



## **MI CASA ASC PHILOSOPHY**

### **Programme philosophy**

Mi Casa ASC aims to provide affordable, quality out of school care and recreation services for families within our local community, where children can learn and develop physically, emotionally, cognitively and socially. We believe that children have the right to be safe and enjoy their out of school time with activities that are fun and appropriate for their age and cultural background.

### **Child-centred services**

Mi Casa ASC is committed to offering a child-centred service where the needs and best interests of children are the first and foremost considerations. We aim to be responsive to the diverse and changing needs of the children and families in our community.

Our programme aims to provide a safe, nurturing and welcoming environment where children can be comfortable in their identity and confident in their culture. We extend the same welcome to parents and whanau. Through our conversations and activities, we encourage children to understand and respect other cultures. We are committed to providing an environment that is free from harassment, bullying and discrimination. We believe all children should be seen as individuals and treated with respect.

We take opportunities to speak with parents/whanau about the care of their children. We actively seek information from parents/whanau about any special needs or disabilities and consult over strategies and resources that might help us to work well with their children. Information may be collected in writing on the enrolment form, or through staff discussions with parents/whanau.

All parents have the opportunity to discuss specific cultural needs and preferences at enrolment and to record relevant information on our enrolment form. We also seek guidance from parents/whanau when planning activities or events with a cultural element (e.g. festival days, birthdays etc.)

We provide regular informal and formal opportunities for feedback from children and from parents/whanau. All messages and notices about the programme include an invitation to feed back.

We formally evaluate the entire programme once per year and report the feedback and response to parents and programme management.

Our staff regularly seek opinions, feedback and ideas from children, to contribute to future programme planning.



All staff inductions include this policy, as well as relevant information on the particular needs of children attending the programme.

### **Programming policy**

Our programme planning aims to ensure that:

- Children feel safe, nurtured and receive care, attention and support from staff
- Children are treated fairly, with dignity and respect
- The cultures and beliefs of all children and their families / whanau are respected
- Opportunities are provided for children to develop a positive sense of themselves
- Children develop self-reliance and independence
- All children of all ability levels can participate in a range of activities
- The focus of all activities is fun and enjoyment

Planned activities will be offered each session. Our planning aims to be responsive to the varying age, capabilities and interests of the children. There will be a sense of stability and regularity to what is offered, but not a rigid or regimented approach. Children will be encouraged to participate but may choose not to, as long as they are not disruptive.

Whenever possible, alternative activities will be provided. The programme will include a range of activities:

- planned art and craft projects
- child-directed use of art and craft materials
- Baking and cooking activities
- organised sport or active group games
- organised group quiet game or activity
- child-initiated use of certain games and equipment
- periods of free play indoors and outdoors

For the after school programme, general information on activities is given to parents upon enrolment. A weekly plan will be communicated to parents using our notice board and via our Facebook page. A weekly summary will be posted on Facebook showing the activities that the children were involved in.

For the holiday programme, the schedule of activities will be provided on the programme enrolment information – a more detailed schedule is posted each day on the notice board. As programme activities are completed, we will also share photos, video, samples of art work etc. – at the programme and on-line (with parental consent for use of photo's and video's)



Adequate and safe facilities will be provided for the range of activities. Where necessary, staff will limit group sizes or the age of participants. Any specific supervision requirements will be determined prior to the activity. Parent consent will be required for off-site activities and activities with a higher than usual level of risk e.g. swimming, scooters, roller blades.

Programme planning is the responsibility of the supervisor, with support from other staff. All planning will be subject to budget guidelines set by programme management.

Staff will be encouraged to contribute to the programme in areas where they have special interests or strengths e.g. sports, art, music, cooking etc.

In responding to the needs of children staff will:

- plan some activities that reflect the special interests, ethnicities, language and cultural backgrounds of children in the programme
- adapt activities to suit different/mixed ability levels, as well as particular circumstances when the activity is offered – time of day, weather, behaviour of participants etc.
- allow child flexibility in how and when they participate in any activity
- encourage children to try new and unfamiliar activities, and to persist with completing what they have started, but staff will not pressure or punish children who choose not to participate

All staff are involved, through regular staff meetings in reviews that will include programme content & delivery, selected policies/procedures, incidents and any other issues of concern. Staff will also regularly review how the programme is meeting children's needs. Staff comments and views will be recorded in the meeting notes, as well as any agreed outcomes.