ALI’S MAGIC CARPET

PARENT INFORMATION BOOKLET
2016

CORNER MONASH AVE. AND SMYTH RD. NEDLANDS

☎ 9389 7129
0412 090 868
ABOUT ALI’S MAGIC CARPET

Ali’s Magic Carpet is a Pre-Kindy program and is designed specifically to meet the needs of young children. During every session, children will experience a variety of activities. We plan many arts and crafts, stories, singing and drama, as well as plenty of games with a strong emphasis on play. We are licensed to accept children from 2 ½ years of age. Children do not need to be toilet trained.

Ali’s Magic Carpet is fully licenced through the Department for Communities. This means there are very strict guidelines that must be adhered to in the areas of safety, hygiene and care of your child. The department performs spot checks on all licensed centres to ensure a high standard is being withheld. Ali’s Magic Carpet licence Number is 5000.

Ali’s Magic Carpet is run from the Girl Guide hall near the corner of Smyth Road and Monash Avenue Nedlands.

PHILOSOPHY OF ALI’S MAGIC CARPET

We believe children learn best when they are actively engaged in meaningful learning through free exploration and play. We ensure that the environment is appropriate for the children’s age and stage of development. Most importantly, children are valued.

We provide a safe, fun and non-threatening experience with a small group of children away from the home environment that will be positive transition to the more formal years of education.

We recognize that parents (and other adult caregivers) are the child’s first significant influence on their learning. Therefore we wish to continue to build on the child’s past, current and future experience through a well-designed program.

The educational experience we provide will value the uniqueness of each child and link directly with the knowledge of how young children learn.

Our curriculum is concerned with the development of the whole child. It is designed to provide for the young child’s physical, social, cultural, emotional and cognitive growth. Positive self concepts and self-esteem are fostered through a range of varied experiences and opportunities. And finally, a strong emphasis is placed on the learning and development of good health and hygiene habits.

IMPORTANT NUMBERS

Teacher: Rena Cheveralls (a/h or session time if hall phone is not answered): 0412 090 868

The Hall: 9389 7129

Department of Local Government and Communities
Education and Care Regulatory Unit
1st Floor, 111 Wellington Street
East Perth WA 6004
Tel: (08) 6210 3333 or 1800 199 383
Email: ecru@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au
RECORD KEEPING

Records will be kept by Ali’s Magic Carpet for the specified time in accordance with Regulations 68-75, Community Services (Child Care) Regulations 2006.

PROGRAMME OF ACTIVITIES

This Programme is designed to teach specific concepts and skills through a carefully chosen variety of fun experiences. The following is a typical session at Ali’s Magic Carpet.

9:00 – 9:30 Welcome Children – Goodbye to parents, Settle in 
12:15 – 12:45 .

9:30 – 9:45 Mat Time – Shared Language Experience
12:45 – 1:00
Concepts and themes are introduced through a variety of language and music activities. Mat Time Increases cognitive development, listening skills and language development. It provides good social/emotional development by being part of a group.

9:45 – 10:15 Structured Activity Time - Free Play
1:00 – 1:30
This consolidates the cognitive understanding of a concept by completing a hands on activity and by interacting with the play environment independently. It also develops fine motor skills through cutting, pasting, drawing etc. Social/emotional development is developed through sharing and taking turns. Self esteem is increased as the child masters the skills needed to complete a finished product and by being involved in experiences such as role playing in the home corner or block building.

10:15 – 10:25 Pack Away and Bathroom Time
1:30 – 1:40
Children learn the importance of packing away what we have used and the concept of where items belong. Self help skills are encouraged during toileting and washing hands for our snack.

10:25 – 10:35 Morning Tea / Afternoon Tea
1:40 – 1:50
Social and emotional development is increased as children learn acceptable behaviour when in a group eating experience. Cognitive development occurs as we discuss various aspects of healthy food and of the hygiene needed when eating.

10:35 – 11:00 Outside Play - Games Time
1:50 – 2:15
Develops gross motor skills when playing games or using equipment. Children learn the value of rules. Increases cognitive skills such as memory when playing a game or science /maths knowledge by playing in sand. Social /emotional skills are needed as children partake in a group.

11:00 – 11:15 Music / Dance
2:15 – 2:30
Allows for creative development at this stage. Develops listening skills, interest in the written word and an enjoyment of singing. Cognitive development occurs as children comprehend the text and lyrics. Fine motor skills developed during actions of finger rhymes.

11:15 – 11:30 Handout Activity, Say Goodbye 
2:30 – 2:45

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GROUP SESSION TIMES

Ali’s Magic Carpet has 10 sessions per week.

Morning sessions – Monday to Friday 9:00am - 11:30am
Afternoon sessions – Monday to Friday 12:15pm - 2:45pm
Double sessions (full day) Monday to Friday 9:00am - 2:45pm

Children can attend any 2 or more sessions per week, as well as full days.

RECORD OF CHILD’S LEARNING JOURNEY

Ali’s Magic Carpet will provide a scrapbook to record your child’s learning journey through the year. This collection of work samples covers all early childhood core learning areas and is presented to parents at the end of the year. It is a great keepsake of your child’s individual achievements and development.

DELIVERY AND COLLECTION OF CHILDREN

9:00am / 12:15pm DROP OFF TIME
1. Bring your child into the hall. Fill out the attendance book.
2. Encourage your child to place their morning tea and drink onto the table.
3. Encourage your child to place their bag in their named box.
4. Settle your child down with a puzzle, book or play dough.
5. When you feel your child is settled, say goodbye and leave swiftly.
   (Your child will become quite confident with the routine if they are encouraged in a positive way.)

