

KINDERGARTEN HANDBOOK



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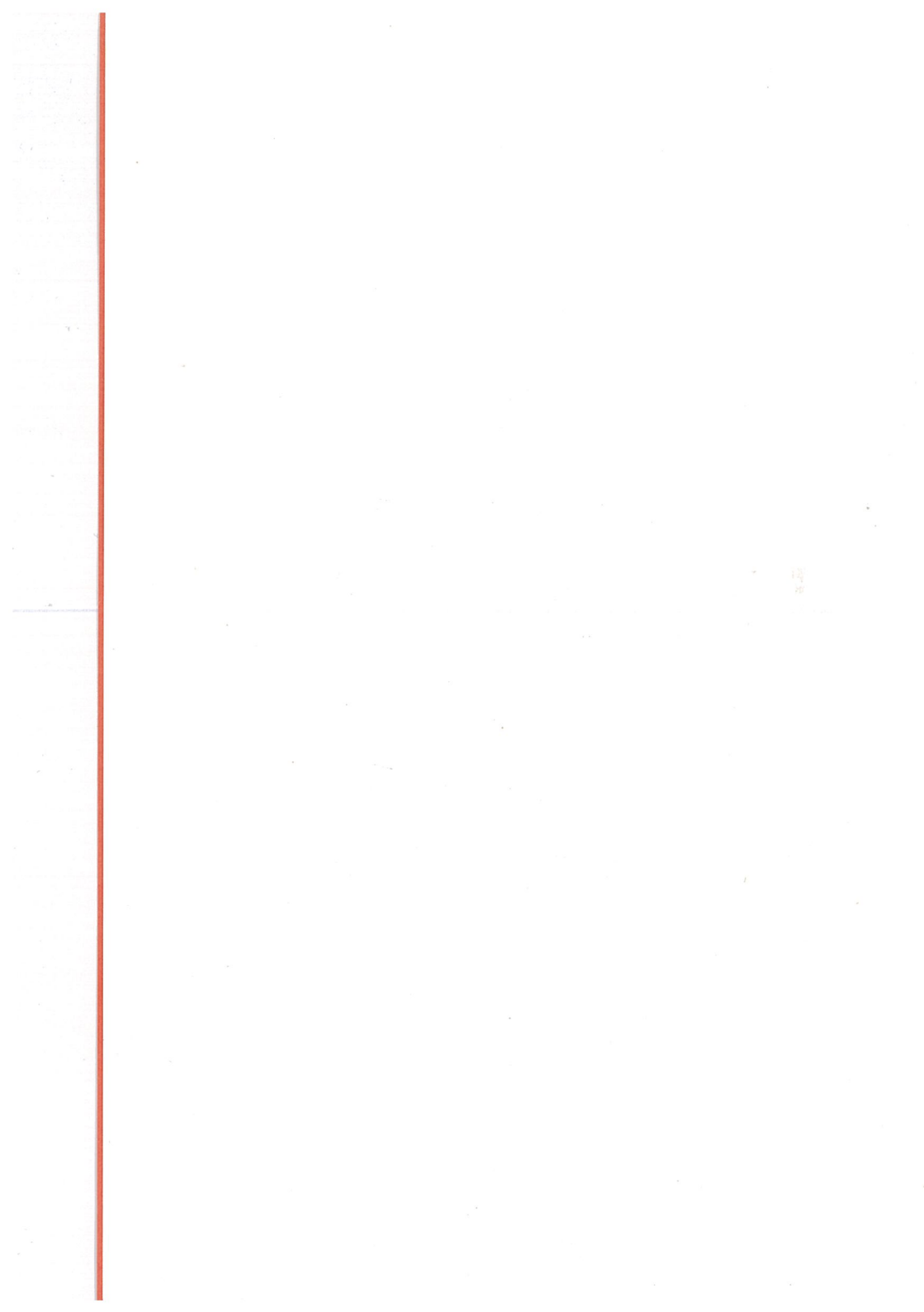
New Zealand

Free Kindergarten Union

(Inc.)

1972

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Trust Board for a generous donation towards
the cost of printing this Handbook.*



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. The task 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 may be obtained from the Secretary, New Zealand Free Kindergarten Union.

Briefly, the position is as follows. All 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 Minister of Education. It takes the following forms:

- (a) A subsidy of \$2 for \$1 on approved sites, buildings and equipment.
- (b) The salaries of the teachers, 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 Minister of Education will recognise a free kindergarten he requires the Association to provide:

- (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 head teacher'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.

It is intended that these meetings should be held within three months of the opening of the kindergarten and that they will cover such topics as will ensure that the parents of the children who will attend the kindergarten will understand what a kindergarten is, what it offers to them and their children, waiting lists and admission procedures and the principles on which the kindergarten programme is based.

Each year the Minister of Education announces the names and numbers of new kindergartens which may proceed with a firm building programme. To qualify for his consideration associations must advise the New Zealand Free Kindergarten Union that they have an approved site, sufficient money to meet one-third of the cost of the project and can guarantee a satisfactory roll.

