

“Be all you can Be. The only limit is  
your Imagination”

At Magicland Childcare, we combine education and sports together. Our philosophy is based on the teachings of Confucius, using his 5 core elements of: kindness, justice, etiquette, wisdom, and faithfulness, along with Te Whāriki.

Children will be able to start exploring the world around them through a range of carefully planned learning experiences provided by our Magicland educators.



## Our Philosophy

Our philosophy is based on Confucianism, a system of philosophical and ethical teachings founded by Confucius and developed by Mencius.

The *Five* main principles of Confucianism *or Elements* are:

Kindness, Justice, Etiquette, Wisdom, and Faithfulness. These key principles are what guides our centre in caring and educating for your children. Our teachers also uphold our 5 core values through forms of natural leadership, self-confidence, honesty, and management for our children future learnings.

If we all work together we can build a better future for our children. Magicland is all about exploration. Our slogan is “be all you can be, the only limit is your imagination.” Magicland will be the first step they take before they go off exploring the world around us.



## Mission Statement

Magicland Childcare's mission is to provide your child with a nurturing, safe and fun environment that will introduce them to the exciting world of learning. They will develop life-long and a love for learning while fostering individuality, creativity, exploration, and imagination.

## Our Teachers

Magicland teachers are skilfully trained, are ECE-qualified to facilitate educational and physical programmes. They have ample experience in facilitating children's learning processes and development. They also have a passion for teaching young minds and want to do all they can to help foster your child's individuality.

## Our Curriculum

At Magicland Childcare in Albany, Auckland, you can be sure that your children will experience the best early childhood education. Our centre is fully committed to establishing a strong foundation to achieve continued developments and academic success. We are inspired by Reggio Emilia. A sample of our educational programme plan is available upon request.

## Centre Values:

Kindness,

Fairness

Etiquette

Faithfulness



## Portfolios

We will use portfolios to record the learning that is occurring here with your child. Learning stories and photos in the portfolio will reflect the interests of your kids. You can take your children's portfolio home any time you want. Portfolios will be stored in centre where children can easily access them. You can also add your home photos, stories, and comments, as children love sharing these home experience with other kids and adults. Portfolios will be given to you when you leave our centre. We also upload these learning stories to Storypark. A site specifically designed for Early childhood centres to share learning experiences with children's families. This can be accessed through your smart phone or computer, and you can share the online stories with your families from across the world!





## CENTRE POLICIES

### Enrolment fee

An enrolment fee of \$30.00 is due at the time of enrolment. This fee covers administration set up costs including, your child's Learning Journal and additional stationery costs. The enrolment is a one-off fee unless the child is taken off the roll and later wishes to re-enrol. It is not refundable and does not form part of the weekly fee.

### Payments

All fees are to be paid by direct credit, bank debit or cash in advance.

### Sibling Discount

A 10 % discount is offered to families with two or more children who attend this centre.

### Late Fee Payment

A personal cheque may not be used to clear arrears as history has shown that these may be dishonoured. Failure to pay the missed fees will result in your child's position being

terminated. All debt collection costs are the responsibility of the parents or caregivers. All collection costs will be added to the outstanding fees.



### Late Pick Up Fee

For children who are picked up after the enrolled time but within the centre opening hours, a late fee of \$10 per 15 Minutes will be added to the child's account. For children who are picked up after centre opening hours, a late fee of \$20 per 15 minutes will be charged. This money will be paid straight to the staff member on duty.

### "20 Hours ECE" Explained

From 1<sup>st</sup> July 2010, all three, four and five-year-old children are able to get an additional subsidy at early childhood education (ECE) services. This is limited to six hours per day, 20 hours a week. 20 Hours ECE applies to all teacher-led ECE services.

At Magicland Childcare, we are offering 20 Hours ECE and have opted in because of the substantial subsidy for parents. We apply 20 hours to first six hours per day (and daily thereafter) of your



child' s enrolment. We charge a fee outside the six hours per day. If you are eligible for 20 Hours ECE and you have completed the attestation on your child' s enrolment form, we will ensure that you get this subsidy. If your child is not yet three-year-old, please leave the section on your enrolment form relating to 20 Hours ECE blank and we will prompt you to complete this when you become eligible to ensure that you receive this subsidy.

