

St Michael Little Scholars

Parents Handbook

First of all, we would like to take this opportunity for selecting our service. We take pride in each child & we endeavour that they have a fun enjoyable time here with us.

St Michael Little Scholars Community Childcare Ltd adheres to a constitution approved by the Early Childhood Ireland and we work in close consultation with Monaghan County Childcare Committee & the Tusla. We adhere with Early Years Service Regulations 2016.

- **Ethos**

We will provide the best possible care for all the children attending our service while ensuring that they are exposed to a positive experience in a safe and caring environment and support parents in accessing employment, education and training.

- **Aims & Objectives**

1. We provide a high quality Early Years service for children from 2 years and 06 months to 5 years of age.
2. We provide a school age childcare service for 4 to 12 years of age.
3. We endeavour to facilitate parents and children during the school holidays with Camps.
4. We endeavour to provide a service that is affordable and accessible to all.

St Michael Little Scholars Community Childcare Ltd offers places for a maximum of 22 children in our pre-school setting at a ratio of 1 staff member of every 11 children. We currently offer Sessional places, half sessions & part time places up to a maximum 40 in our school age childcare service.

St Michaels Little Scholars Community Childcare Ltd is a community based organisation managed by a committee elected each year at the A.G.M of parents of children attending the group and from interested volunteers in our community. There is a list of committee members located on the notice board in the service. To contact the service directly call 042 9692720 where you can speak to our trained staff.

Address of our service:

St Michael Little Scholars Community Childcare Limited

Tullymichaelmartin

Donaghmoyne

Carrickmacross

Co.Monaghan

Contact Number:042 9692720

Mobile No: 083 0561549

Facebook:Donaghmoyne Little Scholars

Email Address: donaghmoynescholars@hotmail.com

Opening hours:

Our current opening hours are: 7:45am -6:00pm.It is broke down for all parents to select the best service for your child.

Breakfast Club	Monday - Friday	7:45am - 9:20am Half Session
Early Years Service	Monday - Friday	9:00am - 2:00pm Part Time
Early Years Service	Monday - Friday	9:30am - 12:30pm Sessional
After school Club	Monday - Friday	2:00pm - 6:00pm Part Time/Sessional
Drop in Service	School Holidays	9:00am - 6:00pm
Summertime	School Holidays	10am - 2pm

Early Years Daily Programme

9:30 - 9:40 Roll Call & News Time

9:40 - 10:40 Free play

10:40 -10:50 Tidy up Time

10:50- 11:00 Toilet & Hand Washing Time

11:00-11:20 Lunch Time

11:20 -11:45 Small circle time

11:45 -12:15 Outdoor Play

12:15 - 12:25 Story time

12:25-12:30 Home Time

12:30 - 1:15 free play

1:15-1:45 Hot snack

1:45 -2:00 free play & Home time

Afterschool Programme

2pm-2:30 Homework

2:30-2:45 Snack Time

2:45 -3:00 Free Play

3:00-3:20 Snack Time

3:20 - 4:15 homework Time

4:15 -6:00 Free play/ Planned Activities

Admission Policy (Early Years Service)

St Michael Little Scholars Childcare Policy 003

Principles

Being a committed provider of equal opportunities we support the local community by providing access to our setting regardless of race, religion, disability, linguistic needs, sexual orientation gender or age.

Policy's statement of Intent

St Michaels Little Scholars Early Years Service will ensure the setting is genuinely accessible to children and families from all sections of the local community

Policy:

- Children will only be admitted when a registration form and other documentation in our information pack is completed along with a deposit to secure their place. The deposit will be refunded when the service receives confirmation from the department.
- Children must be 2 years & 6 months of age up to 12 years of age to attend the service.
- ECCE children can avail from 3 years of age.
- It is preferable to book your child in advance in order for the staff to plan the service.
- If you have booked your child in to use the service and they do not attend, the parent is responsible for informing a staff member. However the service will still charge for the day.
- Maximum enrolment of 20 places per school session. Children will go on a waiting list if the enrolment exceeds the maximum of 20 places per day. Children of parents of ECCE will be prioritized on the waiting list.
- The service aims to provide opportunities for children with special needs.
- We have an open door policy so parents can call unannounced to our service.
- A member of staff will meet with the individual child and parent to discuss the child's needs and the policies and procedures of the service at the time of registration. We welcome any queries that you have regarding your child/children and we will work with you and the children to overcome these concerns.
- We also appreciate parental contribution within the service and we would ask you maintain a fun and exciting place for your children to be, whether it is through helping us with trips/events, joining our committee, fundraising or even if it is to suggest how we could improve the service.

- Fees are to be paid weekly in a sealed envelope with Child's Name on it.

10.1 Complaints Policy Statement:

Here in St Michael's little scholars in partnership with parents by seeking their views and encouraging parents to participate in any decision making in relation to the service. We welcome comments/suggestions on the delivery of the service.

10.2 Procedures for Responding to a Complaint

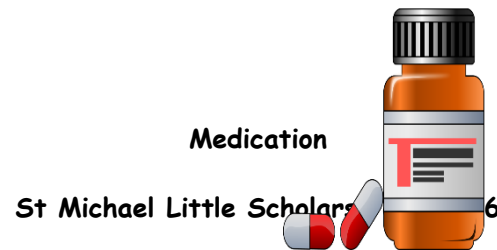
- We undertake to ensure all complaints are taken seriously and dealt with fairly, impartially and confidentially.
- We will endeavour to quickly and informally resolve complaints through discussion with parents and members of staff as appropriate
- Parents will be made aware that there is a complaints procedure in operation as part of enrolment/intake.
- If we find that we have made a mistake or that something could have been done better we will change the way we do things to avoid making the same mistake in future.
- Complaints can be made by parents, guardians, School Age Children and other advocates on behalf of children.
- If a parent is not satisfied with any aspect of the service, they are requested to resolve the issue informally through discussion with the manager.
- If the problem persists, re-occurs or the parent is not satisfied with the response, the complaint should be put in writing to the manager/chairperson of the Board of Management. Our Chairperson is Therese Murnaghan
- School aged children are asked to come to a staff member and explain the complaint.
- The person in charge will take on board the complaint & try and sort it out before the child leaves if possible.
- The person in charge will speak to the parent & explain the situation.
- If parent feels that person in charge isn't able to deal with situation, it will be brought to the Manager/committee to deal with.

