

# Preschool Course Handbook

**A visitor's guide to the Preschool Residential Course  
at Ko Taku Reo - Deaf Education New Zealand**



*Ko Taku Reo - Deaf Education* is New Zealand's provider of education services for Deaf and Hard of Hearing (DHH) children. We have a large team of over 300 specialist staff across New Zealand with specialist school provisions in Auckland, Wellington and Christchurch.

With both Deaf and hearing staff, we aspire to be a tri-lingual, tri-cultural organisation. New Zealand Sign Language (NZSL) and English are used on a communication continuum throughout, from administration to the classroom.

We also reflect the importance of Māori culture and Te Reo Māori by being culturally responsive, celebrating diversity and respecting the preferred learning styles and needs of all our students.

Our journey with families begins at pre-school age and goes until the child finishes school, which can be anywhere up to age 21. Ultimately, we are here to help people understand their different options with regards to the different places and ways a child can learn, and we continue to support whatever choices are made along the way. And they are real choices; we are an impartial organisation because we firmly believe every child learns differently and will have their own individual needs.

**Course contacts:**

0800 332 369

[prc@kotakureo.school.nz](mailto:prc@kotakureo.school.nz)

[kotakureo.school.nz](http://kotakureo.school.nz)

## Our Preschool resource teams

Assistive Technology Lead

Audiologist

Counsellor / Kaitakawaenga

Turi Māori

Early Literacy Teacher of the Deaf

NZSL Visual Communication and  
Deaf Culture Tutor

Speech and Language Therapist

## What we offer

This is a free individualised course for your Deaf or Hard of Hearing child at Ko Taku Reo.

Our specialist team will work with you and your child over a three day period. The visit offers customised support in a range of areas.

We tailor our approach to the unique needs of each family. You will also have the opportunity to join our regular Early Years Whānau Centre (Christchurch) or Preschool Programme (Auckland) where you will meet other Deaf/Hard of Hearing children and their parents.

### Travel

Your National Travel Application forms for flights and transfers to Ko Taku Reo have been signed and forwarded to your child's Audiologist and then to your District Health Board's National Travel Coordinator. Letters to support this application have also been forwarded including any applications for a second support person. When you are ready to book

your travel, please contact the District Health Board number or email included on your confirmation letter.

Once your travel details are confirmed please contact our In-Reach Coordinator to advise your arrival date, departure date and times so they can arrange your accommodation.

If driving, your forms for travel reimbursement can either be sent to you from your regional District Health Board or downloaded from their website. Contact details for your regional District Health Board is included in the supporting letter from Ko Taku Reo.

Please bring this with you when you and your child arrive here at our site. A member of our specialist team will then be able to complete the form to confirm your attendance. You can then apply for reimbursement of travel costs.

For more information on reimbursement of travel costs please refer to [www.health.govt.nz](http://www.health.govt.nz)

## Our facilities

We invite you to stay at our Auckland or Christchurch campuses. This cost is fully covered by Ko Taku Reo for the duration of your stay. The In-Reach Coordinator will contact you two weeks before the beginning of the course to confirm arrival dates and times if you have not already sent these details. Please let them know if you have any specific requirements (e.g. dietary, bedding).

If you are arriving on Sunday, collection of a key for your accommodation and a map of the campus will be arranged with you prior to your visit.

### Accommodation

You will be staying in one of our houses or flats.

Facilities include residential units with twin or single bedrooms, a shared kitchen, lounge, bathroom and toilets.

Each flat has a smart TV.

Laundry and ironing facilities are available.

**Please note:** in 2023 the Auckland accommodation is being renovated. You will be provided with a fully equipped house nearby which is a 5 minute walk from the campus.

Bedding and towels are provided (no face cloths). Port-a-cots, high chairs and prams are available on request if you are bringing younger siblings.

