Medical Form

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Phone numbers: Mother\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Father\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If it should be necessary to send your child home – e.g. in case illness, accident, school closure – and you cannot be contacted please give two other contact names – friends, neighbours or relatives with addresses and phone numbers:

(Please inform these people that you have given their contact detail in case of emergency)

1. Name: 2. Name:

Address: Address:

Phone No: Phone No:

In the event of our being unable to contact you in an emergency, do you give your permission to the school to seek medical assistance for your child if necessary? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

Family Doctor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

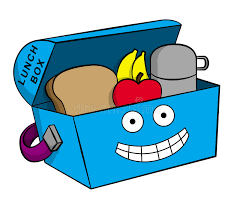
Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any Relevant Medical Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

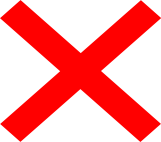
I give permission for my child to be treated at school for minor injuries: Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

Lunchbox

Scoil Chroí Íosa Early Years’ Service has a healthy eating policy



Yes No

Fruit Chocolate

Sandwiches Sweets

Yogurt & spoon Taytos/crisps

Crackers Biscuits

Salad Buns

Cheese Cakes/pastries

Water Fizzy drinks

Juice Bars

Milk Nuts

For safety reasons we do not have sharp knives in school, therefore, if your child requires their fruit peeled or sliced it should be done at home. Also grapes and or raw veg should be diced into small pieces to avoid risk of choking. No cooked foods i.e. Left over dinner e.g. chips, burgers, pizza, pasta, rice or noodles.

Thank you. Pauline Murray & Maureen Sugrue

*Scoil Chroi Iosa Early Years Service*

*Medication Consent Form*

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dr. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Condition/Purpose of medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Medication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dosage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When to be given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Oral/Injection/Other

Administer By: Child/Pre-school Staff/Other

(If the child cannot administer own medication)

I give my permission to the above person/s (pre-school staff) to administer the medication to my child

when necessary: Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Early Childhood Care & Education (ECCE) Programme 2020 – 2021 DCYA Ref No: \_\_\_\_\_\_\_\_\_\_\_\_\_

(completed by Service)

ECCE CHILD REGISTRATION FORM

PLEASE READ CAREFULLY

The Early Childhood Care & Education (ECCE) programme provides free pre-school for children in the year(s) before they start primary school. Where a child is over the eligible ECCE age range, an exemption in writing from the Department of Children and Youth Affairs (DCYA) may be provided for children with additional needs. Please inform your service provider if you have received such an exemption. There is no underage exemption and parents should be aware of the requirement under law that every child between the ages of 6 and 16 must attend school or otherwise receive a primary education.

Please read the DCYA Letter to Parents, which your service provider should have provided to you.

If you are enrolling your child in the ECCE programme for the pre-school year 2020/2021 you should complete this document and return it to the service provider. The service provider will use this form to register your child for the ECCE programme on the Early Years Platform (The Hive). When this information has been registered on the Hive, the service provider will print off the ECCE Parent Declaration Form which you must sign. The Service Provider will then destroy this document, for data protection purposes.

Figures

Letter(s)

For ECCE registrations from 24 August 2020 to the end of the ECCE preschool year the child must have been born between 1 January 2016 and

31 December 2017 inclusive.

Please note that on the Hive, ECCE enrolments start on a Monday and end on a Friday.

Information to be provided by the Parent / Guardian

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of pre-school service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the parent or legal guardian of the following child who attends this pre-school, and in whose name I am claiming under the ECCE programme.

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Full Name  (as registered with Dept. of Social Protection) | Child’s PPSN | Date of Birth  (dd/mm/yyyy) | Gender  (M/F) |
|  | Figures  Letter(s) |  |  |

|  |  |  |
| --- | --- | --- |
| Childcare Start Date | Childcare End Date | No of Days per Week |
|  |  |  |

I understand that the information provided in this document will be used by the service provider to register the details on the Hive system only. I understand also that the Department of Children & Youth Affairs, or Pobal acting as Agent for the Department, in conjunction with the Department of Employment Affairs & Social Protection and the Department of Education & Skills, will use this information to verify that my child is eligible for the ECCE programme at this time, to calculate the capitation fees due to this pre-school service, and for statistical purposes.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Letter to Parent/Guardian

Dear Parent/Guardian,

The Department of Children and Youth Affairs would like to welcome your child to the ECCE Programme 2020-2021. As you are probably aware, children born between 1st January 2016 and 31st December 2017 (dates inclusive) will be eligible for the 2020/2021 ECCE pre-school year.

In order to register your child for the ECCE Programme your Service Provider will need to submit some of your details through the Early Years IT administration system for DCYA Early Years childcare programmes; known as ‘the Hive.’ Your service provider may request that you complete a ‘pre-registration form’ until such time as they can submit your details on the Hive. Providing the information requested on the registration forms is a condition of funding under the Early Childhood Care & Education (ECCE) programme, as otherwise the programme cannot be administered.

Therefore the following information is required from you:

* Your name and the name of the pre-school service your child will be attending,
* Your child’s full name, date of birth and gender as recorded by the Department of Employment and Social Protection when awarding their Personal Public Services Number (PPSN) number. e.g. Tom should read as Thomas if registered with the DEASP as Thomas.
* Your child’s (PPSN)

\* Your child’s PPSN can be found on documentation regarding your claim to Child Benefit, or by contacting the Department of Employment Affairs & Social Protection,

\*\* Your service provider may require proof of the child’s PPSN, your child’s full name and date of birth before registration, as any errors will result in payments being delayed. It is important that you use the correct PPSN, and not that of another family member.

* The total number of days per week and the childcare start and end dates you have agreed with your childcare provider that your child will attend the pre-school service.

From the 17th August 2020 your service provider will enter this information onto the Hive for registration and administration purposes. When this data entry process is completed, the service provider will then print off a form with all the relevant information entered. This form is called a ‘Hive Registration/ Parental Declaration Form’. We would request that you sign and date the ‘Hive Registration/Parental Declaration Form’ confirming that the details shown on it are correct.

Your service provider will then provide you with a copy of the signed ‘Hive Registration/Parental Declaration Form’ and will keep a copy on file for inspection in the course of compliance visits by the Department and/or its agents.

Please note that:

* Participating services are required, under the Equal Status Acts 2000 to 2015, to make reasonable accommodation for children with additional needs. If your child has additional needs please log onto the Department of Children and Youth Affairs website for information on the Access and Inclusion Model (AIM). [www.aim.gov.ie](http://www.aim.gov.ie)
* Parents/guardians should not pay for any other type of donation additional to what is in the service’s fees list. There are no voluntary donations permitted for the ECCE Programme.
* The Rules for ECCE Programme 2020/20201 document is available to download from the Department of Children and Youth Affairs website at [www.dcya.gov.ie](http://www.dcya.gov.ie). If you have any queries regarding this process, please contact your local City/County Childcare Committee (CCC). Contact details for your local CCC can be found at [www.myccc.ie](http://www.myccc.ie).

We wish you and your family every success for this programme year.

Early Years Schemes Oversight Unit

Department of Children and Youth Affairs

August 2020

SCOIL CHROI IOSA PRESENTATION EARLY YEARS’ SERVICE

NEWCASTLE ROAD

GALWAY

FACILITIES AND POLICIES

PARENTS HANDBOOK

091 525904/087-98759444

scoilchroiiosa@gmail.com

September 2020

Our Mission Statement

The Management and Staff of Scoil Chroi Iosa Early Years’ Service (EYS) aspire to the provision of high quality childcare;

By providing children with a safe and trusting environment, by encouraging the children in our care to become confident, self-sufficient and good decision makers which are incorporated into our daily routine. We value and highly regard the input of all parents as we regard them as the primary carers.

All children and their families will be respected as individuals and as capable confident learners in order to reach their full potential and increase their self-esteem.

Inclusion Policy

Scoil Chroi Iosa EYS are dedicated to develop and support an inclusive environment for all the children and staff within our setting.

Inclusion is “a process involving a programme, curriculum or education environment where each child is welcomed and included on equal terms, can feel they belong, and can process to his/her full potential in all areas of development” (National Childcare Strategy, 2006-2010).

Inclusion is ‘being a part of peer group, not being apart’. (DCYA 2016, Diversity, Equality and Inclusion Charter p.16)

The management and employees of Scoil Chroi Iosa EYS embrace equality and diversity. We value the ability, individuality and cultural background of all the children. We aim to show this through an inclusive environment, our interactions with children and their families and through our curriculum planning which will provide opportunities for children to reach their full potential as active learners. We will support children to respect difference and empower them to deal with situations that may arise around discrimination. We will work in collaborations with parents, agencies, and EY specialists at all times.

Inclusive Environment

We aim to provide an inclusive environment by;

Respecting all children, their families and their rights i.e. freedom of choice, meeting their needs, listening and understanding, good communication with parents, acknowledging their wishes.

