

**LOLLIPOPS EDUCARE**  
Your first choice in childcare.



**Enrolment Pack**



## Why Choose a Lollipops Educare Centre?

Founded in 1997, Lollipops Educare is wholly New Zealand owned and managed. With over thirty childcare centres now operating throughout the country, Lollipops Educare offers state-of-the-art facilities, hand-picked staff and excellent staff to child ratios.

A recent report by the Ministry of Education and the New Zealand Council for Educational Research found that children benefit from quality early childhood education. The Competent Children, Competent Learners Project report showed that as teenagers, children who had attended a quality early childhood education centre had higher scores on average for literacy, numeracy, logical problem-solving, and social skills. At Lollipops Educare, you can trust that your child is receiving quality childcare. It's a standard that each of our childcare centres takes very seriously and one that we continually strive to advance upon.



# Lollipops Educare Statement of Philosophy

“ At Lollipops Educare we believe that the four principles of Te Whariki underpin our philosophy on how the children within our care learn and develop. ”

Staff acknowledge and support that our curriculum is bicultural and our practices within the centres reflect this.

## Empowerment

We believe that for children to develop positively it is the role of the educators to provide opportunities for children to be empowered on a regular basis.

### Supporting Practices

- Staff are aware of the developmental levels of each child and use this information to provide opportunities that will foster a child's self confidence.
- Where possible children are given opportunities to make choices.
- Staff use positive and encouraging language.
- Children and their families are encouraged to share their culture within the centre.



## Family and Community

At Lollipops Educare we believe that the inclusion of family and the community are an integral part of the positive development of a child.

### Supporting Practices

- Staff take children into the community where possible and the community visits the centre where appropriate.
- Staff are aware of what resources are available in the community to support the centre, children and families.

## Holistic Development

We believe that in order for children to develop holistically, educators must gain knowledge of the children within their care. We believe that all children must be treated as individuals and respected for their uniqueness.

### Supporting Practices

- Staff are proactive in learning about and introducing children to the various cultures within their centre.
- Staff are respectful of the beliefs of individual families and accommodate these beliefs where possible.
- Staff provide an environment that is interactive, age appropriate, stimulating and safe.
- Staff provide a healthy and nutritious menu that caters for the individual requirements of all children.

## Relationships

At Lollipops Educare staff are committed to role modeling and supporting positive relationships. Reciprocal relationships are paramount in the positive development of relationships between staff, parents and children.

### Supporting Practices

- We provide a child centred environment where children have the opportunity to contribute, thus promoting a sense of belonging.
- The staff are committed to being an effective team and work within a team contract.
- Staff use a variety of ways to ensure communication is open and effective, e.g. daily conversation, monthly newsletter, informative notice board.

# Individual Programme Planning

At Lollipops Educare we implement the New Zealand Early Childhood Curriculum – Te Whariki. Te Whariki is based on four principles of learning: Empowerment, Holistic Development, Family and Community and Relationships. These four principles are incorporated into our daily programme and are designed to build confidence in children, develop positive relationships, and have the individual requirements of each child met.

We take pride in the fact that we cater for the individual needs of each child. We acknowledge that you, as your child's primary caregiver, have the most knowledge about your child and we encourage your input into the development of our programme planning.

The educators at Lollipops Educare are skilled at documenting segments of your child's day. This may be through written observations, artwork or photos. We utilize data that we collect to identify your child's current interests and strengths, this information then assists us to set individual learning goals. All of this valuable information is kept in a portfolio, which is available for your viewing at any time.

## Staffing

At Lollipops Educare we are committed to employing the best possible person for the position required. All of our staff are supported with regular opportunities to attend professional development courses and in-house training.

We pride ourselves in providing excellent educator child ratios, which means that your child is receiving the best possible care. We have an Open Door Policy and encourage you to spend time at the centre getting to know our educators and the routines that we incorporate into our programme.

All of our staff wear a uniform, which is easily identified by the Lollipops logo, and they would be more than happy to discuss any areas of early childhood education with you.





**We recognize  
that our children  
are New Zealand's  
future.**

**“ We must provide our children  
with educational, cultural and  
social experiences that will  
positively influence the  
remainder of their lives. ”**

## **Hours of Operation**

At Lollipops Educare we endeavour to meet the needs of the local community. Our operating times are often dictated by the local council, please refer to the individual Centres Terms of Trade for their opening and closing times.

## **Fees/Holidays/ Absences and Enrolment Options**

Each centre follows its own policy regarding the stated. Please read the terms of trade for this information or speak to the Centre Manager.

## **School Readiness**

Each of our centres provide a School Readiness programme. This programme was developed by a skilled team of educators from both an Early Childhood and Primary School background. Our programme provides a holistic approach to supporting all children in the development of the foundation skills. Our programme is based on a partnership between the centre and our families - our Senior staff would be happy to discuss this programme with you further.



## **Accidents**

All of our centres follow strict policies on safety within the centre. All appropriate measures are taken to ensure that children's safety is paramount. Staff are trained in Hazard Identification, Hazard Elimination and First Aid. Unfortunately, although rare, accidents do happen.

If the accident requires medical attention we will contact you and if necessary, seek medical attention until you arrive. Our priority is to the well-being of your child. If the accident is minor and the injury can be dealt with in the centre, a first aid trained person will administer first aid and document the details of the accident and treatment.