Community Services/Services with a Board of Management

- The Board of Management may then nominate 2 committee members to meet with the parents and the manager to try and resolve the issue.
- Most complaints are resolved at this stage. However, if there are other or more serious issues arising from the complaint or it cannot be resolved then both sides may agree the need for a third party to mediate in relation to the complaint.
- Written records of discussion and agreements made will be kept of this meeting and copies made available to parents, manager, or other involved staff (as appropriate).
- All complaints will be dealt with in a timely manner.

Other services

- If the issue still remains unresolved the owner/manager will ask the parents to put their complaint in writing to them, a further meeting may take place and agreements reached will be written up and copies forwarded to parents and other relevant personnel (as appropriate).
- Most complaints are resolved at this stage. However, if there are other or more serious issues arising from the complaint then both sides may agree the need for a third party to mediate in relation to the complaint.
- Depending on the nature of the complaint the Disciplinary procedures may also be followed.
- If a complaint is made to the Early Years/Pre-school Inspectorate about any aspect of this service we will co-operate fully with the Inspectorate to resolve the issue.



Principles

St Michael Little Scholars recognizes the importance of administering and recording Medicine

Procedure for Adminstrating Medication

- Always consult parents on all medication being administered
- Staff will store medication in a secure cabinet.
- Check that consent has being signed.
- Double check dosage & date on Bottle
- Double check correct name is on the bottle .ie that it is the child you are administering not their brother/sister.
- In the book it is detailed Illness/Condition, Date & Time, Medication, Dosage, administrated by, witnessed by, Signed by Parent/Guardian. Please fill in all in the correct position located.
- Staff will adhere to hygiene procedures and will wear gloves, wash hands etc.
- The child will be taking out of the room and the medicine will be administered and staff will stay with the child till medication has being swallowed. Medication will be returned to the secure cabinet.
- Check the child after the medication for any signs of feeling unwell, rashes etc
- Always get parents to sign the sheet at the end of each day so that you have notified them of each dose the child was given.
- Fill in the required Staff form for administrating Medication Form.

Sun cream

- We ask all parents to apply sunscreen before entering the service when it is necessary. If you think that your child may need a top up. Please let a staff member know. We endeavor to allow the child to try to put on the sunscreen themselves, but if they are unable to, a staff member will apply it & another staff member will supervise. We recommend that parents send in sun hats, sun glasses.



- St Michael Little Scholars do not supply sun cream, we advise all parents to send in a bottled, labeled with the children's name on it.

Anti Febrile Medication

Anti Febrile Medication will only be administered if the child is in pain or has a high temperature. In our enrolment form we the parents have consented to administer Calpol etc. Even If parent has consented, staff will telephone parents of the child to let them know the condition of the child. Parents can then consent over the phone again & this also gives the staff member an idea if any other anti febrile medication was given to the child earlier. This will all be noted down & kept along with the child's enrolment form. If the child requires anti febrile medication, we will follow the procedure above detailing exact dosage using the appropriate medication book. On site we have Calpol & Nurofen. These will be kept on a high shelf in the kitchen so that staff can get it in a press.

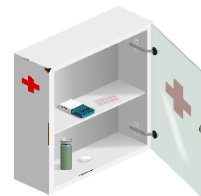
Storage of Medication

All medication will be stored out of reach of children.

It will be stored in the original container that the parent has left in.

Staff will read instructions before administering medication.

Expiry dates will be checked.



Management of Medication

St Michael little Scholars will use the correct measuring device to administer medication.

It is up to the parent to notify all staff that their child's medication is being changed. Just telephone or call in person.

In the office on the notice board there is a list that is laminated with the name of the service doctor, Address & Telephone Number. Emergency Numbers, Poison Information Number & TUSLA

Infectious Control
St Michael's Little Scholars Health



St Michael Little Scholars is committed to the promotion of a healthy environment and a high standard of personal hygiene for adults and children. It is the policy of the service to promote the take-up and completion of immunization programmes. This will help prevent the spread of infections and maintain the health of all staff and children.

This policy is underpinned by the Preschool Regulations 2006

Staff

1. Staff must always model and explain the reasons for hygiene practices
2. Staff must be aware at all times that in their personal and professional hygiene practices and routines they are setting an example (modelling) for the children by:

Washing hands in thermostatically controlled hot water after using toilets, before and after handling food ideally disposable gloves suitable for food preparation must be used, after outdoor play/play with pets

Cover nose and mouth when sneezing /coughing

Dispose of used tissues in covered bins

3. Staff must cover all cuts and sores with suitable dressings and avoid touching face, nose or mouth.

4. When dealing with spills:

Good quality disposable gloves must always be used when cleaning up spills of body fluids (vomit, blood, urine and excrement)

Any spills of body fluids or excrement must be wiped up with disposable paper towels and hygienically disposed of in double plastic bags.

The area of the accident must be treated with chlorine (1000ppm) or iodine bleach-based solution, diluted according to the manufacturers' instructions using disposable cloths.

Supply of clean clothing must be readily available for accidents.

Supply of polythene bags must be available to wrap soiled garments.

General Cleaning

Mops for general floor washing must be disinfected using rubber gloves and must be left to dry, mop head up and replaced regularly.

