



TIGERS PRE-SCHOOL

PARENT INFORMATION PACK

COMPANY INFORMATION

Tigers Pre-School 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 2.8 and 5.5 years of age.

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. These numbers can vary depending on location and staffing.

WHAT IS THE ECCE SCHEME?

The Early Childhood Care and Education (ECCE) Scheme is a universal childcare programme designed to give children access to 2 years free pre-school education 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.

All children are entitled to 2 full academic years (76 weeks) on the ECCE scheme. The ECCE scheme operates for 38 weeks of the year, 5 days per week, and 3 hours per day.

IS MY CHILD ELIGIBLE FOR THE ECCE SCHEME?

The age of eligibility is from 2 years and 8 months and the upper age limit is 5 years and 6 months. Children must be 2 years 8 months by 31st August to start on the ECCE scheme in September.

To avail of the ECCE programme from :	Children must have been born between the following dates (inclusive)
September 2020 (until June 2021)	1st January 2016 - 31st December 2017
September 2021 (until June 2022)	1st January 2017 - 31st December 2018
September 2022 (until June 2023)	1st January 2018 – 31st December 2019

ADMISSION POLICY

We do not offer part-time places in our pre-school services. Children must register to attend 5 days per week. Places on our programmes are filled on a first come first served basis. However, priority for the allocation of available places will be in the following order:

- *Children who are already attending the Centre.*
- *Children who have siblings or relatives attending the Centre.*
- *Children whose age is toward the higher end of the eligibility dates relevant to the year in question*

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 confirmation from Tigers Pre-School. The deposit is fully refundable subject to a child taking up their place and being eligible for the ECCE Scheme as confirmed by Pobal. The deposit is also fully refundable in circumstances where a place is not offered to a child. The deposit is not refunded if a child is offered a place and does not start at the service.

You are required to register your child for **each** ECCE year they will be attending the service.

For children who do not qualify for the ECCE scheme deposit of €304.95 is payable upon registration. This is refunded at the end of the ECCE year.

Please note that obtaining a place in our ECCE class **does not guarantee your child a place in any of the schools in which we are located.** Tigers Childcare and the school operate independently.

POLICY & PROCEDURES

This document must be read in conjunction with our [General Policy & Procedures](#), a copy of which is available on the 'Parent's Page' of our website. The page is password protected. The password is t1g3rs2015.

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 is based around Aistear. Aistear is the national framework for early year's 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-centred 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.

HEALTHY EATING POLICY

Children should bring a packed, nutritious snack. Sweets, chocolate, chocolate spread, jam, crisps, popcorn, sodas are **not permitted**. All Tigers Childcare services are **nut free zones** –please refrain from packing items which contain nuts as an ingredient.

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 are made aware of proper boundaries for play areas and are required to observe rules. Please ensure your child comes to pre-school wearing suitable, weather appropriate clothing and footwear.

CHANGE OF CLOTHES

Please ensure that you pack a change of clothes (including vest if necessary) for your child each day.

COLLECTIONS AND SECURITY

On our registration form, parents are asked to provide 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.

AIM – ACCESS & INCLUSION MODEL

The Access and Inclusion Model (AIM) is a model of supports designed to ensure that children with disabilities can access the Early Childhood Care and Education (ECCE) Programme. Its goal is to empower pre-school providers to deliver an inclusive pre-school experience, ensuring that every eligible child can meaningfully participate in the ECCE Programme and reap the benefits of quality early years care and education.

If you are aware of any issues your child may have which may prevent them from having meaningful participation with their peer group, we ask that you speak to us at time of registration so that we can apply for supports which will help your child to have the best pre-school experience possible.

FEES

By completing the registration form, parent(s) are confirming that they consent 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.

Late Pickup Fee

Please note that in the event a child is not collected on or before the centre's closing time i.e. 6:30pm, a fee of €10.00 per minute or part thereof may be charged until such time as the child is collected. Repeated late pick-ups may result in Tigers terminating service.

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 registration, Child Paths and child profile forms and return them to us along with a booking deposit. All required documentation to register your child for ECCE is required **before** the child commences at the service.