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1.1 Bi-cultural Partnership Statement.

Rationale
Elim International Kids Early Childhood Centre will continue to establish a bi-cultural partnership, which reflects the nature of Aotearoa New Zealand.

Purpose
To set guidelines for how to establish a bi-cultural partnership.

Guidelines:

Cultural Differences
- Opportunities will be provided for each child to be confident in their own culture and to be respectful towards the cultures of others.
- An environment that celebrates the unique heritage of Aotearoa New Zealand will be established.

Valuing Maori Perspective
- The programme will reflect the unique place of Maori as tangata whenua by the use and correct pronunciation of te reo, use of natural materials and the observance of tikanga Maori.
- Opportunity will be made for continuing professional development for staff in bicultural learning.

Equity Issues
- Provide opportunities for Maori children to participate, grow and learn.
- Children are encouraged to work with and alongside others.

Consultation
- Whanau, hapu and local iwi will be consulted on the review of the Bicultural Partnership Policy using collaborative processes e.g. hui

Budget
- Funds will be set aside to ensure that the programme is culturally appropriate.
- Funds will be used for continuing professional development for staff in bicultural learning

Review of Policy
1. This policy will be reviewed every year with input from staff, parents and support agencies.
2. All policies will be reviewed for their sensitivity to the unique bicultural partnership of New Zealand and their reflection of the principles in the Treaty of Waitangi.

Date: April 2008 Signed: ____________________

Date of Review:
1.2 Child Protection/Abuse Policy and Procedure

**Goals:**

1. Elim International Kids Early Childhood Centre is committed to the prevention of neglect, physical, verbal, emotional and sexual abuse and the protection of children. This commitment means that the interests and welfare of the child are the prime considerations when any decision is made about suspected abuse.

   We support the roles of the Police and the Children Young Persons and their Families Agency in the investigation of suspected abuse and will report suspected abuse to these agencies. We are committed to giving support to families. We are aware of agencies in the community who will give support and counsel to families and we maintain a relationship with Capital Care Medical Centre.

2. The Centre will ensure that a training session for staff on child abuse will be held bi-annually. New staff and volunteers will be made familiar with our child protection procedures (which will be included in the Information Folder for new staff).

3. The centre maintains a good working relationship with Capital Care Medical Centre. When appropriate we consult with the Children Young Persons and their Families Agency and other agencies, which have specialist knowledge and resources. We do not assume responsibility beyond the level of our own expertise.

4. Management will make sure each staff member is familiar with the Child, Youth and Family document—‘Let’s stop child abuse together.’—which outlines what constitutes child abuse and neglect.

5. The centre will watch for behaviour, play and language that cause concern. We will keep records of any likely indications of abuse. Records and observations (date, time, signs e.g. bruises, language, etc.) will be kept in the office filing cabinet, noted on an incident report form. Each report form shall be countersigned.

**Procedures for responding to suspected child abuse:**

1. When we suspect that the child might be unsafe we are committed to reporting the behaviour to the Police or CYPFA service. The Supervisor or any staff member can report suspected child abuse to the appropriate agencies. Everything that may be of interest in an investigation will be recorded in a book and kept in the Supervisor’s office. This book is confidential and will only be viewed by Management and any relevant parties such as the Police or Child, Youth and Family. Confidentiality procedures will be adhered to at all times.

2. Where we think abuse may have been perpetrated by a family member or someone close to the family we will not initially inform the family of our decision to report or consult but will ensure they are informed by the appropriate person at the appropriate time.

3. Where staff are suspected of abusing a child/ren an internal investigation will be carried out by the Centre Supervisor and Management Committee. The staff member concerned will be suspended until the investigation is complete. If necessary the information will be passed onto the Police.
4. The Supervisor will ensure that any person who has ill treated a child is excluded from coming into contact with the children and if needed excluded from the centre.

5. We believe that children, families, staff, and others involved in the investigation of suspected child abuse should have support and we will maintain knowledge of individuals, agencies and organisations in or community that we can refer them to for support.

6. Job applicants work history will be checked and contact will be made with both referees and past employers, with the applicants consent. In choosing staff we require skills and attributes that will enhance the children’s development and safety. A thorough interview process will be undertaken when employing staff. Police checks will be carried out. Temporary Staff, casual staff and volunteers will be police checked and will not be left alone with the children without a staff member present.

7. This centre will ensure that the staff and other adults are well supervised. We adhere to an open door policy for private spaces where children are toileted and children’s clothes are changed.

8. Children will not leave the centre during the session with anyone other than the caregiver or substitute, previously notified by the caregiver, except in an emergency or trip/excursion as per the trip/excursion policy. Safety on trips - see Excursion Procedures

9. The centre has established rules about acceptable touching of children, which are discussed at staff meetings. Only staff are permitted to toilet and change children’s clothes. See Toileting Procedures.

10. Because of the Christian character of our preschool, personal and professional roles may overlap. Staff are required to be open about their personal relationships and / or care taking activities with children and families outside the work environment. These relationships will be openly discussed at staff meetings. Any concerns will be forwarded to the Supervisor.

11. This centre makes parents welcome at any time. Parents and caregivers are encouraged to participate in activities and meal-times. Our child protection policies are available to all parents and prospective parents. A sign stating where to find the centre’s child abuse and child protection policies, and the complaints procedure will be displayed clearly on the notice-board. If parents have concerns about the treatment of a child by our staff they are encouraged to make these known to the Supervisor who will ensure the matter is investigated and acted on, using an advisor from outside the service if this is necessary.

12. This centre encourages parents to make use of education programmes organised by groups and individuals in the community. As part of our parent education programme relevant books are available from our parent library. A Feeling Safe kit is also available in the parent library. Regular training ensures that staff are able to respond appropriately to questions and responses from children. Staff are informed regularly of the expectations of adult behaviour with children at staff meetings and staff training.

13. The centre will adhere to any orders issued by a court regarding access to a child/children during the time the child/children is in the care of the centre.
This policy will be reviewed and evaluated yearly.

**Collection of Children from the Centre**

1. Children are to be collected from the preschool only by parents; caregivers or those persons parents have authorised to pick up their children by filling out a written permission slip. The person collecting the child has to sign the roll and the permission slip. The slip is then stapled to the day’s roll.

2. If staff do not recognize the person arriving to collect the child, the person will be questioned as to their identity. Staff will refer to the child’s enrolment form to confirm the person has authorization to collect the child.

In the event of a non-authorised person coming to collect a child, the parent will be contacted before the child is allowed to go.

**Acceptable Touching of Children**

If a child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond. It is not appropriate to force unwanted affection or touching on a child.

Physical contact of children during changing or cleaning must be for the purpose of that task only and be no more than is necessary. Encourage children to take care of themselves.

In staff initiated physical contact, the principal that they will only do so to meet the child’s physical or emotional needs should guide staff. Touching should never be initiated to gratify adult needs. Children should not be asked to take care of adult needs, physical or otherwise.

Refer also
- Toileting procedures
- Complaints against Staff procedures
- Volunteer’s policy
- Visitors Policy

**Guidelines for Staff and Volunteers**

*A child’s initial disclosure of abuse is a critical moment. Your response is extremely important.*

**Listen**
- do not put words into the child’s mouth
- allow them to tell only as much as they want to
- ensure the child’s immediate safety

**Let them know**
- you’re glad they told you
- you’re sorry it happened
- it’s not their fault
- you’ll help

**Do not:**
- over-react
- panic
- criticise
- ask predisposing questions

Report circumstances to Head Teacher or Director.

Record date, time of disclosure and “what child said” on form provided.

The Supervisor will then consult the duty officer NZ children and young person service or police unit child abuse.

Date: March 2008 Signed ______________________

Date for Review:
1.3 Proposed Education Programme Policy

Rationale
Elim International Kids Early Childhood Centre will provide a planned curriculum that builds on the child’s strengths, interests and abilities and provides useful information about the child’s learning and development. We will plan our curriculum using the National Early Childhood curriculum – Te Whariki. Te Whariki’s Principles, Strands and Goals will be interwoven through our planning and curriculum.

Purpose
To ensure that the programme offered is developmentally and culturally appropriate for each child, by incorporating the observed needs of the child into the centres programme in the form of learning outcomes and goals.

Guidelines
Elim International Kids Early Childhood Centre will provide an environment that caters to the multicultural environment of the area. Ensuring that children become and remain confident in their own culture. Children will experience stories and symbols of their own and other cultures, while they develop an understanding and respect of other cultures in New Zealand (DOP 5d)

Staff will provide a programme that develops children’s social, emotional, physical, creative, and cognitive development. Staff will implement practices, which reflect the unique place of Maori as tangata whenua and the principle of partnership inherent in the Treaty of Waitangi (DOP 10c). The programme will be planned and evaluated using Te Whaariki, ensuring that the strands and principles are applied in a Christian context.

The daily programme will consist of structured activities:
• Meal times
• Music sessions (using a range of cultural music)
• Education in a variety of subjects
• Story telling (using a range of stories from different cultures)
• Rest and relaxation
• Bible stories and devotionals

Free time for the children will provide a range of activities including the core programme, that foster their imagination, cultural awareness, interests and their social interaction with staff, family and their peers.

Children’s play is valued and meaningful learning. We recognize the importance of spontaneous play, here children are free to explore their environment using active thinking and reasoning to make sense of the natural, physical, social and material worlds (DOP 5e). At Elim International Kids, children will gain confidence in themselves as individuals, they are encouraged to work both alongside and with others. There will be no discrimination of age, gender, race, ability or background (DOP 5c).

1. Each member of staff is given a group of children to observe. Staff will use their observations to identify learning goals for the children. This information will be used as the basis of planning, evaluating and improving the programme (DOP 3).
2. Children will be observed during the year. Parents will be informed beforehand and given the opportunity to provide input and to participate in planning the learning objectives for their child.

3. Children attending the centre for three or more sessions will have profile books. These books will feature photos, artwork, anecdotal observations, conversation and learning stories. Confidentiality of these books will be kept at all times.

4. Staff will share and gather information about their given children at staff meetings, to enable other members of staff to contribute their knowledge about the child’s learning and development.

5. Each staff member will be allocated an hour or more a week of non-contact to work on their profile books.

6. Parent/family/whanau and children are welcome to look at their own book anytime and contribute to their profile books. Staff will provide opportunities for parents to discuss both formally and informally their child’s interests, abilities and areas of development, parents are welcome to discuss any concerns and help in the decision-making concerning their child (DOP 8a - b).

Upon leaving the centre the child will be presented with his/her profile book to take home and keep.

Date: March 2008 Signed: ___________________

Date of Review:
1.4 Daily Programme for Under 2’s

The under two year olds programme is based on child exploration and learning. We place a strong emphasis on learning through play and exploration of the environment. Children will have the opportunity to learn to move by themselves and so will not be put in any position unnaturally achieved. Ie: Propping children up to the sitting position with pillows. This means we will not be putting children in hanging indoor swings, highchairs or Jolly Jumpers.

Teachers facilitate children’s learning by giving children opportunities to explore their environment and are there to assist children in their endeavours. Teachers will take a structured mat-time at least once a day to sing songs and read stories to the children. This will help children to learn listening skills and turn-taking which will aid them in their transition to the Pre-school area when the time comes.

At meal-times, children who are able to sit will do so at the lunch table. A teacher will sit with the children at all times. Grace or a Karakia will be said before a meal is eaten and emphasis will be placed on learning and using good manners at the table. Children who are too young to sit will be held by teachers and fed.

Children’s sleep routines will be adhered to as much as possible. Children will sleep in their designated cot in the sleep room. Sleep and wake times will be recorded on the chart on the sleep-room door. Children sleeping in the room will be checked at ten minute intervals or less. Teachers will check that each child is covered up, comfortable and that their airway is clear. Bedding will be laundered weekly at the centre. Toys and equipment will be washed or sanitised regularly.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Children begin to arrive</td>
</tr>
<tr>
<td>9:00</td>
<td>Free play and organised activities</td>
</tr>
<tr>
<td>9:30</td>
<td>Morning Tea</td>
</tr>
<tr>
<td>9.50</td>
<td>Music/Story-time</td>
</tr>
<tr>
<td>11:30</td>
<td>Lunch time</td>
</tr>
<tr>
<td>12:00</td>
<td>Free Play and organised activities</td>
</tr>
<tr>
<td>2:00</td>
<td>Outside Play/General Play</td>
</tr>
<tr>
<td>2:30</td>
<td>Afternoon tea</td>
</tr>
<tr>
<td>3:00</td>
<td>Mat-time/story-time</td>
</tr>
<tr>
<td>3:30</td>
<td>Outside Play/General Play</td>
</tr>
<tr>
<td>4:30</td>
<td>Quiet activities</td>
</tr>
<tr>
<td>5:30</td>
<td>Home-time.</td>
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</tbody>
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1.5 Elim International Kids Daily Programme: Over Two's.

8.00am: Centre Opens. Free Play.
9.00am: Morning Mat-time and Welcome to all.
9.20am: Group time*
9.40am: Free Play. (Rolling Morning Tea – 9.45am – 10.30am)
11.40am: Story Time/Discussion Time.
12.00pm: Lunch
12.30pm: Rest/Nap Time.
1.00pm: Free Play. (Rolling Afternoon Tea from 1.15pm-2.00pm.)
2.15pm: Afternoon Mat-time.
2.30pm: Activity Time**
3.30pm: Free Play. (Late Snack served from 4.00pm-4.30pm)
5.00pm: Story Time/Home Time.
5.30pm Centre Closes.

*Morning group time activities will be based on our weekly focus and/ or pencil, pre-school skills. Children are grouped in age groups and each age group will do an age appropriate activity.

**Afternoon group time activities are as follows: Monday-Art, Tuesday-Cooking, Wednesday-Science and Technology, Thursday- Drama, Friday- Foreign Languages and Cultures.
1.6 Excursions Policy

1. Excursions will be woven into the curriculum Te Whariki Strand 2 Goal 1.

2. These excursions will be discussed at programme planning meetings as part of the planned curriculum, deciding on time, venue, children/staff to go and any other requirements. Spontaneous trips will be planned by staff on the day and approved by the Centre Manager or Supervisor and Assistant Supervisor. Spontaneous trips are only in the immediate Wellington City Area within walking distance of the Centre. Prior to any trip the office will be notified of destination and numbers leaving the property.

3. Parents concerned will be informed by written notice before the planned excursion occurs detailing the venue, method of transport, date, time and adult/child ratios for trips outside the Wellington City area. Parents must give written permission before their child is able to leave the centre premises. Permission for spontaneous trips in the Wellington City Area will be given via the enrolment forms.

4. On the day of the trip information including children attending trip, where to and expected time back will be written on the daily sign in sheet for parent information and as part of the fire/emergency roll.

5. The trip will be noted and evaluated in the daily journal at the end of the day as part of the evaluation and planning process.

6. If necessary parents / caregivers/ volunteers/ education support workers will be asked to come on an excursion to maintain a ration of 1 adult to 4 children for Over 2s and 1 adult to 2 children for Under 2s. Students completing a practicum component of training may accompany the trip but will not be included in the ratios. Under two/over two ratios will also be maintained at the Centre.

7. Two adults shall travel in a vehicle with no more than 3 children. When travelling in a vehicle each child will be in an approved safety restraint. Vehicles must have current registration and warrant of fitness. It will be the responsibility of the trip organiser to sight these and record the details. Normal road rules will be observed at all times. Supervisor to check all drivers have a current licence before departing the centre.

8. Where, because of the nature of the trip, we feel the ratios need to be increased; we will do so right down to 1 adult to 1 child if necessary. No less than two adults will be with each group of children. The adult:child ratio will remain the same at the Centre.

9. Parents/caregivers will be briefed as to their responsibilities whilst out of the centre. Staff or child’s parents will do necessary care-giving routines if present. A list of the children on the trip will be taken and roll calls will be taken whilst on the trip.

10. Parents with younger children will be encouraged not to bring these children or if they are brought then that adult may not be counted in the ratio of adults to children at the Centre Supervisor’s discretion.

11. Toileting of children while on an excursion/trip will be done with two adults (one being a staff member) in attendance for the safety of the staff member and child.

12. A trained and registered teacher will accompany the trip and a trained and registered teacher will remain at the centre. Centre ratios will be maintained. If due to sickness etc there are not enough adults available to maintain the trip ratios then the trip will be cancelled.
13. An adult holding a first aid certificate will be available to children staying within the centre as well as one also going with children on the trip. A first aid kit along with any other supplies needed for the trip will be taken.

14. The child protection, medication and first aid procedures and other centre policies and procedures will be followed on excursions.

15. This policy will be followed for all trips that take children off the licensed premises including the Wellington City area.

Risk Analysis/Hazard Identification while walking:
• Traffic – children must hold hands at all times and walk in safe areas with ample footpath space.
• High Parent/Staff to child ratio – to ensure safety of all children and adequate supervision at all times.
• Road crossing – ensure all viewpoints are covered, only cross when sure that all cars/turning vehicles can be seen and their movements predicted.

Risk Analysis/Hazard Identification while travelling a vehicle:
Car:
• Ensure “Kiddy locks” are installed in the vehicle to ensure safety of children.
• Driver must hold full drivers licence and be trained in first aid.
• A first aid kit must be carried in the vehicle at all times.
• Seatbelts must be fitted and worn at all times.

Bus/Train:
• Children must be seated at all times. Staff/parents to be seated beside – stand in front.
• Handrails must be held at all times.

Date: April 2008 Signed ________________________

Date of Review: April 2009 Signed ________________________
1.7 Behaviour Management Policy

Purpose:
We see it as important to build positive relationships of trust between children and staff at all times and supported to take responsibility for their own behaviour.

Procedures:
1. Adults provide many and varied opportunities to positively encourage children’s self esteem while being aware of cultural differences. Adults will be encouraged to give children real and meaningful choices and guide children by role modelling appropriate behaviour taking into account the child’s developmental stage.

2. Guidelines for Behaviour are displayed in the centre for all adults and children to follow. Staff also need to be familiar with the Ministry of Education document on Providing Positive Guidance.

3. Children will be encouraged to learn to relate well to others by staff role modelling positive, peaceful and affirmative interactions with staff, children and parents.

4. Relationships with parents are enhanced by sharing positive aspects of the child’s day, sharing progress and offering formal and informal parent support in this area if requested. When particular behaviour concerns are evident, staff members as a team will discuss the concern. The concern will also be discussed with parents/caregiver/whanau so that together the best course of action can be determined.

5. Parents are welcome at any time to raise particular concerns about children’s behaviour or needs with staff.

6. Outside specialist services will be consulted by the Supervisor as appropriate with parent permission for ongoing inappropriate and extreme behaviours. As a result Individual Education Plans may be developed and implemented.

7. Staff meetings will regularly include behaviour management plans for individual children and staff training is encouraged as needed. Staff are encouraged to attend parent support events on behaviour management where appropriate.

8. If a child displays inappropriate behaviour the staff will follow these guidelines:
   • Each child shall be treated with dignity and respect at all times.
   • Every child is given positive guidance promoting appropriate behaviour, having regard to the child’s stage of development.
   • The child will be given praise and encouragement as often as possible for appropriate behaviour
   • No harsh language or degrading responses will be used by staff
   • No child will be physically ill treated, immobilised, solitarily confined or deprived of food, drink, shelter, warmth or protection. (Early Childhood regulations 1998 (33))
   • Staff use their knowledge of the child to determine what action is required
   • Staff will reflect also on the centre environment and interactions that may be impacting on the behaviour
   • Whenever possible staff will give each child a voice before going further to ascertain what really happened before implementing the behaviour plan
   • Children will be supported to take responsibility for their own behaviour

Date: April 2008 Signed: ____________________________
Date of Review:
1.8 Special Needs – Inclusion of Children and Families with Special Needs

Rationale:
Elim International Kids Early Childhood Centre will foster an inclusive environment where the Special Needs of Children and Families are met.

Purpose:
- To set guidelines for the inclusive environment of our centre.
- To make our centre accessible for those with special needs.

Guidelines

Facilities
1. Convenient parking is provided for disabled persons.
2. All areas of the centre are accessible to those in a wheelchair.
3. We have clearly marked disabled toilet facilities.
4. Facilities are marked with International signage.

Support Services
1. A positive, ongoing working relationship is established with Special Education Service Providers. e.g. Special Education Services.
2. There is one key worker identified for each child with Special Needs. This person will be responsible for liaising with Special Education Service Providers, accessing any other specialist services and working with parents in meeting the needs of the child.
3. The centre staff will have strong communication with the Support Worker.
4. The Support Worker will work with the child with special needs and assist them in relating and participating in the centre.
5. A register of current and appropriate support agencies and services is maintained and developed.
6. Staff will refer to this register to access the support needed to meet the individual needs of children and families.
7. Staff will identify areas for Professional Development that would enable the centre to meet more fully the needs of children and families with Special Needs. Staff will attend Professional Development and bring back information to share with the staff and board.

Enrolling a Child with Special Needs
1. The supervisor will meet with the parent / caregiver to establish what the child’s needs are and to discuss how the centre could meet those needs. Eg. adapted equipment, staffing, specialised resources, funding etc.
2. This is the first step in building a positive, inclusive relationship with open communication and great results.

Individual Development Planning
1. The key worker will facilitate the IDP meeting which should be held every 6 months, or sooner if needed.
2. The people to attend the IDP will be the key worker, the parent/s, the support worker, any other interested staff, any relevant specialists.
3. At the IDP this team will work together to assess where the child is at currently, where the next area of growth will be and how the team will work together to achieve this goal. The goals will be based around the areas of Te Whariki.
4. A copy of the plan will be provided to all team members and will form the basis for reviewing the goals at the next IDP.

**Meeting Children’s Needs**

1. A strong core programme will be offered and staff will be encouraged to guide each child’s learning to the next stage within a positive social context.
2. Child centred routines will be established within the centre.
3. Staff will celebrate diversity, allow for flexible participation in groups and promote a strong sense of community.

**Review of Policy**

1. This policy will be reviewed every year with input from staff, parents and support agencies as outlined in Internal review Policy.
2. All policies will be reviewed for their sensitivity to inclusion of children and families with Special Needs.

Date: April 2008 Signed: ____________________

Date of Review:
1.9 Child Care and Protection Policy

Goal:
Elim International Kids is committed to the highest quality care and protection for children.

Purpose:
To ensure each child enrolled in Elim International Kids receives the best quality care and is protected from harm.

Elim International Kids will undergo a comprehensive interview and vetting process in the employment of centre staff to ensure only the highest quality applicants are employed. Police checks will be performed on each member of staff.

Elim International Kids will ensure that each staff member employed at the centre is aware of all hazards around the centre that could potentially harm children. Staff will be informed on correct practice for the care of children in the centre. Support and training courses will be provided. Staff will be required to be familiar with all the centre’s policies, especially the Child Abuse Policy and the mandate for investigations by CYF’s and the Police. – Please refer to the Child Abuse Policy for full guidelines and procedures for responding to suspected child abuse and neglect.

Statement about Staff supervision:
Elim International Kids will ensure that:
1. Staff and other adults are well supervised by a ‘person responsible’ and visible when with children.
2. Opportunities are limited for staff and other adults to be alone and out of sight with children.
3. Adequate supervision of private spaces, e.g. bathrooms, toilet areas.
4. Children cannot leave the service without written permission from parents.
5. Children are safe on excursions.
6. There is acceptable touching of children.
7. Tasks performed by parents/volunteers are defined.

Statements about Professionalism:
Elim International Kids ensures that staff roles and expectations of adult behavior with children are clearly outlined to all.

Because of the Christian character of our preschool, personal and professional roles may overlap. Staff are required to be open about their personal relationships and / or care taking activities with children and families outside the work environment. These relationships will be openly discussed at staff meetings. Any concerns will be forwarded to the Supervisor. This policy will be reviewed and evaluated yearly.

This centre makes parents welcome at any time. Parents and caregivers are encouraged to participate in activities and meal-times. Our child protection policies are available to all parents and prospective parents. A sign stating where to find the centre’s child abuse and child protection policies, and the complaints procedure will be displayed clearly on the notice-board. If parents have concerns about the treatment of a child by our staff they are encouraged to make
these known to the Supervisor who will ensure the matter is investigated and acted on, using an advisor from outside the service if this is necessary.

This centre encourages parents to make use of education programmes organised by groups and individuals in the community. As part of our parent education programme relevant books are available from our parent library. A Feeling Safe kit is also available in the parent library.

Regular training ensures that staff are able to respond appropriately to questions and responses from children. Staff are informed regularly of the expectations of adult behaviour with children at staff meetings and staff training.

Ministry of Education and CYF’s resources are available to parents and staff in the parent library.

Date: July 2008 Signed: ____________________

Date of Review:
## Communication and Consultation

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2.1 Complaints Policy and Procedure

Goal:
To ensure that parents/caregivers feel comfortable and able to express their concerns.

Purpose:
To ensure an adequate complaints process is implemented in the centre.

Complaints against Staff or Centre Procedure

• Resolving of complaints is important to us as we want to provide the best for families who attend Elim International Kids. Any concerns or complaints will be taken seriously.

• If parents wish to share concerns or make a complaint these should be directed in the first instance to the Supervisor either verbally or in writing if preferred.

• Complaints will be forwarded to the Supervisor and further actions will be discussed.

• When necessary the staff member concerned will be informed of the complaint.

• The Supervisor will arrange a meeting with the parent and staff member regarding the situation. Parents and staff are welcome to bring a support person to the meeting.

