

Parents Handbook



MISSUS TATTY'S
NURSERY

DRAFT

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WELCOME TO MISSUS TATTY'S NURSERY

At Missus Tatty's Nursery we are committed to providing a pre-school service of the highest standard. We are registered and approved by the HSE.

Our team members are a hardworking, committed and professional team. They are the people who are involved in the day to day running of the room. They have the happiness, safety and development of the children as their priority.

If you have any queries or concerns, please do not hesitate to speak with them. We would ask to remember that they are normally very busy at the beginning and during the day, but they will be happy to make time to talk to you at the end of the day or at a time convenient to both you and them.

Missus Tatty's Nursery is a purpose built crèche with a large outdoor area with rubber locked flooring. We can hold up to children at any one time.

We provide an excellent service for up to 90 children and aim to provide the perfect environment for children to develop their social, personal and educational skills and learn through a planned curriculum.

Above all, your child's welfare and your peace of mind is most important to us. We provide a warm, loving, home-from-home environment, where each child is treated with respect and will develop and learn as individuals while feeling safe and secure.

Thank you for choosing Missus Tatty's Nursery

Rachel Prouse

MANAGEMENT

Missus Tatty's Nursery is owned and managed by Rachel Prouse

REGISTRATION

At registration you will be asked to complete a number of forms. You will also be asked to read this Parent Handbook and agree to adhere to its content

OUR SERVICES

Parental Involvement

We recognise that parents play a vital role as educators of their children. We are therefore committed to offering a service that is open, inclusive, welcoming and respectful of the input of the parents. For us to run the crèche beneficially for your child(ren) it is important that you the parents play a role. We need to have your continuous feedback. We provide communication books for each child and the team members will write in them every day until 2 years and then every 2 weeks for pre-school children. It is important that you convey to the staff how your child has been over the weekend and of course to always return the book on the Monday for the team. If for any reason the team members have any concerns during the week they will write it in the book and leave it in the child's bag. The Baby room, Wobbler room and Play-group room has charts which are used each day to record the children's sleep times, nappy changes and the children's food and drink intakes through the day. If there are any variations from the norm for any child it is immediately noticed.

We provide the following

- Full Time
- Part Time
- ECCE free pre-school year term time and full time options are available
- We cater for up to 90 children from the age of 4 months to 14 years
- We are open 51 weeks of the year from Monday to Friday 7.00am to 6.30pm
The only closure dates for the crèche will be for Christmas week. We may also take up to 3 training days through the year. These days will be announced early through the year.

Our Facilities include:

Fully fenced outside play area with rubber locked flooring

Large, bright, spacious play rooms

Healthy and nutritious food cooked on site

Care Categories:

Babies – 4months – 12months Ratio 1 : 3

Wobblers – 1year – 24months Ratio 1 : 5

Playgroup- 2yrs – 3yrs Ratio 1 : 6

Preschool- 3yrs – 4yrs Ratio 1 : 8

After school 4/5yrs- 14yrs.

Sessional Care -This is children who attend a 2 or 3 hour session per day.

Age 1 – 2.5 years Ratio 1 : 5

Age 2.5 – 5 years Ratio 1 : 10

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All the rooms are designed in such a way as to meet the developing needs of each individual child. The children are guided through a range of educational and play activities at their own pace. Our childcare workers create a positive and secure environment where children feel confident in exploring their surroundings.

Baby Room

Our baby room is designed to provide a warm, cosy and stimulating environment for babies. It is suitably equipped with a variety of age appropriate toys designed for sensory stimulation, discovery and play.

We provide each baby with endless opportunities to explore and develop in a safe and comfortable setting. Our daily routine in the baby room is tailored around the individual needs of each child. Our programme incorporates developing communication skills, gross and fine motor movements plus music, song, stories and fun. We keep a daily record so parents see what their child's needs were each day and the progress they make. As well as our plug in baby monitors, staff check and record in writing, their observations of the babies, every ten minutes while they are sleeping.

Wobblers

Our playroom provides a happy and caring environment, which encourages children to learn social and development skills, through activities and play. At this stage of development children are introduced to feeding themselves. As well as free play with a range of activities and challenges including, music, sand, water, arts and crafts, gardening etc. Comfortable sleeping arrangements are available during the day.

Playgroup & Preschool

Our curriculum allows the children to learn through play while experimenting with sand, water play dough, the use of colours, numbers, sounds and various arts and crafts. The activities encourage their creative, emotional, social and physical development.

Sleep

We ensure every effort is taken to ensure a safe sleep and rest environment for babies and children.

Babies will always be placed on their backs to sleep with their feet to the foot of the cot. Sleeping babies will be checked daily, every 10-15 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart.

The routine for sleeping in the Wobbler room and Playgroup room is the children will go for a nap after dinner at 1pm for approximately an hour to two hours for the Wobbler and approximately an hour for Playgroup. Younger wobblers may need to sleep more or at different times, the team are aware of this and will accommodate the child as much as possible. Parents need to understand that eventually they will fall into the routine. For more information on rest and sleep see our full policy.

