



Parkview Creche



Hamilton Park Parent's Handbook

Welcome to Parkview Creche !!

Our aim here at Parkview is to provide the highest quality of childcare for all our families. We will provide a safe, warm, stimulating, age appropriate environment where all children are encouraged to learn, grow and actively explore.

One of the most important aspects of this journey is us developing a very strong partnership with our parents. Committing to working together to build a foundation that nurtures each child's self esteem and confidence. Having an 'open-door' policy and ensuring we have clear open communication lines at all times is a key factor in this partnership.

Our Parent handbook is a summary of important information taken from our Policies & Procedures. You will be emailed on a copy of the policies. The handbook is designed to give you a basic, overall picture of our service. If securing a place, it is very important that you read the full document before signing the registration form and booking your child's place. By registering your child, you are agreeing to adhere to these policies for you and your child. Are Policies are under review and should be complete in the coming weeks – Tusla approved at that stage also.

It is important that parents inform us of any personal beliefs or values that may be contrary to those recommended by ourselves or our advisory bodies (including HSE, Tusla, Early Childhood Ireland etc) it is widely recommended that children experience diversity in the early years of life and so we will expose children to a variety of activities, cultures, foods, people and experiences.

Our priority is always the safety, development and wellbeing of the children in our care. While we try to accommodate the wishes of individual families, this is not always possible in group care, but we will always do our best to facilitate any requests.

We value inclusion and diversity and welcome children with additional needs. Please inform us of any dietary, medical or additional needs your child may have. The manager may then request further detailed information from you or a qualified professional so we can devise an Individual Care Plan (ICP) for your child while here in the setting.

Our Curriculum and Programme of Activities in every room to include the afterschool group are going to be created every August for the year ahead. Once complete parents are welcome to have copy of it. Our curriculum is a blended one. We work off the principles of Aistear and we believe in play based, child-centred learning. We use the curriculum as our guide, but the children's emergent interests are most important. As children express interest in various things, our key carers will act as 'Scaffolders' and further support the child in this learning. Each child will have their own 'learning journal' where we will document their own unique learning path, these journals will be loaded with write ups on your child, photographs of their day, artwork and creative work. We are going to be very focused on the layout and careful planning of each room in the setting. We believe that if we provide children with a warm, bright room with clearly laid out areas of interest that children will thrive in exploring their environment and also, we believe in encouraging as much outdoor activity as we can possibly can.

Our afterschool group have a separate area of the facility to themselves. Their area is going to be richly provided with materials and toys to suit their interests and needs. This includes Fooseball table, wide variety of board games , large lego selection with a lego table, we also have secure the use of the playing field that is beside St Patricks NS in the afternoons (the fenced in area that they use during their lunch breaks in school) . When the weather is nice they will have full access accompanied by staff to play there.

We will be providing on-site extra-curricular activities for the afterschool group also every week – this will be included in your child's fee!!! We will confirm to you once we have the list of activities to choose from. Focusing on one group being junior infants – 1st class and the other group 2 – 6th class. They will also be provided with an area to relax and watch movies with parental consent. For those in the younger groups we can offer sleep area if they need during those first few months of starting school. We will be very fortunate to have our own tailor-made play area outside of the facility – divided into two areas – one for the creche & preschool which will be soft surface and the other will be an 'Astro' area provided for our afterschool group. We will also avail of all the lovely green area's that surround us in Hamilton Park to allow great play time for the older children!!!!

If you choose Parkview Creche you should be aware of the following information

- We open Monday to Friday 7.30 and close 6.30pm sharp. Parents or children are not permitted on the premises outside these hours. Due to the COVID restrictions we are currently operating from 8am – 5pm to ensure we maintain the pod structure recommended.

