



ENROLMENT FORM

This form is to be completed by the parent/guardian, along with an Agreement Form.

*** CHILD'S DETAILS:**

Childs First Names: _____ Surname: _____
 Date of Birth: ____/____/____ Sex: M F Ethnic Origin: _____
 Iwi: _____
 Address: _____
 City/Town: _____ Postcode: _____

*** Parent / Guardian Details**

Parent/Guardian 1 Name: _____ Relationship: _____
 Employer: _____ Work Phone Number _____
 Home Phone number: _____ Mobile: _____
 Email address: _____
 Home address: _____
Parent/Guardian 2 Name: _____ Relationship: _____
 Employer: _____ Work Phone Number _____
 Home Phone No: _____ Mobile: _____
 Home Address: _____

Educator chosen: _____

Is the educator who will be providing education and care for your child a member of the child's family?

Tick one Yes No

If yes, what is the relationship of the educator to your child? _____

Parent / Guardian Signature _____ **Date:** ____/____/____

*** ENROLMENT DETAILS:**

Date of enrolment: ____/____/____ Date of entry: ____/____/____ Date of exit ____/____/____

Days Enrolled	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Total
Start								
Finish								
TOTAL Hours								
For 20 free hours fill out boxes below with hours attested e.g. 6 hours								
<i>*20 Hours ECE at this service SALLYWAGGS SPROUTS</i>								
<i>20 Hours ECE at another service</i>								

Please note: 20 Hours ECE is for up to **six hours per day**, up to **20 hours per week** and there **must be no compulsory fees** when a child is receiving 20 hours ECE funding.

Parent / Guardian Signature: _____ **Date:** ____/____/____

Office Use Only: APT System: Educator Detail List: Family Details List:

20 HOURS ECE ATTESTATION

I hereby declare that my child is not enrolled at another early childhood institution at the same times that he/she is enrolled at: Scallywaggs Sprouts.

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

Is your child receiving 20 hours ECE for up to six hours per day, 20 hours per week at this service?

Tick one Yes No

Is your child receiving 20 hours ECE at any other services?

Tick one Yes No

If yes to either or both of the above please sign to confirm that:

- Your child does not receive more than 20 hours of 20 hours ECE per week across all services.
- You authorise the Ministry of Education to make enquiries regarding this information provided in the Enrolment Agreement form, if deemed necessary, and to the extent necessary to make decisions about your child's eligibility for 20 Hours ECE.
- You consent to the early childhood education service providing relevant information to the Ministry of Education, and to other early childhood education services your child is enrolled at, about the information contained in this box.

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

STATUTORY HOLIDAYS / TERM BREAKS

This enrolment agreement is (inclusive/exclusive) of school term breaks. *(please specify)*

Special conditions: _____

Our service is open on Statutory Holidays, parents need to confirm enrolment for each individual statutory holiday. **Note:** Please inform us of any alteration in hours.

Scallywaggs Sprouts is open on the following public holidays if they fall on a weekday. Please tick the days you wish your child to be specifically enrolled for:

Good Friday		Easter Monday		Anzac Day	
Queens Birthday		Christmas Day		Boxing Day	
your local Anniversary Day		New Years Day		2 nd January	
Labour Day		Waitangi Day			

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

* EMERGENCY CONTACTS

The details of two people who may be contacted in an emergency **must** be provided. Contact with these people will only be required when parents / guardians are unable to be contacted. Emergency contacts must be contactable by phone and preferably be able and willing to collect your child if needed.

1. Full Name: _____ Relationship: _____
Phone Numbers and Address: _____

2. Full Name: _____ Relationship: _____
Phone Numbers and Address: _____

CUSTODIAL STATEMENT

Are there any custodial arrangements concerning your child? _____

If YES, please give details of any custodial arrangements or court orders (a copy of any court order is required)

* PEOPLE AUTHORISED TO COLLECT CHILD

The following people are authorised to collect the child under usual circumstances: _____

If a person other than those listed above is to collect the child, the parent's / guardian's written permission must be provided. People collecting children will be asked to produce identification.

* CHILD'S HISTORY

Doctor's Name: _____ Medical Centre: _____

Ph. No: _____ Does the child currently suffer from any illnesses? Yes No

Details: _____

Prescribed Medication or treatment for the above: _____

CATEGORY (iii) MEDICINES

To be filled in if your child requires medication as part of an individual health plan, for example for an on-going condition such as asthma or eczema etc and is for the use of that child only

Individual health plan completed and signed:

Tick one Yes

No

Name of medicine:

Method and dose of medicine:

When does the medicine need to be taken: (State time or specific symptoms)

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

Any significant illnesses suffered in the past? _____

Has the child been hospitalised for any reason? _____

Does the child suffer from any allergies? _____

Is your child up to date with immunisations?