The names of committees awaiting the Minister's approval are placed, in order of application, on the Union's establishment list and submitted to the Minister at his invitation.

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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 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 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 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 9. Kidd, of Auckland, became president and Mrs. E. H. B. 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. 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 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, copies of which 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 established. The constitution was revised, and affiliation fees increased to cover the cost of the new office. 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 J. 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 £8/8/- 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 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 each week were broadcast in 1954. The Union is represented on the Advisory Committee controlling this programme.

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

1954 . . . The Auckland Kindergarten Association 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. McCreaner was elected president of the Union, with Mr M. S. Annand as secretary.

At the conference held in Christchurch it was unanimously agreed that the Union Scholarship should be named the I. M. Jamieson Scholarship, 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.

1956 . . . The rapid growth of the movement brought a serious shortage of trained teachers. In order to preserve the hard-won standards the Minister of Education announced a period of consolidation for one year, during which time no proposals for new kindergartens would be considered.

The Kindergarten Handbook was published.

The New Zealand Free Kindergarten Teachers' Association was recognised as a service organisation.

The Wellington Free Kindergarten Association celebrated its Golden Jubilee.

Miss Gwen Gilbert, Director of Ponsonby Free Kindergarten, Auckland, was awarded the I. M. Jamieson Scholarship for overseas study.

1957 . . . Mrs H. Downer was elected president of the Union, with Mrs R. A. Elliott as secretary.

The period of consolidation was extended for a further six months.

The Union established the New Zealand Free Kindergarten Teachers' Bursary Fund to provide four awards of £25 each year for post-graduate study in New Zealand. The first awards were made in 1958.

1958 . . . A new policy, of controlled expansion, based on a system of priorities, was introduced by the Minister of Education. Three kindergartens were granted permission to proceed with a firm building programme.

The Auckland Kindergarten Association celebrated its Golden Jubilee.

Efforts were made to establish the system of training kindergarten teachers on a national basis, where all associations would share the cost and responsibility.

1959 . . . The Union became a constituent member of the World Organisation for Early Childhood Education (O.M.E.P.).

The Kindergarten Regulations were gazetted and the New Zealand Free Kindergarten Union was recognised by the Minister of Education as representing all associations in the discussion of all matters relating to kindergarten policy.

Five kindergartens were granted permission to proceed with their building programmes.

1960 . . . "Kindergarten of the Air" was increased to four sessions of fifteen minutes each week.

Fifteen kindergartens were granted permission to proceed with their building programmes.

Miss Phyllis Varcoe, Supervisor of Students, Dunedin Kindergarten Teachers' College, was awarded the second I. M. Jamieson Scholarship for overseas study.

1961 . . . The Christchurch Free Kindergarten Association celebrated its Golden Jubilee.

205 recognised free kindergartens, controlled by 61 associations.

70 associations affiliated to the Union.

An unexpected deterioration in the staffing position led to a second period of consolidation which continued until 1964, but those associations from whom initial plans for new kindergartens had earlier been invited were permitted to proceed with building programmes.

Progress in amalgamation of neighbouring associations into district groups reduced the number affiliated to the Union to 64.

The President attended the Conference of the Australian Pre-School Association at Hobart, Tasmania.

1962 . . . A former president, Mrs A. F. Johnson, represented the New Zealand Government at the World Assembly of the Organisation for Early Childhood Education, O.M.E.P., in London, and Miss Mary Patrick, Supervising Director in the Auckland Kindergarten Association, represented the Union.

At the Annual Meeting of the Union it was agreed that all recognised kindergartens should make an equal contribution to the administration costs of training students. An approach was made to the Department of Education with suggestions on a changed form of administration of the Kindergarten Teachers' Colleges whereby Education Committees would be replaced by Boards of Studies and a pilot scheme of transfer of control from Associations to Regional Councils of Management would be introduced.

Two post-graduate bursaries were awarded.

At the end of July there were 235 recognised kindergartens.

1963 . . . As a first step towards ending the period of consolidation the Minister of Education invited eight associations to prepare sketch plans for new kindergartens.

The Union Executive decided to discontinue the award of post-graduate bursaries when kindergarten students were given the same opportunity for University study as teachers and students in the primary service. It was felt that the funds could be used to increase the value of the I. M. Jamieson Scholarship.

"Kindergarten of the Air", now broadcast five times each week, became known as "Listen with Mother", as a result of a decision of the New Zealand Broadcasting Corporation.

The New Zealand Free Kindergarten Teachers' Association made a successful application for a realistic revision of the salary scale which brought kindergarten teachers' salaries to a point of relativity with those of other teaching services.

The Union conferred Honorary Life Membership on seven former members of the Executive who had given outstanding service to the movement, Mesdames J. Doctor, M.B.E., J. A. Hanan, A. K. Hadfield, M.B.E., A. F. Johnson, H. McCreanor, M.B.E., E. H. B. Milsom and Miss I. M. Jamieson, M.B.E.

1964 . . . Fifteen new kindergarten building programmes were approved, with a return to the normal policy of expansion.

