



2020 _____ 2021

Opening hours and fees:

The opening hours of our service are as follows:

Full day service – Monday to Friday – 8.00am – 6.00pm

Breakfast Club Monday to Friday – 8.00am – 9.00am

Preschool service – Monday to Friday – 9.00am – 12.00pm

Afterschool service - Monday to Friday – 1.30pm – 6.00pm

Please note that children are not permitted entry to the service before 8am for full day care/breakfast club.

Children are not permitted entry to preschool before 9am. This is to ensure that our insurance and staff child ratios are always adhered to.

Late fee will be applied should your child not be collected by closing time of 6pm for full day care or 12pm for preschool.

Our fees per service per day are as follows:

Sessional Afterschool service including dinner - €17

Full day service preschool aged- €37 (ECCE Value is 12.90€ therefore Full Day=24.10€ during ECCE Term)

Full day service school aged- €27

Breakfast Club 5€

Stay&Play session after preschool 12pm-1.30pm including dinner €10

We charge an additional €5 on days school children are on a half day from school (collection at 12/12.30pm)

Late fee 5€ per every 15 mins will be enforced

FEES FOR CHILDCARE SESSIONS BOOKED MUST BE PAID FOR EACH WEEK. IF FEES ARE NOT PAID BY THEIR DUE DATE THE SERVICE RESERVES THE RIGHT TO REFUSE THE CHILD.

We understand that children become unwell or may miss sessions for various other reasons (inc. Bank holidays) but to ensure the sustainability and smooth running of the service, we must take payment for all sessions that parents have booked.

For children attending part time/flexible full day care we request that parents agree a minimum booking on registration and pay for these days each week.

Eg. 1 full day per week and the day may change weekly, 3 full days per week etc. We do try to be as flexible as possible to accommodate your needs, change days weekly etc. but at times particular days

may be fully booked. You are also welcome to book set days every week and then your child's day/days are secure and you do not risk the chance that we are fully booked.

Staff information:

We pride ourselves on having the most caring, nurturing, highly qualified and fun staff members. Each child is assigned a key worker. Please feel free to contact your child's key worker should you wish to discuss your child's care, progress or involvement in the service.

Bernice Gardiner

Michelle Smith

Aoife Burke

Jennifer Maguire

Eva Duffy

Sinead O'Reilly

POLICY ON FOOD AND HEALTHY EATING

- We are a nut free childcare facility.
- Drinking water is available throughout the day.
- Staff will sit with children while they eat and encourage good eating habits.
- To minimise choking hazards, no popcorn will be offered as snacks and all fruit and vegetables must be quartered or halved, including grapes.
- Parents are advised to supply a healthy snack for their child attending preschool or afterschool.
- Parents are advised to supply a meal that can be reheated for children attending Full Day care aswell as another snack which will be eaten in the afternoon.
- Parents are advised to avoid sending in sweet sugary foods, crisps and fizzy drinks etc.
- Parents are informed if their child has not eaten well.
- Parents are advised to inform staff of any allergies their child may have.

Sample Meals/Snack:

Breakfast 8.00-8.30am

Snack in preschool 10.30-11.00am

Dinner 12.30-1.00pm

Snack 3.00-3.30pm

POLICY ON OUTDOOR PLAY

We recognise the importance of outdoor play for children of all ages. Outdoor play gives children the ability to explore nature and enjoy physical exercise in a safe secure environment.

Outdoor play will form part of the daily schedule. This may include our back yard, the local playground, the Peoples Park, the football pitch or the local basketball courts.

Children should wear suitable clothing outside depending on the weather (i.e. hats and sunscreen in summer, and coats/hats in winter). Teachers will accompany children to and from the play area and supervision will be provided at all times. Appropriate staff ratios are maintained in the play area at all times.

SETTLING-IN AND TRANSITION POLICY

Every effort is made at our service to ensure that the settling in period is as easy and pleasant as possible for the children and their parents/guardians. We recognise that this can be an emotional time for both the child and parents/guardians and all staff at our service will be patient throughout this period.

Settling in procedures

- Before starting at our service parents/guardians will be invited to visit the service with their child, have a look around and ask any questions necessary.
- Before the official start date, parents/guardians are advised to drop into the service and let their child become familiar with the other children, staff and the premises for a few minutes. This can greatly improve the child's comfort levels when they start. This is usually done during our quieter summer weeks. It will give parents the opportunity to leave their child for a short period of time (30mins-1hour) and give the child the confidence to know their parent will be back.
- While parents/guardians are encouraged to stay with their child until they feel comfortable in their new surroundings, we would ask parents to leave once their child is comfortable to prevent any upset to other children.
- We do not mind if children wish to bring in a comfort toy with them during the settling in period. However, once settled we would discourage children from bringing in their own toys, books, comforters etc as we cannot accept responsibility for lost or broken toys in the service.

POLICY ON THE USE OF INTERNET, PHOTOGRAPHIC AND RECORDING DEVICES

Use of photographs:

Photograph's and cameras may be used in our service for the following:

- Assessment, planning and recording;
- Observation tools;
- Occasion cards (such as group Christmas cards, graduations cards etc.).

Parents must provide consent for the use of photographic and recording devices. This consent will be requested on the child's record form. Images will not be used for any purpose other than those agreed.

Only the service camera/tablet will be used to take pictures. Staff are not permitted to take photographs/video's using their mobile phones.

A photograph of a child will not be taken if the child objects to having their photo taken.

Older school aged children are permitted to bring a device if they wish on a FRIDAY ONLY, unless during the holiday period when an alternative day may be permitted, Children are not permitted to take photographs, videos or to be active on any form of social media while on the service premises, Devices will be removed should we find any child to break these rules.

CHILD SAFEGUARDING STATEMENT

Our commitment to safeguard children from harm:

We are committed to safeguarding the children in our care and to providing a safe environment in which all children can learn, play and develop. The welfare of all children in our service is paramount.

We are committed to upholding each child's right to be protected from harm and kept safe, listened to and be heard.

This policy has been developed with reference to Children First: National Guidance for the Protection and Welfare of Children 2017, the TUSLA Children First – Child Safeguarding Guide 2017, and the Children First Act 2015

Our appointed Designated Liaison Person is **Bernice Gardiner.**

The deputy Designated Liaison Person is **Michelle Smith.**

POLICY ON ADMINISTRATION OF MEDICATION

In general, this service tries to avoid administering medicines wherever possible and to encourage parents/carers to ensure medicines are administered to children before arrival at the centre and after they have left.

In circumstances where this is not possible, for instance where it would be detrimental to a child's health if the medicine were not administered during the time that the child was in the care of the service, then the **written** consent of the parent or guardian must be obtained using 'Parental Consent to Administer Medication Form' (*available on request from the service manager*).

Prescribed medication:

We request that children remain absent for the 1st 24 hours of taking an antibiotic or medication.

All prescribed medications will be administered by authorised staff members only, as necessary and post receipt of a signed consent to administer medication form. All room leaders are deemed to be authorised staff members for this purpose.

We will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. The service reserves the right to contact a health care professional if staff/carers are unsure about administering medication to a child, even if the parent/carer has requested the medication to be administered.

Management of medication: All medication will be stored safely away from children's reach and refrigerated if required. The storage of medications will be adhered to in line with the manufacturer's instructions. The medication will be labelled with the child's name and other details.

All medication administered will be fully and accurately recorded.

Medical emergencies including administration of anti-febrile medication and allergic reactions:

Every effort will be made to contact the named guardian or emergency contact person in the event of an emergency requiring medical attention. However, if the parent/guardian cannot be contacted, in line with the authorisation given in the child's record form by the parent/guardian, the service is authorized to administer anti-febrile medication if the medical emergency relates to the child's temperature and if required transport the child to the doctor's surgery or appropriate hospital as necessary to secure the necessary medical treatment for the child.

With respect to a child's temperature, a medical emergency is deemed to arise where the temperature exceeds 38°C.

Sickness exclusion:

In general, parents/guardians are asked to keep their child away from the service until they have seen their GP if any of the following are evident:

- Diarrhoea and vomiting. Please do not return to the service for 48 hours after the last bout of vomiting.
- A temperature of 38°C or above.
- Eye discharge.
- Rash or skin disorder.
- Strep throat.
- An earache or a very bad cough/cold

Outbreak:

Should there be an outbreak of a contagious illness in the service, parents will be notified. A notice informing all parents and guardians of an infectious disease outbreak is displayed in a prominent place and parents/guardians are also verbally informed.

Incidences of head lice are also brought to the attention of all parents/guardians immediately.