• If the situation is not resolved either party can write to the Elim International Kids Trust:
  “Attention Chairperson”
  Elim International Kids Trust.
  22 Tennyson Street
  PO Box 6410
  Wellington.

• A Trust meeting will be arranged for discussion and resolution of the issue.

• If the matter is still unresolved the Ministry of Education can be contacted- refer Complaints re Licensing Procedures.

Ministry of Education Contact details:

Level 2, 19 Market Grove
PO Box 30 177
Lower Hutt

Ph (04) 463 8699
WHANAU/ CAREGIVERS PLEASE TAKE NOTE:

Elim International Kids Early Childhood Centre tries to provide you and your children with the best service that we can. Occasionally we get it wrong. If you feel there is something not right, PLEASE, PLEASE, PLEASE LET US KNOW. We value your concerns because it helps us improve our service. You have no need to feel embarrassed or intimidated.

A point of contact for parent/ caregivers with questions or concerns about the centre is initially your Child’s Key Teacher.

Or: Mitch Jordan, Centre Manager - Phone: 04 801 6491

Don’t dwell on a problem, let us know, or, even if you just want information give us a ring. 😊
Concerns and Complaints by Staff regarding another Staff member Procedure

Purpose:
To ensure that staff engage in open and honest communication. To maintain a harmonious working relationship between staff.

Guidelines:
Initially a staff member is required to approach the person with whom they have an issue at the earliest appropriate opportunity. Discussion should take place out of session time and not in front of other adults. Appropriate time should be allowed for discussion.

During the discussion staff will be expected to:
1. Use “I” messages
2. Listen to the other person without interrupting
3. Take turns to speak
4. Refrain from name calling, abusive language and shouting
5. Work towards gaining a resolution to the situation

Where one or both parties require time for reflection there should be an agreed time set for further discussion.

If a breakdown in communication arises OR
Should a staff member feel their concern/complaint is of a serious nature they should approach the Supervisor/Asst. Supervisor with the complaint in writing having consulted other centre policies appropriate to the issue.

The Supervisor/Assistant Supervisor would make an assessment as to the seriousness of the situation and act accordingly. They may consult with the Trustees or appropriate outside advisers in this assessment process.

If the matter is considered to NOT be serious the Supervisor/Asst. Supervisor will facilitate a discussion between the staff members with the aim of resolving the issue.

If the matter IS considered to be serious the Supervisor/Asst. Supervisor should listen to the staff members individually and together to assist in a resolution. Both parties are able to be accompanied by a support person. It may be that the Supervisor makes a decision based on regulations and/or policy and this should be respected.

If the issue is still unresolved then the matter should be brought, in writing, to the attention of the Chairperson of the Trust for the Trustees to consider. All Trustees should be represented at this meeting.

If a resolution is reached all parties should sign an agreement. The agreement will be monitored to ensure compliance by the Supervisor.
If no resolution occurs then the Supervisor should refer the matter to an appropriate agency.

Consultation with appropriate agencies may be sought at any time by the Early Childhood Centre.

The staff member is also free to seek appropriate help/consultation and bring a support person to meetings related to the incident.

Date: March 2008 Signed____________________

Date of Review:
2.21 Daily Routines

Sleep & Rest

Purpose
i. Elim International Kids Early Childhood Centre will provide adequate space and facilities for undisturbed rest for all day children.
ii. To promote the health and well being of the children in our care.

Guidelines
1. No child will sleep on another child’s linen. Linen will be washed a minimum of once a week.
2. Children may bring a blanket/linen or soft toy from home to cuddle at this time.
3. Staff will take all reasonable steps to ensure that play and noisy activities will be kept to a minimum when children are resting.
4. Staff will ensure that children in the rest area keep quiet and do not disturb children who are trying to rest or sleep. Children under the age of 2 years will be placed on their backs for sleeping. Staff will record on the daily sleeping chart both the time and length of the child’s sleep. Staff are required to check and record on paper every 10 minutes during the child’s sleep.
5. Mattresses will be wiped clean with a natural antibacterial spray after every use.
6. Children will not be allowed to share a bed at the same time.
7. Food and drinks will not be taken during rest time.
8. As a minimum standard, Elim will ensure MOE requirements for staff/child supervision ratios are met.
9. Children will be supervised at all times.

Date: May 2008 Signed: ________________

Date of Review:
2.22 Food and Drink

Rationale

To ensure that all children are provided with the appropriate and adequate food and fluids.

Guidelines

- Water is provided with lunch and at all times in the classroom. Staff will encourage children to maintain hydration.
- Morning tea, lunch, afternoon tea and additional snacks are provided by the centre and given to each child at the appropriate time. Children will be supervised during all meal times.
- **Peanuts and nuts are not permitted in the centre this includes peanut butter and nutella.** Takeaways, lollies, energy drinks or fizzy drinks are also not permitted in the centre.
- No child will have access to fluids or food while in bed.
- Babies who are unable to sit unaided will be feed on a staff member’s knee. Babies and Toddlers who can sit will sit at an age appropriately sized table and supervised at all times. Infant formula will only be given if it is the type that has been approved by the parent/guardian.
- Children wash their hands before food.
- All food provided by the centre is clean when stored, prepared and served. Any food or drink provided by the centre will be recorded on the notice-board each day. This will also be filed in a folder. Detailing what was served, this will be kept for 12 months in compliance with regulation 26 of the early childhood regulations 1998.
- Children with allergies will not be given any centre or party food or drink unless signed permission is first gained from parents or guardians. An allergies list is displayed in the centre, parents may provide a photo of their child to be attached to this list.
- The dining room floor will be swept immediately after meal times to ensure that no food items are left lying around for children to pick up and eat.
- The kitchen is maintained in a clean and hygienic manner at all times. Crockery / cutlery is washed in the dishwasher at the end of each session.

Date: May 2008 Signed: _____________________

Date of Review:
2.3 Enrolment

**Enrolment process**

Parents/Caregivers need to complete the enrolment form posted out with the Centre Prospectus and return to the Supervisor. The Supervisor will discuss with you the availability of the hours that you require and answer any other questions you may have.

If the hours you require are not available you will be placed on a waiting list and informed of approximately how long it will be before a space becomes available.

**Roll book**

It is essential for parents/caregivers to sign the roll book and record the time that they drop their child/ren off and pick them up again. This is to confirm their child/ren have attended that day and to charge accordingly. Most importantly, the rolls are used in the event of an emergency.

Date: April 2008 Signed: ____________________

Date of Review:
2.4 Communication and Consultation

Rationale
Communication and consultation are central to the development of effective relationships and partnerships in early childhood education. We believe in establishing good communication links between staff management and families/whanau.

Purposes
To keep parents/whanau informed and help them understand the policies and practices of our centre.

Guidelines

Communication with parents/whanau
1. Parents will be welcomed appropriately and will be encouraged to be an integral part of the centre.
2. Educators will informally meet parents on a daily basis to exchange information.
3. Elim International Kids Early Childhood Centre will provide opportunities for parents to talk with staff about their child/ren.
4. Parents will be kept informed through newsletters, information on the centre notice board, parent evenings and parent interviews twice yearly.
5. Children’s individual records will be deemed to belong to the parent/guardian and will be available to them at all times. This includes any information gathered about their child through observations, assessment and profile books.
6. Our centre will have an open door policy whereby parents/caregiver are welcome at all times.
7. A questionnaire will be distributed twice yearly which encourages parents/whanau to express ideas and information about their child and aspects of our programme.

Communication with Staff
1. Fortnightly Staff meetings to discuss:
   • Planning for the month ahead
   • Observations of children
   • Professional development
   • Areas of interest of individual staff
2. Informal meetings will be held for staff when the need arises.

Communication with Management
1. The Supervisor meets with the Board on a monthly basis.

Confidentiality:
Confidentiality will be maintained at all times throughout these processes. Anything discussed in a staff meeting, management meeting or parent/caregiver interview will be kept confidential and will not be discussed out of that environment.

Date: April 2008 Signed: _________________________

Date of Review:
2.5 Settling children into the centre

Rationale
Staff at Elim International Kids are committed to supporting the children in our care and their families to settle into the centre environment.

Purpose
To offer support and care to ensure that each child makes a happy transition into the centre environment, where they will want to learn and participate in all areas of the curriculum.

Guidelines
1. A staff member will greet the new child and family on their arrival at centre.
2. They will be shown around the centre and introduced to other staff members.
3. Our staff will make family members feel welcome and comfortable in the centre and a newsletter will be given to parents setting out routines and ways they are expected to contribute to the program.
4. The child and family will be shown where to put their child’s belongings and signing in and out Guidelines will be explained to parents.
5. One of the child’s family members is expected to stay with the child until he/she is settled in the new environment and with the routines. This may take more than one visit.
6. The child is then encouraged to join in with activities, and integrate with other children.
7. Parents too can find it difficult separating from their child for the first time. Parents will be reassured of our commitment to help overcome any fears in this area and are happy to discuss the issue if necessary with you.
8. As the families leave the centre, a staff member will farewell them and give feedback to parents as to how their child settled. Positive encouragement will be offered as necessary.
9. All families are required to complete an enrolment form providing contact numbers and names in the case of any emergency or extreme distress and general information regarding the child’s health and any problems envisaged.

Date: April 2008 Signed: ____________________

Date of Review:
2.6 Transition from Under two’s to Over two’s

Rationale
Staff of Elim International Kids are committed to supporting children and families in the transition from under two’s to over two’s

Purpose
Elim International Kids staff will work towards preparing the children and their families for a smooth transition between the two areas

Guidelines
- Staff will discuss with parents/guardians the best way to transition their child. Transitioning will take place one month before the child turns two. This allows plenty of time for the child to become familiar with the routines and customs in the over twos area.

- Staff will ensure that parents are made aware of all relevant information and routines before transitioning begins.

- Elim International Kids programme ensures that there is plenty of flexibility where a child can become accustomed to the over twos programme. Staff will make the necessary adjustments in the daily programme to fit in with the needs and abilities of the transitioning child.

- During the transition period children will have flexible access back to the under twos area if necessary.

Date: April 2008 Signed: _____________________________

Date of Review:
2.7 Transition to School

Rationale
Staff of Elim International Kids Early Childhood Centre are committed to supporting children and families in the transition to school.

Purpose
Elim International Kids staff will work towards preparing the children and their families for a smooth transition between our centre and school.

Guidelines
By including in our programme:

1. A balance between structure and free play.
2. Routines that encourage self-help, growing independence and positive attitudes towards eating and toileting skills.
3. Opportunities to develop pre writing skills e.g. children are encouraged to develop their fine motor skills by correctly using paintbrushes, pencils and felt pens etc.
4. To become familiar with numbers and their uses in a wide range of activities in the centre setting.
5. Opportunities for developing verbal communication with teachers and peers on a one on one basis as well as in small and large groups.
6. Encouraging children to develop good social skills, where their self-esteem is promoted and emotional needs are being met.
7. Problem solving and decision-making skills are taught and encouraged.
8. Children’s profile books will be returned to the child when leaving for school.

The centre will provide information on a selection of schools from varying areas. Parents are required to approach their chosen school to make the appropriate arrangements for their child with regards to school visits and enrolment.

Children aged 4 years will participate in a structured Transition to School programme at each morning group time. This will involve fun activities designed to help the Transition to School easier such as scissor skills, pencil skills, alphabet and number recognition, name writing and recognition and left to right reading skills.

Date: May 2008 Signed: _______________________

Date of Review:
## Operation and Administration

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Reg: 32c
DOP: 5b, c, d, 6, 10c, d
3.1 Alcohol and Mind Altering Substances Policy

Rationale:
1. Elim International Kids Early Childhood Centre is an alcohol and illegal drug free environment.

2. Alcohol is not permitted on the premises.

3. Illegal drugs are not permitted on the premises. Any person found under the influence of alcohol or illegal drugs is not permitted on the premises.

Alcohol and Mind Altering Substances Procedures

1. In the event of a child being collected by a person suspected of being under the influence of alcohol or other mind-altering substances all effort will be made to deter them from collecting the child. It may be suggested that they have the emergency person come and meet them at the preschool. If serious concern for both child and adult occurs and the adult resists alternative suggestions, the police may be called. Any issues arising should be directed to the Supervisor.

2. A staff member or volunteer who is suspected of being under the influence of alcohol or mind altering substances will be asked to leave the premises. This situation will be reported to the Management Committee.

3. No adult under the influence of alcohol or illegal drugs will be allowed to accompany an excursion. No alcohol or illegal drugs will be taken or consumed on an excursion.

4. Visitors to the centre will be made aware of the policy which will be displayed on the notice board beside the Licence.

5. Any organisations which hire the facility will comply with this policy.

Date: February 2008 Signed __________________________

Date of Review:
3.2 Appraisal Policy

**Rationale:**
Appraisals linked to professional development allow management and educators to update their knowledge and respond to current issues.