The I. M. Jamieson Scholarship was awarded to Mrs Betty Cosson, of the staff of the Auckland Kindergarten Teachers' College.

Miss Phyllis Varcoe represented the Union at the World Assembly of the Organisation for Early Childhood Education, O.M.E.P., at Stockholm, Sweden. The President of the Union attended the conference of the Australian Pre-School Association at Brisbane.

Fifty per cent. of students entering training were required to have passed the School Certificate examination—a first step towards higher qualifications.

The Dunedin Association celebrated its 75th anniversary. To mark this great occasion the Union published a history of all associations under the title, "Seventy-Five Years of Free Kindergartens in New Zealand".

1965 . . . Eight new kindergarten building programmes were approved.

Regulations were gazetted to provide for the transfer of control of Colleges from Associations to Regional Councils of Management. The

Wellington Association applied for permission to undertake an experiment for three years under the terms of these Regulations.

Miss Moira Gallagher, Officer for Pre-School Education, the first and only person to hold this position, retired at the end of March, with the very sincere gratitude of the whole movement. Miss I. J. Christison, M.A., was appointed to succeed Miss Gallagher.

School Certificate was the minimum qualification for 90% of students.

In December, there were 245 recognised kindergartens controlled by 65 associations.

1966 . . . Miss L. M. C. Ingram, M.B.E., J.P., was elected President of the Union, with Mrs R. A. Elliott continuing as Secretary.

Wellington Free Kindergarten Association celebrated 60th Anniversary of kindergarten service.

New basic plans, with explanatory notes, prepared by Department.

Greater number of applicants seeking training. For the first time the number of newly-qualified teachers exceeded the number of positions available and thirteen were employed as supernumeraries until vacancies occurred. By-laws amended to provide for representation at Annual Meeting:

0 to 5 kindergartens	— 1 representative
6 to 10 kindergartens	— 2 representatives
11 and over kindergartens	4 representatives

Otorohanga brought number of associations to 64, with 255 recognised kindergartens.

Visit of Dr Lucile Lindberg, Professor of Early Childhood Education, Queen's College, New York.

Annual Meeting was held at Westport, a one-kindergarten association. The Mayor of Westport, Mr J. Watson, officially opened the conference.

Executive: President, Miss L. M. C. Ingram; Immediate Past President, Mrs H. Downer; Vice-President, Mrs J. S. Rea; Executive: Mrs B. J. Brayshaw, Mr H. E. Carter, Mrs A. J. D. Dearsley, Mrs W. E. Hall, Mrs D. T. Nicholson, Mr R. K. Papesch, Mrs D. Ryan, Mrs R. Stevenson. Secretary-Treasurer, Mrs R. A. Elliott.

1967 . . . Government grant to Union raised from \$300 to \$1000.

Mrs J. S. Rea, Vice-President, represented the Union at the Australian Pre-School Association Conference at Canberra. Miss J. Barns and Miss F. Cawkwell, principals of Wellington and Auckland Kindergarten Teachers' Colleges, were sent to the Conference by the Union.

At the Annual Meeting in Napier, Honorary Life Membership was conferred upon Mrs Helen Downer, M.B.E., who had served with distinction as President of the Union for nine years. Later Mrs Ellen Stevenson, of Hastings, and Miss Vera Hayward, M.B.E., of Dunedin, were similarly honoured.

Trial period for Wellington Kindergarten Teachers' College operating under a Regional Council of Management so successful that a further three-year period was requested.

Visit of Dr Ase Gruda Skard, President of O.M.E.P., led to meetings of organisations concerned with the pre-school child with a view to forming an Early Childhood Organisation. Students in training in Wellington College given opportunity for practical observations in kindergartens beyond the city area.

Union Executive members given responsibilities for defined areas.

Lopdell House course held for Principals to complete curriculum for student training.

A successful meeting with Federation of Play Centres Associations laid foundation for definite co-operation between the two services.

Four pilot schemes instituted to give kindergarten experience to three groups of children: two groups for two afternoon sessions each and one for five morning sessions.

Dr K. J. Sheen, Director-General of Education, officially opened the Conference held in Napier.

Executive: President, Miss L. M. C. Ingram; Vice-President, Mrs J. S. Rea; Executive: Mrs B. J. Brayshaw, Mr H. E. Carter, Mrs A. J. D. Dearsley, Mr C. D. Fleury, Mrs W. E. Hall, Mrs D. T. Nicholson, Mr R. K. Papesch, Mrs D. Ryan. Secretary-Treasurer, Mrs R. A. Elliott.

December 1967—with the affiliation of Paeroa and Kapiti Associations, membership stood at 67 and the number of recognised kindergartens 270.

School Certificate minimum basic requirement for students entering Training Centres.

Ten building projects given permission to proceed. 266 recognised kindergartens, June 1967.

1968 . . . Further meeting between Federation of Play Centres Associations and Kindergarten Union representatives was held in Auckland to discuss pre-school education.

June—Number of building programmes in progress: 17. Number on priority list: 17. Number of recognised kindergartens: 276.

Consideration of Establishment Fund to utilise moneys raised in areas where no immediate need for expansion existed, to speed development in needy areas by loans at low interest rates.

