

**Toddlers:** We ask parents with Toddlers on Formula milk to ensure that your baby has adequate daily supplies. We also request that all bottles (and tops) and soothers are labeled with child's name to avoid mix-ups.

**Child Protection:** We provide a safe, secure, happy and caring environment for all the children and staff. We also have an open door policy and encourage parents if they have any issues or concerns to talk with a member of our senior staff. Fulfilling a duty to care we report concerns to the necessary authorities, as the welfare of the child is paramount.

**Payment of Fees:** Fees are due on Mondays in advance for the upcoming week. On registration we have a more detailed list of policies and procedures. All parents/guardians must sign registration form showing they have read and agree to our policies and procedures.

Address: 74 Manor Street, Waterford

Telephone: 051-850472

Email: [womcent@access.iol.ie](mailto:womcent@access.iol.ie)

Website: [www.waterfordwomenscentre.com](http://www.waterfordwomenscentre.com)



# Waterford Women's Centre Childcare Service

## Parents Handbook

**A place for children to play and learn while they grow**

The Women's Centre Childcare Service can accommodate 25 children. Our small numbers support children, parents and staff to get to know each other and become familiar which develops a strong sense of community. This purpose build Centre is a fun bright happy place to introduce your child to when they are ready to start play school or when you need full or part time childcare support.

Telephone or call in to make an appointment if you would like to come and see our facility. We would be delighted to show you around and give you the opportunity to meet our staff and to see our well-equipped and spacious indoor and outdoor facilities.

**Caring for children from 15 months to 8 years**

**Opening hours 8.45am - 4.45pm Monday to Friday**

We welcome parents' input and feedback as it helps to improve the service. By involving you in all aspects of your child's care we ensure that your child will have the best possible experience.

## **Ethos**

To provide a holistic approach in caring for children, through the involvement of their family. We aim to provide a safe, comfortable and happy environment for you and your child.

## **Mission Statement**

The Women's Centre Childcare Service is committed to providing an environment that promotes the Physical, Intellectual, Language, Emotional, Social and Spiritual Development of the Child by:

- Helping to develop friendship and sharing skills
- Encouraging cultural awareness
- Stimulating and inspiring creativity
- Enhancing the child's spiritual needs
- Providing stimulating activities to promote overall development

**Exclusion:** A child will be excluded from the services for any of the following symptoms: Diarrhea, vomiting, a fever of 101°F/38°C or above, first 48 hrs on an antibiotic or with any communicable disease i.e.: chicken pox (scabs must be dried up no weeping spots), measles, hepatitis, mumps, meningitis, conjunctivitis or is generally unwell.

**Administration of medicine:** This requires great care and responsibility that we take very seriously. If a child is to be administered medicine while attending our service the parent must speak to a member of staff explaining the dosage and time the medicine should be given. A separate form must be completed and signed by parents giving their consent for staff to do so.

**Dietary Requirements:** It is the parent's responsibility to inform us of any specific dietary requirements, such as any food/drink allergies or suspected food/drink allergies relating to their child throughout their time at the Centre. All staff must be informed of any allergies that a child may have.

**Settling in Period:** We understand that settling into a new environment can be a stressful time for both children and parents. For this reason we provide settling in time, this can be discussed upon registration.

## **The following is a short list of our Policies & Procedures**

**Registration:** On registration parents will be asked to fill in the child's details on our registration form. This will supply us with all contactable information, weekly attendance, medical information, emergency consent form, permission for outings and permission to be photographed. We also request that you complete a "getting to know you" leaflet with your toddler's routine to help us become familiar with her/him.

**We are a non-denominational childcare facility.**

**Calendar:** We are open 48 weeks of the year closing for first two weeks in August and Christmas shutdown period. We close on Good Friday, Christmas and Bank Holidays.

We will also close for up to three individual days in the year to allow for staff training, staff development and to allow for maintenance work to be updated. All days listed are incorporated into fees, to hold your place payment is due throughout the year whether child attends or not due to holidays/illness or other personal choices/reasons.

## **Fees**

Fees are dependent on family income and the following schemes are offered:

- E.C.C.E (Early Childhood Care and Education, Free Preschool Year)
- C.E.T.S (Childcare Education and Training Support) this is a part paid childcare place for parents attending FAS or VEC course.
- C.C.C.S (Community Childcare Subvention Scheme) a childcare subsidy scheme through which eligible parents can access childcare places in a community childcare facility at a reduced cost.

On your day of enrollment parents can speak to the Manager or Senior Childcare worker to discuss your payment.

## About our Staff

Our Childcare Staff are carefully selected in order to provide a professional service with the highest qualifications and the qualities necessary to ensure the continuance of the ethos of the centre

We would love to welcome your family to our Centre. Our goal is to provide the best possible care for your child. We believe children learn mainly through play and from interactions with their peers. We therefore promote a social atmosphere, which encourages the development of friendships. Children are encouraged to cooperate, show respect for each other and to celebrate difference.

The curriculum offered in the centre is varied, stimulating and flexible, which, allows all ages to learn at their own pace. We believe learning should be fun and this is evident in all our activities.

**Women's Centre Childcare Service is registered with the Health Service Executive (HSE) and the National Children's Nursery Association (NCNA) and complies with the Childcare Pre-School Services Regulations. We operate an Open Door policy to the parents of children attending the centre and the professional bodies who regulate the childcare services.**

## What we provide

- Learning through play
- A safe environment
- Dedicated sleep rooms - flexible sleep routines based on child's needs
- Age appropriate program/curriculum

Indoor and outdoor play/ learning activities including but not limited to:

- Painting
- Messy play
- Sand/water play
- Musical instruments
- Exercise program
- Singing/dancing
- Story-time
- Dress-up