



MANA TAMA AOGA NIUE PRESCHOOL

# PARENT HANDBOOK

# WELCOME TO Mana Tama Aoga Niue

Mana Tama Aoga Niue is a centre based early learning centre. We are licensed by the Ministry of Education to deliver childcare and education for children in collaboration with their families and community.

At Mana Tama Aoga Niue, we believe our service is a wonderful option for parents and families to have their child learn and develop with the foundation learning and focus on their cultural heritage and language.

Mana Tama was founded by my mother Vesehemana Togiamua, who is one of the pioneers of Early Childhood Niue language nests here in Aotearoa. We continue to instil her values and legacy through our teaching and learning of the Niue language and culture here in Mana Tama.

Mana means to empower, Tama meaning child, therefore meaning to empower the child. This is the core of our philosophy and practice as teachers, and centre environment.

Our core values are: Fakaalofa (Love), Fakalilifu (Respect) and Tonuhia he tagata (Identity).

We believe that if we focus on children's identities, they can become grounded in their sense of being, and therefore they will be confident in themselves. When children are confident, they are better learners.

Every child has the opportunity to explore and develop new ways to make sense of the world around them. We believe these experiences are important for children to grow into competent and confident learners of society.

Every child that joins our service, brings with them their identity, culture, family connections and ancestral links that we use to inform our teaching.

Mana Tama Aoga Niue is an extended family that continues to grow, and we welcome you to our family.

Yours in Education and Care,

Elviso Togiamua + the Mana Tama Team.

**Managing Director**  
**Mana Tama Aoga Niue Preschool**

# Our Environment

Mana Tama Aoga Niue is located in Mangere East, South Auckland. We are situated in a complex, alongside four other early learning language nests, with our centre being the only Niue centre among them.

Our centre environment is a calm, natural themed setting that is designed to have a strong cultural presence, to help our tama (children) to settle in faster and with ease.

Upon entering, our centre folder is available for all parents and their families to look through. It contains information about our licence, our policies and procedures, all the health and safety requirements, funding and other valuable information.

We choose to operate in a transparent manner so all our learning community can feel confident that we are a quality service and do our best to care and nurture your child while keeping to regulations.

One of our standards we value in each service is hygiene. Our policies ensure that each service maintains a good standard of hygiene and follows processes to ensure learning spaces are clean and safe for children.





# Sustainability

## Resources + Equipment

Mana Tama Aoga Niue have a great range of resources that provide opportunities for children to explore. We are fortunate to have access to many cultural resources hand made and authentically created for our centre, by our Niue community matua and elders.

We provide a range of resources that foster children's learning and development according to the many play areas which make up our curriculum within our learning environment.

One of our goals to become a sustainable centre, recycling and reusing materials where we can to do our best to care for the environment.



# Vetting

Mana Tama Staff are all police vetted prior to them operating as part of our team. This is to ensure safety of all our tama (children) and their fanau (family). Safety checking is an important part of screening our staff to ensure they are safe to work alongside children and their families.

# Fees

All families are invited to apply for childcare subsidy. This is a funding to help families pay for their childcare fees by the government. Forms can be collected from any Work and Income office or at our reception office in the centre.

Under 2yrs: \$195/week    Over 2yrs: \$65/week with 20hrs free ece included.





# INFORMATION FOR PARENTS AND FAMILIES

Our centre information can be found on our website [www.manatamapreschool.co.nz](http://www.manatamapreschool.co.nz) or at the entrance of our centre, in our parents and fanau folder.

This folder and website contains:

- Policies + Procedures
- Fees Information
- Complaints Procedure
- Who to contact to make a complaint about the service.

Alternatively, you can request any of these documents by emailing [manatamapreschool@gmail.com](mailto:manatamapreschool@gmail.com)



# Food + Nutrition

Children are encouraged to bring their own lunches from home to school. This is to help parents and families maintain their children's nutritional needs they are used to in their home. However, there may be instances that service may provide food for children and when this does occur, food charts are filed and kept so fanau can see what their child has eaten. Children with specific dietary requirements are displayed in our service kitchen area. Mana Tama have a healthy eating policy that eliminates any junk food and meals that are not nutritious for children.





# Our Curriculum

To learn and develop, a child must be in a secure and happy environment. At Mana Tama Aoga Niue, we value the centre environment as a major tool for children to feel comfortable and a sense of familiarity and stability. A quality environment reflects the nature of learning through play, and is a reciprocal process between children and kaiako.

Quality kaiako are another factor that contributes to a well-founded curriculum. Selecting educators that are supportive, caring and well-trained help to enhance children's learning within the curriculum.

We know that children develop faster in an environment because of these factors, and our curriculum helps to achieve learning milestones, provide opportunities for children to explore, and experience real world learning so they can develop a working theory in their journey to understanding the world they live in.

Our under two children have a separate play space away from older children, so that they have fair opportunities to explore and learn at their own pace and with safety.





# Niue Culture + Language

## in our Curriculum

**Vagahau Niue and the Niue culture is what we value at the heart of our centre.** Being one of very few full immersion Niue language nests here in Aotearoa, we aim to revive our language and culture through living it within our curriculum. All our staff are able to vagahau Niue in their practice, although some may be more fluent than others, we are all on a journey to making vagahau Niue a priority to ourselves as teachers, and in our practice with children and their families.

### Tama/ Tamariki

Children are capable of constructing their own learning. They are driven by their interests to understand and know more. Children form an understanding of themselves and their place in the world through their interactions with others. There is a strong focus on social collaboration, working in groups, where each child is an equal participant, having their thoughts and questions valued. The adult is not the giver of knowledge. Children search out the knowledge through their own investigations. Children are communicators. Communication is a process, a way of discovering things, asking questions, using language as *play*. *Playing* with sounds and rhythm and rhyme; delighting in the process of communicating. Children are encouraged to use language to investigate and explore, to reflect on their experiences. They are listened to with respect, believing that their questions and observations are an opportunity to learn and search together. It is a process; a continual process. A collaborative process. Rather than the child asking a question and the adult offering the answers, the search is undertaken together.



## Magafaoa/ Whanau

The family and community surrounding the child is what makes up the child's identity. The cultural heritage of each child is unique and used in Mana Tama Aoga Niue to support children's learning and development. We aspire to create confident learners that believe they are capable and this is done through including their identity in their learning. It is an expectation for every child to leave Mana Tama Aoga Niue having learnt their whakapapa/matohiaga and cultural identity through reciting their pepeha and learning about their cultures within the curriculum.

## Faiaoga/ Kaiako

The adult is a mentor and guide. Our role as adults is to observe (our) children, listen to their questions and their stories, find what interests them and then provide them with opportunities to explore these interests further. The Niue approach is to teach and learn alongside the child. We teach by showing an example and allowing the child freedom to try for themselves and adapt by allowing their own contributions to be imbedded into the learning process.

## Fale Aoga/Environment

The environment is the third teacher. The environment is recognised for its potential to inspire children. An environment filled with *natural light, order and beauty*. Open spaces free from clutter, where every material is considered for its purpose, every corner is ever-evolving to encourage children to delve deeper and deeper into their interests. The space encourages collaboration, communication and exploration. The space respects children as capable by providing them with authentic materials & tools. The space is cared for by the children and the adults.





# The Importance of Play

At Mana Tama play is central for our children to develop positive lifelong learning experiences. We view play as children's work.

We value play as an opportunity for children to prepare for life. We focus on developing skills and habits of learning that will support and impact the child's life in the long term.

We can do this by creating learning experiences that help children develop ways of thinking, problem solving, risk taking, communicate and to explore. These are skills that they will need for life.

The social behaviours that children learn among their peers will allow them to learn turn taking, patience, compassion and care for others which are values that when paired with respect, honesty and love we believe will contribute to growing competent, good members of society.



# Having Your Say

We value the voice of parents and whanau in all areas of our service. From planning for your child's learning and development, ideas for excursions, ways to improve we would love to hear from you.

We plan for each child as a unique being and can only do this with the contributions made by parents and whanau. Mana Tama Aoga Niue has found a new way to make this easy for our whanau through downloading the Storypark app on any device so you can receive instant messages, media, and learning assessments for your child from a click of a screen!

We encourage whanau to upload pictures, videos or thoughts that they might experience outside of our service hours, this can help kaiako plan for activities that are based on the interest of the child.

Whether it is a comment, idea or photo we would love to hear from you.

Download the storypark app via google play store or the app store to be in touch soon.

Alternatively, you can contact us via email, phone or contact us online.

If you would like to make a complaint about our service being non-compliant you can contact the Ministry of Education on

12-18 Normanby Road,  
Mt Eden, Auckland 1024  
Ph: +64 9 632 9400

or if you wish to view a copy of:

- Our latest ERO report
- Policies & Procedures
- Our operational documents (philosophy, daily plans....etc)
- The Education (early childhood services regulations 2008, and the licensing criteria for home based education and care services 2008)
- The services current licence
- The amount and details of any funding received by the Ministry of Education

you can request it by emailing [manatamapreschool@gmail.com](mailto:manatamapreschool@gmail.com)

If you would like to contact management, you can contact the following:

Casey Smith – Management Support

0212476975

[manatamapreschool@gmail.com](mailto:manatamapreschool@gmail.com)

Elviso Togiamua – Director

02102613658

[elvisotogiamua@gmail.com](mailto:elvisotogiamua@gmail.com)



Mana Tama Aoga Niue Preschool

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[www.manatamapreschool.co.nz](http://www.manatamapreschool.co.nz)

# MINISTRY FUNDING + EXPENDITURE

Our funding provided to us by the Ministry of Education can be found displayed on our information and notice board in our centre beside the kitchen.

A copy is also provided for parents and whanau to view in our parent's folder by the entrance, next to the sign in station.

A copy is also updated and uploaded into our storypark portal for all our families to view every quarter.

Our budget is reviewed annually and uploaded into storypark also, as well as displayed in the same areas in the centre above.