

Crann Support Group & Member Organisations



Pre-school Parent Pack 2016

On behalf of:

- ❖ Ballivor Community Childcare, Ballivor, Co. Meath (*Giggles*)
- ❖ Duleek Community Childcare, Duleek, Co. Meath (*Liag Na N'Og*)
- ❖ Lagore Community Childcare, Dunshaughlin, Co. Meath (*First Steps*)
- ❖ Laytown Community Childcare, Laytown, Co. Meath (*Lilliputs*)
- ❖ Navan Community Childcare, Navan, Co. Meath (*Daoine Oga*)
- ❖ Navan Travellers Workshop, Navan, Co. Meath (*Little Angels*)
- ❖ Simonstown Community Childcare, Navan, Co. Meath (*Le Cheile*)
- ❖ Summerhill Community Childcare, Summerhill, Co. Meath (*The Hive*)
- ❖ Trim Community Childcare, Trim, Co. Meath. (*Coisceimeanna*)

A note from the Chief Executive Officer

A very warm welcome to our returning children and our new children for Preschool 2016-2017. Like all other years our staff have been working hard putting together a programme that will ensure your child has a fun filled learning experience and memories to last a lifetime.

In addition to our full-day care and afterschool services the Crann Support Group now operates 16 Preschools in Co. Meath and caters for 208 preschool children on a daily basis. Our Preschools vary from English Speaking to Irish Speaking and from Indoor Preschools to Outdoor Pre-schools. Our first Outdoor Preschool was launched in our Navan Centre, Daoine Óga in May 2010 by the Minister for Children, Frances Fitzgerald.



The inspiration for this project came from a visit to Copenhagen and to the first Outdoor preschool in Ireland which is located in Donegal. In our Outdoor Preschools, the children spend most of every day in the outdoors and the environment has been designed to ensure that the children have a challenging play environment which enables them develop and acquire skills through play. Services of this kind have been developed on the basis that there is

nothing inside which cannot be replicated outside - however, it is very difficult to replicate inside what is outside.

Regardless of the type of preschool your child joins in the Crann Support Group our main aim is to ensure every child's needs are met at all times and therefore our programs are adaptable to each child. Each child is encouraged to progress at his/her own pace. Our staff facilitate a holistic approach to early childhood education and development and our programs change weekly and are displayed daily in each room. We encourage outdoor play and risky play in all centres every day no matter the weather and we have an all weather play area in each centre.



The Crann Support Group enjoy working with parents and we encourage parents to share ideas for the daily program of the classroom their children attends. We promote an open door policy that allows parent's to come into the centre to observe there child's progress throughout the day. Our staff facilitate any parent wishing to enquire about children's progress with parent /staff meetings.



On behalf of the Crann Support Group I would like to take this opportunity to thank you for choosing our service for your child and look forward to working with you over the coming year. Should you have queries or require any futher clarification please do not hesitate to contact our centre Manager directly on the details provided.

Yours sincerely,

Marie Daly

Marie Daly
Chief Executive Officer

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Our philosophy

We approach teaching with a child-centred philosophy. We believe that every aspect of a child's personality, be it cognitive, social, emotional, physical, or spiritual, should be touched or challenged in some way during his or her journey with us.

Our mission is to provide a warm, nurturing and safe environment for the children and families enrolled here.

Specifically, the early childhood staff seeks:

- to teach children to respect themselves, others and their environment
- to provide a safe, nurturing and developmentally appropriate environment
- to provide for all areas of a child's development
- to develop creativity and critical thinking skills in children
- to provide for children's social and emotional development
- to extend ourselves outside of the educational realm and into the community to collaborate with families
- to provide resources for parents as needed as well as child development information
- to enable administration to act as a support system for parents and staff



Directory of Childcare Services

Preschool:	Address:	Contact Details:	Manager
Giggles Morning: 9:00am-12:00pm	Ballivor Community Childcare, Ballivor, Co. Meath	Tel: 046 956 7801 Email: giggles@crannsupportgroup.ie	<i>Alice Kelly</i>
Liag Na n'Óg Morning: 9:00am-12:00pm Afternoon: 12:15pm-3:15pm	Duleek Community Childcare, Duleek, Co. Meath	Tel: 041 988 0100 Email: duleek@crannsupportgroup.ie	<i>Sarah McKenna</i>
Lilliput's Morning: 9:15am-12:15pm Afternoon: 12:30pm-3:30pm	Laytown Resource House, Laytown, Co. Meath	Tel: 041 982 8588 Email: lilliputs@crannsupportgroup.ie	<i>Pamela Brady</i>
Daoine Óga Morning: 8:45am-11:45am 9:15am-12:15pm	Navan Community Childcare, Navan, Co. Meath	Tel: 046 907 5379 Email: navan@crannsupportgroup.ie	<i>Sinead Conlon Daly</i>
Little Angels Morning: 9:15am-12:15pm	Navan Travellers Workshop, Navan, Co. Meath	Tel: 046 902 7801 Email: ntw@crannsupportgroup.ie	<i>Marie McDonagh</i>
Le Chéile Morning: 9:00am-12:00pm	Simonstown Childcare Facility, Navan, Co. Meath	Tel: 046 903 1519 Email: lecheile@crannsupportgroup.ie	<i>Jacinta Conaty</i>
The Hive Morning: 9:30am-12:30pm	Summerhill Community Childcare Ltd., Summerhill, Co. Meath	Tel: 046 955 8617 Email: thehive@crannsupportgroup.ie	<i>Anne O'Neill</i>
Coiscéimeanna Morning: 9:00am-12:00pm	Trim Community Childcare, Trim, Co. Meath	Tel: 046 948 3161 Email: coisceimeanna@crannsupportgroup.ie	<i>Trudie Moore</i>
First Steps Morning: 9:30am-12:00 pm	Lagore Road, Dunshaughlin, Co. Meath	Tel: 01 8240756 Email: firststeps@crannsupportgroup.ie	<i>Annie McGuinness</i>

Our Curriculum:

All our pre-schools operate from the National Curriculum Framework Aistear and Siolta the quality assurance programme concerned with improving the quality of early childhood experiences for all children aged birth to six years.

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. We plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. We operate a child-based approach, where the adults plan activities inspired by the child/group interests.



Circle-Time:

Circle time allows practitioners and the children to talk, sing, and play together. We like to lead children into discussing daily information, such as who is present or absent, what the weather is like, etc. and to introduce the day's activities. By encouraging children to sit together and participate, they are building an understanding of focused activities and group participation. We give children the opportunity to sing songs they have learned, discover new songs, use musical instruments and move their body to the rhythm. Finger plays encourage fine motor movements and eye hand coordination. Completing the register provides your child with an opportunity to answer their name, develop their confidence and social skills and prepare them for school life.



Sensory and Messy Play

Messy play has a big role in the pre-school as it helps to encourage children's fine manipulative skills, their senses and encourages social interaction. We often use foam, jelly, soil and many other exciting materials to explore, therefore parents should expect their child to get very messy! Sensory play involves the child's senses - sight, hearing, smell, taste and touch. Activities include food environmental music, smelly bags containing a variety of natural plants such as lavender and using sensory lights and equipment.



Creative Play

The Preschool contains a variety of art & craft materials for your child's disposal. Young children learn through first-hand experience, through watching, copying, trying out, & setting themselves challenges as well as making sense of their experiences. It provides them with an opportunity to explore a range of experiences and assimilate their learning within an enjoyable and meaningful context.

Outdoor Play

Outdoor play is an important part of our day. Running, jumping, crawling, climbing and having fun. We incorporate risky play into our curriculum. Risky play is an important kind of play where children acquire better motor control and learn what is dangerous and what isn't. It is our policy for children to go outside everyday throughout the year in order to experience all weather, so it is vital that appropriate clothing is provided for your child to accommodate the various weather, (wet gear, boots, hats, gloves, sun-hat, sun-cream etc.)



Policies & Procedures

All company Policies & Procedures are available to view at reception or **very soon** at www.crannsupportgroup.ie. Some of the key points within our policies relevant to pre-school parents/guardians include:

- ✦ Our car park has a speed limit of 5 mph, please observe this in the best interest and safety of your children. Please do not park in the disability space or in front of the Fire Assembly point.
- ✦ Our building meets necessary fire and safety regulations and staff are trained accordingly.
- ✦ Only a designated adult (over 18) may collect your child. All authorised collectors must have the correct password.
- ✦ Sick children should not be brought to pre-school (refer to illness policy), if your child contacts an infectious illness you are obliged to notify the centre.
- ✦ All children are required to bring a healthy lunch (no sweets, juice, crisps, or biscuits) and a small drink of milk or water.
- ✦ Parents/guardians are encouraged to contribute to activities in areas that suit their interests and skills. However, Garda Clearance forms must be completed before a parent participates in school activities.
- ✦ All accidents on the premises during Pre-School are noted and parents are notified accordingly.
- ✦ Personal toys are not permitted as they can get broken easily and cause unnecessary confrontation.
- ✦ All centres encourage risky play through the curriculum.
- ✦ For insurance purposes children cannot be received into the pre-school before the appointed time. Prior to children being checked into the role book they remain the responsibility of the parent.
- ✦ Under our Child Protection Policy; we are responsible for ensuring that children are protected and kept safe from harm. If we have a concern relating to a child's welfare, we have an obligation to report it to child protection services. However, parents/guardians will be consulted prior to this report.

What to bring

- ✦ The pre-school uniform consists of navy tracksuit bottoms, navy tracksuit jumper and a blue aertex shirt. All of these items can be purchased in Penny's and Dunne's Stores. Please ensure your child's uniform is labelled.
- ✦ A spare set of clothes including underwear should be left at the centre or sent in your child's bag at all times.
- ✦ Children will play outdoors daily so please ensure they are dressed appropriately; wet gear, welly boots, hats, scarfs, gloves etc.
- ✦ During hot weather sun cream lotion needs to applied prior to pre-school and left in the child's bag to reapply as necessary.
- ✦ Sessional children should bring a healthy packed lunch (no sweets, crisps biscuits or juice) and a drink of milk or water. Children will not be permitted to eat/drink unhealthy snacks in pre-school.
- ✦ **All enrolment forms must be completed and returned to your pre-school service before your child commences. It is also vital that we receive a copy of your child's immunisation schedule to comply with regulation.**

ECCE Preschool Calendar

Preschool Calendar September 2016 – June 2017

Monday, 5th September 2016	School Opens
Monday, 31st October – Friday, 4th November 2016	Mid-Term Break
Friday, 23rd December 2016	School closes at normal time for Christmas Holidays
Monday, 9th January 2017	School Re-opens
Thursday 23rd - Friday 24th February 2017	Mid-Term Break
Friday, 17th March 2017	Public Holiday
Monday, 10th April – Friday, 21st April 2017	Easter Holidays
Monday, 1st May 2017	Public Holiday
Monday, 5th June 2017	Public Holiday
Wednesday, 28th June 2017	School closes at normal time for Summer Holidays

(Note the above Calendar applies to those funded by The Early Childhood Care and Education Scheme (ECCE). This calendar does not apply to families in receipt of Subvention or those families availing of the full-day care service)



Acceptance of Policies and Procedures

I the undersigned agree that I have read and fully understand the Policies and Procedures of Crann Support Group.

Childs Name: _____

Parents Name: _____

Parents Signature: _____

Date: _____

Consent

Child's Name: _____

Prescription Medicines

I consent to prescribed medicines by oral administration and others (inhalers/ injectable adrenaline) in accordance with the policy and procedure of the service.

NB: Parents will always be asked to complete a medical consent administration form prior to the medicines been given.

Parent/Guardian's signature:

Date: ___ / ___ / _____

Antipyretic / Anti-Febrile Medication

I consent to the administration of teething gels and temperature control medication (Calpol/Nurofen) in accordance with the policy and procedures of the service.

NB: Parents will always be informed when medication has been administered to their child.

Parent/Guardian's signature:

Date: ___ / ___ / _____

Allergies

My child has an allergy to a temperature control medication (e.g. Calpol/Nurofen):

Yes ___ No ___

If so, please give details:

Photo and Video Permission

I give permission for

.....(childs name) to be photographed or video recorded.

Photographs/videos may be used for:

	Yes	No
Documenting learning e.g. Observations, Learning Stories	<input type="checkbox"/>	<input type="checkbox"/>
- TUSLA Early Years Inspectorate/ DES Inspectorate	<input type="checkbox"/>	<input type="checkbox"/>
Service Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Displays and information	<input type="checkbox"/>	<input type="checkbox"/>
Share a photo with other parents of your child playing	<input type="checkbox"/>	<input type="checkbox"/>
with their children e.g. small / large group via App/Facebook	<input type="checkbox"/>	<input type="checkbox"/>

If we would like to use a photo / video of your child for another purpose, we will ask for specific permission.

Parent Signature:

Date: ___ / ___ / ____

Infectious Diseases

I will notify the service as soon as possible if my child is diagnosed with an infectious disease e.g. measles, viral meningitis, Diphtheria, Whooping cough.

Parent/Guardian’s signature:

.....Date: ___ / ___ / ____

Data Protection Policy

I am aware all information will be processed in accordance with the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003. The purpose of holding this information is to enable the group to operate effective administration and to ensure quality services are provided to our clients at all times.

Disclosure of any of this information to statutory bodies such as the Department of Justice, Welfare & Social Protection will only be made in line with legal requirements.

I consent to the use of the information supplied as described.

Parent/Guardian Signature:

_____ Date: _____

