

POLICIES & PROCEDURES

Reviewed June 2015



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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 educational, safe & 4FUN”

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 operations 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 seek to identify and incorporate teaching and learning methodologies that improve Maori success.

Business Planning

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

Goals

Shareholder/s 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.

Shareholder/s also ensures that 4FUN is meeting the business plans and strategies introduced from annual shareholder/s 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

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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; (ref 7)

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 service.

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.

Children

Marketing

Marketing is reviewed on a regular basis by the shareholder/s of 4FUN. Marketing is conducted through community newspapers, internet, flyers, sports clubs and school newsletters and is subject to change from time to time.

Kids Programme (5-7yrs)

Children enrolling in this programme are aged between 5-7 years of age. Upon special

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request a child can attend the “Pre Ten Programme” with written consent/permission to transfer. The activities and tasks within in 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 in this age group are age specific.

Youth Programme (10-14yrs)

Children enrolling in this programme are aged between 10-14 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 in this age group are age specific.

Pre Enrolment

All children that wish to enrol with 4FUN are required to complete the [online enrolment](#) or by completing the enrolment form within the brochure which is available on site.

Fun Stuff

Sleepovers

Date Night for Parents and Caregivers! When was the last time you had one of those, since you had children? Well now you can and on a regular basis! Check out our calendar on our website to see upcoming dates for 4FUN Sleepovers, from just \$40 including dinner, from 630pm – 9am. After 9am Late Fees apply.

Trick or Treat

From just \$30 INCLUDING Dinner from 530pm-8pm, perfect opportunity for you to do your Christmas shopping “without” the children. If your child/children already attend after school care this day, the Trick Or Treat Fee is reduced to \$20. Dates are posted to our website.

Xmas Light Tours

From just \$30 INCLUDING Dinner from 615pm-930pm, perfect opportunity for you to do your Christmas shopping “without” the children. Upcoming dates are on our website.

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Confirmation

Following an online enrolment or completed enrolment within brochure, 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 / 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 1993

Information collected about children is used only for providing care with enrolment information. 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 emailing your contact details through.

Before School Care Fee's

\$10 per child from 6:45am-9am. Fees are to be paid 1 week in advance. Non attendance for pre-booked days will be charged at full rate and are non refundable. If you notify us prior to 8am the same day, there will be no charge. (rates are subject to change)

After School Care Fee's

\$17 per child from 230pm-6:15pm. Fees are to be paid 1 week in advance. Non attendance for pre-booked days will be charged at full rate and are non refundable. If you notify us prior to 1pm the same day, there will be no charge. (rates are subject to change)

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No Notice of Absence Fee's

No notification of an absence for After School Care will incur an additional charge of \$20 for No Notice.

Holiday School Care Fee's

\$225 per child full time (645-615), \$4.50 per hour, \$45 per day (casual). Fees are to be paid 1 week in advance. Non attendance for pre-booked days will be charged at full rate and are non refundable. If you notify us prior to 9am the same day, there will be no charge. (rates are subject to change)

Casual Holiday Hours & Bookings

645am-615pm. All holiday timetables have specified times of trips/excursions. To ensure that your child does not miss out, please make sure that they are on site prior to 9am and collected after 3pm, unless we are on a trip then please collect after the specified times.

Fully Booked Holiday Programme – Cancellation Fees

Notification of an absence on a "Fully Booked Day" will require 2 business days notice to have a Zero Charge. This is to enable families on the waiting list to be contacted and fill the available space. Notification after this time will incur full fees.

*(rates are subject to change)

Sick Bay Care Fee's

Daily Rates \$4.50 per child per hour OR \$45 per day from 645am-615pm.

Transportation \$1.80 per km from collection, to 4FUN.

Medication costs will be invoiced to your directly by 4FUN. Copies of receipts will be provided in addition to a 10% administration fee.

(rates are subject to change)

Sleepover Fee's

\$40 per child from 630pm-9am

(rates are subject to change)

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After School Activities Fee's

\$17 for after school care + \$1.80 per km.
(Rates are subject to change)

Unpaid Fee's

All fees which remain unpaid for more than 30 days will be referred to a debt collection agency. This will incur administration charges of \$50 plus 20% of the outstanding debt. All additional fees are exclusive of GST.

(Rates are subject to change)

Support

Health and Safety

All staff shareholders 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 Department of Labour. (app: 15)

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REMAIN CALM, WALK & DO NOT RUN. LEAVE ALL BAGS AND PERSONAL AFFECTS.

