



Cawley Childcare Ltd

*(1/4 Home from Home Creche & Preschool, Naíonra Tígh N^o
Trá & Kids Campus)*

Parent Handbook

CAWLEY CHILDCARE MISSION STATEMENT

‘It is our aim to provide a homely, loving, fun and safe environment for the children in our care and to provide a stimulating program using age and stage appropriate toys and activities’ in all our settings (Home from Home Creche, Naíonra Tigín Na Trá & Kids Campus)

CAWLEY CHILDCARE LTD

- To provide a safe, warm, loving and fun atmosphere in Home from Home Creche, Naíonra Tigín Na Trá & Kids Campus.
- To comply with TUSLA (Child & Family Agency) regulations.
- To demonstrate a caring and considerate attitude towards you and your child.
- To encourage parental involvement, we will be there to discuss your child’s physical, emotional, developmental and social needs.
- To meet all aspects of your child’s developmental needs.
- To treat and value your child as an individual.
- To promote equality of opportunity.
- To celebrate cultural diversity.
- To use language that is accessible and appropriate.
- To ensure the health and safety of children and others.

OUR SERVICES

Home from Home Creche

Hours of opening will be strictly 7.15am to 6.30pm. We understand that any parent can on rare occasions be delayed and arrive after 6.30pm however if this was to happen on a regular basis you will be asked to make alternative arrangements for your child.

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For fee information, please refer to Fees Policy

Home from Home Crèche offers the free preschool years under the ECCE scheme. If you would like to know when your child qualifies please contact a member of staff.

- Home from Home Crèche is open all year-round Monday to Friday apart from Bank Holidays, Good Friday and Christmas Eve (when it falls on a mid-week day). We operate shorter hours on New Year's Eve.
- After school service provides dinner, tea, supervised homework and free play.
- We provide nutritional homecooked meals – breakfast, mid-morning snack, dinner, afternoon snack and tea. A copy of our weekly menu is displayed for your viewing. We cater for all dietary needs and this can be discussed at time of booking.
- Babies – please provide pre-prepared formula bottles. During weaning process, we will work closely with you. We will provide our own homecooked food appropriate to age or alternatively you may provide your own preferred foods for your child. We would ask that you clearly mark all your baby's bottles with their name on them. All bottles, soothers and bowls will be sterilized using the steam method.
- Our program includes daily outdoor play (weather permitting) therefore we would ask that you would leave a spare pair of wellington boots for those odd rainy days!
- Nappies, creams and wipes should be left in the creche. We will advise you when you will need to restock.
- At least one change of clothes should accompany your child daily.
- To prevent your child's toys being lost, broken or fought over we would ask parents not to bring toys to the creche.

Naíonra Tigín Na Trá

Hours of opening are as follows:

Preschool Classes (Year 2 of ECCE Scheme) 08:30am- 11:30am & 12:15pm-3:15pm

Preschool Class (Year 1 of ECCE scheme) 09:00am-12:00pm & 12:15pm – 3:15pm

- The naíonra operates from September to June, a calendar will be distributed in September outlining dates service is in operation. The ECCE scheme works on a 38 week basis as per regulations of the scheme.
- For fee information, please refer to Fee's Policy

Kids Campus

Hours of opening will be strictly 7.30am to 08:50am (Breakfast Club) and 1:10pm – 6:30pm (After School Club). We understand that any parent can on rare occasions be delayed and arrive after 6.30pm however if this was to happen on a regular basis you will be asked to make alternative arrangements for your child.

For fee information, please refer to Fees Policy

- Kids Campus is opened from September to June.
- We provide nutritional homecooked meals – breakfast, dinner, and tea.
- Supervised homework and a range of activities is offered to all children daily.
- Beam bags /Rest areas.
- A change of clothes can be sent in daily and children can change out of their uniform if you wish
- To prevent your child's toys being lost, broken or fought over we would ask parents not to bring toys to the creche.

FEES

- Payable in advance on the Monday of each week. Missed or late payments will result in a review of the placement in the creche.
- Home from Home Creche is based on a 52 week per year fee payment
- Naíonra Tigín Na Trá is based on a 38 week fee payment when the ECCE scheme is not applicable, If and When your child qualifies for the scheme there is no additional weekly costs.
- Kids Campus is fee paying on a weekly basis from August/September to June.
- Weekly rate: as per requirement / agreement with the crèche, list of fees above.
- There are no fee concessions for absences of any kind.