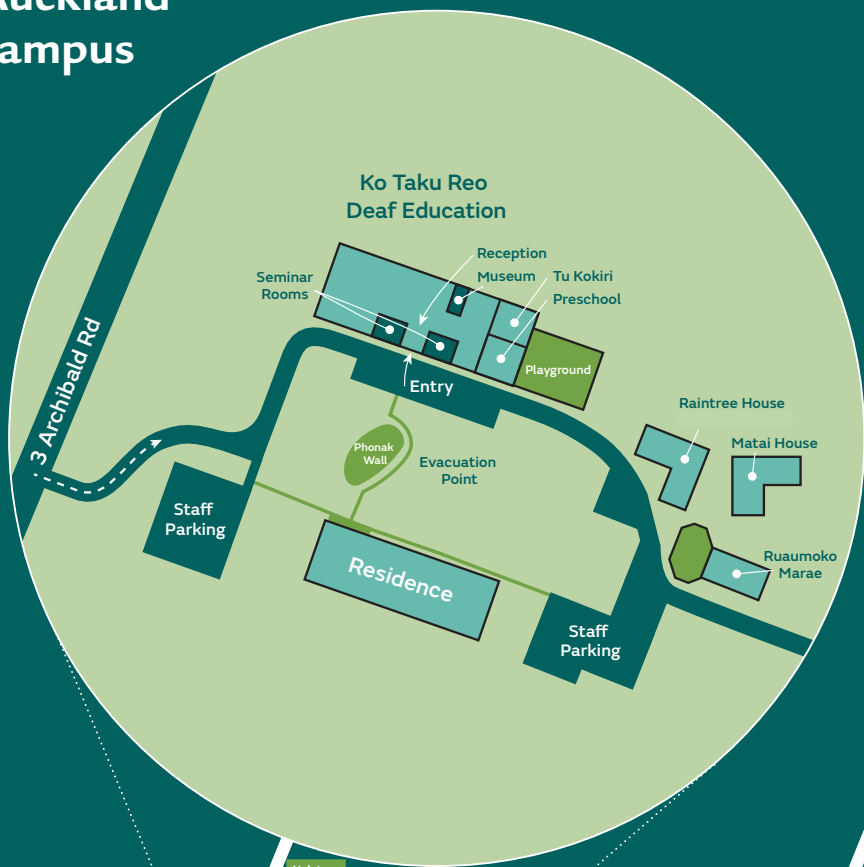
### What to bring

- Clothing to suit the weather.
- Your and your child's own toiletries, face cloths, nappies, and wipes.
- Toilet seat ring or potties (if required).
- Your child's special toys/blanket for comfort during the busy week.
- Hearing technology (if applicable) e.g. hearing aids, cochlear implant speech processors.
- Assistive devices e.g. remote microphones and receivers.

### Meals

Food for self-catered meals will be provided for you during your visit.

# Auckland campus



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## Additional costs



Transfers to and from your home to your local airport will need to be organised by yourself and will be at your own cost.



If you choose to stay on or past Wednesday night you may need to find your own additional accommodation.



If you choose to hire a car you will need to fund this cost yourself.

There are NO extra costs while you are staying at Ko Taku Reo.

## Additional information

Please bring any additional information around your child's learning that would assist the specialist team to understand you and your child's needs.



Your Advisor on Deaf Children and/or local Ministry of Education support team may also send through any relevant information about your child.



Your audiology team will be contacted for your child's latest audiological information so that we can tailor our support for you during your time with us.

# Timetable

This timetable is an indication and may vary slightly.

Sunday	Monday	Tuesday	Wednesday
Morning			
	Mihi Whakatau welcome  1:1 family meeting with the team to discuss your goals	Individual family sessions (around 45 min each) with specialist team  May include time in the Early Whānau Centre or Preschool Programme	Individual family sessions (around 45 min each) with specialist team  May include time in the Early Whānau Centre or Preschool Programme
Afternoon			
Up to three families arrive at Ko Taku Reo and settle into accommodation	Individual family sessions (around 45 min each) with specialist team	Individual family sessions (around 45 min each) with specialist team	Farewell  Travel home

Morning tea and lunch breaks will be scheduled during the day. Younger children may also need rest and/or sleep breaks and these can be taken into account.

The specialist team will meet together at the end of each day to discuss the needs of each family. After this you will receive a copy of your tailored timetable for the next day.



## The Early Whānau Centre or Preschool Programme

As part of your stay you will have the opportunity to be part of the Early Years Whānau Centre (EYWC in Christchurch) or Preschool Programme in Auckland.

You will meet other Deaf/Hard of Hearing children and their parents (in Christchurch) who attend our weekly group sessions.

Children range in age from birth to school age. Children attending the weekly EYWC or Preschool Programme sessions may be Deaf/Hard of Hearing, a sibling of a Deaf/Hard of Hearing child or a Child of a Deaf Adult (CODA).

The EYWC or Preschool Programme sessions offers a safe, predictable environment that is rich in language. The environment is organised for maximum access to language and communication. We support a tri-lingual, tri-cultural approach in our programme in that NZSL, English and Te Reo Māori are respected and valued.

The EYWC and Preschool Programme are staffed by trained Teachers of the Deaf who are happy to support your whānau during your visit.

Our regular local families also look forward to meeting families from other regions and making connections.



# Audiology and Assistive Technology Services

Our Audiologist and Assistive Technology Lead will work collaboratively with your local DHB audiology services.

## Our model uses a holistic approach to:

- Ensure your child's devices are fitting and functioning well and discuss the technologies available to support your child's listening skills.
- Support you and your whānau to understand your child's hearing and hearing equipment.
- Demonstrate communication strategies to help you to communicate effectively with your child.
- Complete any necessary assessments.
- Answer any questions you have.



## Interpreters

### NZSL interpreters

There may be two NZSL interpreters present at different sessions throughout your week if required. Using a NZSL interpreter means both Deaf and hearing people have equal access to the information being shared in a situation and allows the opportunity to participate, whether it is a conversation or a formal presentation.

The role of an interpreter is to convey every piece of information that is given in one language into another, without omitting or adding anything to that information.

An interpreter must interpret everything that occurs.

The interpreter code of ethics reflects strict rules of impartiality and confidentiality.

### Language interpreters

If you or your whānau attending the course require a language interpreter please advise the Preschool Residential Course Coordinator as soon as possible to allow plenty of time to source interpreters in time for you to attend the course. The cost of the interpreter is covered by Ko Taku Reo.

# End of visit report

At the end of your visit the team will complete a written report. This report is then sent out to you within three weeks from the completion of the course and also sent on to the people who you have advised are directly linked with your child.

## **This may include:**

- Your child's local audiologist
- Your child's Advisor on Deaf Children (AoDC)
- Resource Teacher of the Deaf (RTD)
- Cochlear Implant habilitationist
- Classroom teacher
- Speech language therapist

## **Take home experience booklet**

During the week a staff member will take photos of you and your child working with the different team members. An experience book is compiled and given to your child. This is a great way for your child to talk about their experience with family and friends.

**We look forward to your visit at Ko Taku Reo.  
Please contact the Course Coordinator if you have any further queries.**