Fire

1. 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, Te Pai Park or Assembly point in main car park (Lincoln Road)), as directed by all staff.
2. 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 is remaining.
3. 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).
4. Children will remain at the Assembly Area (Middle Field Te Pai Park or Assembly point in main car park (Lincoln Road)), until directed otherwise by 4FUN staff.
5. In the event that this is a drill, the fire brigade will be notified a minimum of 7 days prior.
6. 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

1. In the event that Alarm is sounding, all staff and students are to assemble Assembly Area (Middle Field, Te Pai Park or Assembly point in main car park (Lincoln Road)), as directed by all staff.
2. On exit the staff will check the room to ensure no children or staff is remaining.
3. Children will remain at the Assembly Area (Middle Field, Te Pai Park or Assembly point in main car park (Lincoln Road)), until directed otherwise by 4FUN staff.
4. 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/playground etc.
5. Caretaker will be notified of the alarm.

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 (power lines, trees, windows Etc).

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At least one 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 boxes of company vehicles and in the staff room while on site. All 1st Aid Kits are replenished on the last week of school term. First Aid Kits are replenished on the first and last week of school term at A1 First Aid on Waipereira Avenue, Henderson.

Sun Burn – UV Rays

All staff and children at 4FUN are required to bring in sun screen to enable prevention of sunburn. Parents that have children with reactions to particular sun screens are encouraged to provide their own 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, not 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 whilst 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 receive 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 combination with other forms of sun protection practices such as:



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- 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 30+ broad spectrum sunscreen and regularly reapplying if required (every two hours). *For water based activities, sunscreen should be water-resistant.*

Sunblock

Children are to supply their own sun block. For those that do not, 4FUN may provide an 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 applications for children during Term's 1 & 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 Programmes 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: 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;

1. Roll call taken prior to leaving. First Aid Kit packed and to be taken on excursion.
2. Children buddied up and allocated a supervisor for the excursion. (1:8 – unless the excursion involves water and the ratio will be 1:6).
3. 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 school facilities will be conducted).

Late arrivals (after specified time) will not be permitted to attend. Nor can care be provided for the programme on site.

4. 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.
5. Students will commence excursion with their buddies and supervisor/s.
6. Supervisors will continuously ensure that all buddies are accounted for throughout the day.
7. 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).
8. Roll taken prior to leaving.
9. Return to 4FUN Childcare.

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;

1. Contact the parents to ensure the child attended today and their known whereabouts.

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2. If the students are still not located a search of the entire school grounds will be conducted.

3. If the child/children are still not located then school and emergency contacts will be notified.

4. If parents and emergency contacts are unavailable, then the police will be notified.

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
- Children 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
- Child Young Person and their Families Act 1989
- 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] (ref 10)

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

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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 other 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.

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 observations 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

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terminated (subject to 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.

Behavior 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.

Behavior Respect and Dignity

4FUN is aware of the inherent influence of cultural and family practices for child behavior. The way in which adults behave towards children is influenced by behavior patterns experienced in childhood. If these are deemed inappropriate, e.g. do not give the child respect and dignity, strategies used to modify or change the behavior will be implemented. (Ref: 1)

Behavior 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 endeavor.

4FUN will link these concepts with ‘positive guidance to promote appropriate behavior’. Both praise and encouragement is used for the purpose of promoting behavior in the child which is recognised as appropriate for the child’s stage of development. (Ref: 1)

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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 (hot pools, beach etc)

Supervision Guidelines

Staff will inform the onsite Manager of any injuries, incidents and or dangerous Behavior. If a 4FUN staff member can see that an activity, game or the like is going to possibly cause harm. This activity, game or the like will be stopped and not permitted to continue until the supervisor has advised.

All staff at 4FUN is trained to acknowledge emergency situations 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 1staff member from 4FUN, make contact with emergency services or rectify the situation while children are out of harm’s way.

Staff is 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 is 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 is 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.

Homework

All children attending after school care are required to complete homework tasks between 3:30pm – 5pm for after school care and 7am-8am for before school care and once they have eaten breakfast.

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4FUN staff will assist as required but not complete homework for the 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 daily basis, for various reasons, player of the day, great sportsmanship, and respect for others, team work, and the like.

Pets

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

Food

Supervisors that hold their 167 certificate in Food Hygiene will prepare and or supervisor alternative 4FUN staff in the preparation of food, as required.

After School Care

All enrolled children will attend daily from 230pm. During this time children are collected from school, driven to 4FUN, attendance will be checked off and children will have afternoon tea. This will be an opportunity for them to finish their lunch in their lunch box and or eat the afternoon tea provided. This will not be a substantial meal and cannot be substituted for dinner.

Before School Care

All enrolled children will attend daily after 6:45am. During this time the attendance will be checked off and children will have breakfast, of which parents/caregivers provide with milk if required.

School Holiday Programme

All children will be provided afternoon tea. Children are still encouraged to pack their own lunches as they normally would for school. There will be group lunch days, when we will arrange a delivery of lunch for the programme; however parents will be notified accordingly.



Children are required to wash their hands prior to eating and again after. This will be indicated on a rostered basis as designated by the supervisor/s.

