



# **PELORUS COMMUNITY PRESCHOOL**

## **Relievers, Parent Helpers and Volunteers**

**Education [Early Childhood Services] Regulations 2008 (and it's Amendments): Regulation 47**

**Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA7.**

### **Rationale**

The Board of the Pelorus Community Preschool is committed to providing a quality service for our children ensuring adequate support and help to teachers when required.

To enable adequate support to the teachers and children, relievers, parent helpers and volunteers are requested to provide assistance to day to day operations.

There are three categories of support required; relievers, parent helpers and volunteers.

### **Relievers**

1. Relievers are required to cover when a permanent teacher is unavailable to work.
2. Relievers are primarily qualified teachers (early childhood, primary or high school), overseas qualified teachers or unqualified adults who have been interviewed and deemed suitable for the position. Relievers undertake the duties of a teacher on the floor with responsibility over the children.
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4. Relievers are paid an hourly rate, defined by their qualifications and experience.
5. A timesheet must be completed and signed off by the Senior Teacher.
6. There is no expectation of ongoing work for a reliever; they are called in to work on a casual basis when required.
7. Relievers are subject to a police check. This is mandatory as per the Vulnerable

Children Act 2014, New Zealand legislation.

### **Parent Helpers/Volunteers**

1. Parent Helpers/Volunteers are primarily parents/whanau or members of the community that offer their time to helping out at the preschool.
2. Their jobs include preparing food, laundry, cleaning and general supervision of the children (including reading books and playing with the children).
3. Parent Helpers/Volunteers are NOT expected to undertake the duties of a teacher and have NO responsibility over the children.
4. Parent Helpers/Volunteers will not be included in Ministry of Education ratios.
5. Parent Helpers/Volunteers are called upon on a casual basis.
6. Parent Helpers/Volunteers do not receive any form of payment.
7. Parent Helpers/Volunteers are subject to a police check. The Board and Senior Teacher reserve the right to request a police check for any person wanting to work in the preschool.

### **Volunteer Teachers In Training (VTinT)**

1. Volunteer Teachers in Training (VTinT) are people studying, usually in the Early Childhood Education sector, required by their course provider to gain work experience at a preschool to fulfill their course criteria.
2. VTinT undertake the duties of a teacher on the floor however they do NOT have responsibility over the children.
3. All Volunteer Teachers In Training are subject to a police check.
4. VTinT do not receive any form of payment. They will receive minimal supervision and support from the teachers to assist in their studies.
5. VTinT are not included in Ministry of Education ratios.
6. VTinT generally request set days and times, while others may be available on a casual basis. The Board and Senior Teacher reserve the right to reject or accept volunteer teachers in training.

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