



## **TIGERS PRE-SCHOOL**

# **PARENT INFORMATION PACK & REGISTRATION FORM**

**Ridgewood Early Years Centre**

## COMPANY INFORMATION

Tigers Pre-School and Tigers After School Care is a business name owned by Tiger Time Limited – registered address College Business and Technology Park, Ballycoolin, Blanchardstown, 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 2018 there will be one entry point in September for children to join the ECCE class. The age of eligibility has been reduced from 3 years to 2 years and 8 months and the upper age limit remains at 5 years and 6 months. Children must be 2 years 8 months by September to start on the ECCE scheme.

To avail of the ECCE programme from :	Children must have been born between the following dates (inclusive)
September 2018 (until June 2019)	1st January 2014 - 31st December 2015
September 2019 (until June 2020)	1st January 2015 - 31st December 2016
September 2020 (until June 2021)	1st January 2016 - 31st December 2017

## TIGERS PRE-SCHOOL CONTACT INFORMATION

Tigers Pre-School Manager: Stacy Hevey  
Tigers Pre-School Phone: 086 174 7777  
Administration Office E-mail: [info@tigerschildcare.com](mailto:info@tigerschildcare.com)  
Website: [www.tigerschildcare.com](http://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 and 1:15pm – 4:15pm.

Tigers pre-school opens at the above times during school term only. Tigers pre-school do 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 Tigers Childcare, Ridgewood Grove, Forest Road, Swords, Co. Dublin.

## NUMBER OF CHILDREN/ADMISSION POLICY

We have 2 sessional ECCE pre-school classes with 20 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 2018. Tigers will not 'hold' places for children who qualify for an ECCE place at a later date. In such cases parents can enrol their child from September 2018 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 €304.95 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/parents-page](http://www.tigerschildcare.com/parents-page). 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 Early Years Centre operates a play based curriculum model, which is based around Aistear. Aistear is the national framework for early years education. Our rooms are broken into learning stations. These stations allow children a choice in their learning. Using a key worker system we observe each child's development over time, and individual plans are made to scaffold each child's learning experience.

In a typical Tigers Pre-School classroom you would find the following learning stations:

- **Dramatic play station**
- **Small play corner**
- **Construction station**
- **Montessori corner**
- **Writing/ Art station**
- **Puzzles and small motor area**
- **Library and chill out zone**

A day in Tigers Pre-School allows children to experience learning through play. We believe that children of pre-school age learn best through play and hands-on experience. It is in their play that children make sense of the world. Staff follow a timetable to allow for structure during the day. However, the timetable is flexible and allows for the child-centered practice of following a child's emerging interests.

A typical day at tigers will see the children taking part in the following activities:

- **Free-play**
- **Circle time**
- **Station time**
- **Arts and crafts**
- **Drama and movement**

The curriculum pays particular attention to areas of language development, pre-reading skills, early maths, language and skills, and social and emotional development.

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 accommodate 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. A deposit of €304.95 is required upon registration and fee of €304.95 per month until the child has qualified for the ECCE Scheme will be required.

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.

## **CHILD PROTECTION**

We have a moral and legal obligation to ensure that all children in our care are protected, and their health and welfare are safeguarded. Our staff are legally mandated to report any concerns. We have a responsibility to identify, report and record any suspicions of child abuse to Tusla, the Child and Family Agency. We have a responsibility to respond to all child protection concerns.

## **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.

## **HOW TO REGISTER**

To register your child, you need to complete the attached registration form and return it to us along with a booking deposit equivalent to one month's fee.

### ECCE Pre-School Registration

When registering your child for their free ECCE pre-school year the registration form must be accompanied with a copy of your child's birth certificate and proof of their PPSN. A deposit of €65 is also required to secure their place. 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.

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 be given to children who qualify for a place in September each year and who are enrolling for 5 days per week. Tigers will not 'hold' places for children who qualify for an ECCE place at a later date. In such cases parents can enroll their child from September and pay a monthly fee until such time as their child qualifies.



**Nominated Emergency Contact**

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

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

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

**MEDICAL INFORMATION**

**Nominated Emergency Contact**

GP's Name: \_\_\_\_\_

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

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

**Record of Vaccinations**

**Please tick and enter dates below:**

B.C.G.	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
6 in 1 (All)	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
Pneumococcal Conjugate Vaccine (PCV)	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
Meningococcal B (Men B)	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
Mumps/Measles Rubella (MMR)	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
Haemophilus Influenzae B (HIB)	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
Rotavirus	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
Meningococcal C (Men C)	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____
4 in 1 (Junior Infants booster)	Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]	Date: _____

**We ask parents to supply a copy of all vaccinations the child has received.**

**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 any long-term medical needs or has a chronic condition you are required to complete a 'Healthcare Plan' in addition to this form.**

**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. 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. 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 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:

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

Yes	No

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

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

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

**Permission to Change Clothes**

It may become necessary to change your child's clothing because 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, Rubella.

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

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

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

**Data Privacy – Consent for Collection and Usage of your personal data**

*Must be signed by all parents/guardians whose information has been supplied in this form.*

Tigers Childcare collects personal data about you and your child to provide care and education to your child. By registering your child for our services at Tigers Childcare you agree to the use of your personal information as described in our 'Privacy Notice'.

I have read the Privacy Notice and I consent to the collection and processing of the data given for the purposes described therein.

I understand that I can request a copy of this information and revise or withdraw my consent at any time by contacting the service.

Signature Parent/Guardian 1: \_\_\_\_\_

Signature Parent/Guardian 2: \_\_\_\_\_





**PARENT 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 have read and understood the service's Privacy Notice.
- I understand that Tigers Pre-School 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 via direct debit
- I understand that an administration fee may be charged if I do not pay my fees via direct debit.
- 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 30 days 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 €1.00 per minute, or part thereof, will be charged until such time as my child is collected.
- 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.
- I understand that staff at the service have a responsibility as Mandated Persons to report any child welfare concerns.
- I understand that if I am availing of any childcare subvention schemes, my child cannot start at Tigers Childcare until such time as their registration has been confirmed by Pobal/DCYA.

Submitted with registration form	
Copy of birth certificate	
Proof of PPSN	
Deposit	

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

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







Insert Photo Here

**CHILD PROFILE**

We would like to get to know a little bit more about your child and your family life. The information you provide on this questionnaire will enable us to incorporate your family life, culture and traditions within our program and planning. We would also like to further extend on the children's understanding of diversity through the experiences we provide to the children based on your responses.

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

Any nicknames? \_\_\_\_\_

Child's Age: \_\_\_\_\_

DOB: \_\_\_\_\_

Who lives at home with your child (parents, grandparents, siblings, aunts, uncles etc.)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Siblings? What are their ages? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Pets? How many? What type? \_\_\_\_\_  
\_\_\_\_\_

Languages spoken at home? \_\_\_\_\_  
\_\_\_\_\_

Child's religion & ethnic background: \_\_\_\_\_  
\_\_\_\_\_

Is there any information about holidays, celebrations or cultural events that we need to be aware of?  
\_\_\_\_\_  
\_\_\_\_\_

What family traditions would you like to share your knowledge about or provide information to your child's group?

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Child's likes & hobbies: \_\_\_\_\_

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Child's general temperament/personality: \_\_\_\_\_

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Any favourite/special toys? \_\_\_\_\_

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Any other information you'd like us to be aware of? \_\_\_\_\_

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