



DUAGH COMMUNITY CHILDCARE SERVICE

PARENT/GUARDIAN HANDBOOK

**Duagh,
Listowel,
Co. Kerry
Creche: 087-7424321
Pre-school: 087-9981372**





INTRODUCTION

Welcome to Duagh Community Childcare Service's Parent/Guardian Handbook. The aim of this handbook is to give you a little background about the ethos, aims and running of our childcare service,

Our Ethos

It is the mission of Duagh Community Childcare Service to create a child centred service. We use the strength based model approach, focusing on the emerging enquiring curriculum. We focus on what children can do, not what they do not do. We provide an environment in which children can learn. Children are active agents in choosing activities. Children are given the opportunity to get involved and engrossed in what they are doing. Our staff stand back, observe and see where help is needed, not always taking control. We reassure children and welcome the children's questions. Children are given time, time to encourage them to grow & develop from their strength and abilities. We see the children as active agents in their own learning.

Duagh Community Childcare Service aims to provide a happy, caring, stimulating, fun loving and safe environment for each and every child and parent/guardian. We work continuously to create an atmosphere that is relaxed and informal, hence providing a 'second home' for your child.

All staff members are qualified in childcare. They will guide and nurture your child and will ensure your child's individual needs (physical, language, cognitive, social and emotional) will be catered for. Each member of staff has their certificates on display in their rooms. All staff's qualifications/training/experience is on display on the notice board inside the main entrance door. A member of staff from each room is trained in First Aid.

Aistear & Siolta are the ethos behind the running of our childcare service. We believe in creating a child centred environment where each and every child will be stimulated in each area of his/her development. We aim to deliver a quality, experiential and educational curriculum incorporating all aspects of Aistear & Siolta. Our holistic curriculum addresses children's Well Being, Identity & Belonging, Communication, Exploring & Thinking, along the principles of Aistear, the Early Childhood Curriculum Framework. We work with Siolta, The National Quality Framework for



Early Childhood Education by following its 12 principles of quality and the 16 standards with its framework. We operate within the Child Care Act 1991 (Early Years Services) Regulations 2016 and the National Standards for Pre-Schools (2010).

We firmly believe in partnership with parents/guardians. The needs of parents/guardians are a priority. We do our utmost to accommodate parental wishes. We encourage all parents/guardians to get involved in the activities of our setting and welcome any suggestions or ideas you may have. Two-way communication is an important part of Duagh Community Childcare Services' philosophy. We have an open door policy for parents/guardians to drop in at any time and wish to maintain an honest and open relationship with parents/guardians. We have a comprehensive list of Policies & Procedures and we are always delighted for any type of feedback. These are located at the entrance of the building and are readily available for parents/guardians to view if they wish to do so.

Our insurance and fire maintenance certificates are also on display in the hallway. A parent/guardian notice board is situated as you enter the service and holds all relevant information.

We are a member of Early Childhood Ireland and are approved by Tusla- The Child And Family Agency and The Department of Education. Annual inspections are carried out to ensure a high level of care and education is maintained at all times.

We hope this handbook will be of help and look forward to you and your family in our service.

Thank you for choosing Duagh Community Childcare Service.



BABY ROOM

3 MONTHS – 12 MONTHS (guide only)

Ratio: 1:3

GENERAL

Your child will be introduced to the ECCE room in the same way as they were introduced to the wobbler room. The transition is usually shorter as they are that little bit older and more confident in their environment as a whole. Once again we do our best to move children 2 at a time. A member of staff will always be on hand to talk to you about your child's day. Routine observations are carried out on your child to assess his/her developmental milestones. These are available to view by parents/guardians upon request.

ACTIVITIES

We aim to deliver a quality, experiential and educational curriculum incorporating all aspects of Aistear & Siolta. Our holistic curriculum addresses children's **Well Being, Identity & Belonging, Communication, Exploring & Thinking**, along the principles of Aistear, the Early Childhood Curriculum Framework. We work with Siolta, The National Quality Framework for Early Childhood Education by following its 12 principles of quality and the 16 standards with its framework.