POLICY ON AUTHORISATION TO COLLECT CHILDREN

Routine for pick-up and drop-off:

- Parents/guardians are asked to bring children directly to the 1st classroom door each morning for drop-off. The child will be greeted by the room leader or assistant and their attendance will be recorded including their arrival time.
- It is a requirement that the child must be brought to the room and left with a staff member to ensure the child is adequately supervised at all times.

Parents/guardians are asked to collect their child directly from the main door so the staff member can record the child's departure and time of leaving

School aged Childcare:

Should a parent wish to give their older child permission to walk to Little Buds afterschool with friends rather than a staff member we request that you fill out a permission slip.

Authorisation to collect children:

- Children may only be collected by the person(s) named on the child registration form. If an alternative named person is to collect the child, the parent/guardian must notify the staff in advance. For the safety of your child, children cannot be collected by anyone under the age of 16 years of age.
- Exceptionally, if the situation should arise, whereby someone arrives to collect the child and no written authorisation has been obtained, the following steps will apply:
 - o Staff will request the person to provide their name and the child's parents or emergency contact numbers will be contacted for verbal approval.
 - o If the parents or emergency contacts cannot be contacted, the child will not be allowed to go with this person. This procedure is established to protect the child and their family.
- Should a parent/guardian arrive in a state deemed to be unfit by staff, the child will be retained on the premises and the Child Protection Policy procedures will apply.
- Where a parent/guardian is late, the parent/guardian will be contacted by staff to estimate their time of arrival and if they cannot be contacted the emergency contact(s) provided on the child's record form will be contacted. A member of staff will supervise the child at all times until the parent/guardian or emergency contact picks the child up.

1. POLICY ON EMERGENCY CLOSURE

Where disruption is unavoidable, all involved in the service will be informed as soon as is practicable and the service will reopen at the earliest possible opportunity. The safety of children in our care, staff employed by our service and visitors to our service is our first priority.

What emergencies would lead to the service being closed?

Emergency closure will be implemented in the following circumstances:

- If an outbreak of illness requires closure in line with TUSLA recommendations.
- If the building is deemed unusable due to accidental or malicious damage.
- When illness levels among staff lead to it being impossible to maintain the required adult:staff ratios required by the Child Care Act 1991 (Early Years Services) Regulations 2016.
- When an emergency occurs during the opening hours which requires the service to close.
- Inclement weather

Where the closure is known in advance:

- We will inform parents as soon as possible to enable alternative arrangements to be made.
- Staff will also be informed promptly to avoid unnecessary travel of both parents and staff.
- Our communication will include our reason for closure (i.e. risk assessment has deemed it unsafe for the service to remain open etc.).
- Parents will be kept informed as to when the service will re-open.

Where the closure requirements occurs after a session has started:

- Parents/guardians will be informed by telephone that they are required to collect their child as soon as possible.
- If the closure is due to sickness, the children and all staff who are unaffected will remain on the premises until all children can be collected.
- If the closure is due to an emergency which requires the building to be evacuated, the children will be supervised at the evacuation location until they can be collected by their parents/guardians. If parents cannot be reached, the emergency contact persons on their child record from will be contacted.
- A record of the incident will be kept and reported to TUSLA as required.

POLICY ON INCLEMENT WEATHER

In the event of adverse weather, our priority is the safety and welfare of the children.

We make the decision to open or close our service in the event of adverse weather based on a careful analysis of all relevant factors.

Should closure of our service be required, we will inform parents as soon as possible to enable alternative arrangements to be made. Staff will also be informed promptly to avoid unnecessary travel of both parents and staff. Our communication will include our reason for closure (i.e. risk assessment has deemed it unsafe for the service to remain open, government has issued a notice advising all early years services to close etc.). No refunds will be issued should the service be required to close due to adverse weather.

If the service has made a decision to close and staff were advised not to come in or leave early then employees will be paid as normal for that day, therefor all children booked into the service must pay childcare fees as normal.

A FULL COPY OF THE SERVICE POLICIES ARE AVAILABLE TO READ AT THE FRONT DESK SHOULD YOU WISH TO DO SO.

.....
Please detach this and return to manager to keep on file.

I.....parent of.....have
received, read and understand the contents of the Parent Handbook.

*For children using full day care service I wish to make a booking of a minimum
ofdays per week.

These days are.....

I understand if I am using the flexible days option that this is on a first served basis and the service may be fully booked.

Signed by parent:

Signed by manager:

Date: