



# **Piccolo Preschool Policies**



## CARE OF ANIMALS AT PICCOLO PRESCHOOL POLICY

Licensing Criteria for Early Childhood Education and Care Centres 2008,  
Ministry of Health, Animal Welfare Act 1999,

Local Council Regulations

### PURPOSE

To ensure all animals at Piccolo Preschool are cared for appropriately and hygienically.  
To ensure tamariki are safe with animals.

### POLICY

1. All teachers at Piccolo Preschool must agree before animals are brought into the preschool.
2. Teachers will demonstrate to children that animals have undeniable rights and model to children how they are to be cared for.

### PROCEDURES

1. The Piccolo Team will develop procedures which identify; how and where they will house and care for animals, how and where children will interact with and care for the animal, how interactions will be supervised and how hygiene practices will be adhered to, how water and food will be provided.
2. Parent's permission sought regarding the inclusion of animal at the Preschool.
3. Animals must be suitably housed in an area that is separate to the children's play space and in a way that ensures appropriate ventilation, temperature, sunlight and shelter is provided for.
4. Animals held for observation should be returned to their habitat on completion of the study or to a similar environment.
5. Personal pets may be brought to the preschool after consultation with the teaching team and only as part of the Piccolo programme. An appropriate risk assessment and management plan will be completed.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Reviewed .....

Planned next review date.....

Planned review date: 04/02/19

This policy was written in consultation between Sara Greensill-van Prehn (Owner), Melissa Crow (Manager), and Rosie Lindsay (Teacher), Hayley McCracken (Teacher), Aimee Wisnewski (Teacher).

## CHILD CARE AND PROTECTION POLICY

Te Whāriki (1996): Well-being/Mana Atua: Children experience an environment where their emotional well-being is nurtured and they are kept safe from harm.

Quality in Action/ Te Mahi Whai Hua (1998): Educators should plan, implement, and evaluate curriculum for children in which their health is promoted and emotional well-being nurtured; and they are kept safe from harm.

Education (ECC) Regulations (2008): 56 (1) (a, b), 57 (1) (a).

The Children, Young Persons, and Their Families Act (1989)

The Vulnerable Children Act (2014).

## PURPOSE

Piccolo Preschool is committed to the protection and wellbeing of children. Teachers play an important role in the prevention, detection and reporting of suspected child abuse. The provision of well-defined procedures, practices and reporting will reduce the incidences, and increase the detection, of abuse.

In consultation with staff and parents we have developed a written Child Protection Policy for the protection of children and staff. This policy will:

- Outline ways to respond when an adult in our community is suspected of committing an offence against children.
- Outline ways to respond when abuse is suspected or identified.
- Protect staff and other adults for being suspected of child abuse.
- Endorse our commitment to supporting families.
- Outline procedures for reporting of child protection concerns and of suspected child abuse.

## DEFINITION

“Child Abuse” means the harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person) (Children, Young Persons and their Families Act, 1989).

Neglect – A person having responsibility for a child and not providing them with what is necessary for their well-being; a child can be physically, socially, emotionally, educationally neglected.

## PRINCIPLES

To formulate a written policy on management practices, identification of, reporting of, protection of, and handling of any evidence of child abuse that may come to the notice of staff.

## PROCEDURES

Teachers receive professional training and guidance as part of pre-service teacher education, and are aware of what to look for and how to act professionally in the children’s best interests in cases of suspected child abuse. Piccolo Preschool will ask CYF to conduct staff training in its first year, and ongoing if there is marked staff turnover. Records of additional staff training are kept on the premises. Resources about child protection are available in the parent library area.

Staff and regular relievers will familiarize themselves with centre policy and have an awareness of the four types of abuse – physical, sexual, neglect and emotional. Management will display educational programmes organized by any group or individual in the community and encourage staff to attend.

This Child Protection policy is sent to families with the enrolment form.

Teachers shall ensure that the curriculum provides opportunities for the children to gain an understanding about personal and a positive self-esteem.

Before making any notification to authorities that have the statutory responsibility to act, the teacher will discuss the matter with their Manager. No referral will be made without the Owner and Manager having been involved in discussion about the matter.

### **Piccolo Preschool Employees:**

Piccolo Preschool recruitment and vetting of staff involves:

- A carefully-planned interview schedule;
- At least two referees being rung and asked questions about each applicant's character, strengths and any concerns;
- A copy of relevant qualifications and NZ Teachers' Council registration certificate being supplied;
- A pre-employment check including police vetting in accordance with the Vulnerable Children's Act 2014, of all staff as part of the recruitment procedures. If there is a suspicion that an applicant might pose a risk to a child, that applicant will not be employed.
- All staff members are Police Vetted before commencing employment and rechecked every two years.
- Individual Employment Agreements that include agreement to comply with safe practices and a Staff Code of Conduct policy regarding maintaining a high standard of professionalism, honesty, integrity, courtesy and discretion, and procedures of Piccolo Preschool.

### **Other staff**

- Use of relieving staff will see Piccolo Preschool obtaining a copy of a registration certificate or Police clearance before employing them.

### **Safety Checks:**

All workers who have access to children are safety checked in accordance with the Vulnerable Children Act 2014.

Both *Core Children's Workers* and *Non-core Workers*

The safety checks is made up of seven components:

1. Verification of identity
2. An interview
3. Information about work history
4. Referee information
5. Information about any relevant professional organization or registration body
6. A New Zealand Police vet
7. A risk assessment

A new children's worker requires ALL SEVEN components to be completed

An existing children's worker requires components 1, 5, 6 and 7 to be completed

Independent relief teachers need all components checked

The safety checks must be completed before engagement or employment is confirmed for a potential employee

### **Preventative Education**

Staff are encouraged to:

- Read resource material and gain knowledge of how to recognize the signs and symptoms of abuse.
- Know how to respond when abuse is suspected or if a child tells of abuse.
- Respond to suspected abuse in a manner that will keep the child safe.
- Gain an awareness of what resources and family support are available

### **In the case of suspected child abuse:**

Teachers will inform the owners and/or Head Teacher if they suspect child abuse is occurring, either within the centre environment or in the child's home environment.

In consultation with CYF and the Police, any suspected person at Piccolo Preschool will no longer have access to the child/ren while the case is under investigation. S/he will be directed to seek appropriate legal and professional advice and support.

Correct procedures will be followed when child abuse is suspected. Teachers will record concerns and observations and anything said by the child. The recording of these concerns will be written, and will be factual, accurate, concise, signed and dated.

There will be support for the person reporting and child reported on. Outside professional help from the Police, CYF and counsellors will be sought.

### **Reporting procedures after abuse is discovered, disclosed or suspected**

If there is suspicion that a child is being abused, we will record the reasons for suspicion (see below) and the Manager will report our suspicions to Child Youth and Family (CYF), the child's GP, or the Police. All cases will be dealt with maintaining confidentiality.

We understand confidentiality to be of the utmost importance in cases of suspected child abuse. Suspected child abuse will only be discussed between the owners, Manager and the teaching team. If the matter is to be taken further, the information will be shared only with CYF, the child's GP, the Police, and/or the child's parents, as appropriate. When a parent or another adult outside the centre is suspected, the child's parents will be informed after consultation with CYFs or the Police.

### **The reporting principles and procedures are to:**

- Believe what children tell you and what you see;
- Always take action in the short term to ensure the immediate safety of the child. This may mean contacting NZCYFS or the police if you think there is an immediate risk of the child being abused again;
- Reassure the child. Do not make promises or commitments you cannot keep;

- Record your concerns and observations and anything said by the child;
- Avoid formally investigating the situation or interviewing the child. Obtain only necessary, relevant facts;
- Avoid making decisions alone;
- Consult with someone experienced. If there is no short-term risk, take time to consult thoroughly in order to make a well-informed decision.

**Piccolo Preschool management and staff commit to the following safe practices:**

- High teacher/child ratios will be maintained, in particular on excursions and outings;
- An adult will immediately greet any visitors and identify who they are. Visitors will never be left alone;
- Staff will ensure that when they are working with children they are as visible as possible and communicate their location when not visible to other teachers, for example when changing a nappy;
- There will always be at least two staff members working at the beginning and the end of each day;
- Staff being encouraged to keep their professional and personal lives separate;
- Children are not permitted to leave Piccolo Preschool with a person other than people named in the child’s enrolment form without prior written permission from the parents;
- Nappy changing is undertaken by permanent teachers. Students and regular relievers may be permitted to change nappies under the guidance of a permanent teacher, after the children have become comfortable with the new adult and after agreement amongst the teaching team and caregiver;
- Staff touching of children will meet the needs of the child for care and/or affection, never to solely meet the emotional needs of the adult;
- Volunteers will work with paid staff, and will not be permitted to change nappies or sit in the sleep room alone;
- Parents will be notified of the presence of any student or reliever via the notice board near the entrance and newsletters;
- Abuse prevention resources are available to parents/caregivers and displayed at the designated area at the front door. Resources for staff relating to child abuse are available in the office.
- Adults working with children will give them the tools to state confidently and clearly their concerns when they feel uncomfortable with another person’s treatment of them. In the event that staff are concerned for the personal safety of a child, the Senior Teacher will seek advice from the appropriate external organizations.

*Related policies: Nappy-changing and Toileting, Complaints Procedure, Supervision.*

This policy will be reviewed every 3 years and we will refer to the policy if an incidence arises.

Parents and Management will be made aware of the policy and where it is kept.

Child Youth and Family abuse notification, available 24 hours: phone 0508 326 459

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Planned review date: 04/02/19

This policy was written in consultation between Sara Greensill-van Prehn (Owner), Melissa Crow (Manager), and Rosie Lindsay (Teacher).

Reviewed: July / August 2016



## COMPLAINTS PROCEDURE

Te Whāriki (1996): Connecting links with family and whānau.

Quality in Action/ Te Mahi Whai Hua (1998): Educators should provide opportunities for parents and whānau to feel welcome spend time at the service, discuss concerns and participate in decision-making concerning their child.

Education (ECC) Regulations/Licensing Criteria (2008): (9) GMA1 41.

## PURPOSE

It is important that parents/whānau feel comfortable to raise matters of concern and have a procedure if they wish to lay a formal complaint. Any concern or complaint will be taken seriously.

In the handling of any complaints Piccolo Preschool will be consistent in terms of procedure, and protection and support to all parties, ensuring those involved are not subject to disapproval or repercussion.

Piccolo Preschool is committed to ensuring all complaints are resolved fairly and as quickly as possible whilst protecting the rights of all parties.

Piccolo Preschool reserves the right to use pertinent information collected via this policy to improve the performance and operation of the preschool as a whole.

## PROCEDURES

Piccolo Preschool's complaints policy is to guide teachers and management in resolving any complaints in a timely fashion and through constructive dialogue. Wherever possible, complaints will be resolved informally through discussion between relevant parties. If informal discussion processes are unsuccessful, more formal communication lines and processes are open to parents and to staff.

- Parents are advised that if they have a complaint regarding any aspect of their child's education and care, to take it up in the first instance with the teacher concerned.
- If the outcome of this discussion is seen to be unsatisfactory, please contact the Manager/Senior Teacher to discuss the issue and/or make any complaint. A complaint made verbally should be confirmed in writing within two days if the parent/ whānau wants the matter to be investigated more fully.
- If a parent seeks further redress of the situation, they can contact Sara Greensill-van Prehn, the owner of Piccolo Preschool.
- If any adult is concerned that Piccolo Preschool is not complying with licence conditions, the issue should first be raised with the Manager/Senior Teacher. If the matter cannot be resolved simply, the Manager/Senior Teacher and the concerned adult will jointly share the issue with Sara Greensill-van Prehn (Owner). If the concerned adult is not satisfied with the outcome of these discussions, the Ministry of Education is the next avenue for resolution.
- All meetings about formal complaints will be recorded in writing and copies of the minutes will be made available to all parties. The records will be kept in a confidential secure file.

- All parties will have access to support if they seek it, including bringing a support person to meetings about formal complaints.

- Serious complaints (e.g., complaints about willful neglect, physical or sexual abuse): Serious complaints must be lodged formally. In the event of alleged criminal acts, the appropriate authority would be informed. This relates to the preschool's *Child Care and Protection Policy*.

Conversations in which concerns will be raised regarding the children or the centre must be conducted in a professional manner. An appointment should be made for the conversation to happen away from the children.

All Education Review Office reports can be found at [www.ero.govt.nz](http://www.ero.govt.nz) The Education (ECC) Regulations 1998 can be downloaded at [www.legislation.govt.nz](http://www.legislation.govt.nz) The Ministry of Education local office phone number is 06 349 6300.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Reviewed .....

Planned next review date.....

Planned review date: 04/02/19

This policy was written in consultation between Sara Greensill-van Prehn (Owner), Melissa Crow (Manager), and Rosie Lindsay (Teacher).



## DISCIPLINE PROCEDURES

*THE OWNER AND/OR MANAGER OF THE PRESCHOOL SHOULD BE CONTACTED IN THE FIRST INSTANCE*

Before proceeding with any meeting or correspondence in relation to disciplinary action, the law requires that there be good grounds to discipline and/or dismiss and that it is carried out in a procedurally fair manner.

The principles of natural justice require the following:

1. Identification of unacceptable conduct/performance and advice of such to the staff member.
2. An opportunity for the staff member to explain the alleged conduct/performance.
3. An opportunity within a specified time frame for the staff member to correct the conduct/performance, with the assistance and support of the employer (except in the case of serious misconduct or after a final written warning).
4. That the employer act fairly towards the employee.

### **Informal Meeting and Outcome**

Where there is conduct or performance that is of concern to a manager, the manager is encouraged to raise these concerns in the context of an Informal Meeting wherever that is appropriate. The manager may wish to seek the advice of the Owner prior to such a meeting. Normally such a meeting is held between the manager and staff member alone, however either or both the manager and staff member may adjourn such a meeting and seek the assistance of the Owner and/or a support person.

The outcome of any informal meeting with a staff member may include any justifiable outcome, including one or more of the following according to the circumstances:

- training - counselling
- an instruction to improve conduct or performance.

An informal meeting does not constitute a "Disciplinary Meeting" under the terms of this appendix, though any important requirements should be provided clearly by the manager to the staff member in writing.

### **Disciplinary Meeting Outcome**

Where the conduct/performance is sufficiently serious or is repeated, then a Disciplinary Meeting may be warranted. The outcome of any disciplinary meeting may include any justifiable outcome, including one or more of the following according to the circumstances:

- training - counselling
- an instruction to improve conduct or performance
- a Formal Warning
- a Final Written Warning
- dismissal.

In certain circumstances, demotion, redeployment or other alternatives may be considered. Where a warning or dismissal is being considered, the following guideline must be taken into account.

Formal Warning: A Formal Warning may be warranted in situations of any:

- unsatisfactory performance or
- misconduct (other than serious misconduct).

Final Written Warning: A Final Written Warning may be warranted in situations of any:

- misconduct that follows a Formal Warning
- unsatisfactory performance after a Formal Warning
- serious misconduct that might justify dismissal, but where a "second chance" is warranted.

Dismissal

Dismissal may be warranted in situations of any:

- misconduct that follows a Final Written Warning
- continued unsatisfactory performance following a Final Written Warning
- serious misconduct

As an alternative to dismissal, the employer may consider:

- demotion
- redeployment
- such other action as may be appropriate in the circumstances.

### **Disciplinary Meetings Procedures**

The following principles shall be observed in the case of any meeting that may result in a warning or dismissal for cause.

Prior to any disciplinary meeting:

- The employer must investigate the facts. The procedure for investigating facts may include an "Informal Meeting" in accordance with the procedure above. The employer will then consider the facts.
- Where the employer then considers that there is a need to proceed to a Disciplinary Meeting, those procedures will be initiated.
- The employee will be advised of the brief reason(s) for the meeting, and of the right to seek representation at any disciplinary meeting.

At any disciplinary meeting:

- A Human Resources representative should be present.
- The employee must be advised of the misconduct and/or unsatisfactory performance.
- The employee must be provided with an opportunity to explain the behaviour/performance.
- Time should be given for adjournment(s) so that the employee and representative have time to consider his/her response to the allegations.
- The meeting should be conducted in a non-threatening manner.

### **After a disciplinary meeting:**

- The employer shall fully consider the explanations of the employee before determining what action, if any, is appropriate in the circumstances.

- If the employer considers that a Formal Warning or Final Written Warning is warranted, then this shall be recorded in writing and provided to the employee. There must be a request for an improvement in conduct and/or performance. The employee must be advised that, if performance or conduct does not improve a further warning and/or termination of employment may be possible. A copy of any warning should be noted on the employee's file and the employee should be advised of this.

Appropriate training and support shall be provided.

- If dismissal is warranted, then the notification of dismissal and the reasons for dismissal shall be provided in writing to the employee.

The Manager who will make any decision in relation to any disciplinary meeting must also be the person who investigates any allegation relating to misconduct or unsatisfactory performance, and who listens to the explanation of the employee.

All warnings must be issued with the approval of the owner. All dismissals must be approved by the Owner of Piccolo Preschool.

