



## ILLNESS EXCLUSION POLICY AND PROCEDURE

All staff members must report to the Supervisor immediately if they have reason to believe that any adult, staff member, visitor or child is attempting to, or has come into Kinderhaven during operating hours that is an “infectious person”.

### “Infectious person” is defined as:

Any person who may come into contact with children, with a disease or condition that is likely to have a detrimental affect and which is able to be passed on to children.

### Exclusions include these symptoms:

- Vomiting & Diarrhoea - unless clear for 24 hours.
- High Temperature
- Obvious Illness causing distress

If there is reason to believe that an “infectious adult” is present, the Supervisor must advise the person that their action is unlawful and if they persist then they are to be asked to leave the immediately.

If there is reason to believe that an “infectious child” is present, the Supervisor must take all steps to notify the parent/caregiver/friend of the child, and the child taken home.

Please refer to the “**Temporary Isolation of sick children**” policy while the child is at Kinderhaven.

All staff members must report to the Supervisor immediately if they have reason to believe that any staff member is working at Kinderhaven during operating hours is an “infectious person”, or is obviously in a state of “ill health”, which limits their ability to work safely.

The Supervisor may require a medical certificate as evidence of the staff members ability to return to work.

Staff & children are also not to attend Kinderhaven if they have:

Nits – hair must be treated, then retreated as many times as required

\*\*\*If you are unsure please refer to our list of Infectious Diseases for Exposure times, signs, infectious times etc.



## POLICY ON THE MONITORING OF SLEEPING CHILDREN

- The children at Kinderhaven will sleep on vinyl covered mattresses. These mattresses are wiped with disinfectant each day after sleep/rest time.
- In winter the children will sleep in cotton lined sleeping bags.
- In summer the children will sleep in the cotton liners.
- Pillows will be provided.
- Pillow cases and the cotton liners will be named and washed at the end of each week, or more frequently as required.

### Monitoring of sleeping children

- When sleeping or resting, children will be located in an area which for that time will be designated as a sleep/rest area.
- The Supervisor will appoint a teacher, or will herself be responsible for monitoring children sleeping or resting.
- Children shall not have access to any fluids while in bed sleeping or resting. (Regulation 26F)
- Each child will be settled so that they are sleeping or resting comfortably and not disturbing others. During the sleep session each child's position will be checked to see if they are still resting and an auditory check made in the room to ensure none are disturbing others.



## MEDICINE ADMINISTRATION POLICY AND PROCEDURE

Parents/guardians of all children at Kinderhaven will be asked to sign their enrollment form in which general authority is given for staff to administer medicine to their child when required.

Kinderhaven is to maintain a medicine register which contains the details:

- Name of the child
- Type/name of medicine
- Dosage
- Frequency
- Parent signature
- Time medicine given
- Signature of person administering

The medicine book is divided into two pages. One side containing the child's name, type/name of medicine, dosage and frequency, is filled in by the parent. The other page contains the dosage, time and signature of the staff member administering the medicine.

Staff who are receiving any medicine from parents are to check that the details the parent filled in **match the information on the medicine bottle**. This will avoid administering incorrect dosages etc. The medicine is also to be put straight into the fridge if necessary.

Parents are to be phoned by a staff member if any medicine such as "Pamol" is required to be given to a child during the day. The staff member is to write a note on the "sign in sheet" advising the parent of this and also record it in the medicine book.



## HEALTH AND SAFETY POLICY

Kinderhaven, in carrying out its operations will seek to eliminate all situations which could lead to personal injury, occupational illness, or damage to the environment.

### **Kinderhaven is guided by the following principles:**

- To ensure that safety, health and environmental objectives are considered with the Centre's other primary business objectives.
- To conduct all operations in compliance with relevant legislation, regulations, consents and licences.
- To provide safe working conditions, teach safe working practices and provide information and control measures for hazards in the workplace and in the environment.
- To ensure that all staff and contractors are aware of their responsibility to perform Centre activities safely and without harm to fellow employees, children, visitors or the environment.
- To ensure that Management are accountable for the safety and occupational health of people working under their direction and for environment protection measures in the activities they control.



## CHILD BEHAVIOUR MANAGEMENT POLICY

At Kinderhaven we believe that child management should be positive and nurturing, and that individual needs of the children must be taken into account. Every child will at all times be given respect and dignity, all children will be treated as individuals, and as such their contributions to the group will be valued and encouraged.

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

Positive reinforcement of acceptable behaviour is often used i.e.: focusing on and praising of positive behaviour. We aim to foster positive behaviour in other ways such as providing an interesting range of activities throughout the day.

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 the children that they are worthy of respect, they learn to respect each other and us in return.

Realistic expectations of children according to their age and/or stage of development is important so that undue frustration is not caused to them.

## Strategies to Manage Behaviour

### To discourage a behaviour:

- Explain that it is not acceptable
- Redirect attention to positive strategies
- Avoid giving attention for the behaviour
- Reflection Time

### To encourage a behaviour:

- Personal acknowledgment
- Attention and praise
- Group acknowledgment
- Hugs, cuddles and smiles
- Feedback to parents

If a child exhibits specific chronic behaviour which is deemed unacceptable, the Supervisor and staff will formulate a consistent strategy or plan for that child to try to stop and/or reduce the likelihood of a repeat of that behaviour. Parents will be consulted and their input into the strategy/plan development will be welcomed. Failing this, further steps will be taken in order to ensure the safety of staff and other children.



## Kinderhaven Educational Programme

At Kinderhaven we believe that children learn and develop best in an environment where they feel happy and secure. Providing such an environment is therefore a number one priority for us. By ensuring a homely and loving atmosphere with teachers who are consistently sensitive and responsive to children's needs, we enhance the children's sense of wellbeing and belonging. This is the foundation on which we base our learning programme.

Our programme offers a variety of activities which cover a range of curriculum areas including maths, puzzles, blocks, science, manipulatives, art, music, dramatic play, books, technology, playdough, carpentry, gross motor development, sand and water play.

Our daily programme provides opportunities for child initiated learning where children are encouraged to actively explore and experiment within the centre environment – both indoors and outdoors. In addition there are times where the children gather in small groups to engage in projects or teacher led activities. These “group times” provide opportunities for the children to experience success through developmentally appropriate activities. Our daily “four year old group times” are specifically aimed at preparing children for school.

### Through our child centred approach the children will:

- Gain an understanding of mathematical concepts including colour, shape, size and numbers.
- Be provided with experiences to enrich language and communication.
- Be provided with activities which foster emergent literacy.
- Be provided with opportunities to be involved in long term projects that require perseverance and commitment.
- Be given encouragement to try out their ideas in order to solve problems and find solutions.
- Be provided opportunities to be creative and expressive and develop their own imagination.
- By working with others, develop respect for differences, and an understanding of their roles, rights, and responsibilities in relation to other people.

We aim to nurture and encourage each child's thirst for knowledge by providing an exciting environment where they can explore and develop their interests. This results in children becoming confident and competent learners.