



Rules & Regulations

Principles

The following principles will be followed in taking forward the aim of this crèche.

- The welfare of the children will be paramount.
- We will seek to work in partnership with the parents.
- Parents will be regularly informed about their child's progress and well being.
- We have a complaints system. It is intended to help parents who may have a grievance to put their concerns forward and have them heard.

Staff/Child Ratios

Age	Ratio
0 – 1	1 adult to 3 babies
1 – 2	1 adult to 5 children
2 – 3	1 adult to 6 children
3 – 6	1 adult to 8 children
over 6	1 adult to 10 children (recommended good practice)

Hours of Business

7:30am to 6:00pm

The crèche is open throughout the year except on Bank Holidays, Good Friday and one week at Christmas.

Transitions for Children

It is the policy of the crèche to settle a child in slowly and gently. The settling in process varies depending on the age of the child.

All children are normally settled in the week before they are due to start. During this week parents are encouraged to bring their child in for a few hours every day and / or to spend some time with the child's new carers.

Parents of babies have the opportunity to go through daily routines with the nursery staff.

Safety, Health and Hygiene

The welfare of the children attending is paramount and parental cooperation is necessary in the following circumstances:

- Children must not attend the crèche if they have any infectious illness likely to be transmitted to other children, i.e. infectious diseases such as conjunctivitis and tummy bugs. The crèche managers' decision must be respected.
- It is the policy of this crèche to refer concerns of child safety to the local health board.
- A door bell system operates at both front doors and must only be answered by members of staff. Please use the appropriate bell for your child's room in the new wing. Parents are requested not to engage in chat with other parents while the front door is open.
- Smoking is not permitted in the crèche.
- A routine of personal hygiene is established.

Parent/Staff Cooperation

The service recognises the role of the parent as the primary care givers and will strive to work in partnership with parents. Your cooperation is appreciated on the following matters:

- Any change to phone numbers, particularly mobile phones.
- It is important to notify staff of any major events in your child's life, such as one parent being away on business for an extended period or a change in your family situation.
- Please make sure that your child has a change of clothes, nappies wipes and creams.
- Children must be collected on time. The crèche closes at 6pm sharp. After 6pm there is a 10 € on the spot fine for late collection for the first ten minutes and an additional 10 € fine for every ten minutes thereafter.

Parent/staff meetings are arranged by appointment to discuss pertinent details of your child's well being.

Curriculum

All our activities are structured to encourage group and individual involvement. All activities are age appropriate – across the board.

Heuristic Play

The Heuristic play approach is used in our baby, wobbler, toddler and pre-montie rooms.

Play equipment is carefully chosen to promote a sense of discovery. It is here also that they learn to share and develop social skills.

Montessori Teaching

The Montessori method of teaching is applied to our preschool, covering Practical Life, Maths, Language and Environmental Awareness. Children learn at their own pace.

After school care

This service seeks to provide a homely atmosphere for children and homework is supervised for a period not exceeding one hour. A structured programme is followed based on the high score principle where the children:

- Plan - What it is they want to do
- Do - Carry out what they want to do
- Review - What it is they have done

Medicines

A sick child should not attend the crèche. However medication will be administered as part of a continuing treatment. Parents must complete a medical consent form before any medication may be given. The manager will take responsibility for this to ensure correct procedure, dosage and timing is followed. Children on antibiotics must not attend the crèche for the first twenty-four hours of treatment and may only return if temperature is gone and they are physically fit. Children running a temperature may not attend the crèche. We may require a doctor's note when the child returns after illness.

Additional Activities

These include art and crafts, indoor and outdoor games and field trips. During the summer months the children participate in Summer Camp. Birthdays are celebrated with a small party. If you would like to bring a cake and any goodies please avoid highly coloured foods. Before Christmas the children stage a concert for the parents, this generally takes the form of a little play and carol singing. The children also have a Christmas party and Santa arrives to add to the excitement.

Food/Nutrition

A balanced diet is prepared daily for the children by our on site cook, ensuring that all food groups are included in their recommend quantity. Where available we will use fresh ingredients over processed food. Sample menus are displayed. Children with special dietary requirements are taken into account. Treats are provided on a Friday only. Variety is extremely important in the children's diet and dietary suggestions are always welcome.

Resting

We have a cot room with six cots for our babies.

In our Wobbler and Toddler rooms the children sleep on little beds after dinner, but should they need a nap at anytime, they can have one.

We provide mats, beanbags, and soft furniture in our Montessori and Afterschool rooms so if a child feels poorly or tired at anytime they can rest.

HSE regulation: Duty of care

Rest / sleep time has to be provided for all children during the day, especially the very young.

As some children attend a crèche for up to 10 hours per day it is vital that they have a rest / sleep period in the middle of the day.

Discipline

Difficult behaviour from children is to be expected as a normal part of their development. It often reflects their attempt to cope with situations so understanding their needs is of great importance. The use of physical punishment by staff towards a child is totally forbidden. The crèche promotes a positive method of self-discipline. A child's inappropriate behaviour is dealt with by emphasising the positive and rewarding appropriate behaviour by way of praise. Where a child continues to display inappropriate behaviour a meeting is held between parents, crèche manager and your child's key worker to discuss issues and work towards a solution. Parent/staff cooperation is very important in dealing with this.

Complaints Procedure

In the interest of your child and to ensure proper conduct of the business of The Lodge Group provision is made to deal with complaints against staff members as follows:

If you have any grievance that you consider to be genuine in respect of any aspect of your childcare you have a right to a hearing by the crèche manager. Issues may be discussed in private.

Order of complaint would be:

1. Key worker – person in charge of room
2. Supervisor
3. Manager

Admission and Discharge Policy

Admission to the crèche is on a first come first served basis and dependent on availability. Notification of requirements is essential. A booking deposit of two weeks plus one week in advance is required. The deposit is non-refundable and will be worked out at the end of your child's stay. A minimum of one month's notice must be given when your child is leaving.

Fees

Fees are payable weekly or monthly on the first day of the week / month. There is no allowance for absenteeism through illness or holidays.



Childs name Room

I undertake to conform to all the Rules and Regulations in force from the time to time and have read the enclosed Rules and Regulations.

Signature of Parent/Guardian

Date