

Caring for our Children Policy

Reference: Education (Early Childhood Services) Regulations 2008, regulation 45, 46
Licensing Criteria for Early Childhood Education and Care Centres 2008, HS1-3, HS9-11, HS19-23, HS30, PF29-31, PF33-34, PF37-38, PF15-17, PF18-23.
Ministry of Health, 1997, *Nga Kupu Oranga, Healthy Messages, a health and safety resource for early childhood services.*
Canterbury District Health Board: Early childhood information pack, pg 26-27
Food Act 2014

Rationale: This policy reflects the regulations and Food Act that we are required to adhere to regarding the ways in which we care for children's needs on a daily basis. This includes how food is prepared and consumed at Little Explorers, how we keep children safe in the sun and how we meet children's sleeping, nappy changing and toileting needs while in our care.

Objectives:

Food preparation and consumption

- To provide safe and appetizing food.
- To encourage parents to provide their children with health and nutritious food.
- To provide opportunities for children (parents and caregivers) to learn about food and nutrition.
- To provide opportunities for children (parents and caregivers) to learn about food safety.
- To provide an eating environment that respects the individual cultures within the centre.

Sun protection

- To limit children's exposure to potentially harmful ultra-violet rays causing long-term skin damage and limit the risk of sunburn.

Sleep room

- To ensure that the centre provides a space for children requiring a quiet sleep during their day.
- To ensure the teaching team's sleep room practices are respectful and meet the needs of each child individually.

Nappy Changing and toileting

- To ensure the staff keep a high level of hygiene to prevent spread of illnesses and have safe practices.
- To ensure each child is offered dignity and respect at all times during toileting and nappy changing.

Procedures:

Food preparation and consumption

Parents will be asked to provide their entire child's food for the period of attendance. We will encourage healthy eating habits through ideas in the centre newsletter and visual displays, as well as encourage breast feeding where appropriate. We encourage 'growing food' first, such as yoghurt or sandwiches. The centre will have food available should a child consume all that they are provided with and still be hungry. In this case the food given will be recorded on the food record.

A water jug and clean cups are provided in the over two area ensuring at all times an ample supply of potable drinking water is available to the children. Children also have access to their drink bottles at all times. These are to only be filled with WATER.

Under two children will be provided with water at all meal times and more regularly if required, i.e. hot weather, child prompts, parents request or staff discretion.

Parents will provide their own formula and children less than six months old will always be held when fed. No child will have access to fluids whilst in bed or any other resting place. Parents will be encouraged to bring formula powder in containers and water in bottles pre-measured.

Parents will be requested to place food requiring refrigeration on the tray on the bench on arrival in the morning to avoid food poisoning. For example, chicken or meat sandwiches, yoghurt, cheeses and made up formula. This food must be named and have an expiry date on it (any food without an expiry date eg. food in containers from home will be disposed of at the end of the day).

A fridge is provided in both the under and over twos area.

Documentation of any food served that was not provided by an individual child's parent will be recorded. This will be kept in a 'Food Record File' and available for inspection. This file will be held for twelve months. The food record for each week is visible for parents in the kitchen until the end of the week.

Parents are asked not to send chips, chocolate, lollies and high sugar fruit strings/straps/bars to the centre in their child's lunchbox. The centre will return all chips/lollies/chocolate and fruit straps found in the lunchbox with a note informing the parent of the centre policy.

In the event of a child leaving or having a birthday, parents may provide a cake or slice to celebrate the occasion with a list of the ingredients. However, we encourage healthy options such as fruit kebabs, cheese and crackers and mini fruit muffins.

Children's allergies are recorded and displayed on pantry door for staff to refer to each time a child starts or transitions so that staff are aware of children's allergies.

The centre is a NUT free environment this is to limit the risk of children's health through nut allergies. Parents are informed of this through signs in the centre. This includes peanut butter sandwiches and any bars containing nuts.

The centre will not partake in any fundraising activities that encourage unhealthy eating, i.e. selling chocolates.

Physical activity experiences are provided on a daily basis, focussing on many different areas of gross motor skills (balancing, climbing, jumping, ball skills etc). Weekly nutrition-based experiences are provided for the children (eg. cooking/ baking, gardening etc.). Staff are to role model safe practices throughout these experiences. Any food products consumed during educational experience are also recorded on the "Food Record"

The centre provides a parent library that is rich in pamphlets and ideas that encourage healthy eating.

Funds are available for resources and professional development relating to physical activity and nutrition. The professional development can be off-site courses, parent evenings or sharing the latest educational articles amongst staff.

Under two children eat at either the table, on a teacher's knee or outside on a picnic mat. Over two children eat at either the tables inside or picnic outside on a picnic mat or on the grass. All children are to remain seated while eating. A staff member will supervise the children eating at all times to maintain a calm and safe eating environment. Staff will also ensure that children do not share food or drinks at meal times.

Staff and children may perform a karakia prior to lunch daily.

All adults and children are required to wash and dry their hands prior to eating or handling food.

Any staff member preparing food must:

(This sign is displayed in the centre kitchen)

- Thoroughly wash and dry hands before starting preparation, touching rubbish or when changing from raw to prepared foods.
- Cover any cuts or sores with clean plasters then use gloves. Wash or change gloves as often as you would be washing hands.
- Make sure the kitchen and equipment is clean prior and after use.
- Ensure that the appropriate equipment is used for food preparation only.
- All dishes, including chopping boards are to be cleaned in the dishwasher.
- Wash fruit and vegetables thoroughly before they are used.
- Store all food in covered containers whether they are in the fridge or the cupboard.
- Do not cough or sneeze where food is being prepared.
- Use clean spoons to sample foods, never fingers.
- Heat food piping hot throughout then cool to eat.
- Use clean dish cloths, oven cloths and tea towels and change them often.
- Check use-by/expiry date on food or the freshness of fruit and vegetables prior to using.