The baby room is designed to aid the baby's developmental needs and this is achievable by employing qualified, experienced and competent staff who understand the needs of babies and can provide suitable stimulus and a productive environment.

The room is specifically for tiny tots who are just beginning to find their feet. Our room has a large selection of toys to stimulate the babies – mirrors, musical toys, baby gyms, activity centres, blocks, treasure baskets and much more, together with lots of love and cuddles. Your baby will be provided with experiences relevant to his/her own age and/or stage of development, encouraging physical and intellectual growth, whilst at the same time continually aiding your child's social and emotional development. Developmental charts are kept for each baby and may be viewed by parents/guardians at any time upon request.

Floor toys, activity mats, books, holistic baskets and construction boxes will help your child develop fine and gross motor control, whilst group activities such as water play and painting will aid in promoting confidence and self awareness skills. Weather



permitting babies will also venture out to the outdoor play area, where they can interact with the older children. We are delighted to welcome older siblings into our baby room at any stage to visit.

ROUTINES

We ask you to give us a written routine prior to your baby beginning in our service. This routine should include: sleep and feeding patterns as well as play and nurturing preferences i.e. how your baby likes to be held or comforted, favourite toy etc. Once you have your baby settled in to our service we will discuss how we feel the routine is working and if there are any changes that we feel would be beneficial to your and your baby. Routines are based on well researched practices that are age appropriate and in accordance with childcare experts. We are always delighted for parental/guardian involvement and input.

SETTLING IN

- A settling in period is recommended by us in order for you and your child to gradually settle in to the new childcare service. Settling in should be a positive experience and it will promote the baby's sense of security and lay the foundation for a happy and content baby. In the 2 weeks prior to commencement date parents/guardians are encouraged to arrange a time to drop in and familiarise both them and their child with the new surroundings,
- A care booklet is given to you each day, detailing your baby's day i.e. bottles taken, nappies etc. All books must be placed in your baby's bag each day he/she is attending our service. It serves as a partnership with parents/guardians. We strongly encourage parents/guardians to write any comments they may wish in this book.

CLOTHING

We ask that you supply a spare clothes for your baby in our service (minimum 2 sets of clothes). These can be left in your baby's bag or can be left here at our service. All of your baby's belongings should be clearly labelled.



REST

The sleep room is situated next to the baby room. There is a viewing window, baby monitor and temperature monitor in the room. All parents/guardians are asked to provide a cot sheet for his/her child. This will be placed in your baby's individual basket and will be returned home at the end of each week to be laundered. Routine 10 minute checks are done on each sleeping child in accordance with our safe sleep policy,

FOOD AND DRINKS

Once your baby is fully weaned and has been introduced to a variety of solids, we will provide breakfast and hot dinner. All food is free of artificial additives, colourings and no extra salt is added. Please refer to the menu board to see what your child will be eating for the week. If you do not wish your baby to eat something on our menu, please let us know. It is extremely important that we are informed of any allergies your baby may have. All food groups are adhered to and meals are prepared daily on site. All ready made bottles should be clearly labelled. Please inform a member of staff how you wish the bottle to be heated. All bottles are placed in the refrigerator in the baby room. Water is offered to your baby throughout the day.

SOOTHERS/BLANKETS/COMFORTERS

If your baby uses a soother/blanket/comforter, these may be brought in to our service. Please however double check they are in your baby's bag. All soothers will be placed in a sterile container between use.

NAPPY CHANGING

Nappies can be supplied daily or for convenience you may supply a bag every couple of weeks. Staff will inform you when supplies need to be replenished. Nappies are routinely changed at 11.00am, 1.00 pm and 3.30pm or as when necessary.

BIRTHDAYS

Birthdays are always special and deserve to be celebrated. We do not provide food for a party. Parents/guardians may supply food if they wish to do so.

OUTSIDE PLAY/PARK

The outside play area is so important for the development and happiness of each individual child. It is vital that fresh air and gross physical play is part of daily life. Duagh Community Childcare Service has a large outdoor play area located at the back

of the premises. We have a separate area for smaller children/babies to sit and play in the fresh air.



ILLNESS

Certain symptoms in children may suggest the presence of a communicable virus.