Before School Timetable

6:45am Breakfast & Quiet Time
7:15am Homework or Free time in designated areas (with supervision)
7:30am Morning Activities
7:55am Prepare to go to school
8am Drivers and children depart to be dropped off at school

After School Timetable

2:30pm Collected from school
3:30pm Homework & Afternoon Tea
3:45pm Activities with staff
4:30pm Free time in designated areas (with supervision)
6pm Pack up
6:15pm Closed

School Holiday Programme (On Site) Timetable

1. Before School Timetable remains the same.
2. Holiday Planner
3. 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 both 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 & Afternoon Activities & Group Hangman (Run by the children).

Sick

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 medical clearance has been provided.

If you or a family member have collected your child from school early, please be sure to call 4FUN staff and advise, so they are not left searching a school for someone who is

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not there. This can cause anxiety to staff, and undue stress. Sessions booked but not attended due to an illness still incur the standard daily fee unless notified prior to the time

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

Late Pickup

Children that are collected after the closing time for 4FUN will incur a late fee penalty of \$20.00 per 10 minutes. Staff will contact parents/caregivers on the pre- enrolment form to arrange collection.

Transportation of Children

Excursion

Refer to the excursion policy.

Before School Care

Children that require transport to school from before school care will be escorted to the 4FUN Vehicles at 8am by the 4FUN staff. The staff member will take a roll call prior to departure. This roll call will match the children that have been signed in by parents that specific morning.

After School Care

All children that are schedule to be in attendance for after school care will be checked off the roll prior to the departure from their designated school. (If not a full search of the school facilities will be conducted and administration office of the school contacted regarding the child/children's attendance for the particular day). If the child/children can still not be located the parent will be notified. 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/s".

After School Walkers / Waiters

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



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

Walkers – 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, Nga Kakano, Pomaria, Henderson Intermediate, Jireh.

Forms of Transportation

Car Seats

- Kids Programme (5-7yrs) – In a booster seat **“No If’s, But’s or Maybe’s”!**
- Pre Tens Programme (8-9yrs) – No booster seat unless you specify.
- Youth Programme (10-14yrs) – No booster seat unless you specify.

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 license.

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’s License as required by NZTA. Staff driving these vehicles will hold a P Endorsement as well as Class 2 driver’s License (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 license and may use their own personal vehicles of which holds a current Warrant of Fitness and Registration and would have been previously inspected by the On Site Managers.

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, Stagecoach, Ritchies or similar.



Electronic Devices – Kids & Pre Ten Programmes (5-9yrs)

Children of whom have electronic devices such as i.e. radio, computer, laptop, handheld PDA's, mobiles phones, iPod's, notebooks, mp3's cd's, camera's, gaming etc are not to be utilised whilst at 4FUN. Equipment is to be handed in to 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.

Electronic Devices – Youth Programmes (10-13yrs)

Digital Devices are the students responsibility. 4FUN cannot take responsibility for lost, stolen or damaged digital devices. Devices must have Wifi capability. Students will have wifi access. Students will be encouraged to use their digital devices for homework. The device is for the use of the student. Any sharing is at the student's discretion. 4FUN reserves the right to deny the student the use of digital devices at 4Fun for any misuse that involves illegal, immoral and inappropriate materials or applications. Parents/Caregivers and Students must take responsibility for the prevention of theft or damage to the digital device and to ensure that it is insured. 4FUN staff will not touch or fix devices brought from home. Students that want their devices stored until they are collected can hand these in at reception. All digital devices MUST be labeled. Virus protection must be installed and up to date on all devices.

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.

Social Media

Photos shared on social media via 4FUN employees are to be pre screened by employees, to ensure the appropriateness of the material being uploaded. Any inappropriate media shared will be removed and dependant on the nature of the material, further action may be taken.

Bag Searches

On a daily basis, bag searches will be conducted when children do not produce homework. All parents provide approval of this when completing the pre enrolment application form. Non acceptance of this will require written confirmation to the Site Manager.

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Should staff/management suspect contraband in a child's bag, the bag will be removed to the staff room until the parent is contacted. Upon the parent's arrival, the parent will search the bag in the staffroom.

Copyright

The Copy Right Act 1994 protects all Intellectual Property of 4FUN. This includes but is not limited to, audio, visual & 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>

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 in seats is hazardous, 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.

Fleet Charters

Quotes

Quotes are provided by the Fleet & Charter Manager and emailed directly to clients from our accounting programme, Xero.

Bookings

Stakeholders can contact the Fleet & Charter Manager to arrange bookings. Bookings are tentative until such time as 50% deposit is made.

Calendar

The Fleet & Charter Manager manages and maintains a Charter Calendar of which identifies the weekly charters. This is printed at the commencement of every week and all pre booked charters are contacted to confirm their bookings.

Management

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E: info@4fun.co.nz

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Organisational Structure

Shareholder/s & Directors of 4FUN childcare, review the organisational structure on an ongoing basis.