All toilets, surrounding walls and wash hand basins must be cleaned and disinfected every day and between sessions if there is more than one session.

The childcare service must have a daily and weekly cleaning routine (with specific responsibilities clearly designated) in respect of floors, tables, playroom and outdoor equipment, toys and frequently mouthed objects.

Dressing up clothes/imaginative play materials must be washed regularly.

Sand pit must be covered when not in use and the water tray must be emptied daily and as appropriate between sessions.

Washing up must be done thoroughly in hot water with detergent, using rubber gloves.

Cups/beakers must be covered with a clean cloth, not stacked inside one another and where possible air-dried; a dishwasher is recommended.

Damaged cups/beakers must not be used.

All cleaning cloths, towels, etc. must be changed every day and between sessions, if there is more than one session. Different cleaning cloths must be used for kitchen and bathroom.

Any leftover food must be properly disposed of.

Routine cleaning which may pose a safety risk must not take place when children are on the premises.

Infectious Disease Control:

1. Children and adults with heavy colds or coughs must not attend the childcare service. It is advisable that a child who has been sick during the night must not attend the childcare service.
2. Any children of childcare staff who are ill must not accompany their parent/guardian/carers to work in the service.
3. Refer to the Management of Infectious Disease in Childcare Facilities: [www.hpsc.ie/A-Z/ Life Stages/Childcare/](http://www.hpsc.ie/A-Z/Life%20Stages/Childcare/)
4. Children with infectious diseases must not attend the childcare service. Information on exclusion periods should be provided to parents
5. A dated notice informing all parent/guardian/carers of an infectious disease outbreak/incidence must be displayed in a prominent place and all parent/guardian/carers must also be verbally informed.
6. Head louse infestation is a contagious condition, and when noticed in the childcare service must be brought to the attention of all parent/guardian/carers immediately.

7. Should there be an outbreak of Gastroenteritis in the Childcare Service consideration should be given to closing the service for at least 72 hours after any affected child has recovered.
8. A separate cleaning programme is required for the premises not included in the HACCP cleaning programme in the interests of preventing the spread of infection

Recommended Hygiene Practices

Anti-bacterial soap and disposable paper towels are used for washing and drying hands
Cleaning schedule is in place to ensure that children's toilets are kept in a clean and hygienic condition at all times.
Disposable gloves are provided and must be worn during, handling other soiled garments and when washing and disinfecting potties.

Animals:

Staff must ensure that

Animals visiting the childcare service are free from disease, do not pose a health risk and are safe for children to be with.
The childcare service pets are disease free, do not pose a health risk, are safe for children to be with and are regularly checked by a vet.

Pest Control:

1. All door and window openings to the food storage and preparation rooms must be effectively screened to prevent the ingress of birds, vermin and insects.
Adequate proofing must be made to the structure to prevent infestations of vermin and insects.

Behaviour Policy

St Michaels Little Scholars Childcare Policy

Policy statement.

This service is committed to encouraging children to grow and develop to

their full potential in a suitably planned environment, that supports and provides guidance to enable all children to recognize, manage and deal with their own behaviour in a socially acceptable way; where children know what is expected of them and where clear limits are set, appropriate to their age and stage of development and taking into account culture, diversity and any additional needs they may have. We believe in promoting positive behaviour and encourage respect for others and development of self-control and tolerance.

All staff working in the setting will adopt a pro-active, positive approach in assisting children to regulate their behaviours and provide coping mechanisms to deal with positive and challenging behaviour.

Rationale

In accordance with Regulation 9, St. Michael's Little Scholars recognize that there is a need to implement a Behaviour Management Policy in the setting in order to promote a positive behaviour management and provide clear guidelines for staff to take when dealing with challenging behaviour. This policy is in place to support, strengthen and maintain a safe environment for all children and staff. This will ensure that responses are fair, respectful and based on the understanding of the needs of the individual child.

Scope

This policy informs all Early Years Practitioners including management, Domestic and Ancillary staff, students and voluntary workers including parents, extra-curricular/contracted providers and any other persons who come in contact with children in the setting to comply with this said policy.

A number of strategies are in place to encourage positive behaviour and support challenging behaviour.

- ❑ Children who misbehave will be given one-to-one adult support in helping to identify what was wrong/inappropriate and working towards a better pattern.
- ❑ Observations will be carried out regularly and as behaviour prescribes to assist with understanding and planning support mechanisms for the child.
- ❑ Adults in the pre-school will model, praise and endorse desirable behaviour such as kindness and sharing.

- ❑ Adults will not shout, or raise their voices in a threatening way.
- ❑ Physical punishment, such as smacking or shaking, will be neither used nor threatened.
- ❑ Children will never be sent out of the room by themselves.
- ❑ Techniques intended to single out or humiliate individual children will not be used.
- ❑ There will be no spitting, biting or hitting of other children by the children themselves tolerated. Parents will be notified immediately if there is a problem.
- ❑ It is policy not to name the other child involved in the incident.

Procedures for dealing with Challenging behaviour

Our techniques for dealing with an incident are as follows:

- ❑ Approach Calmly
- ❑ Place yourself on the same physical level as a child
- ❑ Recognize each child's feelings and emotions
- ❑ Ask for an explanation from those involved give all involved the chance to speak
- ❑ Listen attentively
- ❑ Re-state what each child has said
- ❑ Ask the children for ideas on how to solve the problem
- ❑ Any response must be proportionately linked to the behaviour and the child's capacity to understand
- ❑ Observe and record the incident using incident form No. 1
- ❑ Based on findings from observations, staff may change the layout of the room & how activities are implemented for the children.
- ❑ All staff are trained and skilled in understanding children's development
- ❑ Staff members act as positive role models by being considerate to each other.
- ❑ In the case of misbehaviour, it will always be made clear to the child/ children in question that, it is the behaviour and not the child, which is unacceptable.
- ❑ The key worker/Manager will work with the child to address the unacceptable behaviour and will try to find a solution to the problem.
- ❑ If the unacceptable behaviour continues, the Manager will address the problems with the parents of the child. They will work in partnership to resolve the problem.
- ❑ If the child is extremely violent or has violent outburst; towards other children and staff parents will be contacted and we will have to decide on a plan of action to resolve the child's behaviour.

- ❑ If there is a repeat of extreme unacceptable behaviour, the parents will be contacted immediately and asked to remove the child permanently but this is only for extreme cases.
- ❑ All the above actions will be kept confidential recorded and filed away in a lockable cabinet.
- ❑ The numbers of staff to children will be in keeping with current Childcare regulations
- ❑ Regular and effective communication between the preschool and the Child's parent or guardian is seen as vital.
- ❑ Where necessary the service may seek additional advice or support from relevant professional services.

Other approaches to promote positive behaviour

Good behaviour will be rewarded with encouragement and positive attention, whereas unacceptable behaviour will gain less attention.

Programmes will be ongoing to support the children to identify their emotions and feelings, parents will always be kept fully informed of their child's progress.

- Service provides a wide range, variety and quantity of play equipment and toys as this may assist with reducing the possibility of fighting and competition for toys
- Service provides daily access to spacious outdoor play areas so that children can partake in physical activity and release tensions.
- The curriculum, daily routine and programme of activities is matched with the child's ability and allow for natural progression
- Positive behaviour such as kindness, tolerance, respect and willingness to share will be encouraged through activities, projects, role play of pro-social behaviours and games.
- Opportunities to discuss/ impart knowledge on positive rules and boundaries

*Corporal punishment, abusive language, ridicule or confinement of a child or deprivations of food, clothing or any other basic need are **ABSOLUTELY FORBIDDEN**. Any suspicions of abuse must be reported immediately as per Policy No. 002. For definitions of abuse, see Appendix 1. Any breach of this policy will result in immediate dismissal or removal from the service.*

Fire Drill Policy
St Michaels Little Scholars Health & Safety



Principles

St Michael's Little Scholars wishes to ensure the safety of the children attending our service and therefore the following policy will be adopted in the event of a Fire.

The Policy

FIRE DRILL

Raise Alarm

Early Years Fire officer sounds alarm to alert staff and children of a fire in the building. Then Early Years Practitioner/Leader collects the child register and telephone.

Evacuate Building

With staff member at front and staff member at rear, children and staff walk to designated Fire assembly point - outside. Childcare Assistant checks all children and staff are present against register.

Call Fire Brigade

The appointed person goes to call the Fire Brigade from the nearest phone.

The leader stays with the children.

Putting out Fire

If it is safe to do so without risk to oneself, a member of staff, not needed for the children, May fight the fire with appropriate extinguishers until the Fire Brigade arrives.

The parents are telephoned by the designated person to inform them of the Fire.

The designated person in charge of monthly fire drills is Sabrina Hatzer. Sabrina writes up on all fire drills & they are available on request.

The electric fire drill is checked by a member of staff once a week. The staff member will sound the alarm & check that all is in working order the fire extinguishers. The fire extinguishers are served once a year by a professional fire safety company & a report is available on request. Also the electric fire drill is serviced once a year & it is available on request.

REMEMBER - DO NOT RE - ENTER THE BUILDING UNTIL THE FIRE

OFFICERS SAY IT IS SAFE TO DO SO

The electric fire alarm is serviced once a year by a certified Fire Officer. Staff are always encouraged to attend all fire training safety.

Fire Safety

- A Fire Safety Certificate has been granted by the fire Authority and the service follow the guidelines set out in Fire Safety in Preschool.
- All firefighting equipment and detection equipment will be regularly checked and maintain.

- Fire drills will be carried out once per month keeping all appropriate records.
- All staff will be given fire safety training.

St Michael Little Scholars Childcare Policy

Inclusion

Policy

St Michael Little Scholars value the ability, individuality and cultural background of all children by providing each child with the opportunities they need to reach their full potential as active learners within an inclusive ethos/culture. We will promote and nurture the identity of each child attending the service and ensure that their emotional and physical well-being is of paramount importance at all times.

Policy Statement

This policy represents the agreed principles and commitments for inclusion, in line with the Early Childhood and Education National Inclusion Charter. We will implement this policy to support and develop an inclusive environment for children and adults with in our service.

Core Principles

St Michael Little Scholars actively seeks to support learning and participation that does not hinder or exclude individual children or groups of children. This means that equality of opportunity must be a reality for all children attending services. This is achieved by using a child centered equality & diversity approach to create an inclusive learning environment.

1. Work in partnership with parents
2. Support children's ability, identity, cultural background & sense of belonging
3. Support children to become respectful of differences
4. Respond the children's diverse and individual learning needs & styles through the curriculum.

Dealing with Discriminatory Incidents

the first step in handling incidents involving discrimination is to recognize and acknowledge what is happening.

Children will need to know that name calling or physically hurting someone is unacceptable.

When an incident occurs both children will learn from the incident.

Always sit down & listen to what the children will have to say.

Appropriate action will be taken, we will endeavor to discuss this at roll time, set up activities,

We will show empathy & express our feelings; this will help children to express their feelings.

It is important to be aware of how our attitudes can shape, how we respond to a given situation. Parents/Guardians & Early Year Practitioners are all role models for the children.

Procedure

- We will work in partnership with parents
- Support children's ability, identity, cultural background and sense of belonging
- Support children to become respectful of difference.
- Implement a curriculum that meets the individual needs and emerging interests of the child under Aistear.
- We want children to feel secure & valued.
- Staff & parents work together to ensure food served meets the medical, cultural & dietary requirements of each child.
- All children's cultural background is respected and valued.
- Children will feel strong and confident about their identity.
- Children are taught in groupings that allow them all to experience success.
- We will support our early year's practitioner to ensure that they are trained in an equality and diversity approach to providing care and education.

Outings

St Michaels Little Scholars Policy

Principles

St Michael Little Scholars is committed to planning and undertaking appropriate and well supervised outings. Outings provide an opportunity for children and adults to share in active learning experiences, which can be used to enhance many areas of the curriculum of St Michaels Little Scholars curriculum.

Policy

- Parents will be provided with full details of the proposed outing and Parental Consent forms must always be completed prior to a child participating in any outing
- Risk assessment should be carried out before an outing takes place.
- Appropriate number of adults is required on all outings for insurance and safety reasons.
- Attendance records including contact number for parents or guardians and details of any illnesses' or allergies will the child may have will accompany the children on the outing.
- The manager & Staff will take responsibility for ensuring the children's safety while out on a trip; a key worker will be assigned to a group of children. Regular and frequent counts will take place before leaving, while on outings and before we depart the outings.
- Manager staff must have a mobile telephone that is capable of working in the area and have a full battery charge.
- That at least one staff member has first aid.
- Our staff ratio is 1:3.
- That a note will be taking of any children's allergies and medical information.
- Parents and staff make sure appropriate clothing is brought depending on the weather.
- First Aid Kit will be taking on all outings.
- Children will take a good packed healthy lunch.

Accident Policy
St Michaels Little Scholars Health & Safety Policy

Principles

St Michael's Little Scholars wishes to ensure the safety of the children attending our service and therefore the following policy will be adopted in the event of an accident or if a child is unwell.

The Policy

FOR ALL ACCIDENTS

All accidents, however slight must be recorded by completing an accident form and enter it into the accident book, stating time of accident, how it occurred, and the extent of the injury and how it was treated.

All those present (staff or parents etc.) should be named, and supervisor immediately informed.

Parent/Guardian must be informed of the accident - ASK PARENT TO SIGN REPORT.

IN AN EMERGENCY

If the child requires hospital admission Dial 112.

Notify Parents immediately. If the parents are not available, the emergency contact person should be informed.

If hospital admission is required ensure any available medical information accompanies the child, and a copy of the parents signed consent for emergency medical treatment.

A Staff member must accompany child to the hospital and remain there until Parent / Guardian arrives.

All children attending the Service must have completed Medical Consent Form.

HEAD INJURY

Following a head injury, the child needs to be closely observed for the following:

- Any loss of consciousness however temporary.
- Drowsiness or confusion
- Vomiting.
- Dizziness
- Blurred vision
- Or any sign of seizure or fitting



In the event of a child, displaying any of the above signs and symptoms immediate medical help must be sought.

CHILD UNWELL

In the event of a child becoming unwell (causing concern) during the service, we will if we are unable to contact the parent or if the parent fails to come within a reasonable time, or if the staff feel urgent attention is required, they will contact the doctor. Every effort will be made to contact the child's own doctor if local, but in the event of this not being possible, we will contact the doctor for the service or the take the child to the doctor or hospital.

The parent may be liable for any fees attached to professional services given. Contact the parent requesting they come immediately.

In the event of any emergency where a child is unwell this procedure will be followed.

1. The child must not be left unattended at any time.
2. Parent / Guardian will be contacted by telephone and requested to come to the service.
3. The child's temperature will be taking, if the child is feeling hot, a cold compress will be applied & if still remaining hot, the staff will remove an item of clothing to try cool down the child. If the temperature is showing the child is cold. We will supply a blanket and a pillow for them.
4. The staff will reassure & comfort the child until the parent/Carer comes to collect them.
5. If we are unable to contact the parent or if the parent fails to come within a reasonable time, or if the staff feel urgent attention is required, they will contact the doctor. Every effort will be made to contact the child's own doctor if local, but in the event of this not being possible, we will contact the doctor for the service or the take the child to the doctor or if deemed necessary to the hospital.

The parent may be liable for any fees attached to professional services given.

All illnesses accidents must be recorded and signed in the accident book.

Accidents and Incidents

12.1 Policy Statement

It is our policy to promote the health, well-being and safety of all the children in our service through the implementation of robust policies and procedures and by developing and regularly reviewing accident prevention procedures and fire safety. Although we adhere to all safety precautions and guidelines, accidents may occur.

12.2 Responding to an Accident or Incident

- We will ensure that all personnel are aware of emergency numbers and that they are prominently displayed.
- We will ensure that all relevant personnel have up to date First Aid Training and that a complete First Aid Box is accessible.
- The safety and welfare of the child is always the first consideration if a child is injured or an accident occurs.
- After an accident, as soon as practicable, the accident Report Form is completed and recorded in the accident book.
- The manager is informed of serious accidents or incidents.
- Parents are always informed of incidents or accidents involving their child and requested to sign the relevant form.
- The Manager will review the accident and incident reports annually

Collection of Children from National School St Michaels Little Scholars Health & Safety Policy

Principles

St Michael's Little Scholars is committed to ensuring the safety of all its children collecting & attending the service.

Policy

- Parents of children who do not attend Donaghmoyn National School are responsible for leaving their children at the service for After School Activities.
- Children who attend Donaghmoyn National School will be collected at 2pm or 3pm daily on the days that they are booked into attend. Staff will write the child's name in a log book and this will record who has to be collected at 2pm or 3pm. Each child will have their name signed into the book & staff must sign them out at the end of each session.
- Parents are asked to notify the service if their child is booked in and will not be attending.

Healthy Eating St Michaels Little Scholars Health & Safety

Principles

The UN Convention on the Rights of a Child (1991) states:

"Children have the right to be as healthy as possible, live and play in a safe, healthy, unpolluted environment and benefit from preventive health care and education"

Policy's Statement of intent

St Michael's Little Scholars is committed to promoting children's health and to encourage healthy eating habits

Policy

The service will therefore encourage parents/carers to provide snacks which are healthy and nutritious and help to provide children with the energy and nutrients they need.

Snacks and drinks

The following are guidelines which we would highly recommend that parent/carers follow:

- Sweets, crisps and fizzy drinks are not permitted at pre-school.
- We would recommend that parent/carers follow a healthy eating approach to children's food when they are attending the Early Years service.
- Where possible snacks should be sugar free to avoid causing damage to teeth. Fresh fruit is an ideal snack choice.

A hot snack is available from 12:30pm – 2pm. A Menu is displayed in the main Hall for parents & Early Years Practitioner.

Rewards and Special Occasions

- Praise and attention are used to help develop children's self esteem and to act as a positive reward for good behaviour.
- If other forms of reward are used, they support and do not conflict healthy eating principles. For example, sweets and fizzy drinks are not given as rewards
- If on occasions juices are provided, they are well diluted (one-part juice to eight parts water) and given at lunchtime only, to avoid causing damage to teeth-
- Celebrations of birthdays and other special occasions, E.G. Easter, Christmas we allow treats along with healthy food.

Activities

- Healthy eating is promoted through a range of activities for the children including play, stories, music, outings cookery etc.

The service participates in special campaigns and initiatives such as healthy campaigns, healthy snacks awards etc

Staff Absences

St Michael Little Scholars Policy 025

Principles

St Michael Little Scholars undertakes to have arrangements in place to ensure that the service is adequately staffed at all times.

Policy

- Sandra Dooley to deputize in the absence of Emma Markey in charge.
- If Sandra Dooley is unable to deputize Sabrina Hatzler will stand in.
- Correct Adult/Child ratio.
- In the event of staff member being ill, then he/she must notify the manager if possible before 7:30am on the first morning of the illness this will facilitate the organization of relief staff.
- Daily and weekly staff rotas.
- Agreement on how much notice is required in advance of leave
- Procedure on how staff notifies the service in the event of unexpected absences.
- Relief staff that are available to cover planned staff absences and emergencies. (Committee).

Recruitment Policy

St Michael Little Scholars Childcare Policy

Policy

St Michael Little Scholars will endeavor to safeguard all children. By doing so all staff will go through the appropriate channels of recruitment.

Procedure

A job description will be done up & displayed in the childcare service & will be added into the local papers & bulletins.

A closing date for applications will be on in the advertisement.

Prepare person specification & agree short listing criteria

Agree recruitment panel

Shortlist received application to interview candidates

Interview, score make notes make recommendations

A letter will be sent out to offer position.

Upon agreement check references, begin induction & obtain Garda Vetting

Agree & signing of contract terms & conditions of employment

The manager will have the E Vetting form available.

The person will fill out form & manager will send off.

All volunteers, Board of Management & relief staff must also be vetted.

Students must obtain a letter or copy of declaration form the colleague and references.

Garda vetting form will be retained for a period of 5 years from when the person commences work.

Disclosures on Garda Vetting

If a disclosure shows up on a garda vetting form.

The committee will call an emergency meeting along with the manager.

It will discuss the serious of the disclosure, the persons references etc will all be taking into account.

If other agencies need to be contacted the Child Protection Officer will deal with those.

The committee will call a vote & the chairperson will have the final say.

The person will be sent out a letter with the outcome of the meeting as to whether the person is still able to get the job or that the service will not be in a position to offer the job.

GARDA VETTING: HANDLING DISCLOSURES

Risk assessment will be done to the individual ...

Risk Assessment

Risk will be assessed in relation to the individual in terms of the risk due to the disclosed offence. In some cases, the relationship between the offence and the position the individual has applied for will be clear enough to take a decision as to whether or not the individual is suitable for employment in an early year setting. Points to consider are:

- Offences concerned with larceny, fraud and theft are crimes of deception and may be a behavioral indicator.
- Child Protection or related offences.
- Breaches in trust e.g. fraud.
- Offences against property e.g. arson, armed robbery.
- Drug related charges/convictions (particularly possession for sale or supply).
- Offences against the person e.g. assault, harassment, coercion.
- Offences against the state.

Assessment of the risk of the employee together with the offence should be carried out:

- In carrying out this assessment, the following factors in addition to other relevant case specific concerns will be considered
- The seriousness of the offence and its relevance to the safety of the children.
- The length of time since the offence was occurred.
- The age of the applicant at the time.
- Whether the offence was a 'one off' or part of a history of offending.
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely.
- The degree of remorse or otherwise, expressed by the applicant and their motivation to change.
- The sentence imposed in relation to the offence.
- Whether the applicant has undertaken any kind of rehabilitation relating to the offence they committed e.g. anger management or drug treatment programme.

- Work history since the offence.
- Protecting the employee from situations that might cause difficulty e.g. allegations against them etc.

The risk assessment and the decision to employ or not to employ should be carried out by those with the knowledge and competence to make these decisions

We will ensure that all staff and volunteers are carefully selected in line with the Service Recruitment Policy and the Child Care (Pre-school Services) Regulations 2006. The following will be undertaken:

- Development of job description which outlines the qualifications, skills and experience needed for each post
 - Advertising vacancies externally and as widely as practicable
 - Requesting candidates to supply personal information on an application form
 - Interviews will be conducted by more than one person. It is the responsibility of the interview panel and not one individual to appoint staff/volunteers
 - All processes should be consistent and transparent. (i.e. interview questions agreed in advance, scoring sheets and feedback to candidates)
 - Prior to an offer of employment being made, two references from previous employers (including the most recent) should be supplied, verified and kept on file.
 - Prior to commencement of position, proof of identity including address (passport, driving licence or ID card) will be requested and kept on file.
 - Prior to commencement of position satisfactory Garda Vetting will be in place for all staff or volunteers.
 - The development of criteria on decision making regarding suitability in the event of a vetting disclosure (Garda Vetting Policy)
-
- Any child protection and welfare concerns that arise through the recruitment process should be dealt with through the reporting procedures as outlined in Section 3

- All new appointments should be subject to a probationary period for a stated period and a review meeting held before the post is confirmed.
- All employees will be provided with an employment contract.

Personnel File

An up-to-date and accurate personnel file is kept for each member of staff that includes the following records:

- proof of identity and that the person is over 18 years of age
- proof of satisfactory Garda Vetting
- two validated references, including a reference from the most recent place of
- employment
- verification of qualifications
- Investigation of any gaps in employment

St Michael Little Scholars Childcare Policy

Staff Training

Policy

St Michael Little Scholars adhere to having all their employees up to date with all their training & also encourage them to keep up to date with all workshops & training.

Procedure

Staff meetings are called once a month.

Staff will be notified of all new training calendars & upcoming courses at these meetings.

We recommend all these to all CE Workers also.

Under Bawn & Latton Resource Centre, all CE Workers training will be paid by them.

Monaghan County Childcare & Early Childhood Ireland sent out training information on a regular basis.

Induction for new employees, students and volunteers:

- As part of the induction process, all new management, staff, volunteers and students will be briefed on all the elements of the Child Protection and Welfare Policy including the ethos of the service, child centred practice and the Code of Behaviour, child safeguarding policy, within the first week of employment.
- All management, staff, volunteers and students will be required to commit to and abide by the Child Protection and Welfare Policy. They are required to confirm that they have read and understand the Child Protection and Welfare Policy with their signature.

Training on Child Protection:

- The DLP and deputy DLP will be released to attend *Always Children First* Training and/or other relevant training as identified and we will ensure that the DLP and Deputy DLP attend child protection training every 3 years.
- All management, staff and volunteers will be encouraged to attend child protection and other relevant training as identified.
- Staff will be provided with information in relation to particular skills training to encourage professional development and best practice.
- All staff are required to complete the Tusla eLearning module - introduction to children first

Staff Supervision and Support

- Regular supervision and support are available to staff and volunteers, through one to one meetings or group meetings. This will take place every term or more often if required

Staff will be supported while dealing with a child protection concern and outside support will be sought where necessary, the costs of this will be borne by the company

Employee Assistance Scheme:

Dealing with child protection and welfare concerns can be very challenging and can impact practitioners in different ways. Employee assistance programmes (such as those provided by health insurance providers) offer confidential support and counselling to employees on issues affecting any aspect of their personal or professional life. For examples of such schemes see VHI, Laya Healthcare

Supervision Policy Statement

St Michael Little Scholars is committed to providing staff supervision to maintain and promote standards. It forms part of our overall performance management structure which includes recruitment, induction and training.

Principle This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

Rationale

Supervision is a process for staff and management to discuss work, reflect on current and emerging issues and to plan for future development. Supervision sessions provide an opportunity to monitor and ensure quality of practice as well as providing support and feedback. Any issues arising in the workplace can be addressed in a timely and supportive manner. Staff will be encouraged to put forward new ideas, make suggestions for changes or to request additional training. Staff supervision is provided by line managers, follows a planned and agreed structure and takes place regularly, depending on the capacity and needs of the service. Ideally supervision should take place monthly or quarterly at a minimum.

Procedure

A programme of support and supervision will be agreed between the Line Manager and each staff member and unpaid worker.

- Meetings will be held with all staff on a monthly, bi-monthly, quarterly basis by the Manager. These meetings will be set in the diary for a period of 3, 6, 9, 12 months in advance.
- A support and supervision template will be completed during the meeting and will be used as the basis for discussion.
- The template will consider specific areas of work, issues emerging, work with children in their care, training needs and personal development.
- The Manager/Supervisor will keep a brief written record of these regular meetings on this template for inclusion in the personnel file of each staff member, these notes will be dated and signed by both parties.
- Actions arising from Support & Supervision meetings will be reviewed at the next meeting.
 - Appraisals
 - A review will take place at the end of each staff member's probationary period and thereafter annually.
 - The annual review or appraisal is carried out for the purpose of giving the employee feedback of the work of the year, provide support for staff in their role, provide opportunities to discuss ideas and concerns and plan objectives for the year ahead.
 - The appraisal will include a review of the job description which may be updated as necessary by agreement of both parties.
 - Both the manager and staff member will sign a record of the appraisal meeting.
 - Records of the appraisal will be kept confidential to the Manager/Supervisor except in cases of formal disciplinary or grievances or with the joint agreement of both parties.

We currently are contracted in with NCS Scheme. There are 2 types of Subsidies available the Universal & the Income Assessed Subsidy.

Key points about the universal subsidy

- It is only for children aged between 6 months (24 weeks) and 3 years (36 months)
- It is available to parents with any income level and it is not means tested
- Parents of children over 3 years (36 months) who have not yet qualified for the free pre-school programme (ECCE) can apply
- Your subsidy will be 50 cent an hour. This is €20 a week (or €1,040 a year) if you qualify for the maximum of 40 hours of subsidised childcare a week. See 'Rates' below.
- Children must be attending a childcare provider who is registered with Tusla

Key points about the income assessed subsidy

- It is for children aged between 6 months (24 weeks) and 15 years

- It is means tested and available to families with an annual reckonable income of up to €60,000. See 'Rules' below.
- Your hourly subsidy rates are based on your individual circumstances (depending on your reckonable family income and the age and educational stage of your child). See 'Rates' below.
- You can use your subsidised hours for before-school and after-school childcare costs
- Children must be attending a childcare provider who is registered with Tusla
- You do not have to be employed but the number of childcare hours available will depend on the hours you and your partner work, study or train

To apply for NCS scheme you will need the following

- A verified My Gov ID Account
- Your child Info such as Date of Birth & PPS number
- Your employment details & income related details
- Your partners PPS Number
- Your partner employment & income related details

<u>Sessional</u>	<u>Preschool 9:30-12:30</u>	ECCE 9:30am-12:30pm
	Full Cost Per Week	Full Cost
Cost per week per child	€62.50	€0.00
<u>Part Time</u>	<u>Early Years Service 9am-2pm</u>	
	Full Cost Per Week	
	€87.50	
<u>Part Time</u>	<u>School Going Children 2pm-6pm</u>	
	Full Cost Per Week	
	€65.00	
<u>Sessional</u>	<u>School Going Children 3pm-6pm</u>	
	Full Cost Per Week	
	€45.00	
<u>Half Session</u>	<u>Early Years & School Gong Children</u>	
	Full Cost Per Week <u>8:30am-9:20am</u>	
	€25.00	
<u>Half Session</u>	<u>Early Years & School Going Children</u>	
	Full Cost Per Week <u>2pm-3pm</u>	

	€15.00	
<u>Midterms, School Holidays Etc</u>	<u>School Going children</u>	
	Rate Per Full Day	
	€15.00	

Our Staff Ratios:

Sessional

3years – 6 years : 1 adult to 11 children (1:11)

6 years – 13years : 1 adult to 10 children (1:11)

St Michael Little Scholars Community Childcare Ltd is the first community childcare service of its kind in Donaghmoyne area. It was formed in 2001. We currently have 6 staff members

Emma Markey - Manager - Fetac Childcare Level 6

Sandra Dooley - Supervisor- Fetac Childcare Level 6

Sabrina Hatzer - Childcare Assistant Fetac Childcare Level 6

Elizabeth Mc Mahon - Childcare Assistant Fetac Childcare Level 6

Denise Mc Mahon - CE Worker - Currently studying Fetac Childcare Level 6

Philomena Cassidy - CE Worker - Currently Studying Fetac level 5.

List of names displayed on the notice board on the premises we are situated at Saint Michael Community Centre, Tullymichaelmartin, Donaghmoyne.

Childrens Uniform

We currently have a red jumper in place. We currently have a jumper that is optional for parents, as we don't want to put parents under any financial expense. We prefer if kids wear pants that are easier for them when using the toilet. Such as tracksuit bottoms etc. There is no strict colour for bottoms.

Staff Dress Code

Your appearance, personal grooming & personal hygiene are important in relation to role modelling for children and in relation to the professional image of the service therefore the following must be adhered to:

- Personal hygiene is important staff must present for work with clean hair & body. Male employees must have a clean shaven appearance at all times
- Clean uniforms must be worn at all times
- We will provide a tunic & fleece. DSP will provide the CE workers uniform & fleece, in addition to both you are required to wear suitable trousers/Tracksuit bottoms & suitable low shoes & trainers. Hair must be kept tidy.
- No visible body piercing are permitted with the exception of simple single studded ear rings. This is in the interest of both staff & children's safety.
- During the Christmas period, we will wear our Christmas jumpers for the month of December.
- We currently have a uniform in place. It is a red tunic with black fleece and black/navy pants. These are available from Image works, proprietor is Frances O'Brien. For students we recommend you wear comfortable clothing & Footwear.

Early Years Menu

We have recently extended our early years hours till 2pm. We offer a hot snack for all children staying on till 2pm.

Our sample menu is as follows:

- Monday – Waffle & fishfingers
- Tuesday – Potatoes, Gravy & Fish Cakes

- Wednesday – Potatotoes, Gravy & Burgur
- Thursday – Potoatoe Cubes & Nuggets
- Friday – Toasties

There is an additional €5 per day for ECCE child to use this service.

Curriculum Planning

We currently chat about our planning at all staff meeting which we go through notes from observations. We like to get all staff involved so we get the best for the kids in our service. We use child centered play based approach. This curriculum allows us to support the children's holistic learning and development. Our curriculum is informed by Aistear & Siolta our national framework for childhood education and care in Ireland. Our Curriculum promotes the child's independence, interests, well being, language and social skills. This is done using an emergent and inquiry based curriculum. This means the curriculum is coming from the child and their experiences. The inquiry based curriculum supports children to explore and investigate through many learning experiences and conversations. Our curriculum is very inclusive to all children and their different interest, backgrounds and cultures. Am emergent, inquiry based curriculum will help all children to learn & develop in a meaningful way.

All our planning will be linked in with Aistear & Siolta. *Aistear* is the **curriculum framework** for children from **birth to six years** in Ireland. It provides information for adults to help them plan for and provide enjoyable and challenging learning experiences, so that all children can grow and develop as **competent and confident learners** within loving relationships with others. *Aistear* describes the types of learning (dispositions, values and attitudes, skills, knowledge, and understanding) that are important for children in their early years, and offers ideas and suggestions as to how this learning might be nurtured. The Framework also provides guidelines on supporting children's learning through partnerships with parents, interactions, play, and assessment.

Observations

We currently carry out our observations once a month. But if we feel there is underlying development issues or behavioural issues we observe on a daily basis. We work with learning stories linking in aistear with our observations. If we feel there is underlying issues, parents/guardians will be called in & the manager & their keyworker will speak to the parent. If parents are unable to come in, the manager will have telephone parents to arrange a time or speak over the phone.

Contacting Parents

A newsletter is sent out each month & this will inform you on anything that is happening in our service. Also we have set up whats up group messages will be sent out too. We promote kids work on facebook & Also on our website.

Thank you for choosing our service & feel free to contact us if you have any queries

St Michael Little Scholars