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Breakfast & After School

Our Breakfast Club is a service that allows children to come along in the morning and enjoy a nutritional breakfast with their friends before being dropped to local National Schools. The schools covered are Mary Mother of Hope. We have limited places in Dunboyne National School and Dunboyne Gaelscoil. At the designated time we collect the children from school. When they arrive back they change out of their uniforms then have dinner. The school club is a creative fun environment for after-school children we introduce music, drama, arts and crafts, meditation and many more activities.

Homework Policy

It is the policy of Missus Tatty's Nursery to provide a period of time each day for homework. This session will be scheduled to take place directly after children have had their snack/meal.

- Snack/Meal time is relaxed and leisurely to enable children to unwind, socialise and discuss daily events.
- Each child will get sufficient time to do their homework.
- Staff will contribute to a quiet relaxed atmosphere during homework sessions and encourage children to do the same and will be there to help children with their homework. However staff will not be responsible for signing children's homework as it is very important that parents check each child's homework.
- The After School Service recognises the importance of the parent's role in homework support and encourages them to check work completed, hear reading again etc. and play an active role in the homework supervision and support of their child.

Summer Camp

During the Summer we have a summer camp for children that is a fun and active camp

Please note

Breakfast time: 7.00am to 8.30am

This time is set because the children and staff need to begin the day's routine.

First Day Check list:

- Child register form with contact details etc.
- Signed Terms and Conditions form.
- Change of clothes in change bag. (labelled please)
- Nappies if used.
- Slippers for indoor's to be kept in the crèche.

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- Bottle's/ Soother if used. We provide cows milk but not formula milk.
- Blankets if your child goes for a nap. (labelled please)
- Dribblers.
- Yogurts or finger food for babies/wobblers may be brought in.

Children's Pockets The nursery provides a pocket for each individual child in their room. These will have their names on it. There should always be a set of spare clothes in the pocket in case of accidents or messy play.

Baskets These are individually named storage baskets which are kept in the baby and wobbler rooms. This enables the staff to keep a check on items such as soothers, bottles or any items that the children may take off through the day i.e. shoes, socks etc.

Labelling children's items It is important that coats and jumpers or any comfort blankets etc are clearly labelled with your child's name. This will avoid any confusion and upsets to your child and helps staff identify children's belongings. It is fine to allow your child to bring in toys from home on Friday but please remember to put them into your child's bag before they enter their class room, as the nursery will not be responsible for toys becoming mislaid or mixed up with the nursery toys.

Bottles/beakers Each child should have a beaker. Any other bottles used through the day which need to be returned home should be given to the team in the morning and will be washed and put into the bag on the child's hook for collection.

Nappies We ask that parents bring in a bag of nappies in for their child/children. These are then labelled and stored in the changing room in each labelled basket. The group leader will write it in your book or on the notice board when the nappies need to be replenished.

Clothing Some of the activities done through the day can be messy, painting and gluing for example. The wobblers' team members try to keep the effects of these activities on the children's clothes to a minimum and children will have access and be encouraged to use aprons. We would remind you not to dress children in good clothes to enable them to play freely and experience the pleasure of messy play without fear of ruining clothes. Always remember to bring in a spare set of clothes at the beginning of the week. If these spare set are not used they should be brought home on Friday and replenished on the Monday.

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OUR MISSION

We aim to actively promote the holistic development and welfare of children attending our service by providing a safe, secure and developmentally appropriate environment at the most reasonable rate that this facility can offer.

OBJECTIVES

- To provide the highest quality service where staff are encouraged and supported to access their training, to update skills and keep abreast of current childcare developments.
- To encourage children to fully participate at whatever level they are capable of, to aid children develop self-discipline, to look at personal goals and complete their chosen tasks.
- To develop an awareness of other children and adults, encouraging group planning, co-operation and shared leadership.
- To encourage and develop children's creativity, to respect others points of view and develop openness to new knowledge and active learning.
- To continue to develop, review and pursue excellent working practices.
- To promote recognition and respect for children's cultural, social, ethnic, and religious beliefs, their physical and cognitive development and to promote equality.
- The environment is planned and well-organised in a way that suits the different needs of individual children, while keeping in mind the importance of Safety and Hygiene
- We aim to deliver a quality care and play based curriculum which addresses children's well-being, identity and belonging, communication and exploring and thinking, along the principles of Aistear, the Early Childhood Curriculum Framework
- We aim to make Missus Tatty's Nursery accessible to all members of the community, regardless of race, gender, family status, age, disability, or religious belief.

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- We aim to work with 'Síolta' The National Quality Framework for Early Childhood Education, by following its 12 principles of quality and the 16 standards within its framework.
- We operate within the Childcare (Pre-School Services) (No 2) Regulations 2006 and The National Standards for Pre-Schools (2010)
- We follow the Children First: National Guidance on the Protection and Welfare of Children (2011)
- Parents are actively welcomed at Missus Tatty's Nursery at all times. We endeavour to share information and communicate with parents directly, in order to give feedback at the end of each day and to ensure that they are made aware of on-going developments in policies and procedures.
- Missus Tatty's Nursery wishes to promote a positive atmosphere where children, staff and parents are treated with respect.

POLICIES AND PROCEDURES

To help us provide a quality, safe and happy environment we have developed a comprehensive range of policies and procedures. All staff are required to adhere to these policies and they are available to parents on request.

