



WELCOMING, INCLUSIVE, EMPOWERING, CARING, RESPONSIBLE

YMCA Childcare Policies & Procedures 2019

GOVERNANCE

WE BELIEVE EVERYONE SHOULD HAVE THE OPPORTUNITY TO BELONG TO HEALTHY, CONFIDENT, SECURE AND CONNECTED COMMUNITIES.

YMCA Dublin is a registered charity (Charity Number 2366). A list of our members of Board of Management is available on request.



1. STATEMENT OF PURPOSE AND FUNCTION

Document Title:	Statement of Purpose and Function
Unique Reference Number:	001
Document Author:	YMCA Childcare, CB
Document Approved:	Paul McDonald
Person(s) responsible for developing, distributing and reviewing Policy	Paul McDonald Michelle Cullen
Person responsible for approving Policy	Paul McDonald
Method of communication of policies to staff (email / hard copy / induction training)	Email & Hard Copy
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email & Hard Copy
Method of communication of policies to Stakeholders (full policies via email, hard copy)	Email
Date the Document is Effective From:	November 2020
Scheduled Review Date:	Annually
Number of Pages:	7

This policy is available to and has been communicated to parents/guardians and stakeholders. This Statement is available to parents, staff and relevant stakeholders.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy. Relevant staff have been trained on this policy.

Purpose and Function: The purpose of these policies is to set out the Service's policies and procedures

Our Approach: YMCA Childcare provides full and part-time quality and affordable childcare in Dublin's city centre. We are committed to standards of excellence, giving children the best start in life.

We provide full-time and part-time care for children from 6 months through to 6 years old and after school care for children who attend the local primary school at St Enda's. Our modern, purpose-built facility is located on Aungier Street in the heart of Dublin and is open from 7:45am-6:15pm.

We have seven rooms in our crèche, as well as a safe outdoor area which is used throughout the day by all the age groups. Children have access to a large sports hall and dancing studio which is great especially on rainy days. We are also a fully catered crèche, with all our meals freshly prepared on-site.

Working together in partnership with parents, we provide a safe and promoting environment, where children feel valued. We promote respect towards self, others and the environment. We promote independence through a wealth of learning opportunities, both structured and flexible. This enables children to achieve their goals and promote their self-esteem.

We are committed to meeting the childcare needs of families who choose to access our service, including children and families with additional needs. We employ qualified childcare staff and provide initial and on-going training. We continually challenge ourselves to improve our service and promote best practice.



KEY INFORMATION:

Opening Hours:	7:45am-6:15pm (full-time) 9am-1pm (sessional)
No of Weeks per year opened:	51
Capacity:	85 (full-time children) 44 (sessional children)
No. of Children attending the Service:	53 (full-time children) 30 (sessional children)
Age Range:	6 months – 5 years
Ratios:	0 – 1 Year 1:3 1 – 2 Years 1:5 2 – 3 Years 1:6 3 – 6 Years 1:8
Curriculum:	Child-led Play based Curriculum
Address:	53 Aungier Street, Dublin 2
Phone Number:	014782607
Email:	childcare.info@ymca-ireland.net

Key Personnel: In-House

Manager (Person in charge):	Michelle Cullen
Deputy in the absence of Manager:	Belinda Geoghegan
Health and Safety Officer:	Paul McDonald
Fire Officer:	
First Aid Co-ordinator:	
Designated Liaison Officer:	Kathryn O’Mahony
Deputy Designated Liaison Officer:	Paul McDonald
Data Controller:	Rachel Kinlan

Key Personnel: External

TUSLA Early Years Inspection Team:	Dublin South West & West, Early Years Inspector, Cherry Orchard Hospital, Ballyfermot, Dublin 10, 076 6955723
TUSLA Social Work Department:	Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2, 01 6486500
Garda:	Kevin Street Garda Station, 01 6669400
Doctor:	Dr Keith Perdue/Dr Emer O’Reilly, Grafton Medical Centre Ph. 01 6712122
Pharmacist:	Medipharm, 16 South Great George’s Street, Dublin 2 Ph. 01 6719765
Hospital:	Temple Street, 01 8784200



Fire Brigade:	999 / 112
Fire Maintenance:	DMG Fire Alarm and Maintenance Ph. 01-8107679
Pest Control:	Complete Hygiene Solutions Ph. 014019677
Garda Vetting:	Early Childhood Ireland, 01 4057100
Water Leaks:	1850 278778
Electricity Emergency:	1850 372999 (24-hours)
Gas Emergency:	1850 205050 (24-hours)

Type/Class of Service: Full Day Care in accordance with the Child Care Act 1991 (Early Years' Services) Regulations 2016. It is aimed at families who require full-day care for their children for reasons of work or respite.

The aim of this Service is to provide a Full Day Care facility for children aged 6 months to 5 years. We open 51 weeks per year and daily from 7:45am-6:15pm, Monday to Friday. We have the capacity to cater for 85 full-time children and 44 sessional children at any one time and our ratios are listed overleaf. This Service is a community-based facility operated by a Board of Directors. We deliver a Child-led Play based Curriculum.



Range of Services and Facilities:

Our Service:

- We are open 51 weeks per year
- We close over the Christmas period (dates will vary from year to year)
- We are offering the following funding schemes: ECCE, NCS

Our Facilities include:

- Large fully fenced, well-equipped outdoor.
- Playground with safety surface.
- Large, bright, spacious rooms.
- Safety-fencing, safe set-down area (with a loading bay at the front of the building).
- Breakfast Club and After School with homework support.
- Healthy and nutritious food cooked on-site.
- Trained and qualified staff.
- Summer Camps.
- Camps at Mid Term, Easter etc.
- Extra-curricular activities (Music and Sport).

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 staff create a positive and secure environment where children feel confident in exploring their surroundings.

Fees: The Fee Schedule is on display.

Parents/guardians are required to sign a Parent Agreement regarding fee payment:

- Fees can be paid weekly or monthly.
- Fees must be paid by Direct Debit.
- A receipt will be issued upon request.
- A deposit is taken, in advance, when a child is given a full-time place and refunded four weeks after registration.
- A deposit is required with other schemes and a percentage is refunded after registration is accepted. The remainder is kept on the parents' account until final week of attendance.

(For further details please contact The Manager).

Reviewing Fees:

- Fees are reviewed annually by the management.
- Parents/guardians will be informed by giving one months' notice of increase in fees.

Payments in relation to Holidays or Illness of the Child/Children:

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the Service.
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the Manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.
- Fees are still charged when the Service is on holidays (e.g. Christmas). These dates will be circulated directly to parents/guardians and posted on the parent's notice board well in advance of these closure periods.
- There is no reduction in fees for Public/Bank Holidays.



Closure in Exceptional Circumstances: In the event of the closure of the Service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions, full fees will be payable.

Late Collection of Child/Children from the Preschool: Parents/guardians should note that due to legislative requirements under the Child Care Act 1991 (Early Years Services) Regulations 2016 and *Children First – Child Protection Guidelines* two members of staff are required to be with the child/children.

- Parents/guardians are advised to keep within their agreed time for collection of their child/children for the above reasons. We require that all children should be collected by the designated time in order that the Service may follow health and safety practices to ensure that the Service may close safely.
- Please see the Dropping Off and Collection of Children Policy and Procedure.
- There is a Late Collection Fee of €1 per minute.

Withdrawal of Children: Parents/guardians are required to sign a Parent Agreement regarding fee payment:

- Give notice, in writing, that the child/children are leaving the Service
- Give four weeks' notice.
- Management also reserve the right to request that the Parent/Guardian withdraw their child/children from the Service if they are not 'settling in' or adapting to the environment. The Management agrees to give two weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

Non-Payment of Fees:

- Non-payment of fees may result in loss of placement.
- A repeated failure to pay fees may result in suspension or withdrawal of child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

Signed: _____ **Date:** _____

Name:

Person responsible for approving the Policy