

# **Licensing Criteria for Early Childhood Education and Care Services 2008- Premise and Facility**

## **PF1 Design and layout of the premises**

The preschool has been designed to:

- Support active supervision
- Indoor and outdoor flow
- Access to quiet spaces
- Individual and group learning experiences
- Physically active play

## **PF2 Premises Support effective supervision**

### **Preschool Playroom**

The preschool is an 'Open Plan' space which allows supervision of the entire area from all aspects of the space as shown on the site supervision plan.

The supervision Plan highlights possible areas for the teachers to position themselves to effectively supervise the spaces to ensure the safety and wellbeing of children and staff.

The Teachers will ensure to place themselves in a position to scan the entire area whilst be in a space where the children are playing (the position can change to ensure proximity of the children whilst being able to scan the entire area).

### **The proposed roles for our preschool group are as follows:**

- Float- Teacher support and toileting
- Inside Teacher- responsible for kai
- Float teacher support
- Outside teacher
- Lunch and Non-contact cover teacher
- Manager- Support where and when required
- Student Teachers- Support teachers where required (limitation on Toileting and sleeping routines)

### **Float teacher and toileting**

- Responsible for monitoring the toilet area and supporting children when toileting or requiring nappy changes.
- Will be responsible for positioning themselves for supervision of the toilet with regular checks and utilising the mirror strategically placed for supervising the nappy changing area (this also supports safety of teachers as they change children's nappies and can be sighted by other teachers in the inside environment (strategically positioned).

- The Float teacher can also position themselves when not changing children and in between toilet checks to supervise areas where the kai and outside teacher requires support.

### **Inside Teacher and Kai**

- Responsible for supervising kai routines for tamariki, they will sit and be with the children for the entire time they are eating.
- The inside person will position themselves where they have full supervision into the project room, who is accessing the toilets and the preschool playroom. Please see site plan to identify one of the possible positions that can be selected.

### **Float Teacher Support**

- Responsible for identifying what areas of the play-spaces requires supervision based on supporting teachers, groups of children, toileting and care giving routines.
- The Float Teacher can scan the area of where supervision is needed selecting one of the supervision positions to place themselves.

### **Outside Teacher**

- Responsible for outside safety checks
- Positioning themselves in one of the supervision spots whilst being close to children to engage in meaningful learning experiences.
- The supervision positions may change to reflect the needs of the children.

### **Lunch Cover/Non-Contact Cover**

- Takes on the role of the teacher they are covering for breaks or non-contact time

### **Manager**

- The manager is available to assist in supervision when required, choosing a supervision position that allows full scanning of the play spaces and the children.

### **Student Teacher**

- Can assist with Supervision, however not solely responsible and requires support from teaching staff.
- Student teachers will be inducted on effective positioning for supervising and scanning the play-spaces for the safety and well-being of others.

### **Infants and Toddlers Space**

Shared Roles for Under two children:

3-4 Teachers depending on the number of children enrolled.

### **Inside Teacher**

- Responsible for the supervision of children in the inside area, strategically placing themselves in a place that allows full supervision of the inside area.

- The environment allows full clear supervision from 90% of the under two area.
- Responsible for supervision of kai and sleep routine

### **Outside Teacher**

- Responsible for the outside area, full supervision is visible from most areas and the teacher will ensure they position themselves in area that allows for full visual of all areas.

### **Float Teacher x2**

- Responsible for toileting and nappy changing for the children
- Provide support for the Inside teacher with sleep checks and supervision of the inside area
- Provide support for the outside teacher, especially where there are large groups of children.

Sleeping children are supervised until they are asleep and then checked every 5 minutes as per the 'Sleep Policy'.

Teachers and all staff will communicate to the team to ensure all areas of the children's spaces including toilets, project room and play spaces are supervised.

### **PF3 Building Act Compliance**

Attached is a copy of the code of compliance, resource consent and Building exemption.

### **PF4 Variety of Equipment**

Children learn by interacting with people and with their environment. The furniture, equipment, and resources we provide for children will have a positive impact upon their learning, and how they view themselves and others.

The equipment we provide will engage and challenge children and be flexible enough for children to construct their own learning. Flexible, moveable equipment will allow children the choice and control over how their learning is set up. Moveable equipment will encourage cooperation between children and provides opportunities for problem solving.

### **PF5 Safe Furniture and Equipment**

#### **PF6 Flooring**

The preschool has been designed using replaceable carpet tiles and vinyl planking for kai and wet areas.

Mats/rugs are also utilised to create spaces and extra comfort for tamariki.

#### **PF7 Safety Glass**

The preschool has a specialised adhesive cover on the existing glass and the new French doors are made of safety glass.

### **PF8 Storage**

The preschool has a large accessible storeroom for resources, there is also a outside storage unit for outside resources.

The office has sufficient storage for all the relevant documentation.

Staff belongings can be stored in the staff room/storage room/lockers

### **PF9 Adult Workspace**

The office has been designed to allow two adult workspaces, there is also a work bench in the staff room for non-contact time if the office is unable to be used.

There is a staffroom for planned breaks, this room also has access to an outside courtyard.

### **PF10 Art Sink**

There is a designated art sink in the Playroom and Nursery.

### **PF11 Telephone**

There is a cell phone on site

### **PF12 Heating, Lighting and Noise**

Noise:

- Carpet flooring
- Acoustic panelling

Heating:

The premise will be heated with a heatpump Ducted system

Lighting:

A complete lighting design has been established as well as natural lighting from windows

### **PF13 Outdoor Activity Space**

- The outdoor activity is connected to the indoor space with opening doors and can be easily and safely accessed by children.
- The area is safe, well-drained, and suitability surfaced with grass and bark for a variety of activities.
- The outdoor space is fully fenced using 1.8metres fence pails.

- The outdoor space is not restricted by Resource Consent conditions with regards to its use by our service to provide outdoor experiences.
- The outside area is available for exclusive use of the service during hours of operation.

#### **PF14 Indoor Toddler Safe Space**

There is carpet tiles on the floor that is safe and comfortable for infants, toddlers or children not walking to lie, roll and crawl.

There is a separate space for children under the age of 2 years including a safe space for infants to be protected from more mobile children.

#### **PF15 Dining Facilities**

There is a designated area for kai, this area is permanently set up for tamariki in the play space.

The nursery has a designated kai table.

#### **PF16 Kitchen facilities**

In the playroom there is access to a fully functional kitchen it includes:

- A full-size fridge
- A microwave
- An oven
- A steriliser
- Hot water sink
- Kitchen bench surface that is impervious to moisture and can be easily maintained in a hygienic condition
- Kitchen cupboards to safely store food items

#### **PF17 Kitchen Inaccessible**

The kitchen is inaccessible to children as there are doors that can open and close to prevent children from accessing the room.

#### **PF18 Toilet Ratio**

There are 3 accessible toilets for tamariki with doors to allow for privacy.

There is a disability toilet that is accessible.

There are 2 private adult toilets.

#### **PF19 Hand washing facilities ratio**

There is a total of 8 handwashing basins, these are positioned as listed below:

- 3x basins in the children's toilets
- 1x basin in the Playroom

- 1x basin in the Nursery room
- 1x basin in the Nursery change room
- 2x basin in the adult toilet

#### **PF20 Toilet/Handwashing Facility**

Basins are placed in the following areas:

- 3x in the children's toilet
- 2x in the adult's toilet
- 1x in the Pepi change room

Paper towel Dispensers are in the following areas:

- Children's toilets
- Adults toilets
- Next to the basin in the playroom
- Next to the basin in the Pepi room

#### **PF22 Toilet Privacy**

In the children's bathroom there are doors 1.2metre high for privacy (on all three toilets).

#### **PF23 Adult Toilet**

There are 2x adult toilet including one toilet that is wheelchair accessible.

#### **PF24 Tempering Valve**

There is a tempering valve installed to regulate the sinks accessible to children and sinks accessible to adults.

#### **PF25 Nappy Changing Facility**

There are safe and stable nappy changing facilities that can be kept hygienically clean. The facilities are located in a designated area and is near handwashing facilities and are adequately separated from area of the service used for play or food preparation to prevent the spread of infection.

Details of the Nappy Change Facilities:

Playroom and Nursery Nappy Change Facility:

- Is situated in the designated toilet area
- Is near a handwashing basin
- Allows for some visibility from another area through a viewing window
- Ensures the children's dignity and right to privacy due to the position of the nappy changing table
- Has a stable nappy changing table that is designed for regular use by children

## **PF26 Body wash Facility**

There is a shub in the Playroom toilet area that can be used for washing children.

### **Washing Sick and Soiled Children**

#### **Rationale**

From time-to-time children will need to be washed when they are soiled or pose a health risk to themselves or others. This might be necessary:

- at nappy change time – sometimes wipes are not enough
- if a child has vomited over themselves or over another
- if a child has had a toileting accident
- if children become dirty during play

Consider the child's need for privacy and the need to be gentle, nurturing, and respectful of the child. Respectful interactions between the adult and child are important.

#### **Procedure:**

- This procedure will be attached to the wall in the children's bathroom area that also has a built in shub in it.
- Sick and soiled children will be cleaned in the wash down facility, which is the shub in the children's bathroom area.
- Request the support from another teacher prior to washing the child. The will ensure the safety and well-being of both teachers and child.
- Prepare all required supplies (i.e. towels, change of clothes, plastic bags etc) prior to beginning the cleaning of the child
- Staff will use disposable gloves.
- A disposable cloth will be used to clean the child.
- Place all disposable gloves and wipes in the bathroom bin that has a secure lid.
- Put soiled clothes in a sealed plastic bag for parent to take home for laundering and store in the laundry for collection.
- Dry the child down with the bathroom towels.
- Place the towel in the soaking bucket with a napisan solution for washing in the washing machine at 60 degrees temperature.
- Rinse down the shub area and disinfect with the chlorine solution (dilute 1 part to 10 parts water). Leave to dry for 2 minutes, then wash off.
- If the child is sick, please notify parent to take them home and fill in the illness

register.

- Until the parent arrives, make the child comfortable on the couch away from other children.

## Washing a Sick Child Record

[illegible]



### **PF27 Isolation area**

There is a section in the office where children can rest and be isolated until they have been collected by whanau. The child will be supervised and monitored by a Kaiako.

### **PF28 First Aid Kit**

## **First Aid Policy**

### **Rationale**

To ensure the safety of children, staff, and other adults in the Preschool.

### **Te Whariki**

Well-being - Goal 1. Children experience an environment where their health is promoted.

### **Procedures**

- Our Preschool always has a responsibility to ensure the safety of all teachers and children , and to ensure safe practices are maintained when dealing with first aid matters.
- A first aid kit, specifically for use with children, complying with Ministry of Education minimum standards, shall always be maintained at the preschool. (A list of contents for a first aid kit for children is attached to this policy.) The first aid kit will be kept in a secure place out of the reach of children.
- The first kit will be checked monthly, and items will be recorded on the checklist. Items that are expired or low in stock will be recorded on the checklist and the Manager notified. The Manager is responsible for making orders and ensuring the items are restocked.
- Appropriately equipped kits shall be taken on all excursions away from the Preschool.
- Surgical gloves should always be worn when dealing with blood injuries.
- The preschool will also hold paracetamol for adults' use only. This will be kept in a secure place away from the first aid kit for children.
- All permanent or long-term relieving teachers are required to hold current recognised First Aid Certificates. It is the responsibility of the teacher to ensure that their first aid certificate is up to date.
- Our Preschool will provide first aid refresher courses regularly and will pay for teachers to maintain their First Aid Certificate after 6 months of employment. Where a teacher allows their First Aid Certificate to expire, the Preschool will pay only the amount equal to the refresher course. The balance will be paid by the teacher concerned.
- All injuries that occur at the preschool must be recorded, including evidence of parental knowledge of the incident.
- There will always be one person per 25 children onsite with a First Aid Qualification including when there is an excursion and children are still attending the service. For

excursions there will always be one adult with a first aid qualification present during the excursion.

## Appendix 1: First aid requirements for Criterion PF28

First aid kits must include at least the following:

- disposable gloves
- sterile saline solution (or some other means of cleansing wounds)
- safety pins, bandage clips or tape (or some other means of holding dressings in place)
- sterile wound dressings, including sticking plasters
- rolls of stretchable bandage
- triangular bandage (or some other means of immobilising an upper limb injury)
- scissors
- tweezers
- cold pack
- first aid manual
- National Poisons Centre phone number - **0800 POISON / 0800 764766**
- Healthline phone number - **0800 611 116**

The first aid kit may also contain any Category (i) medicines the service chooses to use, providing the appropriate written authority has been gained from parents (see Criterion HS28)."

First Aid Kit Checklist- Kits to be checked monthly			
Date	Items Checked as per the checklist inside First Aid Cupboard door	Order	Teacher


## **PF 29 Provisions for Sleep**

### **The cots and mattresses/stretchers intended for children to sleep on will:**

- Be large enough to allow all children to lie flat on their backs
- Be designed that ensures children's safety
- Allow children, who are able to, sit it stand safely when they wake (multiple cot options)
- Allow adults to easily get children out in the case of an emergency (drop sides and spacing of cots in the sleeproom)
- Be less than 700mm above the floor
- Not include small parts that could be a choking hazard
- Not trap fingers or limbs

### **Cots:**

The cots used will be designed for infants and is enclosed on all four sides so that the infant cannot fall out. The cots will only be suitable for infants who are able to lifted out.

The cots will have no gaps or protrusions that could trap an infant or catch their clothing and have no sharp edges. The sides will be high enough to stop an infant climbing out and there will be no footholds.

The cots are sturdy, easily washable and allow good airflow.

The mattresses will fit firmly inside the cot to avoid gaps that an infant could get wedged in. Mattresses will not be too soft, as this is a risk factor for infant suffocation.

### **Multi-level cots, bunk cots and stacker cots**

#### **Multi-level cots will:**

- Be situated in an area that is well ventilated to allow sufficient fresh air to circulate and there is no build-up of carbon dioxide, moisture, and heat.
- Be easily accessible by staff and sufficiently separated to avoid cross infection.
- Be approved by Regional Public Health regarding air flow through and around the cots.
- Have a specific evacuation plan of the sleep room

- Be secured to the wall
- Ensure Fire Emergency NZ has no concerns about the use of the multi-level cots
- Ensure that children who can sit, are able to safely sit up in the lower level of the cots
- Only be opened from the outside by an adult to place a child in or remove a child.
- Have no gaps or protrusions that could trap an infant or catch their clothing and have no sharp edges. The sides must be high enough to stop an infant climbing out and there should be no footholds.
- Have mattresses that fit firmly inside the multi-level cot to avoid gaps that an infant could get wedged in. Mattresses should not be too soft, as this is a risk factor for infant suffocation.
- Ensure children who can sit, or stand are not to be placed in the upper level of multi-level cots, as they could be injured or fall from the cot when attempting to get up. Once children are too large or mobile for the multi-level cots, they are to be moved either to a single level cot or to a stretcher or a bed.

### **Stretchers and Mattresses**

- Stretcher or mattresses will not pose a suffocation hazard
- Stretcher fabric/ PVC will be monitored for wear and tear

### **PF30 Mattress Coverings**

We purchase our mattresses from Learning Global Spaces NZ.

These mattresses have thick, firm foam with tough commercial grade vinyl making it waterproof and easy to clean.

### **PF31 Bedding**

There is enough bedding to allow each individual child to have their own bedding. Children's bedding will be stored in their 'Moe bag' and washed at the end of the week as per the 'Laundry procedure' or as required.

Woollen blankets will be used for children to help them regulate their body temperature and to keep them warm. Organic cotton sheets will be used on the cots.

### **PF33 All-day over 2 sleep space**

Children's sleep patterns will be followed, and children are encouraged to self-regulate when they need a sleep. There is a quiet space in the playroom that will not

limit the play experiences of other children. Alternatively, the sleeping children can sleep in the under two sleep room or in a specific area of the office.

**PF34 All-day over 2 sleep furniture/items**

Waterproof PVC Mattresses are provided for children that may require a rest or sleep.

**PF37 All day Under 2 sleep space**

A designated sleep room is available for children under the age of 2 years to have restful sleep at any time they are attending the centre.

**The sleep room will:**

- Have curtains over the window to help regulate the fluctuation of lighting levels.
- have specialised noise reduction insulation to assist with the regulation of sound.
- Have a thermostat heater and thermometer to regulate the temperature
- Have a viewing window to allow adequate supervision in conjunction with regular sleep checks.

**PF38 All day Under 2 Child: Cot ratio**

In the Pepi sleep room there are the following cots:

4x bunk cots

3x cots