



4FUN

4Fun Henderson
Limited t/a 4Fun
Henderson
Policy and Procedures Manual

1. Governance.....3

2. Enrolment.....5

3. Health and Safety.....6

4. Daily Programme.....13

5. Transportation of Children.....15

6. Forms of Transportation.....16

7. Management.....17

8. Buildings and Facilities.....18

9. Staff Code of Conduct.....20

10. Acknowledgement.....21

1. Governance

Ownership and Legal Status

4Fun Henderson Limited is a limited liability company and has been incorporated since June 2015. 4Fun Henderson limited trades as 4Fun (Herein after referred to as 4Fun)

Mission Statement

To provide childcare to children of which will be safe and Fun

Treaty of Waitangi

4Fun acknowledges the signing of the Treaty of Waitangi as a moment in the development of this country and that the Treaty is the basis for the relationship between Maori and other New Zealanders in a multi-cultural community.

4Fun will seek to interpret and address the principles of the Treaty as they relate to the mission, goals and operation of the organisation and the needs and interests of its children.

Partnership

4Fun will seek advice from Maori stakeholders in the development of its business. We will ensure strong Maori representation on any/future committee(s) in areas of out of school childcare, business and local iwi.

4Fun will recruit and retain Maori staff sufficient to provide support to Maori children and access to Maori perspectives to all children. We will also ensure that all staff are appropriately trained in ways to acknowledge and support Maori children.

Support

We will support Maori children to achieve and extend their aspirations through mentoring and encouragement to involve whanau in decision making. We will encourage children to establish and maintain involvement with whanau and other Maori support networks. We will seed to identify and incorporate teaching and learning methodologies that improve Maori success.

Business Planning

All planning for 4Fun is reviewed by the shareholders on an annual basis. From which the strategic plan for 4Fun is revised and implemented.

Goals

Shareholders of 4Fun, ensure that the primary goal is the safety and wellbeing of children enrolled, therefore policies and procedures are adhered to at all times.

Shareholders also ensure that 4Fun is meeting the business plans and strategies introduced from annual shareholders meetings.

Strategies

4Fun shareholders introduce strategies to ensure the business meets the mission statement, goals, policies and procedures along with business plan. These strategies are introduced to all staff and regularly reviewed to ensure consistency and implementation.

Performance Indicators

4Fun is required to meet the Standards of Approval and performance measures as indicated by Child, Youth & Family Services. All of the following standards are written in to policies and procedures and are as follows;

Programme Environment – The programme provides a safe and positive environment with child focused activities. There is an adequate and appropriate space for active indoor and outdoor recreation.

Programme Operation – Programme providers have written policies to show what the organisation does and written procedures to show how those policies are put into practice.

Health & Safety – Programme providers comply with all relevant health and safety legislation to ensure that children, staff, volunteers and visitors are protected from risk.

Child Protection – The organisation is committed to the recognition and prevention of abuse of children and young people.

Programme Supervision – Children are supervised by a minimum of two staff (on site) and are within sight and sound of a staff member at all times.

Emergencies – All staff and volunteers are trained in fire, earthquake drills and other emergency procedures.

Staff Management – The programme has a sufficient body of qualified and competent staff both to deliver and support the services.

Buildings and Facilities – Premises are safe and comply with all relevant legislation as well as local city or district council requirements. Potential hazards to the safety of children are repaired, removed or made inaccessible.

Record Keeping – Programme providers maintain records in accordance with the Privacy Act 1993 and other relevant legislation. Finances are managed competently.

2. Enrolment

Enrolment Confirmation

Following an online enrolment or completed enrolment form, you will be advised of acceptance of your child/children's enrolment. This will be way of email, text or phone call. A letter can be provided as confirmation if required (either by email or post) Should you require completion of an OSCAR subsidy form from WINZ, we have these available on site.

WINZ OSCAR Subsidy

Should you require completion of an OSCAR subsidy form from WINZ, you will need to complete the appropriate form and leave with 4Fun staff to send in for processing. If you have never had an application before, we will complete our section and you will need to take this to your local WINZ office along with all documentation for verification. Subsidy information can be located: <http://www.workandincome.govt.nz/individuals/a-z-benefits/childcare-subsidy.html>

Privacy Act

Information collected about children is used only for providing care. This information is kept in a secure place and is available for parents/caregivers to check for accuracy upon request. 4Fun requires all parents to regularly update their contact details via our website enrolment/advising us via phone/on site or by emailing your contact details to us.

Kids Programme (5-7yrs)

Children enrolling in this programme are aged between 5-7 years of age. Upon special request a child can attend the "Pre Ten Programme" with written consent/permission to transfer. The activities and tasks within this age group are age specific.

Pre Ten Programme (8-9yrs)

Children enrolling in this programme are aged between 8-9 years of age. Upon special request a child can attend the "Youth Programme" with written consent/permission to transfer. The activities and tasks within this age group are age specific.

Youth Programme (10-14yrs)

Children enrolling in this programme are aged between 10-14 years of age. The activities and tasks within this age group are age specific.

Fun Stuff

As an added option we offer special excursions after hours for the children to take part in. Activities are varied and can consist of Dance Lessons, Swimming Lessons, Movie Nights, Trick or Treat Nights, Christmas Lights Tours

Photography

On occasion, photographs of children will be taken for marketing purposes as well as to display on our website, newsletters and Face Book page. All parents provide approval of this when completing the enrolment application form. Non acceptance of this will require written confirmation to management.

3. Health and Safety

All staff and directors of 4Fun will provide the minimum requirements needed to meet Department of Labour requirements. All requirements are held within the following, <http://www.osh.govt.nz/order/catalogue/33.shtml> of which is reviewed annually to ensure the safety and requirements are always retained.

4Fun has onsite, the following documents to be completed as required:

1. Daily Checklist
2. Activities Checklist
3. Excursion Checklist/RAMS Form
4. Incident Form
5. Accident Form
6. Medication Form
7. Hazard Notice
8. Hazard Identification

Emergency Procedures

All emergency Exit signage is present as part of the building Warrant of Fitness and is maintained on a regular basis. This includes all evacuation procedures which are displayed by emergency exits as required by the Department of Labour.

REMAIN CALM
WALK – DO NOT RUN
LEAVE ALL BAGS AND PERSONAL AFFECTS

Fire

- In the event that a fire is identified and or the Fire Alarm is sounding, all staff and students are to assemble at the Assembly Area (Middle Field at Te Pai Park or Assembly point in main car park by Lincoln Road), as directed by all staff.
- On exit the staff will activate the fire alarm (if this has not already been activated) and check the room to ensure no children or staff are remaining.
- If the fire is small the fire extinguisher will be utilised and if the fire is too large then the fire brigade will be called on (111).
- Children will remain at the assembly area, until directed otherwise by 4Fun staff.
- In the event that this is a drill, the fire brigade will be notified a minimum of 7 days prior.
- While children are at the designated area, 4Fun staff will complete a roll call with the attendance which was collected prior to departure to the assembly area. The whereabouts of missing children will be identified by 4Fun staff conducting a thorough search in toilets/stairwell/skate park/courts/playground etc.

Alarm

- In the event that the alarm is sounding, all staff and students are to assemble at the designated assembly areas as directed by all staff.
- On exit the staff will check the room to ensure no children or staff is remaining.
- Children will remain at the assembly area until directed otherwise by 4Fun staff.
- While children are at the designated assembly areas, 4Fun staff will complete a roll call with the attendance sheets which were collected prior to departure to the assembly area. The whereabouts of missing children will be identified by 4Fun staff conducting a thorough search in toilets/stairwell/skate park/courts/playground etc.

Earthquake

Inside

All children will be directed to crouch in a safe place (under desks, doorways etc).

Keeping clear of dangerous objects, that could harm staff or children (windows or items that could fall from up high, etc)

Outside

All children will be directed to shelter using building doorways (and the like). Keeping clear of dangerous objects, that could harm staff or children (powerline, trees, windows etc)

At least on staff member who holds a current first aid certificate will be supervising the children at all times.

First Aid

A first aid kit is held in all company vehicles as well as on site. At least 1 staff member on site at all times will hold a current and relevant first aid certification to administer first aid as and when required. First aid kits are stored in the glove box of the company vehicles and in the staff room on site. All first aid kits are replenished on the first and last week of school term by A1 First Aid, located in Waipereira Ave, Henderson.

Sun Burn – UV Rays

4Fun will provide a generic brand of sun screen. Parents that have children with reactions to sun screen are encouraged to provide appropriate medicated sun screen to enable their child full enjoyment of playing outside with the others.

For all staff and children in Terms 1 & 4, it is compulsory to bring along a hat for summer days. No hat, no outside play and or an alternative hat (only if available) may be provided to ensure your child can participate. If it is the holidays and your child attends with no hat to attend an excursion, the days attendance may be refused.

Hats & Clothing

The Cancer Society of New Zealand (CSNZ) recommends all students and staff wear hats that provide good shade to the face, back of the neck and ears when outdoors.

Common sites of skin damage and skin cancer are the neck, ears, temples, lips, face and nose. These areas are constantly exposed to the elements are therefore, generally received more UVR than other parts of the body.

Ultraviolet radiation (UVR) from the sun can cause damage to the eyes and the sensitive skin around them. Wearing a broad-brimmed hat can reduce the amount of UVR reaching the eyes by around 50%.

Wearing a hat is one of four SunSmart behaviours recommended by the Cancer Society to protect these areas. Between 10am and 4pm from September to April, hats should always be used in combination with other forms of sun protection practices such as:

- Seeking shade where possible
- Timetabling outdoor activities outside the times when ultraviolet radiation (UVR) levels are most intense (between 10am and 4pm during daylight saving months) wherever possible.
- Wearing protective clothing – lightweight shirts with collars and long sleeves, long pants or skirts.
- Applying SPF 50+ broad spectrum sunscreen and regularly reapplying if required (every two hours). For water based activities, sunscreen should be water-resistant.

Sun Block

Children are to supply their own sun block. For those that do not, 4Fun may provide a SPF 50+ where available. Sun block will be applied Morning Tea, Lunch and afternoon tea. Assistant programme supervisors are to maintain a register of sun block application for children during terms 1 and 4 school holidays.

Medication Administered

Any parent that requests medication be administered, will need to complete the required medication form and advise staff on completion. Staff will then store the medication out of reach of children.

Risk Management Assessment System

For all activities and excursions an assessment will be completed by way of our Excursions Checklist/RAMS form. These will be filed within the programme quality assurance folders within the staff room.

Children with Special Needs and or Disabilities

Parents of children that have special needs and or disabilities will be advised of the programme facilities and daily planners at the time of pre-enrolment. Parents will also be required to detail the disability and or special needs that are required for their child/children to enable planning and preparation for activities. We will adapt activities within our programmes to meet the special needs required and advise accordingly if we are neither equipped nor able to meet these needs.

All staff and management at 4Fun want to ensure that all children with special needs and or disabilities are included with all sport and active leisure to provide the children with skills and confidence.

Excursions

A written risk assessment (Health & Safety Checklist) to determine the appropriate staff to child ratio will be completed prior to any off-site excursion and prior to any activity involving water.

When 4Fun has a planned excursion for children to attend, the following will apply:

- Roll call taken prior to leaving. First Aid Kit packed and to be taken on excursion.
- Children buddied up and allocated a supervisor for the excursion (1:8 unless the excursion involves water and the ratio will be 1:6).
- Children and staff board the form of transport. Again prior to departure all supervisors will count and check that all their buddies are in attendance. (If not a full search of the facilities will be conducted). Late arrivals (after specified start time) will not be permitted to attend. Nor can care be provided for the programme on site.

- On arrival all children will have the groups assemble point allocated and notified that in the case of an emergency and or if they become lost, they are to return to this location until their supervisor collects them.
- Students will commence excursion with their buddies and supervisor/s.
- Supervisors will continuously ensure that all buddies are accounted for throughout the day.
- Children and staff board the form of transport. Again prior to departure all supervisors will count and check that all their buddies are in attendance. (if not a full search of the facilities will be conducted)
- Roll taken prior to leaving.
- Return to 4Fun.

Attendance

All children are to be signed in and out on a daily basis. All children registered with 4Fun will be signed in by 4Fun staff on a daily basis. Parents of children registered with 4Fun will be required to sign their children in upon arrival for before school care and out upon collection for after school care. Upon parent request we will sign their children out and or if a parent has “forgotten” to sign their child out. If a child does not attend and are scheduled to attend, 4Fun staff will take the following steps of action for after school care:

- Staff member to contact 4Fun office and report child not in attendance, staff member must not leave school until child’s whereabouts is confirmed by 4Fun office.
- Contact the parents to ensure the child attended school today and their known whereabouts.
- If the student is still not located a search of the entire school grounds will be conducted.
- If the child/children are still not located then school and emergency contacts will be notified.
- If parents and emergency contacts are unavailable, then the police will be notified.

Car Park

All children from 4Fun are not to be left unattended in the car park prior to drop off or collection. 4Fun staff will not permit any children to play in, on or around the car park under any circumstances.

Child Protection

As an out of school childcare and recreation facility, we adhere to and promote Children, Young Persons and their Families ACT 1989, Public Act.

We refer to the Act on a regular basis and report anything untoward that may lead staff at 4Fun to suspect otherwise.

<http://www.legislation.govt.nz/act/public/1989/0024/latest/DLM149438.html>

All staff at 4Fun are provided introductory Child Protection Training as well as on going through to Diploma in Child Protection Studies. 4Fun adheres to the following acts in relation to the Child Protection Policy:

- Health and Disability Commissioner Act 1994
- Child Young Persons and Their Families Act 1989
- Privacy Act 1993
- Human Rights Act 1993
- Education Act 1989/1998
- Domestic Violence Act 1995

- Care of Children Act 2004
- Employment Relations Act 2000
- Code of Health and Disability Services Consumers' Rights

The policy includes all of the following but is not limited to: management, staff, children, contractors, visitors, personnel providing services to family and children while on 4Fun premises. 4Fun will ensure any disclosures about alleged abuse are acknowledged investigated and appropriate action taken to ensure the safety of children who make disclosures.

Definition of "Abuse"

Child abuse means the harming (whether physically, emotionally or sexually), ill-treatment, abuse, neglect or deprivation of any child or young person" [Section 2, Children and Young Persons Amendment Act, 1994].

Staff will be supported, supervised and not overloaded as to not identify a child's needs.

Responding to suspicion or disclosure from a child (in order from top to bottom);

- There is a suspicion and or a child discloses abuse is suspected
- If in immediate danger – act in URGENCY
- Assure the person disclosing the information they did the right thing and listen to them.
- Inform Programme management.
- Document all observation as well as information disclosed.
- Ring, Child Youth and Family Services or the Police (Child Abuse Team)
- Await further contact from CYFS or the Police before taking action.
- Get support for yourself from appropriate people.

Allegation against a staff member

Any allegation against a staff member is to be reported immediately. Children under the care of 4Fun will not be exposed to any unnecessary risk (in order from top to bottom);

- There is a suspicion and or a child discloses abuse is suspected
- If in immediate danger – act in URGENCY
- Assure the person disclosing the information they did the right thing and listen to them.
- Inform programme management
- Document all observations as well as information disclosed.
- Ring, Child Youth and Family Services or the Police (Child Abuse Team)
- Management will suspend staff member while investigation takes place.
- As part of the investigation the staff member will be required to respond to the allegation.
- Findings of the investigation will be disclosed to all parties accordingly
- Dependant on findings the staff member may have their employment with 4Fun terminated (subject to the employment agreement)
- Programme management to liaise closely with CYFS & Police

Reporting Abuse

Any stakeholder of 4Fun that needs to report suspected Child Abuse is to complete the Suspected Child Abuse Reporting Form with a staff member of 4Fun. The information reported is to be factual.

This is then communicated to Child, Youth & Family Services on 0508 326 459 or the police or both once the management team has been notified.

Peer Abuse

4Fun does not and will not tolerate “Peer Abuse” in the form of physical, sexual or verbal harassment, we hold a ZERO TOLERANCE. This includes but is not limited to when others are put at risk. If this is identified to staff at 4Fun, children will be separated (to reduce trauma). Dependant on the level of Peer Abuse, immediate dismissal may take place.

Parents will be notified immediately. Abusing children that are enrolled with any of 4Fun Programmes will be communicated with all staff about the risks involved. Family support and assistance will be required.

Behaviour Guidance and Control

Every child will be given “guidance and control”. The dictionary definition of ‘guidance’ is to show the way and implies a goal to be reached. Control may be used in specific and urgent situations, e.g. to stop a young child running onto the road or to prevent a child hurting her or himself or another child.

4Fun will guide and support children through the learning process and ensure their safety and well-being, not to achieve conformity at the expense of understanding.

Behaviour Respect and Dignity

4Fun is aware of the inherent influence of cultural and family practices for child behaviour. The way in which adults behave towards children is influenced by behaviour patterns experienced in childhood. If these are deemed inappropriate, e.g. do not give the child respect and dignity, strategies will be implemented to modify or change the behaviour.

Behaviour Praise and Encouragement

Praise relates to something that has been done, or has already happened, i.e. a finished work or a completed action. Encouragement, on the other hand is related to something that could or should happen in the future. It may be given where a child is reluctant to begin an activity or carry out an action, or to help a child persist in an endeavour.

4Fun will link these concepts with ‘positive guidance to promote appropriate behaviour’. Both praise and encouragement is used for the purpose of promoting behaviour in the child which is recognised as appropriate for the child’s stage of development.

Supervision

4Fun will ensure that there is always a minimum of 2 staff on site at all times. Staff have designated areas of which they supervise, as designated on a daily basis.

The Manager/Supervisor/Caregiver is responsible for children’s attendance within their designated area. The supervisor will also ensure that attendance checks are made sporadically throughout the timeframe allocated.

4Fun premises 1:10

4Fun excursion 1:8

4Fun water excursion 1:6

Staff will inform the onsite manager of any injuries, incidents and or dangerous behaviour. If a 4fun staff member can see that an activity, game or the like is going to possible cause harm, this activity, game or the like will be stopped and not permitted to continue until the supervisor has been advised.

All staff at 4Fun are trained to acknowledge emergency situation and react appropriately. Staff will remain calm and remove all children from activities, crafts, arts & games and direct them to the assembly area (as designated by the staff). Once all students are

present and accounted for and only then, will 1 staff member from 4Fun make contact with emergency services or rectify the situation while children are out of harm's way.

- Staff are not permitted to leave their designated area without notifying other staff from 4Fun to take over supervision until they return.
- If staff is unable to maintain clear guidance, direction and supervision of all allocated children within a group activity, then the staff member is not to participate in the activity.
- All staff are to be positioned so that all designated children are within close and clear view at all times.
- Staff should complete regular head counts on the children that they have within their designated area.
- Staff are to be constantly watching the children within their designated areas at all times.
- Staff "Supervisors" from 4Fun are responsible for the safety and wellbeing of children within 4Fun childcare.

Discipline

Discipline towards children will be in a verbal manner only. Staff at 4fun will never utilise physical contact to discipline a child. In the result of physical abuse on any child enrolled at 4Fun, this will be treated as serious misconduct and instant dismissal will occur.