**Purpose:**
- To ensure that management and educators have access to professional development funding through the budget.
- To ensure management and educators annually identify personal and centre professional development goals.

**Guidelines:**
1. A staff appraisal process will be developed and implemented by the management board. The chairperson, and vice chairperson or licensee, will conduct an appraisal of the Supervisor.
2. The Supervisor and licensee will conduct staff appraisals.
3. The appraisal process will include:
   - Self appraisal
   - Peer appraisal
   - Development of individual and team professional development annual plans
   - Six-monthly check in meetings, brief opportunities to monitor
   - Data gathering (detail of course attended, changes made, peer feedback)
   - The timeline for the appraisal process (April and October each year)
4. Outcomes from the appraisal process will be considered in determining professional development plans, and budgets will include related costs including payment for relievers.
5. Any concerns or complaints will be dealt with in accordance to the complaints procedure.

Date: May 2008 Signed __________________________

Date of Review:
## 3.3 Cleaning and Maintenance

### Rationale
To ensure that all resources, equipment, surfaces and flooring at Elim International Kids Early Childhood Centre are kept to a high standard of cleanliness.

### Purpose
To provide a safe and hygienic environment for all children and staff.

### Guidelines
1. A professional cleaner is employed and will come in to clean the Elim International Kids Early Childhood Centre daily.
2. Toilets and hand basins will be cleaned twice daily by staff with Eco-store Antibacterial Spray.
3. Tables and highchairs will be disinfected at the beginning and the end of each day with Eco-store Antibacterial Spray. During centre hours they will be wiped down with hot soapy water and or antibacterial spray.
4. Toys and equipment will be washed weekly or as necessary due to illness in the centre.
   - Hard/plastic and waterproof toys washed in hot water and detergent then rinsed in hot water, or placed in the dishwasher.
   - Soft absorbent toys will be machine washed and completely dried before use.
   - Ride on toys and storage units wiped down with a clean cloth using hot water and detergent.
5. Bedding and linen will be washed a minimum of once a week. If a child becomes unwell while at the centre then his/her bedding will be washed immediately.
6. Dress ups, dolls bedding and clothes will be washed as needed then hung out to dry in the sun.
7. Play dough equipment will be washed daily in hot soapy water.
8. Sandpits will be covered every evening and checked every morning before children arrive. Staff will turn the sand in both sandpits once a week.
9. Carpets will be cleaned annually, with spot cleaning done by the professional cleaner as and when needed.
10. Toilets will be disinfected with a 1:10 bleach solution at the beginning of each day.

### Equipment, Buildings and Furniture Maintenance
Equipment, buildings and furniture are to be checked regularly for wear and tear and maintenance will be performed when necessary.

Please see the strategic plan for more details on maintenance checks.

### Centre Cleaning for Professional Cleaner

#### Nappy Changing Area
The Sangenic Nappy Bin is emptied at the end of each day by the staff and put into the outside rubbish bin.

Disinfect all cupboards, mats, table surface and sinks in the nappy change area with disinfectant.
Clean stainless steel sink.

All bathroom and nappy changing area cleaning equipment are blue in colour, the cloths are white. Do not use this equipment for cleaning any other area.

**Rubbish**

Collect rubbish from all areas and place in rubbish bag, replace with clean bags.

**Toilets**

- Clean and disinfect bowls and seats with **Disinfectant**, hand basins and behind toilets on all pipe work (using the white cloths)
- Damp wipe splash marks on toilet walls (using the white cloths).
- Damp wipe all ledges and hand towel units (using the white cloths).
- Sweep and hot mop floor area with hot soapy water (using the blue equipment)
- Replenish toilet paper, soap and towels as necessary.

**Kitchen and eating area**

Scrape play dough and food particles from floor area
Thoroughly sweep and hot wash (hot soapy water) entire vinyl floor area (Using the yellow equipment)
Damp wipe fridge, stove, microwave and windowsills (using the coloured clothes)
Clean sink unit and wipe splash marks from cupboard frontages and tap surroundings (using the coloured clothes).

**Main play areas**

Vacuum complete area including the edges
Damp wipe all ledges and fittings (using the coloured clothes).

---

**Cleaning equipment for bathroom and nappy change area.**

- Blue brush and shovel
- Blue broom
- Blue mop
- Blue bucket
- White cloths

**Cleaning equipment for play areas and kitchen.**

- Yellow brush and shovel
- Yellow broom
- Red mop
- Yellow bucket
- Coloured cloths

**Outdoor equipment**

- Blue bucket for water only
- Green broom
All cleaning equipment is only to be used in the early learning centre. No outside equipment is to be used on the centres premises. This helps keep the infections and illnesses to a minimum. All outside cleaners employed by the centre will use the cleaning equipment provided by the centre.

**Maintenance**

**Buildings**

Elim International Kids Early Childhood Centre Staff will keep a maintenance log of the building to keep management informed of any repairs or maintenance required.

**Laundry Policy**

**Purpose**

Elim International Kids has purchased a washing machine and dryer to provide clean linen, dolls cloths and dress-ups for the centre.

**Guidelines**

- The Cook/Technician will launder washing as and when required.
- Dress up clothes will be washed once a week in a hot wash and hung out to dry at the centre.
- Linen will be washed once a week in a warm wash and hung out to dry at the centre or dried in the dryer.

DOP: 1d, 5a, 10a

**Date:** May 2008 Signed ________________________________

**Date of Review:**
3.4 Contractors, Sub-contractors Safety, Health and Environment Requirements

Rationale:
The Health and Safety in Employment Act (1992) requires management to take all reasonable steps to protect contractors and sub-contractors working in the centre.

Purpose:
• To ensure that the centre meets its obligations under the Health and Safety in Employment Act 1992
• To meet the centre objective of providing a safe environment for all adults and children.

Guidelines:
1. A register of all adult accidents will be kept in the Adult Accident Record Book. This register will be kept in the lockable First Aid Cabinet.
2. In the event of a serious accident OSH will be notified within seven (7) days.
3. Following all accidents an investigation will be undertaken to prevent any recurrence of the same accident.

Prevention of accidents:
• The centre will advise the contractor of any known hazards which he/she may come into contact with.

• All personnel employed on sub-contracting work are adequately trained for the tasks or have adequate knowledge and experience of the kind of work, plan or substances with which they are involved or be supervised by an appropriately trained person.

• All contractor’s personnel are required to report to the Supervisor on arrival at the centre and familiarise themselves with the requirements of this policy.

• The contractor and his employees shall abide by the centre’s non-smoking policy.

• The contractor shall supply safety equipment (including isolating transformers) and first-aid facilities unless prior arrangements have been made with the centre.

• All contractors are to hold current Contract Works and Public Liability Insurance or similar.

• The contractor shall comply with all relevant legislation to ensure the safety of children is maintained at all times.

• All accidents or incidents relating to health and safety or the discharge of hazardous substances are to be reported to the Supervisor/Asst. Supervisor immediately.

• It is the responsibility of the contractor or sub-contractors to remove all their rubbish, off-cuts, debris and to leave the work-site as a safe place.

Date: May 2008 Signed __________________________

Date of Review:
3.5 EEO Policy

Rationale:
The Elim International Kids Early Childhood Centre Management Board supports the development of an equal employment opportunities programme.

We are committed to the goal of freedom from discrimination and recognize the need for an active approach to the achievement of equal opportunities in employment.

Purpose:
To ensure that all employees and applicants are treated according to their skills, qualifications and abilities without regard to irrelevant factors.

Guidelines:

1. The Elim International Kids Early Childhood Centre Management Board will develop and put into place an EEO programme in consultation with employees and give particular consideration to employees from the EEO target groups.

2. A person or group of people will be made responsible for coordinating the development of our EEO programme.

3. Where possible we will collect information on employees in order to identify the employment patterns of men and women, Maori, Pacific Island people, people with disabilities and other ethnic groups. The information will be used to look at our personnel policies and practices and to determine appropriate EEO objectives.

4. All personnel policies and practices will be developed or reviewed to ensure that they include EEO principles. Personnel policies and practices include the areas of recruitment and selection, development and training, promotion and career development and conditions of service.

5. The Elim International Kids Early Childhood Centre Management Board is committed to working towards a workplace that is free of sexual and racial harassment and actively promotes the use of non-sexist and non-racist language.

6. The Elim International Kids Management Board is committed to the principles of the Treaty of Waitangi.

Date: May 2008 Signed _____________________

Date of Review:
3.6 Financial Policy

Rationale:
Good financial management will ensure the centre make optimum use of funding to meet the charter requirements.

Purpose:
- To ensure effective financial management systems are in place to develop a budget and monitor income and expenditure. This is so there is sufficient income and control over expenditure to ensure the viability of the centre.
- Income will be maximised and expenditure controlled in a manner that will ensure the achievement of all the objectives and charter requirements.
- To develop roles and responsibilities for those involved in the financial management of the centre

Guidelines:
1. **Budget** – a budget will be prepared at the beginning of each financial year with a six monthly review. This will be prepared by the Financial Business Manager for Elim International Kids in consultation with the Supervisor and reviewed by the Board.

   The budget development process will be used to:
   - Provide a format of planning and balancing priorities
   - Express intentions of future expenditure decisions
   - Project the impact of financial and other planning decisions

   The budget will be used to:
   - Provide a guide for expenditure decisions
   - Provide evidence that planning has taken place
   - Provide a benchmark for comparison of actual results.

2. **Fees** – See fees policy

3. **Annual Accounts** – these will be prepared at the end of each financial year, by the Finance Administrator and Treasurer and audited by an outside company. These accounts will be made available on request to the public. Parents will be notified that these are available via the quarterly newsletter.

4. **Wages** – staff will be paid on a fortnightly basis via direct credit. Pay-slips are given to relevant staff on the day of payment. Wages are authorized by the Business Manager before payment to ensure accuracy and confidentiality.

5. **Income from Government Agencies** – the bulk funding returns are completed by the Finance Administrator with the help of the Business Manager. WINZ payments are monitored weekly by the Financial Administrator for Elim International Kids and credited directly to the parent/guardian’s account.

6. **Role of the Business Manager** will include the following:
   - To be involved in the development of the annual budget and six monthly review in collaboration with the centre manager, licensee and board.
• To review the financial policy annually in consultation with the supervisor, licensee and board.
• To be responsible for all Centre financial operations (GST, PAYE, ACC).
• To present monthly financial report to the Board
• To liaise with the Licensee regarding finances of Centre.
• To monitor expenditure against approved budgets. (bulk funding, fees, income support).
• To supervise the management of monies and funds raised by fundraising.
• To prepare the annual financial report and audit in collaboration with the Licensee and auditor.
• To present the annual set of accounts and financial report.
• To conduct a quarterly review of the budget cashflow, income and expenditure

Fees Policy

Section 312 requires the Centre to maintain records of fees charged and payments made. The schedule of fees is available to current and prospective parents and can be requested from the Centre staff. Other records relating to enrolments and attendance are also kept as required by legislation and DOP. This policy is intended to outline the fee payment requirements of the Centre.

1. Centre fees are paid 52 weeks of the year, continuously, whether the child(ren) are sick or on holiday. Payment must also continue over the Christmas break. If the centre closes over the Christmas break, a holding fee of 50% of the usual weekly fee is required to hold a child’s place.
2. The enrolment is for your child(ren) and cannot be given or sold on to another child or family.
3. In the event of TWO (2) missed payments, the Business Manager or Financial Administrator will discuss options for payment with the parents.
4. If no payment or payment plan is in place and THREE (3) payments are missed, the centre will withdraw care and refer the matter to a debt collection agency.
5. If fees owing are disputed and care is still required, parents are required to continue paying while the issue is taken before the Management. If the fees owing are disputed and the child is no longer in care, the issue will go before management and they will decide on a future course of action.
6. Parents who are applying for a WINZ subsidy must get the subsidy pre-approved or pay normal fees until the centre receives the subsidy. Centre will reimburse parents for any over payment.
7. It is the parent’s responsibility to ensure that a WINZ subsidy is renewed and they are liable for any shortfall incurred during this period.
8. The management board retains the right to increase fees at any time during the enrolment period.
9. Parents must pay the first invoice and show proof that an automatic payment has been set up before their child(ren)’s first day of attendance at the Centre.

Invoices and statements are issued on the Friday of each week, and are payable within seven days. Overdue invoices are carried over with a reminder. If payment is not received or an effort made to clear the outstanding amount the licensee/ business manager will contact the parent/guardian to discuss any problems.

Date: May 2008 Signed __________________________

Date of Review: July 2009

DOP: 11c, 12
3.7 Fire and Earthquake Policy

If you discover a fire: Raise the alarm immediately by operating the nearest fire alarm, then blowing the whistle loudly.

