



## Statement of Purpose and Function

### Policy Statement

The purpose of Little Acorns Nursery, Playschool & Acorns After School is to provide quality, affordable early education and school aged childcare services in the local community. It is a private service and is classified as a full-day care service under the Child Care Act 1991 (Early Years Services) Regulations 2016. It is open for 52 weeks per year from 1st September to 31st August. We can cater for 214 children at any one time. This information is available to parents, staff and relevant stakeholders and is displayed in each classroom lobby, in our policy and procedure handbook and on our website [www.mylittleacorns.com](http://www.mylittleacorns.com). This policy is available in a child friendly format to children availing of our service (See Below).

### Principle

**This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.**

### Setting Details:

<b>Document Title:</b>	<b>Purpose and Function:</b>
<b>Name of Our Setting:</b>	Little Acorns Nursery, Montessori Playschool and Acorns After School
<b>Business Status:</b>	Limited Company: Inishowen Montessori Playschools Ltd Directors: Sarah Quigley Burns, Jennifer Grant and Erika Deery
<b>Address:</b>	8-17 Gaelic Park Carndonagh Co Donegal
<b>Eircode:</b>	F93 XDD1
<b>Contact Telephone Numbers:</b>	074 93 29430 087 1135033

<b>Email:</b>	info@mylittleacorns.com
<b>Website:</b>	www.mylittleacorns.com
<b>Registered Provider:</b>	Sarah Quigley Burns & Jennifer Grant
<b>Person In Charge:</b>	Erika Deery – EY and SAC Manager
<b>Deputy Persons in Charge:</b>	Room Leaders: Lynda Moore, Shannon Skelly, Keara Kelly and Saoirse Callaghan
<b>Persons(s) Responsible for developing, distributing and reviewing policies:</b>	Sarah Quigley Burns Erika Deery
<b>Person Responsible for Approving Policies:</b>	Sarah Quigley Burns
<b>Methods of Communication of Policies to staff (Emailing, Hardcopy, Induction Training)</b>	Email HR Bright Hardcopy
<b>Methods of Communication of Policies with Parents/ Guardians</b>	Email Littlevista Hardcopy



### Description of Our Setting:

<b>Type of Setting:</b>	Full Daycare
<b>Who we cater for:</b>	Children aged 12 months to 12 years
<b>Type of business:</b>	Private
<b>Weeks Open:</b>	52 Weeks. Closed for public holidays and 2 staff training days.

Type of Service:	Preschool Sessional Service	Full Day Care & Part-Time Day Care	Regulatory Information:
Staff / Child Ratio:	1:12 for SAC Classes 1:11 for Ages 2 ½ + 1:6 for Ages 2 to 2 ½ 1:5 for Ages 1-2 years	1:8 for Ages 3 + 1:6 for Ages 2-3 years 1:5 for Ages 1-2 years	School Aged Childcare Reg: TU2021DL033 SA  Early Years Reg: TU2015DL065
Centre Capacity:	Early Years: 142 children at any one time  School Aged Childcare: 72 children at any one time	22 for Ages 3 +  22 for Ages 2-3 years  15 for Ages 1-2 years	DCYA  Reference:  21DL0283
Fees:	ECCE Participation – Free  Optional Extras:  Weekly Lunch €10 Fee	€3.60 Per Hour before relevant NCS discounts  Optional Extras:  Weekly Lunch €10 Fee	



	Sports/Drama/Music Facilitator € 1.00 each weekly  Nappies €5.00 weekly  Non-ECCE – €12 Per Session (3hr)	Sports Facilitator: € 1.00 weekly	
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<p>Facilities Available Across Early Years Rooms:</p>	<p>Blended Montessori Curriculum</p> <p>Outdoor Sensorial Garden</p> <p>Individual Child Learning Stories</p> <p>Aistear Linked Curriculum</p> <p>Siolta Focused Quality Care Provision</p>	<p>Where Policies and Procedures Available:</p> <ol style="list-style-type: none"> <li>1. <a href="http://www.mylittleacorns.com">www.mylittleacorns.com</a></li> <li>2. Little Vista Childcare Parent's App</li> <li>3. Welcome Folder in Room 14a Reception</li> </ol> <p>Focus policies available:</p> <ul style="list-style-type: none"> <li>• Policy on Managing Behaviour</li> <li>• Complaints Policy</li> <li>• Policy on Administration of Medication</li> <li>• Policy on Infection Control</li> <li>• Policy on Dropping Off and Collection of Children</li> <li>• Fire Safety Policy.</li> </ul>	
<p>Facilities Available Across School Aged Childcare Rooms:</p>	<p>Breakfast Club &amp; After School Programme:</p> <p>Computer Club</p> <p>Baking Club</p> <p>Sports Club</p> <p>Drama</p> <p>Arts &amp; Crafts Club</p> <p>Walks: Exploring the Community</p>		



### What we do at Acorns After School:

#### **Policy Statement**

The purpose of Acorns After School is to provide quality, affordable school aged childcare service in Carndonagh. We are a full-day care service under the Child Care Act 1991 (Early Years Services) Regulations 2016. We are open for 52 weeks per year from 1st September to 31st August. 72 children attending primary and secondary school can attend Acorns After School at any one time. Check out our website on [www.mylittleacorns.com](http://www.mylittleacorns.com) or the Acorns After School Info Board for more information.

