

Te Kōhanga Reo o Ngā Kuaka (Ngā Kuaka)

Closing Kōhanga at Short Notice Policy

1. Rationale:

In writing this policy the following issues were important:

- 1.1 The safety of kaimahi and children
- 1.2 Clear guidelines for decision making and action
- 1.3 Ensuring parents are fully informed.
- 1.4 Adherence to current Early Childhood Regulations

2. Decision Making:

If there is a **Concern** that the Kōhanga may have to close at short notice, the final decision will be made by the Tumuaki and Tiatangata (or Tiatangata Tuarua). There may be collaboration with some of the following when a decision needs to be made:

- 2.1 The Health and Safety Worksite Representative
- 2.2 Pou Manaaki
- 2.3 A Professional advisor of the situation, if appropriate e.g. Public Health Nurse, Fire Service, Civil Defence.
- 2.4 The professional advisor will provide a written opinion/assessment of the situation. If there is an urgent emergency (freak accident) situation and there is no time to locate the Tiatangata, the Health and Safety Worksite Representative and Tumuaki must make the decision.

3. Decision to Close Ngā Kuaka or parts of the Ngā Kuaka on The Same Day/Immediately

3.1 In an emergency:

- a. Normal evacuation procedure will be followed if the situation is an emergency.
- b. Kaimahi will phone parents to immediately pick up their children. It is the responsibility of the parents/caregivers to ensure the contact number is correct. If the parents/caregiver are unable to immediately pick up their children, it is their responsibility to make alternative arrangements for someone else to pick them up.
- c. It remains the responsibility of the staff to continue caring for the children until the parent/caregiver arrives.
- d. Clear and accurate information about the situation must be provided to all parents/caregivers on contacting and child pick up.
- e. If appropriate an urgent Whānau Hui may be called for the evening to inform parents/caregivers about the situation and to work through strategies for coping with the situation.

3.2 When there is limited staffing

- a. There must be a registered teacher or a Kaiako in their third year of training in attendance for the day at Ngā Kuaka in order to operate for the day.
- b. There must be the required ratio of staff to tamariki at all times of the day in order to remain open each day
- c. Tumuaki (or nominated representative) in collaboration with Pou Manaaki will need to make the decision to close a whare or the whole kohanga if there is limited staffing available.
- d. Staff are required to phone in absence to Tumuaki (or nominated representative) by 7.30am. A decision to close on the same day will be made shortly after this
- e. Parents will be informed by phone, email or facebook as soon as possible.

A report will be sent out to parents outlining the closure.

3.2.1 Strategy if kōhanga has to close due short staffing

- a. Ngā Kuaka must adhere to regulations regarding a Person Responsible in attendance and upholding ratios that do not put undue stress on Kaiako in attendance. These ratios may be higher than the minimum prescribed in the Education (Early Childhood Services) Regulations 2008 to continue to provide quality care,
- b. If this is not possible, kōhanga or individual whare may have to close or reduce hours of opening for a period of time. Matua must care for their tamariki for the time kōhanga or the whare concerned is unable to operate effectively.
- c. If the Regulations for a Person Responsible **can** be met but staffing is still limited, parents will be contacted as soon as possible to inform them of the situation and to ask if they are able to keep their child at home for the day. In this way we are able to see how many tamariki can be catered for at kohanga with the available staffing.
- d. In some situations, whare may be able to join for the day in Te Kupu. Staff from TOO must be in attendance with pepi if whare join together for the day.

4. Decision to Close the Kōhanga the Following Day

- a. All parents will be informed at the time of child pick-up about the situation by Pou Manaaki/Tumuaki in the first instance.
- b. An urgent Whānau Hui **may** be called for the immediate evening to allow parents/caregivers to be fully informed about the closure, e.g. how long the closure is for, alternative arrangements.
- c. In the event of an Influenza Pandemic whānau will be informed by email, radio reports – NO WHĀNAU HUI WILL BE CONVENED

Parents/caregivers must inform staff of alternative emergency contact phone numbers for their child if they are unable to be contacted at their normal contact phone number.

I whakaae te whānau ki tēnei Kaupapa Here:	8 August 2018
Ka tirohia anō tēnei Kaupapa Here i mua i te:	TBC
Waitohu (Tiatangata):	