

Ballyspillane Community & Family Resource Centre CLG.

Supporting Families Supporting Communities

Ballyspillane Childcare Service Parent Information Booklet



...a fun place to play and learn!

Ballyspillane, Killarney, Co. Kerry. V93FD1H

Contact: Theresa O'Neill - 064-6635589 - theresabcfrc@gmail.com

Reg No. 388446

STATEMENT OF PURPOSE AND FUNCTION

The purpose of Ballyspillane Childcare Service is to provide quality affordable early education to children between the ages of 1 to 5 years.

We are a community based service run in Ballyspillane Family Resource Centre. Ballyspillane Childcare Service is classified as part-time and sessional under the Childcare Act 1991 (Early Years Service) Regulations 2016.

It is open 49 weeks of the year closed for 2 weeks at Christmas and Bank Holidays throughout the year.

We can cater for 48 children at any one time in 3 rooms.

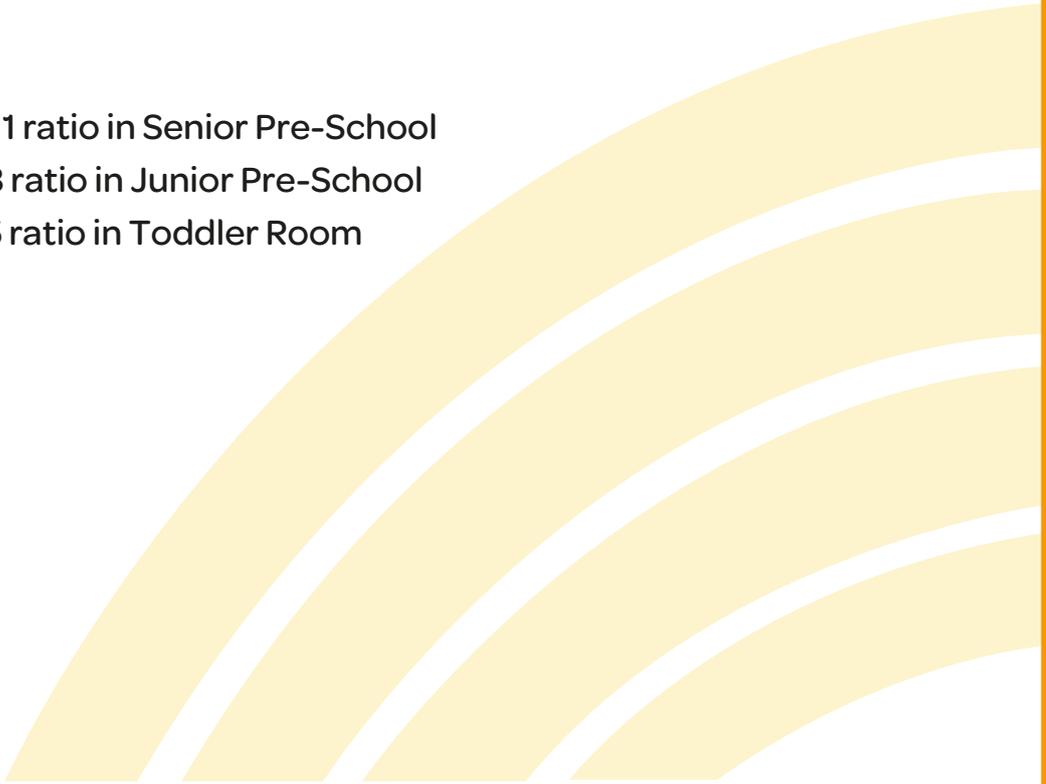
22 in our Senior pre-school room
16 in our Junior Pre-School Room and
10 in the toddler room

We operate a

1: 11 ratio in Senior Pre-School

1:8 ratio in Junior Pre-School

1:5 ratio in Toddler Room



OUR MISSION STATEMENT

Ballyspillane Childcare Centre is dedicated to providing equal opportunity to every child. With a social, emotional, and academic foundation through developmentally appropriate experiences.

We are committed to a partnership where school, family, and community act in collaboration to provide various learning opportunities in a nurturing and supportive environment to ensure all children are successful.

We are a fully equipped purpose built Community Childcare facility situated in Ballyspillane Estate.

“ At Ballyspillane Childcare Centre we aim to provide a high quality affordable Childcare Service.

“ We provide a curriculum that adheres to the principles of Aistear, the national framework for early years care and education it encourages active participation in age appropriate learning processes based on play activities.