ADMISSIONS

- Children must be 4 months old before they can start at Missus Tatty's Nursery
- Children must be 3 years old and toilet trained before they can start in the Preschool
- Missus Tatty's Nursery offers a one year free pre-school place for children eligible for the scheme. Children outside this age range can avail of a place based on parents paying the appropriate fee.
- Children with special needs and disabilities are welcome. Parents need to be aware that it may be required for them to provide a special needs assistant when necessary
- Missus Tatty's Nursery places will be allocated on a strictly "first come first served" basis.

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- We operate a waiting list service and future parents will be notified in advance of available places. When a place becomes available we go to our waiting list and offer the place to the first person on the list
- We reserve the right to refuse admission
- We reserve the right to terminate our services
- Parents should familiarise themselves with our policies and procedures; they will be reviewed and changed accordingly to incorporate any new developments from the Health Services Executive
- We request that Parents complete our Application form in respect of their child which includes the following information:
 - The Childs and the Guardian/Parents details
 - Medical and immunization History
 - Administering of Medicines Consent Form
 - Photo Consent Form
 - Collection/Outings Authorisation Form
 - Other relevant Information

Admission Procedures for Children with Allergies

When parents start their children at Missus Tatty's Nursery they are asked if their child suffers from any known allergies. This is recorded on the registration form.

If a child has an allergy, a risk assessment form is completed to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. EpiPen).
- Control measures – such as how the child can be prevented from contact with the allergen.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.

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- Parents train staff in how to administer special medication in the event of an allergic reaction.
- If a child is identified to have a nut allergy, other parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

Oral Medication

- Asthma inhalers are regarded as "oral medication" Oral medications must be prescribed by a GP and have the manufacturers instructions clearly written on them.
- The Manager must be provided with clear written instructions on how to administer such medication.
- Missus Tatty's Nursery must have the parents' or guardians' prior written consent. This consent must be kept on file.

Life Saving Medication and Invasive Treatments

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

The Manager must have:

- A letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered;
- Written consent from the parent or guardian allowing staff to administer medication; and
- Proof of training in the administration of such medication by the child's GP, a district nurse, children's' nurse specialist or a community paediatric nurse.
- A copy of such proof may be required by our insurance provider for appraisal so that our insurance can be extended if necessary.

All records kept by Missus Tatty's Nursery are kept secure and confidential

ACCIDENTS AND INCIDENTS

If your child is involved in an accident or incident a record will be written up and shared with you. You will be asked to sign these records. Staff at the service are

trained in First Aid and will treat minor injuries. If a child needs to attend hospital a staff member will travel too.

Choking and Strangulation

Food, hard sweets, peanuts and marbles are the most common cause of choking. Blind cords, curtain cords or clothing (e.g. ribbons and belts) are a serious strangulation risk to children

Dealing with Infant Choking (under 1 year)



1. Turn the infant face down with their head lower than their body. Support their head, jaw and neck.

2. Give 5 back blows using the heel of your hand between the infant's shoulders

3. Turn the infant onto its back while still supporting their head and neck.



4. Give 5 chest thrusts by placing two fingers over the lower half of the infant's breast bone, below the imaginary line between the nipples. Keep doing 5 back blows and 5 chest thrusts until the object pops out and the infant begins to breathe again.

5. If the infant becomes unresponsive, call for help and send someone to dial 999 or 112. Stay on the phone and listen carefully

to the advice.

- You must begin CPR (Cardio Pulmonary Resuscitation)
- If during CPR you can see the object, remove it with your fingers but do not place your fingers in the infant's mouth if you cannot see the object

Dealing with a Child Choking (over 1 year)



1. Ask the child: Are you choking? Can you breathe?

2. If the child cannot, breath, talk or cough, stand or kneel behind the child. Start the Heimlich Manoeuvre by placing the flat thumb side of your fist between the child's navel and the breast bone. Be sure to keep well off the breast bone. Wrap your other hand around your fist and press upwards towards their stomach.

3. Keep doing this until the object pops out and the child starts to breathe again.

4. If the child becomes unresponsive, gently lower them to the floor. Call for help and send someone to dial 999 or 112. Stay on the phone and listen carefully to the advice.

- You must begin CPR (Cardio Pulmonary Resuscitation)
- If during CPR you can see the object, remove it with your fingers but do not place your fingers in the infant's mouth if you cannot see the object

AISTEAR

Aistear is Ireland's curriculum framework for children from birth to six years. It contains information for parents and practitioners that will help them plan for and provide challenging and enjoyable learning experiences that can enable all children to grow and develop as competent and confident learners in the context of loving relationships with others. *Aistear* describes the types of learning and development that are important for children in their early years, and offers ideas and suggestions on how these might be nurtured. We use the *Aistear* guidelines to help plan our curriculum at Missus Tatty's Nursery

ARRIVAL AND DEPARTURE

Arrivals

- Register your child on arrival with a member of staff
- Support your child to remove coats and to find their coat pegs
- Please ensure that all external doors are securely closed for the safety of all the children when you leave
- We ask that parents when leaving children to the crèche do not enter the room. A member of the team will take him/her across the gate and into the room. This is to help your child/children to adjust quickly to the room and its routine and to prevent further upset to the other children in the room. We understand that this may be hard for the parents but it is easier for your child in the long term.

Collection Policy

The Collection Policy of Missus Tatty's Nursery will be achieved by:

- Parents/guardians must collect their child by the agreed collection time. Parents will be asked to give the names of at least two other people who are authorised to collect the child. If the parent is late arriving to collect the child the Manager will endeavour to contact the parent. In the event of being unable to contact the parent the Manager will contact the other named persons to collect the child.
- Children will not be released into the care of a person under the age of 18 years or to a person who appears to be incapable of caring for the child. Should this situation arise the staff will contact an authorised collector. If no one is available to collect the child then the staff should contact the HSE social work child protection team.

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- At Missus Tatty's Nursery we ask that parents do not collect their child from the service while under the influence of alcohol or drugs. This can lead to embarrassment and worry within the team. If parents feel that this situation may arise they should arrange for an authorised collector to collect their child.
- No child will be released to anyone unknown to the staff without prior arrangements. Please inform the person collecting your child that they will be required to provide identification, to confirm who they are. This is to ensure the children's safety
- Make sure that the person collecting your child is authorised and named on the application form. This is the form you sign when enrolling your child with us.
- Please ensure that you park safely and do not cause an obstruction, even for a very short time.
- In the event of a parent collecting another fellow child a prior arrangement must be made.

Late collection of children

At Missus Tatty's Nursery we quite understand that sometimes a parent is unavoidably delayed when coming to collect their child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents in this situation must contact The Manager to say that they will be late and arrange with staff what to do. Children are only released to individuals named by the parent. **A fee of €5 per hour (after the first fifteen minutes) or part thereof will be charged for persistent late collections.**

Early Collection of Children

We ask that parents let us know if you will be picking up your child early so that we can have the child ready for you and to minimise disrupting the rest of the group.

Late Drop off

We ask parents to drop children off at the correct time to avoid disrupting the group once they have started and so that your child benefits from our full daily programme.

CAR PARKING

- Parking spaces are available on a "first come first served" basis in the local carpark
- We cannot accept responsibility for cars parked, or damage done while parking

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- Parents must accompany their child onto the premises
- We request that parents do not cause obstruction when parking
- We advise that children are not left in cars unattended

CCTV

The premises are protected by CCTV

CHILD DEVELOPMENT

It is widely accepted that children develop holistically and to enhance their whole development we must provide them with a comprehensive programme that gives them active learning experiences. All children should be supported in their learning and their experiences extended in a variety of ways that are appropriate to their stage of development.

The Childcare (Preschool Services) Amendment Regulations, 2006 apply to the operation of a childcare service since September 2007. Part II Section 5 of the 2006 Regulations together with the Whole Child Perspective as set out in the National Children's Strategy are the references used in relation to child development.

Throughout the year we will be providing a wide variety of activities in the nursery. Play is the medium that the team will promote and utilise through the provision of open ended play opportunities to contribute to continuing child development in the following areas.

- Physical development
- Linguistic development
- Emotional development
- Intellectual development
- Social development

Children will be encouraged to choose activities and games during free play activity time. Children will also participate in adult chosen small group and large group time activities. The team offer a wide variety of choice of developmentally appropriate equipment for the children attending the service. As each age groups concentration span is different their activities will vary from room to room.

Areas of Activity

Imaginative play..... This includes opportunities to play in the home corner, dress-up and role-play such as tea time, cooking and so on.

Tactile activities.... Such as play dough, modelling sand, paint, sand and water play.

Table top activities..... A wide range of block work, puzzles, colouring activities and so forth.

Small and large group time.....this involves the children's participation together for music and movement, songs, story time, rhymes, discussion time, shape and colour recognition.

CHILD PROTECTION

We have a duty to care for every child attending our service. We will follow *Children First: National Guidance for the Protection and Welfare of Children (2011)* and *Our Duty to Care* published by the Department of Health and Children in this regard. A full and comprehensive child protection policy is available on request. This details our responsibilities and outlines the reporting procedures that we use if we are concerned about the welfare of a child.

The Child Protection Person is Rachel Prouse

We have rules for our staff and volunteers to make sure your children are safe. Your children are treated with respect and understanding at all times.

This means.....

- We strive to provide a safe environment.
- We listen to you and your child.
- Your family's privacy will be respected.

If a staff member is concerned that your child is at risk of:

- Physical harm...such as hitting, pinching or shaking.
- Emotional harm.... Such as bullying.
- Neglect.... Where children may not have enough warmth, food, or be left alone.
- Sexual abuse..... Where a child may see things or be touched in a way that is not acceptable.

A senior member of staff will discuss it with you and a decision will then be made whether or not to contact the HSE.

In emergency we may have to contact the HSE Duty Social Worker before contacting you. For more information please see our full policy.

CHILDRENS BEHAVIOUR

We believe that children should be encouraged to grow and develop to their full potential in a suitably planned environment. The children will know what is expected of them, and where clear limits are set, appropriate to their age and stage of development and any special needs they may have.

Behaviour Policy

This is a policy which must involve the partnership of parents and nursery. Our procedures are as follows.

- We aim to encourage self-discipline in the children by encouraging consideration for other children.
- Play leaders will always treat children with respect. A child will never be smacked or treated roughly. There are no circumstances in which such punishment can be justified.
- By praising children and acknowledging their positive actions and attitudes we hope to ensure that children see that we value and respect them.
- Appropriate limits will be set by group leaders and maintained consistently.
- Nursery rules are concerned with safety and care and respect for each other. Group leaders are expected to model behaviour that they would expect from children.
- How a particular type of behaviour is handled will depend on the child, the action or the circumstances. It may involve the child being asked to talk and think about what he or she has done. The child will also be asked to see if the person who was upset is all right and if they mean it, to say and show they are sorry.
- Children must be encouraged to recognise that bullying, fighting, or hurtful comments are not acceptable behaviour. We want children to recognise that certain actions are right and that others are wrong. We want children to make the right choices for the right reasons.

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- We need to give children non-aggressive strategies to enable them to stand up for themselves so that adults and children listen to them by communication with children at an appropriate level.

CHILDREN'S CHARTER

- ✓ Children's welfare and their rights to secure, healthy and happy childhood are paramount.
- ✓ The experiences children receive in their early years are critically important in terms of future development.
- ✓ Children are entitled to expect that all adults will respect, uphold and preserve their rights and to ensure that their feelings and wishes are taken into account.
- ✓ Children should have the opportunity to make choices and develop a sense of responsibility for their own actions appropriate to their age.
- ✓ Children, parents and carers should not be discriminated against, particularly in relation to colour, age, race, religion, gender, disability medical conditions or background.
- ✓ Parents should be recognised and respected as children's first and continuing educators.

CHILDCARE CURRICULUM

Missus Tatty's Nursery is committed to offering the children in their service a comprehensive play based High Scope curriculum combined with other good practice methods. We offer a range of learning opportunities to children, which are appropriate to the child's stage of development. Our curriculum supports children's well-being, identity and belonging, communication and exploring and thinking, along the principles of Aistear, the Early Childhood Curriculum Framework.

The High Scope method uses an active learning environment which is organized to enable children to make choices and decisions. A wide range of activities and play equipment is provided in an environment free from prejudices and discrimination. For more information please see our full policy.

COMMENTS AND COMPLAINTS

We love compliments! And you are welcome to make any suggestions, comments or complaints to the Manager. At Missus Tatty's Nursery we believe that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We will give prompt and serious attention to any concerns about the running of the service. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with any concerns or complaints that are raised.

CONFIDENTIALITY

We respect the right for all information, records and observations to be treated with respect and with due attention to confidentiality and privacy. Information will not be shared with third parties, unless required under law or Child Protection Guidelines.

ECCE PRE-SCHOOL YEAR

(Pre-School Year in Early Childhood Care and Education scheme under the Office of the Minister for Children and Youth Affairs (OMCYA))

Missus Tatty's Nursery offers a free one year pre-school place for children eligible for the scheme. All places are offered on a first-come, first served basis with siblings getting priority. Eligible children attending the service are entitled to receive the following:

- The Preschool which runs from 9am-12pm is free. This runs from September to June and runs with the national school holidays e.g. Mid-terms off. A calendar of days off will be given in September.
- Part-time and Full-time children get a reduction in their monthly fee and are entitled to this for the full year. No mid-terms apply.

FEES

- Fees for your child must be paid on the 1st of the month every month (in the event of a weekend – the first Monday of the month) all fee's are to be paid in advance of the month.
- Weekly the fees must be paid on Monday of every week.

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- We encourage parents to pay by standing order. This is so large amounts of cash are not held on the premises and also we do not have change if it is needed.
- A deposit of two weeks fees is taken in advance when a child is given a place. Two weeks notice of leaving must be given or the deposit will be taken in lieu of the notice.
- Discounts are given when more than one child in a family attends the nursery on a full-time basis only.
- For our current fees please ask the Manager for our fee sheet.
- Fees are reviewed annually. Parents/Guardians/Carers will be informed by giving two months notice of the increase in fees. Payment of any new rate of fees will commence in September of each year.

FIRE SAFETY

The following legislation governs fire safety The Fire Services Act, 1981, the Childcare (Preschool Services) Regulations, 2006 – Section 27, the Safety, Health and Welfare at Work Act, 2005.

We will ensure that we comply with all the relevant legislation. We will also ensure we follow the 'Guide to Fire Safety in the Premises used for Pre-school Services' from the Department of the Environment. This is to ensure the safety, health and welfare of the children, staff and parents who are in the service. The children will take part in regular fire drills. The designated Fire safety person is Rachel Prouse

GARDA VETTING

It is the purpose of Missus Tatty's Nursery to ensure that appropriate vetting of all staff, students and volunteers who have access to children is carried out. This requires getting references from past employers and completing Garda vetting through the Central Garda Vetting Unit (CGVU). Missus Tatty's Nursery process Garda Vetting through Early Childhood Ireland.

HEALTHY EATING

Missus Tatty's Nursery is committed to promoting children's health and encouraging healthy eating habits.