Yes

No

Special Needs:

Does the child suffer from any special needs (eg. hearing, vision, physical disability?)

At what age were these special needs diagnosed or acquired? _____

Any special management strategies or requirements from the educator to meet the child’s individual needs?

Other Agencies involved in the child’s development? (eg. speech therapist, CCS)

*** CHILD’S INDIVIDUAL NEEDS:**

Eating:

Dislikes: _____

Favourites: _____

Foods not permitted: _____

Reason: _____

Able to use spoon and fork independently? _____

Sleep :

Hours per night: _____ Hours per day: _____

Comforters / security objects required: _____

Toileting:

Stage of training: _____

Child’s daily routine:

Are there any customs relating to religion, culture, food, clothing or the celebration of birthdays etc. which you need to discuss?

*** CHILD’S DEVELOPMENT:**

Hearing: _____

Eyesight: _____

Speech: _____

Physical: _____

Social / Emotional: _____

Is your child used to being with other children? Yes No

How does your child respond to new situations? _____

Does your child have any particular fears and how can your child be comforted if exposed to a fearful situation?

Has your child:

1. Been cared for by someone else? _____
2. Attended another childcare service? _____

Is your child enrolled in any other early childhood service during the same hours as she / he attends homebased childcare? (eg. Kindergarten) Yes No

If yes, please supply address details: _____

Do you require the educator to transport your child to the other service? Yes No

***CHILD'S ETHNIC, CULTURAL, RELIGIOUS BACKGROUND:**

Child's country of birth: _____

Language spoken in the home: _____

Are there any other comments which will assist us in the care of your child _____

I agree to the following (tick appropriate boxes):

For my child to go on supervised regular/planned outings and walks (under the conditions stated in the excursion policy).

My child being observed, photographed and records kept monitoring their learning that is occurring (i.e. journal/profile books, learning stories).

My educator taking photos and video images of my child on her Scallywaggs Sprouts cell phone for journals and to email you.

For photos of my child to be used by Scallywaggs Sprouts for advertising purposes (i.e. newsletters, brochures, on our web site, in our office, sent to organisations we have visited).

newsletters brochures journals websites displays

I declare that all the above information is true and correct to the best of my knowledge. I understand information collected by the service will only be used for the benefit of my child and will be treated confidentially. I agree that I have read and understood this Childcare Agreement Form and will abide by its contents.

Signature of Parent / Guardian: _____ Date: ____/____/____

On behalf of Scallywaggs Sprouts, I declare that this form has been checked and all relevant sections have been completed.

Signature of Co ordinator: _____ Date: ____/____/____



Agreement Form

Child's Name _____

Parents' Names _____

Name of enrolling parent _____

This form outlines the general terms and conditions under which the service operates. The agreement is valid for the duration of the period the child is in care, or until the need arises for a new agreement to be formulated and signed.

Exclusion due to Illness:

A child will not be able to attend the service for any period of time during which:

- The child is suffering from a condition which is contagious through normal social contact.
- A doctor has recommended the child does not attend the service.
- When the educator requests the child doesn't attend care because of sickness.
- Where a doctor prescribes antibiotics or anti fungal medication for a child, or the child has diarrhoea or vomits, parents must ensure the child does not return to care until 24 hours after commencement of the medication, or after the last episode of diarrhoea or vomiting.
- When contacted by the educator or Co Ordinator to collect the child due to illness, the parent must arrange to have the child collected within one hour.

Collection of Child(ren):

- **A child may be released into the care of either parent, a guardian or a responsible person into whose care the custodial parent has provided signed permission.**
- The person collecting the child must be aged over 16 years and should be able to produce proof of identity.
- The educator will not be responsible for the removal of a child by a non custodial parent or other person, however will do everything in their power to prevent this. In such a case the educator will make every effort to contact the custodial parent.

Medication:

A parent whose child requires administration of medication (prescription or non prescription) will:

- Complete a medication form at the educator's home.
- Provide the correct medication in its original container.
- Provide written instructions.

Educators are only authorised to administer medication in accordance with the parent's written authority.

Accident/Emergency:

In the event of an accident or emergency resulting in the need for medical attention, the parent / guardian hereby gives authority for the educator or co-ordinator to arrange such medical assistance and / or ambulance as deemed necessary. Every reasonable effort will be made to contact the parent. The parent will be responsible for any costs incurred as a result of transportation or treatment.

The parent will notify their educator of any changes or developments in their child's medical history.

Notification of Child Abuse:

The educator is obliged to report any suspected incidents of child abuse or mistreatment to their co-ordinator.

Court Action:

Should a child or children attending the service be the subject of any court action, particularly custody or access issues, the service does not allow educators to issue statements or provide reports regarding children except where instructed to do so by the courts.

