

Crann Support Group & Member Organisations



Full Day Care Parent Pack

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*)

Contents

Our philosophy.....	3
About Us	4
Our Curriculum	5 & 6
Policies & Procedures.....	7
Nursery	8 & 9
Wobblers	10 & 11
Toddlers	12 & 13
General Information:	14 - 16
Forms:	17- 20

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 7:00am-6:30pm.	Ballivor Community Childcare, Ballivor, Co. Meath	Tel: 046 956 7801 Email: giggles@crannsupportgroup.ie	<i>Alice Kelly</i>
Liag Na N'Og	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	Navan Community Childcare, Navan, Co. Meath	Tel: 046 907 5379 Email: navan@crannsupportgroup.ie	<i>Sinead Conlon Daly</i>
Little Angels	Navan Travellers Workshop, Navan, Co. Meath	Tel: 046 902 7801 Email: ntw@crannsupportgroup.ie	<i>Marie McDonagh</i>
Le Chéile 7:45am – 6:00pm	Simonstown Childcare Facility, Navan, Co. Meath	Tel: 046 903 1519 Email: lecheile@crannsupportgroup.ie	<i>Jacinta Conaty</i>
The Hive	Summerhill Community Childcare Ltd., Summerhill, Co. Meath	Tel: 046 955 8617 Email: thehive@crannsupportgroup.ie	<i>Anne O'Neill</i>
Coiscéimeanna	Trim Community Childcare, Trim, Co. Meath	Tel: 046 948 3161 Email: coisceimeanna@crannsupportgroup.ie	<i>Trudie Moore</i>
First Steps	Lagore Road, Dunshaughlin, Co. Meath	Tel: 01 8240756 Email: firststeps@crannsupportgroup.ie	<i>Annie McGuinness</i>

Our Curriculum:

All our services 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 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 operate a healthy eating policy and our menu operates on a four-week rotation. (no sweets, crisps, juice allowed)
- ✚ 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 service 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.
- ✚ We have a comments & complaints policy for parents to invoke if they are experiencing issues within the service.
- ✚ 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 unless it is deemed unsafe to do so.

Nursery

Age Range: 3 months to 14 months (dependant of individual child)

Ratio: 1:3

Activities

The Baby room is designed to aid the child's developmental needs and this is achievable by employing qualified, experienced and competent staff who understand the needs of children under the age of 15 months and can provide suitable stimulus and a productive environment.

Floor toys, activity mats, books, holistic baskets and construction boxes will help your child develop fine and gross motor control, whilst group activities such as painting, water play and play dough will aid in promoting confidence and self-awareness skills. Weather permitting the babies will also venture out to the garden, where they can interact with the older children. We are delighted to welcome older siblings into our baby room at any stage to visit.

Routines

On induction your child's key worker will establish each individual child's routine with the parent/guardian. This routine should include: sleep and feeding patterns as well as play and nurturing preferences i.e. how your baby likes to be held or comforted, do they have a pet name etc. Once you and your baby have settled into Crèche life, we will discuss how we feel the routine is working and if there are any changes that we feel would be beneficial to you and your child. Routines are based on well-researched practises that are age appropriate and in accordance with childcare experts. We are also delighted for parental involvement and input.

We request you to remove your shoes before entering the baby room; this is to prevent any dirt from your shoes getting onto the carpet that the babies crawl on. Alternatively, a member of staff would be delighted to take your child at the door.

A daily record is given to you each day, detailing your child's day i.e. bottles taken, nappies etc.

Clothes

Please provide two changes of clothes for your baby and leave these in his/her bag. All of baby's belongings should be clearly labelled.

Rest

The cot room is situated beside the Baby Room. There is a viewing window and baby monitor. Children are physically checked every 10 minutes whilst sleeping.

Food

Once your child is fully weaned and has been introduced to a variety of solids, the Crèche will supply Breakfast and Lunch and snacks. All meals will be liquidised as necessary, when your child begins to grow teeth we will advise you when we feel your child's meals should become lumpier.

Our menu operates on a 4 -week rotation and all menus are available on the parent notice board. All food groups are adhered to and meals are prepared daily on site. We are fully HACCP trained - see policy and procedures

The crèche does not provide infant formula and all milk should come to the Crèche ready- made; the bottle should be clearly labelled.

General

- *Nappy Changing*

Parents are asked to supply nappies, wipes and barrier cream which will be stored on your child's own labelled cubby. Staff will alert parents when the stock is getting low in advance where possible. Nappies are changed every 3 hours routinely or immediately when soiled. See policy and procedure booklet for nappy changing procedure.

- *Soothers*

If your child uses a soother, blanket or comforter, these may be brought into the Crèche, please however double check that they are in your child's bag before you leave the Crèche. All soothers will be placed in sterile container in between use. This can dis-colour the teeth of soother after time.

Wobbler Room

Age Range: 14 months to 2 years (dependant on individual child)

Ratio: 1:5

General

The above age range is only a guide and depending on your child's overall development he/she may move at different ages. All children develop at different stages and we urge parents not to feel upset if your child does not move at approx. 14 months.

To make the transition easier we encourage your child to visit at times where the Wobbler Room is quite and for short periods of time. Information will also be shared between key workers in order to make the transition smooth. The visits may continue for some time, until we feel your child is comfortable with his/her new environment. Staff are always on hand to discuss your child's progress and two-way communication is very important at this stage.

A daily record is used each day, detailing your child's day i.e. bottles taken, nappies etc.

Routines and Activities

The routine in the Wobbler Room is a little more structured than the Baby Room. Appropriate activities are introduced inspired by the child's interest and stage of development. These are provided through short structured play programmes. Arts, crafts, music, books, puzzles, table-top toys, construction boxes, home play, water play and sand play are just some of the activities on offer! Daily outdoor play will also take place so please ensure to dress your child appropriately.

Clothing

We ask you to supply and leave a spare set of clothes for your child in the Crèche. Due to the creative [but messy] activities that the children participate in, we do advise you to dress your child in appropriate clothes and to leave your child's 'Sunday Best' for Sundays!! Aprons are provided however children of this age very often refuse to wear them and we like to include all of the children in our activities.

Rest

We follow the child's need with regard to sleep but generally speaking, children between 1 and 2 years tend to have one nap per day. Naptime is between 12.30pm and 3.00pm. All children sleep in individual cots with sheets and a member of staff is in the room to monitor the children at all times.

Food

Breakfast, dinner and snacks will be provided to full day care children. Please refer to Menu Board each week to see what your child will be eating.

Water is offered to your child throughout the day and bottles should be sent daily as required.

Toddler Room

Age Range: 2 - 3 years

Ratio: 1:6

General

Your child will be introduced to the Toddler Room in the same way as they were introduced to the Wobbler Room. The transition is usually shorter as they are that little bit older and more confident in their environment as a whole. A member of staff will always be on hand to talk to you about your child's day.

Routines and Activities

Once again we focus on your child's overall development and use a variety of toys and equipment to aid and refine your child's physical, intellectual, emotional and social skills. The curriculum is centred around play, and children will be encouraged to learn through a means which interests them.

Outdoor Play is also extremely important all year round so please ensure to send the appropriate clothing to facilitate daily outdoor play.

Clothing

We ask you to supply and leave a spare set of clothes for your child in the Crèche. Due to the creative [but messy] activities that the children participate in, we do advise you to dress your child in appropriate clothes and to leave your child's 'Sunday Best' for Sundays!! Aprons are provided however children of this age very often refuse to wear them and we like to include all of the children in our activities.

Rest

We try to encourage your child to have a nap/rest each day. Naptime is between 12.30pm and 3.00pm. All children sleep on individual beds with sheets and a member of staff is in the room to monitor the children at all times. Our policy is to follow the child's needs with regard to sleep, we do however encourage this age to wake naturally by playing gentle music, opening the blinds and singing songs.

Food

Breakfast and a hot dinner, and two additional snacks are provided by the centre. Milk and Water is provided throughout the day. Age appropriate cups are introduced to your child in this room.

Potty training

At about [age range will vary from child to child] two years of age, potty training will be encouraged. This process takes time and patience. The child must be both physically and cognitively ready. The service and parents must work together to make it an enjoyable experience for the child. Each child is different and will require different ways of training, hence when your child is ready, a member of staff will discuss with you, how best to make the transition from nappies to pants.

General Information

Illness

It is the policy of the Crann Support Group and its members that our children's welfare is the first and most important consideration. In the event of sudden illness, we will contact our parents immediately about our concerns regarding their child's health and well-being.

Policy and Procedure

- Parents will be informed of our concerns and the procedures we are taking.
- If a parent cannot be reached the next name on the emergency list will be contacted.
- The child's temperature will be monitored and recorded.
- If the manager feels that a child needs medical attention, the parents will be notified and with their permission, we will contact the doctor on call. Parents will be responsible for the doctor's fees.
- If a child requires "one to one" attention and we cannot facilitate this at the time, parents will be asked to collect their child.
- Parents will be required to take their child home immediately in the case of vomiting or diarrhoea.
- We request that parents inform the staff if their child is unable to attend due to illness, stating details.
- We advise that sick children must be kept at home (see exclusions list).
- Children attending the service suffering from any contagious infections must have a doctor's clearance certificate before returning to the Crèche.
- In the event of an outbreak of any infectious disease, all parents will be verbally informed. A dated notice informing all parents of any infectious disease outbreak will be displayed on the notice board.

- We advise all persons who enter the childcare facility to inform the manager if they have come in contact with an infectious or contagious disease.
- The HSE recommends that all children in pre-school receive the appropriate vaccinations. This acts as a safeguard for your child as well as protecting other children in the childcare facility.

Exclusion

In order to ensure the safety and health of all our children and staff those who have any of the following conditions will be excluded from the service:

- Acute symptoms of food poisoning/gastro-enteritis.
- An oral temperature over 37.5 degrees which cannot be reduced
- A deep, hacking cough
- Severe congestion
- Difficulty breathing or untreated wheezing
- An unexplained rash (see exclusion list also)
- Vomiting (48 hours from last episode)
- Diarrhoea (48 hours from last episode)
- Lice or nits - see Head Lice Policy and Procedure
- An infectious /contagious condition
- A child who is on an antibiotic for less than 24 hours
- A child that complains of a stiff neck and headache with one or more of the above symptoms

Bumps and Bruises

All possible care is taken to ensure your child's safety, but we would ask parents to bear in mind that there will be the occasional bump or bruise as there would be at home. We will notify parents of incidences as necessary.

Holidays

No fee concessions are given to children wishing to

- Take holidays throughout the year.
- If their child is absent through illness or other.

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		
TUSLA Early Years Inspectorate		
DES Inspectorate & Service Evaluation.		
Displays and information.		
Share a photo with other parents of your child playing with their children e.g. small / large group via Child's Path App.		
Share a photo with other parents of your child playing with their children e.g. small / large group via Facebook.		

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: _____

