

# ARDFINNAN COMMUNITY PLAYSCHOOL

LADY'S ABBEY, ARDFINNAN, CLONMEL, CO. TIPPERARY

052/7464488

[ardfinnanplayschool@gmail.com](mailto:ardfinnanplayschool@gmail.com)



## ***POLICIES AND PROCEDURES OF***

### ***ARDFINNAN CHILDCARE COMMITTEE COMPANY LIMITED BY GUARANTEE.***

**Ardfinnan Community Playschool is operated by Ardfinnan Childcare Committee Company Limited by Guarantee. The object for which the company is established are:**

Provision of high quality, affordable and accessible community based childcare facility, enabling parent's avail of education training and employment opportunities and all related activities.

Company Registration Number: 422929    CHY No.: 16937    Registered Irish Charity No.: 20062132

*Our mission is "To provide high quality, affordable and accessible early education to children aged from 2 years 6 months in our local community"*

# Welcome to Ardfinnan Community Playschool

Ardfinnan Community Playschool recognizes that children are often filled with curiosity about the world around them and through our play curriculum we have the opportunity to support and develop a lifelong love of learning for each child. We recognise that parents are the first educators in a child's life, and we are here to support them in that role. Through play children learn many life skills such as how to interact with others and different ways of thinking, we encourage children to explore the world around them through the medium of play.

We would like the opportunity to tell you in a bit more detail what we are about, it will help you understand how Ardfinnan Community Playschool is run and provides lots of practical points



*"In play a child always behaves beyond his average age, above his daily behaviour. In play it is as though he were a head taller than himself."*

*Lev Vygotsky*

*Russian psychologist, 1896–193*

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# STATEMENT OF PURPOSE AND FUNCTION

## Policy Statement

The purpose of **ARDFINNAN COMMUNITY PLAYSCHOOL** is to provide high quality, affordable and accessible early education to children aged from 2 years 6 months in our local community. It is a community run service and is classified as a sessional service under the Child Care Act 1991 (Early Years Services) Regulations 2016.

## Setting Details

### Description of Setting

Name of setting	Ardfinnan Community Playschool
Address	Lady's Abbey, Ardfinnan, Clonmel, Co. Tipperary
Eircode	E91 RP21
Person in Charge	Louise Boyle
Administrator	Elaine Cowan
Contact Telephone Number	052/7464488
Email Address	<a href="mailto:ardfinnanchildcare@eircom.net">ardfinnanchildcare@eircom.net</a>
Registered Providers	Breda Murphy

Type of setting	Sessional
Who service is aimed at	Children from ages of 2 years and 6 months
Community or private	Community run service
Curriculum followed	Play based curriculum following Aistear guidelines
Síolta Accredited	Accredited by Síolta in 2017
Number of weeks open	38 weeks per school calendar year
Opening hours	2 sessions – morning and afternoon 9.00 to 12.00 and 1:00 to 4:00
Number of children catered for	22 children per session
Number of staff	4
Childcare Schemes and Fees	ECCE, and NCS Fees are €14 per session

## Mission Statement

Ardfinnan Community Playschool aims to provide a quality open welcoming child centred service, where children will grow and learn, in a safe environment. Begin to explore, discover, and adjust socially through play situations, under the guidance of suitably qualified adults and interested parents and guardians. In a service where health, safety, welfare needs and rights of all children in our care is one of the utmost importance.

## Policies

ARDFINNAN COMMUNITY PLAYSCHOOL quality of practice is underpinned by a set of policies, procedures and practice guidelines which reflect our ethos of providing an open welcoming child centred service, where children will grow and learn in a safe environment. We are fully compliant with GDPR guidelines. All policies are available to view in the office.