4. Daily Programme

Before School Care

All enrolled children who attend daily after 6.45am will be offered breakfast (of which parents/caregivers provide).

6.45am Breakfast and quiet time

7.15am Homework or Free time in designated areas (with supervision)

7.30am Morning activities

7.55am Prepare to go to school

8.00am Drivers and children depart to be dropped off at school

After School Care

All enrolled children who attend daily from 2.30pm, during this time children are collected from school, driven to 4Fun, attendance checked. Homework is done and an afternoon snack is provided (this is not a substantial meal and cannot be substituted for dinner).

2.30pm Collected from School

3.30pm Homework and afternoon snack

3.45pm Programmed activities

4.30pm Free time in designated areas (with supervision)

6.00pm Pack up

6.15pm Closed

School Holidays

Before School timetable remains the same

Holiday Planner

After School timetable remains the same

4Fun staff would like to ensure that all children participate in both literacy, numeracy and active movement. These have been identified as high levels of need within our children throughout New Zealand. Therefore 4Fun take the opportunity to provide this support by way of morning and afternoon activities.

Homework

All children attending afterschool care are required to complete homework tasks between 3.30pm – 5pm. 4Fun staff will assist as required but will not complete homework for children.

Rewards

Children attending 4Fun will often be rewarded with certificates and or treats (such as sweets etc). Rewards will be provided to children on a weekly basis, for various reasons, player of the day, great sportsmanship, and respect for others, team work and the like.

Food

Children are encouraged to finish their lunch boxes first before being offered an afternoon snack.

Supervisors who hold a Food Hygiene certificate will prepare and/or supervise alternative 4Fun staff in the preparation of food as required.

We are a NUT FREE location.

Sick Bay

Any child/children showing signs of illness or being upset during their time at 4Fun will be sent to the sick bay until their parents arrive to collect them. Parents are notified immediately.

Dependent on the illness, we may also request that the child does not attend until a medical clearance has been provided.

If your child is sick and has been enrolled for Sick Bay Care, ensure adequate medication is provided and completion of the medication forms.

Electronic Devices

Children of whom have electronic devices are not to be utilised whilst at 4Fun. Equipment is to be handed into staff at 4Fun on arrival and collected on departure. Children with this equipment will have it confiscated and returned to parents upon collection. If equipment is required for homework and a wifi password is required this will only be provided once we have confirmation from the parents. In this case the Youth Programme Electronic Device Policy will apply.

Scooters/Wheels

We do NOT permit the transportation of scooters/wheels for Before or After School Care.

We welcome scooters/wheels to remain on site in our sick bay.

Our 7-9 seater vehicles have minimal (if any) room in the rear and to be in between children's seats is a hazard, especially if the driver has to stop in a hurry. We cannot guarantee that children will always be in the same vehicle for pick up and drop off so to be fair to all – NO SCOOTERS/WHEELS in our vehicles. The logistics as well as safety of our children is paramount.

Vending Machine

The machine is supplied by an external agency. 4Fun takes no responsibility for lost money or purchases within this machine. If for any reason there is a fault, we will notify the agency.

Television

At 4Fun we do not promote the use of televisions. You will notice that we have one television in our youth programme room. This is for xbox, playstation and Wii. This is only used in the holiday programme on rare occasions.

Music

Active movement is key for our children. We encourage, dancing, singing and having fun. Each programme room has a music centre, music is played from a USB and is screened for language and age appropriateness.

All vehicles are tuned to the local FM radio stations.

Pets

Children attending 4Fun will not be permitted to bring pets of any size shape or form unless required for a disability and have adequate documentation to support this. Animals encountered at the programme and on excursions are contained and responded to in a manner that ensures the children's safety.

5. Transportation of Children

Before School Care

A roll call is done prior to departure, children that require transport to school will be assigned a driver to transport them to school.

Children aged 5-7 must use a booster seat at all times when traveling in a mini-van, children aged 8-14 no booster seat is required unless parents have specified.

After School Care

All children that are scheduled to be in attendance for after school care will be checked off the roll prior to the departure from their designated school.

If a child has not reached the collection point, a full search of the school facilities will be conducted, if the child cannot be found, 4Fun staff will contact the school administration office regarding the child/children's attendance for that particular day. 4Fun staff will contact the 4Fun office to confirm the child is not in attendance and will wait for permission from the 4Fun office to leave the school. In the instance where a parent cannot be contacted the next of kin will be contacted. When no contacts are available, the police will be notified of the missing person.

After School Walkers/Waiters

We have a selection of schools for after school that require a walker/waiter.

Walker – Staff gather the children like normal, walk back to 4Fun using the safest route. This is common for schools that are in close proximity to 4Fun i.e ACG Sunderland, Pomaria, Henderson Intermediate, Jireh

Waiters – Staff gather all children like normal, complete homework, then have supervised play until the 4Fun vehicle arrives to collect them.

Transportation Routes

Staff are issued with schools to collect/drop to and from. These are allocated in order of location, age group of children and the time that the school finishes. Staff are to ensure that they collect/drop children in the specific order that they are issued to prevent children being late for school and or to ensure that children are not left waiting for more than 20 minutes for collection.

Smoke Free

4Fun staff and children endorse a smoke free policy and do not permit smoking in and on the premises of 4Fun childcare, vehicles are classed as 4Fun premises.

4Fun staff are also not permitted to smoke while in 4Fun uniform, regardless of location or in sight of children

Auckland Transport & Police Fines

Vehicles that are in receipt of an infringement notice will require the driver at the time (refer to log book) to transfer the fine to their own personal name and then make arrangements to pay the fine.

6. Forms of Transportation

Company Vehicle

Staff will 'pick up' or 'drop off' children to and from school in the company vehicle. This is registered and warranted and the driver will hold a full drivers licence.

Company Bus/Coach

Staff will 'pick up' or 'drop off' children to and from school in the company bus/coach. These vehicles comply with our Transport Service Licence as required by NZTA. Staff driving these vehicles will hold a P endorsement as well as Class 2 drivers licence if required.

Staff Vehicle

On occasion staff will be required to 'pick up' or 'drop off' children to and from school. Staff that transport children will hold a full drivers licence and may use their own personal vehicle of which holds a current Warrant of Fitness and Registration and would have been previously inspected by the On Site Manager.

Commercial Transportation

When available, commercial transportation for 'pick up' or 'drop off' children to and from school and excursions, will be provided by a commercial trading vehicle i.e PBC Bus Company, Ritchies or similar.

Vehicle Cleaning

Staff with allocated vehicles are to ensure that vehicles are kept clean and presentable at all times. This includes inside and out. Vehicles are to be vacuumed and washed on a weekly basis.

7. Management

Organisational Structure

Directors of 4Fun childcare, review the organisational structure on an ongoing basis.

Compliments or Complaints

Stakeholders that wish to express either compliments or complaints regarding 4Fun are to make contact with the On Site Manager in the first instance.

On Site Manager
Amber Nelesini
027 290 9161
amber@4fun.co.nz

Alternatively the compliant can be produced in writing and either emailed or posted to the following addresses:

Director
Lynda Bayer
lynda@4fun.co.nz

4Fun Henderson Ltd
PO Box 104 083
Lincoln North
Henderson 0654
Auckland

Internal Input

Shareholders and staff of 4Fun will be encouraged to provide internal input on an annual basis, to assist with the growth, development and revision of all plans of the organisation.

Media

All forms of media are to be approved via the On Site Manager prior to use. This includes magazines, newspapers, comics, books and all electronic devices such as radio, computer, laptop, handheld PDA's, mobile phones, iPods, notebooks, mp3, cd, camera's, gaming etc

Copyright

The Copy Right Act 1992 protects all intellectual property of 4Fun. This includes but is not limited to, audio, visual and written. Parents and staff of 4Fun will be required to retrieve written permission from management within 4Fun to utilise 4Fun intellectual property. This

includes but is not limited to tag/upload photos to social networking sites. For further information surrounding copyright laws, please refer to:
<http://www.copyright.org.nz/index.php>

8. Building and Facilities

Environment and Facilities

Children at 4Fun will have available facilities that are clean and that are replenished on a daily basis. Children will be permitted to:

- Play in the designated areas under supervision of 4Fun staff
- Utilise the bathroom facilities as directed by staff
- Drink from the designated facilities as directed by staff
- Eat in the designated area as directed by 4Fun staff
- Leave their belongings in the designated area as directed by 4Fun staff.

Bathroom Facilities

Children enrolled will be provided with an introductory tour.

Children are also advised that they may go to the bathroom at any time while on site, but they **MUST** advise a staff member within their room before leaving. Children within the Kids Programme will be escorted in groups to attend the bathroom, while a staff member waits outside for safety.

These facilities are safe, clean and maintained on a daily basis and frequently monitored by staff.

For all excursions, children will be escorted to the bathroom facilities in groups as required and a supervisor will remain outside the facilities until the child/children have finished.

Building Cleaning

4Fun staff will sweep, vacuum and dispose of any waste during the business day as required, cleaning equipment is accessible for the duration of the programme.

4Fun premises are cleaned each evening by commercial cleaners.

Daily waste will be removed and disposed of in the waste removal skip bin located downstairs next to the skate park.

Building Warrant of Fitness

The building warrant of fitness is maintained by GNZ International Trust. A copy of the warrant of fitness is available on request as well as is displayed within all buildings.

Fire Hoses & Extinguishers

As part of the building warrant of fitness fire hoses and extinguishers are inspected bi-annually and annually.

On a monthly basis 4Fun staff will conduct checks and complete the Fire Register which is held in the staff room. Staff will conduct the following checks:

- Check extinguishers and ensure that it says charge
- Check the fire hose reels are easily accessible
- Put a black mark next to the month (on the check sheet, to say checked)

- Check and ensure the extinguisher is not broken. If so, contact Armitage Group (business contact details within the register) and advise so they can arrange immediate repair/replacement
- Complete the monthly fire register

Emergency Drills

Emergency drills will take place once a term for before and after school care and for school holiday programmes this will take place once a fortnight. A record of the drills will be maintained and made available upon request.

Visitors

All visitors to 4Fun are to sign the visitors' book on arrival and departure. This does not include the drop off and collection of children from the facility. In addition to the general safety policies outlined, 4Fun will ensure that volunteers and other adults visiting or working at the programme are well supervised and visible to staff when interacting with children.

9. Staff Code of Conduct

4Fun recognizes employees as its most valued resource and provides a safe, supportive and responsive environment. All employees are treated (and encouraged to treat one another) with respect and dignity. So that the workplace is safe and harmonious.

All staff at 4Fun are required to act in a professional manner throughout their shift. This includes with children, staff, guests and management within 4Fun Childcare.

4Fun expects all employees to comply with management and to conform to 4Fun's rules at all times. If these rules are disregarded or the employee behaves wrongly in some other way 4Fun retains the right to discipline employees.

All 4Fun staff are provided with an Employee Handbook when their employment commences.

[Privacy Act 1993](#)

All information collected about staff is kept in a secure place and is available for staff and management only to review as requested.

[Staff Lockers](#)

Lockers are available onsite in the staff room for staff to store their personal belongings in whilst at work. Keys are issued by the Site Manager.

[Staff Noticeboard](#)

Communication is key! To ensure consistency with information provided, notices are placed on the staff noticeboard for all staff to review.

10. Acknowledgement From

I _____ (please print name) acknowledge that I received a copy of this from 4Fun Henderson Limited t/a 4Fun Henderson Policy and Procedures manual and that I have read and understood it.

Signed:

Dated: