

# POLICY 1

## PERSONNEL POLICY

**Rationale:** We value our educators and co-ordinators and choose to employ only the best. They are the most valuable resource the children in our homes have. Our educators and co-ordinators need to be nurtured and rewarded in order for them to reach their full potential in their positions.

**Objective:** To ensure all Zero2Five Homebased Care ECE employees, educators and parents are familiar with the induction process and have a firm understanding of the requirements outlined in the Zero2Five Homebased Care ECE programme.

### **Te Whaariki: Belonging – Goal 2:**

Educators experience an environment where they know they have a place.

### **CHILD INDUCTION (Visit to Family)**

Introduce family to the Zero2Five Homebased Care ECE programme. Child enrolment forms and police checks are filled out. A home and safety check is completed on the property where care is being provided. This is done by the programme co-ordinator. This is then dated and signed by the educator and the co-ordinator. All forms are collected by the programme co-ordinator.

***Once this has been completed the family/child will be accepted by Zero2Five Homebased Care ECE***

### **FIRST VISIT**

1. Give 'Educator and Family Manual' to Educator which includes daily diary, explain how to use it, fill out required parts with Educator and Family.
2. Education Programme explained and scrapbook/portfolio given, learning story format given and explained.
3. Advise Educator to read Policies and **Education (Early Childhood Services) Regulations 2008** which is found on the [www.zero2five.co.nz](http://www.zero2five.co.nz) website.
4. Explain to Educator that they can call the programme co-ordinator at any time with any concerns or problems relating to our education programme via phone, e-mail and mobile numbers that are given to educator

5. Explain timesheets to educator , give the educator 1 months worth of timesheets
6. Explain observation sheet-to be completed prior to next visit
7. Explain medicine record, accident register- in manual
8. Programme co-ordinator to document visit, with time, dated and signed, and any phone logs to be recorded
9. Discuss how evacuation plan are drawn up and advice that this must be done by 2<sup>nd</sup> Visit
10. Go through activity List

### **SECOND VISIT**

1. Set learning goals for child, using Te Whaariki strands to develop strategies.
2. Programme co-ordinator to document visit, with time, dated and signed programme journal, and all phone logs to be recorded
3. Go through evacuation Plan, transfer copy to child programme journal
4. Copy to family
5. Educator to sign policy attestation Form

### **EVERY OTHER VISIT**

1. Discuss progress towards Goal
2. Programme co-ordinator to document visit and all phone logs to be recorded
3. Confirmation of hours
4. Copy to Family

## **EVERY 3 MONTHS**

1. Standards for premises re-Check
2. Activity list re-check
3. Evacuation plan re-check and practice.

## **OTHER THINGS TO BE COMPLETED**

First Aid application forms to be completed (if applicable)

Training forms to be completed (if applicable)

## **STAFFING APPOINTMENT (Co-ordinators)**

1. Advertise for new staff member in the following ways:

- NZ Herald
- Childcare recruitment agencies
- Local papers

2. Interview Process:

- Interview Potential Qualified Early Childhood Educators
- Outline the requirements Zero2Five Homebased Care ECE would expect of the candidate, the responsibilities and role of the candidate.
- Candidates must have an understanding of the Ministry of Education requirements as well as ERO requirements
- Candidates must have the required formal qualification to meet the Ministry of Education standards
- Candidates must complete a Police Vetting form-to be checked and clear of all criminal convictions
- C.V to be obtained for each candidate along with a copy of their Early Childhood Qualifications and Drivers License.

3. A shortlist will be compiled following the first interview and a 2nd interview will be completed with 1 or more favourable candidates. Further discussions will be carried out to ensure Zero2Five Homebased Care ECE appoints the most appropriate staff member.

4. Upon final selection a personal employment contract will be entered into and this will be read in detail with the new employee, the conditions of employment will be discussed.
5. Contracts will be signed and a copy will be given to the new programme co-coordinator and a copy be retained by Zero2Five Homebased Care ECE.
6. Programme co-coordinator will receive a copy of all Ministry of Education guidelines, **Education (Early Childhood Services) Regulations 2008** and policies to become familiar with the company prior to start date.

## **1. EDUCATOR INDUCTION PROCESS**

- Police Check to be completed by educator
- Educator Enrolment form to be completed dated and signed
- 2 Verbal references to be completed by Zero2Five Staff Member
- C.V to be supplied by educator when required.

## **2.**

Educator enrolment form will be signed by the Educator and will act as a contract between Zero2Five Homebased Care ECE and the educator. The Educator agrees to the policies and guidelines as set out by Zero2Five Homebased Care ECE and **Education (Early Childhood Services) Regulations 2008**

## **3.**

- All Educators will meet our criteria as follows:
- Have Childcare knowledge
- Are prepared to undertake a training course (contribution from the Educator required for fees) if no childcare qualifications are held
- Have current first aid certificate
- Agree to follow our education programme as set out by programme co-ordinator
- Have a clear criminal record
- Two (2) verbal references completed and satisfactory

## **OPEN DOOR POLICY**

Zero2Five Homebased Care ECE has an open door policy. Parents are welcome to visit children in the educator's home and participate in all activities that Zero2Five Homebased Care ECE maybe doing.

## **FINDERS FEE**

If a family enter into any private arrangement or take a Zero2Five Homebased Care ECE educator onto any another programme within 6 months of enrolment they will be asked to pay a \$200 finder's fee. This is to cover administration and other costs incurred in finding and enrolling a new educator

## **PROFESSIONAL DEVELOPMENT**

Each educator will either have an early childhood qualification or equivalent or will agree to undertake training as set out below:

Certificate in Early Childhood Practice Level 4 (Open Polytechnic). Courses can be done individually or combined and will take place in the home environment in which they are working in.

All families must agree to allow access to their child/ren for the duration of the module.

Zero2Five Homebased Care ECE will subsidise towards the cost of the course for the educator. If educator leaves within 6 months of course completion they will be asked to pay back full course costs to Zero2Five Homebased Care ECE.

Educators will also be required to attend group meetings and professional development meeting nights that Zero2Five Homebased Care ECE wishes to carry out offering ongoing support and advice with open discussion topics. These will be held approximately quarterly.

## **DISCIPLINE AND DISMISSAL**

We have the right to dismiss the Family and Educators on the following grounds:

- Fail to comply with health and safety Guidelines as set out in **Education (Early Childhood Services) Regulations 2008**
- Fail to make payments as agreed with in the "Zero2Five Homebased Care ECE Terms and Conditions"
- Giving false details

- Fail to comply with any other part of or Guidelines as set out **Education (Early Childhood Services) Regulations 2008**
- Are in breach of any of our policies
- Fail to implement the education and care programme as set-up by the programme coordinator

## **SERIOUS MISCONDUCT PROCEDURE**

In the event of serious misconduct serious non-observance of the terms of contract or serious neglect of duties educators may be dismissed without notice. Examples of serious misconduct include but are not limited to

- Using alcohol, smoking
- Taking Illegal substances
- Using abusive language
- Smacking children
- Verbal/physical abuse on children in care
- Theft of company property regardless of value from us or another person, client, organisation or company.
- Conduct that affects Zero2Fives Homebased Care ECE best interest.
- Conviction of a criminal offence (other than a road traffic offence for which a non-custodial penalty is imposed).
- Breach of the Health and Safety policy.
- Insubordination or failure to follow a lawful instruction.
- Sexual or racial harassment.
- Neglect of duty.
- Unlawful use of, wilful damage to or neglect of the company's property or the property of another person.

# POLICY 2

## EDUCATOR ENROLMENT POLICY

**Objective:** To be able to provide children and their families with an educator who will provide a quality educational programme within a home environment.

### **Te Whaariki: Strand 1- Well Being:**

Children experience an environment where: their health is promoted; their emotional well being is nurtured; they are kept safe from harm.

All our educators will go through a rigorous enrolment process before being accepted onto the programme. The process is outlined below:

- A co-ordinator will interview prospective educators.
- A thorough health and safety check will be carried out on the property where the candidate intends to care for children.
- If the health and safety check is not satisfactory the candidate will be given a list of adjustments which will need to be completed before being allowed onto the programme.
- Candidates must complete a police vetting form, which will be checked and clear of criminal convictions.
- Candidates will need to provide 3 references in total. 2 of these will be verbal; these will be checked prior to candidate being accepted onto our programme.
- Successful candidates will be required to read and sign Zero2Five Homebased Care ECE policies and procedures prior to starting on our programme.
- Candidates will sign a written contract upon enrolment which clearly outlines our expectations as a quality homebased care and education provider.

Only when a candidate has successfully undergone this process and agreed to follow our terms and conditions will a child be placed in their care.

# POLICY 3

## CHILD PROTECTION AND CHILD ABUSE POLICY

**Rationale:** Educators who provide care in their homes or in the family home are made aware of this policy and the issues of emotional, physical and sexual abuse at the time of enrolment.

**Te Whaariki: Well-Being Goal 3:** Children experience an environment where they are kept safe from harm.

**Objective:** As a service provider we are committed to preventing child abuse in any instance therefore we take all the necessary steps to prevent child abuse and to be able to notice any signs of child abuse occurring. This policy also protects educators who are working with the children in their home and the steps to follow ensuring they are protected. All the necessary steps must be taken to firstly prevent this occurring and secondly look out for any warning signs of it occurring.

No Educator will commit any acts of child abuse both physical and or mental at any time, if found to be doing so serious action will be taken. Any educator suspected of abuse will be suspended whilst a full investigation takes place. If found guilty of child abused will be instantly dismissed.

### STAFF TRAINING:

We will offer professional development throughout the year which will provide positive guidance to looking for signs of child abuse and the steps to take.

All staff will be provided with this policy. Here are some signs to look for when child abuse is suspected:

- Basically anything you don't deem normal for a child
- A child or family member tells you they're being abused (this is called disclosure).
- Physical signs, like bruising.
- Behavioural signs, like becoming aggressive or withdrawn.
- Developmental signs, like a child not progressing.
- Family signs, like domestic violence.
- Cowering/shyness to people
- Signs of neglect.

If you notice any of the above signs please contact management at Zero2Five Homebased Care ECE immediately, to ensure appropriate actions are taken.

Any person disclosing information in good faith regarding suspected child abuse will be assured confidentiality and the protection afforded by the law.

Zero2Five will offer support to all involved in abuse allegations.

## **PROCEDURES FOR USING PROFESSIONAL AGENCIES**

As a service provider we work with Child, Youth and Family services.

Child, Youth and Family – 0508 FAMILY (0508 326 459)

## **LAW AND REGULATIONS**

The law and regulations are in place to protect children from child abuse. Children are covered for care and protection against child abuse, by the law and Child, Youth and Family are there to ensure the law is enforced. This covers care, protection and neglect, treatment, deprivation and safe from harm for every child.

**PROCEDURES:** Responding to suspected child abuse. If child abuse is suspected, as a service provider we are obligated to take the necessary steps to ensure follow up is made.

If a child or young person tells you they are being abused:

- Don't panic.
- Listen.
- Write down what the child says.
- Don't interview the child about what they have said.
- Reassure the child that they have done the right thing. Tell them that they will get help.
- Liaise with Zero2Five Homebased Care ECE management with what steps you plan to take.
- Zero2Five Homebased Care ECE will contact Child, Youth and Family or the Police.
- If nothing seems to be happening, Zero2Five Homebased Care ECE will contact Child, Youth and Family again.
- Do not discuss this with any unauthorised party due to confidentiality.
- Keep accurate notes and records, and keep in a safe place.

If it is a parent in which you suspect child abuse from please inform the service of this so that we can be confidential about it (i.e. not approaching parent in regards to the suspicion)

Child, Youth and Family will have to take charge if it is a parent that is suspected, as an educator you do not have the right to remove the child from the parent so immediate action must be taken in this instance.

If a programme co-ordinator suspects an educator is committing child abuse, she is to inform Zero2Five Homebased Care ECE management immediately and the educator will be removed from caring for the child until the matter is cleared up entirely.

## **APPROPRIATE BEHAVIOUR**

As Zero2Five Homebased Care ECE is a Homebased Care service, generally the parents and any other adult will not be around the educator at all times therefore the following procedures have been developed to ensure appropriate behaviour.

- Only named educator can change the child's nappy or dress the child.
- It is not appropriate to touch a child in places deemed private unless you are cleaning a child for a nappy change.
- No one other than the educator may touch the child in any way.
- Gentle handling of the child only, no forceful handling is accepted.
- All children must be supervised at all times to ensure the safety of the child and may not be left with any other person at any time.
- Educators must have an open door policy and allow Zero2Five management and co-ordinators access whenever requested.
- Only adults named on the child's enrolment form will be allowed to pick that child up from care.
- Parental permission is required for outings and excursions

## **PROFESSIONALISM**

All educators are advised to keep their personal lives separate from their working environment.

All educators are employed as educators and caregivers and this is a very professional role, therefore all educators need to be professional at all times.

## **RELATIONSHIPS WITH PARENTS**

Encourage parents to be actively involved in their child's play, development and general well being.

Parents are to be aware that we have a child protection policy in place, and make parents aware of what our policy covers.

Parents can actively make a complaint to Zero2Five Homebased Care ECE management /co-ordinator at any time following our complaints procedure policy.

## **PREVENTATIVE EDUCATION**

Information booklets will be available throughout the year as they become available covering topics like 'keeping children safe' and 'road safety'. Community based education programmes are available to parents/nannies and as a service provider we can provide further information.

Regular training will be set in place as it becomes available to keep educators/families aware of how to keep children safe

# POLICY 4

## BEHAVIOUR GUIDANCE POLICY

### (DEVELOPING SOCIAL COMPETENCE)

**Rationale:** Educators are required to model pro-social skills at all times. Affection, acceptance and achievement are our daily goals for each child. Our philosophy is that each child has unique individual potential which requires nurturing through effective guidance rather than discipline.

**Te Whaariki: Belonging Goal 4:** Children experience an environment where they know the limits and boundaries of acceptable behavior.

**Objective:** A behavior management policy ensures there are clear guidelines when dealing with children's behavior. This ensures the child's safety at all times as well as the educators. Every child shall be guided in a positive way.

#### **Prevention Strategies:**

- Educators will actively set boundaries and limits alongside of the parents for each child. These limits and boundaries need to be agreed upon to achieve acceptable behavior.
- Behavioral expectations need to be clearly established and consistent reinforcement of this; this can be achieved by positive reassurance, praise and encouragement for appropriate behavior.
- All children will be actively engaged in activities and age appropriate strategies are in place to ensure appropriate behavior and what to do when not acceptable.
- Educators will provide a positive interactive and age appropriate environment with enough resources and equipment available for the amount of children in care.
- Educators are to give children clear consistent instructions when dealing with undesirable behavior.
- Routines will be established and adhered to as much as possible.

#### **Procedures**

- Re-direction, i.e. guide child towards more appropriate behavior or activity.
- Promotion of peaceful problem solving strategies which empower children.
- Always offer the child an explanation of why certain behavior is unacceptable and inform the child of the desirable behavior.
- Allowing the child time to correct his or her behavior i.e. by approaching the situation and asking " what is happening here?" then offering choices to the child on how it could be handled differently.
- Removing the toy, activity or object that is central to the inappropriate behavior after a warning has been given.

- Extremely inappropriate behavior may result in 'inclusionary time out' meaning they will have some quiet time away from activities i.e. thinking chair or quiet corner (Minutes should be appropriate to age of child) **the child must always be within the educator's sight at all times.**
- Educators will always refer to the *behavior* not the child for example: "I do not like that behavior" in this way it is the behavior that is rejected and not the child.
- Parents are always notified of the occurrence of repeated or extreme inappropriate behavior in the programme journal and the methods used to modify it.
- Developmental understandings and expectations will be taken into consideration when dealing with behavior guidance issues.
- A behavior management plan needs to be established between the family, educator and coordinator when unacceptable behavior occurs repeatedly. This will ensure that it is dealt with in a consistent manner.
- All outbursts/unacceptable behavior can be recorded in the daily diary for parent's reference.
- Zero2Five Homebased Care ECE **will not** tolerate hitting children or yelling at children under any circumstances.

# POLICY 5

## ILLNESS, IMMUNISATION AND MEDICINE POLICY

**Rationale:** To guide and assist educators in identifying, managing and documenting illness and preventing the spread of infectious disease.

**Objective:** Zero2Five Homebased Care ECE are aware that it can be difficult for families to know when their child is sick enough to need to stay home and we appreciate that sometimes it can be difficult or stressful for families to take leave from work. However, it is important that families maintain a focus not only on the wellbeing of their own child but also upon the wellbeing of any other children enrolled with the educator and also the health of the educator and the educator's family.

### **Te Whaariki: Strand 1- Well- Being Goal 1.**

Children experience an environment where their health is promoted.

### **CHILDS EMERGENCY/MEDICAL DETAILS**

When a child is joined up with Zero2Five Homebased Care ECE health information is recorded on the child enrolment form, which holds details for the following:

- Doctors name/phone number.
- Any known allergies and medical issues.
- Emergency contact/s

These forms are to be accessible at all times and can also be found in front of daily diary.

### **Immunisation**

All parents are required to state whether their child is immunized or not on the enrolment form upon enrolment. A copy is taken of all immunization records; these are kept on the child's file. If a child is not immunized and there is an outbreak of an illness then the parent must be notified immediately and the child removed from care until isolation period is ceased. For the child's own well being it is helpful to make educators aware after each immunisation is given.

### **Procedures**

Parents /Guardians are asked not to bring children to their educator if child displays any of the below symptoms:

- When a child registers a temperature of **38°C** or above as measured in the ear (or under arm for small babies)
- Loose bowels that occurs more than once within 3 hours
- Vomiting
- Discharge from the eye or ear
- Skin that displays rashes, blisters, spots, crusty or weeping sores

- Stiff neck or other muscular and joint pain /headaches
- Persistent, prolonged or severe coughing; or difficulty in breathing.
- Green mucus/discharge from nose

If a child develops any of these symptoms whilst in the educators care a parent/ guardian will be notified immediately. If unable to contact the parent/guardian an emergency contact will phoned and the child will be picked up from care within an hour.

**If an illness is considered an emergency or child is unconscious.**

1. Educators will commence first aid.
2. An ambulance will be called immediately.
3. Parents and/or emergency contact persons will be notified.
4. Where ever possible please inform the programme co-ordinator who will be able to advise and assist you. Illness must be documented in accident/illness register in daily diary.

**Educators must stay with the sick child until either the parent or programme co-ordinator arrives but must never leave other children in their care unattended or with other people. Children will be kept calm and reassured for instance reading a story or singing to them.**

**Medication:**

If a child requires medicine whilst in care this must be recorded in the child's daily diary with dosage, and frequency required and signed by the parent and educator. The record must be filled in each day that the child requires medication.

- Only medication prescribed by a doctor for that child will be given.
- No medication will be given if the medication record in daily diary is not completed.
- Medication is not to be left in the child's bag.
- **All Medication** needs to be authorised, including eye drops, cough mixture, panadol and asthma pumps

If the child has a pre existing medical condition such as severe allergies, asthma, epilepsy or diabetes at the time of enrolment that requires medicine is administered regularly, it is required that details of this are on the enrolment form. An individual action plan is required from the family and their doctor at the time of enrolment.

The educator will receive training and support regarding how and when to administer medicine, and advised how to manage the condition. Parents are to advise Zero2Five Homebased Care ECE of any changes occurring in their child's condition.

As per enrolment form educators have been given prior permission to administer products such as arnica, sting goes and other natural products of this nature.

If a child's illness is not severe and the parent/guardian brings them into the service, care will be provided at the educator's discretion. However it is not the educator's responsibility to make primary health care decisions regarding sick children this is ultimately the responsibility of the parent/guardian. Educators will collaborate with parents on how best to manage the child's illness.

# **POLICY 6**

## **HEALTH AND SAFETY POLICY**

**Rationale:** All educators strive to provide, for the welfare of the children, a safe and stimulating environment. Educators must also take steps to ensure their own safety at work.

**Te Whaariki: Well-Being: Goal 3:** Children and adults experience an environment where they are kept safe from harm.

**Objective:** To ensure the safety and care of the children and educators is paramount at all times and all reasonable steps are taken to ensure this.

**Reference: Education (Early Childhood Services) Regulations 2008. Regulation 46, Home-based Licensing Criteria HS22**

### **INJURY PREVENTION**

In all situations health and safety is priority and must be dealt with extreme care and caution. If a child is injured while in care, they must be dealt with immediately and all first aid treated on the child must be recorded in the accident register in the daily diary. If a child is needed to be taken to hospital then the educator must ensure that their parent is notified immediately and given instructions on where the child is going. All other parents of the children in care must be notified immediately and alternative arrangements made. All educators are obligated to maintain a healthy and safe environment for the children at all times.

The health and safety checklist will be completed to help prevent injury and accidents.

Children will never be left alone under any circumstances.

Children will remain seated while eating.

### **EDUCATOR INJURY/ACCIDENTS**

**Reference: - Health and Safety in Employment Act 1992.**

In a non emergency situation the educator should contact the parent of the child to discuss the appropriate action i.e. parent comes home or educator takes child/children with them whilst they seek medical attention.

In an emergency the educator should dial 111 and then contact child/children's parent to collect if not possible child/children should stay with educator till such time the child/children can be collected by parent. Wherever possible contact Zero2Five Homebased Care ECE Management or co-ordinator for assistance. Emergency contacts can be found in the front of the daily diary.

## **CHILDS EMERGENCY/MEDICAL DETAILS**

When a child is joined up with Zero2Five Homebased Care ECE health information is recorded on the child enrolment form, which holds details for the following:

- Doctors name/phone number.
- Any known allergies and medical issues.
- Emergency contact/s

These forms are to be accessible at all times. Medical information can be found in your child's Daily Diary so your educator has full knowledge at all times. Any Change in your child's Medical History please inform Zero2Five Homebased Care ECE as soon as possible so the appropriate training can be provided to your educator (if needed).

## **FIRST AID**

All educators must have a current first aid certificate or will be completing one within one month of commencing on the programme. Basic first aid can be administered as required for minor injuries/medical situations and further medical advice sought (if required).

## **FIRST AID KIT**

First aid kits need to be replenished after use and kept updated. The first aid kit must be easily accessible to adults but out of the reach of children. The contents will be checked by the programme co-ordinator on each visit.

First aid kits should include the following (or these items are available on the premises):

- Disposable gloves
- Sterile saline solution (or some other means of cleansing wounds)
- Safety pins, bandage clips or tape (or some other means of holding dressings in place)
- Sterile wound dressings, including sticking plasters
- Rolls of stretchable bandage
- Triangular bandage (or some other means of immobilising an upper limb injury)
- Scissors
- Tweezers
- Cold pack
- First aid manual
- National Poisons Centre phone number
- 0800 POISON / 0800 764766

- Health line phone number- 0800 611 116

## **IN AN EMERGENCY**

In a minor situation the parent of the child is the first contact allowing the parent to make the decision for treatment.

## **ABSOLUTE EMERGENCY OR CHILD IS UNCONSCIOUS**

1. An ambulance will be called immediately
2. Educators will commence first aid.
3. Parents and/or emergency contact persons will be notified.
4. Where ever possible please inform Zero2Five Homebased Care ECE management or programme co-ordinator who will be able to advise and assist you.

**Educators must stay with the sick child until either the parent or programme co-ordinator arrives but must never leave siblings or other children in their care unattended or with other people during an emergency.**

**All injuries and accidents will be recorded the accident log in daily diary.**

## **OCCUPATIONAL SAFETY AND HEALTH**

Home and safety checks are done on the property to ensure a safe environment. Safety checks are done by the programme co-coordinator on site and are regularly checked. Educators must at all times be aware of all dangers in and around the home/community. This is to be recorded on a hazard register which is located in the educator's home on the wall underneath the evacuation plan.

Educators must at all times prevent and try to eliminate any potential hazards that may arise.

## **SUPERVISION OF CHILDREN**

Educators must ensure that children are within sight at all times. Children must never be left in anybody else's care unless with Zero2Five Homebased Care ECE management or co-ordinators (in cases of emergency).

## **MEDICINE ADMINISTRATION**

Medicine (prescription or non-prescription) is not given to a child unless it is given by a doctor or ambulance personnel in an emergency or by the parent of the child. Written authority from the parent is required before any medicine can be administered by the educator. Medicines are stored safely and appropriately, and are disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time.

## **RECORD OF ACCIDENTS**

All accidents and medicines administered will be recorded in the programme journal for reference if required. Educators and parents are both required to sign, stating they are aware of the accident.

## **FIRE EVACUATION**

A plan is drawn by the educator of the suitable fire escape for the property in which the child is cared for. This plan is to be displayed in a visible easily accessed area.

Fire drills to be carried out regularly with the children's involvement. The educator is responsible for all children in her care to be taken to the safe meeting point.

## **EARTHQUAKE PROCEDURE**

A plan is drawn by the educator of the suitable earthquake for the property in which the child is cared for. This plan is to be displayed in a visible easily accessed area.

Earthquake drills to be carried out regularly with the children's involvement. The educator is responsible for all children in her care to be taken to the safe meeting point. Please see Policy 16.

**Note:** If people are seriously injured, this must be reported to Occupational Safety and Health (OSH). For more information, refer to the Department of Labour website, find link in appendix. A serious injury form must be filled in please find in daily diary.

# POLICY 7

## HEALTHY FOODS POLICY

**Rationale:** Zero2Five Homebased Care ECE recognises the importance of promoting healthy food messages to children, families.

**Objective:** To encourage and promote to children, families and educators healthy eating habits.

### **Te Whaariki- Well-being -Goal1:**

Children experience an environment where their health is promoted.

### **Procedures:**

- The educators are at all times to provide a healthy balanced diet for each child.
- If there are any special dietary requirements for the child the educator is to follow these needs.
- If any food given to the child that is outside of their lunchbox this needs to be documented in the daily diary.
- Food is served at appropriate times to meet the nutritional needs of each child while they are attending.
- Where food is provided by the educator, it is of sufficient variety, quantity, and quality to meet child's needs.
- Where food is provided by parents, the service encourages and promotes healthy eating guidelines.
- Food is prepared, served, and stored hygienically.
- There is continuous supply of water that is fit to drink and is available to the children at all times, and older children are able to access this water independently.

### **BOTTLE FEEDING**

- Infants under 2 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 of any type is to be approved by the child's parent.

**Any food allergies need to be documented upon enrolment and the educator made aware of the allergy.**

# POLICY 8

## ALCOHOL, SMOKING AND SUBSTANCE ABUSE POLICY

**Rationale:** Zero2Five Homebased Care ECE are aware of the damaging effects of smoking, alcohol and illegal substances both on the body and the mind, therefore we have a complete alcohol, smoke and substance free environment

**Objective:** To keep children in a safe environment to promote good habits and healthy living for children, educators and families.

### **Te Whaariki -Well-Being Goal 1:**

Children experience an environment where their health is promoted

### **Procedure**

- Alcohol is not allowed during the hours that children are in care
- All alcohol will be out of reach of children or stored in a locked cupboard
- Smoking is not permitted when children are in care
- Any other family members or visitors will not smoke in front of children and will smoke away from the premises
- No smoking in or around the vehicle in which the child is to travel in
- Any person entering the premises smoking will be required to extinguish the cigarette or they will be asked to leave
- No drugs will be permitted except for prescription medication which would be kept securely in the home
- Any educator found drinking or taking substances whilst children are in care will be immediately dismissed from Zero2Five Homebased Care ECE
- Healthy habits and living will be promoted
- All Educators will enforce this policy with parents/guardians and visitors to their home

# POLICY 9

## SUNSMART POLICY

**Rationale:** To support the cancer society message of “SLIP, SLAP, SLOP, AND WRAP”

**Objective:** To protect children and educators from the damaging effects of the sun and to ensure children gain an understanding of ways to keep themselves safe from harm.

**Te Whaariki -Well- being-Goal 1:**

Children experience an environment where their health is promoted.

**Procedures**

- Educators will be mindful of the damaging effects of the sun and minimise the risk of sun exposure.
- Children will be required to wear sun hats outside.
- Parents will provide sunscreen and educators are required to apply this throughout the day whenever children are exposed to the sun
- Educators are expected to role model the habit of wearing sun hats and sunscreen when outside.
- If a child refuses to wear a hat the educator will direct the child to an area of shade or to an indoor activity.
- If a child arrives without a hat the child’s outdoor play will be limited to shaded areas only.
- Drinking water must be available at all times to avoid dehydration.
- Frequently used outdoor play areas require some shade from the sun.
  
- Sun is reflected off water so educators need to take particular care during water play.
- Infants who remove hats constantly will have sunscreen applied directly to their scalp

# **POLICY 10**

## **HAND WASHING POLICY**

**Rationale:** Zero2Five Homebased Care ECE are committed to ensure that healthy practices are enforced and that children learn ways to keep themselves in good physical health.

**Objective:** Our aim is to eliminate the risk of infection or illness and to make children aware and responsible for looking after their own health.

### **Te Whaariki -Well- being-Goal 1:**

Children experience an environment where their health is promoted.

### **Procedure**

Educational instruction will be given to the children regarding washing of hands. Liquid soap and towels are available for both children and educators. Educators will role model and supervise (where possible) hand washing procedures.

Children will wash their hands after toileting, before eating and after handling pets. This will empower them to take care of their own wellbeing.

Educators must wash their hands after any interaction with children that involves contact with bodily fluids.

# POLICY 11

## NAPPY CHANGING POLICY

**Rationale:** Zero2Five Homebased Care ECE acknowledges that all children enrolled in care are at different stages in their development and that some children may still be in nappies or trainer pants. Educators will work with parents towards toilet training, unless there are any medical or developmental reasons why this would be inappropriate.

**Objective:** Our aim is to ensure consistency between the early childhood setting and the child's home.

### **Te Whaariki- Well-Being Goal 1:**

Children experience an environment where their health is promoted.

### **Procedures**

In the event of it being necessary to change a child's nappy, the following procedures will be followed.

### **In order to care for the children's physical needs we ask that parents/caregivers:**

- Make sure that wherever possible children arrive at the educators home wearing a clean nappy or trainer pants
- Provide nappies, cream, wipes and bags for soiled nappies so that if it is necessary to change the child their individual needs can be met
- Discuss any issues arising from the policy with the child's educator

### **The educator will ensure that:**

- The changing mats will be cleaned before and after a child is changed with a suitable disinfectant cleaner
- A child will never be left alone on the changing mat. Adults are to gather everything required before placing the child on the change table and keep one hand on the child at all times
- Only the named educator is allowed to change nappies
- The nappy area will be warm and inviting for the child
- Educator's will wear clean disposable gloves for each bowel motion
- Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using bacterial soap before and after changing nappies

- Dirty nappies will be bagged and thrown away immediately
- The child's privacy and dignity will be respected at all times during nappy changing
- The educator will write down all nappy changes in the programme journal
- If requested by parents/caregivers the educator will apply nappy cream. The parents/caregiver should supply their own in a named tub. Use a clean set of gloves to apply the cream
- If children are away from the home environment, a change mat is required for the child to lie on and must be wiped down and sanitised after each change
- The educator will talk to the child through-out the nappy change procedure. This is a great opportunity for one-one interactions.

# POLICY 12

## EXCURSIONS POLICY

**Rationale:** At Zero2Five Homebased Care ECE we recognise the importance of providing a variety of experiences. Planned or spontaneous excursions stimulate children's understanding and awareness of our community

**Objective:** It is essential that these excursions are planned for and carried out in a manner that promotes safety for any educators and children involved.

### Guidelines

- Educators must have written parent permission when taking the children in their care out of the home on outings, either walking or in a motor vehicle. Permission for excursions must include the venue, date, times, cost and any further information relating to the excursion.
- Educators are to ensure all children are in a safe, secured car seat.
- A risk identification form must be filled out for possible hazards of the venue.
- The educator's vehicle used must have a current Registration, Warrant of Fitness and the educator must have a full licence.
- A fully charged cell phone must be on hand at all times as well as children's contact details.
- A first Aid kit must be taken with the educator on all excursions.
- Educators will take water, snacks, lunch, spare clothing, nappies, change mat, wipes, plastic bags, prams and anything else relevant to the child's daily needs.
- No smoking is permitted on any excursions.

# POLICY 13

## TRAVEL IN VEHICLES POLICY

**Rationale:** To promote safety and awareness for children and educators.

**Objective:** To ensure that children are aware of the rules and how to keep themselves safe whilst travelling in a vehicle.

### **Te Whaariki: Well-Being Goal 3:**

Children experience an environment where they are kept safe from harm.

### **Procedures:**

- Each Child is to be restrained in an approved car seat as required by the Land Transport legislation.
- Written permission is to be obtained upon enrolment by the parent for travelling short distances begin.
- Children are never to be left alone in any vehicle at any time.
- Educators must lead by example by wearing their seatbelts at all times.
- Educators will explain to the child the importance of sitting in their car seat.
- Educators will ensure that they can see each child through their rear vision mirror as they drive.
- Educators will not drive unless the restraints are done up.
- If a child undoes the straps the educator will stop the car explaining to the child that they will not drive until the straps are fastened safely.
- If the child needs the educators full attention the educator will stop the vehicle and tend to the child.
- It is recommended by Zero2Five Homebased Care ECE that children do not eat whilst in the car seat.
- Any vehicles that children are travelling in must have a current Warrant of fitness and Registration.

# POLICY 14

## SETTLING POLICY

**Rationale:** In the early years of child development, it's important that children are exposed to positive learning experiences in an environment where they feel safe and comfortable. Effective and consistent settling-in procedures will ensure that this is possible.

**Objectives:** Zero2Five Homebased Care ECE want to ensure all children enrolled on the Zero2Five Homebased Care ECE programme feel safe and secure in the home environment. All educators must have a clear settling in procedure which children have the same routine each day. Familiar, unhurried regular routines that children can anticipate such as welcoming and farewells provide reassurance and should be designed to minimize stress on both children and adults.

### **Te Whaariki: Belonging Goal 3:**

Children and their families experience an environment where they feel comfortable with the routines, customs and regular events.

Zero2Five Homebased Care ECE suggests the following to help the settling process:

- Parents and their children are encouraged to visit as often as possible before the child is expected to attend. We suggest visiting regularly for at least the fortnight prior to your child's attendance.
- At these visits parents are encouraged to get to know their child's educator and share information about their child.
- Parents are encouraged to fill in and discuss the daily routine form found inside the child's daily diary.
- Parents are encouraged to bring any special cuddly or toy that may help their child settle.
- Parents are encouraged to always say goodbye to the child as this maintains the trust that the child has with the parent. We strongly discourage 'sneaking out' as this can build up negative trust with the educators and the parent/s.
- An open door policy is maintained allowing the parents to visit anytime during their child's enrolled hours.
- Sometimes making the periods shorter that the child is left with the educator in the initial stages can help also with the settling process.
- In a situation where a child is placed with a new educator children are allowed to settle before implementing an educational programme.
-

- Breast feeding mothers are supported and encouraged to visit the educator's home for feeding as often as necessary.
- Each child will settle at their own pace. Parents should allow time for themselves/child to settle into their new environment. Remember there will be good days and bad days in the settling period.

Co-ordinators and educators are aware of the difficulties some parents may experience when leaving their child for the first time. Co-ordinators will be available during the initial transition and settling period of the new child /family if required.

# POLICY 15

## TRANSITION TO SCHOOL POLICY

**Rationale:** At Zero2Five Homebased Care ECE we recognise that primary school learning environments are quite different to early childhood settings. Our aims are to prepare children emotionally, socially, cognitively and physically for school.

**Objective:** We aim to empower children with a love of learning to make the transition as smooth as possible.

### **Te Whaariki: well Being – Goal 2**

Children experience an environment where their emotional well being is nurtured

#### **Procedures:**

- Prior to attending primary school educators will encourage self help skills, concentration span, respect for others and the environment.
- Educators will have discussions with children about what to expect. Books, pictures and wherever possible outings will be used to help children gain an insight into the differences between the early childhood setting and primary school.
- Educators will guide children to self help at meal times i.e. opening packets and lunch box lids by themselves
- Zero2Five Homebased Care ECE encourages communication between our educators and new entrant teachers.
- Zero2Five Homebased Care ECE co-ordinator will implement an educational programme that will assist them with a smooth transition.
- Zero2Five Homebased Care ECE co-ordinator will share with families /educators any knowledge information or books they have accessed about local primary schools.

# **POLICY 16**

## **EMERGENCY PROCEDURES POLICY**

At Zero2Five Homebased Care ECE we are committed to the safety of children and educators within our programme. We believe in educating our educators and children in emergency procedures to ensure that in the event of an emergency situation everybody involved will follow a clear, well rehearsed procedure.

### **Earthquake**

#### **Guidelines**

- Each Educator has a well resourced civil defence supply kit which is checked Monthly to ensure validity of items.
- Educator and children will practice the Earthquake drill every 3 months – the educator will sign the “Evacuation Plan” as proof that it has been completed. The Programme Co-Ordinator will also sign the evacuation plan to say she has sighted this.

In the event of an earthquake the following steps will be taken:

- The educator will alarm the children that there is an earthquake.
- The educator will instruct the children, to either get under a table or into a doorway. Children will remain in this position until given the all clear.
- The educator will then check the hazards and decide whether it is safer to remain in the home or to evacuate.
- If evacuation is deemed necessary, the educator is to remain calm, take their children’s manuals with emergency contact details, cellphone, emergency kit and escort the children safely out of the home.
- Assemble in your meeting place which is stated in your evacuation plan and do a count of your children to ensure they all got out safe. Parents will be contacted of event.

# Fire

## Guidelines

- Educators are to have a well resourced civil defence supply kit which is checked every 3 months ensure validity of items.
- Educator and children will practice the Fire drill every 3 months - the educator will sign the "Evacuation Plan" as proof that it has been completed. The Programme Co-Ordinator will also sign the evacuation plan to say she has sighted this.

### **In the event of a fire the following steps will be taken:**

1. In the event of a fire drill, alert the children immediately.
2. In the event of a fire, and the fire service needs to be called, educators dial 111. Take cellphone with you.
3. Educators are to get all children out of the home, leaving through the nearest fire exit.
4. Report to designated assembly areas.
5. Count children using a physical head count.
6. Educator is to phone the parents of the children.
7. Educators will remain calm and entertain children as best as possible, i.e. singing songs, telling stories.

## **Storm Force Winds or Cyclones**

1. All programme occupants should stay inside the buildings and away from doors and windows until the all clear is given.
2. Open windows on the side of the building away from the wind to reduce the likelihood of the roof lifting.
3. If outside, seek shelter to avoid flying debris.

# POLICY 17

## FINANCIAL POLICY

**Rationale:** Good financial management practices ensure the long term viability of our service.

**Objective:** To be able to help parents and educators sustain and maintain a quality learning programme for children in a home environment.

**Te Whaariki: Belonging Goal 3:**

Everyone experiences an environment where they feel comfortable with the routines, customs, and regular events.

Zero2Five Homebased Care ECE Management is to make audited annual financial statements available to educators, parents/guardians, Whanau, the local community and Government for the use of Ministry of Education funding by:

- Displaying the audited annual financial statement.
- Making a copy available to educators, parents/guardians, Whanau, the local community and government, to account for the use of Ministry of Education funding.
- Ensure the statement shows how the centre achieved its goals and objectives.

Management is to ensure efficient administration of Zero2Five Homebased Care ECE accurate financial accountability to ensure that the funding received is used towards achieving the goals of the Zero2Five Homebased Care ECE Licence.

- To produce a yearly budget in advance and to ensure the objectives in the Zero2Five Homebased Care ECE License can be effectively carried out.
- To keep records of all financial transactions accurate and up to date.
- Parent fees and government bulk funding are paid into Zero2Five Homebased Care ECE accounts via automatic payment authority.

# POLICY 18

## FEES AND SUBSIDY POLICY

**Rationale:** To ensure a clear understanding to educators and families of how the fees are structured

**Objective:** To ensure that parents, families and educators are made aware of any subsidies they may be entitled to and how these will be paid.

### **Te Whaariki: Contribution- Goal 1**

Children and families experience an environment in which there are equitable opportunities for learning, irrespective of gender, disability, age, ethnicity or background.

### **Standard Fees:**

Hourly Fee \$5.30 per Hour

(Min 9 hours per week)

### **Standard Fees Apply To The Following Children:**

All children aged 0, 1 and 2 years old

All Children whose parents have chosen not to accept 20 ECE hours

All Children whose parents have not completed the Ministry of Education Attestation Form

All Children who are receiving 20 ECE hours once the 20 ECE hours have run out standard fees applies.

### **Work and Income Subsidies:**

Zero2Five Homebased Care ECE is a Ministry Of Education licensed home based care service provider which enables us to work directly with Work and Income (WINZ). This allows Zero2Five Homebased Care ECE to access Work and Income Subsidies to help our parents pay for childcare.

Work and Income makes payments directly to Zero2Five Homebased Care ECE 2 weeks in arrears. Upon receipt of payment (Thursday of each week) is then paid directly into your Educators account this does include all arrears payments made to Zero2Five Homebased Care ECE. Please note ALL Work and Income payments made to Zero2Five Homebased Care ECE on your behalf have to go into your Educators account. Zero2Five Homebased Care ECE at no time retains any monies paid by Work and Income for your child's care.

Zero2Five Homebased Care ECE will provide a personalised PAYMENT CONTRACT for family and educator, which will outline the breakdown of the WINZ subsidies and the Ministry of Education subsidies, which is paid through Zero2Five Homebased Care ECE.

It is your responsibility to ensure all documentation has been obtained from your local Work and Income office or Zero2Five Homebased Care ECE and correctly filled out and returned to Work and Income in a timely manner to ensure minimal delay. Full payment to Zero2Five Homebased Care ECE is required until your childcare subsidy has been approved and Zero2Five Homebased Care ECE have been notified. Should your subsidy be suspended for any reason parents must pay Zero2Five Homebased Care ECE in full until the subsidy is reinstated.

Zero2Five Homebased Care ECE will contact family to notify you of any payment changes so adjustments of payments to Zero2Five Homebased Care ECE can be made, this will also be confirmed via e-mail. A new PAYMENT CONTRACT will need to sign by family.

If there is a decrease in your childcare hours please give 2 week's notice to Zero2Five Homebased Care ECE this will allow time for parents to make the relevant changes and for work and income to process their application.

Should the Educator take annual leave, sick days, bereavement leave or any other leave that refrains them from providing care please advise Zero2Five Homebased Care ECE immediately to arrange alternative care. Work and Income Child Care Subsidy will continue and will be paid to your alternative Educator.

## **9 FREE HOURS**

The 9 free hours is only available to:

- Families who have children under 3 years old
- Families who are eligible for the maximum WINZ subsidy

The hours must be spread over a 2 day period a maximum of 6 hours per day and a maximum of 9 hours per week. These hours may not be used on a public holiday or carried over to another week.

It is the family's responsibility to inform WINZ of any change to circumstances which may affect their eligibility.

It is the family's responsibility to inform WINZ if their child is absent from the service for any reason and have given 24 hours notice of this absence to Zero2Five Homebased Care ECE.

It is the family's responsibility to inform WINZ when their child leaves the programme.

## **20 ECE HOURS:**

All children aged 3 and 4 who are enrolled on the Zero2Five Homebased Care ECE programme are eligible for 20 ECE hours. The hours must be spread over a week's period a maximum of 6 hours a day up to 20 hours per week. These hours may not be used on a public holiday or carried over to another week.

Your child is able to use the 20 ECE hours at more than one service. For example if your child attends kindergarten in the mornings and Zero2Five Homebased Care ECE in the afternoons the hours can be shared between the two services.

It is your decision how the hours will be spread between the services. For example 3 hours used at kindergarten and 3 hours used at Zero2Five however it must not exceed the 6 hours per day or 20 hours per week across all services that the child attends.

Upon enrolling a child who is aged 3 or 4 you will be required to fill the attestation section on the enrolment form. This is a legal document which confirms to the Ministry of Education how your child is using the 20 ECE hours. It must clearly state on the attestation section how many hours of the 20 hours ECE your child will receive at each service.

If your child's hours change you **MUST** fill in a change of hours form.

### **Cancellation Charges Apply As Follows:**

- 50% of normal fees are charged to all cancellations made 24 hours in advance of a booking which is then cancelled.
- Full fees are charged for all cancellations made within 24 hours or where cancellation is received.
- An automatic payment form is sent out upon enrolment which will need to be filled out and returned. Invoices will be sent out weekly.
- Any over payment due to 'human error' will be expected to be repaid by the family.
- It is the parent's responsibility to notify Zero2Five Homebased Care ECE of any changes that may affect the payments made to the educator.
- If fees are not paid the debt will be referred to a collection agency unless prior arrangement has been made.
- Educators can fax, e-mail or post their timesheets to head office ensuring it is received by Tuesday the following week. Original timesheets can be given to Programme co-ordinator on her next visit.

Zero2Five Homebased Care ECE is seen to be a continuous service operating all year round with the exception of the following statutory holidays

- 25<sup>th</sup> December, Christmas Day
- 26<sup>th</sup> December, Boxing Day
- 1<sup>st</sup> January, New Years Day
- 2<sup>nd</sup> January, which is the day after New Year's Day
- 6<sup>th</sup> February, Waitangi Day, Good Friday
- Easter Monday, 25<sup>th</sup> April
- Anzac day,
- Queen's Birthday 1<sup>st</sup> June,
- Labour Day

All remaining days of the year Zero2Five is open and normal care arrangements are provided to families.

As Zero2Five is not seen as "closed" on any day alternative care is offered in place of your normal educator with the exception of the above statutory holidays

Educators are self employed individuals and need to set IRD payments up directly with IRD.

Zero2Five Homebased Care ECE is not responsible for paying the Educators PAYE/GST/TAX or ACC this also stated in the contract between Zero2Five Homebased Care ECE and the educator. Please Contact IRD 0800 227 774 for more information

# POLICY 19

## NANNIES FEES POLICY

**Rationale:** A fees policy is needed to ensure all Parents and Nannies are aware of how the fees are paid and who pays them. All relevant forms such as enrolment and timesheets need to be up to date and collected weekly to ensure correct payment to the Nanny.

**Objectives:** Nannies and Parents are to have a clear understanding of fees they are paying or receiving and needs to be outlined through an individual contract between the Parent and Nanny.

### FEES SCHEDULE AND PROCEDURE

Upon enrolment Parents are given a contract which they can use to modify to suit their childcare they requirements. As it's the parent's requirement to pay the Nanny, Parents and Nanny must negotiate together their contract. The contract must include the Nannies hourly rate, sick leave, holiday pay, public holidays and any other conditions that maybe required by both Parents and Nanny. All contracts must be signed by both Parents and Nanny.

Nannies are responsible to their own PAYE/GST/TAX and ACC. Zero2Five Homebased Care ECE is not responsible for paying the Nannies PAYE/GST/TAX or ACC this also stated in the contract between Zero2Five Homebased Care ECE and the Nanny. Nannies are self employed individuals and need to set IRD payments up directly with IRD. Please Contact IRD 0800 227 774 for more information.

The fees policy outlines the subsidy that Zero2Five Homebased Care ECE pay which is provided through the Ministry of Education. Each Child that is enrolled on the Zero2Five Homebased Care ECE Programme is entitled to a subsidy to help parents pay for childcare. The subsidy is dependent on the age of the child. Subsidies are paid hourly and a maximum of 6 hours per day, 30 hours per week.

Subsidies are paid as follows:

- For children aged 0-3 years of age, the Ministry of Education will pay \$1 per hour for up to 6 hours per day, 30 hours per week.
- For children aged 3-4 years of age who qualify for 20 ECE Hours, the Ministry of Education will pay \$4 per hour up to 6 hours per day, 20 hours per week. For each child that is enrolled with Zero2Five Homebased Care ECE for more than their 20 ECE Hours will then receive \$1 per hour 6 hours per day for the remaining 10 hours.

Parents with children 3-4 years of age have the option to choose where they would like to use their 20 ECE Hours. Parents may choose to use their 20 ECE Hours at two different early childcare organisations please ensure enrolment forms are filled out correctly stating how you would like to use your 20 ECE Hours. If there are any changes to the enrolled hour you must notify your Zero2 Five Co-ordinator as soon as possible.

It's the Nannies and Parents responsibility to ensure all timesheets are signed and faxed, e-mailed or mailed to Zero2Five Homebased Care ECE office each week before the Tuesday the following week. This is to ensure all subsidies payments can be made, if timesheets are not received by the Tuesday payment will be made the following week and no earlier.

Upon enrolment Parents are given information on Work and Income (WINZ) Childcare Subsidies which are available. These subsidies **are** income tested.

If Parents are eligible to receive a Work and Income Subsidy,

- All Work and Income forms need to be completed by the Parents and a Zero2Five Co-ordinator.
- Upon Work and Income Forms being completed Parents are to hand these into their local Work and Income office immediately.
- Work and Income Subsidies can take up to 6 weeks to process applications.
- Parents are to make FULL payment to their Nannies until Work and Income have approved their application.
- Upon approval Zero2Five Homebased Care ECE will notify the family of approval and the amount that is going to be back paid by Work and Income.
- All back payment/payments will be deposited into their Nannies nominated bank account.

# **POLICY 20**

## **FEES PAID FOR COURSES POLICY**

### **Level 4 Certificate in Early Childhood Practice from the Open Polytechnic:**

Educators are expected to complete the first module of the Open Polytechnic of New Zealand Family Day Care Course: **Certificate in Early Childhood Practice**. Educators are strongly advised to join the New Zealand Homebased Care Association and then they can enrol for this course at half price.

### **First Aid Courses**

All educators and staff must complete and hold a current first aid certificate.

All educators and staff are encouraged to participate in free community first aid courses run by approved organizations including St John and Red Cross. Should an educator have to attend a first aid course which cost fees, Zero2Five Homebased Care ECE will pay the amount in full.

On completion of the course, the educator must stay on the Zero2Five Homebased Care ECE programme for 6 months, if for any reason they leave before this time Zero2Five Homebased Care ECE reserve the right to deduct any amount paid by them for the course at the termination of the educators contract.

# **POLICY 21**

## **CONTRACTS POLICY**

### **DESCRIPTION OF EDUCATOR**

An educator is a caregiver/educator/nanny that is set up as a home based caregiver in their own home, or the child's own home, running their own business as a Zero2Five Homebased Care ECE educator, and may have up to four children at any one time from up to four different families.

Wages are to be arranged directly with the family and nanny's, Zero2Five Homebased Care ECE does not handle any wage administration.

Educators are responsible for their own Tax/GST/PAYE/ACC. Educators are self employed individually and need to set this up directly with IRD. Please contact IRD on 0800 227 774 for more information

Zero2Five Homebased Care ECE will not manage taxes relating to subsidy payments.

# TERMS AND CONDITIONS OF ZERO2FIVE HOMEBASED CARE AND EDUCATION CONTRACT

Between: The family (as specified in the CONTRACT; Contract Family and Educator (“Family”))

And: Zero2Five Home Based Care ECE (“Zero2Five”)

And: The Educator providing the Home Based Care and the Zero2Five Homebased Care ECE Education Programme (“Educator”)

- The Family will employ the Educator independently for their personal requirements as a family.
- Zero2Five Homebased Care ECE DOES NOT and IS NOT responsible for handling the Educators personal TAX/PAYE/ACC.
- Zero2Five Homebased Care ECE IS NOT responsible for any TAXES relating to the ‘SUBSIDIES’ due to the Educators/Nanny Educators.
- Educators are INDEPENDENT CONTRACTORS to Zero2Five Homebased Care ECE in all circumstances, therefore are responsible for managing their own personal TAX/PAYE/ACC.
- An individual contract, will be entered into between the Educator and Zero2Five Homebased Care ECE and Family
- Zero2Five Homebased Care ECE is NOT in any way employing any of the Educators, This is a relationship solely between the Educator and the Family. The Family is responsible for seeking relevant information on the employment law for legally employing a home based caregiver independently.
- Zero2Five Homebased Care ECE pays a Subsidy to each and every Educator Weekly into the Educators nominated Bank account. Payment day for this is overnight on a Thursday. Details on subsidy amounts are found on the CONTRACT.
- Contracts can be cancelled at any time in writing with 10 working days notice. Notice must be given directly to Head Office.

# Educators Contract

I \_\_\_\_\_ agree as a Zero 2 Five Homebased Care ECE Educator Contractor agree to abide by the following terms and conditions.

- To provide quality care in accordance to the Licensing Criteria for Homebased Education and Care Services 2008.
- I agree at the time of enrolment I am 18 years of age or over
- To pursue training opportunities and to complete the first Module of the Open Polytechnic of New Zealand **Certificate in Early Childhood Practice Level 4**, unless a higher qualification is held. This is a requirement by Zero2Five Homebased Care ECE.
- To attend any Development Workshops and training sessions run by Zero2Five Homebased Care ECE to ensure I am kept informed.
- To abide by Zero2Five Homebased Care ECE Policies and Procedures
- To implement Zero2Five Homebased Care ECE Education Programme for each child in my care with the guidance of a Zero2Five Homebased Care ECE Programme Co Ordinator
- To provide Zero2Five Homebased Care ECE a profile of myself to be published on [www.zero2five.co.nz](http://www.zero2five.co.nz)
- To maintain a high level of professionalism and respect a child and parent's right to confidentiality and do not have the right to openly discuss the child and parents personal or work matters.
- To contact the Programme Co Ordinator as early as possible if unable to care for a child, so alternative care can be arranged.
- To maintain an Open Door policy while children are in my care and will welcome any parent of a child in care (at the time of visit) to visit the child to allow the parent/guardian to assess the care and education the child is receiving well in my home is acceptable and whether the child is safe. Zero2Five Homebased Care ECE Programme Co Ordinator will also be welcome to make unannounced visits to ensure all Safety Standards and Policies and Procedures are being implemented and meet.
- I am able to borrow equipment from Zero2Five Homebased Care ECE such as books, puzzles and speciality educational toys and will maintain any equipment on loan from Zero2Five Homebased Care ECE in good condition. If for some reason any equipment becomes damaged, other than normal wear and tear whilst in your possession you are required to notify the Programme Co Ordinator and negotiate a suitable agreement as to replacing or repairing the item my damaged
- If the child is attending another Early Childhood Organisation Licensed to the Ministry of Education whilst in my care will be declared on the child's weekly time sheet and I will also inform the Programme Co Ordinator as soon as possible.

- I agree to complete all required time sheets and have them sent, e-mailed or faxed into Zero2Five Homebased Care ECE no later than the following Tuesday. I am aware that failure to do so will result in suspension of payments until timesheets are received.
- I agree that Zero2Five Homebased Care ECE is not my employer and that I am self employed and am contracted to provide Homebased Care through Zero2Five Homebased Care ECE and it is my responsibility to pay my TAX/PAYE/G.S.T
- I authorise Zero2Five Homebased Care ECE in accordance with the Privacy Act 1993, to collect and use my personal information and to contact any named referees and to also conduct a Police Vetting Check. I agree to any relevant information being available to any potential employer. I understand that confidentiality is a vital part of becoming an educator for Zero2Five Homebased Care ECE.
- I will ensure the Programme Co Ordinator receives written notice at least two weeks prior to any cessation of care by myself for any children/child, whether terminating this contract is permanent or for a temporary break.
- I agree that I shall not, during the period of this contract or at any time thereafter, disclose, publish or in any way disseminate confidential Zero2Five Homebased Care ECE information to any unauthorised person.
- Any of Zero2Five Homebased Care ECE procedures and information in which the Contractor may come into contact with during the term of this contract shall remain the property of Zero2Five Homebased Care ECE. I agree not to compete with Zero2Five Homebased Care ECE in any way.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# PARENT CONTRACT

- I understand Zero2Five Homebased Care ECE management reserves the right to seek professional guidelines in the case of suspected Child Abuse.
- I understand that the Ministry of Education regulations forbid the use of corporal punishment.
- I understand it is my responsibility to advise Zero2Five Homebased Care ECE immediately of any changes of enrolled hours or any changes of enrolment arrangements.
- I understand it is my responsibility to sign my child's weekly timesheet, and check that it is true and accurate to the start and finished times my child has been in care
- I will bring my child dressed appropriately for the weather and will provide play clothes, sunhat, warm hats, jacket and spare clothes.
- I accept in the case of the Educator having to obtain medical treatment for my child in an emergency it is my responsibility for all expenses incurred.
- I give permission for my child to be taken to an alternative emergency location e.g. civil defence centre in the event of an emergency.
- I agree to pay the enrolled hours or the actual hours attended whichever is greater. I understand that payment is due Friday end of the weekly care period. I understand that care will stop the first Monday following two weeks of non payment of fees. I understand that care will resume once payment of fees are received in full.
- I agree to pay for absences in full when I have NOT given the Educator 5 working days notice.
- Parents have signed Attestation form applying for 20 ECE Hours for my child who is 3 years old or older.
- I understand I can only use the 20 ECE Hours on the days stated on the signed attestation form and need to complete a new attestation form should I wish to change days and times.
- If kindergarten drop offs and pick up are required, I agree to pay for the educator's time and 90 cents per kilometre from the educators home to the kindergarten and back to the educators house.
- I DO/DO NOT give my permission for my child to appear in Zero2Fives Homebased Care ECE marketing materials e.g. Zero2Five Homebased Care ECE web site, pamphlets and news letters

Parent Sign: \_\_\_\_\_ Date: \_\_\_\_\_

- Provide a copy of my child's birth certificate or passport with my enrolment form.
- Notify the Educator immediately if I cannot pick my child up as per the enrolled hours. Extra hours will be charged.
- Collect my child if he/she becomes ill well in the care of the Educator or come to an agreement with the educator on picking my child up.
- Be notified as soon as possible in the case of an accident. It will also be my responsibility for any medical expenses that my occur in the case of urgent treatment for my child.
- Be responsible for supplying all my child's meals
- For Babies, supplying enough nappies, bottles and change of clothes for the day.
- For older children, enough changes of clothes must be provided.