### **Review of Any Disciplinary Outcome**

The outcome of a disciplinary matter may be reviewed under the following principles:

- The Employee or Piccolo Preschool management may initiate a review the outcome of a disciplinary matter through an employment lawyer.
- A requested review normally would take place between 3 months and 12 months after the disciplinary matter, but may take place at another agreed time.
- Piccolo Preschool will take into account any submission of the Employee before making a decision on the review outcome.
- The decision of Piccolo Preschool as a result of the review may include:
  - rescinding the warning and remove the documentation from the personal file
  - holding all related material in a confidential envelope on the personal file
  - no further action
  - such other action as may be appropriate in the circumstances.
- While a Formal Warning or Final Written Warning may be removed from the file, if related misconduct/performance reoccurs, Piccolo Preschool may consider whether the conduct/performance warrants a Final Written Warning or Dismissal.

### **COMPETENCY**

(a) Where there are matters of competency, which are causing concern in respect of any employee, the employer shall advise the employee in writing of the concern(s) and shall put in place appropriate assistance and personal guidance to assist that employee.

(b) When this assistance and guidance has not remedied the situation, the following provisions should govern the action to be taken:

(i) The employee be advised in writing of the:

- specific matter(s) causing concern;
- the corrective action(s) required to address the matter(s);

-the timeframe within which this action(s) must be undertaken

-and the competency matter(s) addressed; and -their right to seek representation at any stage.

(ii) The timeframe in (i) above should be determined by the employer, or delegated person, and be relevant to the matter(s) causing concern. In setting this timeframe the employer may take into account previous opportunities given to the employee to address the competency matter(s) causing concern;

(iii) The process and results of any evaluation are to be recorded in writing, sighted and signed by the employee;

(iv) A copy of any written report to the employer or to the NZ Teachers Council made by any person or persons undertaking the evaluation shall be given to the employee;

(v) No action shall be taken on a report until the employee has had a reasonable time to comment (in writing or orally or both);

(vi) If the above steps (i-v) fail to resolve the matter of concern, the employer may, where justified, dismiss the employee without the need to follow the disciplinary procedures outlined in this agreement.

Ratified: 16 Feb 2016

Review: 16 Feb 2019

## EMERGENCY AND CIVIL DEFENCE PROCEDURE

Te Whāriki: Well-being/Mana Atua: Children experience an environment where they are kept safe from harm.

Quality in Action/ Te Mahi Whai Hua: Educators should plan, implement, and evaluate curriculum for children in which their health is promoted and emotional well-being nurtured; and they are kept safe from harm.

Education (ECC) Regulations 2008: 23 (1), 23 (2).

## PURPOSE

To ensure that Piccolo Preschool is prepared for a fire, earthquake and/or another civil defence emergency, and that all children, staff, parents/caregivers/whānau know how to respond in the case of an emergency.

## PROCEDURES

A. Preparation – before any emergency an emergency plan is prepared. It contains:

1. A floor plan of the premises showing
  - a. safe places for assembling indoors (in case of an earthquake) and outdoors (in case of a fire or other emergency necessitating evacuation);
  - b. evacuation routes to the assembly points;
  - c. location of emergency equipment; and
  - d. location of emergency supplies.
2. Earthquake and fire drill information (see below).
3. Emergency services contact numbers (111, and local numbers for fire, ambulance, police, doctor, hospital, poisons centre and civil defence).
4. Parents'/ caregivers' contact numbers.
5. Forms with space to record the evacuation time and details of each child.
6. Forms with space to record the date, time and duration of any evacuation drills carried out, and space to note issues that arise around drills.

All regular staff will be issued with the floor plan, with emergency information for fires and earthquakes on it, on their first day of work at the preschool.

The emergency plan is updated annually. The Manager/Senior Teacher is responsible for ensuring parents'/ caregivers' contact numbers are updated quarterly, and those of another person whom the parents nominate as someone who can collect the child (preferably a person within walking distance of the preschool).

The emergency plan is kept in a clearly labelled folder and kept in a safe and accessible place near the emergency survival kit and the attendance register.

The staff show all parents/ caregivers when they begin at Piccolo Preschool, as well as visitors, are advised where the evacuation notice with routes and assembly points is displayed. A copy of this notice is included in the induction package for parents/ caregivers.

Families of staff members are made aware of staff responsibilities for children in the centre in the event of a civil emergency. A record of staff families' responsibilities is an attachment in the Emergency Plan. Staff who have their own children attending at Piccolo Preschool agree to give equal care and consideration to all children in an emergency.

A list of emergency numbers is displayed near the office and kitchen telephones.

All heavy furniture is earthquake secured and stored items appropriately restrained.

An earthquake drill and a fire drill are conducted every month.

An emergency survival kit is assembled and will be maintained. Contents of the survival kit includes: torches, batteries, candles, a battery-operated radio, first aid kit and manual, nappies, food and water for the staff and children to last three days, and some prescription medications taken regularly by any children or staff,

The emergency survival kit will be checked and updated every 6 months by the Health & Safety Coordinator.

Note: The smoke detectors are wired into the building. The smoke detectors have back-up batteries in case of power failure in the building, and these batteries re-charge constantly meaning they do not need to be checked regularly.

Parents/ caregivers are responsible for:

- signing their child(ren) in and out of the each day on the attendance register
- reading the Fire Action notice when they come on an induction visit and noting key information.

B. Response – during an emergency

The first priority of Piccolo staff is the care of the children at the preschool.

#### **Fire:**

The preschool's occupants will be alerted to a fire emergency in the building by either smoke detector signals or any adult who notices a fire. The adult who notices a fire will shout "fire, fire". The fire alarm can be turned on manually by a switch in the lobby (this alarm does not notify the fire service).

The staff member who is first to notice the fire will use the emergency equipment to fight a small fire (if safe to do so), and direct another adult to call 111 to call the Fire Service.

The Health & Safety Co-ordinator will direct the occupants to an outdoors place of safety as designated on the Fire Action notice. The Manager/Senior Teacher and/or designated member of staff will notify occupants if it is necessary to evacuate to another place of safety outside the building. They will inform occupants of the evacuation route/s to be used and where they should assemble. The Health & Safety Co-ordinator will call the roll and remain with the occupants in the place of safety until the Fire Service or Manager/Senior Teacher/Person Responsible provides assurance that the danger is over. In the event that neither the Health & Safety Co-ordinator nor the Manager/Senior Teacher is present, the person who discovers the fire must co-ordinate the evacuation.

The Manager/Senior Teacher or Person Responsible in the preschool will check that the building is empty as s/he leaves, if it is safe to do so.

Earthquake:

The Health & Safety Co-ordinator will direct the occupants into safe positions ('turtle drop') when they become aware of an earthquake. The Health & Safety Co-ordinator will remain with the occupants in safe positions and call the roll. S/he will decide when the danger is over, in consultation with the Manager/Senior Teacher.

If the earthquake is severe enough to be classified as a civil defence emergency, civil defence procedures will be followed (see below). Civil Defence Emergency If a Civil Defence emergency occurs while children are in attendance, a parent/caregiver, or authorised person as noted on the child's enrolment form, must come and collect their child/ren. The preschool will contact parents as soon as practicable.

Staff will remain in accordance with regulatory ratios until all children have been collected by their parents or emergency custodians. The preschool will keep a written record for each child stating the time they were collected, the name and contact number/s of the person who collected them and where they were being taken.

Staff will remain at the preschool to care for uncollected children for up to 72 hours. After 72 hours, any children still at the preschool will be taken to the Civil Defence post at Pukekura Raceway, 130 Coronation Ave, New Plymouth.

If, for safety reasons, children have to be moved to the Civil Defence post or another post within the first 72 hours, notices will be posted on all external doors at the preschool stating the destination (address and phone number), time of departure, the names of those in the group, contact mobile phone numbers, and the route, if known).

### **C. Recovery:**

The preschool will seek trauma counselling from Group Special Education for children affected by a civil emergency, and arrange appropriate support for affected staff.

Related policies Health and Safety Policy Information management policy (e.g., copies of key documents to be backed up and/or stored off-site).

### **Fire drill (trial evacuation)**

All evacuation routes from a fire, including alternative routes if the main route is unable to be used, are to be practised at least every three months. The planned times and dates for fire drills will be e-mailed, faxed, or posted to the Fire Service at the start of each year.

#### **Before the drill:**

- The Health and Safety Co-ordinator will telephone the Fire Service 15 minutes before commencing the drill.
- The Co-ordinator notes the exact time when starting the drill, enabling the duration of the evacuation process to be measured.

#### **During the drill:**

1. The Health & Safety co-ordinator takes the fire whistle or yell "Fire, fire", and gives three short, sharp blasts. The co-ordinator calls out instructions about the evacuation routes and where to assemble (the North-West corner of the outdoor play area).
2. All staff work to evacuate children through the nearest exit. Staff should encourage the mobile children nearest to them to move first.
3. Once the mobile children are making their way towards the exit, children with disabilities must be carried to the exit by an adult.
4. The person responsible ensures that adults with a disability action their previously-arranged evacuation plan.

5. The person responsible collects the attendance register, a cell phone, and the Emergency Plan folder.
6. The Manager/Senior Teacher (or another Person Responsible) checks that the entire building is empty as s/he leaves, if it safe to do so.
7. Once everyone is assembled in the South-East corner inside the centre grounds, the person responsible calls the roll, checking each child and staff member off on the attendance registers.
8. The person responsible instructs the group as to when they may return to the building.
9. The person responsible records the date, time and duration of the drill on the record in the Health and Safety folder. This can include notes about any issues that arose during the drill and what can be done to address these issues in the future.
10. An evacuation report will be completed and sent through to the Fire Service.

**Earthquake drill**

An earthquake drill will be conducted every three months.

1. The Health & Safety Co-ordinator notes the exact time when starting the drill, enabling the duration to be measured.
2. The co-ordinator calls loudly, "Earthquake! Earthquake! Turtle drop! Turtle drop!" (The children will have previously discussed and practiced safe positions with the teachers).
3. All staff work to encourage the children nearest to them into a safe position.
4. The person responsible collects the attendance register. Once everyone has assumed safe positions, the person responsible calls the roll, checking each child and staff member off on the attendance register.
6. The co-ordinator informs the group when the drill is finished.
7. The co-ordinator records the date, time and duration of the drill on the record in the Emergency Plan folder. This can include notes about any issues that arose during the drill and what can be done to address these issues in the future.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Reviewed .....

Planned next review date.....

Planned review date: 04/02/19

This policy was written in consultation between Sara Greensill-van Prehn (Owner), Melissa Crow (Manager), and Rosie Lindsay (Teacher).

## EXCURSIONS POLICY

Te Whāriki (1996): Well-being/Mana Atua: Children experience an environment where they are kept safe from harm.

Te Whāriki (1996): Belonging Goal 1: Children and their families experience an environment where connecting links with the family and the wider world are affirmed and extended.

Quality in Action/ Te Mahi Whai Hua (1998): Educators should plan, implement and evaluate curriculum in which connecting links with the wider world are affirmed and extended.

Education (ECC) Regulations & Licensing Criteria (2008): HS17-18.

## PURPOSE

To ensure that Piccolo Preschool excursions are a valuable part of the preschool's curriculum. They provide new and varied experiences for children and stimulate their understanding and awareness of the community in which they live.

Excursions however come with risk so they need to be planned for and risk identified and managed to ensure the safety of children and teachers involved.

## PROCEDURES

Piccolo Preschool will organise excursions for the children into the community of New Plymouth frequently. The whole centre will participate in some excursions, while smaller groups will go out on excursions on other occasions.

Written consent will be gained from parents before children go on excursions, covering the approval of adult:child ratios. Non-consent will be respected. For regular walks and spontaneous outings, parents will be asked to sign a consent form covering those excursions as part of the enrolment procedure. For planned excursions beyond the immediate Piccolo Preschool community, parents will be asked to sign consent forms for each excursion. The form will cover consent for the means of transport being used (e.g., private car, public transport, or rental van or bus). Adult:child ratios on excursions and spontaneous outings will be a minimum of 1:4 for children two years and over, however the risk management plan will determine the excursion ratios by the person responsible.

For excursions near water, or involving children with special educational needs, an additional adult will participate. Additional children (e.g., siblings) joining the excursion will be counted in the ratios. The majority of adults participating on excursions will be Piccolo Preschool teachers.

On each excursion or spontaneous outing, at least one adult will hold a current First Aid certificate. Student teachers are not included in trip ratios. Education Support Workers are not included in trip ratios, but can come along as an extra support person. Parents/ caregivers or other adult helpers are included in ratios. If there are insufficient adults to meet the required ratios for either the children on the excursion or outing or the children remaining at the centre, the excursion or outing will be cancelled.

No child shall be transported in a private car unless s/he is in a car seat and secured by a seat belt that comply with the requirement under the Vehicle Equipment Rule (car seats and restraints) and other relevant Land

Transport Rules made under the Land Transport Act 1998. The adult driving shall hold a current full driver's licence and the car will have a current warrant of fitness and registration. When children are transported by any motor vehicle, at least two adults will be present when there are more than three children in the vehicle.

When more than 4 children leave the premises on an excursion or spontaneous outing, Person Responsible requirements are met for those children as well as for children remaining at the service. Spontaneous outings involving 4 or less children (that do not meet the Person Responsible requirements) are specifically approved by the Head Teacher.

An excursions record will be kept (near to the attendance register) to document the time, date, location, list of adults and children, ratios, mode of transport, and education purposes. A brief description of the intended route will be included. Before the excursion, a teacher will complete a documented risk assessment, considering issues such as road safety and proximity to water. The Manager/Senior Teacher must give written approval for any excursions by signing the excursions record. If the Manager/Senior is unavailable, another Person Responsible will sign the excursions record.

For a whole-centre excursion, a notice will be posted outside the centre front door notifying the place of the excursion, return time, and the centre mobile phone number.

Whole-centre excursions will be documented with photos and text to facilitate ongoing dialogue with children and family members about the experiences.

On every excursion, regular walk or spontaneous outing, a bag containing water, a first aid kit, any essential medication, and the centre mobile phone must be taken. Children will wear appropriate footwear, hats and/or coats as weather-appropriate.

Teachers must keep a regular count of children on trips. A roll call will be taken at the beginning and end of each trip, as well as at lunchtime on longer trips. A roll call will be taken at each destination if there are to be multiple stops in the journey.

If some children remain at the centre, staff:child ratios must be met at all times. At least one of the teachers remaining behind must hold a current First Aid certificate.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Reviewed .....

Planned next review date.....

Planned review date: 04/02/19

This policy was written in consultation between Sara Greensill-van Prehn (Owner), Melissa Crow (Manager), and Rosie Lindsay (Teacher).



## FEES POLICY

Piccolo Preschool is a private, fee charging educational service for the New Plymouth community. Parents/whānau fees are a necessary contribution towards the operational costs of Piccolo Preschool.

## PROCEDURES

### Bookings

1. Places at Piccolo Preschool will be allocated on a first in first served basis.
2. Piccolo Preschool requires a minimum of six hours attendance, two days a week, for two year olds and six and a half hours attendance for three year olds per day, for three days minimum per week.
3. A minimum two weeks “phasing in” period is required prior a child starting at Piccolo Preschool.
4. Parents/whānau who wish to cancel their booking must give the centre at least two weeks’ notice in advance by completing and signing the “request to change children’s hours” form. If such notice is not given you are required to pay the fees for these two weeks.
5. Parents/whānau who wish to change a booking either temporarily or permanently must give Piccolo Preschool appropriate notice to ensure spaces are available.
6. If your child is sick or absent you must notify the preschool that your child will not be attending by either phone, text or email.

### Fee Charges

7. 20 hours Early Childhood Education (ECE) is available to 3 and 4 year olds. The maximum 20 hours ECE that can be claimed for each child is 6 hours a day and up to 20 hours a week. Hours of attendance over the 20 hours ECE will be charged at the centre hourly rate.
8. WINZ subsidies are available. These are paid direct to Piccolo Preschool. Entitlement is based on annual income. For advice about entitlement go to [www.workandincome.govt.nz](http://www.workandincome.govt.nz) - childcare subsidy.
9. All fees must be paid in advance by automatic payment. Fees may be paid weekly, fortnightly or monthly in advance.
10. A late pick up fee of \$7.00 for every additional 15 minutes will be charged for children collected after their booked time.
11. Fees are required to be paid in full for all absences.
12. Fees are to be paid for 49 weeks per year. The other remaining 2 weeks over the Christmas and 1 week in July where the preschool is closed will require a 50% holding fee.

13. Fees are required regardless of statutory holidays, illness, family vacation times, or teacher only (two annually). This means automatic payments do not need to be changed.
14. Receipts are issued at the end of each tax year or as requested.

#### Fee Payment

15. Fees are to be paid one week, two weeks or a month in advance at all times.
16. Invoices will be issued on a monthly basis on Tuesday of the following week. These outline hours booked, hours attended, 20 Hours ECE (if applicable), WINZ subsidy entitlement (if applicable) and any other charges incurred.
17. If payment is not received, the Centre Manager or Administrator will contact the parent/whānau to discuss the outstanding fees.
18. In the event of one (1) missed payment, the Centre Manager or Administrator will discuss options for payment with the parent/whānau.
19. If no payment is received or a suitable payment plan is in place and one (1) payment is missed, the Piccolo Preschool Owner and/or Manager reserves the right to restrict your child's attendance or withdraw your child from the preschool.
20. Payment plans, when in place, are expected to cover the full payment of weekly fees plus some additional payment towards reducing the accumulated fee debt.
21. The parent/whānau who signs the enrolment form is liable for all fee payments. If another party is paying the fees it is the enrolling parent's/whānau's responsibility to ensure payments are being made.
22. Piccolo Preschool retains the right to increase fees at any time during the enrolment period. At least two months' notice in writing will be given of intended increases.