Fees **ARE** applicable and must be paid if:

- Your child is absent due to sickness or holidays
- A weather alert is issued by the government and we have to close for the safety of everyone
- If you are on a government Scheme and you do not send your Child in, fees are still applicable for any days off.
- Fees apply during any type of Bank Holiday or Public Holiday
- Fees apply on service closures i.e. Good Friday and Christmas Eve (if it falls on a mid-week day)

Exception of Fees

There is no exception of Fees.

Communication

We use an app called **Childpath (Creche only)**

This is an app designed to give on time information to parents regarding their Child. The app is a private communication tool between the creche and the individual child therefore other parents cannot access any of yours or your Childs information.

The following information is regarded throughout the day and parents can access through the app:

- Arrival/Departure time
- Nappy changes
- Sleep times
- Food
- General communication
- Activities
- Photos

There is a cost to this app which is paid by the Parent(s).

Notice Boards

We have Parent notice boards located in all premises.

Newsletter

We issue newsletters on a bi - monthly basis.

Daily Programmes

We follow the Better Start Programme, this is a programme which is Child led and offers Children more choice in what they do on a daily. As children's routines and interests change so does our daily and weekly planning. Full details of the programme can be given to you during induction times.

Rest Time

In each of our services there is rest areas for the children to rest throughout the day.

Kids Campus offers bean bags and a quiet Den.

Naíonra Tigin Na Trá offers a quiet Den, mats and cushions for rest time if required

Home from Home Creche offers cots and beds for children under 3 years of age and mats and cushions in all rooms for resting

We have separate monitored sleep rooms for Babies, Wobblers and Toddlers, please refer to Safe Sleep Policy for more information.

POLICIES AND PROCEDURES WITHIN THE SETTING

We have an extensive list of Policies and Procedures within our settings. These are put in place to ensure the safety of children and staff and to also ensure we are carrying out our daily job to the best of our ability.

I have included the more relevant policies with this handbook however we have additional policies that you are more than welcome to have a copy of. If you require any additional copies from the list below please ask a member of staff.

Our policies and procedures are updated annually to enhance the quality of childcare we offer.

Included in this Handbook is the following Policies and Procedures, these are the more day to day policies which you may need to refer to:

- Behaviour Management (includes biting)
- Illness Management
- Inclusion
- Fees
- Camera / Smart Phones
- Accident & Incidents

The following are also in place, if you would like a copy, please request one from a staff member.

- Child & Adult Protection Policy
- Management Structure
- Risk Assessment (Indoors and Outdoors)
- Outings
- Sleeping Babies
- Complaints Procedure
- Cleaning
- Fire Evacuation
- Garda Vetting
- Qualifications and Training
- Staff Absences
- Recruitment
- Nappy Changing

MENU GUIDELINES

Home from Home Crèche

Monday Menu

Breakfast

Readybrek / Weetabix / Rice Crispies / Corn Flakes

Mid-Morning Break

Milk / Water

Toast

Dinner

Water

Fish Fingers, mash & peas

Mid Afternoon Snack

Selection of Fruit & Cheese - Apple, Orange, Banana, Raisins, Cheese & Bread Sticks

Tea

Milk / Water

Beans and Toast

Tuesday Menu

Breakfast

Readybrek / Weetabix / Rice Crispies / Corn Flakes

Mid-Morning Break

Milk / Water

Toast

Dinner

Water

Savoury mince, mash, peas and carrots

Mid Afternoon Snack

Selection of Fruit & Cheese - Apple, Orange, Banana,
Raisins, Cheese & Bread Sticks

Tea

Milk / Water

Hot dog & Roll

Wednesday Menu

Breakfast

Readybrek / Weetabix / Rice Crispies / Corn Flakes

Mid-Morning Break

Milk / Water

Toast

Dinner

Water

Spaghetti Bolognese

Mid Afternoon Snack

Selection of Fruit & Cheese - Apple, Orange, Banana,
Raisins, Cheese & Bread Sticks

