



***Quality Affordable Childcare!***  
**[qualitychildcaregalway@gmail.com](mailto:qualitychildcaregalway@gmail.com)**  
**091 876 945**

***Craughwell H91CP20***

12<sup>th</sup> February 2022

Dear Parents/Guardians,

Welcome to Ballymore Cottage Crèche.

The purpose of this handbook is to introduce you to some of our routines and policies. If there is anything you want more information on do not hesitate to ask us.

We operate an open door policy and appreciate and encourage feed back from our clients. We aim to work as a team with you to provide the most precious people in your life with happymemories and busy fun filled days.

If you wish to discuss any aspect of your child's care and education do not hesitate to request a meeting. We look forward to a long and happy relationship with your family.

Regards,

Mary Delargy

SRN RSCN Dip. Montessori

## **Ballymore Cottage Crèche Parent Handbook Statement of Purpose and function**

The ethos of our service is to provide quality holistic care. Children aged 1 year to 10 years use our service. The service can cater for up to 65 children.

The service provides registered full day care, ECCE only, and registered afterschool.

We provide a range of childcare services for children between the ages of 12 months and 10 years.

We open 51 weeks per year, we close Christmas week.

Our hours are from 7.30 am to 6pm and we close on Bank holidays, Good Friday and Christmas Eve.

We offer a full range of age appropriate play based curriculum using the Aistear framework, including outdoor activities arts and crafts, literacy education, STEM projects, cooking and dramatic play.

This statement is made available to all relevant stakeholders.

Some of the policies which inform the work of the service include:

- Admissions
- Settling In
- Clothing Policy
- Healthy Eating
- Healthy Environment
- Parents as Partners
- Policy on Incidents and Accident Prevention and Procedures
- Infection Control Policy/Covid 19 Policy
- Confidentiality (See also employee manual)
- Behaviour Management Policy
- Introducing English as an additional language
- Health and Infectious Diseases Policy
- Policy on Sick Children
- Protocol for Administration of Medicine
- Head lice
- Staff Illness Policy

- Staff Absence and Maintaining Ratio's
- Toileting
- Nappy Rash Policy
- Nappy Changing Policy and Procedure
- Policy on the use of Internet and Photographic and Recording devices
- Child Protection Policy
- Child Protection Reporting Procedure
- Handling of Complaints
- Equal Opportunities
- Outdoor Play
- Hand Hygiene
- Cleaning Policy
- Safe Sleep Policy
- Nap time Policy
- Cot Safety Policy

### **Curriculum Ethos:**

We want to start your child off on the wonderful journey of life long learning. With this in mind we endeavour to meet your child's emotional and learning needs through positive relationships with the staff working in our centre. Children learn through play. Curriculum is everything which the child experiences in their day, including meal times and transitions. Our curriculum philosophy is implemented through an approach termed "Emergent Curriculum."

This approach is play based and uses Aistear and Siolta the early years framework used in primary schools and quality early years services in Ireland.

Emergent curriculum is an approach that permits learning activities to arise out of each child's interests, actions or serendipitous events.

### **Admissions:**

We have an inclusive admissions policy. Advance booking is required and priority is given to children who have siblings attending already. Please note that a place cannot be held for your child unless a deposit has been paid and the child starts on the agreed date, the deposit is non-refundable should you not take up the place on the agreed date.

An enrolment form and a record of the child's vaccinations and any other paperwork required must be provided prior to the child's start date.

### **Settling In Policy**

All children are different, we encourage parents to stay with their children for the initial visit and then decrease the time they stay on the next and subsequent settling in periods. We will guide you as to how best to settle your child in so that they feel safe and secure. On the first visit we will obtain a profile of your child to get to know his/her routines and temperament.

### **Policy on the use of Internet and Photographic and Recording devices.**

- We use an ipad as an educational tool. Staff may use the Internet to research topics for their curriculum planning and may allow children to look at relevant images e.g. animals or dance tutorials. Children do not watch cartoons or movies in the crèche and children do not have direct access to the Internet.
- With parental written consent we also use the ipad to record observations of the children, which are then shared with parents via ECCESOFT
- With parental written consent we document some aspects of our curriculum delivery on our Facebook page.
- !With parental written consent we also print photos and display them within the crèche in order to document our curriculum.

### **Clothing Policy**

- Please put your child's name on each item of clothing and linens.
- Children will play with messy play activities and be outdoors so we would recommend you do not dress your child in their Sunday best!
- When a child is toilet training they should not wear dungarees as this makes it too difficult for the child to independently get to the toilet on time.
- Out door clothing appropriate to the time of year should be provided.
- Please put a change of clothes including underwear, tights etc. in your child's bag.
- If they are toilet training provide a few changes and pull ups if required. Your child will need wellies, waterproof trousers and coat for out door play. In Spring your child will need to have suncream and a sun hat, please label both with your child's name.

### **Healthy Eating**

We promote healthy eating and we recommend that children do not bring in

fizzy drinks, juices sweet, crisps or other junk food. Popcorn and nuts are prohibited due allergy and choke hazard risk.

Children who are attending for the three hour ECCE session should bring a water bottle and a snack which does not need re Fridgerated. Fruit or veg, is recommended. Please do not send in any meat, fish or dairy products as these require re Fridgeration.

- **Birthday cakes consumed within the service**-parents may bring in cakes bought in a shop with all ingredients listed for allergy purposes, and should state nut and allergen free. **Homemade cakes will not be permitted to avoid the possibility of allergic reaction to some ingredients.**
- We follow a three-week menu plan. All food is home cooked in the crèche each day. The daily menu and a child's food intake is communicated to parents via the Daily Log which is emailed to parents at the end of the day. Our staff are trained in food hygiene and exercise strict hand washing practices.
- We provide full regular diet including snacks and drinks. Parents must provide special dietary requirements for example goat's milk or gluten free items.
- We do not provide baby food other than fresh pureed/mashed dinners; this means that if your child still needs jars/pouches, rusks you provide them. We cannot mix formula on the premises, as we do not have a separate milk kitchen therefore formula needs to be made up at home and brought in each morning.

## **Sickness and Medication Policy**

Our policies are developed using best practice guidelines to protect the children in our care. **Sick children need and deserve one to one care.** Sick children cannot attend the crèche. This is to prevent the spread of infection and is one of the mandated pre-school regulations, which we are bound by. Therefore please do not bring your child if they exhibit any of the following symptoms:

- Temperature during previous night or in the morning.
- Rash

- Vomiting or Diarrhoea\*\*MUST NOT RETURN TO CRECHE UNTILL 48 HOURS AFTER LAST EPISODE

Our definition of a **Well Child** is one who is not dependent on Calpol or Nurofen.

We do not give any non-prescription medication. The only time we can give Calpol or Nurofen without a prescription and with your permission, is if your child develops a high temperature, this is to prevent a febrile convulsion. We will call you and ask that you collect your child immediately if they exhibit any temperature or other signs of illness. If your child is on a medication twice a day they should receive it at home, we can give a medication, which is prescribed for a time when they are in crèche i.e. if the drug is to be given 3 times a day. If your child is prescribed a medication they should be given the first dose at home. We cannot give medication a doctor or pharmacist has labeled it with the child's name, drug name, dose and schedule of the medication.

Thank you for your co-operation.

### **General Terms & Conditions**

Upon acceptance of a place in Ballymore Cottage Crèche you agree to abide by the policies and procedures, which govern how we conduct our business. A brief synopsis of these are available for download from our website [www.ballymorecottagecreche.com](http://www.ballymorecottagecreche.com)

If you require any further information please contact the manager at [qualitychildcaregalway@gmail.com](mailto:qualitychildcaregalway@gmail.com).

When agreeing to place your child at Ballymore Cottage Crèche a deposit of one week's fees is required to secure the position. This deposit is **non refundable** should the place not be taken up by the agreed date, otherwise it will be returned to you provided you give us 4 weeks written notice of your child's last day and providing that there are no outstanding amounts due. We

can only hold a place beyond the agreed start date if fees are paid to hold the place. If you choose to delay the start date or reduce the level of service required for a period, full fees for the original service booking will be charged.

ECCE children (i.e. those attending for 3 hour sessions only) pay a deposit of €100.

**Although we quote weekly we collect fees monthly in advance on the 1st of the month. Payments made after the 10th will be subject to a €10 surcharge, this will be deducted from the deposit. \*\*Absences due to holiday, illness or for any other reason must be paid for in full.**

\*\*We close for a week at Christmas as well as Good Friday, Christmas Eve, and all Bank Holidays. Full fees still apply for weeks containing a Bank holiday, Christmas Eve, Good Friday and Christmas week.

If you are eligible for the NCS scheme or other Government funding, the funding cannot be backdated so it is essential that you apply for a CHICK and provide us with child's DOB and a photo of the award and as soon as you receive it.

Any shortfall in expected funding from Government schemes must be paid immediately. Any error leading to the under payment of fees must be rectified as soon as it is identified; likewise any over charge will be refunded or credited against the next month's fees.

Fees can be paid by or standing order only.

Fees are normally reviewed in August and parents will be informed of any increase at least one week in advance.