

Early
ADVENTURES

A stylized icon of a sailboat with three sails and two birds flying above it, positioned above the letter 'A' in 'ADVENTURES'.

Parent handbook

Introduction

Dear parents, caregivers and whanau.

Welcome to the centre. This hand book provides you with detailed information regarding the centre. Included is important information and policies for your reference. Please ask if there is any more information you need.

Your child's first days

It is important to us that you and your child feel as comfortable as possible before you leave your child with us for the day. We encourage you to discuss with our staff your child's personal needs and develop a transition plan. We ask that parents visit the centre with their child several times in the fortnight prior to their official start day. This is so your child can begin to learn the routines, meet new friends and become familiar with our staff. Parents are welcome to stay at the centre observing or participating. When you do leave please remember that it is important to say goodbye to your child and tell them when you will be back. It is very distressing to a child when a parent disappears without saying goodbye. Please feel free to phone the centre to check on your child and be assured that if your child is distressed or not coping we will let you know.

What to bring?

- Two sets of named spare clothes
- Extra underwear if your child is toilet training
- Child's special toy or comforter
- Sun hat/warm winter hat
- During summer please ensure your child has clothing that covers their arms and shoulders, and provides maximum sun protection.
- Medication if needed (please hand to a staff member and fill in medication form. Retrieve from a staff member at the end of the day. Medicine may not be stored in children's bags.

Meals

Your child will be provided with nutritious home cooked meals and snacks throughout the day. Water will be available to children at all times. Please do not send any food with your child as this could put another child with food allergies at risk. The daily menu will be displayed in the foyer.

Key information

- Please note that your child will get messy while playing and learning here at Early Adventures, so we ask that you dress your child in old clothes.
- Remember only the contacts you have named on the enrolment form can pick up your child and this must be updated in writing when required.
- Our staff are here to help. Feel free to ask questions or raise any concerns. No matter how small the issue, just ask.
- Remember to sign your child in and out at the beginning and end of each day.
- Please update your contact details when you move house or change phone numbers. It is important that we can always contact you.
- Your child will be able to sleep at Early Adventures if required and will be provided with their own sleeping linen. Rest periods are promoted as they give children the opportunity to relax and gather their thoughts and strength for the remainder of their day.
- Staff will apply sunblock to your child twice a day when required.
- Please leave your child's toys at home with the exception of a special comfort toy.

- Your child's individual portfolio records your child's learning and development. It outlines the New Zealand Curriculum Framework Te Whariki, and the assessment for learning process. Be sure to check it regularly and take it home to read with your child and share with other family members.
- Fire evacuation drills are carried out once a month and earthquake drills are done once every three months.
- The centre will be closed for approximately two weeks over the Christmas period.
- Please only park in the centre car park not on the road. Enter and exit the centre using the main entrance way.
- Please give us two weeks' notice if you wish to change your child's days.
- A car seat is available at the centre to borrow if you ever forget yours just ask.
- Our financial report will be available to view in the foyer.
- Please do not post photos of children at the centre on social networking sites. This is to protect everyone's right to privacy.
- The Early childhood services Regulations (2008) and the Licencing Criteria for Early Education and Care Centres (2008) are located in the foyer for you to read.

- Our most recent Education Review Office report regarding our service will be on display in the foyer.
 - These documents and more information can be found online as well at www.ero.govt.nz and www.lead.ece.govt.nz
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Excursions

Excursions are a regular part of our program. Children will be able to participate in walks and visits to local community places. The Ratio for these trips will be 1:5. Please ensure you have given permission for these trips on the enrolment form if you would like your child to participate. A notice will be displayed in the foyer to let you know when the children have been out. All trips require us to undertake a risk assessment. Please see the centre director if you would like any more information about our excursions.

Our philosophy

We strive to provide all children with high quality care and education. The first five years of a child's life are so important and their early childhood education experiences support them to develop their potential. Children need a safe, natural environment, nutritious meals, exercise and caring educators. These essentials enable children to confidently follow their imaginations, to make choices and take ownership of their own learning through play. We want children to have fun and the freedom to explore and experiment in a well-resourced environment. The educator's role is to encourage and foster children's learning through their interests and strengths and discover ways to extend children's learning. Meaningful learning for children occurs when they are following their own ideas, interests and passions. Educators develop responsive, respectful relationships with the children so they know each child and their family well. Children are all treated as unique individuals who have different needs and will learn in a variety of ways.

It is our goal that each child will leave Early Adventures full of knowledge, life skills, have great social competence and be excited about learning. We believe that with these skills they will be ready to take the next step and start formal learning at school with confidence.

Educational philosophies and current research inform our practice. As educators we are on a lifelong journey and continued reflection on our practice is a vital part of our pedagogy at Early Adventures. We create a welcoming inviting centre and strong partnerships with parents and whanau are important to us. We acknowledge the Treaty of Waitangi and embrace diversity. Our program reflects the principles of Te Whariki, the national Early Childhood curriculum.

“Childhood is a journey not a race”

Anon.

Learning at Early Adventures

Research shows that young children learn best by exploring, in an environment carefully designed to promote their learning. Children need to make choices, be creative, and investigate. Children's interests and ideas are supported by highly skilled educators. Educators work alongside your children, discussing what they are doing and supporting children to extend their current knowledge and thinking. During play children are consistently discovering many concepts that form the basis for later learning in literacy and numeracy. Holding a pencil and drawing is one way to begin writing, matching things up and sorting things is the beginning of maths. This type of learning happens in all areas of the centre. Our early childhood educators believe that play should be highly valued because while children are engaged in meaningful play they learn many life skills and values such as team work, problem solving and tolerance of others. Our educators work together with local primary schools to ensure children are well prepared for starting school.

How you can be involved

A partnership with parents and whanau is essential to providing children with excellent learning opportunities and high quality care and education. These are ways that you can be informed about the centre and get involved.

- Check your child's portfolio for new learning stories and write some of your own stories about something you have done at home. Fill in the parent feedback forms.
- Read the wall displays and planning boards to see what has been happening. There are places for parents to comment and add ideas.
- Communicate daily with staff about your child's day and share information.
- Read the centre newsletters.
- Book a parent interview with staff for a formal opportunity to discuss your child.
- Give feedback and contribute to our self-review topics and policy review. These will be displayed in the entrance way.
- Attend centre events and celebrations.
- Bring in recyclable materials for children to use.
- The centre email address can be used to communicate with staff and management.
- Spend time at the centre with your child or share something with the children such as a special talent. (A dance, musical performance, police car etc.)
- Let us know if there is something special happening at home: a new baby, grandparent coming to stay, an upcoming trip etc. so we can encourage your child to tell us about it.

Policies

Early Adventures is guided by many operational policies that are updated every one to two years. Included in this guide are our key policies that you should read and become familiar with. Our full policy and procedures folder is available for you to view in the foyer area. Please see the centre director if you have any questions about our policies.

Emergency procedures

We practice fire and earthquake drills regularly to ensure the children will know what to do in an emergency. If there is a local civil defence emergency our centre is well prepared. If we ever have to evacuate the building we will evacuate to Orewa North Primary School. We will leave messages on the centre answer phone and a notice on our window if we leave. We will attempt to contact all parents and emergency contacts; however this is not always possible in an emergency. Remember only attempt to collect your child when it is safe to do so.

Complaints procedure

Rationale: Parents and whanau are aware of how they can raise concerns about any aspect of the Centre with staff and management. Parents concerns are acknowledged and are taken seriously.

Objective: All staff and parents know that there is a formal procedure to raise complaints.

Procedure:

- Any issue a parent has should be raised with the staff member involved first as misunderstanding a situation is very common.
- If the complaint is still not resolved or the parent feels it is more appropriate to contact the Centre director they are welcome to do so.
- The complaint can be given in writing or verbally. Amanda can be contacted on 09 947-5010. If the complaint concerns the Centre Director Jocelyn Ingram may be contacted.
- The Centre director will keep a record of any complaints and action required and confidentiality will be maintained if appropriate.
- The issue will be addressed as soon as possible (within 3 working days).
- The Centre director will meet with the parent to discuss the complaint further along with any resulting action.
- If the complaint is still unresolved the parent may choose to contact the local Ministry of Education branch Email enquiries.auckland@minedu.govt.nz. Phone (09) 632 9400 | Fax (09) 632 9401. Or visit www.minedu.govt.nz for more information.

Child and adult health policy

Rationale: To do our best to prevent the spread of infectious disease and ensure that child health and wellbeing is promoted.

Objective: To prevent children and adults from harm and infectious disease.

Reference: Education (Early Childhood Services) Regulations 2008. Regulation 46, Criteria HS26 – HS30.

Procedures:

- Standard precautions such as hand washing, coughing into elbow and immediate wiping of children's noses and disposal of tissues are maintained. All staff are responsible for monitoring this and maintaining high standards.
- Sleeping children's beds are set up in such a way that sufficient air movement as allowed, to minimise the risk of spreading illness.
- Play dough can only be used for one day and then thrown away.
- Any sores and weeping cuts, spots and scratches are to be covered at all times and children will be encouraged not to scratch or pick at them. If these wounds cannot be covered the child or staff member should stay at home until they have healed.
- Children and adults who are sick are not to be present at the centre. This includes but is not limited to vomiting, diarrhoea, green mucus in the nose, high temperatures, conjunctivitis, head lice, impetigo, chicken pox, hepatitis A&B, measles, meningitis, mumps, ring worm, whooping cough, salmonella, streptococcal and any other infectious illness, as per The Ministry of Health's infectious diseases publication. These guidelines will be used to determine when it is safe for the child to return to the centre.
- Any adult who is not believed to be physically or mentally healthy enough to be around children will be asked to leave the centre.

- The centre Director or other 'person responsible' can use their discretion to ask for a child to be collected if they feel it is necessary and in the best interests of the child. This could be due to other possible signs of illness such as a rash, difficulty breathing, and unwillingness to participate in normal activities, or persistent crying.
- Staff and children who become ill while at the centre will be allowed to leave immediately or if necessary stay in isolation until family or their emergency contact arrives to collect them.
- Sick children will be regularly monitored. If staff observe such things as lowered activity, temperature fluctuation, sleepiness, fussiness, green runny mucus in the nose and coughing, complaints of sore throat or diarrhoea and vomiting the Centre Director will be notified.
- If necessary the child's parent will be contacted and requested to collect the child. An infectious child with fever, vomiting, diarrhoea, a rash or discharge from the eyes will be isolated and put on a bed and supervised by a staff member in the office upstairs.
- Children and staff must not return to the centre for at least 48 hours after a child's last bout of vomiting or diarrhoea.
- Staff will give immediate first aid, eg. Keeping child cool by sponging with tepid water and giving plenty of water to drink.
- A local doctor will be consulted if staff have serious concerns about a child and their parents or emergency contact has not arrived at the centre. An ambulance will be called if it is necessary.
- The centre Director or person responsible may ask staff to take a child to seek medical help. Two staff members would be required to go. At least one staff member will be a 'person responsible' and hold a first aid qualification. The child will be restrained in a car seat, with the second staff member monitoring the child's health and well-being. The driver of the vehicle and the vehicle

must be fully licenced. Staff to child ratios must be maintained at the centre.

- The staff member will record and sign the accident and illness form and record action taken and time child was collected from the centre.
- Parents will be notified of infectious diseases that have been present in the centre so they are able to monitor their children for sign and symptoms. If a child has decreased immunity from disease parents may choose to keep their child at home until the risk of contracting an illness has reduced.
- If a child has consumed a poisonous material or plant the National Poison Centre will be contacted immediately for advice on 03 4747000. This number will be displayed on the First Aid kit.
- This policy and a list of contagious diseases and recommended exclusion times will be provided for parents upon enrolment.
- Staff will contact the public health service for information and advice if required.

Infectious Diseases

Disease/Infection

Influenza



Measles



Meningitis (Meningococcal)



Mumps

Ringworm



Rubella

Salmonella

Scabies



Slapped cheek (Human parvovirus infection)



Streptococcal sore throat



Whooping cough (Pertussis)

This disease is spread by ...

Coughing and sneezing and direct contact with respiratory droplets.

Coughing and sneezing. Also direct contact with the nose-throat secretions of an infected person.

Close physical contact, such as kissing, sleeping in the same room.

Contact with infected saliva, eye, coughing, sneezing, kissing and sharing food and drink.

Contact with infected person's skin, clothes or personal items. Also through contaminated floors and shower stalls.

Coughing and sneezing. Also direct contact with the nose/throat secretions of an infected person.

Uncooked food, pig, chicken and meat. Also direct contact with the nose/throat secretions of an infected person or animal. Direct spread from infected person or animal.

Direct skin contact with the affected person or wearing sheets and clothes.

Coughing and sneezing. The virus may be passed from mother to child during pregnancy.

Usually contact with the secretions of an infected person. Sometimes through contaminated food.

Coughing. Adults and older children may pass on the infection to babies.

Time between exposure and sickness

1-4 days

7-18 days, usually 10 days to onset and 14 days to rash

2-10 days, usually 3-4 days

12-25 days, usually 16-18 days

10-14 days

14-23 days, usually 16-18 days

6-72 hours, usually 12-36 hours

Days-weeks

4-20 days

1-3 days

5-21 days, usually 7-10 days

Early signs

Sudden onset of fever with cough, sore throat, muscular aches and headache.

Running nose and eyes, cough, fever and a rash.

Generally unwell, fever, headache, vomiting, sometimes a rash. Urgent treatment is required!

Pain in (one, then swelling in both) of ear and fever.

Rat spreading ring-shaped lesions.

Fever, swollen neck glands and a rash on the face, scalp and body. Rash may be itchy. Rash can cause abnormalities in the baby.

Stomach pain, nausea, fever and diarrhoea.

Itchy rash in places such as forearm, armpits, between fingers and hands and under armpits.

Red cheeks and face-like rash on body.

Headache, vomiting, sore throat.

Running nose, persistent cough followed by "whoop" vomiting or breathlessness.

How long is the child infectious?

From 1 day before, up to 7 days after illness onset.

From the first day of illness until 4 days after the rash begins.

For 24 hours after antibiotics are started.

For one week before swelling appears until 9 days after.

While lesions are present, and while fungus persists on contaminated material.

From 7 days before rash starts until at least 4 days after it has appeared.

Until well, and possibly weeks or months after.

Until 24 hours after treatment is started.

For variable time up to appearance of rash.

For 24 hours after antibiotics are started.

From 7 days before and for 3 weeks after onset of cough. If not treated with antibiotics, or until 5 days of antibiotic treatment.

Exclusion of child from kindergartens, schools, etc

Restrict contact activities until well.*

At least 4 days from onset of rash.

Until well enough to return.

Until 9 days after swelling develops, or until child is well, whichever is sooner.

Restrict contact activities, eg gym and swimming, until lesions clear.

7 days from appearance of rash.

Until well with no further diarrhoea.*

24 hours after treatment is started.

Unnecessary unless child is unwell.

Until 24 hours after antibiotic started.

21 days from onset of coughing, or other 5 days of antibiotics.

For further information contact:

Your Public Health Nurse

Your Public Health Service

* For more information on infectious diseases, visit www.health.govt.nz or call the National Health Service Helpline on 0800 363 636.

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New Zealand Government



Infectious Diseases

Disease/ Infection

Campylobacter

Chickentox

Conjunctivitis
(Viral or bacterial)

Cryptosporidium
Giardia

Gastroenteritis
(Viral)

Glandular fever

**Hand, foot and
mouth disease**

Hepatitis A

Hepatitis B

Impetigo
(School sores)

This disease is spread by ...

Undercooked food, chicken and meat; food/water contaminated with faeces from infected person or animal. Direct spread from infected person or animal.

Coughing and sneezing. Also direct contact with weeping blisters.

Direct contact with discharge from the eye or with tears. Indirect contact contaminated by the discharge.

Food or water contaminated with faeces from infected person or animal. Direct spread from infected person or animal.

Food or water contaminated with faeces from infected person or animal. Direct spread from infected person.

Transfer of saliva.

Coughing or poor hand washing. Direct spread from an infected person.

Food or water contaminated with faeces from infected person. Direct spread from infected person.

Close physical contact with the blood or body fluids of an infected person.

Direct contact with discharge from infected skin.

Time between exposure and sickness

1-10 days,
usually 2-5 days

10-21 days,
usually 14-16 days

24 hours-12 days

Cryptosporidium 1-12 days,
average about 7 days
Giardia 3-25 days,
usually about 7-10 days

1-3 days

4-6 weeks

3-5 days

15-50 days,
usually 28-30 days

6 weeks-6 months,
usually 2-3 months

Usually a few days,
variable

Early signs

Stomach pain, fever and diarrhoea

Fever and spots with a blister on top of each spot.

Itching and redness of eye. Sometimes there is a discharge.

Stomach pain and diarrhoea.

Vomiting, diarrhoea and fever.

Sore throat, swollen glands in the neck, fever. Togue II health for some time.

Fever, rash on soles and palms and in mouth. Flu-like symptoms.

Nausea, stomach pain, general sickness. Jaundice a few days later.

Similar to Hepatitis A.

Scabby sores on exposed parts of body.

How long is the child infectious?

Until well, and possibly several weeks after.

From up to 5 days before appearance of rash until lesions have crusted usually about 5 days.

While there is a discharge from the eyes, the child is infectious.

Until well, and possibly several weeks after. Giardia can be cleared by medication.

While vomiting and diarrhoea last, and up to 6 days after these starts.

Prolonged - possibly for one year or more.

While the child is unwell and possibly longer, because virus is excreted in faeces for weeks after.

From about 2 weeks before signs appear until 1 week after jaundice starts.

Blood and body fluids may be infectious several weeks before signs appear, and usually for several years after people are infectious for years.

Until 24 hours after treatment with antibiotics has started or until sores are healed.

Exclusion of child from kindergartens, schools, etc

Until well with no further diarrhoea.

For one week from date of appearance of rash.

While there is a discharge from the eyes.

Until well with no further diarrhoea.

Until well with no further vomiting or diarrhoea.

Until well enough to return.

While the child is feeling unwell. Unnecessary if the child is well.

7 days from the onset of jaundice.

Until well.

Until 24 hours after treatment has started.

For further information contact:
Rooi Public Health Nurse

Your Public Health Service

* Call your Public Health Service for more information.
† This website is a general information resource. It is not a substitute for the advice of your Public Health Service.

South African Government

MINISTRY OF
HEALTH

Positive guidance policy

Rationale: At Early Adventures, educators will encourage children to build their social competence skills.

Objective: That each child is treated as a unique individual and their behaviour will be gently guided by respectful educators who use effective strategies to promote positive behaviour. We endeavour to provide a consistent, warm and welcoming environment in which families feel accepted and involved.

Procedures:

- Educators redirect behaviour by offering a child another activity or alternative. For example reminding a child that they can throw balls outside rather than inside.
- Educators focus their language and conversations around what they would like children to do.
- Promote alternatives and problem solving strategies such as taking turns and empower children to come to decisions and resolutions themselves instead of imposing or deciding on the outcome for them.
- Always give clear and reasonable instructions and expectations before events begin.
- Provide children with simple explanations as to why their behaviour is not desirable.
- Educators are to be consistent with children when dealing with inappropriate behaviour.
- Children will be encouraged to develop and review their own 'rules' for the centre and this will be displayed for them to revisit.
- If a child's behaviour is upsetting or endangering other children these are signs the child is distressed and may need time alone with an educator (reading a book) before they are ready to re-join their peers and play.
- Educators are to consider all reasons for a child's negative behaviour and the child's individual needs. If they are tired, thirsty or hungry staff will attend to that need.
- Educators are to be calm and respectful to children at all times and uphold their dignity.

- Educators will work closely with parents and communicate with them to keep them informed when inappropriate behaviour is occurring.
- Parents will be provided with a copy of this policy upon enrolment at the centre.
- Information, books and resources about children's behaviour will be kept at the centre and made available for parents to access.
- When extremely inappropriate behaviour occurs parents are informed of the situation as soon as possible and what the outcomes of the situation/event were.
- If a child's repeated behaviour is causing concern to educators a behaviour plan will be put in place in consultation with parents, whanau and any relevant external organisations. This is not viewed as a last resort but a pathway for identifying what a child's needs are.
- Staff will protect the identity of children as much as possible when discussing behaviour and centre incidents.
- Educators will be provided with professional development opportunities to expand and update their knowledge and skill with child guidance techniques.

Our three basic limits on behaviour are:

- A child may not hurt another person or him or herself.
- A child may not disturb another person's work.
- A child may not damage or misuse property or equipment.

Inappropriate practice for adults working with children includes

- Inflicting verbal or physical punishment.
- Isolating children.
- Labelling children with derogatory words.
- Shaming or comparing children.
- Ignoring unacceptable behaviours.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the situation. Any staff observed or accused of any of these practices will be suspended or given leave until an investigation has taken place.

Child protection policy

Rationale: The safety and wellbeing of all children is imperative. The management and staff of Early Adventures will ensure that children are kept safe from harm and will work to reduce the risk of emotional, physical and sexual abuse of children.

Objective: The following protocol and guidelines will assist centre staff and management in dealing with child abuse and neglect.

Procedure for preventing child abuse:

- The Centre play spaces are designed so children can be easily supervised.
- Parents are encouraged to visit the Centre at any time.
- Children will only be allowed to leave the Centre with adults nominated on the child's enrolment form.
- Permission from parents is required for children to participate in Centre outings.
- A complaints procedure is displayed for parents to express any concerns to the Centre management and lists who to contact if they are not satisfied with the result of their complaint.
- Students and new relievers will not be permitted to be alone with children at any time or to help with toileting or changing nappies.
- Staff members are informed of this policy as part of the induction process.
- Staff members are provided with regular professional development about child abuse signs and symptoms.
- All staff members will be Police checked.
- Visitors to the Centre will be required to sign in the visitor book and will not be left alone with children.
- The front door has a security key that only allows staff and families into the Centre.

Procedure for responding to suspected child abuse:

Abuse can be physical, emotional, sexual, ill-treatment, abuse, neglecting or deprivation. Anyone who thinks a child has been, or is likely to be, harmed may report the matter to a social worker or a constable.

This policy recommends that in most cases it will be appropriate to seek help and support from either the Centre director or alternative contact person.

- Consider the child. Their immediate safety is paramount. If the child is in danger or unsafe, act immediately to secure their safety.
- Listen to the child and reassure them they did the right thing in disclosing.
- Write down what the child said. Do not formally interview the child. Obtain only necessary relevant facts when clarification is needed.
- Record the context and events you were made aware of surrounding the concern immediately so you do not forget any details.
- Record any comment from other staff present when the suspected abuse or disclosure occurred.
- Do not take photos as this could interfere with police investigation and be seen as a breach of privacy. It is the role of Police to investigate.
- If the child or young person is not in immediate danger and is not upset re-involve the child in usual activities.
- Get support for yourself from appropriate people and inform the Centre Director immediately of any suspected abuse.
- All allegations will be treated as serious. The Centre Director is responsible for ensuring that all complaints are taken seriously and dealt with effectively.
- The Centre Director will work with staff to record written information on all issues of concern including all factors in our confidential book to be stored in a locked cabinet in the office.
- The Centre Director and/or educators will consult with the Police and/or Child Youth or Family when it is suspected that a child is unsafe.

- All information will be shared with The Police and Child Youth and Family. This information will be prompt and accurate (as permitted within the law).
- If the Centre Director or an educator has reasonable grounds to believe that a person employed or engaged in the service, or any other person, has physically ill-treated or likely to abuse a child or committed a crime against children; or in guiding or controlling a child, has subjected the child to solitary confinement, immobilization, or deprivation of food, drink, warmth, shelter, or protection, the Centre Director and the educator must ensure that the person is excluded from coming into contact with the children at the service.
- Any allegations of abuse by an employee will be reported to authorities immediately. If the complaint is about the Centre Director the alternative contact person for the Centre is Jocelyn Ingram.
- After consultation with the Police the employee will be notified. They must not be notified by the same person who made the complaint.
- An employee under investigation for child abuse will be suspended from work while an investigation is completed. Appropriate procedures will be taken to protect the rights of that staff member.
- Where possible support will be made available to all those involved in any child abuse allegations.
- The Centre Director or contact person will ensure records are kept of any comments or event relating to the complaint(s) and /or allegations and follow-up action is taken and documented.
- The Police and Child Youth and Family will decide when to disclose the abuse/complaint with parents of the Centre in consultation with The Centre Director or representative.

For more information please refer to:

Reporting of Suspected Child Abuse and Neglect. Protocol between the Ministry of Education and Child, Youth and Family for Early Childhood Education Services, 2010.

How can I tell, Recognizing when a child or family needs help', written by Child Matters www.childmatters.org.nz provides more in depth information about child abuse.

Key contacts

Child, Youth and Family - 0508 326 459 (First point of call)

Ministry of Education - Special Education Traumatic Incident

Coordinator (0800 848326)

Communication with parents policy

Rationale: Early Adventures recognises the importance of communicating with parents. We aim to make this process simple and effective for parents and whanau. We offer a number of methods in which they are able to gain and share information about their child, the Centre, and the program we offer.

Objective: To ensure parents are well informed about their child's learning and all other aspects of the centre. Parents feel empowered to participate in our program.

Procedures:

- Educators communicate verbally with parents daily.
- Notice boards are located in the entranceway and throughout the Centre to communicate information to parents. These boards are updated regularly.
- Program planning boards with children's photos and stories are displayed for parents to view.
- Regular newsletters are written.
- Parents are made aware upon enrolment that they are able to book a meeting with educators and or management at any time to discuss their child's development.
- Parents are given information about our communication policy upon their enrolment at the Centre.
- Parent interviews will be held twice a year for parents, whanau and educators to discuss the child's development and any other important issues.
- Parents are invited to review Centre policies with Centre management and give comments, feedback and suggestions to draft documents.

- Email can be used as a tool for sharing information.
- The Centre policy folder is available for parents to read in the foyer.
- Parents are encouraged to contribute to their child's portfolio and fill out parent feedback forms.
- Parents and whanau will be invited to events and celebrations at the Centre.
- Parents can contribute to the program by bringing something to show children or sharing a talent.
- Parents will be made aware via newsletters and noticed boards of the Centre planned and spontaneous self-review and how they could contribute.

Sun safe policy

Rationale: Children and adults at Early Adventures need to be protected against the damaging effects of the sun.

Objective: To ensure that we promote a sun safe environment where staff and children are protected against damaging levels of UVR from the sun.

Procedures:

- Parents provide a sun hat for their child during late spring, summer and early autumn. Educators will remind children of the importance of wearing a hat.
- Teachers will help children apply sunblock twice a day once in the morning and once after lunch.
- Early Adventures will supply a high quality, long lasting and waterproof sunblock that provides protection from UVA and UVB rays.
- Sunblock is applied routinely during the warmer months, September through to the beginning of April.
- A record of this will be kept on a whiteboard so educators are able to check that no child has missed out on having sunblock applied.
- Children will be encouraged to wear t-shirts rather than singlets while playing outside.
- Shade cloths will be used outside to protect children from the sun and provide shaded play areas.
- Educators will remind children to stay out of direct sun during the hottest parts of the day. Particular care is taken during the daylight savings months, between 11 am and 4 pm.
- The availability of shade is considered when planning excursions.
- Educators will promote sun safety education with the children.
- Staff act as role models for the children by wearing sun protective hats, clothing, and sunglasses when outside, applying sunscreen to themselves and seeking shade whenever possible.
- Families are provided with information on sun protection at enrolment.



Phone 09 947-5010

www.earlyadventures.co.nz

Email:info@earlyadventures.co.nz