#### **Setting Details:**

<b>Document Title:</b>	<b>Purpose and Function</b>
<b>Name of Our Setting:</b>	Little Acorns Nursery, Montessori Playschool and Acorns After School
<b>Address:</b>	8-17 Gaelic Park Carndonagh Co Donegal
<b>Eircode:</b>	F93 XDD1
<b>Registered Provider:</b>	Sarah Quigley Burns
<b>Person In Charge:</b>	Erika Deery – EY and SAC Manager
<b>Deputy Person in Charge:</b>	Room Leaders: Tanya Mulhern & Kristine Dzerina
<b>Contact Telephone Numbers@</b>	087 11 35 033 074 93 29430
<b>Email Address:</b>	Info@mylittleacorns.com
<b>Website:</b>	<a href="http://www.mylittleacorns.com">www.mylittleacorns.com</a>
<b>Peron(s) responsible for developing, distributing and reviewing policies</b>	Sarah Quigley Burns Erika Deery
<b>Person responsible for Approving Policies</b>	Sarah Quigley Burns
<b>Method of Communication Policies to staff (Email/ Hard Copy/Induction Training)</b>	Email HR Bright Hardcopy
<b>Method of Communicating Policies to Parents/Guardians</b>	Email Littlevista Hardcopy
<b>Method of Communicating policies to shareholders</b>	Email Hardcopy



**Description of Our School Aged Childcare Setting:**

<b>Type of Setting:</b>	Full Daycare
<b>Who we cater for:</b>	Children aged 6 to 12 years
<b>Type of business:</b>	Private
<b>Weeks Open:</b>	52 Weeks. Our service is closed on public holidays and 2 staff training days.

This policy is available to and has been communicated to parents/ guardians and stakeholders.

The 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.

### **Type of Service:**

We provide 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 our service is to provide a full day care service for children aged 1 year old to 12 years old. We are open 52 weeks of the year from 7am to 7pm (Monday to Friday).

### **We deliver the following curriculum:**

Montessori Blended Curriculum

AistearSiolta Play based emergent curriculum (Aistear, The Early Childhood Curriculum Framework)

Range of Services and Facilities:

### **Our Service:**

We are opened 52 weeks of the year

We will close all public holidays

We are offering the following funding schemes:

- ECCE
- NCS

### **Our Facilities include:**

- Large fully fence surrounding the outdoor play areas
- Large, bright, spacious rooms.
- Healthy and nutritious food cooked on-site
- Trained and Qualified Staff
- Breakfast and Homework Club
- Summer Camp
- Camps at Mid Term, Easter and Halloween
- Extracurricular Activities

The rooms are designed in a way to meet the developing needs of each individual child. The children in our service are guided through a range of educational and play activities at their own pace. Our staff work in conjunction with our ethos in creating a positive and secure environment where children feel confident in exploring their surroundings.

### **Extra-Curricular Activities:**

- Sports with Tommy Mulhern
- Speech and Drama with Emma Porter
- Music with Siobhan Shiels

### **Fees:**

- Parents/ Guardians are required to sign a Parent Agreement regarding fee payment:
- Fees must be paid before the end of the week.
- Fees must be paid by direct debit.

### **Reviewing Fees:**

- Fee's are reviewed monthly by management.
- Parents/Guardians will be informed by email one month's notice of increase in fees.
- Increases in fees each year will be related to the cost of living increases.

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

- Parents/Guardians will be required to pay for any days/weeks that their 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.
- There is no reduction in fees for Public/ Bank Holidays.
- With the exception of ECCE Only children attending the service fees are due for the contact year complete (e.g. 1st September each year to 31st August each year)
- In the event of the closure of the Service in exceptional circumstances, that is beyond the control of the Management i.e weather conditions, a full fee for the closure period 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 staff are required to be with the child/children at all times.

- 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 for the Service to follow health and safety practices to ensure that the Service may close safely.



- Please see the Collections and Arrivals Policy and Procedure.
- There is a Late Collection Fee of €10.00 for every 15 minutes or part thereof after the first 15 minutes.

### **Withdrawal of Children:**

- Parents/ Guardians sign up and agree in the Parents/ Guardians Fee Agreement From that they will:
- Give notice, in writing by email, that the child/ Children will be leaving the service.
- Give one calendar month's notice or pay one month of fees.
- Management also reserves 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 they can make alternative arrangements.

### **Withdrawal and Exclusion:**

We are an inclusive service and open our door to children with abilities and disabilities. We ask parents to share with us as much information as possible to ensure the child's individual needs are met. Our aim is to make reasonable accommodation to be inclusive, once it is within our resources and within the interest of the individual child and group of the children.

In certain circumstances it may be necessary to exclude children temporarily:

- When a child has an illness as outlines in our Infection Control Policy
- When a risk assessment shows that the child should not attend as it may not be safe to do so following a risk assessment: This includes:
- When children have severe behavioral difficulty that may be a danger to himself/herself and/or the group.
- Where a child is ill or recovering from an illness and is not fit to attend. This is relevant when a child may require one to one attention.
- Where there are exceptional circumstances where group care is not suitable.

In very rare circumstances we will have no option but to terminate the place but this will be a last resort, following risk assessment and discussion with the parents. We will always endeavor to resolve any issues in a professional, practical manner and with the highest respect for the child and family.

### **Non-payment of Fees:**

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

A handwritten signature in black ink, appearing to be 'E. Perry' or similar, written in a cursive style.

Manager Signature:

Date: 20/07/2023