



# **PARENT INFORMATION PACK**

## **TIGERS PRE-SCHOOL**

**Tyrrelstown**

## COMPANY INFORMATION

Tigers Pre-School and Tigers After School Care are business names owned by Tiger Time Limited – registered address 14 White's Gate, White's Road, Castleknock, Dublin 15. Company Registration number 488188.

## ABOUT TIGERS PRE-SCHOOL

At Tigers Pre-School we provide a sessional pre-school service to children aged between 3 and 5.

This service is offered under the Early Childhood Care and Education (ECCE) scheme which provides free pre-school to children in the year before they are due to start primary school.

We cater for a maximum of 22 children per class at each of our pre-school locations.

## WHAT IS THE ECCE SCHEME?

The ECCE was introduced in January 2010. The scheme was designed to give children access to a free pre-school year of appropriate program-based activities in the year before they start primary school. Participation in a pre-school program provides children with their first formal experience of early learning, the starting-point of their educational and social development outside the home. Children who avail of pre-school are more likely to be ready for school and a formal learning and social environment.

## IS MY CHILD ELIGIBLE FOR THE ECCE SCHEME?

From September 2017 there are three points during the year when a child can enrol in the scheme.

To avail of the ECCE programme from :	Children must have been born between the following dates (inclusive)
September 2017 (until June 2018)	1 <sup>st</sup> January 2013 – 31 <sup>st</sup> August 2014
January 2018 (until June 2017)	1 <sup>st</sup> September 2014 – 31 <sup>st</sup> December 2014
April 2018 (until June 2018)	1 <sup>st</sup> January 2015 – 31 <sup>st</sup> March 2015

## TIGERS PRE-SCHOOL CONTACT INFORMATION

Tigers Pre-School Manager: Sinead Faulkner (St.Luke's) / Kim Courtney (Community Centre)  
Tigers Pre-School Phone: 086 170 4097 (Community Centre) / 086 029 4176 (St. Luke's)  
Administration Office E-mail: info@tigerschildcare.com  
Website: www.tigerschildcare.com  
Administration Office Phone: 086 170 3955  
Accounts Office Phone: 086 140 8259

## HOURS OF OPERATION

- Monday to Friday (during school term only) from 9:15am to 12:15pm

Tigers pre-school opens at the above times during school term only. Tigers pre-school does not open for public, school or bank holidays.

Tigers pre-school is closed for the months of July and August.

## LOCATION

Tigers pre-school is located in Tyrrelstown Community Centre (one pre-school class) and St. Luke's National School (one pre-school class).

## NUMBER OF CHILDREN/ADMISSION POLICY

We have 2 pre-school classes with 22 places available in each. Places are filled on a first-come, first-served basis. Priority will be given to families residing in the locality and families who are regular users of our centre.

Priority will also be given to children who qualify for a place in September 2017. Tigers will not 'hold' places for children who qualify for a ECCE place at a later date. In such cases parents can enrol their child from September 2017 and pay a monthly fee until such time as their child qualifies.

Parents reserve a place for their child by completing the 'Registration Form' and returning it to Tigers Pre-School together with a copy of your child's birth certificate, proof of PPSN and a deposit of €65. A child's place is reserved only when the parents receive a letter from Tigers Pre-School confirming same. The deposit is fully refundable subject to a child taking up their place and being eligible for the ECCE Scheme. The €65 deposit is also fully refundable in circumstances where a place is not offered to a child.

For children who do not qualify for the ECCE scheme deposit of €258 is payable upon registration.

## **POLICY & PROCEDURES**

This document must be read in conjunction with our general Policy & Procedures, a copy of which is available on our website – [www.tigerschildcare.com](http://www.tigerschildcare.com). You will need a password to access the document. You can get the password from a member of staff.

## **STAFF/CHILD RATIO**

Tigers operates a staff to child ratio in accordance with Child Care Act 1991 (Early Years Services) Regulations 2016.

## **STAFF TRAINING/ EXPERIENCE**

Tigers employ only trained and experienced staff members. Our pre-school managers have at least FETAC Level 6 qualifications. Each employee must also pass a Garda Vetting check before employment.

## **ORDER OF DAILY ACTIVITIES**

Tigers Pre-School operates a play based curriculum model, which sits within the national curriculum framework of Aistear.

Listed below is the general daily routine of our pre-school classes. This is a guideline and may change from time to time. Please note that the times listed below vary from centre to centre and are just used here as a guideline.

Circle Time gives the Tigers staff an opportunity to sit down with the children and go through the plan for the day i.e. what activities they will be doing, words they'll be learning etc.

Table time is based on Project Bubbles. Project Bubbles is an award winning series of childcare and pre-school educational resources developed in Ireland. By using Project Bubbles we ensure our pre-school educational programme is to a high standard and that our curriculum is in line with the principles of Aistear, the early childhood curriculum framework and Siolta, the national quality framework for early childhood education.

- **9:30am – 10:05am: Child initiated Play**
- **10:05 – 10:25am: Circle Time**
- **10:25 – 10:35am: Toilet Time**
- **10:35 – 11:00am: Outside Time**
- **11:00 – 11:25am: Wash hands & lunch**
- **11:15 – 11:30am: Toilet Time**
- **11:30 – 12:00pm: Small Group Time**
- **12:00 – 12:20pm: Story Time**
- **12:20 – 12:30pm: Song Time**
- **12:30pm: Home**

Children should bring a packed, nutritious lunch. We ask that parents do not give any sweets, chocolate, crisps or fizzy drinks in their child's lunchbox.

## **TOILET TRAINING**

**ALL** children who attend our sessional ecce pre-school class **must be fully toilet trained** before they begin at Tigers pre-school. We do not have the staffing capabilities and/or the changing facilities required to accomodate children who are not toilet trained. There can be no exceptions made to this policy. Children who join Tigers Pre-school and who are found not to be toilet trained will be asked to leave the class until such time as they are fully trained.

## **OUTDOOR PLAY**

When the children are outside they are under constant supervision. The rules of safety and treating others with respect should be observed. The children may play football or other activities in the yard in fine weather. The children are made aware of proper boundaries for play areas and are required to observe rules.

## **COLLECTIONS AND SECURITY**

Parents will be given an enrolment form before their child starts in the program. This enrolment form leaves space for parents to fill in two names, apart from their own, of people whom they give permission to collect their child. If someone other than these authorised people arrives to collect a child, the parent must be called and the collection approved before the child leaves the premises.

In the case of separated parents, we are not permitted to refuse a parent the collection of a child unless legal documentation has been provided.

## **FEES**

If a parent(s) wishes to avail of the ECCE Scheme he/she consents, by completing the Registration Form, to Tigers submitting an application form (to include the child's PPSN and copy of birth certificate) to the Department of Children and Youth Affairs. Subject to the child qualifying for the ECCE Scheme, no fees will be charged to the child's parents.

In circumstances where a parent(s) does not wish to avail of the ECCE Scheme or where a child does not qualify for the ECCE Scheme, fees and deposit as per our Policies and Procedures, will be levied and parents' specific attention is drawn to the fee section of our general Policies and Procedures.

From time to time we may offer an additional activity such as an excursion. These activities must be paid for in advance by the parents but will be optional. If you choose not to avail of any such activities, your child will be provided with an appropriate alternative activity.

## **FALSE INFORMATION**

The Office of the Minister for Children and Youth Affairs checks that all of the information which you have provided to us regarding your child's date of birth and PPS number is correct.

They will contact us if they come across any discrepancies and we will ask the parent in question to reconfirm the details given and provide a birth certificate to prove any queried date of birth.

If it transpires that you have given false information on your registration form you will be liable to pay fees to Tigers Pre-School for the duration that your child attended.



**TIGERS PRE-SCHOOL TYRRELSTOWN  
Registration Form**

(Please complete **all** sections of this form. A copy of your child's birth certificate & proof of PPS number and a booking deposit **must** be returned with this form)

**Child Information**

Child's name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Details of Parent(s)/ Guardian(s):**

Name: \_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Email Address: \_\_\_\_\_

Name(s): \_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Email Address: \_\_\_\_\_

Home address of either of the above if different from child:  
\_\_\_\_\_  
\_\_\_\_\_

With whom is child living? \_\_\_\_\_

**Nominated Emergency Contact Person**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

**Medical Information**

G.P.'S name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

**Record of Immunisation**

Please tick and enter date below:

**Vaccination Schedule for children born on 1<sup>st</sup> October 2010 – 30<sup>th</sup> June 2015**

B.C.G.	6 in 1 + PCV13	6 in 1 + Men C	6 in 1 + PCV13 + MenC	MMR + PCV13	MenC + Hib

**If your child was vaccinated prior to the dates shown in the tables above please provide us with a copy of their immunisation schedule.**

Does your child have any of the following (if not applicable please write n/a next to each heading)?

Allergies: \_\_\_\_\_

\_\_\_\_\_

Special needs: \_\_\_\_\_

\_\_\_\_\_

Disability: \_\_\_\_\_

\_\_\_\_\_

Illness: \_\_\_\_\_

Please notify us of any special care/attention that is required due to any of the above.