Respecting staff and working together as a team for the benefit of all children and our setting

Embracing and respecting all cultures, nationalities, race, religions and abilities that attend the setting

Confidentiality is of paramount importance

Providing resources that show diversity and challenge stereotypes i.e. visuals, family walls, books, jigsaws, food, toys, use key words of the child’s first language in order to communicate with them

Labelling the equipment and the environment with images and/or words

Having our service accessible for children with additional needs

Having toys and resources accessible to the children

Ensuring all staff have the necessary qualifications required. Supporting Continuous Professional Development

Interactions with children and their families

For each child and family that starts attending our setting, we ensure that we are welcoming, friendly and we get to know them all individually.

Practitioners need to be good role models. As questions arise from children, we deal with them there and then. We get down to the child’s level, we listen, we understand and we answer honestly.

We encourage children to express their feelings, develop decision making skills and conflict resolution skills (Incredible Years helps here too)

Practitioners need to be open minded and aware that they can’t leave their pre-conceived idea’s impact the way they view or treat a child or adult

We acknowledge that each child is unique, have their own learning style and develop at their own pace

All children are unique but share many similarities, thus promoting equality and diversity throughout our setting.

We will listen to the child’s voice and include them in decisions that affect them

Observe and reflect always, acknowledging and learning about the child and their interests and developing activities around their emerging interests. Thus responding to children’s diverse and individual learning needs and style through an emergent curriculum as required by Siolta. The National Quality Framework (2006) and Aistear: The National Curriculum Framework (2009).

We know and respect our Partnership with Parents Policy.

Using First Person language e.g. the girl with Down Syndrome or the boy with autism

Our Curriculum

Within the Aistear Curriculum one of the four main themes is Identity and Belonging. It is our responsibility to ensure the children are provided with the opportunities to develop a positive sense of who they are, and that they are valued and respected within our centre. We will ensure that their emotional and physical well-being is of paramount importance at all times. Incredible Years – Dina school – also helps children to be inclusive, by being a part of a group, name their feelings, problem solving, control anger, group discussion, how to make friends, visual cards for all of these, it also develops the other themes of Aistear which are Communication, Well-being and Exploring and Thinking.

Dealing with discriminatory incidents

We would get down to the child’s level

Listen to the children about what happened, what was said and how they felt. By practitioners showing empathy and expressing how we are feeling, will help the children express their feelings

We would ask questions about what happened and for ideas from the children how they are going to resolve the situation

All children need to know that name calling or physically hurting others is unacceptable, discuss this with the child, show the child visual cards explaining this.

Some issues may arise from what the child may hear outside our setting and if this happens we would have to speak to the parents in a private and confidential manner. We would explain to them what was said or done. We would explain that we cannot have any anti-bias or anti-discriminatory language or behaviour in our setting.

Be aware of how our own attitudes can shape how we respond to a given situation. Remember positive modelling and the children will do as we do.

The Inclusion Co-ordinator within our service is Pauline Murray.

1. We can cater for up to 22 children in the Early Years’ Service. Staff ratios are 1 adult:11 children. Numbers have been reduced with Covid-19 restrictions, 2 staff per pod or group.

2. We have notified Tusla under the Child Care Regulations 1996 (updated 2016) and we are available for inspection at any time.

3. We aim to fully comply with the Child Care (Pre School Regulations) Act of 1996/2016

4. We provide qualified and Experienced Staff, (at least Fetac Level 5 or 6 in Childcare and Learning for Inclusion in the Early Years ) and First Aid (Pre-Hospital Emergency Care Council PHECC) who give excellent care and attention to your children, in a warm and friendly atmosphere.

5. Pauline Murray is the Early Years Leader and Inclusion Co-ordinator in this setting. Maureen Sugrue is the Early Years Assistant.

6. Open from 9am to 12pm Children to be dropped to Early Years’ Service entrance which is the door near the Canal, Green Zone to Early Years’ Service staff by parent or guardian and collected by parent or guardian from the same entrance. Hands will be sanitized on arrival and exit of your child and we will assist and teach them to wash their hands during the day when required.

7. We offer the facility to care and educate your child through our play-based setting and get him or her prepared for primary school, providing excellent care and attention.

8. We provide an Early Years’ Service which has very functional and educational material and equipment for children of that age.

9. We provide a great educational service through “Incredible Years-Dina School” which teaches your child about positive behaviour, feelings, problem solving, controlling anger, making friends, being a good friend and how to behave at school etc. Focusing on the positive and ignoring the negative (when safe to do so)

10. We have a spacious outdoor facility and equipment for the children to play with. Physical Exercise will be scheduled twice per week in the school hall or outside in our own area or the Astro, Garden visits and other outdoor pay will be as often as possible, music, movement and dance is also included.

11. We are ideally located within a primary school making the transition from Early Years’ Service to primary school very easy for you and your child when the time comes as he or she will know the school well.

12. An enrolment form is filled in by parents or guardians. Any change of details i.e. telephone number and address etc. must be notified to the Early Years’ Service immediately.

13. No medication can be given to the children by Early Years’ Service staff except in emergency situations, e.g. anaphylactic shock – epi–pen or asthma attack – inhaler.

14. Children to wear clothes they can manage. No belts allowed.

15. All children are to be toilet-trained. No nappies or pull-ups allowed as we do not have changing facilities or staff requirements. A full change of clothes to be provided in September for each child in case of accidents.

16. Immunisation record to be provided for each child. Please be aware that all children may not be immunised.

17. Healthy lunches are to be provided by you for your child, please ensure that a piece of fruit is provided in your child’s lunch, grapes must be cut in half to avoid choking, raw vegetables into small sticks or bite size pieces as well as lunch. Fizzy drinks, chocolate, sweets, etc are not allowed. As some children can be allergic to nuts, we do not allow nuts into the Early Years’ Service.

18. A list of Suggestions as to what to put in the lunch box (and what not to put in) are given out at the beginning of the year; Sandwich, bagel, wrap, fruit, yogurt, crackers, dried fruit, diced raw vegetables, yogurt, water, fruit juice. A spoon should be provided for yogurt and a small plastic bag for fruit skins or rubbish. If unhealthy items are included in the lunchbox, children are not allowed to eat it in Early Years’ Service and parent is informed on collection of child or a note is put in the child’s bag.

19. Cooked food is not allowed as health and safety regulations don’t allow us to reheat food or for cooked food to be consumer on our premises.

20. If there are any dietary requirements or allergies your child has, please ensure to inform us of this on the section in the enrolment form. Staff are made aware of any allergies or dietary requirements.

21. Please be aware that children will be involved in messy play, e.g. painting, playdough, etc. so no clothes to be worn that you don’t want ruined. Aprons are provided in the Early Years’ Service. Hands are washed after these activities.

22. All spills are mopped up immediately. EYS room is cleaned daily, by EYS staff and school cleaner, floor, equipment, sink, children’s toilets, are cleaned and sanitized daily, tables and chairs are sanitized.

23. Please do not drive into the school yard at any time unless invited to do so by the principal, e.g. school play. This is the in the interest of you, your child and all children’s safety.

24. In the interest of security, if a parent is unable to collect their child our policy is to have prior written authorisation from the parent to allow their child leave with someone else. If this is to happen please give prior notice, otherwise the child will not be allowed to leave the service until communication is made with the parent.

25. Although Parents don’t have access to the school building during Covid, our service is open to them and their children, we will communicate with you as much as possible through email, text or phone, please do not hesitate to contact us whenever necessary.

26. Parents should ensure that they are aware of the Early Years’ Service emergency procedures. (In the policies and procedure booklet kept in Early Years’ Service) Our doctor for an emergency is Dr. Waldron. (This procedure plus all of other policies and procedures are in the policies and procedures booklet kept in the Early Years’ Service.) Covid19 Response Plan and summary have been emailed to ye also and are available on the school website scoilchroiiosa.ie

27. If parents are going to be late collecting their child, we expect to be contacted. There is a late fees policy, 2 verbal warnings and 3rd time late there will be a fine of 5 Euro, any other late collections after this will incur 5Euro fine. (details included in the ECCE Fees Policy that is signed by all parents and returned to Early Years’ Service, one copy for Early Years’ Service and one for parent). It applies to ECCE and non-ECCE children.

28. The weekly fee for the Early Years’ Service for non ECCE children is 45euro (unless part of the ECCE Scheme i.e. child to be age 2 Years and 8 months before starting with us in September (e.g. for September 2020 a child must be born before 31st December 2017, any child born after that date will pay 45 Euro per week and be eligible for Free Pre-school ECCE Scheme the following year, September 2021.)

29. The Early Years’ Service works with the calendar year of the primary school i.e. closed for Halloween Break, etc., with one exception that when and if the primary school is closed for an in-service day or meeting for teachers, Early Years’ Service will be open. A calendar is given out at the beginning of the year. If your child is not receiving a Free ECCE Preschool and you are paying fees, there are no fees to be paid when Early Years’ Service is closed e.g. School holidays, midterm breaks etc.

30. If a child is absent from Early Years’ Service due to illness or any other reason the full fees still apply (where applicable if child is not part of ECCE scheme) in order to maintain your child’s place in the Early Years’ Service. Please send us a quick text or email to explain your child’s absence.

31. When a parent is contacted by the Early Years’ Service to pick up their child due to illness or high temperature, the child must be picked up immediately, as staff are not allowed to give medicine to children except for emergency situations. Therefore, if your child has been sick or has a temperature during the night, please do not send your child to school unless you are certain that they are better. . See “minimum exclusion for illness/guidelines for exclusion from the Early Years’ Service”. This is to prevent spread of infection and for the safety of all children. Covid-19 should be included with this, know the signs and symptoms.. (See below)

32. Staff and children do not attend Early Years’ Service when sick, to prevent spread of infection. See “minimum exclusion for illness/guidelines for exclusion from the Early Years’ Service”. Copy of this is given to parents at the beginning of the school year. There are many listed there, covid19 will be added too, it is important to know the signs and symptoms are: new cough, sore throat, temperature, difficulty breathing. If your child has any of these, please do not send them to preschool but phone your GP and follow his advice… Child may return when better or if it is Covid19 after 14 days, when child is healthy again or when GP advises.

33. Parents must be contactable and available for their child at all times during the Early Years’ Service hours in case of emergency or any other incident. This is for the safety of their child and the other children in the service. If there is a change in contact details Early Years’ Service must be notified immediately for records to be updated.

34. We are covered by Allianz insurance

35. Any problems or complaints should be brought to the attention of the Early Years’ Service leader who will ensure that it is dealt with in a prompt and professional manner.

36. A welcome meeting will be held in September or October and all parents are welcome, this will be done during the hours of the Early Years’ Service to facilitate parents. There will be other meetings with parents throughout the year and we look forward to meeting ye at these meetings. There will be one or two other meetings during the year and ye will be informed of these as they happen.

This won’t happen in September 2020, but as soon as restrictions allow we will have a welcome meeting

37. Any ideas or suggestions to improve the service and quality of the Early Years’ Service are welcome.

38. A full folder of Policies and Procedures is in the Early Years’ Service and you are more than welcome to look through it anytime, when the building reopens to parents, but if you require a copy to be sent to you via email, please do not hesitate to ask.

Immunisation Policy

When parents enrol their child in our Childcare Service, they complete the immunisation section, in the registration form supplied and we request a copy of the Child’s Immunisation Record.

Parents have the right to choose to Immunise their child or not.

Not all children attending this service may be immunised.

Guidelines for exclusion from the Early Years’ Service

Our policy on illness in the Early Years’ Service is that if we feel that the child is unable to attend due to an illness or contagious type of illness the child must be kept out until he/she is able to attend.

Certain symptoms in children or adults (Staff) may suggest the presence of communicable disease. Children or adults who have these symptoms (listed below) should be excluded from the Early Years’ Service until a doctor has certified that they are not contagious or until the symptoms have subsided.

Guidelines for Exclusion from School due to illness contagious or otherwise

• Fever 100 (37.5) degrees or higher (Normal temperature 37)

• Respiratory Difficult or rapid breathing

• Diarrhoea An increased number of abnormally loose stools in the previous 24 hours

• Vomiting Two or more episodes within the previous 24 hours

• Eye or Nose Thick mucus or puss draining from eye or nose

• Throat Sore throat especially when fever of swollen glands in the neck are present

• Skin Rash, skin rashes, undiagnosed or contagious

• Itching Persistent of itching of body or scalp that is not eczema

• Appearance/Behaviour

Child looks or acts differently: unusually tired, pale, lacking appetite, confused or irritable, difficult to awaken.

• Unusual colour Eyes or skin yellow. (These symptoms can be found in hepatitis and should be evaluated by a doctor)

• Covid-19 Cough, sore throat, temperature, difficulty breathing,

Equal Opportunities

We believe that good childcare is by definition non-sexist and that the elimination of sexism will benefit all children. Scoil Chroi Iosa Presentation Early Years’ Service believes that it is the right of every worker and user (both adult and child) to be treated as an equal and with respect, and that no religion or culture is inherently superior to any other. Each child is valued as an individual regardless of any difficulties or special needs. All children will be allowed to share the same opportunities and helped to overcome any disadvantages that they may have to face.

Child Protection

Our prime responsibility is the welfare and well-being of all children in our care. We comply with the procedures based on “Children First – National Guidance” for the protection and welfare of children. We will, together with parents ensure in following these guidelines. We intend to create within our Early Years’ Service an environment in which children are safe from abuse and in which any suspicion of abuse is promptly responded to.

Our Child Protection Policies have been updated in line with Children First December 2017, our Child safeguarding Statement is on display in our room, please feel free to read it. Maureen and I have completed the recent (March/April 2018/September 2020) e-learning on Child Protection and will avail of the new updated training when available. Pauline Murray has completed hers in July 2019

The Designated Liaison Person for this Early Years’ Service is Pauline Murray and the Deputy Designated Liaison Person is Maureen Sugrue. We are also mandated persons and can report independently if we need to.