- Ensure the kitchen is left tidy on completion of food preparation and that food is returned to storage places and benches cleaned.
- Dispose of rubbish in the lidded bin provided and empty at the end of the day or more regularly if required into the collection bins provided at the back of the centre.

Sun protection

This procedure is followed whenever the UV index levels reach 3 or above. For most parts of New Zealand this is from the beginning of October until the end of March especially between 9am and 5pm. The parents will be informed of these dates on the notice board.

- Parents are asked to provide a named hat for their child to wear each day. Bucket or brimmed hats are advised to cover face, neck and ears. This is a daily requirement during these months and can be left at the centre to prevent forgetting.
- Children that do not have appropriate hats or outdoor clothing will be asked to play in the shade or indoors or be provided with a spare preschool hat to wear.
- Parents are asked to sun block their child using SPF 30+ sunscreen as part of their morning routine before they attend the centre, however for those who come unprotected, sun block will be applied. A bottle will be provided in the hall foyer to remind parents to apply prior to starting daily and a record of this will be on the sign in sheet. The application of sun block will be recorded in the health and safety file. Parents must inform staff of any allergies to sunscreen.
- The centre provides sunscreen.
- Staff will act as role models using protective behaviours themselves, in the form of protective clothing and applying sunscreen.
- Sun smart information will be reinforced through parent newsletters and the notice boards.
- Shaded areas are included as part of the children's play area outside and during the peak UVR periods activities will be set-up to encourage children to play in the shaded areas, these will be removed during the winter months to allow children to maintain Vitamin D levels.
- Parents will be informed that during the summer months that children and staff need to wear clothing that protects their shoulders and the back of their neck, i.e. no singlet tops permitted.

Sleep room

- Little Explorers ensures adequate space and facilities are available for children to have undisturbed rest.
- Under two children are provided with individual 2 multi cots and 1 free standing cot in a sleep room. This room is visible with a large glass window. Children are also physically checked every 10 minutes by a staff member. This is recorded on the sleep record.
- Over two children are provided with a toddler stretcher placed in the quiet area in their play room.
- Children are able to sleep according to their own sleeping patterns, unless otherwise agreed between parents and staff. Children's individual needs are carefully considered and staff regularly communicate with parents regarding their child's sleep requirements.
- An over two's staff member will stay with the children as they go to sleep.
- For health and hygiene reasons the centre provides individual bedding for all children which is washed weekly or fortnightly depending on the number of days a week the child sleeps at Little Explorers. This bedding is stored in individual bags then hung on hooks in the under 2's sleep room or in the over 2's staff storage room until the next day of attendance.

- Children will at no time be given bottles or food in bed.
- All bedding is stripped for washing and airing every Friday or second Friday depending on the number of days a week the child sleeps at Little Explorers.
- The under two's sleep room is ventilated with opening windows or an extractor fan.
- Each child's sleeping times will be recorded daily on a sleep record which is hung on a clipboard near the sleep room door in the under two's and on the wall in the playroom for the over two's.
- The Early Childhood Regulations (2008) are adhered to at all times.
- Parents are informed of the sleep procedures for the centre on enrolment and sign their acceptance of the practices.

Nappy Changing and toileting

Nappy changing and toileting only occurs in the designated areas

- A 12 step plan is visible for staff in each changing area. The 12 step plan is as follows:
 1. Have named nappy and wipes ready.
 2. Check nappy.
 3. Place disposal towel on changing surface if required due to messy nappy.
 4. Put on glove/s if nappy soiled or staff member has any open wounds
 5. Remove soiled nappy/clothes.
 6. Dispose of nappy in the nappy bin provided.
 7. Clean the child's bottom with wet wipes, and then dispose of wipes in bin.
 8. Remove gloves.
 9. Put on clean nappy and clothes.
 10. Wash child's hands, if age appropriate.
 11. Wipe down changing area and other equipment you touched.
 12. Wash own hands.
- Staff will never leave a child unattended while on changing bench.
- Children's clean nappies and wipes are stored in the bathroom on shelving for easy of changing.
- Parents must provide nappies and wipes daily for their child.
- The centre has spare nappies and wipes for children that arrive without nappies. These must be replaced by the parent on the child's next day of attendance or a charge will be added to their weekly account.
- Disposable nappies will be disposed of in a secure, lidded bin. This bin will be emptied at the end of the day or at other times as required.
- Fabric nappies and soiled clothing will have faeces removed then placed in a plastic bag, and then in the child's preschool bag for parents to launder at home. All children using fabric nappies must have a liner for ease of removing faeces.
- All nappy changes are recorded in the nappy changing file on a sheet. Parents have access to look at this file. Staff will verbally inform parents of any irregular bladder or bowel motions that their child may have had.
- The changing areas are situated in areas viewed by other staff.
- If a child requires creams or ointments for nappy changing these will be recorded in the medicine book or on the continuous medication record as required.
- The changing mat will be wiped down after each nappy change using a 0.5% hyperchlorite bleach solution with paper towels.
- The bleach solution will be made up daily for both the preschool and nursery rooms.
- The pull down ladder in the preschool will be stored away while not in use.

- Staff will interact with each child as they change a nappy or assist with toileting, making it a positive experience. Where possible children will be encouraged to participate in the experience, for example, helping to dress or undress themselves or washing their own hands.
- Centre staff members are only permitted to complete nappy changing or toileting.
- There is a shub available in the nursery for hygienically washing sick or soiled children when needed. Staff will maintain respect and dignity for children needing to be washed, and maintain quality interactions while they are being washed.

Approved: 04/02/2011

Last Reviewed: 12/05/2016