Tea

Milk / Water

Ham and/or Cheese Toasted Sandwiches & yoghurt

Thursday Menu

Breakfast

Readybrek / Weetabix / Rice Crispies / Corn Flakes

Mid-Morning Break

Milk / Water

Toast

Dinner

Water

Chicken Curry and Rice

Mid Afternoon Snack

Selection of Fruit & Cheese - Apple, Orange, Banana,

Raisins, Cheese & Bread Sticks

Tea

Milk / Water

Pizza and Waffles

Friday Menu

Breakfast

Readybrek / Weetabix / Rice Crispies / Corn Flakes

Mid-Morning Break

Milk / Water

Toast

Dinner

Water

Lasagne

Mid Afternoon Snack

Selection of Fruit & Cheese - Apple, Orange, Banana,

Raisins, Cheese & Bread Sticks

Tea

Milk / Water

Ham and Cheese Sandwiches and yoghurt

Please note all children 18 months and under will get a hot dinner at tea time.

Some of the above foods may contain Allergens, please ask a member of staff or you can access the *Allergen Folder* which is located in the porch area of the creche. This will give you full details of each Allergen and foods which contain the allergen

Baby Room Menu

Time	Monday	Tuesday	Wednesday	Thursday	Friday
07:15-09:00am	Bottle (if required) Milupa/Cow and Gate Baby Cereal/Readybrek	Bottle (if required) Milupa/Cow and Gate Baby Cereal/Readybrek	Bottle (if required) Milupa/Cow and Gate Baby Cereal/Readybrek	Bottle (if required) Milupa/Cow and Gate Baby Cereal/Readybrek	Bottle (if required) Milupa/Cow and Gate Baby Cereal/Readybrek
10:00am	Toast Water / Cow's Milk	Toast Water / Cow's Milk	Toast Water / Cow's Milk	Toast Water / Cow's Milk	Toast Water / Cow's Milk
11:30	Fish fingers, Mash, peas	Spaghetti Bolognaise / Mince, potatoes & vegetables	Savoury Mince, mash and vegetables	Chicken Curry/ Chicken sweet potato and vegetables	Lasagne / Chicken, mash and vegetables
1:00/1:30pm	Fruit / Biscuit and/or Bottle (if required) or water	Fruit / Biscuit Bottle (if required) and / or water	Fruit / Biscuit Bottle (if required) and/or water	Fruit / Biscuit Bottle (if required) and/or water	Fruit / Biscuit Bottle (if required) and / or water
3:30pm	Sweet potato & vegetables	Mango & pear	Mash & vegetables	Mash & vegetables	Sweet potato & vegetables
5:00pm/5:30pm	Snack Liga / Biscotti	Snack Liga / Biscotti	Snack Liga / Biscotti	Snack Liga / Biscotti	Snack Liga / Biscotti

The above is a guideline as each child differs.

Some of the above foods may contain Allergens, please ask a member of staff or you can access the *Allergen Folder* which is located in the porch area of the creche. This will give you full details of each Allergen and foods which contain the allergen

Naíonra

Packed lunch is sent in daily.

Kids Cmapus

Menu available on request

HEALTH AND SAFETY

- A copy of Immunisation records must be submitted with your Childs enrolment form.
- In order to prevent the spread of infection, in the case of a child who comes in with an infectious disease e.g. gastro-enteritis, conjunctivitis, chicken pox etc, parents will be contacted immediately and asked to take the child home.
- If your child becomes unwell in the creche we will contact, you immediately and agree arrangements.

- In the event of serious illness or an accident we will go straight to the hospital or call for an ambulance for immediate referral to Accident and Emergency. You will be contacted immediately.
- No medication will be administered without your initial consent and authority to administer must be signed on your Childs enrolment form. Antibiotic medication must be labeled from the chemist with the child's name on it, dosage required and name of medication.
- If you arrange for another adult to collect your child, we will not release him/her without being informed beforehand (it won't matter if it is a granny, aunt, uncle etc). If they are new to the creche and we have not met this person, ID is required.
- On commencement in the crèche, parents must fill in a registration form for your child, this form includes personal information of the child and parents, emergency contacts, medical history and any special requirements.

Please refer to Illness Policy for more information on the above.

‘WELCOME TO OUR SETTING. WE LOOK FORWARD TO BUILDING A WONDERFUL FRIENDSHIP WITH BOTH YOU AND YOUR CHILD.’

Please scroll down for the day to day policies and procedures which you may need to refer to. For all other policies and procedures listed please ask a member of staff for a copy of any you would like.



Cawley Childcare Ltd

*(T/A Home from Home Creche & Preschool, Naíonra Tígín Na
Trá & Kids Campus)*

Policy & Procedure

BEHAVIOUR MANAGEMENT

At Cawley Childcare Ltd, (T/A Home from Home Crèche and Preschool, Naíonra Tigín Na Trá and Kids Campus) a loving affectionate and respectful attitude and manner are displayed towards all children. We encourage all children to be independent and self directing, leading towards them eventually becoming truly responsible for their behaviour.

Cawley Childcare ltd, believes that all children have a right to discipline which should not be confused with punishment. If a child is in an environment that provides positive behaviour, unacceptable behaviour will diminish in time as the child learns to grow.

The staff of Cawley Childcare Ltd, will work together with the parents in order to implement effective ways of managing and molding children's behaviour. Behaviour modification needs to involve all adults who have close contact with the child. This enables the rules to be consistently reinforced in all Cawley Childcare settings and in the Childs own home.

The staff of Cawley Childcare Ltd will endeavor to assist children in developing self-esteem and positive behaviour patterns in the following ways:

- Praising or criticizing the behaviour rather than the child.
- Encouraging and building a Childs self esteem
- Using play and games with rules to help the child learn and understand boundaries.
- Staff leading by example, as children imitate behaviour.
- Clarifying rules and expectations of behaviour
- Reinforcing positive behaviour at all times, i.e. displaying paintings rewards etc.
- Help the child to understand the effect of this behaviour on others.
- Acknowledge a child who has been hurt
- Give one on one time to help diffuse a situation.
- Discuss behaviour with a Childs parent

The following is not allowed in any circumstance:

- To shout at a child
- Actions that humiliate or undermine a child
- Exclude a child from a class activity
- Leave a child unsupervised.
- Never to discuss a Childs behaviour with a parent other than their own.

In order for behaviour modification to work, effective rules must be established and the child (ren) needs to be aware of them.

With regards to:

- Physical Aggression
- Verbal Aggression
- Excessive temper tantrums

Such behaviour will be dealt with in the following ways:

1. A member of staff will speak to a child displaying inappropriate behaviour and explain to the child that the behaviour is not acceptable and why it is not.
2. A child will always be given several opportunities to change their behaviour.

Six Step Approach to Problem Solving

1. Approach calmly, stopping any hurtful actions.
2. Acknowledge children's feelings
3. Gather all the information
4. Restate the problem
5. Ask for ideas and solutions and choose one together
6. Be prepared to give follow up support

Cawley Childcare Ltd will inform parents of all action taken regarding the behaviour of their child, If a child continuously displays any of the above mentioned behaviour, the management and staff of Cawley Childcare Ltd will work together to try and rectify negative behaviour patterns and reinforce good behaviour. In instances like this a meeting will be set up with the parents, the Childs main care giver in the setting and the manager this will ensure that all careers in the Childs life are working together with the best interest of the Child.

Biting

Biting often occurs with children aging from 6 months to 3 years. Staff are always on the watch for this behavior however it can happen very quickly even if the Child is directly beside you. Most of the time we do intervene before it happens however this is not always the case.

What causes a child to bite?

Some children just bite and there is no explanation for it

Teething

Fighting over a toy

Sticking their finger in another Childs mouth

What we do when a biting incident happens:

One member of staff in the room, comforts the child who has been bitten.

A cold compress is applied to the area.

Child is comforted until they are no longer upset.

Report is filled in

Parent is informed on collection of their Child and a copy of report is given after signing

The other member of staff in the room will:

Remove the child (that carried out the biting) away from the other children

Staff will tell the child that biting is not allowed, this is often repeated to try and break the cycle and to help the child understand they cannot bite their friends.

The Child is encouraged to say sorry or hug the Child which they bit

The Child is shadowed to ensure it doesn't happen again for the rest of the day.

Parent is informed of their Childs behavior on collection that day.

If its ongoing a meeting will be set up with Parents to see what Creche and home life changes can be made to break the cycle.

Names are never disclosed as to what Child carried out the biting or what Child was bitten as a matter of confidentiality.



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ILLNESS MANAGEMENT

Children who are ill and unfit to attend our setting will not be admitted. It is imperative that all families respect this policy in order to maintain a healthy environment. It is essential that parents have alternative arrangements in place to care for their children for the duration of the illness. Particular attention must be paid in the case of communicable conditions, such as diarrhoea, thrush, conjunctivitis, chicken pox, impetigo, hand, foot and mouth and an infectious running nose. In some circumstances it may be necessary to obtain a medical certificate confirming fitness of child to return to the setting – particularly in the case of serious illness.

If your child becomes ill during the day we will contact you and if you are unable to collect your child you must nominate a relative / friend who can collect your child on your behalf, this person must be listed in your child's registration form. Infection control is extremely important in the setting and this is the reason for our strict policy.

In the event of serious illness or an accident we will call our doctor or for an ambulance for immediate referral to Accident / Emergency – you will be contacted immediately on the emergency number you provided us with. No medication will be administered without your prior approval. All Staff hold up to date Paediatric First Aid Certificates which are updated as required.

Our hygiene routines are rigorous. Routine hand washing for staff and children is mandatory. Equipment and toys are washed and sterilized daily / weekly or more frequently if necessary. All babies and toddlers have their own cot and bed linen, which is changed weekly or as necessary. All kitchen equipment is sterilized daily.

Control of Infectious diseases policy:

It is the policy of Cawley Childcare Ltd to maintain an environment that will be free from any illness that is contagious. The setting will be responsible for establishing and maintaining appropriate Health authority contacts for information and notification with regard to the control of infectious diseases. Under no circumstances will children who are ill be admitted to any of our services. It is imperative that all families respect this policy in order to maintain a healthy environment.

Common diseases that require exclusion from Cawley Childcare settings :

- **Chicken Pox**
- **Diarrhoea**
- **Conjunctivitis**
- **Impetigo**
- **Thrush**
- **Mumps**
- **Measles**

- **Rubella**
- **Croup**
- **Hand, Foot & Mouth**

The following are the HSE recommend exclusion periods which we adhere to:

<u>Chicken Pox:</u>	Until scabs are dry, usually 7 days from onset of rash
<u>Diarrhoea and/or vomiting:</u>	48 hours from the last episode of diarrhoea or vomiting
<u>Conjunctivitis:</u>	Minimum of 24 hours after initial treatment is applied to the affected eye(s)
<u>Impetigo:</u>	Until lesions are crusted and healed, or minimum of 48 hours after commenced of antibiotic treatment
<u>Mumps:</u>	Exclude child for five days after onset of swelling
<u>Croup:</u>	3 days from initial administration of medication
<u>Measles:</u>	Four days from onset of rash
<u>Hand, Foot & Mouth:</u>	7 days or until all open lesions are healed
<u>Rubella:</u>	Seven days from onset of rash

In some circumstances it may be necessary to obtain a medical certificate confirming the fitness of the child to allow his/her return to crèche.

Head Lice Policy:

At Cawley Childcare settings, we understand that no matter how careful parents are it is always possible for children to catch head lice. Children can pick up head lice just by coming into close contact with someone who is infected. It is important to know how to recognise the problem early and to know how to cope with it.

Procedure:

- Staff will inform parents verbally or a letter will be sent home in the event of a Head Lice outbreak in the setting.
- Should parents notice their child has head lice they should inform the staff as soon as possible and staff will hold this information with the upmost confidentiality.

- Parents should check their children's hair regularly and if they do find head lice or eggs use the treatment recommended by the public health nurse, chemist, doctor or local health clinic.
- As a preventative measure we do not allow children to share other people's combs, hats etc.
- If you discover your child has head lice, you must treat your child(ren) immediately, children are only permitted to return to creche after 24 hours of the initial treatment. We strongly recommend you continue checking your child's head after applied treatment to ensure everything is removed.
- Parents must inform a staff member if their child has headlice, this will help us in the prevention of it spreading.

Medical Administration Policy

At Cawley Childcare settings we have a strict policy with respect to the administration of medication to a child, whether prescription or non-prescription.

All parents are asked to sign an agreement that, should the need arise, medical intervention will be given to their child. This is included in their registration form.

All medication is kept in the staff room and out of reach of all children for safety reasons.

Prescription Medication:

With prior written consent from the parents, we will administer prescription medication to a child e.g. in the case of asthma, parents will instruct a minimum of two staff members on the administering of inhalers.

If the medication is being administered over a long period – regular checks that the child still needs the medication will be carried out by the staff. All unused medicine is returned to a parent or guardian.

Non-prescription Medication:

Staff are trained to only administer non-prescription medication as a last resort e.g. in the case of a high temperature, only after they have first sponged the Child to try to cool the child down and then having verbally confirmed with a parent or a guardian that they agree that the child should be given medication.

Medication will be administered by one staff member and then checked by a second staff member and both members of staff will then sign off on the time, date, amount given and the type of medication given. The parent or guardian will then sign the “Medical Consent – Administration Record” on their arrival at the premises



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Policy & Procedure

INCLUSION MANAGEMENT

Inclusion Policy

Cawley Childcare Ltd is dedicated to its ethos of offering access to all adults, families and children from our community, inclusive of gender, marital status, family status, age, ability, race, sexual orientation, religious beliefs and members of the travelling community. Our settings aim to promote positive attitudes towards all members of our society.

We provide:

- An open door of accessibility for the children and families in our service. Admissions are on a first come first served basis from our waiting list or in line with stipulations from Department of Children and Youth Affairs in relation to the ECCE scheme.
- Team members engage with parents to share and receive information and support the whole child's perspective.
- Families and children are invited to share information/resources which illustrate aspects of their lives, culture and/or community.
- An informal meeting will be carried out for new families to the service. This involves registration, sharing of information re the child/service/policies and procedures. For children commencing on a fulltime basis, an induction time will be organised for the new child(ren). This involves registration, sharing of information regarding the child/service/policies and procedures.
- We recognise the needs of families may vary and we will endeavour to meet those needs where possible.
- The curriculum, activities and resources represent the diversity of family within our wider community.
- Stereotyping in any form is discouraged within the service. All resources/activities promote equal gender play.
- We strive to promote meaningful real learning experiences for each child recognising their abilities and learning style.
- We are an equal opportunities employer. Positions are based on qualifications, competency and enthusiasm.

- New team members have a period of settling in and induction in the service. All team members are made aware of the importance of inclusive practice.
- Where possible, team members will attend training in e.g. Inclusion, special needs, equality and diversity, Aistear & Siolta training etc.
- We are committed to the inclusion of children with additional needs. We believe that the development of young children with disabilities or special educational needs is more likely to be enhanced through attending services for all children.

We ensure that:

- The physical environment is appropriate
- The team regularly update their training
- The ratio of adults/children is correct at all time



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Policy & Procedure

Fee's

The fees for our services are as follows:

Home from Home Creche:

Full Day, Full time €200.00 per week.

4 days full time €170.00 per week (set days)

3 days full time €145.00 per week (set days)

Sibling discounts:

5 days per week €30.00

4 days per week €20.00

3 days per week €10.00

The government introduced the Universal subsidy, this is not means tested and offers a discount of €4.00 per day on a full day basis. The universal subsidy applies to children from 6 months up to the age of qualifying for the ECCE scheme.

ECCE scheme, please ask a member of staff with regards to when your child qualifies for the scheme, the scheme is based on a 5 day/3hour per day preschool session and offers a discount of €64.50 per week.

Payment of fees:

Fees must be paid on the first day of attendance each week. Fees can be paid by cash (a receipt will be issued) or please request bank information if you wish to set up a direct debit.

Fees are applicable whether your child is in attendance or not, this includes:

Sickness

Holidays

Half days

Absenteeism of any kind

If Home from Home Creche must close due to red weather warnings issued by government this is out of our control. Fees are applicable.

Exceptions to fees

There is no exception for payments.

Kids Campus:

Full Day, morning and afternoon €130.00 per week

5 mornings €50.00 per week

1 morning €10.00

5 afternoons €110.00 per week

5 mornings and afternoons €130.00

1 afternoon €25.00

Payment of fees:

Fees must be paid on the first day of attendance each week. Fees can be paid by cash (a receipt will be issued) or please request bank information if you wish to set up a direct debit.

Fees are applicable whether your child is in attendance or not, this includes:

Sickness

Holidays

Half days

Absenteeism of any kind

If the Kids Campus must close due to red weather warnings issued by government this is out of our control. Fees are applicable.

If you require full day care for your child, due to school being closed we can accommodate you in the Kids Campus, additional fees are applicable during mid-terms, Christmas and Easter as the service is available, if you do not need additional childcare, your regular fees still apply whether your child is in attendance or not.

Exceptions to fees

Fees are not applicable in the month of July or August as the Kids Campus is not in operation.

If you require childcare we can facilitate you in our creche. Please ask for details. Your Childs place will be kept for September, if you do not require the place, you must advise in June and we will refund you deposit on last day of attendance.

During July and August, you do not have to pay fees if on holidays or if taking full weeks off.

Naíonra Tigín Na Trá:

This is a sessional service, if your Child does not qualify for the ECCE scheme the fees are as follows:

5 mornings €65.00 per week

3 mornings €45.00 per week

The government introduced the Universal subsidy, this is not means tested and offers a discount of €1.40 (per 3-hour session) per day. The universal subsidy applies to children from 6 months up to the age of qualifying for the ECCE scheme.

Payment of fees:

Fees must be paid on the first day of attendance each week. Fees can be paid by cash (a receipt will be issued) or please request bank information if you wish to set up a direct debit.

Fees are applicable whether your child is in attendance or not, this includes:

Sickness

Holidays

Half days

Absenteeism of any kind

If Naíonra Tigín Na Trá must close due to red weather warnings issued by government this is out of our control. Fees are applicable.

Exceptions to fees

Fees are not applicable during closure of the service during midterm breaks as we operate on a 38-week module in line with ECCE regulations



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Trá & Kids Campus)*

Policy & Procedure

Mobile Phones & Cameras

Use of Mobile Phones & Cameras

The use of Mobile phones is strictly prohibited while in the room with children.

The use of camera phones or any type of recording with phones is not permitted. Each Cawley Childcare setting (Home from Home Creche, Naíonra Tigín Na Trá and Kids Campus) have setting cameras, these are owned and monitored by Cawley Childcare and are the only cameras allowed to be used. Photos are taken for display in the rooms and also for learning journals.

Cameras

Only cameras supplied by childcare setting management are permitted to be used. These cameras are monitored by management and will get developed when required by management. The camera memory card will then be deleted and ready for use again.

In rooms where Childpath app is in use (applies to Home from Home Creche only) photos are permitted through daily updates and communication with parents.

In cases of emergency where Staff may need to be contacted by their family members, please pass on the land line number of the service:

Home from Home Creche - 01 8417700

Naíonra Tigín Na Trá - 01 6911410

Kids Campus – 01 6905168

Mobile Phones may be used in staff room while on breaks ONLY.

This policy is designed to protect staff and children.

Staff must sign this policy confirming agreement of the above.



Cawley Childcare Ltd

*(1/A Home from Home Creche & Preschool, Naíonra Tígín Na
Trá & Kids Campus)*

Policy & Procedure

Accidents & Incidents Policy

Accidents and Incidents Policy

At Cawley Childcare settings (Home from Home Crèche, Naíonra Tigín Na Trá and Kids Campus we are aware that accidents and incidents may happen in the everyday lives of the young children who use our services due to the risks they may encounter and the challenges they may face while they take part in their learning and development activities.

With these concerns in mind:

- We will comply strongly to health and safety guidelines set out by Tulsa and the HSE.

We are determined to put the child's, staff and visitors safety first at all times

Staff members will have first aid and health and safety training and will:

- Notify The Child protection officer when of any incident that has happened.
- Keep an accident/incident record in the appropriate Incident Book which must be signed by staff present at time of incident, manager and parent(s) signature after they are given the report.
- Advise supervisor / manager of the accident/incident when it occurs so the child can be monitored and a decision will be made if a parent needs to be contacted.
- Inform Parents of the accident/incident on the day it happened
- After signing the report, a copy must be given to the parent.
- in extreme cases, take the child to the Bracken Clinic or Temple St Children's Hospital by ambulance or car as deemed necessary. Parents will be contacted immediately.

On a regular basis we will consider risks and hazards in this early years' setting both indoors and outdoors by carrying out regular risk assessments to identify and solve issues as soon as possible