We would also liaise with the School DLP Colin Barry or Deputy DLP Sybline Colbert when necessary.

Behaviour and Discipline

Scoil Chroi Iosa Presentation Early Years’ Service believes in promoting positive behaviour. Corporal punishment is prohibited in the Early Years’ Service. Practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful of any child is also prohibited. We aim to encourage self-discipline, consideration for each other, our surroundings and property. By praising children and acknowledging their positive actions and attitudes we hope to ensure that children see that we value and respect them. Our concerns would be the safety and care and respect for each other. We aim to work towards a situation where children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Adherence to and guidelines recommended by HAS are to be followed and respected, coughing and sneezing etigutte of into the elbow, and washing or sanitizing hands as often as necessary is to be followed and EY staff will assist your child to cooperate with these.

Prohibited Behaviour

No Corporal punishment is inflicted on an Early Years’ Service child. No practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of any child. We encourage children to play gently and nicely with one another, however, at this age some children may bite, hit or pinch others, we discourage this, if it happens we speak to both children, checking the injured child first and then the child who has hurt the other. .

If a situation arose where a child was hit by another child, we would ensure that one to one would be offered to the hurt child and one to one would be offered to the child who struck out and he/she would be asked why he/she did that, the adult would listen and then explain why this is unacceptable behaviour, we would go through the calming down process of taking 3 deep breaths and then return to the activity when the child is ready to do so. Parents would always be informed of any problem and how it was dealt with.

In extreme cases where a child is bit or badly hurt, parents of both children are contacted and both children are sent home, one to go to doctor and the other for his/her prohibited behaviour.

The following incidents (repeated) will be deemed as viable for verbal warnings and maybe indefinite removal of the child from the Early Years’ Service (EYS).

1. Minor Misbehaviour – Interrupting Class, refusing to follow instructions or participate in activities

2. Moderate Misbehaviour – Continuous non co-operation with EYS staff or other children, continuous disruption in class,

3. Challenging Misbehaviour – Aggressive, threatening, verbal aggressive abuse or violent physical abuse or behaviour towards any staff member or other children. Damaging school property or equipment, throwing things across the room putting others in danger, throwing objects or chairs at a child or an adult. Dangerous behaviour putting staff and other children at risk

When a child becomes aggressive towards a staff member or attempts to physically hurt them, the child’s parents will be contacted to collect the child immediately.

A discussion will be held with parents and staff members as to what strategies and plans will be put into place, e.g. after repeated incidents it will have been discussed with parents that 3 dangerous incidents in one day and the child will be removed from EYS for remainder of the day. If this continues it will result in 1st Verbal Warning…..

First Incident – 1st Verbal Warning and child will be removed from the EYS for the remainder of the day. Plans to be put in place and adhered to by both parties – parents and staff. Parent will again be reminded of our policies and procedures, and also that they need to be available at any time to collect their child when required. They will also be advised that if there are any further breaches of safety when the child returns to EYS e.g. throwing objects or toys in EYS or putting staff or other children in danger, the child will be removed again and a second verbal warning will be issued.

Second Incident – 2nd Verbal Warning and child removed from the service for the remainder of the day.

Third Incident – Either a written warning and/or meeting with a member of Board of Management

Many meetings, discussions, strategies, support from outside agencies if required will be exhausted but if the continued repeated failure to comply with the Code of Behaviour and the child will be removed from the EY Service indefinitely.

All of these incidents will be recorded and documented in child’s notes and “learning story”.

This was emailed to parents in August 2020

Covid 19 (Information, Policy and Response Plan)

While our building may be closed to you at the moment, we will be in regular contact, so please keep an eye on emails and texts for correspondence.. If you have any queries or need to ask anything, please do not hesitate to contact me via email, text or phone call.

Please be patient with us as we will be with you, it is all new to us as it is to you and your child and we will do our best to make this a pleasant journey for all.

Please see details below of our Covid-19 Policy

Statement and a Summary of Covid-19 response plan, the full plan is available on the school website scoilchroiiosa.ie

Covid-19 Policy Statement

With parents, staff and children all working together and following the guidelines we can make Scoil Chroí Íosa Early Years Service a safe place for everybody to learn and enjoy. Please see below our school Covid-19 Response Plan which outlines in detail how we will be managing infection control and what your role is in the process

A summary of the main changes are as follows:

• Preschool door will open at 9am

• Children and parents, When parents and children are waiting at 850/55am outside the Canal Entrance door, Green Zone, social distancing of 2m should be observed at all times using the ground markings. At 9am the door will open and Preschool staff (Pauline and Maureen) will invite the children in one by one (where possible), sanitise their hands and bring them to the Preschool room. Parents will not be permitted to enter the school building.

• Preschool children will also exit the school at home time via the same door by which they entered. Parents will not be permitted into the building so must use the ground markings outside to wait for the teacher to bring the children to the exit door.

social distancing of 2m should be observed at all times using the ground markings.

• Children should not bring any items from home into school

(toys or books of any sort are not permitted) apart from clothing eg coat, hat etc and lunch.

*AGREEMENT PAGE*

Please sign and return to paulinemurray@scoilchroiiosa.ie

1. I agree to pay weekly the full Early Years’ Service fees at the agreed time i.e. Monday of the week the child is commencing and every Monday thereafter. (This only applies to children who do not qualify for the ECCE scheme i.e. at least 2 years and 8 months before September 2020 DOB to be on or before 31/12/17.
2. If my child/children are absent for whatever reason that I agree to pay the full fee (only applicable if child is not part of the EECE Scheme).
3. In case of withdrawal of my child/children from the Early Years’ Service, I agree to give 4 weeks’ notice as required by ECCE Scheme.
4. I agree to inform the service if there is any change in my contact details.
5. I agree to collect my child on time – and if I fail to do this I will pay the late fee of 5 Euro if I am late on more than 2 occasions and thereafter, pay 5 Euro each time I am late.
6. I have read the policies and procedures of the Scoil Chroi Iosa Presentation Early Years’ Service and agree to carry out the parent/guardians responsibilities under same.
7. I have read the information on Covid 19 Information and Response Plan and am aware of signs and symptoms, I also know of the many incidents when not to send my child to preschool, i.e. cough, sort throat, difficulty breathing, high temperature, someone in our household testing positive and will follow all GP and HSE guidelines advice when required.

Child/Children’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_

*Please sign and return to paulinemurray@scoilchroiiosa.ie*

Ref No: 09GY0205

September 2020

Dear Parents,

This is to inform you that a discount is available for non ECCE children, from this Early Years’ Service for twins and or siblings who attend the service. IE Children who do not qualify under ECCE eg. Not born before end of December 2017 for September 2020 start date

€45 is the weekly fee per child, for non ECCE children, but for twins or 2 siblings, the fee is reduced to €40 per child, therefore, €80 is payable by the parent. If the parent only requires the children to attend the Early Years’ Service for e.g. 3 days the rate will be €50, 4 days €65.

€9 per day is the fee payable when broken down pre-rata, but if the parent only requires the child to attend the Early Years’ Service for e.g. 3days - €10 per day is the rate payable, e.g. €30 for 3 days, €40 for 4 days etc. In the event of availability of places being limited, preference will be given to full-time children ahead of part-time.

When non ECCE children are absent from Early Years’ Service due to illness or any other reason, the fee is still payable.

Early Years’ Service time is 9am -12pm sharp

All children must be collected on time

Late fees Policy applies to ECCE and non ECCE children

This is the late collection policy:

First late collection Verbal warning

Second late collection Verbal warning

Third late collection €5 fee

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any queries about any of the above please do not hesitate to discuss it with us.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colin Barry Pauline Murray

Principal Early Years’ Service Leader

Early Years’ Service Leader and Assistant

Pauline Murray is the Early Years’ Service leader at present (since September 2003) and Inclusion Co-ordinator since 2018. Maureen Sugrue is the Early Years’ Service Assistant (September 2015).

Pauline has been working in Childcare in this Early Years’ Service since September 2003 and have had many children go through the Early Years’ Service. It has been my pleasure to watch them grow and pass onto Junior Infants and go through the primary school. I have recently completed the LINCS course Leadership for Inclusion in the Early years and am looking forward to the year ahead putting new ideas and plans into place. We welcome all children of all abilities to our service.

Pauline has completed the following courses in Childcare:

• Introduction to Childcare, Learning through Play

• Fetac Level 5 – Childcare and Special Needs

• Fetac Level 6 – Advanced Certificate, Supervision in Childcare

• Child Protection, Play strategies, First Aid

• Buntus

• Incredible Years – Management Behaviour in the Classroom

• LINC Leadership for Inclusion in the Early Years

Maureen has been in Childcare since 1995, she has managed 2 busy childcare centres and has great experience with children. She has great artistic ideas and brings much fun and music into the Early Years’ Service, we have been lucky to have her since 2012.

We also keep in contact with Galway City and County Childcare Committee and attend their network meetings which keep us up-to-date with all the new developments in Childcare. We do many courses with them, updating our education at all times in the Childcare sector.

We look forward to getting to know you and your child and hope we all have a good year together.

If you have any concerns or questions, please do not hesitate to speak to us about them.

