

 Killorglin Community Childcare Centre CLG			STATEMENT OF PURPOSE AND FUNCTION POLICY		
POLICY NO.:	GP No. 24	REV. NO.:	5	REV. DATE:	01.04.2025

PREPARED BY:	 Centre Manager	Date: 30/3/25
APPROVED BY:	 Board of Directors	Date: 15/5/25

This policy is available to all our service users. It will be communicated through our website (available to read and/or download) and also in the reception area of our service. This policy will be reviewed annually.











POLICY STATEMENT

Principle:

The purpose of Scamps and Scholars Early Years Education and Care Centre is to provide quality, affordable, developmental care and early education to all the children in our service from the local community.

We cater for children from 12 months – 5.5 years olds through our Wobblers, Toddlers, Junior Preschool and Pre-School rooms.

Scamps and Scholars also provides School Age Services which encompasses care, homework club and provision of an evening meal for children from local schools in the age range of 5.5 years – 12 years old.

 Junior Wobblers Age profile: Age 1 year - 2 years Room Capacity: 8 Adult to child ratio: 1 : 5 52 week service	 Junior Preschool Age profile: Age 2.5 year - 3.5 years Room Capacity: 12 Adult to child ratio: 1 : 8 52 week service	 Bumblebees Preschool Age profile: Age 2.5 year - 3.5 years Room Capacity: 22 Adult to child ratio: 1 : 11 38 week service
 Senior Wobblers Age profile: Age 1 year - 2 years Room Capacity: 10 Adult to child ratio: 1 : 5 52 week service	 Pre-School Age profile: Age 2.5 year - 5.5 years Room Capacity: 24 Adult to child ratio: 1 : 8 52 week service	 Ladybirds Preschool Age profile: Age 2.5 year - 3.5 years Room Capacity: 22 Adult to child ratio: 1 : 11 38 week service
 Toddlers Age profile: Age 2 year - 3 years Room Capacity: 15 Adult to child ratio: 1 : 6 52 week service	 School Age Services Age profile: Age 2.5 year - 5.5 years Room Capacity: 24 Adult to child ratio: 1 : 8 52 week service	 UBS Age 5 year - 7 years Rooms Capacity: 24 Ratio: 1:12 38 week service
		 Nascals Age 7 year - 12 years Rooms Capacity: 24 Ratio: 1:12 38 week service

We also provide full time care and activity programs for school age children over most school holiday periods and in particular Halloween, Easter and Summer holidays.

The service provides half-sessional, sessional, half day and full day services.

Full Day	A full day is categorised as being 5+ hours in duration
Half Day	A half day is categorised as being up to 4.5 hours in duration
Sessional	A sessional service is categorised as being up to 3.5 hours in duration.
Half Sessional	A half sessional service is categorised as being up to 2hrs 15mins in duration.

Scamps and Scholars is a community, charitable, for purpose and not for profit service providing a full-day care, sessional and part time service under the Child Care Act 1991 (Early Years Services) and the Childcare Regulations 2016.

In normal circumstances the centre is open from 7.30am to 5.45pm Monday to Friday each week. It is open for circa 51 weeks per annum from September to August each year. We can cater for up to circa 135 children at any one time. We have approximately 240 children registered with our service.

Scope:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) and the Childcare Regulations 2016.

Statement of Intent:

Scamps and Scholars will ensure that all information regarding our intention to operate and run the service will be available and administered to all users and potential users of our service for their consideration.

Type of Setting	Full day Care, Part time day-care, Sessional and Half Sessional care.
Who is the service aimed at?	This service is available to any family that has care and/or educational and developmental requirements for their child(ren).
Type of company	Killorglin Community Early Years and Education Centre is a community, charitable and not for profit company limited by guarantee.
Age range of users	From 12 months - 12 years.
Curriculum/programme being followed	Aistear curriculum and Montessori
Number of weeks of operation	Between 50 - 51 weeks
Opening hours	7.30am – 5.45pm Monday to Friday

Rationale:

This service is available to any family that has care and/or educational and developmental requirements for their children.

We operate the service on a first come first served basis. We engage with all government schemes to ensure we can offer all our clients the most affordable package of care and education/developmental requirements.

Contact Details:

Enquiries regarding our service can be addressed by contacting the service through the following forums:

Name of Setting	Killorglin Community Early Years and Education CLG t/a Scamps and Scholars Childcare Centre
Address	Langford Street, Killorglin, Co. Kerry
Eircode	V93FK58
Person in Charge	Rachel Ahern (Manager)
Deputy Person in charge	Laura O'Sullivan (Deputy Manager)
Contact Telephone	066 976 2525
Email addresses	info@scampsandscholars.ie / admin@scampsandscholars.ie

Values and Philosophy:

Scamps and Scholars are committed to the minimum legal standards that apply to the sector but seek, through cooperation and partnership with the families that use the service and other community groups within the area, to constantly surpass such minimum standards to provide the highest quality Early Years Educational and Care facility for our local community and beyond.

We value the individual child within the group settings that we provide. We strive to provide staff, environments and resources that allow all children engaged in our service to achieve their full potential.

The following is the list of all Policies and Procedures that inform this statement policy:

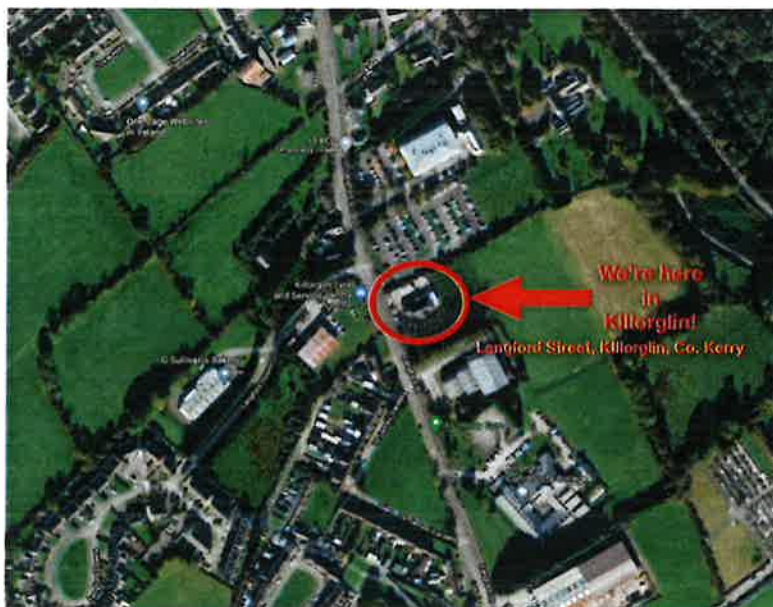
SCAMPS AND SCHOLARS - INDEX OF POLICIES AND PROCEDURES

CHILDCARE POLICIES		GENERAL POLICIES		STAFF POLICIES	
POLICY NO.	POLICY NAME	POLICY NO.	POLICY NAME	POLICY NO.	POLICY NAME
CCP1	Admissions Policy	GP1	Equal Opportunities Policy	SP1	Employment Policy
CCP2	Fee Payment Policy	GP2	Code of Practice for Employers and Employees on the Prevention and	SP2	Staff Entitlements Policy
CCP3	Waiting List Policy	GP3	Harrassment and Bullying at Work Policy	SP3	Student and Volunteer Work Experience Placement Policy
CCP4	Procedures for Arrival and Departure Policy	GP4	Power Failure Policy	SP4	Confidentiality Agreement Policy
CCP5	Parents as Partners Policy	GP5	Health and Safety - Responsibilities of Directors/Managers/Employees -	SP5	Person in Charge and Deputy Policy
CCP6	Illness Control Policy	GP6	Board of Directors (BOD) and Centre Operations Policy	SP6	Staff Absences and Child Ratio Policy
CCP7	Behavioural Management Policy - Early Years Service	GP7	Severe Weather Closures Policy	SP7	Staff Support and Supervision Policy
CCP8	Behavioural Management Policy - School Age Service	GP8	CCTV Policy	SP8	Dignity and Respect at Work Policy
CCP9	Child Protection Policy	GP9	Garda Vetting Policy	SP9	Staff Induction Policy
CCP10	Outings Policy	GP10	Complaints Procedures Policy	SP10	Selection and Recruitment Policy
CCP11	Outdoor Play and Activity Policy	GP11	Accidents and Incidents Policy	SP11	Employee Code of Conduct Policy
CCP12	Infection Control Policy	GP12	Inclusion Policy	SP12	Staff Training Policy
CCP13	Sleeping/Sleep Room Policy	GP13	Fire Safety Policy (Early Years Service)	SP13	Supplementary Staff Absences Policy
CCP14	Healthy Eating Policy	GP14	Fire Safety Policy (School Age Service)	SP14	Parental Leave Policy
CCP15	Hygiene, Nappy Changing and Toileting Policy	GP15	Photography, Video and Internet Policy		
CCP16	Head Lice Policy	GP16	Risk Management and Health and Safety Policy		
CCP17	Child Settling In Policy	GP17	No Smoking Policy		
CCP18	Medications Administration Policy	GP18	Fund Raising Policy		
CCP19	Bus Drop-Off and Collection Policy	GP19	Data Protection Policy		
CCP20	Observations Policy	GP20	Code of Ethics - Working with Children Policy		
CCP21	After-school - Code of Behaviour Policy	GP21	Manual Handling Policy		
CCP22	Missing Child Policy	GP22	First Aid Policy		
CCP23	Drop-Off and Collection during a Pandemic Policy - Early Years Age	GP23	Multi-Media Policy		
CCP24	Drop-Off and Collection during a Pandemic Policy - School Age	GP24	Statement of Purpose and Function Policy		
CCP25	Child Safeguarding Statement/Policy	GP25	Pets/Animals Policy		
CCP26	Administration of Medication (School Age) Policy	GP26	Pandemic Policy		
CCP27	Transition to Primary School Policy	GP27	Infection Control Policy		
CCP28	Childpaths Policy	GP28	Hand Hygiene Policy		
		GP29	Risk Management Policy		
		GP30	Open Door Policy		
		GP31	Visitors on Site Policy		

FINANCIAL PROCEDURES POLICIES	
POLICY NO.	POLICY NAME
FAP1	Financial Administration Procedures

What We Are All About:

We are a multi-aged child care service and an after-school club located in Langford Street, Killorglin, Co. Kerry.



Age Groups We Work With:

Age groups and associated rooms catered for in the centre are as follows:

Room Name	Age Profile	Room Capacity	Adult/Child Ratio
Junior Wobblers	1 to 2 years	8	1:5
Senior Wobblers	1 to 2 years	10	1:5
Toddlers	2 to 3 years	15	1:6
Junior Pre-School	2.8 to 3.8 years	12	1:8
Caterpillars Pre-School	2.8 to 5.6 years	24	1:8
Butterflies Montessori	2.8 to 5.6 years	24	1:8
Bumblebees Pre-School	2.8 to 3.8 years	22	1:11
Ladybirds Pre-School	2.8 to 3.8 years	22	1:11
Cubs After-School	5 to 7 years	24	1:12
Rascals After-School	7 to 12 years	24	1:12

After-school children can come here from 1.40pm to 5.45pm for Cubs and from 2.40pm to 5.45pm for Rascals, Monday to Friday during the school year. They can also attend during school holidays, i.e. Hallowe'en, Easter, Summer.

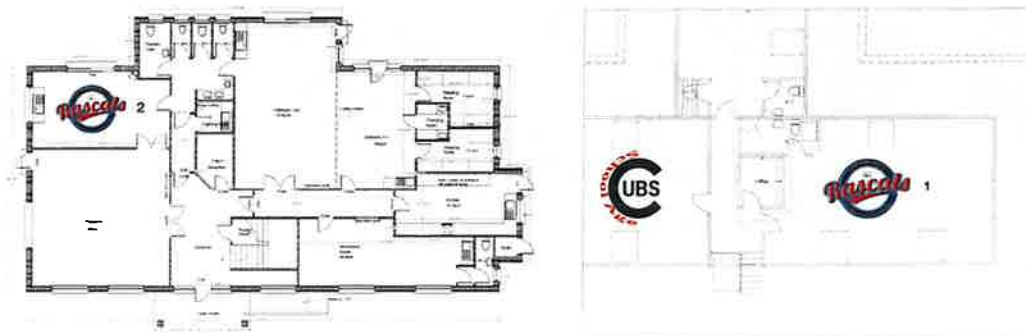
Meet Our Staff:

All our staff are here to look after your child(ren) and to help in any way they can. You can see all the staff pictures and their names on our website.

They always try to make sure your child(ren) will have as much fun at Scamps and Scholars as possible and they are always here to talk with if you have any problems.

Building Layout:

We have different rooms in our service for the different age groups of children. These rooms are:



Outside Play Area:

We also have an outdoor area where we can play every day.



We do lots of activities • Baking • Arts and crafts • Board games • Sports • Reading • Fun games • Indoors and Outdoors Play • Music • Dancing and lots, lots more!

We are fortunate to have access and use of the adjacent sports field and we try to get out there when the weather allows!



We also use the Sports Complex next door for after-school activities to play other sports games including indoor soccer, basketball, hockey and loads of other games.



Food Provided at Scamps and Scholars:

We provide the best quality home cooked dinners for your child(ren) to enjoy during their time with us. We are delighted to be one of the pre-school services in Ireland to have implemented the Healthy Ireland Smart Start Programme, a holistic health promotion program for young children and have recently received the HI or Health Ireland award. We can take into account any particular food requirements/allergies your child(ren) may have.

