

Policies & Procedures

We have a comprehensive set of policies and procedures for all areas of Tir na nOg Playschool . Every family enrolled at our playschool receives a copy of them in the form of a handbook. Parents viewing our facility are welcome to have a look at them.

Fees & Payment

Children enrolled in the ECCE Grants scheme have no fees to pay. If your child is currently part-time awaiting free year, then your fee is payable at the beginning of each month on your child's first day at Tir na nOg Playschool. An envelope will be provided with your child's name, amount and date on it and should be return to the Manager. Receipts are given upon request.

Please note that no refunds are given for late arrivals/early departures, days off due to illness, holidays, etc.

Any extra costs incurred throughout the year e.g. school tour, parents will be notified of in advance. We estimated that this amount will be no more than €25.00 per school year.

A deposit is required to hold your child's place of which 50% is refundable at the end of your child's stay and with 1 month notice of intention to withdraw from Tir na nOg Playschool.

Fees are reviewed annually in September.

Confidentiality

It is our policy here at Tir na nOg Playschool and its entire staff that information on each child will be treated with the utmost confidentiality and will not be made available to anyone other than the Doctor and HSE inspectors.

Child Abuse

Under "Children First – Appendix 8" Guidelines – Department of Health and Children "Our Duty to Care"

The management of Tir na nOg Playschool want to make sure that children are protected and kept safe from harm while they are with staff and volunteers in our organisation. We do this by;

- giving parents, children and workers information about what we do and what you expect from us
- making sure that our staff and volunteers are carefully selected, training and supervised.
- letting parents and children know how to voice their concerns or complain if there is anything they are not happy about.

If a member of staff at Tir na nOg has any due concern as to the well being of any child, they will report it direct to the Designated Liaison Person (Pauline Kealy) and not discuss it with any other member of staff or outside the school. The DLP will speak directly to parent/guardian conveying any concerns (all information is confidential). If the DLP still feels that this issue needs to be investigated the DLP will report directly to the HSE Pre-School Officers for further investigation.

THE CHILD'S SAFETY COMES FIRST AND IS PARAMOUNT

Intimate Care

Under our policy all children must be toilet trained before starting playschool. This protects both the child and members of staff.

Staffing Levels

Our service operates within the Pre-school regulations; all our staff are fully qualified in childcare and attend ongoing workshops in conjunction with Kildare Childcare Committee.

The staff at Tir na nOg Playschool are carefully selected, are all qualified and are extremely focused to provide a loving, warm and friendly environment for your child.

Holidays

Our playschool opens for 38 weeks per year (183 days) and we try to operate the same as our local national school, Scoil Mochua, Aghards. Dates will be reviewed each September and a calendar of open days will be given to each parent.

Arrivals & Departures

We ask all parents to please be punctual when dropping off or collecting children as lateness can disturb a class. Please note that your child after 15:00 is no longer insured to be on the premises.

Please send your child suitably dressed for playschool. Try to make your goodbye as brief as possible as the longer you prolong departure the harder it gets. Never leave without saying goodbye to your child. Please be in control of your child during pick up times and do not allow them outside by themselves. Please help reinforce safety rules by asking your child to walk (not run) in the playschool yard.

Pick up

We do now allow any child to leave with anyone except those on your child's pickup Authorisation form, unless you contact me to let me know that someone else will be collecting your child. Children must be accompanied by an adult when leaving the playschool.

Communication

To provide the best possible care, please feel free to communicate any needs or concerns regarding your child. It is only through parent/provider interaction that a goal of quality, nurturing care can be achieved. If I am not at the playschool feel free to call me on my mobile (0872671608) to schedule a time to meet with me. Also note, I cannot solve a problem if I am not aware of the concern.

Hygiene

Tir na nOg Playschool is committed to promoting a healthy environment and a high standard of personal hygiene for both adults and children.

Staff will explain to the children on a daily basis the reasons for good hygiene practice and they will show by example.

Tir na nOg Playschool must be maintained in a clean, hygienic state throughout the day and cleaning procedures are in place and must be adhered to daily.

First Aid

All staff are fully qualified in first aid and paediatrics first aid. There are fully equipped first aid box to hand.

Emergencies/ Accidents/ Incidents

Accidents, bumps and bruises do occur with active children. Minor accidents will be treated in school and the person collecting the child will be informed. Cuts or more serious accidents will be recorded in the accident book. The person collecting the child will be shown the report and asked to sign the book. In the case of an injury requiring medical treatment, parents will be contacted immediately. If parents cannot be contacted the next person on the collections list will be contacted. It is extremely important to be always able to contact a Parent or Guardian so if your contact details change please advise a Staff member

Safety

It is the policy of Tir na nOg Playschool to ensure the healthy wellbeing and personal safety of everyone on our premises. Running, climbing is not permitted in the classrooms. No child allowed in before their allocated time. Adult/child ratio will be adhered to. Staff must be informed if someone new is collecting you child. Children will not be allowed leave with an unauthorized adult. Children are shown how to carry and pass sharp objects; this should be reinforced at home. Outdoor area is secure at all times. Equipment is checked regularly.

Fire Drill

A practice fire drill is carried out once a month with staff and children participating. A record of this is kept on file. The playschool is fitted with certified fire fighting equipment which is checked every year.

Smoking

Tir na nOg Playschool operates a very strict NO SMOKING policy. No smoking allowed by staff, parents or visitors in the grounds at any time. If you do smoke outside of our gates please remember to not throw used cigarettes on ground.

Parking

There is adequate parking for the playschool along the side of playschool. There is NO PARKING in the cul-de-sac (road in front of playschool). We ask parents to exercise extreme vigilance both in parking and walking your child to school. This is a residential area so please be considerate of the residents. DO NOT turn in neighbours driveways and

please DO NOT block the gates and staff cars as staff need constant access and in case of an emergency.

Outings

Annual day trips will be organized. Advanced notice will be given to parents. Appropriate adult to child ratio are adhered to on outings. Helpers are always welcome. Please note though that siblings are not permitted to accompany you. You will be informed of any additional costs.

Outdoor Play

Our outdoor area is completely enclosed and safe, and children are supervised at all times. The children will be going outside every day for play unless it is extremely cold or wet. Please keep this in mind when helping your child to select clothing for the day. Please note that if your child is well enough to be at school, they are well enough to participate in outdoor play as I feel it is beneficial to go outside to get some fresh air.

Toy Policy

In the past there have been problems with children bringing toys to school. They bring them out at inappropriate times and will only share them with certain groups of friends. For these reasons, there is a “no toys from home” policy in Tir na nOg Playschool. The exception to this is if they have an educational toy relating to an activity or theme we are doing at the time or if we have a Show, Tell ‘n’ Share day.

Behaviour Management

Parents are welcome to make a time for a meeting with management and staff to discuss their child’s behaviour and all information will be treated with the strictest of confidence.

Notice of Termination

If your circumstances change or if for any reason you wish to withdraw your child one months notice is required or you forfeit your deposit.

Illness

We at Tir na nOg playschool need to be informed of any information no matter how small in connection with your child’s health. That is why we are entrusting this responsibility to you, the parents.

If your child becomes ill while in our care parents are contacted immediately and you are asked to come to collect your child.

Sick children must remain at home until they are 24 hours free from a high temperature or your Doctor has given clearance to return. We may also ask for a note from the Doctor.

Parents are responsible for finding back-up care for sick children. PLEASE DO NOT BRING YOUR CHILD TO OUR PLAYSCHOOL IF HE/SHE IS SICK. If everyone adhered to this rule there would be less illnesses coming into the playschool and us being blamed for children getting sick; "they picked it up in playschool" is a comment we hear all too often.

As with all playschool settings outbreaks of illness such as chicken pox will arise from time to time, in this case parents will be notified.

Head lice infestation is a contagious condition and if a case is notified it will be brought to the attention of all parents.

Tir na nOg playschool do not administer any medications. Children with contagious illnesses such as conjunctivitis should not be at playschool as it's passed around to other children and staff.

In Partnership with Parents

Open communication is very important. Explain clearly and carefully your wishes and expectations about your child's time at playschool. Provide updates on problems your child might be having. Good communication helps us work together in the best interest of your child.

Show your trust by asking questions rather than jumping to conclusions when apparent problems develop.

Tir na nOg Playschool recognizes you the Parents as the primary educators of your children and wishes to work in an equal and respectful partnership with you. We practice an open door policy and welcome parents' feedback at all times. I am always open to suggestions and feel communication is a very important part of this business. If there are any problems or concerns I encourage you to talk to me about it and not other members of staff. If more time is needed, a time that is convenient to both of us will be scheduled.

Thank you for the opportunity to work with you and your child, and I look forward to our future together.

Tir na nOg playschool reserve the right to make changes to the content of this website as I deem necessary

Positive Behaviour Policy

Tir na nOg playschool are of the opinion that each child is an individual and therefore any negative situation that may occur will be dealt with according to the age of the child and circumstances from which it occurred. Tir na nOg playschool strives to provide positive feedback in negative situations and will do our utmost to explain and discuss our actions with the child thus promoting self-control, self-direction, self-esteem and co-operation from the child.

At no time will any display of corporal punishment or removing a child from the room for negative behavior occur. If a child behaves in a constantly disruptive manner, then a member of staff will spend time on a one to one basis to take time to help the child realize for him/herself why his/her actions are not acceptable but will do so in a caring, constructive and consistent manner.

If we feel it necessary we will involve the parents/guardian of the child in any decision we make and encourage their input in this situation. Above all, we understand that a child is not “bold” and feel strongly that a negative reaction is of no benefit to the child and so will therefore explore alternative avenues in dealing with these situations. Positive reinforcement is encouraged at all times.

However if a child is persistent in negative behaviour and no resolution can be made with parents we have no alternative but to ask child to be removed from playschool. This will be a last resort.