#### 3 Week Absence Rule

23. Ministry of Education funding criteria states that childcare centres are unable to claim funding if your child is absent for more than 3 weeks. A permanently booked space will be cancelled after 3 weeks if no contact or other arrangements have been made and approved by the Manager.

#### Bad Debtors

24. Unless a suitable payment plan has been put in place once a child has finished at Piccolo Preschool, any outstanding fee owing will be passed on to Baycorp Debt Collection Agency. Debt collection costs and legal fees will also be incurred by the parent/whānau.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Planned review date.....

In the future, all policies will be consulted amongst the wider Piccolo Preschool community. This policy was prepared by Sara Greensill-van Prehn (Director and Owner) and Melissa Crow (Manager/Senior Teacher), in consultation with Rosie Lindsay (Teacher). Wider consultation will occur when the policy is reviewed.



## HEALTH AND SAFETY POLICIES

Te Whāriki (1996): Well-being/Mana Atua: Children experience an environment where their emotional well-being is nurtured and they are kept safe from harm.

Quality in Action/ Te Mahi Whai Hua (1998): Educators should plan, implement, and evaluate curriculum for children in which their health is promoted and emotional well-being nurtured; and they are kept safe from harm.

Education (ECC) Regulations & Licensing Criteria (2008): Reg 46 (1). HS1-33

## PURPOSE

- Piccolo Preschool strive to provide a safe and hygienic learning and work environment for children and staff.
- Preschool staff are to take all steps to ensure they implement hygienic practices for the health and wellbeing of all.

## PROCEDURES

### For Hand washing

The bathroom has been designed to foster independence; for example, competent toddlers can climb up to the nappy change area via in-built steps when an adult is there to supervise them. This also helps teachers' backs as lifting toddlers is reduced. It is visible both from the children's play area.

There are two warm-water taps and two soap dispensers over the hand-washing basins in the children's bathroom, and older children may also access the basin outside the changing area or in the kai area sink for hand-washing. The young children will wash their hands with soap after every visit to the toilet and prior to eating food.

1. Hand washing will be observed when staff and children are
  - Preparing/handling food
  - Before eating
  - After using the toilet
  - Before and after giving first aid
  - After nappy changing routines
2. Centre staff and children will apply the 20/20 rule when washing hands ie. 20 seconds washing, 20 seconds drying.
3. Centre children will participate in/be taught correct hand washing procedures, depending on age and stage of development.

### For Food Preparation and Handling

4. Piccolo Preschool's cook has a suitable qualification that also encompasses training in health and hygiene. They are responsible for preparing nutritious meals for the children, and for maintaining

hygiene and food safety in the kitchen and places where food is served in the Preschool in accordance with MOH guidelines.

5. The cook provides a menu for the nutritious midday meals two weeks in advance and it is displayed on the kitchen bench in the centre of Piccolo Preschool. High quality food, organic meat and vegetables, is served at appropriate times and in sufficient quantities and variety to meet the nutritional needs of each child while they are attending Piccolo Preschool. As well as the midday meal, fruit and other snacks are served every morning and afternoon. Each day's menu aims to meet the National Heart Foundation and 5+ Vege/Fruit per day guidelines. Vegetarians and those with food intolerances/allergies will be catered for.
6. Drinking water is available at all times for all children. Milk is available to children as requested by their parents. Parents are welcome to supply their own preferred brand of formula or expressed breast milk for storage in the Piccolo Preschool fridge.
7. A record of all food served during opening hours will be kept, and are available for inspection for 12 months after the food is served.
8. Piccolo Preschool has a kitchen with a sink for food preparation and dish washing. A dishwashing machine is provided for hygienically washing dishes. A full sized stove and a microwave oven are provided for heating food.
9. Infants under the age of 6 months, and other children unable to drink independently, are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is a type approved by the child's parent/caregiver.
10. Hand-washing before handling any food (preparation and serving) is a routine requirement. Adults and children are required to wash their hands every time they enter the kitchen. Tables will be cleared and wiped down before and after serving food on them, using citrus-based cleaner and specific, colour-coded kitchen cloths. There will be colour-coded cloths available for art areas and other non-food surfaces, to ensure the kitchen cloths are only used for food preparation or eating surfaces.
11. The fridge freezer keeps food at a temperature at or below 4.C, and protects food from vermin and insects. The fridge freezer is cleaned with citrus-based cleaner once a week. Kitchen surfaces and tables used for serving food on them are kept hygienically clean.
12. There is a barrier fitted to ensure children cannot access the kitchen without adult supervision.
13. Piccolo Preschool teachers/relief staff prepare morning and afternoon tea for the children
14. Sterile dish washing facilities are used to ensure eating utensils are cleaned thoroughly.

#### For Laundering

15. Children's bed linen is laundered on a weekly basis, or as required.
16. Buckets are provided for items that are soiled with blood or other bodily fluids. When in use all buckets are covered with a secure lid. These items are washed separately.
17. Washing is done daily or as required and dried in the dryer or on the outside line.
18. Kitchen laundry is washed separately.

#### For Handling Sick and Soiled Children

19. Children who are sick or soiled are changed in the bathroom.
20. Children are washed when they are soiled or pose a health risk to themselves or others.
21. Staff are to wear gloves when changing sick/soiled children (apron/mask if required).
22. Gloves, wipes, etc used when washing sick or soiled children will be disposed of by placing them in a plastic bag and put in the nappy bin or rubbish bin located in the main car park.
23. Soiled clothing will be rinsed in the laundry and left to soak in a covered bucket with Napisan.
24. Any equipment that has come into contact with the sick child will be disinfected.

25. Any area such as the shower and bathroom that has been used to wash or change sick or soiled children will be cleaned thoroughly with appropriate cleaning products. Any cloths, etc used will be disposed of.
26. Any child who is sick will be removed from the play areas and brought into the office where parents will be contacted to collect.
27. The Piccolo Preschool Sick Child policy will be adhered to pertaining to unwell children.

#### For Cleaning

28. Piccolo Preschool employ commercial cleaners who clean the centre at the end of each day as well as do major cleaning eg. Windows, carpets, etc (Refer: Spotless cleaning schedule for Piccolo Preschool).
29. Piccolo Preschool teachers are responsible for cleaning centre toys and equipment. A cleaning schedule is used to keep track of what has been done for the month.
30. A bleach solution is used on all high risk areas.

#### For Cleaning Blood Products

31. Any open or bleeding wounds will be covered immediately.
32. Disposable gloves are to be worn when administering first aid.
33. Gloves, wipes, etc are to be disposed of after use by placing them in a plastic bag and put in the rubbish bin located in the main car park.
34. Blood spills are to be mopped up with paper towels, then the area thoroughly cleaned and disinfected.
35. Instruments or equipment with blood on them are to be cleaned and disinfected.
36. Clothing with blood on will be rinsed in the laundry and left to soak in a covered bucket with Napisan.
37. Nappy changes will always occur at the nappy change bench in the change room. The bench will be wiped with disinfectant after each nappy change. Disposable gloves will be available for adults to use during nappy changing. Adults will wash their hands before and after helping any child in a nappy changing or toileting routine.

*NOTE: Piccolo Preschool, on advice from the MOE, reserves the right to close the centre in the event of a flu pandemic or other public health emergency.*

#### **Outdoor Environment**

There are no toxic plants in the Piccolo Preschool outdoor environment, and new plants will be checked against Government guidelines for plants to be avoided in childcare environments due to toxicity before any are added to the garden.

The sandpit is raked every morning, to remove any animal droppings or dangerous objects that might be present. If found, animal droppings will be collected with a rake and sieve kept for that purpose and disposed of in the same bin as disposable nappies. If found, dangerous objects will be disposed of in the centre rubbish as appropriate. Every evening, the sand pit is raked to create track marks, ensuring that any foreign objects will be easily spotted in the morning. A thorough rake-through of the sand will be done on each day as a requirement of the morning checklist. The sandpit has an internal covered area to help protect children from too much exposure to the sun in spring, summer and autumn.

#### **Entry to the Preschool**

Entry and egress is via the front door into the lobby and then into the children's playrooms. Each of these doors can be closed, minimising the risk of children passing through one, let alone two, doors and leaving the premises without adult knowledge. The front door in particular requires adult strength to open it. The gate to the driveways and parking areas are secured by bolt above child level. There is a 1.5-metre high fence surrounding the outdoor area.

### **Fire Detectors**

Wired-in smoke detectors are part of an integrated fire alarm system to alert occupants to any fire. (For further information about managing hazards in emergency situations, refer to the Emergency policy.)

Cleansers are stored in high shelving in the laundry and kitchen. Art supplies are kept in the laundry which is inaccessible to children.

The First Aid cabinet is in the kitchen so that children cannot reach.

### **Hazards**

Any hazards reported by adults and/or children will be corrected as quickly as is practicable. The Manager/Senior Teacher has overall responsibility for hazard correction, involving the Licensee as necessary. The Health and Safety Coordinator will check Piccolo Preschool indoors and outdoors for any hazards for both children and adults monthly. She and the Manager/Senior Teacher will work to correct any hazard.

Piccolo Preschool's hazard identification and minimisation plan for outings into the neighbourhood will be routinely used for walks to the neighbourhood park, New Plymouth shops and library. Staff will ensure that pedestrian crossings are used wherever available. As there are traffic density issues in Welbourn at the times when older children are dropped off and collected from Welbourn School, New Plymouth Boys High School and Highlands Intermediate during term time, Piccolo Preschool will try to avoid taking walks along these streets at those times.

Planning for each excursion beyond walking distance will include hazard identification for the journey and whilst at the destination/s (see the Excursions policy). Injury/accident procedures

Child injury/accident (Education (ECC) Regulations 198: clause 25 and 28[5][6])

The adult who witnesses the accident or is first on the scene is to stay with the injured child and begin first aid (if certificated), or call for a staff member who has completed a First Aid course. A portable First Aid kit will be taken on excursions.

An ambulance is to be called by phoning 111 if a child loses consciousness, ingests poison, has an asthma attack that does not respond to medication, gets a burn larger than the palm of their hand or a severe scald, is bleeding from an artery, suffers a serious fracture or dislocation, or has a severe allergic reaction. A parent is to be called immediately afterwards.

If the child needs to go to the doctor, a teacher who holds a First Aid certificate will accompany the child. (As Piccolo Preschool operates with above-minimum ratios, legal ratios will be maintained at Piccolo Preschool.) An ambulance is to be called for any accident deemed to need hospital treatment.

For minor injuries, the adult will reassure and comfort the child, and also encourage the child to wipe their own blood, hold the ice pack and resume activities soon thereafter.

All accidents to children are to be reported to the Manager/Senior Teacher (or a Person Responsible in her absence), and recorded in the Piccolo Preschool Accident Record. A page will be filled out for each accident, noting the child's name, the date and time, the nature and seriousness of the accident, any actions taken, and the name of the teacher making the record. The Accident Record is a duplicate-copy book, kept in the kitchen.

One copy is given to the parent/ caregiver, and one copy is kept in the book. The Accident Record will be kept for seven years.

Parents are to be notified of all accidents, immediately if the injury is serious and on the same day if the injury is less serious.

If a hazard contributed to the accident/injury, it will be corrected as soon as possible.

Adult injury/accident (Education (ECC) Regulations 198: clause 25 and 28[5][6]; Health and Safety in Employment Act 1992)

A staff member who has completed a First Aid course will stay with the adult who is injured (unless s/he is alone and needs to go to the phone briefly to call for help) and respond according to their first aid training.

An ambulance is to be called by phoning 111 if an adult loses consciousness, ingests poison, has an asthma attack that does not respond to medication, gets a burn larger than the palm of their hand or a severe scald, is bleeding from artery, suffers a serious fracture or dislocation, has a severe allergic reaction, or exhibits the symptoms of a heart attack or stroke.

The named emergency contact on their personnel file is to be called immediately after the ambulance is called.

Children will be moved from the place where the injured or severely-ill adult is being treated, and given reassurance. Parents of any children who were upset by the adult's injury or severe illness will be informed so that they can continue to give comfort to their child.

All accidents are to be reported to the Manager/Senior Teacher (or a Person Responsible in her absence), and recorded in the Accidents Register (noting the adult's name, the date and time, the nature and seriousness of the accident, and any actions taken).

If a hazard contributed to the accident/injury, it will be corrected as soon as possible.

The Manager/Senior Teacher will discuss sick leave arrangements and assist with time off for appointments for Xrays and/or treatment for the injury.

The Manager/Senior Teacher will report any serious injury to staff to Occupational Safety and Health (OSH). Sun safety (DOP5a) Daisies is SunSmart aware.

Shade is provided in the outdoor area.

When outdoors – including on excursions - children and adults will wear sunhats between 1 October and 30 April and sun-block lotion is provided and used according to Cancer Society guidelines.

Related policies: - Nappy-changing and toileting policy - Illness policy - Sleep policy - Emergency and Civil Defence policy - Excursions policy

Related documents:

- Piccolo Preschool Equipment Cleaning Schedule
- Piccolo Preschool Cleaning Schedule
- Piccolo Linen Laundering Policy

A copy of this policy is given to parents/guardians upon enrolment. The enrolment form is signed by the parent/ guardian to attest that they have read this policy.

Date ratified.....

Signed: (a)....., Name .....

(b)....., Name .....

Planned review date.....

This policy was prepared by Sara Greensill-van Prehn (Director and Owner) and Melissa Crow (Manager/Senior Teacher), in consultation with Rosie Lindsay (Teacher). Wider consultation will occur when the policy is reviewed.

## ILLNESS AND IMMUNISATION POLICY

Te Whāriki (1996): Well-being/Mana Atua: Children experience an environment where their health is promoted; they are kept safe from harm.

Quality in Action/ Te Mahi Whai Hua (1998): Educators should plan, implement and evaluate curriculum for children in which their health is promoted; they are kept safe from harm

Education (ECC) Regulations/Licensing Criteria (2008): HS27-29.

Health (Immunisation) Regulations (1995)

## PURPOSE

During the time children are with us there may be occasions when they will be affected by illness. This may mean that a child would be unable to attend the centre. Time away from the centre will allow the child to recover and will also protect the health of the other children, families and teachers. We acknowledge that this can place parents/ caregivers under extra pressure.

We are guided in our decisions regarding illness by: - Education (Early Childhood Centres) Regulations 2008 which require us to take appropriate action when a child is unwell. (Section 28, Child Health).

## PROCEDURES

### **Illness Communication and Consultation**

We invite parents to discuss any concerns they may have about their child's health and well-being with the Manager/Senior Teacher or another permanent teacher at any time. If a parent is worried that their child may be unwell, the parent should share this information with the teachers when arriving at the centre. This means that the teachers can be vigilant and alert to any changes in behaviour or signs of illness and can respond to the child's needs promptly. If the teachers have any concerns about any child's health and well being while they are in Piccolo Preschool's care, they will discuss this with the parent as soon as possible.

Parents and teachers share the responsibility for creating a healthy centre environment that will protect and nurture children.

### **Parent/ Caregiver Responsibilities:**

Provide the centre with up to date emergency contact numbers.

Discuss concerns about children's health with teachers at the centre.

Let teachers know if you have administered medicine to your child during the night or prior to arriving at the centre.

Collect child from Piccolo Preschool within one hour once notified that they are too unwell to stay.

Allow your child time to recover before returning to the centre.

If you are worried about your child's health please seek the advice of a G.P. before bringing your child to the centre.

### **Teacher Responsibilities:**

Contact parents if there are concerns about a child's health and may ask them to take the child home.

Children who are unwell will rest in a well-ventilated and warm room away from other children, until they are collected.

Endeavour to make children comfortable and emotionally supported.

First aid will be administered where required.

Keep good records if we are concerned that a child may be unwell. We will keep a record of the child's day detailing any changes in behaviour, symptoms, temperature recordings, food & drink consumption, any authorised medication given. The Piccolo Preschool Illness Record is a duplicate copy book, kept in the kitchen. One copy is given to parent collecting the ill child and one copy is kept in the book. The Illness Record will be kept for seven years.

Suggest that the parent consults a G.P for diagnosis and treatment, as needed.

Seek medical help if a child's illness worsens and a family member cannot take the child promptly.

Obtain up to date health information and advice from the Public Health Service.

\* Please note that Pamol/ Paracetamol/ Ibuprofen are not kept on Piccolo Preschool premises for general use. This medication can only be given if it has been signed for by a parent on the Medicine Chart, and has been prescribed for the child for a specific illness, for a specified period of time, and is labelled with the child's name and a recent date.

### **Practice Guidelines for Teachers:**

Enquire about the child's health and well being when they arrive at the centre: did the child sleep well, have they eaten well, are they teething, are there any concerns or anything for teachers to be aware of.

Be aware of changes in a child's behaviour: a lively child who suddenly seems listless, or a child who may require one to one attention and who is unable to take part in the programme.

Be aware of children whose sleeps differ from their normal patterns: sleeping much longer, unable to sleep, restless sleep.

Ensure there is a good ambient temperature and adequate flow-through ventilation in the centre and particularly the sleep room.

If teachers are concerned about the health of any child at Piccolo Preschool they should follow our policy procedures and recommend to parents/caregivers that they collect their child and seek the advice of a medical practitioner. Teachers are required by the Early Childhood Centres Regulations (2008) to take action in health emergencies.

### **Medicine Chart:**

The Medicine Chart is kept in the kitchen. Medicine charts will be kept for seven years. Medication will only be administered to a child at Piccolo Preschool when a parent/ guardian has signed off the required information on the Medicine Chart. The required information includes:

Child's name

Name of medication

Amount to be given, and time/s to be given

Signature of parent/ guardian.

**General conditions indicating that a child should not attend the centre:**

The illness prevents the child from participating comfortably in programme activities.

The illness results in a greater care need than the centre can reasonably provide without compromising the health and safety of the other children.

The child has any of the following conditions: fever, persistent crying, difficulty breathing, or other signs of possible severe illness.

**Specific illnesses indicating that a child should not attend the centre: -**

**Diarrhoea:** A general guideline is that no child should attend if they have diarrhoea, and they should have at least one normal bowel motion before returning to the centre. If the diarrhoea was accompanied by any other symptoms such as fever, stomach pains, nausea, vomiting or headache, this indicates a gastrointestinal infection, the child should stay away until they have been symptom free for at least 48 hours.

**Vomiting** in the previous 24 hours, unless the vomiting was once only and known to be caused by a non-communicable condition. Repeated vomiting suggests an infection, so the child should be taken to a GP for a diagnosis. If the vomiting has been caused by an infection, or the cause is not known, the child needs to stay away until at least 48 hours after the last symptoms. A child who vomits at the Centre should be collected by their parents and taken home.

**Mouth sores** associated with an inability of the child to control his or her saliva unless the child's GP or Regional Public Health or the Medical Officer of Health advises that the child is non-infectious.

**Rash** with fever or behaviour change, until a doctor has determined that the illness is not a communicable disease.

**Respiratory Infections:** A child should not attend if they are coughing or sneezing as the result of an infection such as a cold, or have a runny nose that makes it difficult to control the spread of nasal secretions and/or has a negative social impact upon the child.

**Skin Infections:** A child should not attend if they have open wounds/ sores that cannot be covered either with clothing or bandages to prevent the child from scratching. A child may return providing they have been treated with the appropriate antibiotics, antifungal or anti viral cream for at least 24 hours.

**Conjunctivitis:** A child should not return until there is no discharge present.

**Fever and Febrile Convulsions:** A normal temperature for a child is 36 -37<sup>o</sup> C. Temperatures over 38<sup>o</sup>C are usually regarded as a fever. It is normal for a range of factors including physical activity, strong emotions, high humidity levels and high room temperature to make a child feel hot. In these circumstances a child's temperature will soon return to normal. If it does not return to normal or there is no apparent reason for the child to feel hot this may indicate that the child has a fever.

A child who is unwell with a fever may display other symptoms or may have a change in behaviour. Children with a high temperature will often have several, or all of the following symptoms:

- Clammy skin
- Sweating
- Headache
- Irritability and crying
- Flushed appearance
- Tiredness

Please refer to the Ministry of Health's Infectious Disease Criteria as included in your Preschool Induction pack.

### **Aches and pains How to Reduce Fever without Medication:**

Remove extra clothing. Wearing just a nappy or a light outer layer of clothing is fine.

If a child begins to shiver put on a layer of clothing. Shivering is an attempt by the body to raise the temperature.

Encourage the child to drink cool fluids to avoid dehydration.

Encourage the child to rest, as activity can increase the body temperature.

Keep the child at a comfortable temperature.

Bathing a child is not recommended.

### **Febrile Convulsions**

Febrile convulsions are fits (seizures), which occur as the result of a high fever usually over 39°C. These occur in 3% of children usually between the ages of 6 months and 6 years. Very few children have more than three febrile convulsions. Most febrile convulsions only last a minute or two. If a convulsion continues for more than five minutes you should call for an ambulance. Febrile convulsions can be frightening for the person who is witnessing the seizure because they may resemble an epileptic fit. Febrile convulsions are only caused by fever, whereas epileptic fits can be instigated by other factors. There is no evidence to suggest that a simple febrile convulsion will cause any lasting damage. Febrile convulsions do not cause epilepsy. Sometimes a febrile convulsion may be the first sign that the child has a fever. It is important therefore, for parents to find out what illness is causing the fever as soon as possible after the febrile convulsion. It is the role of the doctor to decide on the nature of the illness.

### **Resolution of conflict:**

If there is disagreement regarding the need for a child to stay away from the preschool due to illnesses we will be guided by the advice of the Public Health Service. It is important to consult a G.P. for diagnosis and treatment; however there will be occasions when we will need to follow the advice of the Public Health Service with regards to infection control. Parents are welcome to contact the Public Health Service for further clarification.

### **Immunisation**

The Health (Immunisation) Regulations 1995 require Early Childhood Centres to keep an immunisation register for children born from 1 January 1995.

At Piccolo Preschool, we aim to protect the health and well being of children in attendance (Te Whāriki, 1996: 46). Piccolo Preschool promotes immunisation as an effective tool which has significantly reduced the number of vaccine-preventable diseases in the community. During your child's time at the Piccolo Preschool we will need to view their immunisation certificate to record this information onto the Immunisation Register. The Immunisation Certificate can be found on the back page of the Well Child – Tamariki Ora Health Book given to parents of every child at birth. We will need to view this Certificate at enrolment, 15 months and 4 years. This should be signed and/or stamped by an appropriate health professional.

All information is confidential.

Immunisation is not a compulsory requirement for attendance at an early childhood centre. However, we will need to view this certificate even if you have chosen not to proceed with immunisation. In the case of a notifiable disease or a suspected notifiable disease the Public Health Nurse or the Medical Officer of Health will need access to information on all children in attendance.

It is the responsibility of the Public Health Nurses and the Medical Officer of Health to make decisions regarding the exclusion and treatment of children. Children who are not immunised may be asked to stay at home in cases of Pertussis, Diphtheria and Measles.

Immunisation information from the Ministry of Health and World Health Organisation will be displayed at this centre.

For any Immunisation queries please contact the Immunisation Nurse Specialist at Regional Public Health.

A copy of this policy is given to parents/guardians upon enrolment. The enrolment form is signed by the parent/ guardian (under the heading 'Health and Safety Policies') to attest that they have read this policy.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Planned review date.....

In the future, all policies will be consulted amongst the wider Piccolo Preschool community. This policy was prepared by Sara Greensill-van Prehn (Director and Owner) and Melissa Crow (Manager/Senior Teacher), in consultation with Rosie Lindsay (Teacher). Wider consultation will occur when the policy is reviewed.



LAUNDERING OF LINEN POLICY

Licensing Criteria 2008, Health and Safety

HS2 A procedure for the hygienic laundering (off site or on site) of linen used by the children or adults.

PURPOSE

To ensure the Centre maintains a high level of hygiene a process will be in place whereby linen and other items used by the children eg. dress up clothing.

- Sheets are washed weekly onsite;
- Blankets are washed weekly onsite;
- Other items such as cloth toys and dress ups will be washed fortnightly;
- Plastic toys are cleaned as per cleaning schedule or as required. This is recorded in the Health and Safety folder on the forms titled 'Cleaning Schedule'.

All cleaning cloths are separated by colour into buckets containing sanitiser and washed separately;  
Any soiled items are washed separately by the respective room teachers;

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Reviewed .....

Planned next review date.....

Planned review date: 04/02/19

This policy was written in consultation between Sara Greensill-van Prehn (Owner), Melissa Crow (Manager), and Rosie Lindsay (Teacher).



## PARENT CONTRIBUTION TO PICCOLO PRESCHOOL

*“We need to cultivate...an atmosphere of reciprocal help and socialization. Implicit in this is a decisive response to a child’s need to feel whole. Feeling whole is a biological and cultural necessity for the child (and also for the adult). It is a vital state of well-being”.*

- **Loris Malaguzzi**

At Piccolo Preschool, we aspire to have warm, trusting, respectful and affirming relationships between parents/whānau, children and teachers. We see this as integral to developing children’s social competence and emotional wellbeing. Getting to know each other is an important first step for everyone in developing relationships. This includes respecting and valuing the role of parents and whānau in their child’s learning and development, as well as the expertise that teachers bring to Piccolo Preschool.

The way in which children and their whānau are welcomed to Piccolo Preschool matters. Our processes for settling children take into account children’s individual needs and circumstances, and this includes parents. Parents who are comfortable being at Piccolo Preschool are more than welcome to participate in our programme.

Communication is important and works best when it is two-way and timely. Managers and educators are approachable and will be accessible to parents at times that suits both parties. Informal daily conversations will focus on your child’s social and emotional wellbeing. Multiple forms of communication between educators and parents will include (but not limited to) messages on Storypark, email, face-to-face, website, newsletters, phone calls, questionnaires, whānau hui, and family opportunities. Educators and parents can discuss aspects of children’s behaviour as needed. These conversations will often focus on your child’s friendships, how they are feeling, and how educators are helping your child to socialise with others at Piccolo Preschool.

Other opportunities that will arise throughout the year will be parent discussion meetings (twice a year), holiday parties, drop off and pick up times, contributing to the preschool’s newsletter and for parents with particular skills, building resources for the preschool.

Other opportunities that may arise may include cooking, material preparation for class, fundraising, art sales.

If you have any other ideas that we can work together as partners, for the benefit of your child or children at Piccolo Preschool, please talk with Sara, Owner or Melissa, Manager, as we would love to share your ideas.

Thank you, and we look forward to a rewarding relationship with you!

## SLEEP POLICY

Te Whāriki (1996): Well-being/Mana Atua: Children experience an environment where their health is promoted; their emotional well-being is nurtured; they are kept safe from harm.

Quality in Action/ Te Mahi Whai Hua (1998): Educators should plan, implement and evaluate curriculum in which children know they have a place and feel comfortable with the routines, customs and regular events.

Education (ECC) Regulations/Licensing Criteria (2008): PF29 – 29-31, 33, 34, 37, 38.

## PURPOSE

To ensure a consistent, safe and peaceful sleep time for children at Piccolo Preschool.

## RATIONALE

Piccolo Preschool recognises that the safety and well-being of children must be maintained while they are resting or sleeping.

At Piccolo Preschool, we understand that children develop their own unique routines and rhythms around sleep times. We want children to feel comfortable at Piccolo Preschool, and we endeavour to respond to their sleep preferences wherever possible.

## PROCEDURES

Teachers maintain a peaceful, unhurried atmosphere at sleep times. Calm voices, low lighting, quiet music, and an un-stimulating environment are likely to contribute to the atmosphere.

Children over the age of two years sleep in the front playroom. Every attempt will be made to ensure that those children not sleeping have access to all of the play equipment during sleep-times.

Families are encouraged to bring their child's toy, blanket or any other item that comforts them at sleep times.

Children have their own linen and bedding provided by and kept clean by Piccolo Preschool.

One teacher will stay with children over the age of two years until the children are asleep. Once children are asleep, they are individually and physically checked every five to ten minutes for warmth, breathing, and general well being. There is a chart beside the sleep room where the check-times are recorded and signed by the checking teacher.

In accordance with government regulations, children will not be given bottles or any other food or drink in their beds.

For reasons of cultural sensitivity, children are encouraged not to stand on pillows. Also, children sleeping near each other are positioned head to head rather than head to feet.

Beds are arranged with adequate space between them to ensure safety and hygiene, and to allow adults to move between the beds.

A chart is kept adjacent to sleep areas recording the time each child goes to sleep and the time each child wakes. The chart is available for parents to view. At the end of each week, the chart is filed in the office and kept for two years.

A copy of this policy is given to parents/guardians upon enrolment. The enrolment form is signed by the parent/ guardian to attest that they have read this policy.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Planned review date.....

In the future, all policies will be consulted amongst the wider Piccolo Preschool community. This policy was prepared by Sara Greensill-van Prehn (Director and Owner) and Melissa Crow (Manager/Senior Teacher), in consultation with Rosie Lindsay (Teacher). Wider consultation will occur when the policy is reviewed.



## TRANSITION TO SCHOOL POLICY

Education (Early Childhood) Regulations 2008  
Licensing Criteria for Early Childhood Education and Care WRFKA Policies: *Excursions; Privacy; Inclusive Education; Child Protection.*

## PURPOSE

Piccolo Preschool want to ensure that the transition to school process is a positive experience for children, their families and whanau. It is important to ensure that children and their parents/whānau/caregivers are supported through the transition to school process.

Piccolo Preschool will ensure all relevant regulations and Piccolo Preschool policies are adhered to during the transition process.

## PROCEDURES

1. Teaching teams will provide support for parents/whānau/caregivers through the transition to school process.
2. Procedures will be developed in consultation with the community and, where possible, the local schools, and will aim to meet the unique needs of the children and the community.
3. Teaching teams will facilitate opportunities to develop and maintain positive and open relationships with the schools which serve their community.
4. Where the procedures include a teacher taking children on visits to school, this will be treated as an excursion/short trip and all relevant regulations and safety procedures must be adhered to.
5. In some cases, the local school teacher, or another parent, may come to the preschool to collect children for a school visit. In this case, written permission specifying dates and times of visits, must be obtained from the child's parents/whānau/caregivers for the teachers to release the child into the care and responsibility of the school teacher or parent.
6. Children with special needs or abilities, and their parents/whānau/caregivers, may require extra or specific support for the transition to school process. Teaching teams will aim to support the child and parents/whānau/caregivers and ensure the specific needs of this child are met in the transition to school process.

## INFORMATION

Piccolo Preschool will provide the following to parent and whanau regarding the transition to school:

- current information on local schools
- literature and discussion on the issues surrounding transition to school
- talking with parents/whānau/caregivers regarding the individual needs of their child
- assisting parents/whānau/caregivers to arrange visits to the local schools prior to their child starting
- inviting school staff to visit the preschool, during a session and/or for discussion during non-contact time
- being involved in regular communication with the local school teachers and staff;
- learning about relevant policies and procedures of the local schools
- visiting the local schools to observe classroom settings
- sharing information regarding curriculum, planning and assessment with local school teachers.

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Reviewed .....

Planned next review date.....

Planned review date: 04/02/19

This policy was written in consultation between Sara Greensill-van Prehn (Owner), Melissa Crow (Manager), and Rosie Lindsay (Teacher).



## TE TIRITI O WAITANGI POLICY

Te Whāriki (1996): Principles of Empowerment, Holistic Development, Family and Community, Relationships.

Quality in Action/ Te Mahi Whai Hua (1998): Management and educators should implement policies, objectives and practices which reflect the unique place of Māori as tangata whenua and the principle of partnership inherent in Te Tiriti o Waitangi.

## PURPOSE

Piccolo Preschool acknowledges Te Tiriti o Waitangi as the founding document of Aotearoa/Zealand. It is the basis of our nation's bicultural heritage; therefore every child has the right to an education that helps them to develop an understanding of the principles of Te Tiriti and our dual heritage.

## POLICIES

Piccolo Preschool has established links with local Iwi and will respect and develop that relationship. Piccolo Preschool staff will learn correct pronunciation of and use te reo Māori in their everyday practice. Ongoing support and coaching in relation to te reo me ona tikanga Māori will be provided by colleagues and management. Piccolo Preschool's environment and resources, and our curriculum, will reflect our bi-cultural, bilingual nation.

## PROCEDURES

Piccolo Preschool will continue to establish its relationship with kaumatua of the Taranaki area, by inviting them to participate in special events and by consulting with them in relation to tikanga Māori and relationships with Māori. Relationships with Maori in the New Plymouth/Taranaki community will be developed.

Our planning, curriculum, and assessment and evaluation will be based on a good understanding of New Zealand's bicultural early childhood education curriculum, Te Whāriki. A review of Te Tiriti o Waitangi policy will be included in Piccolo Preschool's management plan.

Piccolo Preschool's staff and management will investigate Māori heritage in New Plymouth and weave that knowledge into the curriculum.

All staff will use te reo Māori daily with children (and whānau, as appropriate) through greetings, waiata, karakia and in discussions, and will include it in Piccolo Preschool's documentation. Support will be given for staff to learn more te reo me ona tikanga Māori as part of their professional development. Te reo will be included in Piccolo Preschool website material.

**Piccolo Preschool resources reflect and respect our land, with plenty of natural materials in the environment. There are items of taonga ngā mua, music and books that reflect Māori culture.**

Date ratified.....

Signed: (a)....., Name.....

(b)....., Name.....

Planned review date.....

In the future, all policies will be consulted amongst the wider Piccolo Preschool community. This policy was prepared by Sara Greensill-van Prehn (Director and Owner) and Melissa Crow (Manager/Senior Teacher), in consultation with Rosie Lindsay (Teacher). Wider consultation will occur when the policy is reviewed.