Direct the children to leave the building immediately by the NEAREST safe escape route. Move quickly but do not run. Escort the children to the Assembly area – Tennyson Street (Church Entrance).

Do not let any children leave the area until they have been counted and checked off the attendance register.

When you hear the fire alarm –

• Begin the evacuation of the building.
• Ensure that all of the centre is evacuated, check all toilets, storerooms and office and shut the doors.
• Assist or ensure that any babies or disabled children are helped to evacuate quickly.
• Report to the building warden and pass on any information.
• Report to assembly area.
• Co-operate in control and roll call of children, visitors and staff.
• Wait for the all clear from fire safety officers before re-entering the building.
• Only if conditions permit and it is safe to do so should any attempt be made to extinguish the fire. The fire extinguisher is on the wall in the kitchen.

Supervisor/Asst. Supervisor /Building Warden duties

• Call the fire service by dialling 111
• Clearly state the name of the centre and the location
• State the nature of the emergency. If it is not safe to call from the building take the phone, go immediately to the Assembly Area and call from there.
• Instruct staff member to collect roll book, sign in book Building Wardens 10 and report to assembly area as possible.
• Verify with roll book, and sign in register the persons present and count number of children.
• Account for all staff and visitors and any disabled persons.
• Pass on information to the fire service on their arrival.
• Give all clear to return to the building when it is safe to do so.

Evacuation plan is displayed on the wall with the licence.

We will also use this fire evacuation plan to evacuate for the following reasons.

Building damage due to:
• Earthquake
• Volcanic eruption
• Cyclone
• Flooding
• Bomb threat
• Major chemical incident – under advice from the Fire services
Earthquake procedure
• Staff will call out earthquake – drop and be turtle safe (Crouched on elbows and knees with hands covering the head)
• Inside staff will help and encourage children to quickly resume the turtle position.
• Outside staff will help and encourage children to face the back fence so that they are not facing the building and to resume the turtle position.
• Staff and students will remain in the turtle position until the shaking stops and a staff member calls out all clear.
• After the drill or earthquake children will be encouraged to talk about any fears or questions that they may have.

Guidelines for sheltering in place
• Ensure all children and adults are inside the building
• Lock doors and window and in case of external threat call police for advice and assistance.
• Stay away from doors and windows.

“Quake-safe” Environment Strategies:
• No heavy items will be stored on high shelves.
• All high shelves, large pieces of equipment will be affixed to the wall securely.
• Items on shelves for display will be blue-tacked in place
3.8 Health and Safety Policy.

Rationale:
To ensure that every child attending the centre is kept safe from harm.

Purpose:
To ensure there is a system in place for children which ensures their health, safety and well being.

First Aid and General Health and Safety:
1. The main first aid box, trip first aid box and civil defence box is checked every 2 months by the staff member delegated to undertake equipment safety checks. The first aid boxes are kept locked.

2. All requirements under the E.C. regulations in relation to heating, lighting, ventilation and water temperature will be regularly checked and adhered to:
   - heating maintained at not less than 16 degrees
   - adequate lighting
   - good cross ventilation systems
   - hot water maintained at 40 degrees for children; 60 degrees for adults
   - facility for washing sick or soiled children provided

3. Sandpits are inspected and raked as needed each day before use and covered at the end of each day

4. Water play is supervised at all times when available and is emptied at the end of each day.

Safe and hygienic housing and handling of Pets:
1. Pets will be housed appropriately. Their need for shelter, food, water and hygiene will be met. Pets will be checked regularly to see that they have adequate food and water.

2. Children will be encouraged to handle pets correctly where appropriate. Discussion of procedures will be encouraged.

3. Hygiene of both animals and children will be observed:
   - animals will be cleaned regularly
   - children will wash their hands after handling animals.

Injury Prevention:
Elim International Kids Early Childhood Centre is committed to the protection of adults and children from accidental harm. We will do this by:

1. Providing a safe work environment, safe equipment and proper materials.

2. Establishing and monitoring safe methods and practices at all times.

3. Ensuring teachers, parents and children understand and accept their responsibility to promote a safe and healthy place of work.
Injury Prevention Strategies

- All doors to adult only areas will be closed at all times to ensure children do not have access to these areas.
- Children will remain seated while eating and be supervised by a staff member.
- Staff will be conscious of the potential danger of things such as water spills, toys in traffic ways, etc.
- Hot drinks to be consumed in staff only areas.
- Children may not climb gates, sit on tables, or jump off furniture and chairs.
- All chemicals will be stored in marked containers and be kept out of the reach of children at all times. This will include cleaning agents.
- Staff will wear gloves at all times when blood is present, where practical.
- All staff members must have a current practising First Aid Certificate and attend a refresher course 2 yearly.

Date: March 2008 Signed _______________________

Date of Review:
3.9 Illness and Infectious Diseases Policy

Rationale
All children need to be kept safe from and prevented where possible from sickness.

Purpose
The staff and parents are aware of the precaution Elim International Kids Early Childhood Centre will take to prevent sickness and infection from spreading.

Guidelines
a. Children and adults who are sick are not to be present at the centre. This will include vomiting, diarrhoea, high temperatures, green runny nose – along with any other flu like symptoms, conjunctivitis, impetigo and any other contagious illness. Refer Reg.30 (2).

b. The well-being of the children and staff is paramount. If a child arrives at Elim International Kids Early Childhood Centre and clearly is not well, staff and management reserve the right to not allow that child to be left at the centre.

c. Parents are asked to notify the centre before 8:30 am if their child is sick and unable to attend. It is important that other children in our care are not exposed to infectious illnesses, diarrhoea, flu, conjunctivitis, slapped cheek/face, impetigo (school sores), vomiting and head lice (untreated). Parent/Guardian will be asked to seek medical advice if the child has an infection that is contagious and treat if necessary before returning.

d. If your child has a mild cold it is acceptable, but please use discretion if their nose is very runny or green.

e. If your child has had vomiting and/or diarrhoea, they must not return to the centre until there has been a 48-hour period since the last bout.

f. Children will be regularly monitored. If staff notice such things as lowered activity, temperature fluctuation, sleepiness, fussiness, vomiting, diarrhoea, coughing, green runny nose and any other flu like symptoms, complaints of sore throat etc the Supervisor will be notified. If necessary the child’s parents will be contacted and requested to collect the child. Where practicable the child will be isolated and put on a bed in the office and supervised by a staff member. Staff will refer to the childhood illnesses poster to aid in their decision.

g. Staff will give immediate first aid, eg. Keeping child cool by sponging with luke warm water.

h. At the first opportunity the staff member will record and sign the accident and illness book, with action taken and time child was collected from the centre.

Procedure if your child is unwell while attending the centre

a. The parent/guardian will be contacted as soon as possible. They will be expected to pick the child up from the centre. If this person cannot be contacted, the contact person will be informed.

b. During the time the child is at the centre, the child will rest where he/she is away from other children but can be observed.

c. A teacher will be responsible for looking after the child and attending to their needs.

d. Any first aid given will be recorded. If necessary, a doctor at Capital Care Medical centre will be contacted or the hospital. Any equipment or bedding the child has been in contact with will be cleaned and disinfected to stop re-infection. At the first opportunity the staff member will record and sign the accident and illness book, with action taken and time child was collected from the centre.
**Prevention of Illness:**

Preventing the spread of disease among children and staff in the centre by encouraging hand-washing routines before food is eaten and after toileting.

Including healthy foods i.e. snacks and fruit for morning and afternoon tea. All fruits and vegetables will be washed before preparation.

Displaying a pamphlet containing information on common childhood communicable diseases plus necessary treatment and isolation periods on the parent notice board. Letters to the parents will inform them of any cases of infectious diseases within the centre and what to watch out for e.g. measles, head lice etc.

Staff and children with contagious or infectious diseases will be excluded from attending the centre for the period of time they are infectious or until medical clearance has been given. If a child or staff member has had vomiting or diarrhea they **must remain at home until 48 hours after the last bout of vomiting or diarrhea**.

If a child falls ill while attending a centre session, a parent or emergency contact will be rung to collect the child.

If a staff member should fall ill during a session, the Supervisor will contact the next of kin if necessary, then arrange for a relieving teacher to take their place.

If a child requires urgent medical attention, a parent will be informed and asked to meet the child at the A & E clinic. A staff member and another adult will transport the child to A & E immediately.

Children will be signed in and out each day by a parent or caregiver. Staff must be notified of changes in routine for this procedure.

Staff are required to wash their hands after each nappy change, before and after food preparation, when toileting children or cleaning up general messes.

**Regulation 28:1-3 states:**

1. The licensee of a licensed centre must take all reasonable steps to ensure that any child suffering from any infectious disease listed in the Second Schedule of the health (Infectious and Notifiable Diseases) Regulations 1966 is excluded from the centre; and regulation 14 of those regulations, with necessary modifications, applies to every licenced centre as if it were a school.

2. Any child who is suffering from any disease (other than a disease referred to in sub clause 1) or from any ailment, illness, or other condition affecting the child’s health, may be excluded from attending any licenced centre at the discretion of a person responsible, for any period the person thinks appropriate.

3. The licensee of a licenced centre must ensure that the centre has available an area and facilities available for the temporary isolation and care of at least one sick child.

**Date:** March 2008 **Signed** _________________________________

**Date of Review:**

DOP: 1d, 5a, 10a
3.10 Medication Procedure

Rationale

Elim International Kids Early Childhood Centre is committed to the safety and well being of children.

Purpose

To develop and review the guidelines for the administration of medicine that reflects the needs and capacity of this centre.

Guidelines:

a. The Medicines Administration Chart is located on the shelf in the kitchen. Should any medication be required to be administered to a child the parent / whanau must fill in the details at beginning of session. Staff sign when medication is given.

b. Written authority to administer medication must be obtained from parents, whanau, and guardians before any medication can be given.

c. Any medication to be administered during the day will be recorded on the Medication Chart and signed daily by parents for staff to give when required.

d. Only named and prescribed medication from a Doctor or Pharmacist can be given to the named child. Exception: Bonjela - used with discretion.

e. Parents will provide appropriate information and training to the non-medical staff members who elect to give medication to children.

f. Medications and drugs will be kept out of the reach of children in the centre.

g. The administering of medication while at the centre is acceptable at the teachers’ discretion. It may be considered inappropriate for the child to attend the centre and the parents will be asked to take the child home until he or she is well again.

Date: May 2008 Signed _______________________

Date of Review:
3.11 Head Lice Policy

If a teacher notices a child with Head Lice, their parent will be called immediately and asked to pick their child up (within 1 hour of being called). Treatment for the lice should begin immediately by parent. The child may return to the centre once treatment has began, and not before. If the child has long hair, they should tie their hair up, or wear a hat.

**Date:** May 2008 Signed ______________________

**Date of Review:**

DOP: 5a, 10a
3.12 Accident Procedure

Purpose
To promote the safety and health of staff and children.

In the case of a child:

a) The teacher on duty will assess all accidents, where the accident occurred. If treatment is necessary the child will be brought to the couch to be treated. If teacher is on outside duty she will leave the child in the care of an inside staff member and return to duties outside.
b) At least one teacher on duty will have up to date first aid certificates.
c) The Supervisor will ensure that all children’s records have the parent’s current contact number and at least one emergency contact.
d) The priority will be to administer first aid.
e) If the injury is serious enough a parent or emergency contact will be phoned to take the child home or to seek medical services.
f) The staff member who performed first aid is to record what happened, action taken and day and time in the accident register.
g) Records will include date, approximate time, and nature of injury, treatment and a signature of teacher administering First Aid. Parents will be notified upon arrival and will be required to sign the accident register to say they have been notified.
h) Teachers will wear disposable gloves when treating open wounds or blood injuries, as well as toileting accidents.
i) Where the child has wet or soiled his/her pants the child will be changed and washed down with an open door policy. Recorded in the same manner.

In the case of a staff member:

a. Where possible the staff member will initiate his/her own assessment and treatment. This will be recorded in the accident and medication book.
b. Where the injury is more serious a family member will be informed and arrangements made for further medical treatment.
c. A relieving teacher will be used to cover for the absent staff member.

Date: May 2008 Signed _______________________

Date of Review:
3.13 Immunisation

Rationale

It is important for Elim International Kids Early Childhood Centre to know whether the children in our care have been immunized, partially immunized or have had no immunizations according to the Health (immunization) Regulations 1995.

Purpose

To keep those children who are either partially immunized or not immunized safe from those diseases pertaining to early childhood.

Guidelines

• Parents are required to produce their child’s immunization record upon enrolment of their child/ren at the centre.

• Elim International Kids Early Childhood Centre will record all children’s immunizations on the immunization register at the centre.

• Staff are required to keep their own immunization records up to date.

• Children who are not immunized or partially immunized will be excluded from the centre if one of those diseases pertaining to early childhood is present at the centre. These children are at risk and more likely to become seriously ill.

Date: May 2008 Signed _______________________

Date of Review:
3.14 Blood and body fluids

Rationale
Elim International Kids Early Childhood Centre recognizes the importance of providing a safe environment for staff and children.

Purpose
To keep staff and children safe from any harm pertaining to blood and body fluids.

Guidelines
• Staff will use disposable gloves when dealing with blood and body fluids.
• All broken skin areas (fresh, unhealed cuts or burns) will be covered with a waterproof, adhesive dressing
• A fresh bleach solution (Triple X) of 1 part bleach to 10 parts water will be made up daily.
• A plastic apron will be worn when moist body substances are likely to soil clothing.
• Remove the spill with a cloth or paper towel. Hot wash with soapy water over the surface (except with blood then use cold soapy water).
• Dry surface and then spray bleach solution (1:10) onto the surface. Leave to stand for 10 – 30 minutes then dry the area.
• All cloths or paper towels are to be immediately disposed of.
• Hands will be washed immediately after with soap and water, incase of contamination from moist body products.

Date: April 2008 Signed _______________________

Date of Review:
3.15 Poisonous plants

Rationale
Elim International Kids Early Childhood Centre recognizes the importance of knowing which plants are harmful to children.

Purpose
To provide and environment that is safe from poisonous plants.

Guidelines
• A poisonous plants poster will be displayed in the centre and a book about Plants in the north island poisonous to children.

• The centre will ask a plant expert to come and check for poisonous plants in the centre at varying times during the year.

Date: April 2008 Signed ______________________________

Date of Review:
3.16 Pest and Vermin Policy

Rationale

Elim International Kids Early Childhood Centre recognizes the importance of keeping the centre free from pest and vermin.

Purpose

To provide an environment free from the harmful effects of pest and vermin.

Guidelines

• On sight or sign of any pest or vermin the Supervisor or Asst. Supervisor will immediately contact a pest control service. Elim International Kids Early Childhood Centre will ensure that the company use only approved (by the Pesticides Board) products.

• The centre will ensure that material safety data sheets (MSD's) are provided by envirosafe.

• All poisons will be out of children’s access at all times.

• No bait will be lain down while children are present at the centre or during the centres operational hours.

• To control flies, white tail spiders, silverfish etc the centre will use a low allergenic fly spray containing pyrethrum when children are not present at the centre.

Date: May 2008 Signed _______________________

Date of Review:
3.17 Late Pick Up Of Child Policy

If a child has not been picked up on time at the end of their session or collected at the end of their day, staff are to take the following steps:

- Contact parents or those named to collect child
- Advise Management
- Contact local Police

If a child is not collected by end of day staff are to leave a note on door/gate advising parent to contact local Police.

- Leave child with Police
- An additional charge will be made for late pick-up

Parents who do not pick-up their children on time will be charged a late fee of $10 per 5 minute interval.

Date: May 2008 Signed _______________________

Date of Review:
3.18 Toileting Policy

We are of the understanding that some of the children in our Centre (over twos area) will not be fully toilet trained but will be asked to come to Centre in underwear. Staff will encourage them to use the toilet. These children will be reminded to go to the toilet at regular intervals and will be changed when necessary.

All children are encouraged to use the toilet tissue to clean themselves after they have been to the toilet and flush the toilet after use.

The process of washing and drying of hands is shown to each individual child and help is given if needed.

Parents are asked to bring at least one change of clothes for their child.

The bathroom is checked by staff at regular intervals to ensure that it is kept clean and tidy.

Date: April 2008 Signed: ________________________________

Date of Review:
3.19 Internal Review

Rationale:
All policies, objectives and practices at Elim International Kids Early Childhood Centre will be reviewed to:
- ensure a quality programme and environment is provided for our children, and
- ensure we meet the legal requirements of the DOPs.

The review will be self-driven and will draw on the experience and aspirations of all those involved in the Elim International Kids Early Childhood Centre - the EIK Board, staff and Parents/Whanau.

Purpose:
To establish guidelines for how and when we will review our:
- Policies
- Statements:
  - Centre Philosophy
  - Charter
  - Objectives
  - Practices

Guidelines:

Review of Policies

- All policies will be reviewed on a yearly or three yearly cycle, to be determined by the Board and outlined in the Annual Policy Review Schedule.
- Any parent may make a request to the Board to review a policy ahead of schedule.
- The Board and staff may identify any policies and procedures that require urgent review to meet the DOPs and any other government legislation. These policies will be reviewed by the next meeting and the Annual Policy Review Schedule will be kept up to date.

- Each policy shall have the review process recorded on the Policy / Statement Review Form and be filed in the Internal Review folder. At the end of the year these review forms will be filed together as a permanent record of the policy section of the internal review process.
- It is important to note that from time to time situations will arise at the Elim International Kids Early Childhood Centre, or regulations may change, which will require a new policy to be drawn up. In which case the points of the new policy’s coverage will be defined and relevant reference material collected by the Board to assist in the drawing up of the new policy. Circumstances may require that outside advice be sought.
- The new policy will then follow the process for policy review to adoption and implementation and added to the Annual Policy review Schedule.

Review of Statements

Centre Philosophy

- The Centre philosophy will reflect the fundamental beliefs, vision, values and ideals by which we wish to operate.

DOP: 1d, 5a, b, c, d, 6, 9, 10a, b, c
• The Philosophy will be created and reviewed by staff, families/whanau, the EIK Board and the local community. It will be reviewed annually in Feb/March.
• We will use the process of review outlined below.

**Chart**er

• The Charter will include the information listed in “Quality in Action” page 60–61.
• The Charter will be reviewed annually using the process for Review outlined below. The review will take place in June/July each year.
• The Elim International Kids Early Childhood Centre will develop plans and policies to meet the requirements of the charter in consultation with families/whanau.

**The process for review of policy or statement will be:**

1. Policy / Statement to be identified one month before board meeting.
2. Supervisor to take the policy / statement to the staff meeting to discuss and provide feedback to board at the next meeting.
3. Supervisor to display the policy / statement to be reviewed on a parent notice-board to seek any feedback from parents and community. Any feedback is to be recorded and brought to either the staff or board.
4. At the board meeting we will hear any feedback, check the policy / statement against the DOPs and regulations and set a new date for review of this policy.
5. Operations Manual (Policy file) to be updated with reviewed policy / statement and made available to staff and parents.

*This process will be recorded on the Policy / Statement Review Form.*

**Review of Objectives**

• Information is collected from staff; board and parents/whanau in the form of responses to the Annual Questionnaire. The questionnaire will be administered in Sept/Oct each year.
• This information is analysed within the DOPs codes and prioritised annually and strategically. It is recorded in the Annual Management Plan for the Elim International Kids Early Childhood Centre. This annual management plan will be developed each year in November for the following year.
• Strategic Objectives are evaluated on an ongoing basis as identified in the Annual Management Plan.

**Review of Practices**

• Preschool practices that are highlighted as needing review are also recorded and follow the process as outlined for Policies.
• Examples include OSH checklists, maintenance, safety or cleaning issues, feedback from professional development/BOT training, programme plans and evaluations (practices with children), environment, and regulations.
• BOT and staff discuss one regulation each meeting.
• As an issue is raised it is investigated; by either BOT or staff, depending on the issue, and a recommendation is made, then acted upon.

Date: April 2008 Signed: ______________________

Date of Review:

DOP: 1d, 5a, b, c, d, 6, 9, 10a, b, c
3.20 Non-smoking policy

Rationale
Elim International Kids Early Childhood Centre supports the smoke free environment Act (1990) which respects the right of each person to be protected from tobacco smoke in the workplace.

Purpose
To enforce the non-smoking rule in the centre environment.

Guidelines
Smoking is not permitted by any person inside the Centre or in any outside area used by the children playing on the Centre premises. This includes any space where children can see you.

Smoking is not permitted by any person caring for children while on Centre trips or walks.

Non-Smoking signs will be clearly displayed around the centre.

When Elim International Kids Early Childhood Centre is used by outside groups they will also be required to adhere to the centres smoke free policy.

Enforcement of the Non Smoking policy lies with the Management (Supervisor and Administration Committee). Any person entering the premises smoking will be requested to extinguish the cigarette. Failure to comply will result in being asked to leave the premises.

Date: May 2008 Signed: ____________________________

Date of Review:

DOP: 5a, 10a
3.21 Occupational Safety and Health

Purpose:
To ensure that a safe working environment is maintained.

Guidelines:
- A register of all adult accidents will be kept in the Adult Accident Record Book. This register will be kept in the lockable First Aid Cabinet.
- In the event of a serious accident OSH will be notified within seven (7) days.
- Following all accidents an investigation will be undertaken to prevent any recurrence of the same accident.

Prevention of Adult Accidents:
- The environment will be checked six (6) monthly to identify potential adult hazards. These will be identified on the Hazard Checklist. (see attached)

- Staff may add to the list when a hazard is identified.

- The Board of Trustees Health and Safety Officer is responsible for ensuring hazards are actioned and signed off on the Hazard Checklist.

- All adults working at the Elim International Kids early childhood centre will be informed of all hazards by citing the Hazard Checklist and signing the Staff Hazard Awareness form. (see attached)

Date: April 2008 Signed: _________________________

Date of Review: _________________________

DOP: 1d, 5a, 10a
3.22 Personnel Policy

**Rationale:**
Quality early childhood education requires practices that support management and educators.

**Purpose:**
To ensure effective procedures are in place for recruitment, appointment, induction, appraisal and providing staff with on-going professional development.

**Guidelines:**
1. **Recruitment**
   a. Advertisements for qualified staff will appear in the Education Gazette and www.christianjobs.co.nz at least twice.
   b. Advertisements will include information to attract appropriate applicants.

2. **Appointment**
   The Licensee or Supervisor:
   a. Will receive written notification of staff resignation.
   b. Will compile the qualities and attributes required of the successful applicant.
   c. Will advertise the position inviting prospective employees to complete an application form and forward their C.V.
   d. Forward copies of job descriptions and information regarding the centre.
   e. Receive applications and short list applicants. Selection criteria and the short-listing process will be based on which applicants are most suited to the position.
   f. Prepare interview format, including recording information and questions.
   g. Interview applicants. The interview process will involve the Licensee (or their appointed substitute) and the Supervisor.
   h. Select the most suitable person for the position, after phoning the person's referees.
   i. Offer the position to successful person in writing forwarding to them the centre's charter and policies and a contract for negotiation.
   j. The kind of contract that will be offered to prospective employees will be relevant to the position being appointed. Contracts will be negotiated to include details of working conditions e.g. Leave, pay schedules, non-contact time, breaks.
   k. Position accepted, contract signed.
   l. Ensure induction procedure is followed.

3. **Induction**
   - The Chairperson/Licensee will be responsible for the induction of a new Supervisor with a probationary period of three months and an internal assessment after one month.
   - The Supervisor /Assistant Supervisor will be responsible for the induction of new staff.
   - The induction process will include familiarisation with the Operations Manual and other relevant documents, centre routines and individual responsibilities.
   - The induction package will include:
     - Explaining any centre rules and information relating to dress code, use of telephone, parking of cars, safety procedures, routines, use of name tags etc.
     - Job descriptions.
     - Information relating to lunch and tea breaks, staff meetings and management meeting times, how wages are paid and confidentiality requirements.
• Centre programmes will be explained as well as leave requirements etc.
• The Supervisor will undertake ongoing support for new staff, including explanations of procedures and practices.

4. **Performance Appraisal Procedure**

a. Complete performance appraisal with staff annually and reviewed regularly.
b. Staff will work together to develop an appraisal system, which is developmental in nature and based on the premise that the staff member's performance will be enhanced.
c. The performance appraisal will be linked to the setting of professional development plans.
d. A new employee will be incorporated into the annual appraisal process in the centre upon conclusion of their probation period.

5. **Professional Development Procedure**

a. Professional development will be linked with the performance appraisal and the needs of the Centre.
b. Management will ensure that funds are made available in the annual budget for professional development of staff.
c. Staff may attend courses with Management permission.
d. Staff attending courses are expected to report back to staff and management to share information gained and will be supported by other staff members to implement changes into the centre if these changes are agreed to by Management.
e. A record of all professional development undertaken by staff will be kept.
f. Professional development will not be limited to any training provider.

6. **Discipline and Dismissal Procedure**

a. Receive the complaint as per complaints procedure.
b. Discuss the issue with the staff member concerned to ensure they receive a fair hearing and have a right of reply. Staff member may have a support person present.
c. If considered necessary a formal warning is to be given verbally or for a more serious matter, in writing.
d. In the case of a second offence, discuss the issue with the staff member (refer No. 2) and follow up by a written warning, which clearly states the issue and any actions required to be undertaken.
e. In the case of a third offence, discuss the issue with the staff member (refer No. 2) and issue the person with a notice of dismissal.
f. *This procedure applies to separate offences of a dissimilar nature.*

7. **Serious misconduct.**

a. If a staff member arrives for work under the influence of drugs or alcohol.
b. Mistreating children, including corporal punishment, isolation, deprivation of food etc.
c. Using any form of physical violence or verbal abuse.
d. Intentionally damaging centre's property.
e. Not ensuring that the children's safety is protected.
f. Theft of centre, staff or parents property.
g. Being disloyal to the centre/centre management in public.
Procedure to follow: -

1. Speak to person and advice them of the allegation. Ask for an explanation.
2. Employer to carry out an investigation. Staff member will be suspended, but will be paid during this time.
3. A meeting is arranged to discuss the allegation. Staff member may have a support person with him/her.
4. Employer to consider explanation.
5. Employer may then give a final written warning or dismiss the staff member instantly. Wages due are usually posted to the employee.

8. Support for Teacher Registration
The Centre will support new employees to become teacher registered.

9. Concerns/Complaints Related to Staff Performance
Any concerns or complaints will be dealt with in accordance with the Complaints Procedures.

Date: May 2008 Signed: ____________________________

Date of Review:

DOP: 5a, 11a
3.23 Sleep Policy for Under Two Year Olds.

Rationale:
To ensure that any child attending the centre who needs to sleep is able to do so in a safe and comfortable environment

Purpose:
To ensure that there is a system in place to monitor sleeping/ resting children which ensures their comfort, safety and wellbeing

Guidelines:
- Elim International Kids provide a separate sleep room for Infants and Toddlers in our under two’s area so children can have undisturbed rest space.
- Space is provided around each cot/ mat to ensure hygiene, safety and adequate access.
- Individual cots/mats and bedding of suitable and safe type are provided for each child who sleeps.
- Each cot/mat has a protective cover which is wiped down with Eco-store Antibacterial spray (no nasty chemicals for children to breathe in) between children and on a regular basis.
- Children’s sheets and bedding will be washed weekly and recorded on a chart located in the sleep room.
- A rostered staff member will monitor sleeping children in the sleep area at regular intervals of no more than 10 minutes. A chart located on the front of the sleep room door will be ticked and signed by the staff member doing the check.
- The rostered staff member will regularly monitor the children by feeling their head to check their temperature and watch for signs of breathing.
- The time when a child is put down to bed, falls asleep and wakes up is recorded in the sleep book and signed by rostered staff.
- Routines are flexible to meet the individual sleep needs of children in consultation with parents. Parents will be consulted as to individual children’s needs on the enrolment form and by discussion with staff. When needed children are able to bring comfort items from home and staff will settle children according to parent’s instructions.
- No bottles or food are allowed in beds.
- In keeping to the individual sleep needs of children, we do not wake children from sleep but allow them to wake naturally.
- Children’s nappies will be checked and changed if required before and after sleep.

Date: April 2008 Signed: _____________________________

Dop 5a, 11a

Date of Review: _____________________________

Reg 21
3.24 Sun safety policy

**Purpose**
To ensure all children are kept safe from the harmful effects of the sun.

**Guidelines**
Staff at Elim International Kids Early Childhood Centre will provide an environment where there is adequate sunshade over the fixed play areas outside i.e. the sandpit, water play and slide.

Children will be required to wear sun hats in non-shaded areas outside.

Parents are required to apply sunscreen (spf15+) on their children before they arrive at the centre and for those attending an all day session staff will re-apply sunscreen before allowing children to play outside after lunch.

Parents are also required to provide their children with a sun hat either wide brimmed or legionnaire style. These hats may be kept at the centre and will be laundered weekly (See laundry policy)

Staff are expected to model the habit of wearing sun hats when on outside duty.

At any time if a staff member feels that a child is being exposed to the damaging effects of the sun, she has the right to direct the child to an area of shade or to an activity indoors, if the child is not willing to wear a sun hat.

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**Date:** April 2008  
**Signed:** ____________________________

**Review:**

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DOP: 5a, 10a
3.25 Visitors policy

**Rationale**
Elim International Kids Early Childhood Centre welcomes all families/whanau and visitors to the centre.

**Purpose**
To ensure all visitors are introduced and welcomed properly.

**Guidelines**

1. No visitor will be left to supervise a group of children or area alone with any child except their own.
2. Visitors are not permitted to be involved with the toileting/changing of any child other than their own.
3. The Supervisor/Asst. Supervisor must be made aware of any visitor and where possible the visitor will be introduced to other teachers/staff and reasons for visiting.
4. Where possible we will write on the parent notice board any people visiting the centre that day.

All visitors to the centre will be required to sign the visitors’ book upon entering the centre. Their reasons for their visit must be clearly stated.

Date: April 2008 Signed: ____________________

Date of Review: DOP: 5a, 10a
3.26 Display of License

Rationale

Parents and people who visit the centre are entitled to know who the licensee is, who are entitled to be persons responsible, how complaints can be made and where they can get access to copies of the regulations and ERO reports.

Purpose

To make information readily accessible to visitors and parents regarding the Elim International Kids Early Childhood Centre’s license.

Guidelines:

1. The licence issued by the MOE is displayed in a prominent place for parents to see.

2. A list is displayed next to license showing the name of each current ‘person responsible’ employed at the centre and the name of their highest qualification.

3. A procedure is displayed next to the license, which describes how parents can make complaints about non-compliance with license conditions and the times they may have access to a copy of regulations and to any ERO reports of Elim International Kids Early Childhood Centre.

4. Evacuation and care plan will be displayed alongside the licence.

Changes made to any of the information displayed will be updated on the display ASAP.

Date: May 2008 Signed: _______________________

Date of Review: DOP: 5a, 10a
3.27 Nutrition Policy

Rationale
To promote Children’s health and well being through sound nutritional practices

Purpose
To educate children and their whanau in the preparation and consumption of nutritional meals and snacks, enabling them to form healthy eating habits.

Guidelines:
1. To ensure all children understand that healthy food creates a healthy body.
2. To help children appreciate the cultural and family values of food
3. To educate parents about healthy food so that they may be good role models to ensure healthy food is provided at home.

Strategies:
Staff will reinforce healthy foods by
• Role modelling
• Preparing healthy Meals and Snacks daily.
• Including nutritional based activities into the children’s programme
• Sitting with children at meal times and discussing healthy food choices
• Parent’s newsletters will include tips and recipes etc on nutritional foods for preschoolers.

Date: March 2008 Signed: ________________________

Date of Review:

DOP: 5a,e, 7, 10a
3.28 Physical Activities Policy

Rationale
Children will develop increasing control over their bodies including gross motor and non-gross motor skills, manipulative skills and increasing agility, coordination and balance.

Purpose
To educate children on the benefits and enjoyment of physical activity

Guidelines:
1. To provide a safe, challenging and stimulating environment both inside and outside so that children gain confidence and control of their bodies
2. Staff will provide daily inside / outside physical activities, music and movement and using the outdoor equipment.
3. Staff will utilize community organizations to support staff in developing the children’s physical programme.
4. Staff will actively participate in the children’s physical activities to role model and encourage children’s participation.

Date: April 2008 Signed: ____________________

Date of Review: 

DOP: 5a,e, 7, 10a
3.29 Pet Policy

**Rationale**
To ensure proper animal care is provided for any Elim International Kids Early Childhood Centre pets.

**Purpose**
- To clarify what the general conditions of care will be for an animal.
- To teach the children about general animal care and understanding the place animals have in our lives.

**Guidelines**

In general, any pet at the centre will receive the appropriate food and care for its species, based on any instructions/guidelines that are provided with the animal.

The staff at Elim International Kids Early Childhood Centre will be responsible for the animal's day-to-day care and will take it to the Central Vet Hospital, 8 Brooklyn road, Wellington for any vaccinations, or if it becomes ill.

If the pet becomes ill over Christmas, then whoever is looking after the pet will be responsible for the vet visit.

- A CAT needs daily feeding (morning, and evening if hungry), de-worming every 3 months, regular checks for fleas, visits to the vet for vaccinations and any illnesses.
- BIRDS need food and water checks every 2 days and cage cleaning once a week.
- MICE need food and water checks every 2 days and cage cleaning once a week.
- FISH need a pinch of food every day and bowl cleaning once every two weeks.

Date: May 2008 Signed: _____________________________

Date of Review:
3.30 Nappy Changing Routine

<table>
<thead>
<tr>
<th>NAPPY CHANGING ROUTINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>➞ Put on disposable gloves</td>
</tr>
<tr>
<td>➞ Ensure the mat is <strong>dry to avoid bleaching clothes</strong>. Use paper towel if needed.</td>
</tr>
<tr>
<td>➞ Change nappy</td>
</tr>
<tr>
<td>➞ Dispose of in bucket with paper towels</td>
</tr>
<tr>
<td>➞ After nappy changed dispose of gloves in bucket, proceed with dressing children then wash hands</td>
</tr>
<tr>
<td>➞ Wipe down mat with solution</td>
</tr>
<tr>
<td>➞ Record nappy change in book</td>
</tr>
</tbody>
</table>

**Bleach Solution**

This is a diluted solution 1 part bleach to 10 parts water. Always ensure diluted. Solution is as required by the ministry of Education and Crown Public Health.

**Warning:** Bleach will bleach clothes if mat not completely dry before nappy change. Suggest you wait 5 minutes.
3.31 Policy on Children of Staff Attending the Centre

**Attendance at the centre:**
Staff members children attending the centre is by discretion of the management.

**Staff Members working with their children**
Staff members are able to work in the same department as their children as long as the management is happy that the staff member is carrying out their job requirements to the expected standard. This is at the discretion of the management taking into account our Equal Employment Opportunities obligations and the dynamics of the department and staff team.

**Hours of Attendance**
Staff’s children are able to attend the centre during operating hours as for any family.

**Age Limits for permanent bookings**
Children can attend the Centre from the age of 6 months to 5 years as per our normal policy or at the discretion of the Management Committee.

**Fees**
Fees will be charged at normal rates.

**Breast Feeding**
Staff members must make sure that breast feeding is carried out within a reasonable time frame and frequency.

**Sick Leave**
Sick leave is as allocated within the staff member’s contract.

**Care-giving Routines**
All care-giving routines are to be carried by the staff member who is rostered as with all the children attending the centre. Bottle feeding may be carried out by parent or other staff member as agreed.

**Centre Policies**
All centre policies must be adhered to at all times. E.g. Children in disposable nappies.

**Responsibility of the centre**
Children are the responsibility of their parents outside centre opening hours.

**Review**
Meetings with the management to discuss any concerns that there may be and how they will be dealt with will occur as necessary.
Policy on Relieving Staff with Children

Day to Day and short term Relievers

- Day to Day and short term relievers are able to bring their children to the centre as long as there is space for them. No fees will charged. There is no minimum age for these children.

Longer Term Relievers

These are defined as relievers more than one terms relief work e.g. Maternity leave.
- Normal fees will be charged for children of relievers while the parent is employed at the centre
- The minimum age of six months will apply or younger at the discretion of the management
3.31a Policy Statement on Baby-sitting

Rationale:
Our centre provides children and their families with qualified, dedicated and committed people who are deserving of their profession as teachers. We acknowledge that some families do not have relatives or friends living close by to help them with the care of their child/ren outside of centre opening times. It is not our wish to prohibit our teachers from earning extra cash, however we do see baby-sitting as a side-step in our quest for professional status. The following procedures should ensure that there is no confusion regarding the separate roles of teacher and baby-sitter. The following policy concerns staff members carrying out private childcare for payment, for persons other than family and whanau.

Procedures:
* Parents of attending children who want to employ a Centre teacher outside of working hours must read and understand this policy before arrangements are made.
* Private childcare arrangements between staff and families outside Centre hours are discouraged. Any arrangements that do take place are seen as a strictly private arrangement. Such childcare arrangements and financial reimbursement must be conducted in the staff member’s own time and away from the Centre.
* In the event of a staff member being approached and asked to provide childcare services during the hours the Centre is open for business, the staff member will encourage the parent to use our facilities as a first choice.
* Teachers who do choose to work outside of centre hours must not allow this to affect their primary job. The Supervisor will be called on to decide if this is the case.
* Staff members are not permitted to provide alternative childcare services during their normal hours of employment at the Centre. To do so may bring their continued employment into question.
* Staff members who participate in providing private childcare outside Centre hours are required to state clearly in writing to the families concerned, with a copy to the Supervisor, that Elim International Kids Early Childhood Centre accepts no liability for the quality of care and conduct of the staff member or the child/children at these times.
* Such a private arrangement is the parent’s responsibility and failure of the staff member to provide this written statement could result in the termination of their employment at the Centre.
* Teachers are not to discuss any centre issues or concerns with the parent while baby-sitting. (see complaints procedure if necessary)
* Under no circumstances will unprofessional or inappropriate information sharing be tolerated.
* Staff members must note that breaching any confidentiality of information obtained through working at the Centre will be dealt with severely according to the conditions in the Employment Agreement.
* We will not be held accountable for any issues that may arise from work (baby-sitting) outside the centre.
* Signed permission is to be obtained if teachers are required to take a child out of the centre. This permission must state where and when the child is to be taken, by whom, and that we accept no responsibility for this arrangement.
* Advertising for private childcare arrangements by staff must not be done at the Centre as it may appear that the Centre condones the action and takes responsibility for the quality of care and conduct of the staff member, when this is not the case.