- Part time option : 8-1pm or 9-2pm subject to availability only.
- By completing and signing the registration form, you are agreeing to the terms and policies as detailed in our policies and procedures.
- A non-refundable deposit of one month's fee must be paid to secure your child's place. This deposit is refunded when your child leaves the creche, subject to the minimum 30 days written notice. It is not refunded, should you decide not to take the place.
- The first week will be a settle in week and we will discuss this process with each family.
- You must provide all nappies, wipes, creams, cotton wool, soothers and spare clothes. Clearly marked with your child's name.
- All fees are payable by direct debit and are due on the first of each month.
- The fee is calculated across twelve months and includes all holidays (we close good Friday and five working days over Christmas) and emergency closures. Fees do not reduce when your child does not attend for any reason.
- Should your needs/required care days or hours change, you must discuss this with the manager to ensure the changes can be accommodated. If so, 30 days written notice is needed to amend your fee.
- Parents are expected to help ensure the health, safety and well-being of all children in attendance by following procedures carefully.
- **ANY CHILD WITH A MEDICAL CONDITION AND WHO NEEDS A CARE PLAN CREATED. THE PARENTS MUST HIGHLIGHT TO US IN ADVANCE OF START DATE. We will then ensure we have the adequate information and medicine on site before the child starts. It will also allow for us to inform staff of the care plan. Failure to notify us in advance will result in us unable to take in any child until this process is complete.**
- Only parent's or nominated collectors (with photo ID) may collect children.
- Building relationships with parent's through our preferred method of communication (regular, informal, verbal communications) is what we find works best. We will inform you of your child's day (meals, changes, sleeps activities etc) through the Childpaths App.
- Please refer regularly to our parents notice board, very important information will be emailed from time to time.
- Please let us know in confidence, if anything happened at home that may affect your child (house move, divorce, bereavement etc)
- We provide all food throughout the day; breakfast is served 7.30 - 8.45, morning snack 10.15am, a hot dinner is served up at 11.30/12noon and afternoon tea is at 3pm. Plenty of water and milk is provided throughout the day.

- We have a strict healthy eating policy which forbids sweets, crisps, chocolate, popcorn, nuts or fizzy drinks. Small exceptions may be made on rare occasions.
- Children must not attend creche for at least 48 hours after vomiting, diarrhoea or after starting an antibiotic.
- Parents will be asked to collect their child if they are very unwell or we suspect a contagious illness, including vomiting or diarrhoea.
- You must let us know if your child has not been vaccinated in accordance with the HSE schedule of vaccinations.
- Medication can only be administered where prior, written permission has been given by parents.
- Managers and staff need to make a (sometimes quick) judgement on a child's health while at creche. We always do this with the children's best interest in mind, so we ask parents respect that decision.
- All our staff are First Aid/CPR trained.
- Staff are trained in Child Protection and are mandated persons for reporting suspected child protection issues.
- Our number one priority is the safety of the children. We do everything possible to ensure we provide a safe and stimulating environment, however, to develop independence and good judgement, children must be allowed to take risks while playing. We allow and encourage children to take on new challenges and develop their own risk assessment skills while under supervision.
- Positive reinforcement works to eliminate unwanted behaviours for the majority of the children in our service. Physical altercations, biting (at certain ages) and some arguing must be expected when children are in groups. Parents are asked to work with staff to resolve any issues and be understanding that these are all just children.
- We strive to maintain a safe, happy environment for the children. Parents and adults are required to behave in a way that is a good example for the children and have a code of conduct for all adults, including parents on the premises.
- Tolerance and understanding are sought and discrimination of any kind is unacceptable. This includes remarks/issues based on gender, religion, sexual orientation, cultural differences, race etc.
- Children are not permitted to wear jewellery, including amber beads, hair braids, hairclips or necklaces. Please ensure that nothing your child brings to creche could be a danger to another child.
- Children must wear indoor shoes in all rooms in the setting. We require parents to bring these a few days before the actual start date.

IMPORTANT INFORMATION

- Parkview Creche, Hamilton Park: Email info@parkviewcreche.ie

CRECHE LANDLINE : 01 557 4591