Babies who have the following symptoms should not come into the service until:

- a. a doctor has certified the symptom and are not associated with an infection or they are no longer in danger of infecting other babies
 - b. the symptoms have subsided
- **Fever:** any temperature over 37.5 degrees, especially if accompanied by vomiting, sore throat, diarrhoea, headache, stiff neck or undiagnosed rash
 - **Diarrhoea:** any abnormally loose stools in the previous 24 hours
 - **Vomiting:** any episodes of vomiting within the previous 24 hours
 - **Eye/nose:** thick mucous or pus draining from the eye or nose
 - **Sore throat:** especially when fever or swollen glands in the neck are present
 - **Skin problems:** rash, undiagnosed or contagious. Infected sores with crusty yellow or green drainage, that are not covered
 - **Itching:** persistent itching of body or scalp
 - **Hair lice**
 - **Certain vaccinations:** these must be reported

All parents/guardians are asked to notify Duagh Community Childcare Service where exposure to any illness has taken place

We will not, under any circumstances, accept babies in to our service, who appear to be a bit 'under the weather.' We have a responsibility to parents/guardians and other babies, therefore we cannot allow sick babies to circulate with healthy babies. We are sure that you can appreciate that this is both unfair to the sick baby and to the other babies. Should your baby become sick or have a temperature during the day, it is the policy of Duagh Community Childcare Service to call the parents/guardians immediately and for the baby to be sent home to recover.

MEDICATION

- No medication will be administered to any baby unless written consent has been given by parents/guardians – the necessary forms (Medical Consent) will be given to you to fill out, should your baby need to be given medication throughout the course of the day.
- Babies on antibiotics are requested to not attend the setting for 48 hours after course has commenced. They must also have a covering letter from their doctor.
- Please inform the staff when your baby receives their vaccinations, as we give special precautions and care



BUMPS AND BRUISES

All possible care is taken to ensure your baby's safety, but we ask parents/guardians to bear in mind that there will be the occasional bump as there would be at home. We will notify parents/guardians of all incidences. All incidences/accidents will be recorded in our accident/incident book. A member of staff will go through this with the parent/guardian of the baby/babies concerned and parents/guardians will be requested to sign this.

HOURS OF OPENING

We are open Monday – Thursday 8.00 am – 6.00 pm
Friday 8.00am – 5.00pm

No baby will be admitted prior to 8.00am.

Attendance sheets for each baby is located at back door. For insurance and safety purposes it is mandatory that a parent/guardian sign in his/her baby when dropping him/her to the service and sign out his/her baby upon collection.

HOLIDAYS

Duagh Community Childcare Service is open 50 weeks of the year. We close over the Christmas period for 2 weeks. We are also closed for Bank, National and Public Holidays.

FEES AND PERIODS OF NOTICE

€125 per week/€25 per day

9.30am – 12.30pm €12

9.30am – 1.00pm €15

(including dinner)

Breakfast club: 8.00am – 9.00am €3

Afterschools club: 3.00pm – 6.00pm €12

Additional hours of care and appropriate fee structures are available upon request.

No fee concessions given to children wishing to:

- a. take holidays throughout the year
- b. shorten their hours at any time throughout the year
- c. if their child is absent through illness or other

2 weeks notice is required if you wish to take your baby out of our service.



METHODS OF PAYMENT

Payments are due weekly, to be paid on Monday the start of each working week. Payments can also be payable by Standing Order.

CAR PARKING

- available at the rear of the building
- we ask that parents/guardians show consideration and observe speed limits
- we request that parents/guardians do not park in front of neighbouring property or in front of the building or cause obstruction when parking
- parents/guardians are advised to not leave their car running while dropping off or collecting their baby.

Child Protection Procedures

- Tusla has recently introduced new Child Protection Guidelines
- All visitors/parents/guardians of crèche children are requested to wait in the reception area.
- Can all parents/guardians please assemble in the reception area where they will be met by a staff member who will escort the children to their rooms. Please ensure you have signed in your child.
- For collection a staff member will once again escort the children to the reception area for collection by parents/guardians

We can only receive/release children to people authorised on their registration