Quality Management

The Director of 4FUN is actively involved with the day to day operation of 4FUN childcare. Ensuring that all policies, procedures & plans are in place and being implemented on a daily basis.

External Input

4FUN will encourage the external input of all children, parents, teachers, kaumatua, iwi and associations/foundations that 4FUN belong to and or associate with, on an annual basis. This will be to assist with the growth, development and revision of all plans of the organisation.

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. Alternatively the complaint can be produced in writing and either emailed or posted to the following addresses: lynda@4fun.co.nz or post to Attention Director, 4FUN Childcare, PO Box 104083, Lincoln North, Waitakere.

Stakeholders can also follow the same process for further investigation.

Internal Input

Shareholders, directors 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.

Compliments or Complaints

Internal Stakeholders that wish to express either compliments or complaints regarding 4FUN are to make contact with the following, in order from On Site Assistant Supervisor in the first instance and then Child Youth & Family in the last instance;

| Name | Position | Organisation | Phone | Email |
|-------------|-----------------|---------------------|--------------|--|
| On Site | Assistant | 4FUN | 0508 438 628 | info@4fun.co.nz |

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E: info@4fun.co.nz
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4FUN

| | Supervisor | | | |
|-----------------------|--------------------|----------------------------|--------------|--|
| Keisha Nukunuku | Programmes Manager | 4FUN | 027 290 9161 | Keisha@4fun.co.nz |
| Lynda Bayer | Director | 4FUN | 021 297 1607 | lynda@4fun.co.nz |
| John | Manager | Out of School Care Network | 09 366 0320 | oscn@xtra.co.nz |
| Child, Youth & Family | Family Services | CYF | 0508 Family | |

or post to Attention Director, 4FUN, PO Box 104083, Lincoln North, Auckland

Vehicle Compliments or Complaints Register

Stakeholders and members of the community that wish to express either compliments or complaints regarding the 4FUN Fleet of vehicles, are to make contact with the following. Staff at 4FUN are to complete the Compliments and Complaints register on the reception computer.

| Name | Position | Organisation | Phone | Email |
|---------------|-------------------------|--------------|--------------|---|
| 4FUN | Customer Services | 4FUN | 098384113 | info@4fun.co.nz |
| Craig Simmons | Fleet & Charter Manager | 4FUN | 0274727286 | craig@4fun.co.nz |
| Lynda Bayer | Director | 4FUN | 021 297 1607 | lynda@4fun.co.nz |
| Road Watch | | NZ Police | *555 | https://forms.police.govt.nz/forms/online-community-roadwatch-report/9 |

Conjoint/Alliance Arrangements

4FUN will support alliance arrangements in the format of a Memorandum of Understanding (MOU) or association membership, with all relevant partners to ensure that all staff retain relevance within the Out of School Childcare and Recreation community.

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4FUN



Local School Support

4FUN supports local schools in the community by way of “Preferred Provider”. This has 3 tiers of preference and schools are paid accordingly. Payments are based on the actual attendance and as per the Memorandum of Understanding that is in place.

Building and Facilities

Environment and facilities

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

1. Play in the designated areas under supervision of 4FUN staff.
2. Utilise the bathroom facilities as directed by staff .
3. Drink from the designated facilities as directed by staff .
4. Eat in the designated area as directed by 4FUN staff.
5. 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. These facilities are safe, clean and maintained on a daily basis and frequently monitored by staff.

For any 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

Premises are cleaned daily and cleaning equipment is accessible for the duration of the programmes. 4FUN staff will sweep, vacuum and dispose of any waste at the close of every business day. Daily waste will be removed and disposed off in the waste removal skip bin located downstairs next to the skate park.

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.



Building Warrant of Fitness

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

Fire Hoses & Extinguishers

4FUN maintains an annual contract to have the Fire Hoses and Extinguishers 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;

- Check Extinguishers and ensure that it says charge.
- Check the Fire Hose Reels are easily accessible.
- Put a black mark next to the month (for checking).
- 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

Smoke – Free

4FUN Staff and children endorse a smoke free policy and do not permit smoking in and on the premises of 4FUN.

Drug & Alcohol - Free

Staff will undergo random testing throughout their employment. 4FUN Staff and children endorse a drug and alcohol free policy and do not permit in and or on the premises of 4FUN.

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 the children.

Car Park

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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 and or around the car park under any circumstances.

Staff and 4FUN fleet vehicles are to be parked along the fence line at the rear of the carpark (down by Autolab).

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. Once a weekend per month. A record of the drills will be maintained and made available upon request.

Finance

The Shareholder/s & Director are responsible for the approval of all educational and facility budget decisions, including setting all financial policies and regulatory matters, financial strategy and planning, financial position and performance. All expenditure is planned, approved, processed, monitored and reviewed.

4FUN will manage its financial resources prudently and effectively, utilising the accounting programme Xero. Tax & Trust Professionals conduct ongoing advise and annual End Of year in addition to annual audits as required.

Delegations

All other expenditure must be authorised by the Shareholder/s and or Director.

Resources

Staff

Staff will be provided with adequate material to enable successful supervision of children on a daily basis.

Managers of 4FUN will also be provided with a mobile phone to enable calls in or out to be made as required in emergencies.

Additional Resource requests from staff are to be made direct to the on site manager as identified to enable review and purchase.



Job Description

4FUN Staff will be sent for up skilling / training on a regular basis and as required. All staff are provided with Job Descriptions upon employment.

Children Assistance

All children will be provided with assistance whether it is physical or mental, in order of priority.

Indoor activities, such as; Arts & crafts, play station, board games, cards all of which will be replenished as required and ordered.

Outdoor activities, such as; Bats and balls, outdoor summer games (may need wet suits – but will be advised in advance)

Definition of Staff

Anyone that 4FUN relies on, to deliver its services. This includes volunteers, management and paid staff.

Staff Discount

Staff of 4FUN will be entitled to a 25% discount.

Staff Communication

Due to the volume of staff and shifts held at 4FUN, other than regular fortnightly staff meetings, communication is held with rostered staff on a daily basis. After School Care information is sent to staff via a text message including list of schools to collect from as well as the students names. Communication on site is conducted via Walkie Talkies as well as mobile phones. The programme assistant will also advise and or update any staff daily on site when they arrive if they do not drive.

Privacy Act 1993

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

On Site Communication

All staff on site will communicate (long distance) via way of Long Range UHF Walkie

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Talkies. These are held in the individual programmes and are for staff. These are not permitted for children to play with at anytime.

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 i.e. radio, computer, laptop, handheld PDA's, mobiles phones, iPod's, notebooks, mp3's cd's, camera's, gaming etc.

Forms of Transportation

Staff Personal 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 license and will use their own personal vehicles of which holds a current Warrant of Fitness and Registration and would have been previously inspected with the Onsite Manager. Staff complete and submit a vehicle mileage log for reimbursement of km's or note their school collections on the staff hours for reimbursement.

Company Vehicle

Staff will "pick up" or "drop off" children to and from school in the company vehicles. This is registered and warranted and the driver will hold a drivers license which permits them to travel with passengers, within the timeframe required.

Staff with full drivers licenses are allocated company vehicles as and when the company requires. Staff are to complete the Log Book (Drivers door or centre console). This indicates the date, time and name of driver in addition to return time. This information must be completed upon entry and exit of the vehicle. Any insurance and infringement queries will be referred to the logbook; therefore it is of the utmost importance you complete to ensure you are not left with a debt from another driver.

Staff will be liable for any infringement notices in addition to excesses for which insurance claims are required (Excesses range up to \$1500.00, but not limited to). All infringement and excesses will be deducted from staff wages in full, until repaid. Staff is to ensure that the vehicles are warranted and registered at all times in addition to ensuring that all fluid levels are checked when refueling.

Children are not to eat, drink modify or alter any settings with heater/air conditioning units, nor adjust the windows. All alterations are to be prepared and locked prior to



children entering the vehicle. 4FUN Staff is also to ensure that they open and close all vehicle doors for children upon entry and exit of the vehicles.

Mobile Phone

All staff, are required to have their personal mobile phone on them at all times while transporting children. In case of an accident or emergency call 111 and any costs incurred will be reimbursed with your pay. If the incident only requires clarification or assistance then you are to call the company free phone number on 0508 4 438 628 for assistance. While on site mobile phones are to be locked in the store room with personal belongings except for the On Site Managers and Programme Assistants Phones.

Afternoon Tea

During the warmer months children receive ice blocks for afternoon tea. These are all natural fruit ice blocks with no artificial coloring or flavoring. We also from time to time make afternoon tea, including cakes, jelly, slices, fudge, cookies, and popcorn. All of which are baked/purchased to cater for our onsite allergies.

Vending Machines

These machines are supplied by external agencies. 4FUN takes no responsibility for lost money or purchases within these machines. If for any reason there is a fault, we will notify the agency, who will in turn advise us as to what the outcome is. We will provide this accordingly. In most cases the Coca Cola vending machine we phone and are advised that a voucher will be posted out and can take up to 14 days to receive.

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. Messages are to be business related or notices for staff seeking work i.e. babysitting etc.



Annual Leave

All staff that require annual leave are to submit their application a month in advance. Annual leave for the month is scheduled in to the staff roster as well as notified on eth staff noticeboard.

Members of Public

From time to time there are incidents with the public that staff at 4Fun are not comfortable with. 4FUN will always make sure that staff put the safety and wellbeing of the children first, remove the child from the situation. Handle it themselves and advise the parent upon collection.

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.

Music

Active movement is key for our children. We encourage, dancing, singing and having fun. In vehicles we have all local FM radio stations tuned. Staff also bring along their own iPod's and mp3 players. Music of which has been screened for language.

Television

At 4FUN we do not promote the use of televisions. Our theory is, that if we were to put your child in front of a television, then they could have just stayed at home. You will notice that most rooms have a television. However this is for Xbox, PlayStation and Wii. From time to time we will play a DVD however this is minimal, there would be no more than 5 time per year that the television is actually switched on for movies.

Company Keys

4FUN Staff are issued company vehicle keys when they are required to drive company vehicle.

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Building keys are also allocated to staff as required. In addition to the company vehicle keys these keys are the responsibility of the staff member they are issued to and are to be with you at all times while working. Staff is liable for any replacement keys required and will have replacement costs deducted from pay.

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 time that the school finishes. Staff is 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 15 minutes for collection.

Drivers License

All staff is required to hold a full drivers license. If staff, are only on their restricted license, 4FUN may pay for 1 application fee and 1 test fee for a full license. Upon receipt of the GST receipt a reimbursement of these fees will be provided. All other costs incurred will be payable by the 4FUN staff directly. As this is a requirement for your position with 4FUN you will be required to obtain a full license within 1 month of employment.

Smoke – Free

4FUN Staff and children endorse a smoke free policy and do not permit smoking in and on the premises of 4FUN Childcare. 4FUN Staff is also not permitted to smoke while in 4FUN uniform, regardless of location or in sight of children.

'Duty of Care'

This is an obligation for all staff within 4FUN and continues until the parent/caregiver collects the child.

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.

Staff Training for Child Abuse

To ensure that all staff are aware of all forms of child abuse and how to identify and

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“what to do”, all staff are sent on Child Protection Studies ranging from introductory through to Diploma dependant on their position within the organisation.

Staff Hours

Term Care - staff hours are rostered on a weekly basis. These are printed weekly in advance and can be located in the staff hours folder held in the staff room. Any changes to staff hours are notified as early as possible via text/email in person.

Holidays – staff hours are rostered on a weekly basis. Due to the frequency of late enrolments, hours are emailed out to staff the Friday prior to the week starting.

Child Protection

Information that is disclosed about child abuse is to be recorded accurately. The child /children are not to be questioned and or asked for details surrounding the abuse (particularly sexual abuse). Documentation may be used in evidence in court at a later date.

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 Department of Labour. (app: 15)

REMAIN CALM, WALK & DO NOT RUN. LEAVE ALL BAGS AND PERSONAL AFFECTS.

Fire

1. 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, Te Pai Park or Assembly point in main car park (Lincoln Road)), as directed by all staff.

2. 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 is remaining.

3. 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).

4. Children will remain at the Assembly Area (Middle Field Te Pai Park or Assembly point in main car park (Lincoln Road)), until directed otherwise by 4FUN staff.

5. In the event that this is a drill, the fire brigade will be notified a minimum of 7 days prior.

6. 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.

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Alarm

1. In the event that Alarm is sounding, all staff and students are to assemble Assembly Area (Middle Field, Te Pai Park or Assembly point in main car park (Lincoln Road)) as directed by all staff.
2. On exit the staff will check the room to ensure no children or staff is remaining.
3. Children will remain at the Assembly Area (Middle Field, Te Pai Park or Assembly point in main car park (Lincoln Road)), until directed otherwise by 4FUN staff.
4. 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/playground etc.
5. Caretaker will be notified of the alarm.

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 (power lines, trees, windows Etc).

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

Staff will have the emergencies procedures explained to them at the time of induction and also sent for relevant training and updates to keep all 4FUN Staff up to date with relevant emergency procedures.

Equal Opportunity

This policy surrounds the 4FUN intention of providing equal opportunities for all stakeholders, including children and staff.

4FUN is committed to providing equal opportunities in line with New Zealand legislative requirements, including provisions within the Treaty of Waitangi principles (<http://www.waitangi-tribunal.govt.nz/doclibrary/public/Appendix> and Equal Employment Opportunities surrounding Human Rights in New Zealand (<http://www.hrc.co.nz/home/hrc/eeo/eeo.php>).



4FUN supports equal opportunities in education, training and employment, whilst taking action to:

- Promote the policies and practices surrounding equal opportunities to everyone regardless of their sex, culture, ability, disability, age, ethnicity, nationality, religion, sexuality, marital status, or employment status.
- Adhere to removing all practice or procedures that discriminate unfairly
- Provide full access to those who may be under-represented

4FUN will endeavor to provide ongoing information to all stakeholders by way of employment agreements and the ongoing training for staff. If any stakeholder wishes to discuss equal opportunities, they can speak with the Director.

Managers have the primary responsibility

Managers have the primary responsibility to promote equal employment opportunities for all employees and to eliminate policies and practices that work against equity in the workplace.

Employees reach their full potential

The 4FUN policies and systems enable employees to reach their full potential in the organisation with: Training and development, Study assistance, Career development, Performance management.