## Medication

Children who take medication on a regular basis must have a signed medication action plan which allows us to administer this medication, such as ventolin inhalers. Any short term medications such as antibiotics etc, must be signed in daily, then given to an educator.

No medicine should be left in children's bags.

## Child Illness

At Lollipops Educare we are committed to eliminating child illness within our centres. We ask that if your child has any of the following symptoms that you keep him/her at home until they have been cleared by your doctor:

- A high temperature.
- Vomiting or diarrhoea.
- An unidentified rash.
- An inflamed throat or eyes.

Our staff follow this same policy. If your child becomes unwell whilst in our care we will contact you and ask that you collect your child as soon as possible. If we are informed of a contagious illness we will inform all families by way of newsletter or our notice board.

## Positive Guidance

Each centre has its own policy on promoting positive behaviour in young children.

The Lollipops Educare general philosophy is to accept each child as an individual and focus on their individual requirement. Educators are skilled at praising positive behaviour and using re-direction as a form of managing inappropriate behaviour. No Lollipops Educare centre uses any form of physical punishment, harsh language or belittling of children. We work in partnership with families for the benefit of the child. Please talk to us at any time with any issues that you may have – our educators have a wealth of knowledge and would be happy to discuss this at a convenient time to you.

## Birthdays Celebrations

Each centre will have its own way of celebrating childrens birthdays. However each centre is consistent in its approach to Healthy Eating. We ask that you do not bring in cakes, and other food items. We have a responsibility to ensure that we know the ingredients of all foods that we give our children so that children with allergic conditions are not compromised. Please talk to your children's educators to see what the policy is in your centre.





## Starting your child at Lollipops Educare

“ Lollipops Educare Centres each follow a policy for the settling of new children. Here are a few tips for making the transition a smooth one for you and your child. ”

- You need to feel comfortable about leaving your child in someone else's care. Children, regardless of age, pick up on your feelings. If you are feeling positive about the centre your child will feel less apprehensive about their new adventure. We encourage you to spend time in the centre with your child, become familiar with our routines and use this time to express any aspirations that you have for your child.
- Spend time finding out what your child enjoys doing, this will be a good place to settle him/her in the future. Please ensure that your child is always brought into the centre, and signed in.
- When you feel comfortable to leave your child please make sure that you say “goodbye”, and give your child a time that you will return i.e. I will be back at afternoon tea-time. The educators are skilled at settling children but ask that you never sneak out of the centre as this will cause mistrust.
- It is usual for children to bond with certain educators. If you find that this is the case for your child feel free to ask the educator concerned to support you in settling your child.
- Feel free to send along a special blanket (named) if you feel that this will make the settling process easier for your child.
- Always communicate with us. We are sympathetic to new families and children who are settling and feel that team work is the best approach to the situation.
- Phone us at any time of the day to check on your child's progress. If he/she becomes distressed we will communicate with you and together put strategies in place to support the settling of your child. Always ensure that your contact details are current.
- At the end of the day we will give you a progress report on your child's day. Take opportunities to talk to your child about their day and all of the exciting things that they did.
- Rest assured all children take differing amounts of time to settle into day care life. Be consistent in your approach and keep the lines of communication with us open.

## Sleep Time

Each of our centres are well equipped for children and babies to have a sleep or rest. In the under two's area each baby has their own cot and linen and the room temperature is always at a comfortable level. We encourage you to bring any special item that your baby settles with during sleep time.

Lollipops Educare centres do not allow babies to be put to bed with bottles or wearing bibs. Each Lollipops Educare centre endeavours to follow the same sleeping routines that you have at home. Please discuss individual requirements with us. Over two year olds are also encouraged to sleep or rest and have their own mattress/stretcher and linen. All children are monitored during sleep/rest times, these patterns are recorded and available for you to view daily. Please familiarise yourself with the Sleeping Policy within your Lollipops Educare Centre.



## What do you need to bring to Lollipops Educare?

At Lollipops Educare we pride ourselves in the resources and activities that we have readily available for the children's pleasure. Sometimes these activities involve water, paint or messy play. We do provide aprons but it is important that children feel comfortable in what they are wearing and are able to get messy.

Please include in your child's bag:

- One spare change of clothes (over twos), well named.
- Two spare changes of clothes (under twos), well named.
- A well named sun hat (summer months).
- Nappies – some centres have an option to purchase nappies directly from them.

All of our centres provide nutritious meals – either by having our in-house cook or meals especially bought in. If your child has special dietary needs please discuss these at your time of enrolment.

## Sun Sense

Lollipops Educare centres follow a Sun Protection Policy. We ask that you send a named sun hat with your child each day in the summer months (October–May). We will apply sun-screen regularly throughout the day with your written permission (see enrolment form). Staff will ensure that activities are placed in shaded areas and that children have access to fresh drinking water at all times. Educators will take opportunities throughout the day to educate children.



## What skills did I develop today at Lollipops Educare?

- I had my imagination extended.
- I talked a lot to my friends and teacher – extending my language and social skills.
- My fine motor skills were strengthened.
- I made choices – my confidence grew.
- My concentration span developed.
- I was offered healthy food choices – supporting my physical development.
- I climbed, ran and jumped – my large motor skills developed.
- I had fun!