Travel and Excursions:

The child may be transported in a car with their educator under the following conditions

- The educator has a full and current drivers licence
- The car must have a current warrant of fitness and registration.
- The child must be in an approved child car seat and secured in an approved restraint. The car seat must be supplied by the parent / guardian.
- A child must not be left unattended in a car, out of sight of the educator at any time.
- Out of town or all day excursions must be discussed with the parent prior to the event and the parent should sign permission in the daily record book.

Agreed times in care:

I agree to notify the educator if my child will not be in care for the agreed times as per the contract. If changes need to be made to the contracted hours these need to be negotiated with the educator and at least one weeks' notice given. A new contract needs to be agreed to and signed by both the educator and the parent at the educator's home before the new hours of care can take effect.

Nappies, Formula and Lunch:

It is the parent's responsibility to provide all nappies, formula and lunch for their child each day. Please provide more food than you think your child will eat.

I agree that I have read and understood this Childcare Agreement form and will abide by its contents. I understand information collected by the service will only be used for the benefit of my child and will be treated confidentially. Any information may be reviewed and changed by myself at any time.

Parent/Guardian Signature _____

Print Name: _____

Co Ordinator Signature _____

Print Name: _____

Date: _____



Sallywaggs Homebased Childcare Parent / Guardian Fee Contract

Child's Name: _____

Enrolling Parent Legal Name: _____ Date of Birth: _____

Physical Address: _____

Postal Address (if different from above): _____

Email Address: _____

Contact Details:

Telephone: _____ home _____ work _____ mobile
_____ fax

Contact Details of 2 Relatives not living with you:

Name: _____ Relationship: _____

Physical Address: _____

Telephone: _____ home _____ work _____ mobile
_____ fax _____ email

Name: _____ Relationship: _____

Physical Address: _____

Telephone: _____ home _____ work _____ mobile
_____ fax _____ email

Responsibility for Payment

- The child's parent/guardian is responsible for payment of childcare fees
- Childcare fees will be determined by the service, which will then notify the parent/guardian
- Fees must be paid in full one week in advance unless the parent/guardian is granted a childcare subsidy by WINZ. In this case the fee payable will be the total fee less the subsidy
- **The parent will be responsible for contacting WINZ, providing all information, and completing the Subsidy Application forms as required**
- The subsidy will be valid from the date stamped on the verification form by WINZ
- **The full fee will be the responsibility of the enrolling parent/guardian for any period in which the WINZ subsidy has not been received by the service**

- The parent/guardian is responsible to contact WINZ if there is any change to his/her circumstances which may affect their eligibility of subsidy rate.
- The parent/guardian will be responsible for completing all forms required in order to receive up to 20 hours ece for their 3 or 4 year old.

Advance Payments

- All fees are required to be paid one week in advance
- The first weeks fees are required at the time of enrolment to secure the child's place
- One week written notice to the service is required if a child is to cease care. In lieu of notice one week's fees will be charged. Notice will be accepted during business hours Monday-Friday 9am-5pm
- Attendance forms must be checked and signed by a parent/guardian in the last day of care each week. The fees will be calculated to the nearest quarter hour and the parent/guardian will be charged for the contracted hours or the attended hours, whichever is the greater

Method of Payment

- We encourage parents/whanau to pay by weekly Automatic Payment as this is a more reliable form of payment and keeps the account regularly in credit as per this contract
- Fees may also be paid by internet banking, telephone banking or cash/cheque to the office
- Statements of accounts will be sent out monthly, unless the account is in arrears, in which statements will be sent weekly

Fee Arrears

- **The service has the authority to terminate an enrolment where fees remain outstanding for two weeks or more and no agreement to pay is in place**
- **Placements may also be terminated where an enrolled child is absent for more than two weeks without notice**
- **Continual or habitual lateness of fees could jeopardise the child's care placement**

Public Holidays

- To secure your child's space, your child should be enrolled for the public holidays.
- Parents will not be charged if care is not required on any particular public holiday, however your educator will be reimbursed the retainer rate.
- If care is required for your child, an educator will be available and the normal attended rate will apply.