Date: July 2008 signed: _________________________________

Date of Review:

Rationale
To ensure proper nappy changing procedures are adhered to at Elim International Kids.

Purpose
• To make sure that nappies are changed in a hygienic and safe manner.
• To outline correct handling and disposal methods

Guidelines

NAPPY CHANGING ROUTINE
1. Put on disposable gloves

2. Ensure pad dry to stop clothes bleaching, then put a paper towel on the bottom area of pad if required

3. Change nappy, seal up tightly with grip tabs.

4. Dispose of in Sangenic nappy wrapper provided.

5. After nappy change dispose of gloves in rubbish bin provided before proceeding to dress children.

6. Wet wipes are provided by the centre unless parents request otherwise
Parents are requested to supply nappy cream if needed. (needs to be written on creams and ointments chart)

7. Wipe down mat with Bleach solution (this is a diluted solution 1 part bleach to 10 parts water to be made up in small quantities daily)

8. Record nappy change in book

Date: July 2008 Signed:____________________

Date of Review:
3:33 Hazard Identification Policy

Rationale
To ensure hazards around and in the centre environment are identified and minimized.

Purpose
• To make sure that all hazards are identified and staff are made aware of them.
• To minimize harm to children.

Guidelines

Procedure for Daily Safety Check of Indoor Environment
1. It is the Asst. Supervisor’s responsibility to each day ensure that in the over and under twos area:
   • electrical sockets are covered
   • all cleaning substances are stored safely
   • there is unrestricted access to all doors to the outside and all doors are secure.
   • equipment is stored safely in case of earthquake

2. The supervisor will sign the daily sheet showing that the checks have been made.

Procedure for Daily Safety Check of Outside Environment
1. A daily safety check of the outside environment will be carried out by the opening staff members.

2. The staff member will check for animal droppings, litter, broken glass and other harmful objects / substances that may have been placed or thrown in and around the equipment. The staff member will dispose of the hazards in the safest way possible.

3. The area will also be checked for poisonous weeds, plants, seedlings and seeds, and removed.

4. Balustrades will be checked to ensure that they are undamaged. Excess water and ice will be removed from the deck and equipment before the children go outside.

5. The staff member will sign the daily sheets showing that checks have been made.

Date: July 2008 Signed: ____________

Date of Review:
3.34 Staff Health Policy

Rationale
To ensure that Elim International Kids takes reasonable steps towards ensuring that every person working in any capacity at the centre is in good health and not suffering from any infectious illness.

Purpose
• To ensure the health and safety of the children at EIK.
• To prevent the spread of infectious illness.

Guidelines
1. A staff member who becomes unwell at work must notify the Supervisor or Assistant Supervisor. Students to notify their centre associates and volunteers the Assistant Supervisor. The Supervisor or Assistant Supervisor in her absence is responsible for calling relief staff if needed.

2. Unwell staff should notify the Supervisor the night before if it is likely they will be absent the next day.

3. A list of relievers with their phone numbers is to be kept in a prominent place in the Supervisor’s office.

4. When a staff member becomes aware that they have an infectious condition they must absent themselves from the centre for the infectious period. When a staff member is absent from the centre for three or more days a medical certificate may be required.

5. For a medical condition where a staff member is to be absent for a prolonged period of time, a medical certificate will be required by management to state that the staff member is well enough to return to work.

6. A list of emergency contact persons for each staff member / volunteer will be kept in the office.

7. No staff will be refused first aid at any time.

Date: July 2008 Signed: _____________

Date of Review:
3.35 Supervision plan

Children will be in sight of adults at all times. Teachers will ensure they are using good scanning techniques, and are using Hazard Identification procedures to check environment for any unsafe play areas.

Staff will be particularly vigilant to eliminate or keep a close watch on areas where children cannot easily be seen and supervised by staff. e.g. The children’s bathroom has a viewing window but not all areas of the room, such as the toilets, are visible.

There will be at least three staff in ratio at any one time. Rosters show person responsible on the floor and ratio requirements are met at all times. This roster names the person responsible, which teachers are working in ratio and which teachers are on non-contact time or meal breaks. Morning and afternoon tea will usually be taken with the children.

A notice-board at the Centre shows qualifications, designations and photographs of persons responsible and teaching staff within the preschool. If there is an instance where the person responsible is away or needs to leave with short notice the second person responsible will take over. If at any time both persons responsible are unable to be in the centre, a Trained and Registered Teacher will relieve. If any other teacher needs to leave the centre at short notice, the Supervisor will come over until another teacher is available.

When staff are engaged with individual children or small groups a ‘float’ teacher will supervise the wider area. This float teacher will also ensure that adequate supervision is kept indoors and out-moving to where s/he is needed at any one time.

Staff Duty Roster

Over Two’s= 19 Children 2 Teachers minimum at all times.
Under Two’s= 7 Children 2 Teachers minimum at all times.
Assistant Supervisor to be mainly in Over two’s area, check Under Two’s area regularly.
Supervisor to Teach 50%-60% of the time – float between two areas.

**Over Two’s Teacher A:** In the morning you are responsible for outside supervision and for the main morning mat time. In the afternoon you are responsible for inside supervision, supervising any sleepers, table set up for Morning Tea, end of session pack up and the afternoon mat time.

**Over Two’s Teacher B:** In the morning you are responsible for inside supervision, table set up for Afternoon Tea, lunch and supervising hand washing. In the afternoon you are responsible for outside supervision, end of session pack up, outside sweeping and cleaning up paints and art equipment at the end of the day. EVERYONE IS RESPONSIBLE FOR RECORDING EMERGENT CURRICULUM.

**Cook/Technician:** responsible for preparing all meals, cleaning up the kitchen, loading /unloading dishwasher. Light laundry duties including washing, folding, putting away.

**Staff Lunch Breaks**
Teacher A: 12:00 - 12:30  Teacher B: 12:30 - 1:00  Teacher C: 1-1.30 Teacher D: 1.30-2.00

Staff holidays, sick leave etc will be covered with relievers in such a way to ensure that a fully trained person remains on the floor at all times.

Date: July 2008 Signed: ____________________________

Date of Review:
3.36 Parent Support and Education Policy

Purpose:
• To support and uplift the families enrolled at our Centre.
• To empower the family unit.

Informal parent support is offered on a daily basis. This ranges from acknowledging that families with new babies often need extra support; recognising families under extra stress and helping with food, clothing, transport etc. This is available to all Centre parents. Support in the role of parenting is offered through resources in the Parent Library (situated in the main foyer/sign in area) as well as access to books in the staff library and organised evenings.

Family evenings/social events/parent education will be held throughout the year. Each term a family social will be held - in the form of a family tea or BBQ.

Below is an example of the following parent/Whanau events and occasions that will be held throughout the year:
• Family BBQ’s.
• Easter Breakfast
• Family Tea and disco
• Wacky week, family tea and disco
• Parenting with Confidence Tool Box Camp
• Christmas Play
• Christmas Party
• Grandparents/special friends day
• Celebrating a wide range of international festivals
• Art exhibition
• Christmas Celebration – an evening for all families where we will celebrate the meaning of Christmas together
• Making up gift packages for people in old folks homes or community members

Date: July 2008 Signed: _______________

Date of Review:
3.37 Accident Procedures and Illness Register

At all times when children are attending there will be at least one staff member on site that holds a current First Aid certificate. All permanent staff holding a current first aid certificate at Elim International Kids Early Childhood Centre. This means staff are able to attend to any accidents as necessary.

In the case of an accident, where immediate medical aid is required, the Assistant Supervisor or person responsible will seek medical aid without delay and notify the appropriate parent/caregiver or designated emergency contact.

An accident register is kept within the centre and must be filled out when an accident occurs. This includes the child’s name, date and time of incident, a description of what happened (and how, if able), and notification of whether a parent/caregiver or designated emergency contact was notified and if medical aid was sought.

All accident reports will be signed by parents when they collect their child.

If any child requires immediate hospitalisation a staff member will accompany them and the Supervisor or Relieving Teacher will come and relieve in that teacher’s space to keep within ratios. Parents or designated emergency contacts will be called immediately.
ILLNESS REGISTER

Rational
The system used to record the particulars of every accident and illness occurring to the child while at the Centre, and of any actions taken. A record of a child’s accident(s) or illnesses is available for those persons interested in finding out (causes, dates, action taken) information for that child and for all children in order to assist with investigations for legal, medical, health, OSH or other official, management or parental question.

Objectives
Provides evidence of awareness of child’s needs and any action taken; Facilitates communication with parent; Provides history of illness for child and centre for public health, medical or official assessment.

Procedure
1. The Centre will have an ‘Accident/Illness’ record-book for recording illnesses and accidents that occur to children whilst they are at the Pre-school. The ‘Accident/Illness’ record-book is available for use at all times.
2. The ‘Accident/Illness’ record-book will have space to record the name of the child, the date and time of accident (or illness noted); description of accident/illness, both in terms of probable cause and effect on the child; who observed and/or investigated the accident/illness; what actions were taken in terms of:
   - Investigation
   - Comforting
   - Treatment
   - Seeking medical or treatment advice
   - Advising parents
   - Reducing risk of re-occurrence
3. All staff members have a duty to report to the Supervisor immediately (after they have ensured the child is not at risk of further harm and is comforted and properly treated), where they have reason to suspect any child is suffering from any illness or has had any accident whilst at the Centre.
4. The Supervisor or staff member to whom this responsibility is delegated will ensure that the child is properly attended to and will investigate, as necessary, so that they can record (as soon as possible) on the accident book/record, the information specified in (2).
5. If in the opinion of the Supervisor, or staff member to whom this responsibility is delegated, the consequences of an accident or illness to the child are or were;
   - Minor, then they may decide to simply record the accident/illness and advise the parent on the next occasion they see them, and record the need to sign the accident/illness record book on the signing in/out record, or;
   - Very significant, then they will contact the child’s parents, if possible or their other emergency contact, as soon as practicable, to advise them of the accident and if deemed appropriate to ask for the child to be picked up; or
   - Serious, then they will seek medical advice and/or treatment, contact the child’s parents, if possible or their other emergency contact, as soon as practicable, to advise them of the accident and if deemed appropriate to ask for the child to be picked up or arrange for them to be taken to a medical treatment centre or professional.
6. Where the accident is defined as ‘serious’ in terms of the Health & Safety in Employment Act (needing hospitalisation for more than 24 hours, concussion, loss of eye or limb or life) then the Department of Labour will be advised as soon as practicable, but no later than 7 days after the accident.
7. Where the accident or illness was deemed to be very significant or serious, a copy of the 'Accident/Illness Record' will be provided to the parent on the next occasion they are at the Centre.

8. The Asst. Supervisor (or person responsible for Accident/Illness and Medication Records) will review the 'Accident/Illness Record' file after every 5-10 entries to analyse and review with a view to improving the recording, or reducing the risk or frequency of accidents or illnesses and will provide a report to management if they have any recommendations or if there has been any inappropriate use of the system or incorrect application of this policy.

Date: July 2008 Signed: _______________

Date of Review:
3.38 Employment Policy

Purpose:
To clearly outline the expectations of staff at Elim International Kids. To record our systems of dealing with complaints and general centre procedures so staff feel informed of the practices of Elim International Kids.

Personnel Policy, including appointments: Please see 3.22 Personnel Policy

Equal Employment Opportunities: Please see 3.5 EEO Policy

Staff Appraisal: Please see 3.2 Appraisal Policy

Professional Development:

In-service training (From the EIK Employment Contract)
- Both you and we acknowledge the value of training and the need for regular re-skilling. You are required to undertake study, training or professional development during your employment as per Schedule A. Further external training that is relevant to your position or likely future positions with us, including attending conferences, course, workshops or wananga may be available at our discretion. We will advise you whether attendance is approved with or without payment of fees and/or expenses.
- The maximum number of paid days leave for training per year is stated in Schedule A. Training leave that you have not used in any calendar year will not be available in any following year.
- Each Teacher is allocated 4 paid Professional Development leave days per year. Provisionally registered teachers may use their Teacher Registration Grant money to take additional study/professional Development days.

Staff Discipline/Complaints: Please see 2.1 Complaints Policy

Please see 3.31 Policy on Staff Children attending the Centre also.

Date: July 2008 Signed: ________________________________

Date of Review: