

Welcome to Junior Junction



Hours

7:00am to 6.00pm Monday to Friday

Licence

Junior Junction is licensed by the Ministry of Education from 0 to 5 years of age.

Open Door

Parents are welcome to visit and stay with their child at the centre at any time. All staff are free to discuss your child's developmental progress at any time through portfolios and/or verbal discussions.

Holidays

At Junior Junction our policy is to allow two weeks holiday free of charge per child per year. These holidays must be taken in a minimum of one week blocks. Note that if the centre is closed over Christmas this is included in the two week holiday allocation.

Note: Statutory and absent days will be charged at the normal rate.

Fees

Effective: 31st January 2011

<u>Days</u>	<u>Under Three</u>	<u>Over Three</u> (20 hours free ECE)
2 Days	\$105	\$65
3 Days	\$155	\$100
4 Days	\$210	\$120
5 Days	\$220	\$130

Minimum of two days per week.

Payment Options

Weekly in advance by Automatic Payment to ASB Account **12 3252 0042673 000**



Curriculum

Te Whaariki is the Ministry of Education's early childhood curriculum policy statement.

Te Whaariki is a framework for providing tamariki/children's learning and development within a sociocultural context. It emphasises the learning partnership between Kaiako/teachers, parents, and whanau/families. Kaiako/teachers weave a holistic curriculum in response to tamariki/children's learning and development in the early childhood setting and the wider context of the child's world.

Summary of Key Policies and Procedures

All policies are available for viewing at any time

Settling policy for new children

Our goal is to ensure young children have a smooth transition to Centre based care with the least disruption to their lives.

It is beneficial for you and your family to visit the centre prior to your starting date, this will enable you to familiarise yourself to our environment, our staff, other children and our routines.

You will be introduced to your child's head teacher who will discuss with you a settling/transition plan specific to your needs.

Procedure for leaving your child

- Inform a teacher of your intention to leave
- Tell your child you are going to leave and that you will be back soon or after.....
- After parting gestures(hug, kiss pat on the back etc) say goodbye and leave promptly (prolonging the departure makes it harder on both parties)
- Parents are encouraged to ring at their convenience if they have concerns about their child's settling
- No child will be left unsettled for any length of time without a teacher phoning a parent.
- Teachers will inform you of the nature of your child's day
- Please note that it is normal for apparently settled children to experience some regression after a few sessions.

If a child has been unsettled, parents are encouraged to spend a small amount of time with their child at the centre so they leave on a positive note.



Head Teacher

Each room has a Head Teacher who will

- Initiate contact and interaction with the child and parent/whanau during visiting/settling times
- Support the parent when talking to the child about parent leaving, continuing the support after the parent has left
- Give feedback to parents/whanau during phone calls
- Monitor the child's progress during the day,(to reflect on the child's progress, and discuss strategies for next time)

Pass on valuable information to other teachers.

Meals

Age appropriate meals will be provided throughout the day

Menus/menu board are prominently displayed in the centre.

Morning tea, afternoon tea and lunch is prepared fresh daily by the centre cook.

Water is readily available throughout the day.

A daily record of all food prepared in the centre is kept which specifies the type of food provided; these records will be kept for a period of three months.

Food is prepared, served and stored hygienically. The centre is bound by the relevant requirements of the Food Hygiene Regulations 1974 enforced by the territorial local authorities.

Birthday Parties

Parent/guardian may provide a cake or treats to share. (Please talk to the centre cook reference children in the centre that may have allergies. Note: **No nut products**)

Infant Formula

Any infant formula given is of a type approved and supplied by the child's parent/guardian.

Infants under the age of 6 months and other children unable to drink independently are held when being fed a bottle.



Health and Safety

At Junior Junction we aim to provide an environment that is free of any adverse health and safety risks.

Emergency Procedures

Emergency Procedures have been developed and are available for immediate reference within the Health and Safety folder. (Refer to Fire and Earthquake evacuation policy)

Evacuation procedures are on display throughout the centre, and are practiced regularly.

Fire Safety Equipment

Fire Safety equipment is checked regularly by the Fire Control Services Ltd.

The centre has been registered with the Civil Defence Force.

No Smoking Policy

There shall be no smoking permitted in any areas on these premises during operating and non operating hours.

First Aid

We endeavour to have every staff member holding a current first aid certificate. This ensures up to date first aid knowledge in the event of an emergency.

First Aid materials are located in the First Aid cabinet, which is located high out of children's reach.

Accident Recording

For minor accidents, an accident register is used. This records date, type of accident, how the accident occurred, what treatment was required, the signature of the attending staff and signed by parent on collection of child.

Parent/Guardians are notified immediately of a head injury.

If a child suffers a more serious accident whilst at the centre, parent/guardian is notified immediately and if necessary the child is taken immediately to an emergency centre.

Distribution of Medicine

Should a child require any medication while at the centre the parent/guardian must provide permission in written form (medical folder).



Both prescription and non- prescription medication must be in original packaging and have English directions of use.

All medicines must be handed to the head teacher of the room where they will be kept in an allocated cupboard or refrigerated according to instructions.

Cross Infection

To prevent cross infection, staff are provided with disposable gloves for use when administering first aid.

Water

Children have access to heated water in the washroom and bathrooms. In all cases the water temperature has been regulated to prevent injury. Paper towel dispensers are available for children and staff.

Windows

All windows have been treated by Safety film or are made of toughened safety glass.

Signs

Hazard signs are placed wherever necessary to warn of possible dangers.

Cleaning and Maintenance

A high standard of cleaning is undertaken to maintain hygiene levels.

Maintenance is kept up to date and is wherever possible undertaken outside of opening hours.

Gates

Parents/Guardians, staff and visitors are reminded to keep all gates closed at all times to ensure the safety of the children in our centre.

Illness

Children with any kind of infectious illness is required to be kept at home until the illness is no longer present. In the event of a child or a staff member who is suspected of suffering from a disease or condition capable of being passed on to the children, and likely to have a detrimental effect on the children if contracted by them, the management reserve the right to ask for a medical certificate stating that the individual is clear of any such illness. *(refer to last pages of this document)*

Immunisation

If your child is immunised, we require a copy of this document for our records, where it will be kept with your child's enrolment form.



Sleep Room

- In the Baby/Toddler areas little beds are provided for sleeping. The children are constantly supervised and records of sleep times are kept.
- Beds are provided for any children over two who require an afternoon rest
- All bedding is labelled so that it is specific to each child

Hygiene Policy

Professional cleaners are employed to ensure that the premises are hygienically clean at all times

- Children wash their hands after toileting and before any meal times. Paper towels are available for drying hands
- Babies and Toddlers nappy changes are recorded daily
- Wet and soiled disposable nappies are put into Sengenic Disposable units and disposed of appropriately.
- Cloth nappies are emptied and sealed in a bag and returned to the parent at the end of the day
- Disposable wipes are used as bottom cloths
- Flannels are used for faces and hands. Special buckets are allocated for their soaking prior to washing
- Disposable gloves are used when required during nappie changes
- Tissues are placed in all areas for use for wiping noses etc
- Water in hand basins is set at the temperature as recommended by Early Childhood Regulations.

Sun Protection Policy

Junior Junctions development of weather criteria for use of personal protection methods

Where the advertised burn time is less than 30 minutes management will declare a: sun-unsafe day. During this time, where possible, outdoor activities should be scheduled for limited times or be conducted under shaded areas.

Outdoor environment procedures

- 100% of sand pit areas are covered in shade sails and approximately 30% of all other areas of outdoor play
- Staff will ensure that children's faces and exposed limbs are protected with at least 15+ sun block, and that it is administered throughout the day.
- Sun safe habits are promoted and explained in formal curriculum. Damage by and effects of the sun's radiation is explained and demonstrated. Staff should lead by example and encourage safe sun practices

Parents are asked to provide a named hat to be left at the centre for their child, staff at all times will encourage children to wear their hat during outside play.



Child Health Policy

Refer to last pages of this document

Because of the risk of infection, Junior Junction Early Education Centres do not take care of sick children. If your child has any of the following symptoms you must keep your child at home until a medical clearance has been obtained (evidence may be required.)

- Continuous high temperature
- Inflamed throat
- Vomiting or Diarrhoea(it must be 24 hours after last bout before returning to the centre)
- Eye Discharge- Conjunctivitis
- Unidentified rash, combined with other symptoms of concern

If your child becomes unwell whilst at the centre parent/guardian will be notified, so that arrangements can be made for the immediate collection of your child.

Your child will be made comfortable, and isolated from other children if deemed necessary, until your arrival.

If medical advice is required we will endeavour to seek it immediately with the parent/guardians permission.

In the event of an emergency a parent/guardian, or the person named on the enrolment form as emergency contact will be notified immediately.

In the event of a child or staff member, who is suspected of suffering from a disease or condition capable of being passed on to the children and likely to have a detrimental effect on the children if passed onto them, the management reserve the right to ask for a medical certificate stating they are clear of any such illness.



Medication Policy

Authorisation

Junior Junction Early Childhood Centres maintains general authority for staff to administer medicine to children. *Refer to enrolment form*

The centre maintains a medicine book/register in which the following information is recorded

- Date
- Name of child
- Name of medicine to be administered
- Dosage
- Frequency
- Parent signature
- Staff signature and witness

Administering Medicine

Medicine is not administered to a child unless it is given:

- By a health professional(e g doctor, nurse or an ambulance officer)
- By the parent/ guardian
- With the written permission of the parent/guardian
- By the head teacher or a person specifically trained and nominated
- The correct details are recorded in the medicine book/ register

All medicines will be stored (and returned after use) in accordance with directions

The management will ensure that all medicines past the used by date are returned to the parent/guardian. If this is not possible they will be disposed of safely.



Positive Guidance Policy

At Junior Junction Early Childhood Centres we believe that "child care" should be positive and nurturing, and that the individual needs of the children must be taken in to account at all times.

It is important that children's boundaries are made clear and consistent, so that they can feel secure and happy in their environment.

Positive reinforcement of good behaviour is often used i.e. focusing on and praising of positive behaviour. We also aim to foster positive behaviour in other ways, such as having an interesting range of activities throughout the day and by providing alternatives to aggression i.e. throwing of balls, physical play etc.

Respecting each child is vital to their emotional development and we feel that by managing their behaviour positively we are respecting their needs. It is a two way process, as we show them they are worthy of respect, they learn to respect themselves and others. Realistic expectations are set for the children according to their age and developmental stage. This is important to eliminate undue frustration.

Eye contact, cuddles positive words of encouragement and feedback to both children and parents/guardians all work in combination with the above mentioned factors to ensure a "Positive Guidance Policy" is effective.

Strategies to Manage Behaviour

To encourage appropriate behaviour...

- Personal acknowledgement
- Attention and praise
- Group acknowledgement
- Hugs, cuddles and smiles
- Token prizes, stamps, stickers etc
- Feedback to parents

To discourage inappropriate behaviour

- Ignore action, avoid attention
- Withdraw attention
- Explain action of inappropriate behaviour
- Re-direct attention to positive activities/interests
- Feedback to parent
- Cool down period



Positive Guidance Policy continued

To stop or modify the occurrence of a specific behaviour (ad hoc)

If a behaviour or action is seen to be inappropriate, a staff member may use one of the strategies, give individual attention to the child to try and stop and/or reduce the likelihood of repeat behaviour

To stop or modify the occurrence of a specific behaviour (chronic)

If a behaviour or action is known to be inappropriate, staff should discuss and agree on a consistent strategy or plan for that child to stop and/or reduce the likelihood of repeat behaviour in consultation with parent/guardian.

Prohibited Actions

At no time will any staff member, adult or other child subject any child to:

- *Physical ill-treatment*
- *Solitary confinement*
- *Immobilisation (excluding temporarily holding to ensure safety of other children)*
- *Deprivation of any food or drink*
- *Deprivation of warmth, shelter or protection*
- *Loud, aggressive, abusive or threatening language*
- *Frightening, threatening or degrading actions*

Ill treatment of children policy

If the management of Junior Junction Early Childhood Centre becomes aware that a staff member, a visitor or any other individual on the premises:

- Has physically ill treated a child or
- Has subjected a child to any prohibited/ inappropriate action or material

that person will be excluded from coming into contact with the children. If deemed necessary to ensure the safety of the children in our care, that person will be banned from entering the premises at any time.

Management of Junior Junction Early Childhood Centre must comply with the Early Childhood Regulations (1998) or else the licence will be suspended under Regulation 11.