Skills and abilities are measured equitably and balanced with experience. Employees are rewarded fairly according to their contribution.

Employees are the most valued resource

4FUN recognises 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.



Individual and cultural differences are catered for and valued so as to maximise the contribution of each employee to the 4FUN mission.

Opportunities for redress

All employees are aware of the opportunities for redress against discrimination and harassment.

Examples of discrimination include bullying or derogatory language on any of the prohibited grounds in the Human Rights Act 1993 (sex, marital status, religious belief, colour, race, ethnic or national origin, disability, age, political opinion, employment status, family status, sexual orientation).

Recruiting the most competent people

4FUN has policies and systems to recruit the most competent people. All judgments are based on merit rather than on stereotypes or discriminatory values. Vacancies, secondments and other opportunities will generally be advertised widely. Position descriptions focus on the skills and competencies required in the position. Fair review processes are available. Our people reflect the diversity of the community and our customers.

Applying for a position

Potential staff of 4FUN will be required to complete the employment application and provide to the On Site Manager or Director along with a relevant curriculum vitae.

Interview

Potential staff of 4FUN that have submitted an employment application and current curriculum vitae, that meets the minimum qualifications for the position applied for, will be contacted by the director for an interview. The interview will consist of situational behavioral based questions of which will be tailored to suit the individual applying for the position. This interview will be conducted by 2 individuals, Director and On Site Manager.

2nd Interview

A candidate that has been short listed for a 2nd interview again will attend and answer situational behavioral based questions surround the needs and requirements of 4FUN and the ability of the candidate applying for the position. This interview will be conducted by 2 individuals, Director and On Site Manager. Interviewees may also be

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required to conduct an onsite activity with children, of which will provide feedback to staff on the applicant.

Reference

Once 2nd interviews have been conducted and short listed to the final 2 or 3 to select from. The director will make contact with the candidate's referees, utilising the Verbal Reference. Upon completion the director will then be able to make an informed decision as to a position decision.

Police Vetting

Because the safety of children is paramount, all staff in the final process of acceptance for a position within 4FUN will be required to complete a Police Vetting Check. Potential employees are offered a position and informed that their position is subject to a "Clean Slate" police vet report.

4FUN does not employ any person in a paid or voluntary capacity, including those in governance or management positions, which has a "RED STAMP" status on their police vet.

All employees of 4FUN Henderson Limited is required to have a "Clean Slate", therefore if a result is found from the vetting process, staffs understand that employment with 4FUN Henderson Limited will be terminated effective immediately.

Position Decision

The On Site Manager of 4FUN will make contact with all unsuccessful applicants and provide feedback in relation to the interview/s and also ways to improve for future interviews. The On Site Manager of 4FUN will also make contact with the successful applicant/s and notify of acceptance for the position.

Pre Employment Drug Test

New Employees that are to be offered a position at 4FUN Henderson Limited are required to complete a Urine Drug Test at New Zealand Drug Detection Agency.

Employment is offered based on a passed Pre Employment Drug Testing Agreement. A passed result will provide a letter of offer and employment agreement. The terms and conditions within the pre employment drug test agreement are as follows;

1. Pass - Cost of the test will be deducted from the first 2 weeks' pay.
2. Fail - Cost of the test plus a 10% admin fee, which is invoiced on a 7 day basis. Non payment within 7 days will result in being sent to debt collection

Employment Agreement & Job Description

An employment agreement will be created from the Department of Labour Website. This ensures that all details pertaining to an employment agreement are up to date and accurate.

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Induction

On the commencement of employment with 4FUN facility, you will be provided a thorough induction. This will include the Management and new employee completing all relevant information required (Pre-Employment Drug Test, Kiwi saver, IRD, Employee Information, Return of signed employment agreement, and job description). Upon completion of all this paper work the site manager will introduce the new staff to the Programme Assistants. The new employee will provide thorough training covering an Onsite Checklist, Collection Checklist and Driving Checklist of applicable. All of which will be one on one training over the first week of employment. Site Manager will go through the policies and procedures of 4FUN facility from start to finish.

Evaluation

Upon commencement a new employee will be provided 3 months to get their head around the policies and procedures within 4FUN Childcare. Upon 3 months a performance appraisal will be conducted. At this time the performance evaluation will indicate career aspirations, goals and objectives, what the employee does well and needs improvements on. All are set and signed of both parties and reviewed thereafter on a 6 monthly basis. It is important to provide staff with regular feedback to ensure consistency and also to ensure that they are provided with direction. Approximately 1 week prior to the performance evaluation, the employee will be issued with a self evaluation form to complete and return to the director.

Volunteers

Any volunteers wanting to apply for work within 4FUN facility will be required to complete Application for employment, be considered for an interview, referees contacted. On acceptance a Job Description will be required to be completed along with induction policy and procedure.