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- Snack time will be enjoyed and socialization and interaction encouraged
- Children with allergies and special diets will be carefully supervised
- Sweets crisps and fizzy drinks are not to be brought into the crèche. If your child is having a Birthday Party in the crèche you may bring in a cake and a reasonable amount of treats as it is important for us to respect the wishes of parents that are not keen on their children having large amounts of sweets.
- We use freshly delivered fruit for snacks.
- We use a company called Moon and Spoon for our dinners. They are healthy and nutritious. If you would like to learn more regarding Moon and Spoon they have a web page [www.moonandspoon.com].
- The menu for the day is posted on the menu board in the morning. The menu board is opposite the kitchen.
- Refrigerators will be maintained in a safe hygienic condition and fridge temperature monitored and recorded
- Children will be encouraged to feed themselves as appropriate for their age and development and will be assisted as required.
- Children will never be forced to eat
- Children will be encouraged to help tidy up after snack time
- Cultural and or religious dietary requirements are respected. Parents or carers are requested to provide details of foods eaten (and not eaten) by the child
- Healthy eating is promoted through an arrangement of activities for the children including play, stories, music, outings, cookery etc.
- Fresh drinking water is always available.
- Children will always be supervised by a member of staff and will never be left unattended during snack and mealtimes.

ILLNESS

You have entrusted your child into our care and we aim to ensure this environment is as healthy as possible and we want to minimise your child's risk of infection.

We encourage you to get your child immunised according to the HSE recommendations.

Children with the following cannot be admitted to the service:

- Acute symptoms of food poisoning/gastro-enteritis.
- An oral temperature over 37.5 degrees C.
- An earache.
- A deep, hacking cough.
- Severe congestion.
- Difficulty breathing or untreated wheezing.
- An unexplained rash.
- Vomiting (in last 48hours).
- Diarrhoea (in last 48 hours).
- Complaints of a stiff neck and headache with one or more of the above symptoms
- Untreated Lice or nits
- An infectious /contagious condition.
- A child who is on an antibiotic for less than 48 hours

If a child becomes ill at the service parents will be contacted so that the child can be taken home. If, for some reason, the parent cannot collect they should organise an authorised adult to collect their child.

All children must provide up to date record of immunisations

Should there be an outbreak of any infectious disease or incident you will be informed.

Head Lice

Head-lice are very common amongst children. All parents should check their child's

head regularly for lice. If there is an outbreak you will be informed
If your child is infected you will be asked to refrain from bringing your child to the service until it is cleared

Meningitis and Meningococcal

Both these diseases are most common in children, there are over 150 cases reported per year in this age group in Ireland (Meningitis Trust). Although relatively rare, the speed at which children become ill, and the dramatic and sometimes devastating course of events make it a terrifying disease. Having a good knowledge and understanding of meningitis and being able to recognise the signs and symptoms early as well as getting medical attention quickly, may save lives. Although cases can occur throughout the year, the majority of cases occur during the winter months.

Signs and Symptoms

Meningitis and septicaemia (blood poisoning) are not always easy to recognise, and symptoms can appear in any order. Some may not appear at all. In the early stages, the signs and symptoms can be similar to many other more common illnesses, for example flu.

Trust your instincts. If you suspect meningitis or septicaemia, get medical help immediately.

Early symptoms can include fever, headache, nausea (feeling sick), vomiting (being sick), and muscle pain, with cold hands and feet.

A rash that does not fade under pressure (see 'The Glass (tumbler) Test' below) is a sign of meningococcal septicaemia. This rash may begin as a few small spots anywhere on the body and can spread quickly to look like fresh bruises.

The spots or rash are caused by blood leaking into the tissues under the skin. They are more difficult to see on darker skin, so look on paler areas of the skin and under the eyelids. The spots or rash may fade at first, so keep checking.

However, if someone is ill or is obviously getting worse, do not wait for spots or a rash to appear. They may appear late or may not appear at all.



Spots or a rash will still be seen when the side of a clear drinking glass is pressed firmly against the skin

A fever together with spots or a rash that do not fade under pressure is a medical emergency.






Trust your instincts. If you suspect meningitis or septicaemia, get medical help immediately.

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Babies and Toddlers

Children and Adults

Meningitis <input type="checkbox"/> and Septicaemia <input type="checkbox"/> often occur Together <input type="checkbox"/>		Meningitis <input type="checkbox"/> and Septicaemia <input type="checkbox"/> often occur Together <input type="checkbox"/>	
 Fever, cold hands & feet	 Floppy, listless, unresponsive	 Fever, cold hands & feet	 Stomach cramps & diarrhoea
 Refusing food	 Drowsy, difficult to wake	 Vomiting	 Spots/Rash see Glass Test
 Vomiting	 Spots/Rash see Glass Test	 Drowsy, difficult to wake	 Severe headache
 Pale, blotchy skin	 Rapid breathing or grunting	 Confusion & irritability	 Stiff neck
 Fretful, dislike being handled	 Unusual cry, moaning	 Severe muscle pain	 Dislike bright lights

Hand, Foot and Mouth (HFMD)

HFMD is a viral illness that causes fever, painful blisters in the throat and mouth, and sometimes on the hands, feet and bottom. HFMD is often confused with foot-and-mouth (also called hoof-and-mouth) disease, a disease of cattle, sheep, and swine; however, the two diseases are not related—they are caused by different viruses. Humans do not get the animal disease, and animals do not get the human disease.

The viruses that cause it are called Coxsackie viruses that live in the human digestive tract. Several types of this family of viruses can cause Hand, Foot and Mouth so unfortunately you can get it more than once. These viruses are usually passed from person to person through unwashed hands and via surfaces which have viruses on them. They can also be spread by coughing. It is more common to catch them from someone when they are in the early stages of their illness. Although anyone is at risk of becoming infected, children are generally more susceptible. HFMD is more common in Summer and Autumn and there is no immunisation.

Symptoms

- The disease usually begins with a fever, poor appetite, malaise (feeling vaguely unwell), and often with a sore throat.
- One or 2 days after fever onset, painful sores usually develop in the mouth. They begin as small red spots that blister and then often become ulcers. The sores are usually located on the tongue, gums, and inside of the cheeks.

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- A non-itchy skin rash develops over 1–2 days. The rash has flat or raised red spots, sometimes with blisters. The rash is usually located on the palms of the hands and soles of the feet; it may also appear on the buttocks and/or genitalia.
- A person with HFMD may have only the rash or only the mouth sores.

How Hand, Foot, and Mouth Disease Is Spread

- Infection is spread from person to person by direct contact with infectious virus. Infectious virus is found in the nose and throat secretions, saliva, blister fluid, and stool of infected persons. The virus is most often spread by persons with unwashed, virus-contaminated hands and by contact with virus-contaminated surfaces.
- Infected persons are most contagious during the first week of the illness.
- The viruses that cause HFMD can remain in the body for weeks after a patient's symptoms have gone away. This means that the infected person can still pass the infection to other people even though he/she appears well. Also, some persons who are infected and excreting the virus, including most adults, may have no symptoms.
- HFMD is not transmitted to or from pets or other animals.

Treatment of HFMD

There is no specific treatment and antibiotics are not effective as it is a viral infection. Most children with HFMD recover completely after a few days resting at home. Plenty of fluids help. Any fever or discomfort can be helped with a children's pain relief such as Calpol.

Prevention of HFMD

A specific preventive for HFMD is not available, but the risk of infection can be lowered by following good hygiene practices.

- **Children should be kept away from the service whilst unwell. If evidence exists of transmission within the service, exclusion of children until the spots have gone from their hands may be necessary.**

For further information please see the full Illness Policy

INCLUSION OF CHILDREN WITH SPECIAL NEEDS

Missus Tatty's Nursery is committed to:

- Providing all children with the opportunity to access our service regardless of their ability but within the expertise and resources available and in accordance with the best interests of the child
- Respecting the rights of all children to participate in a quality children's programme
- Providing a family-based approach which recognises that parents know their children best and want the best for their children
- Recognising that families are different and unique
- Recognising that all children learn in different ways and at different rates
- A child's right to social inclusion.

MEDICATION

We do not routinely administer 'Calpol' or other non prescription/prescription medications. We only administer medicines with the correct signed permission.

Medicines must only be brought into the service for administration by the staff when it is essential. This means where it would be detrimental to the child's health if it were not to be administered.

NATIONAL STANDARDS

We operate within the Childcare (Pre-School Services) (No 2) Regulations 2006 and The National Standards for Pre-Schools (2010). Copies of both documents are available at the service for parents to read.

OBSERVATION / RECORD KEEPING AND ASSESSMENT

Missus Tatty's Nursery recognises that observation is a useful tool, which enables the assessment of a number of aspects of the early years setting that are directly relevant to the planning of the curriculum. In order to plan, prepare and organise for good quality care, adults need to observe children, review and evaluate the curriculum regularly and maintain systematic records.

By observing how children respond to activities, staff will be able to evaluate if the activities and resources they have provided meet the needs of all the children and helps them to plan a broad, balanced and appropriate curriculum. Observations also enable staff to provide challenges and extensions so that each child is able to progress. All observations / records / assessments will be treated with confidentiality. Sharing observations with parents/carers strengthens the partnership between the home and the service, giving understanding and information and allowing staff and parents/carers to do their best for each child. Your children's records are available to view upon request.

OUTDOOR PLAY

Outdoor play is essential to early childhood development. Children learn social skills by interacting with other children, with adults, and even with objects and natural materials found in the environment. The outdoor environment exposes children to opportunities to explore, question, and develop theories about how things work. Negotiation, language, and cooperation are all skills that develop through a well planned outdoor curriculum. Outdoor play, physical activity and fresh air are important to children's overall health and wellbeing.

Outdoor play is an important part of our daily curriculum. We aim to ensure that children play outdoors every day. Our intention, through our outdoor programme is to enhance gross motor skills, co-ordination, balance and body awareness. It also gives children opportunities to socialise freely and use imagination and initiative.

Clothing

It is important that children are dressed appropriately for outdoor activity. Parents are asked to ensure their children have the appropriate attire for the weather including hats and coats. Spare clothes and sun cream must be supplied by parents and everything must be labelled.

PHOTOGRAPHS

We occasionally take photographs or recordings of the children and these may be displayed within the service.

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- If you **do not** want your child's photo to be taken please let us know
- Parents are only permitted to take photos or video record their own child at the discretion of the Manager
- You will be asked to sign a photo consent form upon registration

RESPECTING INDIVIDUALITY

Missus Tatty's Nursery is committed to promoting equality of opportunity:

- ✓ We encourage children to celebrate difference and multiculturalism
- ✓ We encourage children to show respect for all cultures, religions, races, abilities, disabilities, and genders
- ✓ We help children to become empathetic and considerate to their peers
- ✓ We foster a sense of fairness and respect and we will challenge any discrimination
- ✓ We nurture each child's identity and self-concept
- ✓ We try to use our curriculum and equipment to encourage acceptance of all others, irrespective of cultural background
- ✓ Children will be discouraged from gender stereotyping
- ✓ Boys and girls are to have equal opportunity, and be actively encouraged to use all activities.
- ✓ Any discrimination (language, behaviour or remarks) by children, parents/carers or staff/volunteers is unacceptable in our service
- ✓ We aim to show respect for and awareness of all major events in the lives of the children and families in the service and in the wider society.

SECURITY

- At Missus Tatty's Nursery the main door is locked for security reasons and there is no unauthorised access

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- Parents are requested not to admit anyone else into the service whilst entering or leaving unless they know them and to check that all doors are securely closed behind them, at all times
- Safety checks are done regularly to ensure that no child can leave the premises undetected
- We ask that all potential collectors be introduced to the Manager in advance
- If a child is being collected by anyone other than the parents or usual designated person, the staff must be informed. Please inform the person collecting your child that they will be required to provide identification, to confirm who they are. This is to ensure our children's safety

SETTLING-IN

At Missus Tatty's Nursery we aim to ensure children feel safe and secure in the absence of their parents/carers. We will therefore endeavour to make the settling-in process a positive experience for children and will work closely in partnership with parents/carers to ensure this is achieved.

We recognise that in some cases there may be particular difficulties experienced by children, parents/carers, and staff during the settling-in period and we are prepared to explore and consider various ways of settling children into Missus Tatty's Nursery. All children are individuals and we plan to meet their individual needs and resolve any difficulties quickly and smoothly.

SIOLTA

The National Quality Framework, known as *Siolta*, is a set of national standards for early childhood education. *Siolta* is the Irish word for seeds and it was picked for what it says about the potential of childhood and of this Framework to grow and succeed. This Framework is the result of three years of consultation and research in partnership with a wide variety of people interested in promoting the welfare and well-being of young children in Ireland. It is intended to provide support and guidance for all those working with, and on behalf of, children. "A Parent's Guide to *Siolta*" is available from the office at your request.

- Children are valued and supported in all their needs.
- The individuality of each child is respected and nurtured.
- A wide range of activities and play equipment is provided in an environment free from prejudices and discrimination.

SPILLAGES AND HAZARDS

In the interests of health and safety we have guidelines and procedures governed by The Safety, Health & Welfare at Work Act, 2005.

STAFF AND MANAGEMENT

We have a rigorous recruitment and selection policy and all staff have been through Garda vetting. Our staff will work to ensure a very high standard of care for your children and have relevant childcare qualifications and experience. We encourage ongoing professional development for our staff to ensure that they are up to date with current legislation and quality practices.

STAFF RATIOS

The adult/child ratios are governed by the Childcare (Preschool Services) Regulations, 2006. The Childcare service will follow the adult/child ratios as defined in the above Regulations. We will follow the following adult/child ratios:

SERVICE	AGE	ADULT/CHILD RATIO
SESSIONAL	2.5 - 6 YEARS	1:10
FULL DAY CARE	0 - 1 YEARS	1:3
	1 - 2 YEARS	1:5
	2 - 3 YEARS	1:6
	3 - 6 YEARS	1:8

WORKING IN PARTNERSHIP WITH PARENTS

- We recognise the importance of working in partnership with you and that you have a central role in educating your child
- We have an “open door” policy where families are always welcome but where the needs of all of the children in our care are always the first priority

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- We will give you regular information about your child's progress and welcome your contribution – please share information with us
- We will hold meetings at times suitable to you and have a comments and complaints policy if you encounter any problem
- Please tell us of any difficulties that your child is experiencing at home such as bereavement, illness, relationship breakdown, a new baby – all these can change a child's behaviour and we want to help
- If a parent needs to be contacted in relation to a concern about behaviour we will do this in a helpful rather than a complaining manner and we will together try to resolve the situation
- Regular exchange of information with parents is important, parents must inform the Manager of change of personal details(e.g.)new house, job, phone number.

WITHDRAWAL FROM THE SERVICE

We require you to give at least **one** months' notice if withdrawing your child from the service. This notice must be given in writing. Parents who are in a position to give longer notice this is greatly appreciated

And finally....

We would like to thank you for choosing us for your child's early education and we assure you of our best attention at all times

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PLEASE SIGN & RETURN THIS SLIP TO THE MANAGER

I have read the (Parents Handbook/Policies & Procedures Document and Safety Statement) and I agree to abide by the conditions therein.

Child's name is:- _____

Date commenced at Missus Tatty's Nursery _____

Parents Name(s) (Block Capitals) and signature(s):

1. _____

2. _____

Dated: _____