“ Ample parking with a designated drop off area for parents

“ Fully compliant with HSE Child Care Regulations 2006

“ NCNA Member & IPPA Member

“ All Staff fully qualified (including Paediatric First Aid & Child Protection)

OPENING TIMES & SERVICE TYPES

The Childcare Service is open from 9.00am - 4.00pm Monday to Friday
The following table describes how each service that we provide is available

Section	Commitment	Start Time/ End	Cate-
Toddlers 1.5 years–2.5 years	49 weeks	9.00am - 2.00pm 9.30am - 12:30pm	Part-time Sessional

Junior Pre-school 2.5 years–3.5 years	49 weeks 38 weeks ECCE (free preschool)	9.00am - 2.00pm 9.30am - 12:30pm or 1.00pm - 4.00pm	Part-time Sessional
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Senior Pre-school 3.5 years–5 years	49 weeks 38 weeks ECCE (free preschool)	9.00am - 2.00pm 9.30am - 12:30pm or 1.00pm - 4.00pm	Part-time Sessional
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**SORRY
WE ARE
CLOSED**

THE CHILDCARE SERVICE NORMALLY RUNS 49 WEEKS OF THE YEAR. THE FOLLOWING ARE THE TYPICAL DAYS WE ARE CLOSED AND NOT RUNNING ARE:

- New Years Day
- March 17th/ St Patrick's Day
- Good Friday & Easter Monday
- May Bank Holiday
- June Bank Holiday
- August Bank Holiday
- 3rd Week of August (usually)
- October Bank Holiday
- Christmas Day
- St Stephen's Day

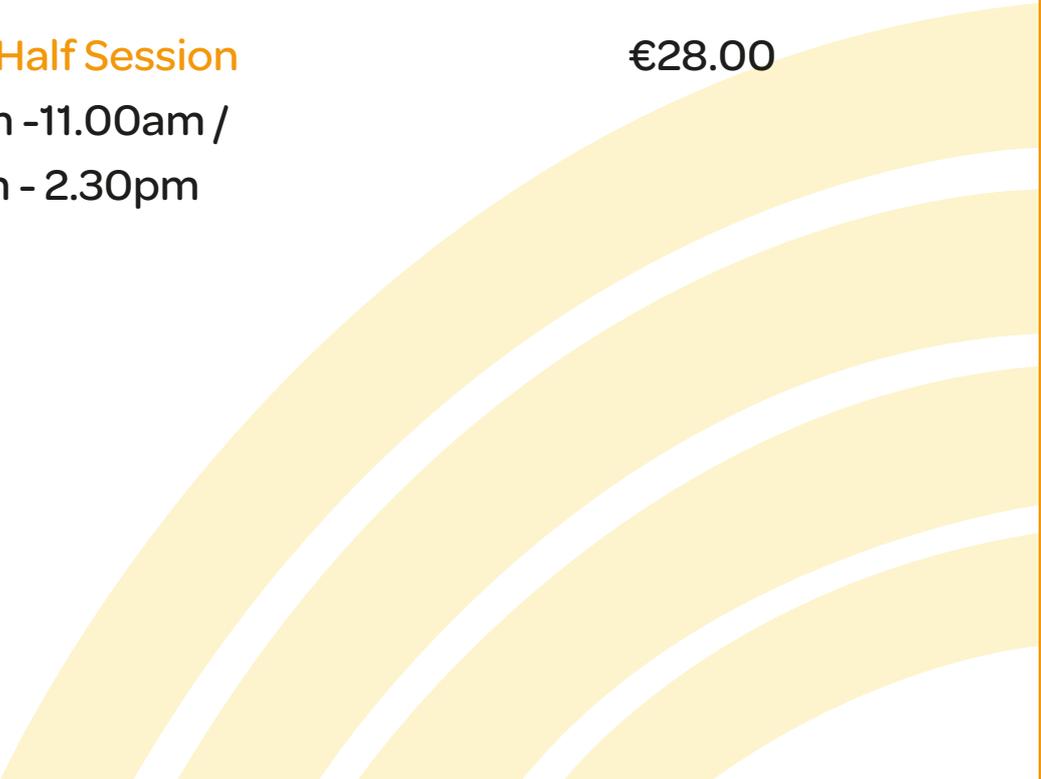
In addition to these days we normally close for 2 weeks over the Christmas period depending on what day Christmas Day falls.

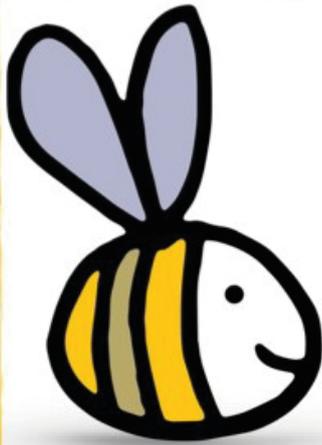
We normally close the same days as the local National Schools.

Please check with the Childcare Manager

FEES LIST/PRICES

Session Type	Price
5 days Part-time 9.00am - 2.00pm	€85.00
5 days Part-time with ECCE	€20.00
5 days Sessional 9.30am - 12.30pm	€57.00
5 days Half Session 9.30am -11.00am / 1.00pm - 2.30pm	€28.00





National CHILDCARE Scheme

Early Learning & Care

What is the National Childcare Scheme?

The National Childcare Scheme is our pathway to truly accessible, affordable, quality childcare. From October 2019 it will replace all previous targeted childcare programmes with a single, streamlined and user-friendly Scheme to help parents meet the cost of quality childcare.