If your child has every suffered from Febrile Convulsions please indicate below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I consent to prescribed medicines by oral administration and others (inhalers/injectable adrenaline) in accordance with the policy and procedure of the service.**

**NB: Parents will always be asked to complete an Administration of Medication form prior to the medicines being given.**

**Parent/Guardian Signature:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I consent to the administration of teething gels and temperature control medication (Calpol or equivalent) in accordance with the policy and procedures of this service.**

**NB: Parents will always be informed when medication has been administered to their child.**

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

In the event of a medical emergency I hereby give permission to the management of Tigers Childcare to act on my behalf in case of emergency or accident and take such action as necessary for the benefit of my child. This decision is to be taken by the staff person in charge at the time of the emergency.

Parent/Guardian Signature: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

In the event that my child has a minor accident/injury/illness at Tigers Childcare and the staff are unable to reach me, I give my authorisation to Tigers Childcare to provide my child with Calpol (or equivalent).

Parent/Guardian Name: \_\_\_\_\_

Child Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Information**

**Persons authorised to collect child (other than parent/guardian)**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No (day contact): \_\_\_\_\_

**Permission for Photographs/Videos**

I hereby give permission for my child to be photographed/video recorded at Tigers Childcare. Photographs/videos may be used for the following:

- Documenting learning e.g. Observations, Learning Stories
- TUSLA Early Years Inspectorate / DES Inspectorate
- Service Evaluation
- In-Displays & Information
- Tigers Childcare Facebook Page & Website

Yes	No

Parent/Guardian Signature: \_\_\_\_\_

**Child Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Permission to Change Clothes**

It may become necessary to change you child's clothing as a result of, for example, messy play or wet/soiled clothing.

I hereby give permission to Tigers Childcare to change my child's clothing if required.

**Parent/Guardian Signature:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sunscreen Policy**

Sunscreen is an essential part of keeping children safe in the sun. Per our Sunscreen Policy, during the summer months parents are asked to put sunscreen on their child in the morning (preferably all day sunscreen) before they arrive at Tigers. **We ask that you use a sunscreen with an SPF of 15 as a minimum.** We would ask that you leave sunscreen in your child's bag so that the sunscreen can be reapplied during the day if necessary. Please sign below to give permission for Tigers Childcare to apply sunscreen to your child. Signing below also gives your permission for Tigers Childcare to use the sunscreen held on site in the event that your child does not have their own. If your child is allergic to any particular brands, please make a note of it below.

**Parent/Guardian Signature:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_

**Allergies to known Brands:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Infectious Diseases**

I will notify the service as soon as possible if my child is diagnosed with an infectious disease e.g. measles, viral meningitis, Diphtheria, Whooping Cough.

**Parent/Guardian Signature:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## Tigers Pre-School Parents Agreement

I have read the Parent Information pack and in signing this parent agreement I confirm that;

- I have read and understood the Parent Information Pack and the Policies and Procedures document
- I agree to adhere to all stated policies and procedures
- I understand that Tigesrs Pre-School and Tigers After School Care is a business name owned by Tiger Time Limited.
- I understand that Tigers Pre-School is a privately run company and all queries should be directed to the manager of the centre and not to the school/community centre in which we are based.
- Unless otherwise agreed, I agree to pay my fees in advance on the first of each month.
- I understand that if I am late in paying my fees by seven days or more, Tigers may terminate service to my child/children.
- I understand that Tigers may charge an additional fee of €10.00 per day for each day that I am late in paying my fee.
- I understand that if I wish to remove my child from Tigers that one months written notice must be provided, failing which my deposit will not be refunded.
- I understand that if I am late in collecting my child, a fee of 10.00 per minute, or part thereof, will be charged until such time as my child is collected.
- Although my child's homework may be completed in Tigers, I understand that it is my responsibility to check that it is done and signed.
- I have read the rules of behaviour management and understand that constant disruptive behaviour can lead to my child being excluded.
- I understand that I must re-register my child at Tigers for each new school year. Failure to do so may result in my child's place being lost.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### FOR OFFICE USE ONLY

**Date Child First Attended:** \_\_\_\_\_

**ECCE Qualified:** Y / N

**If not ECCE Qualified has deposit been received:** \_\_\_\_\_

**Has Direct Debit been completed by Parent/Guardian:** \_\_\_\_\_

**Has each section on Registration Form been fully completed:** \_\_\_\_\_

**Has Parental Agreement been signed:** \_\_\_\_\_

**Date Child Last Attended:** \_\_\_\_\_