Pauline Murray Maureen Sugrue

Early Years’ Service Leader Early Years’ Service Assistant

INCO

*Please fill in and email to paulinemurray@scoilchroiiosa.ie*

Appendix 4: Return to Setting Form for Children (Covid-19)

|  |  |  |  |
| --- | --- | --- | --- |
| Childs Name: |  | Manager Name: |  |
| Parents/Guardians Name: | | |  |
| Name of Setting: |  |  |  |
|  | Questions regarding COVID-19 | | Yes / No |

1. Does your child have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?
2. Has your child been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
3. Is your child a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)?
4. Has your child been advised by a doctor to self-isolate at this time?
5. Has your child been advised by a doctor to cocoon at this time?
6. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your child’s safe return to the setting. Further information on people at higher risk from Coronavirus can be accessed [here.](https://www2.hse.ie/coronavirus/)

\*if you are unsure whether or not your child is in an at-risk category, please check the information at the link in Question 6.

\*\* If your situation changes after you complete and submit this form, please tell management.

**

*Please fill in and email to paulinemurray@scoilchroiiosa.ie*

Appendix 5: Checklist No. 8 (Parents/Guardians) (Covid-19)

COVID-19 Return to Work Safely Protocol - Checklist No. 8

Parents/Guardians

This checklist has been developed to help inform parents and guardians about what they need to do to help prevent the spread of COVID-19 in the setting. Providers and families must work together to protect everyone at the setting and in the community. Further information can be found at [www.Gov.ie,](http://www.gov.ie/) [www.hse.ie,](http://www.hse.ie/) [www.hpsc.ie](http://www.hpsc.ie/) and [www.hsa.ie](http://www.hsa.ie/)

|  |  |  |
| --- | --- | --- |
| Control | Yes / No | Action needed |

Are you keeping up to date with the latest COVID-19 advice from Government?

1. Are you aware of the [signs and symptoms of COVID-19?](https://www2.hse.ie/conditions/coronavirus/symptoms.html)
2. Do you know [how the virus is spread?](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)
3. Have you completed the COVID-19 return-to-setting form above and given it to the manager of the setting (1 week prior to your child returning to the setting)?
4. Have you told the manager or key worker if your child falls into any of the [at-risk categories?](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html)
5. Have you been made aware of the control measures the management of the setting has put in place to minimise the risk of your child and others being exposed to COVID-19?
6. Are you committed to cooperating with the staff in the setting to make sure these control measures are maintained?
7. Do you know how to contact the management of the setting if you have any concerns about exposure to COVID-19, control measures not being maintained or have any suggestions that could help prevent the spread of the virus?
8. Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?
9. Do you know to keep 2 metres physical distancing from others at all times when dropping and collecting your child from the setting?
10. Do you know what to do if you or your child start to develop symptoms of COVID-19 at home?
11. Have you been made aware of the procedure in the setting should your child start to develop symptoms of COVID-19 while in the setting?
12. Have you advised the manager or key worker of your contact details and details of an alternative person to contact should your child start to develop symptoms and need to be taken home?
13. Do you understand the purpose of the setting maintaining a COVID-19 contact log?
14. Are you aware of the importance of regular hand washing of your child’s hands?
15. Do you know what supports are available to your child if they are feeling anxious or stressed?

**Additional Information-**

Name………………………………………………Signature…………………………………………

Date………………

*The information contained in this guidance is for information purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. Early Childhood Ireland , shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist*

***Please fill in, sign and return to paulinemurray@scoilchroiosa.ie***

***WHAT YOU SHOULD KNOW ABOUT ME***

|  |  |
| --- | --- |
| **Name** |  |
| **Age** |  |
| **Child’s Nationality** |  |
| **Parent’s Nationality** |  |
| **Country Family comes from** |  |
| **Child’s First Language** |  |
| **Parent’s First Language** |  |
| **Any key words ( if you use a different language or comfort word that use with your child) that you would like us to know and use with your child that might comfort him or her if necessary** |  |
| **Parents, Brothers, sisters, Grandparents** |  |
| **Childminder, Friend or someone special in your child’s life** |  |
| **Colour of Hair** |  |
| **Colour of Eyes** |  |
| **Child’s Interests** |  |
| **Child’s Likes and dislikes** |  |
| **Favourite Comfort Toy or item** |  |
| **Favourite Colour** |  |
| **Favourite Activity, Sport or outing** |  |
| **Favourite Character or Programme** |  |
| **If he/she gets upset – best way to calm or comfort him/her** |  |
|  |  |
| **Any other information we should know about your child to help him/her to settle into preschool** |  |

I, the undersigned parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allow this information on my child/Children to be used by the staff in the Pre-School Early Years Service of Scoil Chroi Iosa.

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_