Supports are available for families with children aged between 24 weeks and 15 years who are attending any participating Tusla registered childcare service, including any Tusla registered childminder. There are two types of subsidies under the National Childcare Scheme:

Universal Subsidies are available to all families with children under three years old. They are also available to families with children over three years who have not yet qualified for the free preschool programme (ECCE). This subsidy is **not means tested** and provides 50c per hour towards the cost of a registered childcare place for up to a maximum of 40 hours per week.

Income Assessed Subsidies are available to families with children aged between 24 weeks and 15 years. This subsidy is **means tested** and will be calculated based on your individual circumstances. Your rate will vary depending on **your level of family income, your child's age and educational stage, and the number of children in your family**. The subsidy can be used towards the cost of a registered childcare place for up to a maximum of 40 hours if you are working, studying or training, or in circumstances where you are unavailable for childcare, and a maximum of 15 hours if you are not working, studying or training.

The National Childcare Scheme Parent Support Centre is now open - 01 9868530



Applications for the National Childcare Scheme are due to open in October 2019. To apply for the Scheme online you will need to have a verified MyGovID. Your verified MyGovID is your single, secure account to unlock Irish Government services online.

FEE PAYMENT

Fees can be paid directly to the Childcare Manager in her office.

Alternatively if there is no staff member please use the envelope available in the outside the Managers Office and drop the envelope named and sealed into our post box in the main hallway.

Fees must be paid weekly in advance as per our Policy.

Please ensure fees are paid Monday of each week.



COMMUNICATION

At Ballyspillane Childcare Service we use various communication platforms to relay information to our service users including:

- One to One Conversations
- Notice Boards & Communication Book
- Phone Calls
- Text Message
- Facebook



POLICIES AND PROCEDURES

Our Policies and Procedures underpin how our Service is operated with regard to staffing, childcare and interacting with parents and guardians.

We are continuously reviewing our policies to ensure they are meeting all of the needs of our service. Our policies and procedures are designed to support the best care for all of the children in our care.

Our policies are available to be viewed by any service users at any time. They are held in the Childcare Managers Office and can be viewed upon request.



HEALTHY EATING

Healthy Eating is promoted in our service through our Healthy Eating Policy. The following items are not allowed as part of lunches:

- Fizzy drinks
- Chocolate, bars, yoghurts, drinks, sandwiches etc.
- Taytos or Sweets

Please ensure your child has a lunch box to fit in the fridge and also a reusable drink bottle clearly labelled and known to your child.



DROP OFF & COLLECTION

We understand that dropping your child can be quite emotional and difficult at the beginning of term. We therefore advise you to arrive on time with your child to allow time for your child to settle in along with the other children.

Give your child time to adjust to their new surroundings and carers. Settling in days can be 1,2 or 10 every child is different. We also advise you to collect at the designated time as late collection can upset children also.

Late collection will incur a penalty payment of €10.00



PARKING

Drop off and collection times are the busiest times in our service. We ask all service users to be extra vigilant when arriving and leaving the service. Reduce your speed when approaching the building and please use the car parking spaces provided. Please do not leave your engine running when you are not in the car. Please do not park in disabled parking if not necessary.



CURRICULUM

Here at Ballyspillane Childcare Service we provide a play based Curriculum under the guidelines of Siolta and Aistear.

The job of the educator working with a play-based curriculum is to facilitate play, to draw out and extend what children learn through play. Therefore, the environment, the daily routine and the role of the educator is structured to facilitate this. In a play-based pre-school you will see that the indoor and outdoor environments are structured so that children can play.

- When a child is playing with sand and water they are learning to explore science concepts about volume, capacity, consistency, etc
- When a child engages in stories, songs, rhymes they are a real help in developing language, rhythm, movement and a sense of community
- When a child engages in play in the home corner they are exploring roles, relationships, skills – the skills needed to be a parent, a shopkeeper, a doctor, a carpenter – include language and numeracy skills and thinking and relationship skills
- When a child is building with lego/ blocks or timber blocks they are developing mathematical, design, collaboration and negotiation skills



GENERAL INFORMATION

1. Your child will need:

- A change of clothes to be kept in school
- A pair of wellies
- Nappies, wipes, barrier cream if necessary to be kept in school.
- A healthy lunch and drink daily

2. Please ensure the service has an up to date contact information including phone numbers in case of emergency.

3. To avoid causing offence or embarrassment to staff and other service users during drop off and collection times we respectfully ask that all of our service users are appropriately dressed (**footwear must be worn at all times and no nightwear is permitted.**)

4. Please do not send toys or personal items to crèche or school if possible as we cannot be responsible for the safety and return of these items.



We would like to take this opportunity to thank you for considering or for choosing Ballyspillane Childcare Service as an option for your child's early years education and care needs.

The children and families attending our service are the centre of how we operate our service. We work together with families to promote the development and growth of all of our individual children's needs. We pride ourselves in providing a stimulating and caring environment for all of our children.

If you require any further help or information please do not hesitate to contact the Childcare Manager.

