

A photograph of a young girl in a denim jacket holding a light-colored umbrella and a fuzzy bag, standing in front of a house with horizontal siding. The image is overlaid with a semi-transparent brown filter and is framed by a white, irregular shape that resembles a stylized cloud or a drop.

Parent Information

welcome to miniland

We are pleased to welcome you to our centre and to be part of our Greenhithe community. Here at Miniland we pride ourselves on a high quality of service, education and care. We offer a warm, inviting home away from home environment embracing whānau tangata (people of our land – family & community). Our team at Miniland acknowledge the uniqueness of all children allowing the diverse backgrounds within our learning community to introduce values and traditions which are celebrated and reflected into our learning environment.

We operate from a well-designed boutique childcare centre in Greenhithe, Auckland. We are licensed for 60 children, 12 under 2's and 24 over 2's in each of our toddler and pre-school rooms. We operate on an excellent teacher to child ratio of 1:4 for our babies and 1:6 for our toddler's area.

The centre comprises of three north facing classrooms fitted out for babies, toddlers and pre-school. Each classroom is fitted with quality furnishings and age appropriate resources provided to encourage children to learn in a welcoming, homely and relaxed environment. The emphasis is to deliver rich learning experiences for our children to discover, explore and grow.

Our outdoor play space flows as an extension from the indoors offering interchangeable activities which provide play, learning and socially interactive experiences. The professionally designed play area includes sandpits, water play, vegetable garden, bike track, balance equipment and play huts.

All meals are provided by Miniland and our Centre Cook prepares fresh meals daily onsite. We provide morning tea, lunch and afternoon tea. Our seasonal menu will be available on Storypark and on the parent noticeboard.

Miniland offers a full day service 7.30am - 6.00pm Monday to Friday excluding NZ public holidays. We also offer a shorter day session of 7 hours. During the Christmas / New Year period hours may vary according to families' requirements. Families will be notified when there are any changes to opening times.

our vision

Our vision is to deliver rich learning experiences for our children to discover, explore and to grow as competent and confident learners, secure in their sense of belonging with a love of learning that will continue throughout their lives, with the support of strong and passionate teachers.

We strive to make a child's time at Miniland exciting and fun with experiences that are learning opportunities and will have a lasting impact on their holistic development. We welcome and encourage parental involvement.

We are committed to Te Whāriki, our National Early Childhood Curriculum which is the foundation that encourages kotahitanga (holistic) learning and development. We provide an environment of whakamana (empowerment) allowing children to develop their potential and to be healthy in mind, body and spirit. We integrate a bicultural perspective providing our tamariki (children) opportunities to develop a knowledge and understanding of the heritages and aspirations of both partners to Te Tiriti o Waitangi.

Our passionate staff provide tamariki and whanau with support and respect. On-going professional development and staff appraisals help maintain and challenge staff to ensure children receive the best of both care and education.

our philosophy

Our philosophy is based on Te Tiriti o Waitangi; the New Zealand Early Childhood Curriculum document Te Whāriki implementing the four guiding principles of the curriculum - whakamana (empowerment); kotahitanga (holistic development); whānau tangata (family & community) and Ngā Hononga (positive relationships) as well as including the inspirational Reggio Emilia approach. We strive to generate a kete of good values for tamariki (children) as a foundation to build upon. These include:

Manaakitanga – kindness, empathy and care for others.

Kaitiakitanga – guardianship of the land, teaching others to respect and care.

Whenaungatanga – being truthful, fair and working together for the good of all.

settling & transitioning

Settling a child into Miniland is one of our key responsibilities and we aim to make this adjustment relaxed and comfortable for both you and your child. Our teachers will work closely with you to fully understand your child's unique needs during this transitioning process.

Our aim is to have happy, secure children and families who have developed a relationship of trust with our team. Communication ensures this process is a positive one.

We ask that families visit the centre prior to commencement. We recommend 4 visits.

The first visit would last for an hour or so and you will be asked to stay with your child for the entire visit.

If your child is happy to stay on subsequent visits you could remain with them for 10 minutes and leave them with us for an hour.

These visits will ensure children are given the opportunity to adjust slowly getting to know the teachers, other children and the environment. It also ensures family members know who the key teachers are in their child's room and become familiar with the daily routine. This helps everyone to build confidence and ensure a smooth transition.

what to pack

- A clearly named bag
- Two to three changes of named clothing (more if toilet training)
- Named sunhat
- Nappies and formula if required
- Special items for sleep or for settling ie dummy, cuddly

We request that personal toys are not brought to the centre unless they have been specifically requested for a particular event. A blanket or soft toy that your child uses as a comfort for sleep is welcomed (please name).

Nappies

Please put these in your child's bag and top them up each day. All nappies are to be disposable.

Formula

Please provide baby formula. Staff will notify you when formula is required.

Meals

Miniland has full kitchen facilities and a full time Centre Cook who prepares healthy, nutritious and tasty meals. Menus are based on healthy heart recommendations and are high in fresh fruit and vegetables. We provide morning tea, lunch and afternoon tea. Our seasonal menu will be available on Storypark and on the parent noticeboard. We adhere to the Ministry of Education guidelines which includes the exclusion of foods that may increase the risk of choking.

parent communication

We value our relationships with families and whanau and strive to be in constant communication via:

- Conversations at drop off/pick up times
- Notes on the sign in sheets
- Notices on the entrance way notice board
- Newsletters
- Phone calls/emails
- Storypark
- Policies
- Portfolios
- Website
- Parent/family evenings and celebrations
- Trips and outings

We appreciate your feedback on our policies, procedures and aspects of our operation and will give you opportunities to be involved via Storypark, our online collaboration tool.

A policy folder is available at reception for your perusal. We have included some of our key policies and procedures in this information pack.

Each child will have an individual learning journey both on Storypark and in a portfolio. We seek your aspirations regularly so together we can support and nurture your child's interests, dispositions and growth.



positive guidance

At Miniland we aim to provide a homely and welcoming environment. Our positive child guidance policy and procedure ensures that all children are treated with respect and dignity. We support children in their development of social competence and understanding appropriate behaviour.

This includes:

- Creating a supportive environment
- Promoting emotional competence
- Promoting social competence
- Supporting learning and engagement

We aim to establish positive behaviour by way of:

- Reminding children of the rules and their rationale as needed.
- Letting children know when their behaviour is unacceptable and the consequences of that continued behaviour.
- Providing logical consequences when limits are reached, such as a time restriction on playing in the sandpit when sand has been thrown.
- Guiding and allowing children to resolve their own conflicts where appropriate.
- Using positive guidance and redirection to develop self-control and orderly conduct.
- Children are encouraged to be fair, respect property and assume personal responsibility as well as responsibility for others.

We are committed to working in collaboration with parents and whanau to resolve any issues or disruptive behaviour. Parents are given honest, regular feedback from the staffing team whilst remaining positive in their outlook and commitment to positively eliminating inappropriate behaviour.

Positive guidance is the best way that children can learn rules and boundaries enabling them to implement these rules in other areas of their lives.

health & safety

Due to the risk of cross-infection between children and the infection of teachers, please keep your child at home if he/she shows any symptoms of the following illnesses:

- Chicken Pox
- Cold Sores
- Conjunctivitis
- Diarrhoea
- Head Lice
- Ringworm
- Mumps
- Vomiting
- Hand, foot and mouth
- Infectious Hepatitis
- Measles
- High Temperature
- Rubella
- Unknown Rash/ Infection
- Coloured discharge - nose
- Impetigo
- Streptococcal sore throat
- Meningitis

Please also contact us to let us know if your child has any of these symptoms. It is important we keep everyone as happy and healthy as possible. Any child who has vomiting and/or diarrhoea must not return to Miniland until they have been free of symptoms for 48 hours.

All illnesses will be recorded in our illness/accident register and parents will be notified accordingly.

Immunisations

Please remember to bring your Well Child book and a copy of the immunisation certificate with you when you enrol your child at Miniland and after each new immunisation. We are required by law to keep an up-to-date list of all children at the centre and their immunisation status.

If your child is not immunised and in the event of a serious outbreak of contagious symptoms you will be informed and will be required to keep your child at home for the duration of the outbreak and for the stand-down period.

Administration of Medicine

If your child is under medical treatment whilst in attendance at Miniland and requires medicine to be administered, the parent/guardian must inform the Centre Manager or a teacher and record and sign the details in the Centre Medication Register on a daily basis. Medication must be clearly named with the dosage and within the expiry date. All medication is to be handed to a teacher and stored in the medication cupboard with the First Aid Kit or in the fridge as stated on the bottle. No medication is to be left in the child's bag, including inhalers.

For long term medication or medication for allergies, records must be kept in the back of the Medicine Register as an ongoing requirement and must be renewed 3 monthly.

Any child requiring pain relief should not attend the centre. However exceptions will be made if the medication has been prescribed by a Doctor for an ongoing medical condition. All other instances must be discussed with the Centre Manager for approval. Please refer to our Medication Policy.

Accidents

Unfortunately accidents do happen but we will ensure children are consoled and supported emotionally. Miniland will have qualified First Aid staff on duty at all times. Staff will administer first aid as required. All accidents are recorded in the accident registers that are located in each room. We will inform you at pickup time and ask for your signature. In the event that your child has an accident that might leave a mark or bruise we will contact parents to inform them of the accident before pickup. If your child has a bump to their head or face we will contact you immediately.

Emergency and evacuation procedures

In the event of any emergency situation we will make every effort to contact parents. The centre is fitted with safety devices which are maintained regularly. Regular fire and earthquake drills are undertaken. If you are present when a drill takes place you are required by law to participate. Emergency evacuation plans are displayed in the centre. Regular emergency procedures allow the children to become familiar with the routine and planned evacuation. We will aim to make these procedures a positive event for the children.

toilets & toilet training

Children who are in nappies are changed regularly throughout the day and this is recorded.

Routine toileting times are encouraged throughout the day to develop good habits and independence in children who are ready. We will work collaboratively with you to ensure consistency at home and at Miniland. Please discuss your child's needs with the teachers. Please pack plenty of changes of clothes during this time as accidents are unavoidable.

rest & sleep times

Infants and Babies - We will endeavour to follow home sleeping patterns and routines and will discuss your child's individual requirements with you. A separate sleep room is provided with cots for babies. Each baby will have their own linen which is regularly laundered.

Toddlers - There will not be a compulsory sleep time for over two's but there will be a sleep/rest time after lunch for those who need it. Sleeping mattresses are provided in the designated sleep area. Children will be provided with their own linen which is regularly laundered.

picking up your child

Parents and nominated adults who have been documented on the enrolment form are the only persons who can pick up your child. We will need written confirmation if you wish someone else to pick up your child and you will need to provide details of that person. If we have not met them before their ID will be checked on arrival. You can then add their name to the list of pick-ups on your enrolment form.

Please endeavour to pick up your child promptly at the booked times. Please telephone Miniland in the event of an emergency or unforeseen circumstances so that we can make alternative plans for the care of your child. Late fees will be charged as per the current fees policy.

payment of fees

Please refer to our Fee Policy and Terms of Trade. All invoices are issued weekly and all fees must be paid a week in advance. All fees are to be paid by internet banking as we do not have eftpos or banking facilities at the centre.

concerns

Please feel free to talk to our team and/or the Centre Manager should you have any concerns or queries. As we have said previously we are committed to open, honest two way communication. Our complaints policy and procedure is on the parent noticeboard with reference to the Ministry of Education Auckland office phone number, whom you are also welcome to contact at any time.