### Optional Charge

We have set our fees on a daily rate. Optional charges cover specific features above the regulated services funded by the Government. These include food, good teacher: children ratio and any travel cost out of the centre. Eg. trip to the Meseum to support children' s interests and programme planning.

### Childcare Assistance (WINZ)

Work and Income New Zealand provide a childcare subsidy to help pay for part of your fee costs if you qualify. If this information is of interest to you, please do not hesitate in asking your Centre Director for further information. Please check to see if you are eligible as many people are unaware of their entitlement.

<http://www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html>



### Christmas Closure

Our Centre is closed on all statutory public holidays and charges remain in place for public holidays as this is accounted for in the set fee as noted above. Over the Christmas period the Centre is only closed for public holidays.

### Notice Period

Two weeks written notice is required if your child is leaving the Centre. Any credit at the end of the enrolment will be credit back to the parents.

### Sun Care Policy

#### Policy details

All staff will model sun-safe practices here at Magicland and ensure sun-safe procedures are implemented for children.

#### PROCEDURES

Magicland Centre newsletters will contain regular reminders about the need for skin protection, particularly during the critical months of the year.

Children will be encouraged to use a broad spectrum, water resistant sunscreen and shall be assisted where necessary in its use. Children will be encouraged to use sunhats which protect the face,



neck, and ears and sun protective clothing, and to take responsibility for their own safety in the sun.

Teachers and other adults working with children will be encouraged to model sun-safe behaviour. Teachers will consider shade when planning for outside activities of the day. In the development and use of outdoor areas, steps will be taken to ensure adequate shade provision and appropriate placement of activities.

### **Smoke and Alcohol-Free Policy**

The childcare centre's main obligation and purpose is to make sure that every child enrolled in their services are provided with the best care and safety regulations. As part of the New Zealand policy implemented on 1 January 2004, all centres, inside and outside facilities, should be smoke and alcohol free at all times. This rule applies to all who are involved with the childcare services and all other visitors entering the centre's premises.

#### Policy details

No area within any centre property will be available for smoking or alcohol drinking.

No staff member will smoke or drink alcohol within view of children entering, attending, or exiting the Centre during license hours.

Any individual or group wishing to hire the centre's grounds or buildings will be informed of the smoke and alcohol-free conditions.

All staff and parents will respect the centre's smoke and alcohol-free policy when on excursions. No staff or parent shall smoke or drink (alcoholic products) within the view of the children.

Complaints in relation to this policy will be made in accordance with the Smoke-Free Environments Act 1990, and directed to the General Manager, Magicland.

#### **PROCEDURE**

All staff and members of each centre community will be informed Magicland centre is a smoke and alcohol-free environment.

### **TRANSITION BETWEEN ROOMS**

Settling and transition issues are important ones for both children and adults, and need to be handled sensitively and skilfully by staff.

#### Policy details

##### **New Children**

Parents and children are encouraged to visit as often as possible before the child is expected to attend. We suggest visiting regularly

for at least the fortnight prior to your child' s official start date. Parents are encouraged to get to know their child' s teachers during this transition time.

Parents are welcome to stay during the first stages of transition until their child is settled into an activity or happy with a teacher; Parents are encouraged to share their knowledge of their own child with our teachers to help the settling process; Parents are welcome to bring, in the initial stages, any special toys or *cuddlies* that might help their child to settle.

Parents are encouraged to complete and return the "All About Me" form and any applicable routine to help with the settling of their child and keep the Centre informed of routine updates.

### Transitioning Children

Movement between groups is based on developmental readiness and availability of space.

Parents are notified and kept informed about the likelihood and timing of any space becoming available.

Before a child' s transition, information including sleep time patterns, comforters, food likes and eating habits, interests, toileting, language etc. is given to the Room Supervisor in the transitioning room.

In preparation for transition teachers encourage children to master the skills necessary for success in the child' s new environment; Portfolios, updates, photos etc. will be passed through to the new Room Supervisor with information updates on the child.

The child will visit their new room for a few hours each day to get to know the environment and their teachers.

### TRANSITION TO SCHOOL

Magicland childcare is committed to supporting children and families in the transition to school.

#### Policy details

We will include in our programme:

- A balance between structure and free play;
- Routines that encourage self-help, growing independence, and positive attitudes towards eating and toileting skills;
- Opportunities to develop pre-writing skills e.g. Children are encouraged to develop their fine motor skills by correcting using paint brushes, pencils and felt pens etc.
- Familiarity with numbers and their uses in a wide range of activities in the Centre setting;





- Opportunities for developing verbal communication with teachers and peers on a one on one basis as well as in small and large groups;
- Encouraging children to develop good social skills where their self-esteem is promoted and emotional needs are met;
- Problem solving and decision making skills; Children's portfolios will be returned to the child when leaving for school.

Children aged 4 years and above will be encouraged to participate in small group learning in a structured Transition to School programme basis on their interests and paces of development for around 30 minutes day. This is not compulsory for every four-year-old to attend. It is only an option available for them if they are willing to. All the activities will be recorded in words and pictures in our Transition to school activities fold. It is available for parents to look any time.



## POLICY ON ILLNESS

Child health is one important factor that every child care centre puts into high consideration. The centre staff and teachers will provide the utmost care needed for every child and make sure that reasonable steps will be done in cases of emergency.

### Policy details

Parents/caregivers are expected to collect their child without delay if he or she is ill.

Children (and staff) with diarrhoea, vomiting, conjunctivitis (unless medical treatment has been applied for at least 48 hours), fever and/or undiagnosed skin rashes, head lice (after treatment) should not remain at the childcare centre (except for the time it takes parents/caregivers to collect their child from the centre).

Diarrhoea or loose stools present a risk, even if the cause is not an infectious disease, as it makes it difficult to maintain normal hygiene. Even micro-organisms (germs) that normally present in the gut can cause health problems if consumed (e.g. passed into the mouth by contaminated hands or objects).

While an ill child is waiting for the parents to collect them from the centre, they should be made comfortable and kept isolated from other children and staff, and staff member remain with them at all times.

To minimise risk, this staff member must not be involved with food preparation.

In general, if children experience vomiting and/or diarrhoea they should not attend the centre until 48 hours after all symptoms have stopped.

Children and staff who are unwell should otherwise stay at home as per medical advice or current Auckland Regional Public Health Service recommendations.

If in doubt, contact the Auckland Regional Public Health Service, phone (09) 623 4600 (24hrs/7days).

### **Medication**

The centre will have parents/guardian sign a written authority giving the permission to give their child the appropriate medicine for certain ailments or incident.

Their child's medication should be handed to the centre teaching team for safe keeping and storage.

### **Accidents**

We will provide a safe environment for kids to nurture and enrich their learning, but accidents may happen sometimes. Teachers who have first aid certificate will administer basic first aid as appropriate. We will report and record the details of accidents and share with you.

We will contact you immediately if the accident is serious. However, if the accident is not possible to report, we will seek appropriate medical advice or support.

It is important to provide your contact details and the name of another person who may be contacted if you can't come to collect your kid.

## THE ESSENTIALS

What your child can bring:

Each day your child will bring essentials things that will help them in their day to day activities at the centre.

- A bag with your child' s name (that is clearly printed, labelled on the bag)
- Two sets change of clothes (named) and sun hat (during the summer months), extra pair of shoes

### Clothing

In our centre, the children will have outdoor play time and art time. Some of these learning processes can be a messy, but fun for our kids! Therefore, we encourage parents to let their child bring along extra pair of change of clothes, sun hat for sunny days and extra pair of shoes.

### Healthy food/kai

Teachers alongside parents/whanau play important roles in helping children understand what the children need in terms of their nutrition. Our centre will promote and teach healthy eating. Fresh water is always available for our children to drink.

### Food safety

It is unavoidable that some children have allergic reactions to certain kinds of food. Magicland will strictly implement food safety

procedures for our children' s safety. We encourage parents/whanau not to bring peanuts/nuts and egg in the centre. Food is available and included in our childcare services, so your child does not need to bring any food from home.

### Food allergies

Please do **NOT** bring any nuts. This includes Nutella, peanut butter, peanuts or nuts of any kinds, and any food with hardboiled or sandwiches.

Please read this handbook in accordance with our centre policies for details, which is displayed by the entrance.