Absence and Illness

- If a child is to be absent, parents/guardians are asked to notify their educator as soon as possible
- If the child goes on holiday a retainer fee will be charged in advance to hold the child's space. One weeks written notice is required
- **If your educator is unavailable for any reason** and your child is normally contracted for care, the service will provide you with alternative care with another educator. If you prefer to, you can arrange care with a friend or family member (and will not be charged)
- Scallywaggs will arrange an alternative educator for you at your request
- **If an educator is requested, you will be charged the normal fee regardless of whether you use care or not**
- **If the need arises to use a collection agency to retrieve any outstanding debt, the collection costs incurred will be the responsibility of the signatory of this contract.**

The parent/guardian(s) acknowledge that the following conditions forms part of the contract:

- I hear by irrevocably authorise any person or company to provide you with such information as you may require in response to your credit enquires
- I further authorise you to furnish to any third party details of this contract and any subsequent dealing that we may have with you as a result of this contract being actioned by you

Parent/Guardian Signature: _____ Print Name: _____ Date: _____

Co Ordinators Signature: _____ Print Name: _____ Date: _____



PARENT/GUARDIAN COPY

Parent / Guardian Fee Contract

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Parent/Guardian Signature: _____ Print Name: _____ Date: _____

Co Ordinators Signature: _____ Print Name: _____ Date: _____

To be completed with the Co Ordinator at the enrolment

To be left with the enrolling parent/guardian for their information

Total weekly hours		<input type="text"/>	
		Minus	
Free weekly hours		<input type="text"/>	
		Equals	
Total weekly hours charged		<input type="text"/>	TOTAL A
WINZ entitlement per hour		<input type="text" value="\$"/>	
		Multiplied	
	Box Total	A	<input type="text"/>
		Equals	
Total weekly WINZ entitlement		<input type="text" value="\$"/>	TOTAL B
	Box Total	A	<input type="text"/>
		Multiplied	
Scallywaggs's hourly fee		<input type="text" value="\$5.30"/>	
		Equals	
Total weekly charges		<input type="text" value="\$"/>	
		Minus	
	Box Total	B	<input type="text" value="\$"/>
		Equals	
TOTAL WEEKLY FEE PAYABLE		<input type="text" value="\$"/>	

***Please refer to this key when checking your monthly statement:**

ATT – attended hours rate (\$5.30 per hour)

FH – 20 hours ECE (for 3 and 4 year olds ONLY)

RET – retainer rate (\$3.84 per hour)

KM – kilometres travelled by the educator (72c per km)

Co-Ordinator Checklist (Office Use Only)

Child: _____
Parent: _____
Educator: _____

• PAYMENT:

First week's childcare paid	YES	NO
OR		
Arrangement made	YES	NO

Form of payment: _____

Weekly amount: _____

Payment Day (please circle): M T W Th F

• WORK AND INCOME

Is parent entitled to Work and Income Subsidy	YES	NO
If yes, has Work and Income form been completed	YES	NO

If no, form to be sent.

• 20 HOURS ece (3 and 4 year olds only)

Is the child receiving 20 Hours Early Childhood Education for up to 6 hours per day, 20 hours per week with Scallywaggs?	YES	NO
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If yes, has a 20 hours ece form been completed	YES	NO
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Form to be sent to parent	YES	NO
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FEE SCHEDULE

From March 2011

*** \$5.30 per hour (Attended Rate)**

applies when your child is in care

*** \$5.30 per hour (Attended Rate)**

applies if your child is absent sick or fails to attend and is normally contracted in care eg. if your child is picked up earlier than their normal contract time.

*** \$3.84 per hour (Retainer Rate)**

applies when at least one weeks' notice of absence is given to the educator.

*** 72c per kilometre (as determined by IRD)**

will be charged for any travel requested of your educator to other programmes e.g. Kindergarten, or when deemed necessary.

* Fees are to be paid no later than one week in advance and are due on the first day of care each week.

* Fees are calculated to the nearest quarter hour.

* Parent's that receive a WINZ Childcare Subsidy please note: Any fees incurred are the responsibility of the parent. It is the responsibility of the parent to inform WINZ of any changes of circumstances which may affect their Childcare Subsidy entitlement.

*It is the responsibility of the parent/guardian to correctly complete all forms required in order to receive 20 Hours ECE for their 3 and 4 year old children

PLEASE NOTE: If your educator is unavailable for any reason you can arrange care with a friend or family member (and will not be charged) Sallywaggs can arrange an alternative educator for you at your request. If a care is requested you will be charged the normal fee whether care is used or not.



Education (Early Childhood Services) Regulations 2008

Professional Practise C1 – C13

(C1) The service curriculum is consistent with any prescribed curriculum framework that applies to the service

Sallywaggs Sprouts provides the curriculum through Te Whariki

(C2) The service curriculum is informed by assessment, planning and evaluation (documented and undocumented) that demonstrates an understanding of children’s learning, their interests, whanau and life contexts.

Sallywaggs Sprouts uses Te Whariki (the New Zealand early childhood curriculum) to plan and evaluate for each child through journals, daily records, whanau, voices, with advice and guidance from a co-ordinator. Regular excursions, playgroup visits and gym sessions support a diverse programme.

(C3) Educators engage in meaningful positive interactions to enhance children’s learning and nurture reciprocal relationships.