11:30am / 2:45pm PICK UP TIME
Wait on the verandah and at the end of the session the teacher will open the door and call each child individually so she can hand the child over to you. Please sign your child out.

THINGS TO BRING EVERY DAY

😊 Hat (wide-brimmed/legionnaire)
😊 Drink bottle (named)
😊 Small lunch box with a sandwich, a piece of fruit and anything else that your child is happy to eat. This is for a morning or afternoon snack.
   The snacks needs to be healthy
   NO NUTS OR SWEETS PLEASE – save these for home.
😊 Bag (with a change of clothes in case of accidents)
MORNING AND AFTERNOON TEA

Please provide your child with a healthy snack in a named lunch box. A drink bottle of water or juice is also needed. The children have access to their drinks at all times.

Due to the increasing number of children with peanut or other allergies we have implemented an “Allergy Aware” policy. Please appreciate the seriousness of this health concern and ensure there is no peanut butter or nuts themselves contained in lunch boxes.

BIRTHDAYS

When it is your child’s birthday you may like to bring in a cake or little cakes to share. We have candles and we will sing happy birthday. This is a nice way to make your child feel very special.

Please let us know the ingredients for the benefit of children with allergies. If your child has allergies you are welcome to bring in an alternative so they don’t miss out.

ILLNESS AND INFECTION

If your child is not well please do not send him or her to Ali’s Magic Carpet. Illness such as gastroenteritis, conjunctivitis, coughs and colds are contagious and can spread rapidly through a group of children.

PARENT INVOLVEMENT

Parents are welcome to stay at anytime. If your child is anxious you may prefer to leave when he or she is feeling more confident. We are there to intervene in the separation process whenever you wish. If you feel you have a special talent or some specific knowledge that you can add to the quality of the programme please see me.

EXCURSIONS

There will be no excursions for the children as they are still too young. There will be special interest people who come to visit us instead.

DISCIPLINE AND MANAGEMENT

There is a set of rules that the children learn to play within. These include;

1. Walking inside
2. Use words not hands to sort out problems.
3. Wait your turn to play with toys or to do an activity.
4. Ask for help.

If a child is rough with another child, throwing toys or endangering self or others, we will remove him/her from the situation and discuss what the acceptable behaviour is. If the child’s behaviour has not improved he or she will be removed from the situation and given an activity to work on alone away from the other children. An attempt will be made after a short while to return the child to play.
SUN POLICY

😊 All children must wear a hat (wide-brimmed/legionnaire) at outdoor time all year round
😊 Sun cream needs to be applied before session time by the child’s parent.
😊 On very hot days children will play in a shaded area or the teacher may choose to stay inside.

FIRST DAY

😊 Return enrolment details.
😊 Record your child’s name in the attendance file when you arrive.
   This is a very important document which we are legally required to have correctly filled out every session, so please be diligent.
😊 Child to place their labelled drink and lunch box onto the table. Bag is to placed in child’s named box.
😊 Show your child around and settle them at the play dough table, the puzzle mat or block mat.
😊 When you are ready to depart, myself or one of the assistants will help with the separation.

2016 TERM DATES

Term Dates are as per set out by the Department of Education and Training and therefore coincide with public school operating days.

Term 1: Monday 1 February - Friday 8 April
Term 2: Tuesday 26 April - Friday 1 July
Term 3: Monday 18 July - Friday 23 Sept
Term 4: Monday 10 Oct - Thursday 15 Dec

Ali’s Magic Carpet does not operate on public holidays.

GRIEVANCE PROCEDURE

In order to offer the very best service for both you and your child, we acknowledge that the lines of communication need to remain open at all times.
Should you have any concerns whatsoever, we would appreciate the opportunity to discuss this with you. A mutually convenient time can be arranged preferably when the children are not present. Please see our notice board also for more options.
Your child’s health, well-being and safety are always our primary priority and we aim to work together with parents to provide a quality learning environment for your child.

EMERGENCY AND EVACUATION PROCEDURES

A record of each practice of this emergency procedure will be retained for a period of two years from the day on which the record was made.
1. Gather all children in a group at the side door.
2. Take attendance book and mobile telephone.
3. Walk children to the grassed area next to the tennis court.
4. Conduct a head count.
5. Ring for emergency help.
6. Ring children’s parents.

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**2016 FEE POLICY**

The fees for 2016 are as follows (*fees are subject to change*):

- $730 per term for 2 sessions per week (Each child must attend a minimum of 2 sessions per week).
- $365 per term for each additional session.

These fees are fixed and are non negotiable.

There is a non-refundable deposit of $150.00 to be paid to secure your child’s position at Ali’s Magic Carpet. This includes a $50 Administration Fee and a $100 enrolment fee. Upon successful enrolment of your child, the $100 enrolment fee will be deducted from Term 1 fees.

Fees for term 1 are payable prior to Term 1 commencement and fees for terms 2, 3 & 4 are payable two weeks before the end of the previous term. An account for the term fee will be given to families approximately 4 weeks before the end of term.

Prompt payment is appreciated. Failure to pay fees by the due date will result in a Fee Overdue Notice being issued. Failure to pay this account within ten days of the notice being issued will result in your child’s place in the program being forfeited.

If at any time a parent is experiencing difficulty in paying fees, please discuss this with us prior to the due date so that alternative arrangements can be worked out. Fees are reviewed annually.

**Electronic Payment (Preferred)**

Account Name: Ali’s Magic Carpet
BSB Number: 016-141
Account No.: 9080 31835  or alternatively;

**Cheque** Please make payable to “Ali’s Magic Carpet” and send to;
PO Box 554, NEDLANDS WA 6909

PLEASE KEEP THIS BOOK FOR FUTURE REFERENCE