Department of Education agreed to pay subsidy on equipment on production of invoices.

Salary rates for relieving teachers still under review.

Overseas Travel Fund set at \$1.00 per recognised kindergarten per year.

Vocational Guidance and Careers Advisers in secondary schools given information on kindergarten teaching as a profession for their pupils.

12 new kindergarten building programmes were approved. 290 recognised kindergartens.

I. M. Jamieson Scholarship awarded to Mrs Marie C. Rutherford, Dunedin.

Annual Meeting at Blenheim officially opened by Hon. A. E. Kinsella, Minister of Education.

Executive: President, Miss L. M. C. Ingram; Vice-President, Mrs J. S. Rea; Executive: Mrs B. J. Brayshaw, Mrs A. J. D. Dearsley, Mr C. D. Fleury, Mrs W. E. Hall, Mr K. J. Hayr, Mrs E. Martin, Mrs D. Nicholson, Mrs D. Ryan. Secretary-Treasurer, Mrs R. A. Elliott.

1969 . . . The election to National Executive on the Ward System, presented as a report and remit, carried by the Conference.

10 kindergartens chosen to operate four different types of pilot schemes.

Institution of Grade 0 kindergartens, to provide for two groups of 25 children with one trained teacher and one good untrained assistant.

Minimum weekly schedule for teachers under review with Department of Education and Teachers' Association.

Change in staff titles from director to head teacher and assistant director to teacher.

18 new kindergarten building programmes were approved.

Kindergartens made available for observation by Child Care Centre supervisors.

Department of Education accepted responsibility for payment of teachers' salaries, from Education Computer Centre.

Union office purchased Vitastat machine for photographic copies of correspondence.

President and Secretary of Union attended Australian Pre-School Association Conference in Adelaide.

Donation of \$200.00 from the J. R. McKenzie Trust Fund used to produce a booklet of information on the free kindergarten movement. Miss Myrtle Simpson, M.A., of Christchurch, undertook this task.

O.M.E.P. Executive elected.

Department of Education agreed to make grants to Kindergarten Teachers' Colleges to meet the cost of administration.

292 recognised kindergartens.

Annual Meeting at Invercargill officially opened by Mr S. E. A. Breach, District Senior Inspector of Schools for Otago.

Executive: President, Miss L. M. C. Ingram; Vice-President, Mrs J. S. Rea; Executive: Mrs B. J. Brayshaw, Mrs A. J. D. Dearsley, Mr C. D. Fleury, Mrs W. E. Hall, Mr K. J. Hayr, Mrs D. Nicholson, Mrs D. Ryan, Mr F. Zillwood. Secretary-Treasurer, Mrs R. A. Elliott.

1970 . . . Sites, Buildings and Equipment for Free Kindergartens brought up to date.

Increased weekly schedule for kindergarten teachers introduced by Department of Education.

Committee of Inquiry into Pre-School Education announced by Minister of Education. Mrs E. B. Dalmer, M.A., of Christchurch, the Union nominee, was one of two women appointed to this committee.

An experimental kindergarten established in a new detached classroom at Tairangi School, after negotiations between the Department of Education, Wellington Education Board, Department of Maori Affairs and the President of the Union. This is a major advance in helping educationally-deprived children.

Mrs Amiria Johnson, Senior Head Teacher in the Upper Hutt Association, was chosen for a Churchill Award and studied in the United States.

Wellington Kindergarten Teachers' College moved into enlarged premises formerly used by Wellington Teachers' College at Ngaio Road, Kelburn, Wellington.

20 new kindergarten building programmes approved.

A special meeting of the Executive prepared submissions to the Committee of Inquiry into Pre-school Education, which were later presented by the President.

I. M. Jamieson Scholarship increased to \$1000.

Conference approved the introduction of the Ward system of representation on the Union Executive.

Annual Meeting at Hamilton officially opened by Mr George Gair, M.P., Under-Secretary to the Minister of Education.

Executive: President, Miss L. M. C. Ingram; Vice-President, Mrs D. Ryan; Executive: Mrs B. J. Brayshaw, Mr S. P. Bussell, Mr P. G. Cutelli, Mr J. H. M. Dawson, Mrs W. E. Hall, Mr K. J. Hayr, Mrs T. J. Muir, Mr F. R. Zillwood. Secretary-Treasurer, Mrs R. A. Elliott.

1971 . . . National economic conditions given as reason for only 8 building programmes being approved and a further 3 in December—11 for the year. To reduce costs a move made to provide a complete set of plans and specifications to associations with new building proposals.

Kindergarten Teachers' Colleges put on the same financial footing as Primary Teachers' Colleges. Student intake, 225.

Ward system implemented and Ward members elected to the Union Executive. Ward 1, Auckland; Ward 2, South Auckland; Ward 3, Taranaki and Wanganui; Ward 4, Wellington (less Blenheim); Ward 5, Hawkes Bay; Ward 6, Nelson (plus Blenheim); Ward 7, Canterbury; Ward 8, Otago and Southland.