Sallywaggs Sprouts provides and encourages educators to participate in regular community programmes such as music groups, gym, playgroups to enhance relationships within the Sallywaggs Sprouts community and outside. Relationship focus/professional development workshops.

(C4) The practices of educators and co-ordinators demonstrates an understanding of children’s learning and development and knowledge of relevant theories and practise in early childhood education

Sallywaggs Sprouts provides training through correspondence at the Open Polytechnic of New Zealand. Ongoing Professional Development is planned each year and all educators feedback on their practise through visits and discussions.

Culture and Identity

(C5) The service curriculum acknowledges and reflects the unique place of Maori as Tangata Whenua. Children are given the opportunity to develop knowledge and understanding of the current heritage of both parties to Te Turiti O Waitangi.

Sallywaggs Sprouts encourages educators to learn and practise the use of Maori phrases and provide resources to support this. Resources that reflect the unique place of Maori are also provided. Ongoing professional development is given to educators and staff. Excursions to cultural places in the community.

(C6) The service curriculum respects and supports the right of each child to be confident in their own culture and encourage children to understand and respect other cultures.

Sallywaggs Sprouts encourages educators to learn about their cultures through art, displays, cultural events, centre programmes, music, books and toys depicting other cultures also phrases from the culture of other children to learn about others.

Children as Learners

(C7) The service curriculum is inclusive and responsive to children as confident and competent learners. Children's preferences are respected and they are involved in decisions about their learning experience.

Children's individual learning programmes mean children's preferences are respected and interests are paramount. Informal discussions between parents and educators occur on a daily basis, formal documentation is kept through the journal.

(C8) The service curriculum provides a language rich environment that supports children's learning
Educators provide multimedia experiences supported by a rich language of voice, music, non-verbal jesters, and body language.

(C9) The service curriculum provides children with a range of experiences and opportunities to enhance and extend their learning and development both indoor and outdoor individually and in groups.

Sallywaggs Sprouts provides home that have indoor and outdoor space. An opportunity for large group settings is through playgroups, gym, music groups and visits in the community. Sallywaggs Sprouts encourages educators to participate in regular community programmes of their choice by reimbursing the educator for any costs incurred.

(C10) The service curriculum supports children developing social competence and understanding of appropriate behaviour.

Sallywaggs Sprouts suggests following consistent positive guidance to create a peaceful atmosphere in educator's homes. A positive guidance policy is available. Methods such as reminding, redirection and positive reinforcement should be used. Ministry of Education booklet "Providing Positive Guidance" is provided. 'Playing as a good friend workshop'.

(C11) Positive steps are taken to respect and acknowledge the aspirations held by parents and whanau for their children.

Sallywaggs Sprouts use formal and informal discussions which are recorded in children's journals and daily journals on a regular basis.

(C12) Regular opportunities (formal and informal) are provided for parents to communicate with educators and co-ordinators about their child and share specific evidence of their child's learning and be involved in decision making

Sallywaggs Sprouts uses phone calls, journals, daily records, surveys, newsletters to give regular communication on children's learning.

(C13) Information and guidance is sought when necessary from agencies/services to enable educators and co-ordinators to work effectively with children and their parents.

Premises and Facilities

General PF1 - 22

PF1 The design and layout of the home

- Supports different types of indoor outdoor experiences.
- Include quiet spaces, areas for physical active play and space for a range of individual and group learning experiences appropriate to numbers, ages and ability.

Sallywaggs Sprouts requires indoor space to be at least 10m² play space inside. Access to outside space is available.