- Reading and sign daily dairies.
- Notify Zero2Five Homebased Care ECE and the Educator any change of address, phone numbers and e-mail addresses immediately as these are important in case of any emergencies.
- Give two weeks' notice of care finishing in writing to both the Educator and Zero2Five Homebased Care ECE. As Zero2Fives Homebased Care ECE Educator is to give the parents 2 weeks' notice in writing when the Educator is unable to continue care.
- Notify Zero2Five Homebased Care ECE and the educator of any changes to your arranged hours or circumstances.
- Ask Zero2Five Homebased Care ECE for alternative or emergency care when you Educator is unavailable in advance when possible.
- Welcome discussion on your child's progress and any other concerns you may have with the Educator or Zero2Five Homebased Care ECE.
- As above pay my fees at the end of the weekly care period.
- Agree that if debt remains after 2 reminder letters have been sent the debt will then be forwarded onto a debt collection agency for recovery and you will be liable for collection fees and legal costs as well as the original amount.
- Agree to pay \$10.00 penalty per month if their account is in arrears by 1 month.
- Agree with Zero2Five Homebased Care ECE Terms of Trade which are reviewed from time to time.
- Childcare may be suspended if due payment is not received as per agreement. In this situation the parent will be invoiced a holding fee equal to 50% of the agreed rate unless the 2 week notice of cancellation is recieved.

**Parents Agree that this is a formal contract between the Parents/Whanau and Zero2Five Homebased Care ECE.**

**Sign Parents/Whanau:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Zero2Five Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Educator Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Educators Name:** \_\_\_\_\_

**Educator Address:** \_\_\_\_\_

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**I AGREE THE ABOVE INFORMATION IS TRUE AND CORRECT PLEASE INITIAL** \_\_\_\_\_

# POLICY 22

## ASSESSMENT, EVALUATION AND PLANNING POLICY

**Rationale:** As caregivers it's vital that we regularly assess and evaluate to celebrate and support each child's learning and development. Our programme reflects the principles, strands, goals and learning outcomes from Te Whaariki. This celebrates the uniqueness of each child.

**Objective:**

The assessment, evaluation and planning policy ensures all children are observed on a regular basis to ensure appropriate learning outcomes are set and age appropriate. Educators must have a clear knowledge on child development and an understanding of Te Whaariki, the New Zealand early childhood curriculum. Children must be given the opportunities to be involved in activities that cover all curriculum areas on a daily basis.

**Te Whaariki: Communication – Goal 4:**

Children experience an environment where they discover and develop different ways to be creative and expressive.

The role of the programme co-ordinator is to visit on a monthly basis to supervise the assessment of the child in care. The programme co-ordinator will discuss learning and development with the educator, plan and help implement learning strands and goals as set out in Te Whaariki, our New Zealand Early Childhood Curriculum. The programme co-ordinator is there to guide and support the educator through the development and needs of the child in care.

Discuss, both informally and formally, their child's progress, interests, abilities and areas for development on a regular basis, sharing specific observation-based evidence by;

- Providing an opportunity for parents/families to discuss their child's progress in a professional and confidential manner.
- Maintaining on-going observation-based records and other relevant material for each child.

To ensure that communication and consultation with each other and with parents/guardians, Whanau, hapu, iwi and local communities acknowledges and respects all parties values, needs and aspirations.

- Providing all relevant information to those being consulted
- Actively listening.
- Responding to verbal and non-verbal language and cues.
- Recognising and respecting different points of view.
- Creating an atmosphere in which people feel free to express opinions and participate in decision making.
- A variety of approaches appropriate to different cultures

Zero2Five Homebased Care ECE management will ensure that they are providing an opportunity for parents/families to discuss their child's progress in a professional and confidential manner.

Zero2Five Homebased Care ECE management will maintain on-going observation-based records and other relevant material on each child.

Zero2Five Homebased Care ECE management requires that educators should demonstrate understanding of current theory and principles of learning and development, with support and guidance from their programme co-ordinator. The programme co-ordinator will ensure educators are kept up to date with current trends and practices in Early Childhood Care and Education, through regular monthly newsletters and being available at all times for educators to contact them. Zero2Five Homebased Care ECE educators will attend ongoing professional development and will be supported by the Zero2Five Homebased Care ECE management to complete the required qualifications and or appropriate training courses as required.

Observations of children are meaningful, linked to theory and used to improve practice. Learning goals are identified for each child and used as a basis for planning and evaluating.

Monthly educator /programme co-ordinator meetings will be carried out in direct relation to the hours that the child/children are placed in the care of an educator to ensure learning goals are set and are being worked towards and eventually met.

The Programme co-ordinator will ensure that parents are included in the learning and development of their child, by receiving written reports from the programme co-ordinator on a monthly basis. Written records of these are kept at head office.

Each child has a daily diary which records their daily activities, care and other useful information such as meals, toilet training. This daily diary can be used for future planning of learning goals.

# POLICY 23

## MAORI AS TANGATA WHENUA POLICY

**Rationale:** Zero2Five Homebased Care ECE respect the unique position of Maori as tangata whenua in Aotearoa/New Zealand.

**Objective:** Zero2Five Homebased Care ECE encourages an awareness and appreciation of the bi-cultural heritage of our country. We support the Treaty of Waitangi and the use of Te Reo as a living language.

### **Te Whaariki: Communication – Goal 3:**

Children experience an environment where they experience the stories and symbols of their own and other cultures.

### **Procedures:**

- Educators will incorporate Maori into the learning programme to increase children's awareness.
- Educators are encouraged to use Te Reo Maori phrases and words through waiata, books, symbols, myths and legends.
- Educators are aware of Maori Tikanga and encouraged to use appropriate practices.
- Co-ordinators will support and encourage educators to implement a bi-cultural programme
- Professional development and workshops will be made available for educators to extend their knowledge of Maori Culture.

# POLICY 24

## COMPLAINTS PROCEDURE POLICY

**Rationale:** In dealing with complaints Zero2Five will be consistent in terms of fairness and procedures. Zero2Five Homebased Care ECE believes parents and Whanau should feel able to forward any concerns ensuring their issues are acknowledged and dealt with.

**Objective:** Having a complaints policy ensures all necessary steps are taken to prevent any misunderstandings when dealing with a complaint. Complaints are serious and must be dealt with fairly covering all parties involved and ensuring a positive outcome.

### **Te Whaariki: Belonging Goal 2:**

Children and their families experience an environment where they know that they have a place.

### **PROCEDURES:**

All Educators and Families will receive a complaints form upon enrolment on the programme, these can also be found in the back of the daily diary.

All complaints must be made in writing on the complaints form, however the following steps can be done alongside the Complaints form being submitted.

### **IF A PARENT HAS A COMPLAINT ABOUT EDUCATOR:**

1. The parent must contact the programme co-ordinator to initiate the complaint.
2. The complaint is passed onto management by the programme co-ordinator.
3. Management will assess and follow up the complaint.
4. The parent is then informed on all necessary steps taken to resolve the issue.
5. All parties involved are kept up to date with the procedure.
6. If a parent feels the complaint is not resolved, they can contact the Ministry of Education to continue further. Zero2Five Homebased Care ECE will provide them with contact details.

### **IF A PARENT HAS A COMPLAINT ABOUT PROGRAMME COORDINATOR:**

1. The complaint is to be made to Zero2Five Homebased Care ECE management.
2. Management will assess and follow up directly with programme co-ordinator.
3. The programme co-ordinator is then able to have her say on the situation.
4. All parties will be given the opportunity for mediation where they are able to have a face to face discussion with management to discuss and reach a mutually desirable outcome.

5. If management thinks that the co-ordinator will benefit from extra training as a result of the complaint they will support the co-ordinator by offering opportunities to partake in relevant training and professional development.
6. If a parent feels the complaint is not resolved, they can contact the Ministry of Education to continue further. Zero2Five Homebased Care ECE will provide them with contact details.

#### **IF AN EDUCATOR HAS A COMPLAINT:**

1. The educator must first contact the programme co-ordinator to initiate the complaint.
2. The complaint is passed onto management by the programme co-ordinator.
3. Management will assess and follow up the complaint.
4. If the complaint is made by the educator about the programme co-ordinator, the complaint can be made directly to management.
5. If an educator feels the complaint is not resolved, they can contact the Ministry of Education to continue further. Zero2Five Homebased Care ECE will provide them with contact details.

All complaints will be dealt with immediately and followed up firstly with the person concerned and then a report is made back in writing to the person who complained.

If the response is not accepted or not what was expected management can arrange a meeting with the family to discuss further.

If a resolution is not obtained then the complainant can contact the Ministry of Education directly to raise their concerns.

Zero2Five Homebased Care ECE has a complaints book, which records all complaints made, date, actions taken and the outcome.

**All** complaints will be dealt with no matter how serious.

# POLICY 25

## COMMUNICATION POLICY

**Rationale:** We aim to make communication with parents as open, regular and informative as possible. We recognize that while parents are interested in all aspects of the care they receive, they are often restricted by time. We have therefore instigated a variety of communication means.

**Objectives:** A communication policy enables staff, parents and educators to communicate in an effective way to ensure information is passed on to everyone involved in the service.

### **Te Whaariki: Belonging Goal 2:**

Children and their families experience an environment where they know that they have a place.

Zero2Five Homebased Care ECE aims to ensure that communication and consultation with each other and with parents/guardians, Whanau, hapu, iwi and local communities acknowledges and respects all parties' values, needs and aspirations.

Management is to ensure efficient communication between management, programme coordinators, educators, families, parents/guardians, Whanau, hapu, iwi and to support the family and the educator as a whole.

It is management, educators and the programme coordinator's role to ensure:

- Active listening
- Responding to verbal and non-verbal language and cues
- Recognising and respecting different points of view
- Creating an atmosphere in which people feel free to express opinions and participate in decision making
- Have a variety of approaches appropriate to different cultures.
- To maintain feedback to parents following meeting with educators to ensure the programme is working for the family.
- To maintain adequate communication with the educators and following up any issues that may arise.

Educators will discuss, both informally and formally, the child's progress, interests, abilities and areas for development on a regular basis, with parents/guardians and, where appropriate, Whanau, sharing specific observation-based evidence. This provides an opportunity for parents/families to discuss their child's progress in a professional and confidential manner and maintain on-going observation-based records and other relevant material for each child.

Written reports through email once a month will be made to the parents/guardians of each child reflecting on visits that have taken place with the educator, their child's progress towards their learning goals, and any other information relating directly to their child.

Zero2Five Homebased Care ECE will provide regular newsletters to educators, programme coordinators, families and parents/guardians. This will also give parents an opportunity to have input into our review system. This may be reviewing our policies and procedures of Zero2Five Homebased Care ECE. It's important to give parents an opportunity to have input in how the policies are written and any feedback from them is vital to the way Zero2Five Homebased Care ECE operates.

Each month educators have the opportunity to meet for discussion/communication with programme coordinators and other educators.

At all times management will be available to any staff member and any family member on our programme for undisturbed discussions.

At all times the programme co-ordinator will be available to take phone calls and emails from parents and educators.

Parents are encouraged to read and comment on all of our policies as we value their ideas and suggestions.

Parents are welcome to contact management or co-ordinators if they feel they would like a face to face appointment to discuss their child's progress or any other issues.

# **POLICY 26**

## **DOCUMENTATION POLICY**

**Rationale:** To maintain accurate ongoing records, and relevant material for each child.

**Objective:** In the event of illness or emergency medical staff and families/ educators have access to all relevant information that might be required. Families, Ministry of Education and Zero2Five Homebased Care ECE have an accurate record of the child's learning and development.

### **Te Whaariki -Belonging- Goal 1**

Children and their families experience an environment where connecting links with the family and the wider world are affirmed and extended.

Educators will document all relevant information in the child's daily diary.

#### **Daily**

To be recorded in child's programme journal:

- Medication with time and dosage and administered only with prior consent.
- Accidents with the time and nature of accident/ injury and noted if arnica was applied. This will be signed by parents.
- Child's sleep times
- Nappy changes with a time and either B/W or W for bowel motion or wet.
- Any bottles given with time and amount taken.
- Extra food given other than what is provided by the parents.
- Any important information about the child's day such as child did not sleep.

#### **Weekly**

Time sheets must be filled in weekly and either posted, e-mailed or faxed to head office at the end of the working week to be received no later than Tuesday the following week. Post dated time sheets will not be accepted. If faxing please keep the originals and hand these to programme co-ordinator on their next visit. It is also recommended that educators take a copy for their own record.

Educators will fill in the child's enrolled hours as per enrolment form stating clearly any changes in box provided.

Sickness/absence must be noted and stated if 24hours notice was given or not.

It is the parents and educators responsibility to ensure all hours are correct and time sheet is filled in correctly and signed by both educator and parent. No signature no pay.

Parents will be invoiced for their child's care on the Thursday following the end of the month. If parents request a breakdown of weekly cost these may be obtained on request from the zero2five office

**Please note delay in timesheets or incorrect timesheets will result in delay in pay.**

### **Monthly**

Educators will also maintain a record of the child's learning in the form of learning stories (at least once a month) these will be accessible to the family and to the programme co-ordinator. The programme co-ordinator will also contribute one learning story a month based on their observations, this will also be emailed to parents after the monthly visit.

This will provide a portfolio of the child's learning. This will then be used as a tool for further assessment and evaluation and to plan an individual learning programme for the child to extend on their strengths and interests. Parents will be regularly encouraged to read and contribute to their child's portfolio.

# POLICY 27

## PHYSICAL ACTIVITY POLICY

**Rationale:** Zero2Five recognise the importance of promoting active and healthy lifestyles to children and their families.

**Objective:** To promote active and healthy lifestyles to children and their families

### **Te Whaariki- Well-being Goal 1:**

Children experience an environment where their health is promoted.

### **Goals:**

- To promote a safe and success-orientated environment for all children to acquire movements skills daily.
- To ensure children extend their language, mathematical and communication skills in the movement environment.
- To share information with parents/whanau/educarers so all can participate in the movement programme.

### **Procedures:**

- Educarers plan for daily movement skill acquisition.
- Educarers are actively involved in providing knowledge and safe habits for children, parents and caregivers.
- Educarers and parents/are encouraged to participate in daily physical activity alongside the children.
- Adequate safe equipment is provided and well maintained.
- Children's skill attainment is observed regularly.
- Children are encouraged to explore their movement skills and develop their cognitive abilities.
- Children have the opportunity to learn movement skills from other cultures
- Parents, whanau and educarers are encouraged to be actively involved in maintaining children's involvement in appropriate physical activity at home environments.
- Professional development includes opportunities for staff to increase their knowledge and skills in relation to physical activity.
- Funds are allocated for the purchase for physical activity equipment.

# **POLICY 28**

## **BREASTFEEDING POLICY**

### **RATIONALE:**

Breastfeeding helps lay the foundations of a healthy life for a baby and makes a positive contribution to the health and well-being of mothers and whanau/families. Exclusive breastfeeding is recommended by the Ministry of Health until babies are around six months old.

### **AIMS:**

This service will ensure the best health promoting benefits of breastfeeding are promoted and supported for our children, their siblings and children of staff members.

A supportive social and physical environment will be created to:

- Encourage and support mothers to continue breastfeeding their children.
- To ensure parents feel comfortable to feed their children in this environment.
- Inform children and families about breastfeeding.

### **STRATEGIES:**

- Whanau and staff members are aware of this policy.
- Breastfeeding parents and staff members are encouraged to feed their children here.
- A safe and private space is provided for breastfeeding and for expressing milk.
- Facilities are provided for safe storage and heating of expressed breast milk.
- Resources with information on breastfeeding are available for families in the parent library.
- As part of the ongoing education programme, children develop awareness of connections around breastfeeding and the wider world through activities such as books, discussions, spring time farm visits etc.

# **POLICY 29**

## **SLEEPING POLICY**

### **RATIONALE:**

We recognise that each child is unique and comes to us with their own sleeping routine. Therefore educarers will endeavour to follow individual children's rhythms and routines in a relaxed and familiar environment.

### **TE WHAARIKI**

Well-being – Goal 1 Children experience an environment where their health is promoted.

### **PROCEDURES**

- All children are provided with their own individual sleeping space and bed linen. Their bed linen is washed weekly. It is recommended that parents provide this from home so children have a sense of home and the bed linen is taken home each week by parents to clean.
- Sleep spaces are positive and peaceful to ensure undisturbed rest.
- To ease your child into sleeping at the educarers, it is beneficial for all if they are able to fall asleep on their own without being held or rocked. However, educarers will ensure children fall asleep in a peaceful way.
- Educarers endeavour to ensure sleep area is a positive and peaceful space. However they are not silent space.
- Adequate sleeping space is provided for children's safety and hygiene.
- A sound, accurate monitoring system is held in place by educarers at all times. Educarers whenever possible, five minute checks are carried out for sleeping children, and records of sleeps are maintained.
- Teachers are guided by children's individual rhythms and routines and are relaxed and unhurried.
- Parents are encouraged to bring to the educarers home any special sleeping cuddlies/toys their child may have to sleep with.
- In accordance with government regulations, children will not be put to bed with a bottle.
- For reasons of cultural sensitivity children are encouraged not to stand on pillows and children sleeping near each other are positioned head to head rather than head to feet.
- If children are sleeping outdoors they will be kept suitable warm.
- All educarers will place baby's level and on their backs, cots bare of all non-essential items, faces clear.

# **POLICY 30**

## **PRIVACY POLICY**

### **RATIONALE:**

We recognise and respect families, and educarers, individual rights in protecting their privacy.

### **Te Whaariki**

Well-being – Goal 3. Children, families and employees experience an environment where they are kept safe from harm.

Belonging – Goal 4. Children, families and employees experience an environment where they know the limits and boundaries of acceptable behaviour.

### **Procedures**

- Permission is sought on enrolment (via a signed enrolment form) for the use of children’s digital images for the purposes of:
  - Programme planning
  - Our publications (magazines, resource books, etc)
  - Our events (workshops, conferences etc)
  - EDUCA secure online communication software
- Student teachers are required to seek and gain signed parental permission for assignments when documenting their experiences with children in care.
- Separate written consent will be sought for any children involved in research undertaken in care.
- Our educarers recognise the privacy of their colleagues, and will seek consent before using images of their colleagues on social networking sites such as face book.
- Our educarers recognise the privacy of the families attending our centre and will not use images of children attending the centre on social networking websites such as face book, unless they are their own children or they have written permission from family.
- We ask that parents also do not place images of any of our other events on social networking sites if children other than their own are visible in the picture.
- Educarers will remain professional when interacting with parents on social networking sites such as Face book and Twitter etc and will comply with the professional conduct expectations outlined in Policies and Procedures.

- Our Educarers understand that photographic and video footage of children's learning experiences recorded on digital devices (either personally owned or the property of Zero2Five such as mobile phone, cameras, and other recordable electronic equipment will only be used within the context of learning stories, centre documentation, group planning and EDUCA.

# **POLICY 31**

## **PETS POLICY**

### **RATIONALE:**

We consider animals to be an important part of the daily experiences we provide for our children. Children are able to develop respect and a sense of responsibility in caring for the animals. The well-being of any animals in the care of the home is of paramount importance to their inclusion in the programme.

### **Te Whaariki**

Exploration – Goal 4 – Children experience an environment where they develop working theories for making sense of the natural, social, physical and material worlds.

### **Procedures:**

- Food and water supply for all animals is checked daily. Children are encouraged to take part in this caring routine.
- Educators role-model responsibility and care of the pets. This helps children to learn the skills of caring for the animals, themselves and others.
- A roster for the cleaning of the animals environments is maintained to ensure each child has a turn and the animals are kept clean and healthy.
- Children experience hands on care and touch as the animals are brought into the home environment regularly.
- All animals must have an area where they are safe from harm and can be restrained in their own space.