Certification Required

Staff within 4FUN either holds the following or are working their way towards the following;

- 4290 – Introduction to OSCAR
- 4291 – Extension to OSCAR
- 4291 – GR Extension to OSCAR
- Current 1s Aid Certificate
- 167 – Food Hygiene Certificate

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- OSCN - Behavior Guidance
- OSCN - Health & Safety
- OSCN - Child Protection
- Full NZ Drivers License
- Passengers Services License
- Introduction to Child Protection Studies
- Child Protection Studies Programme
- Diploma in Child Protection Studies

Student 16+ Seeking to study childcare or OSCAR

*4FUN does not employ staff under the age of 16 years of age.

Professional Development

At 4FUN we value our staff and knowledge that they can provide to our children. Therefore we enrol all staff on the required courses to ensure they meet the minimum “4FUN” requirements for the position they hold, and are up skilled. Staff will be provided a minimum of 2 weeks’ notice to attend a course and will be required to make arrangements so that they can attend and gain the required knowledge and certification.

All professional development costs are paid for by 4FUN. Training and drivers license costs will be payable by 4FUN staff, if they are to terminate employment, within an 18 month period of employment commencement. At termination, all training and drivers license costs will be deducted from final pay and a 30 day invoice will be issued for the balance.

If the 30 day invoice is not paid within this period, it will be referred to debt collection, which will incur additional administration and collection costs of which are 30% of the total debt.

Staff Code of Conduct

All staff at 4FUN is 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.

Disciplinary action can consist of formal oral warning, written warning, a final written warning, dismissal or, in the case of gross misconduct, summary dismissal.

Rules

1. Employees should comply with the terms of their employment.
2. Employees should satisfactorily perform the instructions given for carrying out the function of their employment.
3. Employees should satisfactorily perform any reasonable request relating to their function by an authorised manager.
4. Employees should comply with 4FUN Policies and Procedures in all their work.
5. All absence from work, except for reasons of sickness, should be applied for and authorised at least two weeks prior to absence. In the case of sickness, your manager should be advised verbally, through a phone call. Emails and text messages are unacceptable, until you receive confirmation from your manager.
6. All safety rules should be adhered to at all times.
7. Safety equipment should be used at all appropriate times.
8. Whilst interacting with the Children, parents or other employees of 4FUN a professional manner must be maintained at all times.
9. Threatening, aggressive or violent behaviour or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
10. Discriminatory behaviour, language, or non-verbal language is not permitted.
11. Harassment of individuals, whether sexual or otherwise, is not permitted.
12. Bullying of individuals, in any form, is not permitted.



13. Behaviour or actions that would in any way jeopardise the safety or well-being of other employees, children or parents is not permitted.
14. Unnecessary disclosure of confidential information concerning the work of 4FUN, the children, the parents or its employees is not permitted.
15. The drinking of alcohol or the taking of illegal drugs on 4FUN premises or during work hours is not permitted.
16. Smoking must be undertaken out of sight of the children and or parents, and must not be conducted in 4FUN uniform or on 4FUN premises.
17. Employees must not behave in a way that brings or may bring 4FUN into disrepute.
18. Employees will treat guests and clients with respect at all times.
19. Employees will dress in a manner suitable for the workplace. Whilst off-site employees must be in a visible 4FUN uniform tee-shirt or sweatshirt. Shorts should not exceed 15cm from the knee.
20. Offensive tattoos must remain covered at all times without exception.
21. Reasonable levels of hygiene must be maintained at all times.
22. Employees are encouraged to arrive onsite 10 minutes before the beginning of shift whenever possible.
23. Staff are required to advise management of their absence at a minimum of 4 hours prior to commencement of their shift.

The following are examples of the kind of behaviour which can constitute gross misconduct and which could lead to summary dismissal:

- Behaviour that seriously jeopardises health or safety
- Serious misuse of the trust that exists between employees and anyone for whom 4FUN is responsible
- Incapacity for work due to being under the influence of illegal drugs or alcohol



- Gross insubordination
- Deliberate damage to 4FUN property
- Serious infringement of the rules of 4FUN.

Provision for Support & Treatment surrounding Childcare Protection

4Fun staff of all levels will undergo training in Childcare protection studies. This ranges from introductory through to Diploma (dependant on position within 4FUN Childcare).

Appendices available upon request

1. Pre-Enrolment Template
2. Enrolment Acceptance Letter.
3. <http://www.osh.govt.nz/order/catalogue/33.shtml>
4. <http://www.legislation.govt.nz/act/public/1989/0024/latest/DLM149438.html>
5. Medication Form.
6. Attendance Register.
7. Employment Application.
8. Employee Information.
9. Kiwi saver Opt In.
10. Employee Evaluation.
11. Employee Self Evaluation.
12. Complaint Form.
13. Suspected Child Abuse Reporting Form.
14. Mileage Log
15. Emergency Procedures
16. Building WOF