

Haere mai Welcome to

playday.

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Te Kaupapa- Our Philosophy

At Playday, we believe in creating a nurturing, responsive, and inclusive environment where tamariki feel a deep sense of belonging (Mana Whenua). Through secure and trusting relationships, we empower children to explore, experiment, grow, and develop confidence in a safe and supportive setting.

We embrace the importance of play as a foundation for learning, encouraging tamariki to follow their interests, take risks, and learn from mistakes. By fostering tuakana-teina relationships, we cultivate a strong sense of whānau, where older and younger children learn from and support each other, just as they do at home.

In partnership with families, our kaiako and management are dedicated to instilling a strong sense of self in tamariki by:

- Nurturing natural curiosity and wonder
- Encouraging kindness, cooperation, and social connections
- Supporting holistic development through play-based learning

Our practice is guided by **Te Whāriki**, New Zealand's early childhood curriculum, which shapes our approach to teaching, learning, and building meaningful relationships within our community. Grounded in aroha and reciprocity, we embrace the values of whānau and connectedness.

We acknowledge and celebrate the dual heritage of Aotearoa, honoring **Te Tiriti o Waitangi** and embedding **Te Ao Māori** within our daily practice. Through the use of **Te Reo Māori**, tikanga, and whanaungatanga, we weave a bicultural approach into our learning environment.

At Playday, we are committed to diversity, inclusivity, and excellence in early childhood education—ensuring that every child thrives in a space of joy, care, and well-being.

We believe

- that for children to engage actively in their environment and therefore in their learning they need to feel safe, respected and valued; they need to feel they belong;
- each child will follow their own learning path and thereby create their own meanings through their experiences;
- that children learn through relationships (connections) with people, the environment and things;
- in building responsive and reciprocal relationships with parents and whānau and working closely with them in their role as primary caregivers enabling sharing of information to support children's learning and development;
- that a play based learning environment supports children becoming competent and confident learners;
- that the environment presented to the children should engage the senses, stimulate curiosity, and encourage active exploration;

We want our children to

- **belong** - the centre aims for each child to feel like they belong. This sense of belonging contributes to inner well-being, security and identity. We aim to create an atmosphere which has meaning and purpose in which the child feels welcomed and nurtured, supporting connection through beginning friendships.
- **develop** - in all aspects - cognitive, physical, emotional, social, language, literacy and numeracy; and to learn through all the senses - sight, touch, sound, smell and taste; and with access to a wide variety of resources, with skilled, responsive and interested adults as an important resource.
- **explore** - to actively and enthusiastically discover knowledge about their environment; to use initiative and achieve independence; to develop creativity, imagination, curiosity, a love of learning and a love of life.
- **empathise** - to recognise the rights of others to be safe; to understand fairness, cooperation, and to resolve conflicts peaceably.
- **identify** - with their families, and their community while also having a strong sense of self as an individual. To gain a sense of the wider world and their participation in it. To be aware of diversity of lifestyle, family life, and other cultures within their community and the wider world.

- **communicate** - to be able to express themselves and to be understood by others through a variety of mediums.
- **contribute** - that they can actively and positively engage in the life of the centre, regardless of age and/or ability, learning with and alongside others and feel a sense of achievement in that participation.
- **feel successful** - we celebrate the child for what they can do now and support them on their journey of where to next.

Whakakitenga - Our Vision

We continue to be recognised as a provider of high quality ECE service that is inclusive, culturally competent, flexible and responsive to the diverse needs of our children and community

We continue to support, attract, and retain high quality staff and teachers

Playday is an extension of whanau - Our communication is clear, relevant, and timely, so that families feel a strong sense of belonging and whanaungatanga fostering a willingness to contribute their knowledge, expertise and skills to the centre

We celebrate our community and truly value our playday environment, educating our tamariki on the value and practice of maanakitanga, kaitiakitanga and reciprocity.

We continue to foster, celebrate and honour our cultural diversity to foster bicultural treaty-based learning.

Kaupapa Mātāmua -Mission Statement

Playday, in partnership with parents/guardians and whanau, will promote and extend the learning and development of each child attending and receiving the service, through the provision of quality early childhood education and care

At Playday we aim to...

- Provide a stimulating environment where children are free to grow, learn and develop under the love and protection of teachers and whanau/family.
- Establish strong links between the whanau/family and the centre; for parents/caregivers to feel that they and their child **belong** and can contribute to the centre.
- Establish a daily routine so that the children have a sense of consistency and continuity.
- Create a mat -time format where:
 - Children are engaged and learning is fostered
 - The children are supported in sitting and attending for a brief time
 - Children are encouraged to participate and co-operate
 - Singing, music and movement is promoted
- Have regular visitors (e.g. fire-fighters, police officers, yoga instructors, librarians etc.) and trips to link the wider community with the centre and the children's interests.
- Create a positive atmosphere through teachers and whanau/family verbally affirming, encouraging and listening to the children.
- Carry out regular assessments of children's interests, needs and abilities so that teachers can further support, extend and plan for individual children's learning and development.

Playday Programme

Playday is a child centred environment where the environment is carefully planned to engage, stimulate and extend the children's learning and development in order to deliver equitable outcomes for all learners. We attune our teaching practice to each learners, strengths, interests, needs, identities, languages and culture

The children are encouraged to:

- Be curious
- Choose their own interest/activity
- Be involved in the learning environment
- Become more independent through developing self-help skills
- Develop communication skills for a range of purposes
- Make their own decisions and take responsibility
- Use their imagination
- Be creative and expressive through dance, music, art and drama
- Learn with and alongside others
- Work at their own level and through assessment (self and teacher) be extended

Our Staff

At Orakei Playday it is our aim to employ excellent, caring teachers, who are experienced and trained in early childhood. Teachers who are not registered are either in training or have extensive experience in Early Childhood. Teachers attend regular professional development courses to further their knowledge.

Age Group

We are licensed for 25 children, 5 under 2's, and 20 over 2's. We take children from 20 months to 5 years. We have four teachers on the floor during the morning session and three teachers on the floor during the afternoon session, ensuring excellent teacher to child ratios. At least two qualified teachers are always on the floor.

What to bring to Playday each day

- Clearly named lunch box for morning tea/lunch and a drink bottle.
Can we please ask families to refrain from including the following foods in lunch boxes:
 - yoghurt
 - milk drinks (we would prefer children come with a bottle of water only)
 - jelly and fruit in jelly
 - hard boiled eggs
 - food with nuts

Further to this can families please not send their child to Playday with any form of lollies/sweets. We would also encourage you to please peel or cut up children's fruit - as you can imagine, it can be very time consuming for teachers when several children need this to be done for them and also affects our ratios as it can take a teacher off the floor. Please note that for your child's birthday you are more than welcome to bring a treat but we would encourage you to let the teaching team know ahead of time.

- At least two complete changes of named clothes (appropriate for the season).
- Named nappies (if required)
- Sunhat
- Footwear

Settling In

It is very important that we provide an environment where both you and your child feel a sense of wellbeing and belonging as their early childhood experiences are significant in how their sense of self-emerges and the confidence, they will have in tackling new challenges.

You are more than welcome to visit our centre and spend some time here before your child's start date to play with your child. This will help your child become familiar with routines and also allow them to get to know the teachers. When dropping your child off, a teacher will be there to

comfort and reassure your child should they get upset. We believe it is important that you say goodbye to your child as you leave. It is completely normal for your child to become upset upon your leaving; this may last a few weeks, depending on how often your child comes to the centre. We understand that it is hard to leave when your child is crying, but please be assured that your child will eventually settle down and become engaged in the learning environment. Feel free to phone us during the session for a progress report on your child.

Children's Learning Journeys

All children attending Orakei Playday will have their own personal portfolio. Throughout your child's time at Playday the teachers will write learning stories about their interests, strengths, friendships, abilities etc. which will then be collated in their portfolio, alongside artwork, and photo's. This will be given to your child to keep when they leave Orakei Playday and are available for you to view at all times. We encourage family / Whanau to read their child's Learning Journey and add comments.

Trips and Outings

Trips outside the Centre are an important part of the program and are chosen to support and extend children's interests. We encourage parents/whanau and caregivers to be a part of our excursions.

Excursions allow us to extend on math's, science, technology, the arts, communication, belonging, contribution, wellbeing and exploration which are all a part of a child's learning experience. We will let you know in advance when we plan any trips.

When we go on a centre trip the children travel by staff and/or parent cars or by bus. Ratios for these trips/outings will be 1:2. Parents are required to pay for the cost of the trip. The ratio while travelling in cars is 1:3, in approved car seats provided by parents. If more than 3 children will be travelling in a car, there will be 2 adults in the vehicle.

Family Involvement

It is hoped that our Playday families feel they belong and can contribute to our centre as we believe that the best learning for your children takes place when we all work together in partnership. Our commitment to two-way communication with families/caregivers ensures that the lines of communication between Playday and home are open at all times. Further to this, we welcome your involvement. Families can become involved with their child's learning in a variety of ways, as personal schedules allow including:

- Join the Parent Committee
- Become a Parent Committee helper (e.g. help with fundraisers or social events)
- Let us know if you are able to help us in effectively accessing various resources (e.g. paper, sports equipment, books etc.)
- Help to clean resources at the end of each term
- File art work
- Share your interests/skills/job with the teachers and children. Examples are baking with the children, showing tools you may use in your job, doing a special craft, gardening, sharing

a little geology knowledge about dinosaurs, or perhaps telling a bit about your own cultural traditions. You may play the guitar, know how to make pasta, be a doctor or nurse or dentist. You may be a great story teller or reader. You may speak another language or sing. These contributions provide enrichment to our learning environment.

- Put us in touch with people you know who might be willing to share their interests/skills/job with the teachers and children
- Join us on excursions
- Read your child's Learning Journey and talk to your child and the Teaching Team about it
- Share stories from home - either verbally with the Teaching Team or written in your child's Learning Journey

Please know that we welcome your knowledge, value your time and encourage your participation (at any level) as we know it will benefit your children. By working together, we can help your child to develop to their full potential.

General

- Please sign the sign-in sheet as you drop off and pick up your child
- Please ensure you leave us with an emergency contact number
- Please let us know if your child will be away for more than three consecutive sessions
- Please phone the centre as early as practicable to let us know if your child is away sick
- It is helpful if you inform us if something out of the ordinary is happening at home (e.g. you are shifting to a new home). Often children behave differently, and it is helpful to have insight so we can deal with any behavior changes appropriately.
- If you wish to discuss anything with the Team Leader, feel free to do so.
- We have a Family Communication Book on the signing in table for your queries/comments/requests.
- Please ensure to pick up your fees invoice and other information from your child's pocket to the right as you enter the foyer.

Centre Information

Newsletters are normally distributed at the beginning and end of each term, keeping you up to date with relevant information within the centre.

Health

We are committed to providing and maintaining a healthy environment, so to minimize the spread of infection, sick children should be kept at home until they are well.

If your child has any of the following, they cannot return to Playday until they have not had any symptoms for at least 48 hours and/or been given the all clear from a doctor.

- Unidentified rash
- Conjunctivitis
- Generally unwell
- High temperature
- Mumps
- Measles

- Diarrhea
- Vomiting etc.

It is the policy of this Centre not to admit any child who has a communicable disease.

Should your child become unwell whilst in our care, we will contact you and you may be required to collect your child from the Centre.

Accidents

Even in the safest environments accidents do occur. Any accidents that occur are recorded in the Accident Register and family/caregivers will be informed. If necessary, you will be contacted to collect your child to seek medical attention. If you are unable to be contacted and your child requires medical attention, we will take the required steps.

Sun Protection

Orakei Playday requires children and adults to wear suitable clothing, sunscreen and hats, which protect face, neck, and ears. Families are encouraged to apply sunscreen to children before leaving home; this will be re-applied after lunch if necessary. If your child has an allergy to any sun block, please provide your own. In winter we ask that your child bring a warm hat.

Payment of Fees

With confirmation of your child's enrolment, fees are to be paid at the beginning of the term either weekly or fortnightly.

When your child leaves the centre, all unpaid fees are to be paid on or before their last day. Any outstanding amount owing will be passed onto a debt collection agency. All cost of debt recovery will be added onto your account. Work and Income forms and information is available from the centre. Full fees are to be paid until the subsidy begins and parents remain responsible for WINZ payments.

Absent Days and Holidays

Only if your child is away due to sickness will you be entitled to a free make up day. This is limited to one day per term and can only be requested if you have notified the centre by 9.30am on the day that your child is unwell that they will not be attending. Sick days cannot be accumulated from term to term.

If you take your child on holiday, full fees will be charged to hold your child's space at Playday.

If a Public Holiday during Term time falls on a day your child is booked into our centre, you will still be charged for that day.

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Playday Hours of Operation and fees

	session fee \$35.00	session fee \$60.00	over 3 20hrs ECE \$89 Mon-Frid or
Monday	8.30.am - 12.00pm	8.30am-2.30pm	8.30am to 2.30pm.
Tuesday	8.30am - 12.00pm	8.00am-2.30pm	
Wednesday	8.30am - 12.00pm	8.00am-2.30pm	
Thursday	8.30am - 12.00pm	8.00am-2.30pm	
Friday	8.30am - 12.00pm	8.00am-2.30pm	

20 Hours ECE Eligibility

Our service offers **20 Hours ECE** for children aged **2 years and 8 months**.

Terms and conditions apply. For further information regarding eligibility and enrolment requirements, please speak with the **Centre Manager**.

Playday is closed during the first week of the school holidays for term 1,2 and 3. For summer holidays we reopen on the last week of January.

Work and Income Subsidy may be available - however fees must be paid in full until the letter of confirmation from WINZ or CYPS is received. Any credit held when subsidies are paid will be paid out directly to the parent where applicable. It is the parent's responsibility to ensure all paperwork is processed and received by WINZ on time. Any delays could see the parents having to pay full fees until subsidy comes through.

Changes in fees: Management does reserve the right to change the fee rates and policies, and those rates and policies will apply to parents/children already enrolled or previously quoted from the date specified on the notice. When changes are made, a notice will be given in advance and a new schedule given to all parents.

Leaving the centre: When a parent wishes to withdraw their child from the centre they must inform the management in writing and give 2 weeks' notice. Parents who withdraw and do not give 2 weeks' notice will be charged 2 weeks in lieu and will also be charged the amount of Government Funding that the centre would normally be entitled to.

Policy, Procedures, Fees, MOE funding expenditure

- Our centre's operational policies and procedures, including the fee structure and financial information such as the amount and details of expenditure of any MoE funding received, are available in the folder by the signing-in table. The fee structure is also included in the brochure provided to parents with the enrolment form.
- Policy review cycle: Parents will be informed of any policy reviews via email and are welcome to provide feedback during the consultation period.

- Our centre's philosophy is available for viewing in the parent information area.
- The most recent Education Review Office (ERO) report regarding our centre can be found on the parent board or accessed online at www.ero.govt.nz.

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Centre Lockdown Protocol – Information for Parents

This protocol is intended to ensure that in the unlikely event of a lockdown, parents of children attending Playday know about the procedures in place to keep children and staff safe.

- 1) The Ministry of Education sends out an alarm to centres via text message
- 2) Staff are alerted and the signal for lockdown is given. At our centre we use *Coffee time*
- 3) Our priority is to keep your child safe
- 4) A designated staff member will lock the outside gate and entrance door to the building. The gate and door will not be unlocked until such time as the lockdown emergency is declared over by authorities. **Parents will not be able to gain access to our centre until authorities give all clear.**
- 5) Staff will guide children to the designated safe area
- 6) A designated staff member will contact all parents via text using the emergency contact list and advise parents of children's safety status
- 7) Once the authorities have given all clear, staff will hand over the children to their parents or authorised persons

If you have any questions about this Centre Lockdown Protocol, please ask Playday Staff member.

This Centre Lockdown Protocol links to the HS Emergency Response Procedure (20190402) and Lockdown Guidelines (20190829).