a conference was held in Wellington.

It was during this period that educational methods were undergoing considerable change, as understanding of the needs of children was becoming better known and appreciated. The work of Madame Montessori and Professor Findlay was profoundly affecting educational thought. Formal work was giving place to freer methods likely to promote self-expression, self-development and self-reliance. In the Kindergarten the formal timetable was being replaced by a planned programme of free activity, designed to assist children to become independent, self-reliant and happy as members of a group. The need for specially-trained Kindergarten teachers to direct the work led to the establishment of training centres at Auckland,

Wellington, Christchurch and Dunedin, giving a two-year training course in child development, education and Kindergarten method. Each centre gave a Kindergarten Teacher's Diploma to those who successfully completed the course. The Government also granted a diploma to those who passed its examination.

All Kindergarten members were united in their desire to train student teachers so that pre-school children in New Zealand could have the opportunity of kindergarten experience as psychologically sound as any in the world. It was realised, therefore, in 1926, that a real Free Kindergarten Union, to co-ordinate the work of the Free Kindergarten Associations, by setting standards for student training and Kindergarten practice, would be the most effective way of attaining this end.

Accordingly, a conference was held in Wellington, and the old Free Kindergarten Union was refounded. This conference, which was attended by delegates from the five Associations of Auckland, Wellington, Christchurch, Dunedin and Invercargill, agreed that membership would be open to all Free Kindergarten Associations in receipt of a Government capitation grant, that conferences would be held bi-ennially and that refresher courses for Principals would be held in the intervening years, in one or other of the training centres. A Standing Committee, of a representative of each of the affiliated Associations, was set up to meet each year.

1926 . . . The Free Kindergarten Union was formed, with Lady Sidey, of Dunedin, as president, and Miss Alexander, also of Dunedin, as secretary. A constitution was drawn up.

1928 . . . The constitution was amended, and it was agreed that refresher courses were to be held every second year, between conferences, for all Kindergarten teachers.

1931 . . . The Government withdrew the capitation grant of £2 for each child, during the years of depression.

1932 . . . The Carnegie Education Trust offered a scholarship to a Kindergarten graduate to study Kindergarten methods in the United States for one year. Miss E. Scott, of Wellington, was the one chosen to receive this opportunity. Later Miss R. Wilkie, of Dunedin, Miss C. Colegrove, of Auckland, and Miss E. Parsons, of Christchurch, were granted similar scholarships.

1934 . . . There was a change of office-bearers when Mrs. Kidd, of Auckland, became president and Mrs. Milson, also of Auckland, secretary.

1935 . . . Mr. P. Fraser, the newly-appointed Minister of Education, restored the capitation grant.

1936 . . . The capitation grant was increased to £4 per child, on the average attendance.

1939 . . . A model Kindergarten was built in Wellington for the Centennial Exhibition.

1941 . . . The first allowance to students in training was granted. There was a change of office-bearers and Mrs. J. Doctor, Wellington, became president of the Union and Miss Maud England, secretary. It was during this year that Auckland withdrew from the Union.

1941 . . . The Pre-school Educational Centre in Dunedin was first opened in temporary quarters. This centre is jointly administered by the Free Kindergarten Association and Plunket Society, and is a centre for observation and training for Kindergarten students, Plunket nurses and others interested in the pre-school field. It is a Nursery School which caters for the child's health as well as his physical and social development. It is not residential, but the children attend all day. It is classed as a Special School by the Department of Education. Miss E. Hamilton was appointed its first Principal and Dr. Helen Deem, was appointed Medical Adviser by the Plunket Society.

1942 . . . The Nursery School at Taranaki Street, Wellington, was opened for children of mothers engaged in war work in factories, etc. Children attended five days a week from 7.30 a.m. to 5 p.m. The extra cost and the salaries of the additional staff members were paid by the War Expenses Account. When war ended this Nursery School was not closed. It had proved to be so valuable in the training of students, and it was still so urgently needed for those children whose mothers were in full-time employment, that the Department of Education decided to treat it as a Special School and to provide it with the extra funds needed for its successful functioning. A similar Nursery School established along the same lines is in operation in Auckland.

1942 . . . A model constitution, to be used by all Associations, was approved by conference.

1943 . . . The capitation grant was increased to £5 per head per child on the same basis as before. There was also a subsidy on all buildings and equipment (initial) of £1 for £1.

1945 . . . One hundred grants of £70 per annum for students in training were made available by the Department of Education. This year was an important one in the development of the Kindergarten service. A Consultative Committee was set up by the Government to investigate pre-school services in New Zealand, and to make recommendations covering every aspect of pre-school work. The findings of this committee have been a guide to the Kindergarten movement, and have set the pattern for its development. A copy of the report was published and has become known as the Red Book. Miss M. Gallagher was the secretary of this committee.

1946 . . . Miss Gallagher was appointed to the newly-created position of Supervisor of Pre-school Services. Her position was made permanent in 1947.

1947 . . . Permission was granted to Free Kindergarten Associations to advertise staff vacancies in the Education Gazette, and copies of the Gazette were sent to all Associations.

There were 11 Associations affiliated to the Union in 1947 and 50 Kindergartens, excluding those under the Auckland Association.

1948 . . . This was another important year in the Union's history. An appeal was made for greater financial assistance from the Government, and as a result the responsibility for the payment of Kindergarten Teachers' salaries was accepted by the Department of Education. Regulations governing the hours of work of Kindergarten teachers were issued and a temporary salary scale approved. Number of Associations, 19; number of Kindergartens, 72 (excluding Auckland).

1949 . . . Mrs. A. K. Hadfield was elected president of the Union. A permanent secretary, Mrs. B. H. Barnard, was appointed at a salary of £300 per annum, and an office in Wellington was established. The constitution was revised, and affiliation fees increased to cover the cost of the new office, etc. Minimum fees were set at £15/15/- per annum. An executive was appointed to act for, and on behalf of, the Conference when not in session, this executive to meet each quarter. The president and executive were appointed for two years.

During this year subsidies were increased to £2 for £1, and the number of student grants was increased to 175.

The British Council offered a bursary to a Kindergarten graduate, and the Union made a grant to the scholarship holder, Miss Barns, of £50 from its Scholarship Fund. Miss Barns left New Zealand in July, 1951.

A national diploma to replace the ones issued by each of the Training Centres was designed and approved. It was first used in 1950.

1951 . . . The financial statement of the Union in July, 1951, showed that the cost of the Union office and full-time secretary far exceeded the income of the Union. It was decided to close this office, appoint a part-time secretary at £100 per year, and to revise the constitution. Affiliation fees were reduced to a minimum of £3/8/- per annum. The president and executive were elected to hold office for one year, with the stipulation that the president could not hold office for more than four consecutive years. The number of executive meetings was reduced, and a secretary appointed who resided in the same town as the president.

Mrs. A. F. Johnson was elected president, with Mrs. M. F. Sorrell as secretary. There were 31 Associations affiliated to the Union, and 101 Kindergartens, excluding those under the Auckland Association.

From this time the Union's position as the co-ordinating body of the movement was firmly established and its status fully recognised. With increased Government assistance and the growing public awareness of the importance of pre-school education there was a rapid growth in the number of Associations.

1952 . . . Pamphlets of information for new Associations and a new constitution were drawn up.

As a result of representations made to the Department of Education and the N.Z. Broadcasting Service a weekly session, entitled 'Kindergarten of the Air', was established, to help parents in country districts. This proved so successful that two sessions have been broadcast since 1954. The Union is represented on the Broadcasting Committee controlling this programme.

1953 . . . Suggested by-laws were framed. The Kindergarten Teachers' Association was formed.

1954 . . . Auckland rejoined the Union.

1955 . . . As a result of an approach to the Minister of Education by the Union an improved salary scale was granted.

The new Pre-school Centre in Dunedin was opened by the Hon. Hilda Ross, Minister of Social Welfare, with Miss Margaret Just as Principal and Dr. Helen Deem as Medical Adviser for the Plunket Society.

Miss Christine Heinig, Associate in Early Childhood and Secondary Education, Washington, D.C., visited New Zealand Free Kindergartens.

In 1955, the president, Mrs. Johnson, at the invitation of the Australian Pre-school Association, attended the biennial conference in Melbourne. This marked a step towards international relations.

Mrs. H. McCreanor was elected president of the Union, with Mr. M. S. Annand as secretary at a salary of £200 per annum.

At the conference held in Christchurch it was unanimously agreed that the Union Scholarship should be named the Jamieson Bursary, in recognition of the outstanding service to the movement by Miss I. M. Jamieson, of Hamilton.

At 1st May, 1956, there were 55 Associations operating 175 recognised Kindergartens.

INFORMATION CONCERNING THE ESTABLISHMENT OF A FREE KINDERGARTEN ASSOCIATION

Rules to be observed; Government aid; requirements as to buildings, etc.

The New Zealand Free Kindergarten Union is a body which consists of and co-ordinates Kindergarten Associations throughout New Zealand working in the interests of Kindergarten. It is the liaison between the Department of Education and the local Free Kindergarten Association—which controls and maintains, in accordance with its own rules, and regulations laid down by the Government, the Free Kindergarten or Kindergartens in that locality. Only through a properly constituted Association can Government aid be received.

Therefore:

- (a) Form a Free Kindergarten Association in your district.
- (b) Join the N.Z.F.K. Union.

HOW TO SET ABOUT FORMING A FREE KINDERGARTEN ASSOCIATION

Step 1. Interested people wishing to form a Free Kindergarten Association should obtain the following information:

- (a) Ascertain the need for a Kindergarten. Compile a list of children between the ages of 2½ and 4 years who would attend if a Kindergarten were opened. At the time of opening Associations will have to satisfy the Department of Education that there are sufficient children to justify the establishment of the Kindergarten and to maintain rolls in the future.
- (b) Find out what **support** you are likely to get for a Free Kindergarten in the district—create public interest by talking about Kindergarten work.
- (c) Find out if there is a hall or building available until such time as a permanent building can be erected.

N.B.—No building or section for a building may be purchased or leased without the authority of the Department of Education. See **later paragraph on buildings.**

- (d) Enlist the support and co-operation of the Mayor and prominent citizens. Ask the Mayor to preside at a public meeting to discuss the formation of a Free Kindergarten Association.
- (e) Prior to this meeting study the **Model Constitution for Associations** included in this Handbook.

Step 2. PUBLIC MEETING

- (a) Assure a good attendance—advertise in the local papers—create public interest in as many ways as possible. Invite all community organisations to send representatives.
- (b) Ask the Mayor, if possible, to preside.
- (c) Invite some able and knowledgeable person to speak about the benefits, etc., of Kindergarten. (The N.Z.F.K. Union would be pleased to help if needed.)
- (d) Be prepared to form an Association at this meeting by having a resolution ready.
- (e) Make a list of those present and later (or at that meeting) enrol them as **members** of Kindergarten Association.
- (f) Elect a Council to take the necessary steps to work for a Free Kindergarten—not more than 20 members.

It is desirable to make the membership of your Association as large as possible because each member increases the interest taken by the district in Free Kindergarten movement. It should therefore be steadily increased year by year. The subscription of members form a certain, if small, income for the Council. 5/- seems a reasonable annual subscription to ask.

N.B.—Newspaper reports give further publicity.

Step 3. COUNCIL MEETINGS. PREPARATION FOR THE OPENING OF A FREE KINDERGARTEN.

- (a) At the first meeting elect the officers necessary.
- (b) Discuss and prepare a Constitution for adoption by members of the Association at a subsequent meeting. N.B.—It is necessary to adopt a Constitution based on the Model provided by the Union and to submit this to the Union for approval. When approval has been given the Constitution should then be presented by your Council, through your hon. solicitor, to the Registrar of Incorporated Societies for incorporation. The Department of Education will “recognise” only those Associations which are duly incorporated and have fulfilled other conditions set out in the foreword. All members of an Incorporated Society are bound by its rules.
- (c) Notify the Union that your Constitution has been registered and that you are a duly incorporated Free Kindergarten Association, actively working for a Kindergarten.
- (d) Devise means of raising money. The Union considers that Associations should have at least £300 in hand to meet immediate commitments upon opening a Kindergarten (equipment, rent, maintenance, caretaking, incidental expenses, insurance, etc.).

N.B.—The Department of Education will pay a subsidy of £2 for £1 upon all permanent approved equipment, buildings and sites to any “approved” Free Kindergarten Association in respect of any “recognised” Kindergarten. Receipts for all these must be forwarded with application. Maintenance costs are the sole responsibility of Associations and are not subsidised or reimbursed by the Government.

- (e) **Buildings:** Seek a suitable building. Free Kindergartens may be opened in halls until it is possible to erect a building. A permanent building should be aimed at. Any building or hall which it is proposed to use as a Free Kindergarten must be inspected and approved by an officer of the Department of Education. Buildings should be available on five mornings and five afternoons a week. They must have at least one large room or hall and have suitable lavatory accommodation, light, ventilation, heating system and adequate outdoor playing space. There must be a written agreement, acceptable to the Department of Education, between the hall authorities and the Kindergarten Association.

FREE KINDERGARTEN HOURS

Free Kindergartens are open for morning sessions of three hours on five days a week and for 2½ hours on two afternoons, but do not cater for the same children both morning and afternoon. The remaining three afternoons are taken up with Kindergarten duties and work with parents. Kindergartens are free in the sense that any parent wishing to enrol a child between the ages of 3 and 5, who is in normal health, may do so, provided there is a vacancy. It is free, too, in the sense that attendance is not compulsory as it is in primary schools. No fee is charged, but voluntary donations from parents are encouraged and generally most willingly given.

Step 4.

Finally, remember the N.Z.F.K. Union is the co-ordinating body of the Free Kindergarten Movement, and will be pleased to help new Associations in every way. The Union is also the liaison between your Association and the Department of Education. When the Union is satisfied that new Associations have fulfilled the necessary requirements—

- (a) Become incorporated.
- (b) Secured the necessary funds.
- (c) Found a suitable and approved building, etc.
- (d) Secured trained staff.

A letter is sent from the Union to the **Director of Education** sponsoring the Association's application for "formal recognition" of the Kindergarten.

When this is received the Association is eligible for the benefits of Government assistance—e.g., staff salaries, subsidies, etc., in respect of the new Kindergarten.

Step 5. AFFILIATION WITH THE UNION.

Affiliation with the Union is granted when the Association has fulfilled the necessary requirements of:

- (a) Adopting a Constitution approved by the Union and the Registrar of Incorporated Societies.
- (b) Having sufficient funds in hand.
- (c) Actively working for a Kindergarten and having reasonable hope of opening one in the near future.

Affiliation entitles Associations to all the benefits of the Union—to representation at all annual meetings and to voting power thereat; to the services and help of the Union at all times and in all difficulties; to advice in obtaining staff; to participation in and helping forward Kindergarten policy matters with the Government and with the public.

Affiliation fee is an initial expense only—£3/3/-.

Annual membership fee is £3/3/- until a Kindergarten is opened, and when Kindergartens are running an annual subscription is payable, which varies with the number of Kindergartens in the Association.

INFORMATION CONCERNING STAFFING REGULATIONS, payment of salaries, grades of school, enrolments and registers, etc.

Regulations for Free Kindergartens in New Zealand are laid down by the Department of Education.

These regulations provide for:

1. **GRADES OF SCHOOL**—Grade 1 Kindergarten up to 40 children—for both morning and afternoon rolls. Grade 2 Kindergarten up to 60 children—for both morning and afternoon rolls.

No Kindergarten will be “recognised” with under 20 children on its roll, and no Kindergarten may exceed a roll of 60 children. The Department of Education does not favour Grade 2 Kindergartens.

2. **STAFF**—two adults in each school of 40 children; three adults in each school of 60 children.

Staff must be trained, i.e., hold a Kindergarten Teacher's Diploma, and accept full-time employment.

The Director of Education has power, in special circumstances, to approve of the appointment of untrained assistants, and to assist the Associations during the present staffing shortage he allows them to maintain existing Kindergartens with only one trained teacher (the Director) and an untrained assistant. He also permits Associations to open a new Kindergarten for 40 children with a trained Director and an untrained assistant, provided the existing Kindergartens under the control of such Associations are fully staffed with trained Kindergarten teachers. New Associations, therefore, may open their first Kindergarten with one trained and one untrained teacher, but a second Kindergarten cannot be opened until the first is fully staffed by trained Kindergarten teachers.

3. **SALARIES:** All salaries of teaching staff and bursaries of students in training are paid by the Government. The rate of salary may be obtained from the Department of Education, or from the office of the Union. Money for these salaries is paid in advance by the Government into the bank account of the Association and is disbursed by the secretary or person authorised to do so (firm of accountants) by the Association.

Sick leave is granted to staff according to the regulations laid down by the Government. Students and teachers may contribute to the Government Superannuation Fund.

4. **HOURS TO BE OBSERVED:** Regulations require—

- (a) A period of three hours in the morning of each of five days in the week.
- (b) A period of 2½ hours in the afternoon of two days in each week, known as afternoon Kindergarten.

Note: Separate rolls are kept for morning Kindergarten and for afternoon Kindergarten.

- (c) A period of 2½ hours during the afternoon on one day in each week for home visiting and parent-teacher consultation.
- (d) Periods in the afternoon of the remaining days of the week totalling 2½ hours and such other periods as may be necessary to ensure efficient conduct of Kindergarten.

5. RECORDS, REGISTERS, ETC.: Admission Register, daily Registers and Records, etc., must be kept by the Director in the manner prescribed by the Director of Education and shall be available at any time for inspection by his authorised agents.

All registers, etc., required may be obtained from the Department of Education upon application by the Association. These are: Register of Attendance, E19/1; Admission Register; Pay Lists, Form E2/3; Staff Record Cards (obtainable from the last employing Association).

6. ASSOCIATION BY-LAWS: It is customary for the Association to draw up a set of rules for the guidance of the Director, staff and the parents, covering such points as time of arrival and leaving, rules for children on trams, tricycles, etc., waiting lists. These will vary with local conditions (a model set of by-laws is included in this Handbook).

7. WAITING LISTS, ETC.: Children between the ages of 3-5 years may attend Kindergarten, but the Government regulations provide that they leave at the end of the term in which they become 5 years. Children who are 2½ years old may attend afternoon session provided that not more than one-fifth of the total number in the afternoon be under 3 years. The Director should open and keep a waiting list. Children should be admitted according to their order on this list, except in special circumstances. The waiting list is solely the prerogative of the Director, except in the case of opening a new Kindergarten, when it is advisable for the Director to consult with her chairman.

METHOD OF ADVERTISING FOR STAFF:

The secretary of an Association should word an advertisement for the staff required and send it, in duplicate, to: The Editor, School Publications, Department of Education, Wellington. This will then appear in the Education Gazette, to which all trained Kindergarten teachers have access.

The Union also advises Associations to insert the same advertisement in the local daily newspaper.

TRAINING:

Directors of Kindergartens are trained at four centres, Auckland, Wellington, Christchurch and Dunedin. The training is for two years. Trainees are selected by a special committee and approved by the Director of Education. The Department grants training allowances to students, plus boarding allowances to those living away from home. It is wise for Associations to try to induce girls from their local post-primary schools to apply for training. A candidate for training as a Kindergarten teacher shall have the following qualifications, and shall comply with the following requirements:

- (a) She shall be not less than 17 years of age on the last day of February in the year in which she commences her course of training, or 16 years 9 months if she has completed four years' full-time post-primary education.
- (b) She shall have had at least three years full-time post-primary education or have passed School Certificate or possess equivalent or superior educational qualifications or possess such other educational qualifications as may be accepted as sufficient by the Director of Education in any special case.
- (c) She shall furnish to the Selection Committee for the training centre that she wishes to attend:
 1. A satisfactory medical certificate.
 2. Two satisfactory testimonials (one of which shall be preferably from the headmistress of the school that she last attended), as to her character and personality.
 3. A birth certificate.

THE RELATIONSHIP BETWEEN FREE KINDERGARTEN ASSOCIATIONS, COUNCIL, LOCAL COMMITTEES AND PARENTS' CLUBS (PARENT-TEACHER GROUPS)

A Free Kindergarten Association may be formed in any town or district for the purpose of establishing and maintaining a Free Kindergarten or Free Kindergartens in that town or district, subject to rules and regulations laid down by the Government. It consists of members who are interested in and work for the movement, and who pay the annual subscription laid down by the said Free Kindergarten Association's Constitution. To comply with Government requirements an Association must become an incorporated body.

THE COUNCIL OF A FREE KINDERGARTEN ASSOCIATION:

This is the governing body of the Association, consisting of those members elected and appointed to it according to the Constitution of the Association. There may be any number of Kindergartens within one Association. This Council is responsible to the N.Z.F.K. Union and to the Department of Education, Wellington, for the efficient management and administration of Kindergarten or Kindergartens in accordance with Government regulations, and for the development of the Kindergarten movement within its district.

The Council of the Association is the medium through which all communications concerning Kindergarten in the district are made to the Union, the Department of Education and the Government. The Council of the Association appoints and controls the staff of its Kindergarten or Kindergartens and disburses the salaries of the staff, which have been paid into the Council's banking account by the Government for this purpose. Council members should sponsor all money making efforts for Kindergarten maintenance and expansion.

Council members should publicise the Kindergarten movement and make it their duty to expand public interest in what is being done by the Kindergarten movement for the young child. Suitable members of the Council should be appointed by the Council to make regular periodical visits to the Kindergarten to see that a high standard of efficiency is being maintained. Such a person should be tactful, helpful and observant. Any advice, assistance or information needed by an Association will be readily supplied by the N.Z.F.K. Union.

LOCAL COMMITTEES:

The Council may, and in general practice, does, delegate certain responsibilities to Local Committees when the Association grows beyond one Kindergarten. These Local Committees are like School Committees of primary schools, while the Council holds a position similar to that of an Education Board. A Local Committee accepts such powers and responsibilities as may be delegated to it by the Council, and, in general practice, is asked to find the necessary money to build, maintain, equip and furnish the Kindergarten. It is assisted in this task by voluntary donations from parents and by subsidy grants from the Education Department on all approved initial equipment and furniture. As a sub-committee, it is responsible to the Council of the Association for the general administration of the Kindergarten. Directors and assistants work in harmony with the Local Committee in all matters pertaining to the Kindergarten and submit a written monthly report to the Committee on Kindergarten matters. No additions are made to the furniture or equipment of the Kindergarten except by, or with the consent of, the local committee.

All applications for subsidy must be made through the secretary of the Association.

PARENTS' CLUBS:

Parents' Clubs are the Parent-Teacher groups of the Kindergarten, but are really more important because they are an integral part of the educational "set up" known as Kindergarten. Parents' Clubs are formed:

1. To foster closer relations between parents and teachers in order to gain greater understanding of the emotional and social needs of the child.
2. They are educational.
 - (a) They should foster interest among the parents in the educational work being done for the children, and encourage a free exchange of ideas on child behaviour among parents and friends.
 - (b) They should arrange study groups and lectures for the widening of the understanding of all who deal with little children in the most important formative period of growth.
3. They are a social group.
 - (a) They should foster friendship and good social relationships among parents.
 - (b) They should be willing to help the Local Committee in its task of maintaining a high standard in the Kindergarten and should help the Local Committee when they are required to assist the Council of the Association.
Although it is important to remember that this is not their main function, they may raise money for the Kindergarten if they so desire, but they may not make purchases for the Kindergarten without the full knowledge and consent of the Local Committee.
 - (c) They can be of great assistance to the Kindergarten by fostering a wide public interest in the value of the Kindergarten to the community.
4. They form a pool of mother helpers from which assistance may be obtained in a case of staffing emergency.
Some sources of help in finding lecturers, etc., for Mothers' Clubs:
Adult Education Service.
Department of Health.
School Dental Service.
Plunket Society.
Kindergarten Training Centres, etc.
National Film Library.
N.Z. Free Kindergarten Union.

MINIMUM REQUIREMENTS IN EQUIPMENT AND FURNITURE. GOVERNMENT SUBSIDIES, ETC.

1. The local committee of a Free Kindergarten is responsible to the Council of the Free Kindergarten Association of that town, who in turn is responsible to the Department of Education for the maintenance, upkeep and efficiency of the Free Kindergarten under its jurisdiction. Therefore, the local committee of any newly-opened Free Kindergarten should take great care in choosing well made, light, yet durable, correct and adequate equipment.

2. Booklet Issued by Department of Education:

The Department of Education has compiled a comprehensive booklet giving requirements in equipment, furniture, sites and buildings. This may be obtained by application of the local committee through its Council to the Department of Education. Price 2/6.

N.B.—The Union considers it wise for a committee not to buy any but the barest necessities without consultation with, and the active help of the Director who will be in charge of the Kindergarten and will be using these materials. It is not advisable that everything be purchased before the day of opening.

3. Home-made Toys and Equipment:

Home-made toys (big carts, strong boxes on strong axles and wheels, trucks, etc., for two or three children to play in, several dolls' beds, etc.), are strongly advised and could be made by a capable local tradesman, or by interested fathers. This method of obtaining toys is strongly advocated by the Free Kindergarten Union to save expense and to provide variety, individually and stimulation among Kindergartens.

4. Commercially-made Equipment:

As firms making permanent Kindergarten equipment and play materials are constantly changing and improving their articles, the Union strongly urges the local committee, through its Association, to apply to the nearest Kindergarten (good neighbour scheme) for help and guidance as to where and what to purchase from conveniently-placed commercial firms. The Union would also be pleased to help in this matter.

5. Subsidies, etc.:

The Government will grant a subsidy of £2 for £1 on all initial, permanent, approved Kindergarten equipment and furniture, including a piano. No subsidy may be claimed on replacements, or upon perishable materials such as chalk, paper, etc., which are the responsibility of the local committee.

6. How to Obtain Subsidy:

The local committee should submit to its Council a complete list of permanent materials purchased, together with all receipts for same, requesting the Council to make application to the Department of Education, on behalf of its Kindergarten, for the full subsidy payable. No subsidy will be paid except through the Free Kindergarten Association of that town and in respect of the receipts submitted for approved materials.

7. Buildings, etc.:

It is desirable that all Free Kindergarten Associations ultimately build their own Kindergartens, thus assuring for the children that high standard of health and efficiency which the Government desires. To this purpose all Kindergarten Associations are advised to open and maintain Building Funds.

**MODEL CONSTITUTION AND RULES OF
KINDERGARTEN ASSOCIATION (INC.)**

FREE

I. NAME:

The name of the Association shall be "The
Free Kindergarten Association (Incorporated)."

II. OBJECT:

To establish and carry on in and
suburbs Free Kindergartens.

III. MEMBERSHIP:

- (1) Any person over the age of seventeen or any corporation or Company may be admitted to be and become a member of the Free Kindergarten Association on payment of a subscription of Five Shillings (5/-) per annum or more.
- (2) Any person may become a life member of the said Association on payment of the sum of Five Guineas (£5/5/-) and as such shall be entitled for life to attend and vote at all general meetings of the said Association.
- (3) The Association or the Council thereof may at any time elect as an honorary life member of the said Association any person who has rendered great service to the Association, by way of furthering its objects.
- (4) If any member not being a life member of the Association shall make default in payment of the subscription of Five Shillings (5/-) for any one year such member will cease to be a member of the Association.

IV. OFFICERS:

- (1a) The affairs of the Association shall be managed and controlled by a Council consisting of ten or more women members of the Association who shall be elected at each annual general meeting of the Association from the members of the Association, or
- (1b) The affairs of the Association shall be managed and controlled by a Council consisting of ten or more men and women members of the Association who shall be elected at each Annual General Meeting of the Association from members of Association.

N.B.—Associations preferring this method need not appoint a Men's Advisory Finance Committee.

ELECTION OF OFFICERS

The members of the Council elected at the Annual Meeting shall at their first meeting elect from their members a President and at least two Vice-Presidents, who, together with the Secretary-Treasurer, shall form the Executive of the Council.

- (2) The members of the Council shall be eligible for re-election at the Annual General Meeting of the Association from year to year.
- (3) Every member of the Council (with the exception of a Patron) shall *ipso facto* vacate her office:—
 - (a) If she is absent from three consecutive meetings of the Council without leave.
 - (b) If, by notice in writing to the Council, she resigns her office or membership thereof.

- (4) The Council may elect a Patron of the Association from time to time as it thinks fit. Interim or casual vacancies on the Council shall be filled by the Council.
- (5) There shall also be appointed by the Council a **Men's Advisory Committee** consisting of not less than five members which shall meet from time to time as required by the Council. The duty of that committee shall be to advise the Council when requested so to do upon all matters or affairs of importance in which the Association may be interested or concerned and to approve the Annual Balance Sheet.
- (6) The Council may appoint from time to time and for such period as it may think fit honorary solicitors and honorary physicians and may at any time in their absolute right revoke any such appointment or appointments.

V. ANNUAL GENERAL MEETING:

- (1) The Annual General Meeting of the Association to receive the annual report shall be held as soon as possible after the month of March in each year, at such time and place as shall be fixed by the Council. At least fourteen days' notice of such Annual General Meeting stating the nature of the business to be brought before the meeting shall be given by at least two advertisements in a public newspaper circulating in the district.
- (2) The Council shall annually call to be prepared and laid before the general meeting of the Association in each year a statement of the income and expenditure and a balance sheet containing a summary of the property and liabilities of the Association.

VI. EXTRAORDINARY GENERAL MEETING:

The Council may, whenever it thinks fit, and shall, on requisition in writing by any five or more members, convene an extraordinary general meeting. Seven clear days' notice at least, specifying the place, the day and the hour of any extraordinary meeting and the purpose or the general nature of the business for which it is to be held shall be given either by advertisement—two insertions at least—in a public newspaper circulating in the district or by notice sent by post to each member of the Association who is qualified to vote.

VII. COUNCIL AND EXECUTIVE MEETINGS:

The Council and Executive shall meet at least eleven times each year during the months of February to December, notice in writing of each meeting being sent out to members at least seven days before the day of meeting.

VIII. A QUORUM:

- (1) The quorum for any general meeting shall be fifteen and the quorum for a meeting of the Council shall be five.
- (2) If within half an hour from the time appointed for any meeting a quorum is not present, the meeting, if an extraordinary general meeting shall be dissolved. In any other case it shall stand adjourned until the same day next week at the same time and place and the members present at the adjourned meeting may transact any business as if they constituted a full quorum.

IX. ADJOURNMENT:

The Chairman of any meeting, whether a general meeting or a meeting of the Council may, with the consent of the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

X. METHODS OF VOTING:

- (1) At all meetings of the Association or the Council thereof every member shall have one vote and no more and in case of an equality of votes the chairman shall have both a deliberative and a casting vote.
- (2) No member shall be entitled to vote at any meeting unless all subscriptions or moneys due to the said Association shall have been paid by the said member.
- (3) Voting shall be determined by a show of hands.

XI. POWERS OF THE COUNCIL:

- (1) The management and control of all the property, real and personal, of the Association shall be vested in the Council, who may exercise all such powers and do all such acts and things as may be exercised or done by the Association and are not hereby or by Statute expressly directed or required to be exercised or done by the Association.
 - (a) They may from time to time take all steps and proceedings and do all acts and things they may consider advisable for carrying into effect the objects of the Association.
 - (b) They may appoint or employ and at their absolute discretion dismiss, remove or suspend such servants or agents as they may from time to time think fit and fix their period of engagement and, except in the case of teachers, fix their salaries and emoluments.
 - (c) They may institute, conduct, defend, compound or abandon any actions, legal proceedings and demands by or against the Association or otherwise concerning the affairs of the Association.
 - (d) They may receive and sign and give effect to receipts and discharge for all debentures, dividends or securities for money, debts, goods, chattels and effects which shall come to their hands or to which the Association or Council may become possessed or entitled to or which may become due, owing, payable or transferable to the Association or Council from any person or persons, corporation or Government.
 - (e) They may from time to time control, invest and deal with all or any of the funds or moneys of the Association in such manner as they shall think fit and from time to time at their absolute discretion vary any such investments or realise the amount invested therein and they may deposit or bank all or any of the funds or moneys of the Association in such bank or banks as the Council may determine and may withdraw the same from time to time.
 - (f) They may draw, sign, accept, endorse or otherwise deal with cheques, dividend warrants, interest notes, promissory notes or other instruments payable to the Association or the Council and affix the Seal of the Association as herein provided to all such documents, contracts, transfers, conveyances, leases, bonds, debentures, securities, assignments, deeds and instruments entered into and executed on its behalf as they may deem necessary or in relation to all the purposes, affairs or matters in which the Association may be interested or concerned.

- (g) The Council may in their absolute discretion delegate to any of their members all or any part of their powers or duties and may from time to time appoint special committees and sub-committees consisting of such numbers of their members as they think fit, either permanent or for such period and for such purpose or purposes as they shall determine and in particular may appoint one or more local committees, consisting of such numbers as they think fit for and around a Kindergarten school and may define what shall be their respective powers and duties subject always to the Rules of Association and to the supervision of the Council; such committee or committees shall go out of office at the end of each year and a new committee or committees for the ensuing year may be appointed by the Council.
- (h) The Council shall have power to frame such by-laws, regulations and standing orders as may from time to time be deemed necessary for the purpose of regulating the affairs of the Association, including the powers and procedure of any committee, local committees or sub-committees PROVIDED that such by-laws, regulations and standing orders are not inconsistent with these Rules or the Rules of the New Zealand Free Kindergarten Union (Incorporated). All by-laws, regulations and standing orders so made shall be brought to the notice of members by displaying the same in a conspicuous part of the Kindergarten premises at least one calendar month before the same shall come into force. All by-laws, regulations and standing orders so made shall be binding upon the members until repealed by the Council or set aside by a resolution of a general meeting of the Association.

XII. BORROWING MONEY:

The Council shall have the power from time to time if authorised by the Association to borrow or raise money and secure payment of the same or to secure the payment of any money owing by the Association for the satisfaction or performance of any obligation or liability incurred or undertaken by the Association in such manner as the Association shall determine and in particular by the issue of debentures or by mortgage or charge or lien upon the whole or any part of the Association's property or assets (whether present or future). The Council may purchase, redeem or pay off such security or securities. The Council may borrow from the Association's bankers on overdraft or otherwise with or without security or securities PROVIDED HOWEVER that no asset shall be pledged as security under the power conferred by this clause if any such asset has been purchased either wholly or in part from funds obtained from the New Zealand Government.

XIII. MINUTES:

- (1) The Council shall cause minutes to be duly entered in books provided for the purpose:
- (a) Of all appointments of officers.
 - (b) Of the names of the members of the Council present at each meeting of the Council and at any committee or sub-committee of the Council.
 - (c) Of all resolutions and proceedings of general meetings and of meetings of the Council and of committees or sub-committees.

XIV. ACCOUNTS:

- (1) The Council shall cause true accounts to be kept:
 - (a) Of all sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure takes place.
 - (b) Of all the assets, credits and liabilities of the Association including all mortgages, charges and securities of any description affecting any of the property of the Association.
 - (c) The Council on behalf of the Association shall make the returns by Section 23 of "The Incorporated Societies Act, 1908", or by such other statutory provisions for the time being in force dealing with such Associations or Societies.
- (2) All moneys and funds of the Association shall be kept in the name of the Association.
- (3) The bank account shall be operated on by two office-bearers to be appointed in writing by the Council.
- (4) The Association shall have a Common Seal which shall be in the custody of the secretary. The seal shall be affixed by the president to all deeds, documents, or other instruments at the direction of the Council in the presence of any two office-bearers appointed to do so by the Council.

XV. AUDIT:

- (1) An auditor shall be elected at each Annual General Meeting of the Association and the retiring auditor shall be eligible for re-election. Once at least in every year the accounts of the Association shall be examined and the correctness thereof and of the balance sheet ascertained by the auditor.
- (2) The financial year shall begin on the 1st April and end on the 31st March.

XVI. ALTERATION OF RULES:

- (1) The rules of the Association may be altered, added to or rescinded by a special resolution of the Association. A resolution shall be deemed a special resolution of the Association if:
 - (a) Passed by a majority of those members of the Council present at a duly called meeting of the Council, and
 - (b) Confirmed by a majority of those members of the Association present at a general meeting of the Association of which at least seven days' notice has been given stating the nature of the resolution for confirmation at the meeting so called.
- (2) The Association shall register any alteration in, or additions to, its rules, as required by any statutory provisions for the time being in force.

XVII. WINDING UP AND SURPLUS ASSETS:

Upon the winding up of the Association the funds and assets of the Association shall be disposed of in such manner as the Association in general meeting shall decide, provided, however, that any asset which has been purchased in whole or in part with Government funds shall in such winding up revert to the Crown.

ASSOCIATION NOT FOR PROFIT:

The Association is not created for purposes of profit and no member other than a salaried officer shall derive any pecuniary benefit from the funds of the Association.

The foregoing Constitution and Rules were adopted at a meeting of the Association held on

BY-LAWS. GENERAL POINTS TO BE CONSIDERED:

Associations should frame by-laws setting out the various relationships of the Council, of the Local Committee, and of the staff to the Association and towards one another, and at the same time defining clearly the functions and duties of each.

These by-laws should be variable to fit the local conditions under which each Association works.

A copy of the full by-laws should be given to each Local Committee and to the staff of the Kindergarten and kept with their files.

POINTS TO BE NOTED IN FRAMING A SET OF BY-LAWS FOR ANY ASSOCIATION:

1. Kindergartens exist solely for the benefit of little children. They should be regarded as a **service to the community**. Associations, Councils, Local Committees and staffs are expected to work together in perfect harmony and full co-operation for the furthering of this objective.
2. Authority for administering and organising the Kindergarten movement is jointly shared by:
 - (a) The Government.
 - (b) The Free Kindergarten Association of the district.
 - (c) The staff.
3. Certain of these powers and authorities are vested in and allocated as follows:
 - (a) The **GOVERNMENT** through Government regulations:
 - e.g. Salaries.
 - Staffing schedules.
 - Hours of work.
 - Standards of buildings.
 - Teachers' training (partially).
 - Age range of children.
 - Subsidies, etc., etc.
 - (b) The **ASSOCIATION FOR THE DISTRICT** through the local constitution and by-laws.
 - e.g. 1. All liaison with the Department of Education.
 2. All correspondence with outside bodies.
 3. Finance, including disbursement of all Government moneys received by way of salaries, subsidies, etc.
 4. Appointments and control of staff.
 5. Holidays.
 6. Opening of new Kindergartens and planning new areas.
 7. Insurance.
 8. Organisation and management of Kindergarten affairs generally within its district.
 9. Buildings and ownership of property.

An Association may if it so desires delegate through its constitution certain aspects of its authority:

To a Council.

To an Executive.

To Local Committees.

To sub-committees, including advisory and building committees, etc.

(c) **THE STAFF** through right of professional training:

e.g. Syllabus of work.

Rolls and waiting lists.

Discipline, management and internal organisation of the Kindergarten.

Management of junior staff.

Types of equipment.

Organisation of Parents' Clubs, etc., etc.

4. Associations should define in by-laws the functions delegated to any Council, Executive, Local Committee or sub-committee and at the same time cover their relationships to the Association and to the staff.

SUGGESTED BY-LAWS FOR ASSOCIATIONS

Associations are responsible for the following, but in practice delegate to a Council:

1. DEPARTMENT OF EDUCATION:

All correspondence for whatever purpose, whether for plans, buildings, subsidies, finance, staff, records or record forms, etc., must be conducted by the Council of the Association.

2. CORRESPONDENCE:

All correspondence with outside bodies, etc., is conducted by the Council of the Association and Local Committees must work through this channel.

3. FINANCE:

All management of finance, banking, collecting of moneys, etc., must be conducted according to the Rules of the Association. Local Committees are given direction by the Council of the Association covering their powers and responsibilities and the conditions under which they may raise moneys, etc.

4. BUILDINGS:

No alterations and additions to buildings and no purchase of big and expensive equipment may be carried out by Local Committees except with the approval and under the authority of the Association, which is responsible to the Government for seeing that these are of the required standard, etc. Buildings may not be let. They may be used only for purposes for which a primary school is used, and these are usually confined to functions in connection with the Kindergarten. For any other functions the Council must give its approval and consent.

5. HOLIDAYS AND CLOSING OF SCHOOLS:

All dates of closing and opening of Kindergartens, holidays, etc., are the responsibility of the Association. No Kindergarten may be closed for any purpose whatsoever except by the direction of the Council of the Association or by the Medical Officer of Health. In cases of epidemic, etc., schools are closed by order of the **Medical Officer of Health** and may not be closed by an Association except under his direction. Associations are required by the Department of Education to adhere fairly closely to the holidays prescribed for State primary schools.

6. WEEKLY SCHEDULE:

Kindergarten Associations should note that they are responsible for seeing that the "minimum weekly schedule" laid down by Government Regulations is adhered to, i.e., the Kindergarten must be open for the requisite times:

- (a) 5 mornings 3 hours each
 - (b) 2 afternoons 2½ hours each
 - (c) A further period of 2½ hours for home visiting and parent-teacher work.
 - (d) A further period of 2½ hours made up on the remaining afternoons of each week.
- { Sessions with children.

The broad basis is full-time employment of staff.

7. APPOINTMENTS:

Appointments of staff are made by the Council of the Association and given in writing to the applicant by the secretary.

8. COMPLAINTS, ETC.:

No complaint about buildings, staff or any other matter by parent or person in the district may be dealt with by the staff, by the Local Committee or by the Council of the Association unless the same has been received in writing and thoroughly investigated.

9. RECORDS, ETC.:

The Council of the Association should keep Teachers' Salary Record Cards and when staff transfer to other Associations should send these forward to such Association.

The Council should see that all records required to be kept are placed in a suitable permanent home.

COUNCIL VISITING:

For the purpose of carrying out these duties a small visiting sub-committee may be appointed by the Council to visit local Kindergartens. Such sub-committee may not in any way interfere with the professional organisation or management of the Kindergarten. This sub-committee reports to the Council on visits paid. This makes for closer co-operation between Council and local Kindergartens.

SUGGESTED BY-LAWS FOR LOCAL COMMITTEES OF FREE KINDERGARTEN ASSOCIATION

Associations usually delegate the following responsibilities to Local Committees when the Association grows beyond one Kindergarten:

1. BUILDINGS:

These are usually under the jurisdiction of the Local Committees but are owned by the Association and their title deeds vested in the Association and the Government (subsidy).

All plans for new buildings, etc., must be approved by the Council of the Association and finally by the Government and all correspondence relating to the same with the Department of Education must be conducted by the Council of the Association.

2. MAINTENANCE:

Caretaking, incidental expenses, heating and lighting, equipment, etc., are usually delegated by the Association to Local Committees. Also all responsibility for rentals, etc., when Kindergarten is held in a local hall.

3. VISITING COMMITTEE:

For the purpose of carrying out these duties a visiting sub-committee of not more than two members may be appointed by the Local Committee. Such sub-committee may not in any way interfere with the professional organisation or management of the Kindergarten.

4. GROUNDS AND EQUIPMENT:

The maintenance of the grounds and provision of standard and suitable equipment and play materials is usually the responsibility of the Local Committee. In permanent buildings the laying out of the grounds and planning and placement of outdoor equipment, together with all other types of equipment should be arranged by agreement with the Director and her staff and should be submitted to the Council of the Association for final approval.

5. SUBSIDIES, ETC.:

All accounts for new permanent equipment, furniture and buildings upon which subsidy from the Government may be claimed must be submitted to the Council of the Association. Only through the Council of the Association may an application for subsidy be made to the Government.

6. FINANCE:

All moneys raised for local Kindergarten purposes by the Local Committee must be accounted for, banked and used in the terms of the Association's rules and with its approval.

SUGGESTED BY-LAWS FOR STAFF OF FREE KINDERGARTEN ASSOCIATION

1. HOURS:

Minimum hours are set by the Department of Education, but times of opening and closing school should be defined by the Council of the Association, Local Committee and staff in consultation, to suit local conditions.

9 a.m. to 12 noon — 1 p.m. to 3.30 p.m. or 1.30 p.m. to 4 p.m.

Teachers should be expected to be on duty fifteen minutes before opening of school to see that everything is in readiness and should remain until the last child has been called for.

2. ABSENCE:

A Kindergarten teacher should not be absent from her class at any time during the day, except in an emergency and with the consent of the Council of the Association.

3. LEAVE OF ABSENCE:

All absences of staff should be reported to the secretary of the Association immediately and suitable relieving staff found. A medical certificate must be submitted to the secretary of the Association after three days of absence through sickness.

4. ACCIDENTS:

All accidents must be fully reported by the staff to the secretary of the Association on the day on which they occur.

5. PLAYGROUND SUPERVISION:

At all times when children are playing out of doors the staff must be in attendance.

6. WAITING LISTS AND SCHOOL ROLL:

These are the prerogative of the Director. It is, however, deemed advisable for a Director, for her own protection, when opening a new Kindergarten in a new district, to consult with the chairman of her committee on this matter.

7. SALARIES:

Salaries shall be paid by the Council of the Association on the last day of each month.

8. RESIGNATIONS:

Teachers must give Associations at least one full month's notice of resignation. In the case of resignation from the service three months is recommended by the Union and would be considered a courteous gesture. This would give reasonable time for replacement of staff.

9. APPOINTMENTS:

Appointments are made by the Council of the Association. Staff should keep their letters of appointment, giving the terms of their appointment, amount of salary, etc. All untrained staff appointments are considered temporary and may be terminated at any time by notice given under the authority of the Association. It is usual to employ untrained staff from month to month.

10. RECORDS:

All records asked for by the Department of Education must be kept up to date by the staff, forms for which shall be obtained from the Department through the Council of the Association. Staff are expected to keep all records required by the Council of the Association. Receipts for parents' donations, etc., are required by the Council of the Association.

RECORDS REQUIRED:

1. Register of Admission.
2. Daily Attendance Register.
3. Daily Programme.
4. Monthly Attendance Returns for the Association.
5. Waiting Lists.
6. Furniture and Equipment Inventory (book preferable).
7. Petty Cash Book.
8. Record of Mothers' Club Meetings.
9. Record of Home and Parent Visits.
10. Monthly Report to Committee and to Council of the Association.
11. Receipt Book for Parents' Donations.
12. Milk Forms where required, etc., etc.
13. Gazettes (all back numbers filed).
14. Registers, etc. (all back numbers filed).

SUGGESTED RULES FOR LOCAL COMMITTEES

NAME:

The name of the committee shall be—

..... Free Kindergarten Association (Inc.).
..... Committee.

OBJECTS:

1. To provide a link between the Kindergarten and the Council of the Association.
2. To act for and on behalf of the Council by accepting the responsibility for maintenance, upkeep and insurance of the Kindergarten.
3. To work in harmony with the staff in all matters pertaining to the Kindergarten and the Association.
4. To co-operate with the Council in all money-raising activities organised for the good of the Association.

OFFICERS:

At the annual meeting of residents of the area served by the Kindergarten a committee of at least ten members shall be elected. The Director, who attends each monthly meeting of the committee, shall hold office by virtue of her position. There shall also be a representative of the parent club, appointed by the committee of that club.

COMMITTEE MEETINGS:

At the first meeting of the committee it shall elect:

- (a) A chairman.
- (b) A vice-chairman.
- (c) A secretary-treasurer or a secretary and treasurer.

It shall also appoint:

- (a) A representative to attend Council meetings.
- (b) Official visitors to the Kindergarten (not more than 2).

Committee meetings shall be held monthly, with at least ten per year, and a true record shall be kept of the business transacted.

ANNUAL MEETINGS:

The Annual Meeting shall be held in February of each year, when the Annual Report and Balance Sheet shall be presented.

A copy of these shall be sent to the hon. secretary of the Association for inclusion in the Annual Report of the Association. The financial year ends on 31st December of each year.

FINANCE:

The committee shall control all money raised by and donated to the committee. This money shall be banked in the name of the

..... Free Kindergarten Association (Inc.)
..... Committee.

The committee may open a Post Office Savings Bank account as well as a trading bank account. To operate these accounts three trustees shall be appointed, any two of whom have power to act. The committee shall be responsible for the petty expenses of the Director who shall keep a record of the spending of this money and present it to the committee monthly.

All claims for Government subsidies shall be made, at the end of each term, through the Hon. Secretary of the Association. Applications shall be accompanied by receipts.

The committee, when required to do so, shall make a contribution to the Council of the Association, to assist with the working expenses of the Association.

DUTIES AND RESPONSIBILITIES:

The committee shall be responsible for the rent of the Kindergarten (if in a hall), for cleaning, heating, general maintenance and repair, fire insurance, equipment and petty cash. The committee may arrange, through the Director, for voluntary contributions from parents, but **no demands** may be made. The contributions shall be handed to or banked for the committee by the Director.

SUGGESTED RULES FOR PARENTS' CLUBS

NAME:

The name of the club shall be Kindergarten Parent-Teacher Club.

OBJECTS:

- (a) To foster co-operation and friendly relations between parents and staff members of the Association.
- (b) To give parents and staff opportunities for mutual understanding of the children under their care.
- (c) To arrange educational, social and recreational meetings during the year.

MEMBERSHIP:

Membership shall consist of those parents or guardians who:

- (a) Have children at Kindergarten.
- (b) Have had children at Kindergarten.
- (c) Have children on the waiting list.

OFFICERS:

At the Annual Meeting of parents, held in February of each year, a committee of nine shall be elected. The Director and her assistant shall be appointed to the committee by right of office.

COMMITTEE MEETINGS:

At the first meeting of the Committee it shall elect:

- (a) A convener.
- (b) A deputy-convener.
- (c) A secretary-treasurer or a secretary and treasurer.

It shall appoint a representative to attend local committee meetings and shall plan the broad outline of the year's activities.

Meetings shall be held monthly at a time convenient for the Director to attend.

CLUB MEETINGS:

The Parent Club shall meet at the Kindergarten once a month when the Director and her assistant shall be present. Local committee members may also attend and ex-mothers and interested people should be invited.

FINANCE:

It is important to remember that money-raising is not the main function of the Parent Club, but the Club may plan to help the local committee financially. The method of raising moneys and the purpose for which such shall be used shall first be discussed with and approved by the committee. Funds collected by the Club shall be paid into the local committee's bank account within one month of receipt, with a recommendation as to how they should be spent. Individually, as parents, each member has a responsibility to help the local committee in its efforts for the Kindergarten.

DUTIES OF DIRECTOR:

The Director is the employee of the Association, and, under the Council of the Association, is in charge of the Kindergarten. She must be consulted about and must approve of any function arranged for the children. She is not responsible for the raising of money but should co-operate with her committee. She should call the initial meeting of the Parent Club, and, acting jointly with the convener and secretary, should call the annual meeting of the Club.

INFORMATION REQUIRED FOR RECOGNITION OF KINDERGARTEN BY DEPARTMENT OF EDUCATION

1. Name of Association—postal address and name of new Kindergarten.
2. Name and address of president (and of chairman of local committee, if there is one).
3. Names of staff with—
 - (a) Qualifications.
 - (b) Date of certificate.
 - (c) When duties commenced.
4. Date of admission of first children.
5. Number of children on roll—morning, afternoon.
6. Amount of money at bank.
7. Building—hall or permanent.
8. Future needs of the district.
9. Copy of Constitution adopted.

ADVICE TO AN ASSOCIATION OPENING ITS FIRST KINDERGARTEN

Assuming that the Association has complied with all Government regulations and is ready to apply for recognition, the following points of advice may be helpful:—

- (a) Do not expect to open with a full roll on the first day. The roll should be built up gradually, at the discretion of the Director, as the children settle into new and strange surroundings.
- (b) A Kindergarten is “a child’s garden”, and it is the child who must always be your first consideration.
- (c) Do not attempt to buy all your equipment before your Director is appointed. It is safe to order chairs, tables, easels, multiple unit blocks, etc., as set out in the booklet of the Department of Education under “First Purchases”, but you should consult and be guided by your Director thereafter.
- (d) For addresses of firms which supply approved equipment, you should consult the Union Office, your nearest Training Centre, or an established neighbouring Association.
- (e) Write to the Department of Education for—
 - (i) Admission Register.
 - (ii) Register of Attendance—E19/1.
 - (iii) Pay Lists—Form E2/3.
- (f) Obtain a strong, well-bound volume for use as an enrolment book (waiting list) and rule columns thus for your entries:

No.	Name	Date of Birth	Date of 3rd Birthday	Parent’s Name and Address	Father’s Occupation	Com- ments	Adm. No.
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A specimen form for enrolments is included in this Handbook, but should not be used in place of an enrolment book. Separate forms can easily be lost or mislaid.

- (g) It is necessary to keep an inventory of all equipment provided for your Kindergarten. It is the duty of the Director to check this at the end of each year. The most convenient form of inventory is one that corresponds with the manner in which equipment is listed in the Booklet on Sites Buildings and Equipment issued by the Department of Education.
- (h) Once affiliated to the New Zealand Free Kindergarten Union, you may use the Union Block (price 12/6, obtainable from Union Office) for your Association’s notepaper.

- (i) If, when you are ready to open your Kindergarten officially, you need advice in planning this great day, you should write to the Union Office or consult your nearest Kindergarten Association.
- (j) Make sure that you have made adequate provision for the insurance of all property owned by your Association or subsidised by the Government. The Union recommends that each Association should hold a comprehensive policy covering:
 - (a) The Kindergarten building.
 - (b) Furniture and equipment.
 - (c) The staff (employer's liability).
 - (d) Casual workers, i.e., cleaner, gardener, voluntary labourers (employer's liability).
 - (e) The children (public risk policy).

N.B.—At present the Union holds a policy covering the children in all Kindergartens controlled by Associations affiliated to the Union. Associations may accept this as sufficient cover or decide to take out their own.

APPLICATION FOR ADMISSION OF CHILD TO KINDERGARTEN

Name of Child (in full)

Date of Birth

Name, Address and Telephone Number of Parent or Guardian

Occupation of Father

Date of Application

Date of Child's Third Birthday

Signature.....

NOTES FOR SECRETARIES

(These are designed to help new secretaries.)

- (a) All usual secretarial duties:
e.g. Minutes; filing inward and outward correspondence; notices of meeting; preparing agendas and reports to newspapers, etc.
- (b) Other duties:
 - (1) Study and be conversant with all Government Regulations, Union Pamphlets and By-laws.
 - (2) Acknowledge all communications and send prompt replies to all enquiries.
 - (3) Keep special files for Union and Departmental correspondence and if possible have indexes attached to each of these files.
 - (4) Keep record cards of staff members and when a teacher transfers to another Association make sure that her record card is sent forward. Send record cards of teachers who leave the service to the Union Office.
 - (5) Apply to the Education Department well before the end of each year for Attendance Registers, Salary Sheets and Admission Registers.
 - (6) Applications for subsidy should list items and enclose receipts.
 - (7) (a) Receive applications for positions and present these to Council for consideration.
(b) Pay salaries.
(c) Get signatures for salaries paid and send pay-list to Education Department.
(d) Keep note of sick leave on record card.
 - (8) Send a copy of Annual Report and Balance Sheet to the Secretary of the Union and to the Director of Education.
 - (9) Make application to the Department for recognition of each new Kindergarten.
 - (10) Inform the Union Office of opening of new Kindergartens and of new buildings. Invite President of Union to official openings.
 - (11) Notify Union Office and Director of Education of any change in office bearers.
 - (12) Notify Union Office and Director of Education of changes or additions to staff.
 - (13) Notify Union Office of February roll numbers for insurance purposes.
 - (14) Notify Union Office of any accident to child involving possible claim.
 - (15) When a new secretary takes over all Government, Union and other files should be handed on by the retiring secretary.
 - (16) All Executive members of Associations should be conversant with all Union and Departmental correspondence.
 - (17) Remember the Jamieson Bursary for an overseas scholarship.
 - (18) Remember to add exchange to cheques.
 - (19) Send suitable information for News Letter to Union Office.
 - (20) Remember that all Member Associations are eligible to use the Kindergarten Block on headed paper. Block may be obtained from the Union Office for a small cost.

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NEW ZEALAND FREE KINDERGARTEN UNION
(INCORPORATED)

SALARY SCALE

The following salary scale for Kindergarten Teachers is
the one in operation from 19th November, 1956:

Student Allowance £195

Boarding Allowance £55

For certified teaching staff:

Scale I	Scale II	Scale III
Assistants	Directors	Senior Directors
350	405	455
380	430	485
405	455	510
430	485	535
	510	560
	535	590
	560	615

Scale IV	Scale V	Scale VI
Supervisors	Assistant Principals	Principals
510	560	725
535	590	750
560	615	785
590	645	810
615	670	835
645	695	
670	725	