Annual Meeting at Palmerston North officially opened by Professor R. C. Smart, University of Rhode Island, U.S.A.

Executive: President, Miss L. M. C. Ingram; Vice-President, Mrs N. H. Brayshaw; Executive: Mr S. P. Bussell, Mr P. G. Cutelli, Mr J. H. M. Dawson, Mrs W. E. Hall, Mr K. J. Hayr, Mr N. McKay, Mrs J. H. M. Miller, Mrs T. J. Muir. Secretary-Treasurer, Mrs R. A. Elliott.

328 recognised kindergartens.

Decision made to reprint and bring up to date the history of associations told in "Seventy-five Years of Free Kindergartens in New Zealand", and to reprint the Kindergarten Handbook.

338 recognised kindergartens at 30 June. Student intake 260.

Mrs H. Downer attended Assembly of World Organisation for Early Childhood Education (OMEP) in Bonn, West Germany, as an observer on behalf of the Union.

Government grant insufficient to cover administration costs of training.

1972 . . . Two meetings held with Federation of Play Centres Association and one combined meeting with Department of Education.

19 new kindergarten building programmes approved. Extension of pilot schemes with increased rolls.

Approval of State Advances loans for kindergarten buildings and equipment at 5½% interest on one-third of capital cost.

I. M. Jamieson Scholarship awarded to Miss Linda C. Watson, Dunedin.

Annual Meeting held at Auckland was officially opened by Honourable H. L. Pickering, Minister of Education, who announced decision to accommodate 40 students at Waikato and 30 at North Shore Teachers' Colleges from February 1973.

Honorary Life Membership conferred on the President, Miss L. M. C. Ingram, M.B.E., J.P., in recognition of her service to the Union since 1955.

Executive: President, Miss L. M. C. Ingram; Vice-President, Mrs N. H. Brayshaw; Executive: Mr S. P. Bussell, Mr P. G. Cutelli, Mr J. H. M. Dawson, Mr K. J. Hayr, Mrs K. D. Lockhart, Mrs J. H. M. Miller, Mrs T. J. Muir, Mr T. Parker. Secretary-Treasurer, Mrs R. A. Elliott.

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.

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 pre-school children who would attend if a kindergarten was opened. Associations must satisfy the Department of Education that there are sufficient children to justify the establishment of the kindergarten and to maintain rolls in the future. (A guaranteed minimum of 60 children and good prospects for 80.)
- (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) Enlist the support and co-operation of the Mayor and prominent citizens.
- (d) 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 or local Member of Parliament 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 the 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 the free kindergarten movement. It should therefore be steadily increased year by year. The subscriptions of members form a certain, if small, income for the Council. 50c 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 of the council elect the officers necessary for administration.
- (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, through your hon. solicitor, to the Registrar of the 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 \$5000 in hand to meet the cost of a standard building and initial equipment.

N.B.—The Department of Education will pay a subsidy of \$2 for \$1 upon the cost of all permanent approved equipment, buildings and sites to any “approved” free kindergarten association in respect of any “recognised” kindergarten. Invoices must be forwarded with application. Maintenance costs are the full responsibility of associations and are not subsidised or reimbursed by the Government.

Step 4. 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) actively working for a kindergarten.

Affiliation entitles associations to all the benefits of the Union — to representation at all conferences 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—\$6.00.

Annual membership fee is \$6.00 until a kindergarten is opened, when an annual subscription is payable, which is based on the number of kindergartens in the association.

Step 5. BUILDING A KINDERGARTEN

Full and detailed information on the steps necessary to acquire a site for a kindergarten, the manner in which plans for a kindergarten must be prepared and the type of equipment on which subsidy is paid is provided in “Sites, Buildings and Equipment for Free Kindergartens,” published by and obtained from the Department of Education. Price 30c.

Associations should make early application for this booklet and study it carefully in conjunction with the Kindergarten Handbook in order to ensure that all requirements are met. The Union will be pleased to give further information on any matters that are not fully understood.

FREE KINDERGARTEN HOURS

Free Kindergartens are open for morning sessions of three hours on five days a week and for $2\frac{1}{2}$ hours on three afternoons, but do not cater for the same children both morning and afternoon. The remaining two 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.**

INFORMATION CONCERNING GOVERNMENT REGULATIONS, PAYMENT OF SALARIES, GRADES OF KINDERGARTENS, ENROLMENT AND REGISTERS, ETC.

Regulations for free kindergartens in New Zealand are laid down by the Government. Copies may be obtained from the Department of Education and the Government Printer.

These Regulations provide for:

1. **Grades of Kindergartens.** Grade 0—25 children for morning and afternoon sessions. Grade 1—40 children for morning and afternoon sessions. Grade 2—60 children for morning and 45 for afternoon sessions. (The Department of Education does not favour Grade 2 kindergartens.)
2. **Staff.** All teachers must hold a Kindergarten Teacher's Diploma, or its equivalent, and must be prepared to accept full-time employment. In special circumstances, the Director-General has power to approve the appointment of untrained teachers.
Grade 0—1 trained and 1 untrained teacher.
Grade 1—2 trained teachers.
Grade 2—3 trained 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.
Sick leave is granted to staff according to the regulations laid down by the Government. Students and teachers under 25 years of age must 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 (known as morning kindergarten sessions).
 - (b) A period of 2½ hours in the afternoon of three days in each week (known as afternoon kindergarten sessions).
Note: Separate rolls are kept for morning and for afternoon sessions.
 - (c) A period of 2½ hours on one other afternoon in each week for work with parents.
 - (d) An additional 2½ hours for maintenance and administration.
 - (e) Every kindergarten must observe an interval of not less than one hour between the morning and afternoon periods on any day.
 - (f) The weekly hours of duty of every kindergarten teacher on the staff of a kindergarten shall include those of the minimum weekly schedule of that kindergarten, and, in addition, the teacher shall be expected to be on duty for a reasonable period before each morning session and after each afternoon session for purposes of preparation of work, supervision of children, interviews with parents and other purposes relevant to the efficient conduct of the kindergarten.
 - (g) Every kindergarten must remain open for not less than 380 half days in each calendar year.
5. **Records, Registers, etc.** Admission register, daily register, and records, etc., must be kept by the head teacher in the manner prescribed by the

Director-General 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; 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 staff and the parents, covering such points as time of arrival and leaving, rules for children on buses, 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 are under 3 years. The head teacher must open and keep a waiting list. It is recommended that children should be aged two years before their names are accepted for the waiting list. Children should be admitted according to their order on this list, except in special circumstances. The waiting list is the prerogative of the head teacher, except in the case of opening a new kindergarten, when it is advisable for the head teacher to consult with her chairman.

METHOD OF ADVERTISING FOR STAFF

The secretary of an association should frame an advertisement for the staff required and send it, in duplicate, to: the Director-General of Education, Wellington, and marked: Advertisement for Education Gazette. 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

Kindergarten teachers are trained at four centres, Auckland, Wellington, Christchurch and Dunedin. The training is for two years. Students are selected by a special committee and approved by the Director-General 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, if she does not possess an educational qualification accepted by the Director-General as being higher than the minimum qualification required for the time being under paragraph (b) of this regulation, 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.
- (b) She shall have passed the School Certificate Examination prior to 1968, or possess equivalent or superior educational qualifications or, under the present School Certificate Examination, she shall have a minimum of 30 per cent. in English and either:
 - (i) an aggregate of 180 marks including three subjects each with not less than 50 per cent.

or (ii) two subjects with not less than 50 per cent. and two subjects with not less than 40 per cent.

or (iii) an aggregate of 225 marks in up to five subjects.

Applicants who have gained some subject passes in one year but who have not obtained sufficient subject passes or the necessary aggregate of marks to qualify for selection, may carry forward their subject passes in subsequent years.

(c) She shall furnish to the selection committee for the training centre she wishes to attend:

(i) Such evidence as the Director-General of Education may require that she is free from any physical or other defect incompatible with effective work as a kindergarten teacher and

(ii) Two satisfactory testimonials (one of which shall be preferably from the head teacher of the school that she last attended) as to her character and personality.

(d) She shall sign such declaration of intention to teach for a specified period after the completion of training as the Minister may require for entrants to a kindergarten training centre.

Further information on the training course may be obtained from the Union office or from the Principals of the Colleges—43 Arney Road, Auckland; Ngaio Road, Kelburn, Wellington; 80 Park Terrace, Christchurch; 273 York Place, Dunedin.

ADMINISTRATION.

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

Free kindergarten associations are formed in towns and districts for the purpose of establishing and maintaining a free kindergarten or free kindergartens in those towns or districts subject to rules and regulations laid down by the Government. They consist of **members** who are interested in and work for the movement, and who pay the annual subscription. 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 for the efficient management 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 appoints and controls the staff of its kindergarten or kindergartens. 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 for the young child. Suitable members of the Council should be appointed by the Council to make regular periodical visits to each kindergarten to see that a high standard of efficiency is being maintained. Such persons 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 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 Department of Education 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. Teachers 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 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 education "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. (a) To 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) To 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. (a) To foster friendship and good social relationship among parents.
(b) To help the local committee in its task of maintaining a high standard in the kindergarten and to help the local committee, when it is 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) To assist the kindergarten by fostering a wide public interest in the value of the kindergarten to the community.
4. To form a pool of mother helpers from which assistance may be obtained in a case of staffing emergency.

ADVICE TO AN ASSOCIATION PLANNING ITS SECOND KINDERGARTEN

In an association of one kindergarten the Council acts in the double capacity of:

- (a) Council of the Association.
- (b) Local committee of the kindergarten.

When the need arises for the association to provide a wider service through the establishment of a second kindergarten, it will be necessary to make a change in administration. The Council should relinquish its function as a local committee and set up a separate committee to accept these duties. (See page 20.)

In the area where the second kindergarten is to be established another local committee should be elected to raise the funds required to meet one-third of the total cost of the project. It will be the Council's responsibility to arrange for a suitable and acceptable site.

The Council then becomes, as the Constitution states, the controlling body of the association, delegating certain duties and responsibilities to each of its local committees. The duties and powers of these local committees should be clearly defined in rules and by-laws. (See pages 28 and 34.)

With two kindergartens under its control the association should make the Annual Meeting an important event. The Council, elected by financial members, should consist of people with some kindergarten experience, without bias towards one or other kindergarten and prepared to work for the objects of the association.

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

The local committee of a free kindergarten is responsible to the Council of the free kindergarten association, who in turn is responsible to the Department of Education for the maintenance, upkeep and efficiency of the free kindergartens 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.

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.

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 to save expense and to provide variety, individuality and stimulation among kindergartens.

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.

Subsidies

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.

How to Obtain Subsidy

The local committee should submit to its Council a complete list of permanent materials purchased, together with invoices, 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 association and in respect of the invoices submitted for approved materials.

Claims for subsidy are made on Form E1/57. Supplies of these forms are obtained from the Regional Office of the Department of Education.

Careful records of claims should be kept by the Council and the local committee in order to avoid making claims for items on which subsidy has already been paid.

**MODEL CONSTITUTION AND RULES _____ FREE
KINDERGARTEN ASSOCIATION (INC.)**

I. NAME:

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

II. OBJECT:

To establish and carry on free kindergartens in the area bounded
by _____.

III. MEMBERSHIP:

- (1) Any person over the age of seventeen, not being a member of the teaching staff, 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 50c per annum or more.
- (2) Any person may become a life member of the said Association on payment of the sum of \$10.00 and as such shall be entitled for life to attend and vote at all general meetings of the said Association.
- (3) The Association on the recommendation of Council thereof may, at a general meeting, 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 50c for any one year such member will cease to be a member of the Association.
- (5) Any member may resign from membership by giving written notice to the secretary, and by paying all subscriptions due to the date of notice and such member shall cease to be a member upon such resignation being accepted by the Council.

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 the 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 who 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 all 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. METHOD 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 but any member may demand a poll.

XI. POWERS OF THE COUNCIL

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 such 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 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 confirmed at a general meeting of the Association and 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 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 take 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 January and end on the 31st December.

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 _____

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 the residents of the area served by the kindergarten a committee of at least ten and not more than twenty members shall be elected. The head teacher, who attends each monthly meeting of the committee, shall hold office by virtue of her position. There shall also be a representative of the parents' 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 a 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 audited Balance Sheet shall be presented.

A copy of these shall be sent to the 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 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 head teacher 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 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 cleaning, heating, general maintenance and repair, fire insurance, equipment and petty cash. The committee may arrange, through the head teacher, for voluntary contributions from parents, but **no demands** may be made. The contributions shall be handed to or banked for the committee by the head teacher.

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 head teacher 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 at a time convenient for the head teacher to attend.

CLUB MEETINGS

The Parents' Club shall meet at the kindergarten when the head teacher 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 Parents' Club, but the Club may plan to help the local committee financially. The method of raising money and the purpose for which it shall be used shall first be discussed with and approved by the local 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 HEAD TEACHER

The head teacher 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 Parents' Club, and, acting jointly with the convener and secretary, should call the annual meeting of the Club.

ASSOCIATION 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.
 - Teachers' training.
 - Standards of buildings.
 - Hours of work and holidays.
 - Age range of children.
 - Subsidies, etc.
 - (b) **THE ASSOCIATION FOR THE DISTRICT** through the local constitution and by-laws.
 - e.g. All liaison with the Department of Education.
 - All correspondence with outside bodies.
 - Finance, including disbursement of all Government moneys received by way of subsidies, etc.
 - Appointments and control of staff.
 - Holidays.
 - Opening of new kindergartens and planning new areas.
 - Insurance.
 - Organisation and management of kindergarten affairs generally within its district.
 - 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.
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 or 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. 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., kindergartens 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 keep kindergartens open for not less than 380 half days in each calendar year.

6. WEEKLY SCHEDULE

Kindergarten Associations should note that they are responsible for seeing that the "**minimum weekly schedule**" laid down by the Government Regulations is adhered to, i.e., the kindergarten must be open for the requisite times (see page 17).

7. APPOINTMENTS

Appointments of staff are made by the Council of the Association and given in writing to the applicant by the secretary. The letter of appointment should include:

- (a) the position to which the applicant has been appointed, including the name and address of the kindergarten;
- (b) rate of salary;
- (c) date of commencement of duties;
- (d) a copy of the Association's by-laws for staff.

8. COMPLAINTS, ETC.

No complaints 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 must keep Teachers' Salary Record Cards and, when staff transfer to other Associations, should send these forward to the association concerned.

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. Reports to the Council on visits paid make 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 Department of Education and all correspondence relating to them must be conducted by the Council of the Association.

2. MAINTENANCE

The responsibility for care-taking, incidental expenses, heating and lighting, equipment, etc., is usually delegated by the Association to local committees.

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. This 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. 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 head teacher and her staff and should be submitted to the Council of the Association for final approval.

5. SUBSIDIES

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 may an application for subsidy be made to the Department of Education.

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 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 are expected to be on duty at least fifteen minutes before the beginning of each session 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

Staff are entitled to leave according to the regulations laid down by the Government.

All absences should be reported to the Association secretary immediately so that relieving staff can be organised.

After three days of absence through sickness, a Medical Certificate should be forwarded to the Association secretary.

Leave should be applied for direct to the Association, and the reason should be clearly stated.

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 a teacher must be in attendance.

6. WAITING LISTS AND KINDERGARTEN ROLL

These are the prerogative of the head teacher. It is, however, deemed advisable for a head teacher, 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 fortnightly.

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 letter from the Council of the Association. Staff should keep their letters of appointment, giving the terms of their

appointment, amount of salary, date expected to take up duties and a copy of Association's By-Laws.

A teacher should accept an appointment in writing.

A teacher who is unable to take up a position for which she is the successful applicant should notify the Association immediately.

A teacher may not refuse a position (once having accepted in writing) in favour of another position unless both applications were lodged about the same time.

10. TENURE OF APPOINTMENT

Staff should remain in a position for at least **one** year except in special circumstances:—

- (a) ill health (Medical Certificate required) of the kindergarten teacher, or member of her family;
- (b) any other domestic or personal circumstances;
- (c) in the case of a staffing emergency within the Association employing the kindergarten teacher. (This transfer of staff to be used only in extreme emergency.)

11. DISMISSAL

Except in cases of immorality or gross misbehaviour, if a teacher is asked to resign, she should expect to be dismissed only after

- (a) complaints have been given in writing;
- (b) an opportunity has been given for her to improve the standard of her work or to rectify matters pertaining to the reasons for her dismissal.

12. RECORDS

Staff should keep the following records as asked for by the Department of Education and the Council of the Association: Forms, if required, are obtainable from the Association secretary.

RECORDS REQUIRED

- 1. Register of Admission.
- 2. Daily Attendance Register (all back numbers filed).
- 3. Daily Programme.
- 4. Term Attendance Returns.
- 5. Waiting Lists.
- 6. Furniture and Equipment Inventory.
- 7. Petty Cash Book.
- 8. Record of Parents' 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. Gazettes (all back numbers filed).

INFORMATION REQUIRED FOR RECOGNITION OF KINDERGARTEN BY DEPARTMENT OF EDUCATION

1. Name of Association.
2. Name and postal address of new kindergarten.
3. Name and address of President.
4. Name and address of Chairman of local committee.
5. Financial position of local committee.
6. A statement, signed by the President and Secretary, that the site has been paved, grassed and fenced and that the kindergarten is equipped at least to the standard of the list of "First Purchases" in the Department of Education's booklet on "Sites, Buildings and Equipment for Free Kindergartens."
7. Names of staff with:—
 - (a) Qualifications;
 - (b) Date of certificate;
 - (c) Date when duties commenced.
8. Number of children at date of application and number on waiting list.
9. Date of entry of first children.
10. A statement signed by the President and Secretary concerning meetings with:—
 - (a) Dates of meetings;
 - (b) Attendance;
 - (c) Speaker.
11. A statement covering the needs of the district for kindergarten services.

ADVICE TO AN ASSOCIATION OPENING A NEW 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 head teacher, 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 head teacher is appointed. It is necessary 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 head teacher 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 Registers—E19/2
 - (ii) Register of Attendance—E19/1;
- (f) Obtain a strong, well-bound volume for use as an enrolment book (waiting list) and rule columns thus for your entries:

No.	Date of Enrolment	Name	Date of Birth	Parent's Name & 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 head teacher 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 purchase the Union block (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).

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 correspondence, etc. Every Association should possess, and have readily accessible to members of its Council, copies of:
 - (a) Association Constitution and By-laws.
 - (b) Local Committee, Parents' Club and staff rules.
 - (c) Kindergarten Handbook.
 - (d) K.T.A. Handbook.
 - (e) Kindergarten Regulations.
 - (f) Sites, Buildings and Equipment for Free Kindergartens.
 - (g) Union Constitution and By-laws.
 - (2) Acknowledge all communications and send prompt replies to all enquiries.
 - (3) Keep special files for Union and Departmental correspondence.
 - (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 Department of Education well before the end of each year for Attendance Registers and Admission Registers.
 - (6) Apply for subsidy, listing items on Form E1/57 and enclosing invoices.
 - (7)
 - (a) Receive applications for positions and present these to Council for consideration.
 - (b) Keep note of sick leave on record card and notify Department of Education of staff absences.
 - (8) Send one copy of Annual Report and Balance Sheet to the Secretary of the Union and two to the Regional Superintendent.
 - (9) Make application to the Department for recognition of each new kindergarten.
 - (10) Inform the Union Office of opening of new kindergartens. Invite President of Union to official openings.
 - (11) Notify Union Office and Regional Office of any change in office bearers.
 - (12) Notify Union Office and Regional Office of changes or additions to staff.
 - (13) When a new secretary takes over, all Government, Union and other files should be handed on by the retiring secretary.
 - (14) Ensure that all Executive members are conversant with all Union and Departmental correspondence.