This policy was adopted by ARDFINNAN COMMUNITY PLAYSCHOOL on Date: August 2019

Signed by: \_\_\_\_\_

Louise Boyle (Manager)

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## ADMISSIONS & ENROLMENT -- Policy Statement

Ardfinnan Community Playschool welcomes all families and children into our service inclusive of gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling community and religious belief. Families are welcome at all times especially during the settling in period

### **This policy is underpinned by the Childcare preschool Services Regulations 2006**

Ardfinnan Community Playschool adheres to the:

- Promotion of equal opportunities
- Open and fair admission procedures
- Anti-Discriminatory procedures
- Respecting cultural and language differences

All policies and procedures are available to parents/ guardians. Parents/ guardians must agree to adhere to all policies and procedures when accepting a place

### **Enrolment Procedures**

Upon contacting our Administrator a Pre-Enrolment form will be issued, when this is returned to our Administrator it will be stamped and dated.

- The child's name is placed on the waiting list when the Pre-Enrolment Form is returned completed to our office administrator
- When places become available places will be offered on a 'first come first served bases'
- Parents/guardians will have opportunities to visit the setting prior to admission
- Referrals will be considered as places become available

### **Enrolment**

- Each child enrolled in Ardfinnan Community Playschool must adhere to our Immunisation Policy, which states all children attending the service must be fully vaccinated. Please contact our office for more information.
- Each child enrolled in Ardfinnan Community Playschool must be **fully toilet trained** prior to beginning their preschool experience.
- Each child and their parents will be invited to our opening evening prior to the start of each new school year, this evening is a chance for us to get to know the child, meet parents and introduce our staff. Each parent will be issued with our enrolment pack which includes full detailed enrolment form and information booklet along with any other relevant information necessary for each child.
- Full enrolment forms must be returned completed on or before the first day of playschool
- A copy of the child's vaccination record must accompany the enrolment form
- Children must be 2 years and 6 months of age before enrolling in our service
- All Pre-Enrolment and Enrolment forms are stored securely in a locked filing cabinet

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## FEES -- Policy Statement

Ardfinnan Community Playschool fees reflect both the need to offer high standards of practice and affordability to parents. We are committed to working together with parents to ensure quality care and learning for their child

### Principle:

This policy is underpinned by the National Standards for Preschool Services 2010, the Child Care Act 1991 (Early Years Services) Regulations 2016 and the Equal Status Acts 2000-2012.

The Manager is responsible for establishing fees policies and structures which must be approved by the Board of Management at Ardfinnan Community Playschool and the Tipperary County Childcare on an annual basis. There will be no reduction in fees if a child is absent due to illness, or any such reason. All money generated from fundraising for the service must be lodged into the bank account of Ardfinnan Childcare Committee Company Limited by Guarantee. Fees are to be paid in the reception office at Ardfinnan Community Playschool. Management will ensure regular lodgements or contact the Treasurer if time constraints prevent lodgements.

### Fees Payment

The rate is €14 per session.

Fees should be paid weekly on Monday or the first date of attendance each week. Receipts are issued on request only. If one month's fees are outstanding at the end of the 2nd month a written reminder will be issued. If fees are still outstanding and no contact has been made after the 3rd month the service is withdrawn

### ECCE –Early Childhood Care and Education

Ardfinnan Community Playschool work with the Department of Children Equality, Disability, Integration and Youth in providing the Early Childhood Care and Education (ECCE) Scheme which offers children 2 years of free preschool. Children can start ECCE when they are 2 years and 8 months of age and continue until they transfer to primary school.

## General Data Protection Regulation, GDPR 2016

Ardfinnan Community Playschool is fully compliant with GDPR and has an extensive data protection policy which is available to view at any time. We follow guidelines set down by the "Data Protection Acts 2 of 1998 & 2003 and the 2016 General Data Protection Regulation (GDPR) to ensure all personal information gathered is held in a secure manor and can only be accessed by authorised personnel. Personal information will not be shared with any third parties and is only used to provide tailored care and education to your child.

### Confidentiality

Ardfinnan Community Playschool is committed to keeping all information about the children, families, staff, and volunteers using the service confidential. Unless there is a child protection obligation for to disclose such information or the service is legally obliged to do so.

- ✚ Parents have the right to access the files and records of their children but will not have access to information about any other child.
- ✚ Staff will not discuss individual children, other than for the purposes of curriculum planning/group management, with people other than the parents/carers of that child

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- ✚ Accidents resulting in injury will be shared with the authorised person who collects a child. Information of a sensitive nature will only be shared with parents of that child and any person that the parent has nominated to share information with as noted on the child's registration form
- ✚ Feedback is given directly to parents on their child's progress
- ✚ Information about a child's medical needs or status, or concerns about child protection issues will be kept in a locked file and will only be available to authorised personnel.
- ✚ Information is shared on a need-to-know basis only
- ✚ All confidential information will be stored securely,

**Ardfinnan Community Playschool is fully compliant with GDPR Data Protection 2016.**

## Inclusion

Ardfinnan Community Playschool has a policy of equality of care, respect, and value for all children. We welcome and support children with additional needs, and their families. These needs may be physical, intellectual, social, and emotional. Language may be a problem due to a specific need in this area, or because English is not the first language of their child. We encourage parents to write a few words that have special meaning to their child so staff can understand their needs.

We aim to provide a physically accessible indoor and outdoor environment and work with parents to support their child's physical development and/or needs while attending our playschool.

We also work closely with external agencies e.g., HSE, Early intervention teams, speech, and language, etc.

We support each child's learning by setting up an agreed means to review, examine and assess the programmes for every child ensuring each child's interests are included in our curriculum and we encourage parents to be involved in their child's learning.

### LINC and AIM programme

LINC (Leadership for Inclusion in an Early Years Setting) this is a national programme designed to enhance inclusion of children with additional needs in early childhood care and education settings Louise Boyle is our Inclusion officer (INCO) she has completed her LINC training which is a Level 7 Special Purpose Award in Leadership is for Inclusion in an Early Years setting.

Louise's role is to ensure best practice is being implemented in leading the inclusion of children with additional needs in our playschool. Louise will support all our Educators to plan for, implement and review inclusive practice in our playschool. Louise will liaise with parents and other professionals working with their child e.g., speech therapist, through the AIM (Access and Inclusion Module) program.

All our staff have gained a certificate in the implementation of AIM (Access and Inclusion Module) and have valuable experience working with children who have special needs. Our educators will engage with the children ensuring their needs, ideas, feelings, and thoughts are listened to and advocates on their behalf to ensure Inclusion procedures are in place.

Please contact our office for more details.

## Healthy Eating

**Statement:** At Ardfinnan Community Playschool we believe that eating a balanced diet is vital for good health and wellbeing. Food provides the energy, protein, essential fats, vitamins, and minerals to live, grow and function

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properly. We understand that children need a wide variety of different foods to provide the right amounts of nutrients for good health and development. The food a child eats in their early years influences their eating habits as they grow and develop. We recognise that it is important to teach young children about healthy food choices and staying well hydrated, and to help them develop good habits and a healthy relationship with food from an early age.

**Curriculum:** Ardfinnan Community Playschool recognise the importance of food in our daily routine, healthy food is a key part of our curriculum, where the children are offered learning on the food pyramid and how to choose a healthy choice for a snack, fruit and vegetables are available to explore and taste during this learning. Our garden is also a key learning experience for the children where we may grow vegetables or herbs or fruit.



We grow plants that we can eat; we experiment to see how much sugar is in our food, we look at what food animals give us and lots more.

Ardfinnan Community Playschool has adopted a healthy eating and nutrition policy recognising that healthy eating is a key part of learning in preschool; it is a valuable life skill as we believe that learning about how to eat healthy, drink healthy, getting exercise at a young age and being able to take responsibility for making good health choices and caring for themselves enables children to experience wellbeing and lays the foundation for a healthy lifestyle in the future. This is accomplished with the help of parents and guardians, staff, and management.

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## **ARDFINNAN COMMUNITY PLAYSCHOOL HEALTH AND SAFETY STATEMENT**

We at ARDFINNAN COMMUNITY PLAYSCHOOL are committed to providing a safe and healthy environment for children, employees and all those affected by its activities and in compliance with the Safety, Health and Welfare Work Act, 2005 and the associated General Application Regulations 2007, which set out how the prevention of ill-health and accidents at work is to be achieved.

We understand that we have the ultimate responsibility for the workplace and a direct influence on health and safety in our business. The health and safety policy outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

### **SAFETY POLICY**

We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed to ensure the safety, health, and welfare of our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe equipment is provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training, and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of our employees are employed when required.

Ardfinnan Community Playschool considers that it is the strict duty of all staff to conform to childcare safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation.

Ardfinnan Community Playschool welcomes feedback from staff or service users regarding any aspect of this document or any other health and safety concerns. Feedback in this regard should be directed to the manager (named below).

This policy was adopted by ARDFINNAN COMMUNITY PLAYSCHOOL on Date: August 2021

Signed: \_\_\_\_\_ (Manager) Date: \_\_\_\_\_

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## INFECTION CONTROL -- Policy Statement

It is the priority of Ardfinnan Community Playschool to protect all children attending our service and all staff working in our service from the transmission of infections. The health and well-being of all children, staff and visitors to our service is paramount and our aim is to prevent and manage any infection which may be present in the service. This policy is communicated to all staff and a full version of this policy is available to all parents on request

### Rational

Infection can lead to serious ill-health for young children. Infection control procedures seek to reduce the risk of children and staff contracting an illness in Ardfinnan Community Playschool by ensuring good hygiene is followed at all times and the risk of infection is minimised. We aim to promote good hygiene practices that children and parents can implement at home.

### Preventing the spread of infection -- Risk Assessments

Risk assessments are undertaken by staff to assess if activities, actions, or environments pose risks from an infection control standpoint to the children and staff of Ardfinnan Community Playschool. Actions are implemented to eliminate or reduce the risk identified through risk assessment.

### Infection Prevention

There are three basic principles of infection prevention outlined in the Management of Infectious Disease in Childcare Facilities and Other Childcare Settings (2012) Preschool and Childcare Facility Subcommittee Health Protection Surveillance Centre (HPSC). These guidelines are:

1. **Hand washing** is the single most effective way of preventing the spread of infection and should be used at every opportunity
2. **Immunisation:** all children and staff should be appropriately immunised
3. **Exclusion:** any unwell staff member or child should be excluded

### Hand washing

**Hand washing is the single most effective way of preventing the spread of infection; its purpose is to remove or destroy germs that are picked up on the hands**

## Adapting the Environment: - Covid 19 Guidelines

Ardfinnan Community Playschool will adhere to all government and HSE guideline to ensure that our playschool adapts its environment, prioritising safety, and hygiene, while at the same time ensuring that our learning environment is calm, stress-free, and playful in order to prevent potential discomfort and upset to children. This may include introducing Play-Pods or reducing numbers, restructuring our toy area so as to adhere to a strict hygiene protocol and using our garden area more often.

We will up-date parents and guardians of all changes and liaise with them in making changes where necessary. We will also look towards our Health & Safety Policy and our Fire Safety Policy prior to making any changes to our environment.

A daily risk assessment will be carried out and the results will determine the daily running's of our playschool, our policy on Risk Assessment is available on request.

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## Cleaning

We at Ardfinnan Community Playschool implement good practice and work effectively to ensure our service is maintained to a very high standard. All employees are required to follow the cleanliness and hygiene procedures.

Ardfinnan Community Playschool will be maintained in a clean, hygienic state throughout the day and cleaning records are kept. Our staff are responsible for the materials and equipment used. They ensure that such items are clean, hygienic, and safe at all times.

The following measures are taken to encourage a clean hygienic playschool, ensuring that all measures taken follow the guidance of the HSE to prevent the spread of infection:

- Cleaning routines and procedures are in place and are closely monitored and recorded.
- All toys and equipment are selected and managed from an infection prevention viewpoint, in line with existing national guidance

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**ARDFINNAN COMMUNITY PLAYSCHOOL** quality of practice is underpinned by a set of policies, procedures and practice guidelines which reflect our ethos of providing an open welcoming child centred service, where children will grow and learn in a safe environment. We are fully compliant with GDPR guidelines. A full and detailed list of policies are available to view on request.

If you require more information on our policies and procedures, please contact our office.