- PF2 The design and layout of the premises supports effective adult supervision so that children's access to indoor and outdoor space is not unnecessarily limited.
Sallywaggs Sprouts maintains regular checks to ensure there is a safe play area which is secured by fences and gates. Outdoor spaces must have natural materials and space for running.
- PF3 The premises conform to any relevant by laws of local authority. Any premises undergoing alterations conforms to the Building Act 2004.
- 1 Code of Compliance certificate issued under Section 95 of the Building Act 2004 for any work undertaken.
 - 2 Current Annual Building Warrant of Fitness.
Sallywaggs Sprouts has an annual check to premises and daily hazard sheets are given to Educators to check each day.
- PF4 A variety of equipment and materials are provided that are appropriate for the learning and abilities of children attending.
Sallywaggs Sprouts ensure the curriculum and activities Educators provide is age and developmentally appropriate. Regular/random month visits by co-ordinators ensure children have a balanced programme. Monthly/yearly resources are provided to cover curriculum areas. Sallywaggs Sprouts pays for half of the toy library fees to ensure resources are age appropriate.
- PF5 If infant, toddlers or children not walking, attended there are safe and comfortable (indoor and outdoor) spaces for them to lie, roll, creep, crawl, pull themselves up, learn to walk and be protected from more mobile children.
Sallywaggs Sprouts maintains that carpet area be provided with 10m² play space.
- PF6 Floor surfaces are durable, safe and suitable for a range of activities to be carried out (include wet and messy play) and can easily be kept clean.
- PF7 Spaces for safe storage of children's play equipment, personal belongings, cleaning material and confidential administrative records.
Sallywaggs Sprouts provides administration boxes and resource boxes. Safe storage of cleaning agents and space for personal belongings is in the daily check list and annual check list.
- PF8 There are facilities or alternative arrangements available for the preparation and cleaning up of paint and other materials.
All homes have laundry facilities to clean paint and art materials or an alternative bucket or bowl is used.
- PF9 A telephone is available for calls to and from the premises.
Sallywaggs Sprouts insists on landlines. Sallywaggs Sprouts provides cell phones.
- PF10 Parts of the home used by children have
- Lighting (natural or artificial) that is appropriate to the activities offered or purpose of each room.
 - Ventilation (natural or mechanical) that allows fresh air to circulate (particularly in sanitary and sleep areas).
 - A safe and effective means of managing room temperature of no low than 16°C.
Sallywaggs Sprouts provides temperature gauges to be placed on the wall.
- PF11 There is an outdoor activity space that is
- Easily accessible and available to children.
 - Enclosed by structures/fences/gates that are maintained so that children cannot leave without adult help.
 - Safe, well drained and suitable surface for a variety of activities.

Food Preparation and Eating Spaces

PF12 There is a safe and hygienic place for children attending to sit when eating.

Sallywaggs Sprouts require children to be sitting while eating to ensure no choking and hygienic standards are maintained.

PF13 Facilities have hygiene preparation, storage and serving of food/drink.

- This means food is kept at temperate below 4°C.
- Cooking and heating of food is safe.
- Washing of dishes is hygienic.
- Hot water supply 65°C.

Regular hand washing. Pamphlets on food hygiene given out.

P14 Space is provided (away from where food is stored/prepared/eaten) where a sick child can be temporarily kept at a safe distance, lie down comfortably and supervised.

Sallywaggs Sprouts requires the child to be reassured and kept comfortable and collected within an hour.

P15 First aid kit is required.

P16 Toilet and hygiene hand washing, drying facilities.

Individual wash cloths and towels must be available. Hand sanitiser supplied.

PF17 Children wearing nappies who attend, ensure there are safe hygienic nappy changing facilities.

Nappy bags are provided and changing mats to each educator, separate hygienic practises for each child. Gloves provided.

PF18 There is a plumbing fixture, shower provided for soiled children.

Sleep

PF19 Space available for restful sleep of children who need it at any time they are attending.

Cots are provided for each individual child. Individual bed linen is used for each child.

PF20 Furniture and items intended for children to sleep on (such as cots, beds, stretchers or mattresses) are of a size that allows children using them to lie flat and are of a design to ensure their safety.

Co-ordinators / parents / educators on enrolment evaluate children's needs resources/equipment are supplied by Sallywaggs Sprouts.

PF21 Furniture and items intended for children to sleep on (such as cots/bed/stretchers) that will be used by more than one child over time are securely covered with a non porous material.

Sallywaggs Sprouts provides costs and cot protectors if needed for beds. Sallywaggs Sprouts follows the manufacturer's instructions.

Health and Safety Regulation 46 HS 1 - 32

Criteria to Access Health and Safety Practise

HS1 Premises, furniture, furnishings, equipment and materials for the use of children attending are kept safe, hygienic and maintained in good condition.

HS2 Linen used by children or adults is hygienically laundered.

Separate bed linen is supplied for each child and laundered weekly.

Emergencies

- HS4 Written procedures and supplies as necessary for evacuation and care of children in the case of a fire or other emergency.
Scallywaggs Sprouts requires Educators to practise this every three months.
- HS5 Assembly areas for fire are displayed on the fire plan.
Scallywaggs Sprouts requires a written plan.
- HS6 Heavy furniture, fixtures and equipment that could fall or topple and cause serious injury or damage are secured.
- HS7 Educators are familiar with the relevant emergency drills and regularly carry these out with the children.
A record of the emergency drills carried out with the children is displayed.

Sleep

- HS8 A procedure for monitoring children's sleep is implemented and information is communicated to parents about their child's daily sleep patterns.
Scallywaggs Sprouts has a procedure for monitoring children's sleep and educators ensure children are checked every 15 minutes (during the day time). Educators are supplied with timers.
- HS9 Furniture or items intended for children to sleep on are clear and arranged to allow children to sit or stand safely.
- HS10 If furniture is not permanently set up, bedding is stored hygienically.

Hazards and Outings

- HS11 Equipment, premises and facilities are regularly checked for hazards.
Scallywaggs Sprouts records accident/incidents to identify hazards for the safety of children.
- HS12 All practicable steps are taken to ensure that noise levels do not unduly interfere with normal communications.
- HS13 Safe and hygienic handling services are implemented with regard to any animals. All animals on the premises are able to be restrained.
Scallywaggs Sprouts has a dog policy. Educators are supplied with a risk management folder.
- HS14 Children leaving the educators home for an outing or excursion will have written approval, communications systems and assessment made on risk.
Scallywaggs Sprouts provides cell phones to Educators in case of emergency. Enrolment forms and risk management systems to ensure children are safe at all times for spontaneous, planned and regular outings.
- HS15 Children travelling in a motor vehicle have restraints required by the Land Transport legislation.
Scallywaggs Sprouts requires written permission to travel in a motor vehicle.

Food and Drink

HS16 Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by parents the service encourages and promotes healthy eating guidelines.

Sallywaggs Sprouts has a healthy eating policy and records food and drink when not supplied by the parents. Healthy food pamphlets are given out.

HS17 Food is prepared, served and stored hygienically.

HS18 Children have ample water at all times to drink.

HS19 Children are supervised while eating.

Sallywaggs Sprouts requires children to be seated while eating.

HS20 Infants under 6 months and other children who cannot drink independently are held semi upright and under 12 months are fed milk and food given to a child under the age of 12 months is of a type approved by the child's parent.

HS21 Rooms used by children have a temperature no lower than 16 degrees Celsius.

Sallywaggs Sprouts supplies a thermometer.

HS22 Adults present have a first aid certificate or be a registered nurse, qualified ambulance officer or doctor.

All educators are required to hold a first aid certificate.

HS23 All practicable steps are taken to ensure that children do not come into contact with anyone suffering from a disease or condition that could be passed on to children.

HS24 All practicable steps are taken to get immediate medical assistance for a child who is badly hurt in an accident or becomes seriously ill. Parents will be notified.

HS25 Medicine is not given to a child unless it is given by a doctor, ambulance, parents of the child or written authority of a parent.

Sallywaggs Sprouts provides medication forms that are filled out and signed by parents.

HS26 Preventative medicine is given when full training is given.

HS27 Children are washed when they are soiled and pose a health risk to themselves or others.

Gloves, nappy bags and change mats are all provided.

Child protection

HS28 Children's protection is paramount.

Sallywaggs Sprouts has a child protection policy.

HS29 All practicable steps are taken to protect children from exposure to inappropriate behaviour.

HS30 & 31 Educators must not use alcohol or substances that or which have a detrimental effect on their functioning behaviour.

HS32 No person on premises smokes in any area while children are attending.

Regulation 47 Governance, management and administration

Records GM10

Records such as the children enrolment forms, medication forms, incident forms are kept for at least 7 years and are stored confidentially

Right of Entry GM11

Parents /guardians and any person authorised in writing by the parent to have access to the child concerned, the service or representative of the service or government officials must have access to the premises at all times when children are receiving childcare.

Parent and Family Rights

Information and discussion between families the service, the coordinators and the educator must be provided. *Sallywaggs /Sprouts sends regular newsletters as well as having an open door policy which welcomes parents phone calls requests suggestions visits and input to all matters relating to the well being of their child in our service. A journal is available relating to the time the child is in care for both educators and parents to write in.*

Service Provider

1. A co-ordinator must be responsible for the supervision of each service of educators.
2. Each co-ordinator must hold an approved qualification. *Sallywaggs/Sprouts co-ordinators must have at least a Diploma of Teaching in Early Childhood education/ Teacher Registration*
3. The co-ordinator must contact each educator in the service at least once a fortnight and must visit at least once a month. *Sallywaggs/Sprouts conducts visits of educator's homes and visits each child while in their educator's home at least monthly and more frequently if the educator is new to the service or is deemed to need more support*
4. Each Service must have a copy of the regulations available for inspection on request by parents, guardians and families of children receiving care. *Sallywaggs/Sprouts provides all families of enrolled children and educators with this abridged copy for easy reference*
5. All educators must be aged over 17 years



COMPLAINT PROCEDURE POLICY

RATIONALE

Complaints need to be dealt with in a professional manner to achieve satisfactory resolutions which respect the rights of all concerned.

OBJECTIVES

To provide clear guidelines as to how a complaint should be made and how it will be dealt with, so that all involved can feel reassured of the fairness of the process and that their privacy will be respected.

PROCEDURE

If a parent/caregiver has a complaint:

What action should he or she take?

- Speak directly with your child's educator in the first instance about your concern. This should be done face to face and not in writing or by phone as good communication requires personal contact.
- If you don't feel comfortable about speaking directly to your educator then you may phone your coordinator.
- If you don't feel your concern has been satisfactorily resolved you may then phone the Regional Manager.
- If you don't feel your concern has been satisfactorily resolved you may then phone the Director.
- If you still feel your concern has not been satisfactorily resolved you can phone and/ or write to the Ministry of Education.

If a parent/caregiver makes a complaint to a Co Ordinator and/or an educator:

What action should the educator and/ or Co Ordinator take?

- Discuss the issue with the parent/caregiver to ensure that you understand the complaint. Try to resolve it immediately if this is possible or if it is more serious or difficult to resolve ask the parent/caregiver for some time to investigate some appropriate ways to resolve it. Tell the parent you will inform them of any action you plan to take and discuss everything fully with them.
- Discuss the issue with your support person eg. Your Co Ordinator if you are an educator (not your colleagues as this is a privacy issue), your fellow Co Ordinators, the Regional Manager and/or the Director. Think it through carefully and use as your bottom line "what action would be in the best interests of the child". Whenever there is an ethical dilemma where the needs of the parent, the educator and the child are in conflict, if everyone discusses the issue so that the child comes first in your consideration then you are very likely to find a resolution which you will all agree with.
- Any complex issue which requires some ongoing communication to resolve should be written in an Incident Report, discussed and signed by all parties.

Complaints of a serious nature:

What action should the parent/caregiver or educator take?

- The complaint needs to be in writing and signed.
- On receipt of the letter a full investigation will take place. This will probably include a meeting with the complainant, another meeting with those who have had a complaint made against them.
- Action will be taken which is appropriate for the circumstances. This may include instant dismissal, suspension pending investigation, phone calls to all other parents / caregivers whose children are also the responsibility of the person who has had a complaint laid to explain the full nature of the complaint and inform them of the procedure the service is undertaking, an Incident report circulated to all those involved in the complaint procedure.
- A support person is advised for the person who has had the complaint made and a witness to any discussions will be required by the service.
- A full report of the procedure and the outcome will be given to those directly affected.

What role does the Co Ordinator / Regional Manager and Director have in a serious complaint?

- The role of these people is to ensure firstly that children are safe; that all parties are provided with the opportunity to be heard and understood: that people's privacy is respected; that people who are involved are appropriately informed of procedures, actions and outcomes: that outside agencies are consulted if required; that the process is inclusive, equitable and culturally appropriate and reflects the partnership inherent in Te Tiriti o Waitangi.



Work and Income Childcare Subsidy

Below are the Childcare Subsidy income abatement thresholds and maximum rates as at 1 April 2011.

Number of Children in the home	Gross family weekly income (before tax)	Childcare Subsidy (per hour, per child)	Childcare Subsidy (per week, per child max 50 hours)
One	Less Than \$1200.00	\$3.84	\$192.00
	\$1201.00 to \$1299.99	\$2.67	\$133.50
	\$1300.00 to \$1399.99	\$1.48	\$74.00
	\$1400.00 or more	nil	nil
Two	Less than \$1380.00	\$3.84	\$192.00
	\$1381.00 to \$1489.99	\$2.67	\$133.50
	\$1490.00 to \$1599.99	\$1.48	\$74.00
	\$1600.00 or more	nil	nil
Three or more	Less than \$1540.00	\$3.84	\$192.00
	\$1541.00 to \$1669.99	\$2.67	\$133.50
	\$1670.00 to \$1799.99	\$1.48	\$74.00
	\$1800.00 or more	nil	nil

Please contact Work and Income if you would like to apply or you have further questions about your eligibility.



20 HOURS ECE DETAILS

Child's Full Name: _____

Child's Date of Birth: ____/____/____

Child's Educator: _____

Region: _____

Date 20 Hours ECE start: ____/____/____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	Total
*20 Hours ECE with Sprouts								
20 Hours ECE other service								

* 20 Hours ECE is available to 3 and 4 year olds only for a maximum of 6 hours per day and 20 hours per week across all services.

Would you like your child to receive **20 Hours ECE** for up to 6 hours per day, up to 20 hours per week at this service?

Yes No

Is your child receiving **20 Hours ECE** at any other services? Yes No

If yes, please sign to confirm your child does not receive more than 20 hours of **20 Hours ECE** per week across all services.

You authorise the Ministry of Education to make enquires it deems necessary regarding the information provided in the *20 Hours ECE Details Form* to the extent necessary to make decisions about your child's eligibility for **20 Hours ECE**. You also consent to the early childhood service providing relevant information to the Ministry of Education, and to other early childhood education services your child is enrolled at, about the information contained.

I understand that in order to receive 20 Hours ECE with this service, that I must complete all relevant information on the weekly timesheets.

Signed: _____

Date: ____/____/____

Parent/Guardian's Full Name: _____