



1/14 Castor Bay Road, Castor Bay, Auckland 0620
Phonel: 410 3320 or 027 2655867 After Hours 021 0307985
Website: www.cbicc.co.nz Email: info@cbicc.co.nz
Licensee: Joanne Whorwood

Welcome to Castor Bay Infant Care Centre. We are a small, boutique fully licensed Childcare Centre with a homely atmosphere. We are licensed for only 20 infants and toddlers from 0 to 3 years of age. Your children will be nurtured in a loving, caring and stimulating environment where they can grow and develop at their own pace. We do our best to accommodate all of your and your child's needs.

We offer a home away from home for babies and toddlers. Your child will have spaces to play, explore, experiment, cuddle, relax and have quiet time. Our Centre has three separate sleeping rooms which are constantly monitored. All our children sleep in full sized cots in our peaceful sleeping wing. We have a real grass backyard which can be accessed from both of our play rooms. We have an undercover carpeted outdoor play area (very handy in the Auckland weather).

Mission Statement

To provide extremely high quality care for infants and flexibility for parents resulting in happy infants who enjoy attending Castor Bay Infant Care Centre.

General Information

Head Teacher: Sharné Lucas

Licensee: Joanne Whorwood

Contact details

1/14 Castor Bay Road, Castor Bay
Phone: (09) 410 3320 or 027 2838022
After hours phone: 021 030 7985
Email: info@cbicc.co.nz

Age Group 0 to 3 years old.

Hours / Days: Monday to Friday 8.00am - 5.30pm

We are closed for statutory holidays.

We offer a "Holiday Rate" holding fee rebate of 50% for up to 3 weeks per year.

Fees

Daily Hours	Daily Rate	Weekly Rate
6 hours or less per day 8.45am - 2.45pm, or 9am - 3pm, or 9.15am - 3.15pm	\$53 per day	\$265 per week
6 - 7 hours per day 8.15am - 3.15pm, or 8.30am - 3.30pm	\$60 per day	\$290 per week
7 - 8 hours per day 8am - 4pm, or 8.15 - 4.15pm, or 8.30am - 4.30pm, or 9am - 5pm, or 9.15 - 5.15pm	\$65 per day	\$305 per week
8 - 9½ hours per day 8am - 5pm, or 8am - 5.30pm, or 8.30am - 5.30pm	\$75 per day	\$340 per week

Fees are to be paid fortnightly in advance.

Payments should be paid by internet banking or automatic payment unless otherwise agreed. Extended hours and extra days are to be paid before or on the day. Our bank account number is:

Childcare Limited
06-0185-0826940-00

Please put your child's name as a reference on your payment.

Full fees are payable for statutory holidays and absences of any nature (excluding the agreed 3 week "holiday rate at 50%")

If parents or approved alternate adults are unable to collect a child on time, they should advise the centre immediately so as to ensure our teacher to child ratio is maintained. A penalty of \$20 will be charged for the first 15 minutes then \$2 per minute after 5.45pm.

Withdrawal/Changes

Please provide at least 6 weeks written notice prior to:

1. Your child finishing at the Centre.
2. Decreasing the days/hours booked.

Note: If you are increasing your days/hours, this is subject to availability.

No requests for changes to hours/days are acted upon until received in writing.

The person(s) enrolling the child is responsible for the payment of all fees including any collection costs incurred.

What to Bring:

Please bring a small bag containing:

Comforts your child requires for sleep, such as a favorite toy, snuggly, sleepsack, dummy.

- At least 2 changes of clothes, including socks, vest, sweatshirt etc.
- Summer - sunhat and cool shoes.
- Winter - woolly hat and warm jacket, gumboots if walking.
- A bag of nappies, or nappy provisions for the day.
- Formula and one bottle to be left at the Centre (if needed).

Attendance

If your child is unable to attend the Centre, due to illness or any other reason, we would appreciate notification as soon as possible. If your child has a communicable disease e.g. vomiting, diarrhoea, conjunctivitis etc, we are required to notify other parents so they are able to monitor their child and minimise an epidemic. Children who become ill during the day will be made comfortable and parents will be contacted so that arrangements can be made for them to be picked up.

Settling In

For all new infants and toddlers starting at the Centre, one teacher will be appointed as your child's primary caregiver. A primary caregiver, in our setting, means that one teacher will be assisting you and your child during their settling period (and beyond) and making sure your child's needs and routines are met. Parents are offered and requested to bring their child in for "free visits". The amount of time and number of visits is planned fitting the needs of each individual child and their family. This gives them a period of time to get familiar with the Centre and staff. When dropping your child off for their days please stay with them if you feel they require it and liaise with your child's primary caregiver regarding any information that can help make this transition as easy as possible for your child.

Meals

A well balanced nutritious lunch, morning and afternoon tea are provided. For children who stay for a later day we provide a late snack at around 4.15pm. The emphasis is away from processed foods. We cater for all dietary requirements, please include any special dietary requirements in your enrolment agreement and notify the head teacher.

Medication

If your child is receiving medication of any kind please hand it to the Head Teacher with any necessary information and ask for it back at the end of the day. There is a Medication book for parents to write up their child's medication, amount, and preferred times to be given. Parents must fill in this book and sign it giving permission for staff to give medication.

Accidents

In the event of a serious accident, parents will be contacted immediately. The Head Teacher will take responsibility for the safety and comfort of your child until a parent arrives or other arrangements have been made.

Updates on your Child's day

We belong to 'Story park' and regularly update your child's interests and social and physical developments via this medium. We will take you through how this works from both a parent perspective and an educator perspective. A hard copy book of each child's learning journey is located at the sign-in desk. Along with those, we record your child's sleep, the menu is available daily, we have an incident register where we record incidents, illnesses etc. We will also chat with you daily about your child's experiences while at CBICC. We are happy to have a regular focused meeting with you if you would like.

Babies under 1 year old will have a take home booklet where their sleep times, feeds and nappies are recorded, in addition to a brief overview of their day's activities. Parents are welcome to fill in sleep and feed details before they drop their babies off in the morning. This ensures we provide the best possible continuity of care for our younger babies.

Parking

Please feel free to drive up to our gate and use the undercover car park when dropping off your child. Under the terms of the granting of Resource Consent for this site we have very strict and monitored conditions, it is a condition of enrolment that all vehicles will not park on the road while there is a space in the car park. We also ask that you do not park on the berm or reverse out onto the road.

Policies

We have a parent's manual with information and policies available to read, these are available at the sign in table which is located by the front door. We also review a policy monthly, please look out for these on the noticeboard. If you wish to have an input into our policies please let us know.

Documentation Required

All children attending are required by law to provide a photocopy of their birth certificate or passport and a copy of their immunisation record. Please add these documents when you return the enrolment agreement to the Centre.

Bedding:

Bed linen is supplied by the Centre and is changed for each infant on a weekly basis or more often if and when needed.

Daily Routines and Sleep Time:

In the enrolment agreement, we request you to advise us of your child's daily and sleep routine, as these are individual to each child. Please be sure that we are aware of special times and circumstances in your baby's day. Please feel free to discuss these with the Teachers.

Positive Guidance:

We aim to provide a warm and accepting environment where children are accorded respect, dignity and empathy in all aspects of their behavior. That they feel safe, secure and competent to effectively manage social and emotional learning independently, and with support from teachers who model these behaviours within the Castor Bay environment. Our strategies are based on thorough knowledge of children's individual development and needs, and include parents' insight. Children will learn to recognize and understand their own emotions in an environment that supports the expression of these emotions in positive ways. Teachers understand that positive guidance for 0-3 year olds requires careful observation and reflection to understand behaviors and how to support these. Please read our positive guidance policy in the policy manual if you would like to know more about our practices. We as a team will have constant communication with our families to support each child as they go through different stages in their development.

Staffing

We recognize staff as our greatest asset, and we make every effort to recruit and retain the best possible early childhood staff to care for and educate your child. Our team of staff work in partnership with families to provide a service that meets the needs of the children, parents and the teaching team.

Staff are chosen very carefully and are experienced in looking after young children. Professional development is very important to us and we keep up to date with relevant theories and procedures in regard to caring for infants and toddlers. All staff have formal job descriptions and have a comprehensive Operations Manual to assist them in their roles. The Operations Manual is available for parents to view at any time on Storypark.

Staff numbers are based on the number of children booked to attend. If you are late collecting your child a staff member may be required to work late until your child is collected. Often staff have their own children to collect or other commitments. All these costs will be the responsibility of the parents. For further detail see the Late Fee Policy. If you need your child to attend longer than your booked time, where possible we will accommodate. Please call to advise or discuss your needs with the Head Teacher prior to the event.

Thank you for taking the time to read this information. We look forward to building a great relationship with you and your family.

This introduction can be retained by you. Please complete and return the following "Enrolment agreement"



1/14 Castor Bay Road, Castor Bay, Auckland 0620
 Tel: 410 3320, 0272655867 After Hours 021 0307985
 Website: www.cbicc.co.nz, Email: info@cbicc.co.nz
 Head Teacher: Sharné Lucas
 Licensee: Joanne Whorwood

ENROLMENT AGREEMENT

Please read this document carefully, as this is a contract between you and the centre regarding the care of your child.

Child's details:

Child's **official surname** or **family name**:

Child's **official given name**:

Child's **official other names / middle names**:

Child's **preferred name**:

Copy of official identity verification document* collected by staff:

- | | |
|------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> New Zealand birth certificate <i>or</i> | <input type="checkbox"/> Foreign birth certificate <i>or</i> |
| <input type="checkbox"/> New Zealand passport <i>or</i> | <input type="checkbox"/> Foreign passport |

Staff initials: _____

Child's **date of birth**: ____ / ____ / ____

Child's **gender**:

Child's ethnic origin/s:

Iwi your child belongs to:

Language/s spoken at home:

Child's primary residential address:

Privacy Statement:

We are collecting personal information on this enrolment form for the purposes of providing early childhood education for your child.

We will use and disclose your child's information only in accordance with the Privacy Act 2020. Under that Act you have the right to access and request correction of any personal information we hold about you or your child.

Details about your child's identity will be shared with the Ministry of Education so that it can allocate a national student number for your child. This unique identifier will be used for research, statistics, funding, and the measurement of educational outcomes.

You can find more information about national student numbers at: www.minedu.govt.nz/parents

* Information about acceptable identity verification documents is available online at www.lead.ece.govt.nz and www.minedu.govt.nz/parents.

The Ministry recommends that all services keep a copy of the identity verification document of each child who is enrolled at the service.

Parents / Guardians:

1. Given names:	2. Given names:
Surname / family name:	Surname / family name:
Address:	Address:
Post Code:	Post Code:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Email:	Email:
Relationship to child:	Relationship to child:

Additional Emergency Contacts/persons who can pick up your child:

1. Name:	2. Name:
Phone (Home):	Phone (Home):
Phone (Work):	Phone (Work):
Phone (Mobile):	Phone (Mobile):
Relationship to child:	Relationship to child:

Custodial Statement:

Are there any custodial arrangements concerning your child?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If YES , please give details of any custodial arrangements or court orders (a copy of any court order is required)		
Person/s who <u>cannot</u> pick up your child:		
Name:	Name:	
Name:	Name:	

Child's doctor:

Name:

Phone:

Name of medical centre:

Health:

Illness/allergies:

Is your child up-to-date with immunisations?
(Please provide verification of all immunisations)

Yes

No

For staff: Immunisation records sighted and details recorded

Yes

No

Enrolment Details:

Date of Enrolment: ___ / ___ / ___ Date of Entry: ___ / ___ / ___ Date of Exit: ___ / ___ / ___

Days Enrolled:

Monday

Tuesday

Wednesday

Thursday

Friday

Times Enrolled (e.g.
8.00am – 5.30pm):

Total hours:

Parent/Guardian Signature: _____

Date: ___ / ___ / ___

Dual Enrollment Declaration:

I hereby declare that my child **is/is not** enrolled at another early childhood institution at the same time that they are enrolled at Castor Bay Infant Care Centre.

Parent/Guardian Signature: _____

Date: ___ / ___ / ___

Statutory Holidays / Term Breaks:

This enrollment agreement is **inclusive** of school term breaks.

Castor Bay Infant Care Centre is **not** open on Statutory Holidays.

<p>Please read carefully and initial to acknowledge you have read and understood these items:</p>	<p>Initials</p>
<p>1. The terms of this agreement are subject to the Education (Early Childhood Services) Regulations 2008, the Licensing Criteria for Early Childhood Education and Care Services 2008 and the Centre's policies, and such rules and regulations may hereafter be amended from time to time.</p>	
<p>2. I hereby grant permission to the Centre to seek emergency medical advice and/or treatment using a staff vehicle, with a child restraint, should my child require such emergency care - this is in the event that parents/relatives are unable to reach their child in an appropriate timeframe given the medical emergency at hand and the event is not such to require an ambulance.</p>	
<p>3. I will not bring my child to the Centre in the event of sickness or any infectious illness e.g. Chicken Pox, Measles, Mumps, Conjunctivitis, Diarrhoea, Flu etc.</p>	
<p>4. In signing this enrolment form, I authorize the Centre and let this be considered as a record of the written authority from parents for the administration of medicine in accordance with the requirement for the category (i) of medicine outlined in the medicine administration policy of the centre to administer to my child, for the first aid treatment of minor injuries with non-prescription preparations.</p> <p>Category (i) medicines Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is</p> <ul style="list-style-type: none"> • not ingested; • used for the 'first aid' treatment of minor injuries; and • provided by the service and kept in the first aid cabinet. <p>The non-prescription preparations that we provide at the centre are arnica cream- for external bruising, antiseptic towelettes for minor cuts, scrapes and burns, Anthisan- relief for insect bites and stings, Calendula cream – to soothe minor skin cuts and scrapes.</p> <p>Based on Reg 46/HS28, Category (i), Category (ii) and Category (iii) Reg 46/HS28 Medicine (prescription and non-prescription) are not given to a child unless given:</p> <ul style="list-style-type: none"> • by a doctor or ambulance personnel in an emergency; or • by the parent of the child; or • with the written authority (appropriate to the category of medicine) of a parent. <p>Category (ii) medicines Definition – a prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is: used for a specified period of time to treat a specific condition or symptom; and provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.</p> <p>Authority required – a written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.</p> <p>Category (iii) medicines Definition – a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream etc) medicine that is:</p>	

<ul style="list-style-type: none"> • used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reactions, diabetes, eczema etc); and • provided by a parent for the use of that child only. <p>Authority required – a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.</p>	
<p>5. I authorize the application of sunscreen protection.</p>	
<p>6. Acceptance of enrolment of my child at this Centre is in no way an assurance or guarantee of continued enrolment for the time indicated or under the terms and conditions effective at the time of enrolment. Management reserves the right to terminate enrolment or vary conditions.</p>	
<p>7. In signing this enrollment form, I agree to pay fees 2 weeks in advance.</p>	
<p>8. I understand and accept that if any fees or charges due remain unpaid, my child's enrolment may be forfeited and the debt passed on to a Debt Collection Agency for collection. I accept responsibility for all administrative costs and legal fees incurred in this process.</p>	
<p>9. I understand that full fees are payable for my child's booked hours, regardless of whether or not they attend. Fees are payable irrespective of public holidays and absences due to illness or family holidays. The centre offers a "Holiday Rate" holding fee rebate of 50% for up to 3 weeks per year.</p>	
<p>10. I understand that Centre Management retains the right to change the fee rates and policies and irrespective of previously published or quoted prices, the new rates and policies will apply from the notified date (a minimum of two week notice of any intended change will be given in writing by Centre Management). Fees will be reviewed no more than once per annum..</p>	
<p>11. I understand and accept that irrespective of any arrangement with any third party (e.g. other adult, WINZ, ACC, trusts or budget services etc.) to pay the fees, the full responsibility rests with me.</p>	
<p>12. I agree to advise the Centre staff of any absenteeism for my child.</p>	
<p>13. I agree to provide Centre Management with a minimum of six weeks paid notice of intention to withdraw my child from the Centre.</p>	

<p>14. I give permission for my child to be taken on short walks from the Centre by staff. Prior to an outing being arranged, an assessment of the required minimum adult:child ratios is done in accordance with the Education (Early Childhood Services) Regulations 2008, Schedule 2. Excursions will be cancelled if stated ratios are not met. *see excursion policy I understand that should a larger excursion be planned I will be informed in advance and written permission from me will be required.</p>	yes/no
<p>15. I agree to advise Centre staff if anyone other than those persons stated above will be collecting my child from the Centre (for the protection of your child, persons whom we have not met and/or are not named above must bring photo identification).</p>	
<p>16. My child is not enrolled at any other Early Childhood Centre for the same enrolled hours of attendance as above.</p>	
<p>17. I give permission for my child to be videotaped/photographed at the Centre by staff for the purposes of wall displays, for individual files and for publicity purposes. (Childrens' faces will not be shown in advertising or in public platforms (such as facebook or instagram) unless specific permission slip has been signed and media has been approved by parent or guardian).</p>	yes/no
<p>18. I consent to my child being involved with the use of ICT (Information and Communication Technologies) as part of the learning environment.</p>	
<p>19. I consent to observations being completed, by permanent teachers, on my child to assist in planning a program to meet the needs of my child and the group.</p>	
<p>20. I/We have read and agree to abide by the rules of Castor Bay Infant Care Centre Parent Agreement and I/We have read, understood and approve of the Policy Documents for the "Sleep Policy and Procedure" (page 16-18) and "Outings and Excursion Policy" (Page 19-22)</p>	

Please note any points above that you do not agree with or any clarification you wish to advise.

Parent Declaration

Subject to the numbered points above, I confirm agreement with items 1-20 inclusive.

Parent/Guardian Signature: _____ Date: ___ / ___ / ___

Parent Declaration

I declare that all the above information is true and correct to the best of my knowledge.

Parent/Guardian Signature: _____ Date: ___ / ___ / ___

Parking Declaration

I/We acknowledge that we/our drivers will under **no** circumstances park on the road while there is a space available in the car park. No parking on the berm or reversing out onto the road. We understand these are strict conditions of enrolment

Parent/Guardian Signature: _____ Date: ___ / ___ / ___

Service Declaration

On behalf of Castor Bay Infant Care Centre, I declare that this form has been checked and all relevant sections have been completed. Discussions held with parents as appropriate.

CBICC Signature: _____ Date: ___ / ___ / ___



Castor Bay Infant Care Centre – Child Information

Dear Parents and Caregivers,

A very important part of our work with your children is getting to know your child so that we can plan programmes which will help them learn and develop.

We rely on the knowledge and experience you have of your child and would be grateful if you would complete the form and return it to one of the teachers.

All of this information is confidential and is only for the teachers and yourselves.

Thank you for your help.

Child's name:

Date:

Age: years months

What are your child's interests? Favourite songs? (You can spotify search for our favorites here: "CBICC play list")

What do you feel are your child's areas of need?

What do you feel are your child's strengths?

What is your child's daily routine?

What is your child's sleep routine? Is there anything we should know to help settle your child?

Anything else to note?



Procedure

Procedure Category: HEALTH AND SAFETY

Date Created: April 2020

Procedure Name: Sleep Policy and Procedure

The purpose of this operational procedure is to ensure the safety and well-being of children when sleeping at the centre through regular monitoring by meeting Licensing Criteria HS9. To ensure children's sleep remains undisturbed, consistent and enjoyable, providing positive attitudes and outcomes for children, whānau and teachers. To provide hygienic and comforting cots and sleep room environments.

Position Statement

This centre follows procedures to promote the health and safety of children enrolled at the service. We recognise the importance for providing safe and hygienic sleeping conditions for infants and young children. We provide sleep spaces/ furniture that meet ECE licensing criteria safety standards. We recognize the sleeping needs of children and how vital it is to fit with their feeding, learning and play routines and its importance in enhancing and developing their physical and mental well-being and development. The natural rhythms and preferences of the child are a priority and the teaching team works in collaboration with whānau to ensure that the children's sleep routine at Castor Bay Infant Care Centre work with the routines put in place at home. Teachers understand that each child's needs are different and that individual routines regarding sleep are approached and implemented with careful consideration and collaboration with whānau.

Issue Outline

A procedure for monitoring children's sleep is displayed and implemented, to ensure that infants and young children sleeping at the centre are in a safe environment. Adults are accountable and accurate records are kept and available to parents.

Alignment with Policies

This procedure aligns with the following Centre Policies:

- Laundry Policy
- Child Protection Policy

Procedure Detail

Step	Procedure
1.	On enrolment, parents are encouraged to document a rough outline of their child's daily routine, including sleeps. Teachers plan children's routines from this information as well as the children's cues. Being in a different environment for a large part of a child's day can be very fatiguing, therefore routines often change as they transition and settle into the centre. Teachers encourage open communication in regards to these changes and decisions are made in collaboration with whānau. After the child's initial transition, sleeps are kept as consistent as possible.
2.	To assist with sleeping arrangements, at the Centre we have 3 sleep-rooms- Māwhero, Kākāriki and Kōwhai room and we usually strategically organize it based on the children's sleep patterns.
3.	The children sleep in the same cot and the same room each day, and may need to move rooms if their sleep pattern changes. We also have stretcher beds for older children who transition to a bed when they are ready in collaboration with parents. Each child's bedding is clearly labelled.
4.	The cots are well constructed complying with NZ safety standards and clean. The mattresses are 100 millimetre thick foam with woollen blanket under covers under fitted sheets. Their blankets are 100% cotton for the summer with an addition of a woollen aircell blanket for winter.
5.	Beds are set up in a way that observes tikanga where heads are not next to feet.

6.	The bedrooms are warm (electric heating), well ventilated, airy, clean and pleasant with a maximum of 6 cots in the green room, 4 cots each in the yellow and pink rooms.
7.	Children are gathered by their primary care teacher or teacher they choose, nappies checked/changed, older children toileted and hands washed. These nappy changes are used as an opportunity for children to settle into sleep and for teachers to communicate with the children about what is happening.
8.	Any restrictive clothing removed including bibs, necklaces, hair ties and hair clips (place in the child's bag)
9.	Children are given any special bedtime comfort items provided for this purpose. If providing blankets from home, please ensure they are made out of breathable material such as cotton or wool.
10.	Children do not have access to food or liquid while in bed.
11.	Children are to be placed in their cots on their backs but if they turn to get comfortable, it is their choice. The adult is to ensure the cot side is up. They are then gently patted to sleep.
12.	Keep the infants sleep space bare of all non-essential items e.g. pillows, toys
13.	Infants and children may require gentle support to settle into sleep. Teachers always offer them a form of physical comfort if they need it whether it is holding them in our arms and gently rocking or letting them rest on our shoulders as we pat their back.
14.	To ensure the constant monitoring of resting and sleeping children in the Centre, a member of staff remains in the sleep room until the child has fallen asleep. If a child prefers to sleep by themselves, we respect their choice and come out of the sleep room and carry on with the regular 5-10 mins checks. If they do call us back, we will always go back and assist them to sleep. If they have not slept within 20 minutes, we will bring them back out and try again a while later.
15.	We do not promote the strategy of 'crying it out', in any form as this can develop unhealthy attitudes towards sleep as well as negative outcomes for children's development. We do not encourage controlling the length of sleeps by waking children, however we understand that sometimes sleeps need to be monitored to ensure positive outcomes for children and whānau. In these situations, teachers collaborate with whānau to find effective strategies to support both the child and whānau.
16.	The staff member responsible will go into the sleep room every 5-10 minutes to check on the children's warmth, breathing and general well-being. (Teachers also use their knowledge of individual children to check more regularly). For infants, check that the head space is clear and they are sleeping safely. Checks will be recorded on the sleep chart.
17.	The sleeping check chart outside these rooms with date, names of children, rooms they are in, times they slept, the signature of those checking them while in bed with times checked, time they wake up and any other comments that pertain to the child's warmth, breathing and general well-being.
18.	We also use a baby sleep sound monitor along with the physical checks to ensure we can assist the children quickly if they wake up between the physical checking times.
19.	Parent's wishes will be respected and the team will follow the recommendations from parents for long their child may sleep for. Length and times of sleep will also be recorded and documented in 'babies (under 1y) individual daily journal' that go home each day. All children's sleep times are written on the white board in the main room. Sleep chart records are available for parents to check if they wish.
20.	No other children or adults may enter the sleep space while children are asleep unless they check with a teacher first and are accompanied by them.
21.	As children wake up, they will have their nappies re-checked and be dressed.
22.	Bed-linen including cotton, woollen blankets and comfort toys are washed after being used for 5 days or sooner if needed. The cot and mattress is wiped down and aired when the sheets are removed weekly. If one cot/stretcher bed is used for 2 older children attending on different days, each individual child's cot-sheets will go in their named linen basket, stored under their cot and the cot and mattress will be wiped down and aired out after each use.

Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Health and Safety, Sleep;.

- **HS9** - A procedure for monitoring children's sleep. The procedure ensures that children:
 - Do not have access to food or liquids while in bed; and
 - Are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs
- A record of the time each child left in the care of the service sleeps, and checks made by adults during that time.

Implementation

Clear processes and procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic or the procedure.

I/We have read, understood and approve of the Policy Documents for the "Sleep Policy and Procedure"

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

	Policy
	Policy Category: HEALTH AND SAFETY
	Date Created: April 2020
	Policy Name: Outings and Excursions Policy

The purpose of this operational policy is to ensure children's safety during outings and excursions by meeting licensing criteria HS17 and HS18.

Position Statement

Safety is of paramount importance when leaving the familiar centre environment. To ensure everyone's safety parents will be notified of an excursion and the planned adult:child ratio and their consent given and recorded, assessment and management of risk will be undertaken and clear methods of communication will be established and maintained.

Issue Outline

Outings and excursions are an important way for children to form connecting links and learn about their local community, environment and the wider world. This learning is valued by our early childhood curriculum Te Whāriki (2017) and justifies the risks involved as long as safety is paramount and risks minimised through thorough planning. This policy ensures the correct records and parental permissions are documented.

Detail

- Planning for each outing and excursion includes risk assessment, route mapping, method of travel and names of adults and children. The risk assessment is signed off by the person responsible (Head Teacher).
- The planning is made available to all parents along with a contact cell phone number
- On any trip at least one staff member with a current first aid certificate will be present
- Teachers will take a first aid kit, roll, cell phone, emergency contact numbers and all other necessary supplies on all outings and excursions
- Health and safety factors will be taken into account in planning and executing any excursion, in accordance with the Health and Safety at Work Act 2015
- The adult to child ratios are determined according to the nature of the excursion and any risks involved. Ratios 1:2, adult: child ratio
- The ratio of adults to children for those children remaining at the centre will comply with the 2008 Regulations
- Written permission is obtained from parents at the time of enrolment for spontaneous outings and excursions (This includes walks to the letter box, other walks in the vicinity of the Centre and walks to visit centre families and children at their homes). These include outings to local parks, libraries, fire stations, and neighbouring schools within a comfortable walking distance from the centre

- Excursions in vehicles is not something we promote at this stage but in the event, we do, at any time the children are taken off the childcare premises by vehicle the following rules/procedures will be strictly adhered to by the accompanying staff and adults.
- Before leaving on a **planned** excursion we gain written permission from parents, if the travel is in a motor vehicle then this needs to be stated and signed.
- At least two staff to go on every outing.
- Staff will not transport one child alone, unless it is their own child
- All children travelling in a motor vehicle will be restrained as required by Land Transport regulation
- There will be at least two adults travelling in any vehicle carrying children and standard regulatory ratios will apply
- The driver will have a full licence and the car will have a current WOF and Registration
- Teachers will not deviate from the planned outing route
- A head count will be taken at regular intervals
- Parents will be required to meet the cost of any special outings or excursions. Notice will be given of any cost involved and this money should be paid prior to the outing. Children will not be excluded from outings because a parent cannot afford the outing.

Alignment with Other Policies

- Professional Boundaries Policy
- Parent Involvement in curriculum
- Child Protection Policy
- Health and Safety regulations
- Enrolment excursion policy

Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Hazards and Outings Documentation required:

- **HS17:** - A record of outings or excursions. Records include:
 - The names of adults and children involved;
 - The time and date of the outing;
 - The location and method of travel;
 - Assessment and management of risk;
 - Adult: child ratios; and
 - Evidence of parental permission and approval of adult:child ratios, which may have been provided at enrolment for spontaneous or regular outings, as long as some general assessment of risk has been undertaken and information is provided to parents regarding the circumstances/rational of the outings.
 - The signature of the person responsible giving approval for the excursion to take place
- **HS18** – If children travel in a motor vehicle while in the care of the service;
 - each child is restrained as required by Land Transport legislation;

- required adult:child ratios are maintained; and
- the written permission of a parent of the child is obtained before the travel begins (unless the child is travelling with their parent).
- Te Whāriki Early Childhood Curriculum, Ministry of Education 2017
- Health and Safety at Work Act 2015 (and associated regulations).

Impacts of Policy on Staff, Parents, Children

Appropriate risk assessment will minimise the risk of harm to any adult or child. Parents need to be comfortable with, and aware of, where their children are and who they are with at all times. Staff and parents need to be aware of the importance of maintaining the correct adult:child ratio.

Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

Implications and/or Risks

Failure to comply with this policy could lead to serious harm, damaging the Centre's reputation and the trust placed in us by parents.

Implementation

Clear procedures have been developed, risk assessment forms are used for planning and management check and sign off all excursions.

Review

Review annually or when there is a significant change in the area of the policy topic.

By signing below, I agree to my child taking part in excursions:

Parent/Guardian Signature: _____

Date: ____ / ____ / ____

