

POLICY NO.55 (A) – Statement of Purpose & Function (Wobblers, Toddlers, Preschool & school age services)

REV: 04 DATE: 10.08.2022

This policy is available to all our service users. It will be communicated through our website (available to read and/or download) and also through the parental information disk that contains all our policies & procedures. There is also a copy of this policy in the reception area of our service. This policy will be reviewed annually.

POLICY Statement

Principle

The purpose of Scamps & Scholars Childcare 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 6months – 5.5 years olds through our Wobbler, Toddler, Junior Preschool & pre-school rooms.

Scamps & 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.

 <p>Age profile Age 1 year - 2 years</p> <p>Room Capacity 8</p> <p>Adult to child ratio 1 : 5</p> <p>52 week Service</p>	 <p>Age profile Age 2.8 year - 3.8 years</p> <p>Room Capacity 12</p> <p>Adult to child ratio 1 : 8</p> <p>52 week Service</p>	 <p>Age profile Age 2.8 year - 3.8 years</p> <p>Room Capacity 22</p> <p>Adult to child ratio 1 : 11</p> <p>38 week Service</p>
 <p>Age profile Age 1 year - 2 years</p> <p>Room Capacity 10</p> <p>Adult to child ratio 1 : 5</p> <p>52 week Service</p>	<p>Age profile Age 2.8 year - 5.6 years</p> <p>Room Capacity 24</p> <p>Adult to child ratio 1 : 8</p> <p>52 week Service</p>	 <p>Age profile Age 2.8 year - 3.8 years</p> <p>Room Capacity 22</p> <p>Adult to child ratio 1 : 11</p> <p>38 week Service</p>
 <p>Age profile Age 2 year - 3 years</p> <p>Room Capacity 15</p> <p>Adult to child ratio 1 : 6</p> <p>52 week Service</p>	<p>Age profile Age 2.8 year - 5.6 years</p> <p>Room Capacity 24</p> <p>Adult to child ratio 1 : 8</p> <p>52 week Service</p>	 <p>Age 5 year - 7 years</p> <p>Rooms Capacity 24</p> <p>Ratio Staff to child 1:12</p> <p>38 weeks</p>
		 <p>Age 7 year - 12 years</p> <p>Rooms Capacity 24</p> <p>Ratio Staff to child 1:12</p>

We can also accommodate full time care and activity programmes for school age children over most school holiday periods and in particular Halloween, Easter & Summer holidays.

The service provides half sessional, sessional, half day & 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 2.15 hours in duration.

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

In normal circumstances the centre is open from 7.30am – 6pm Monday – Friday each week. It is open for cc 51 weeks per annum from September to August each year. We can cater for up to cc 135 children at any one time. We have approximately 240 child 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 & Scholars will ensure that all information regarding our intention to operate and run the service will be available and administered to all users & 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 children
Type of company	Killorglin Community Childcare is a community, charitable & not for profit company limited by guarantee.
Age range of users	from 6 months - 12 years
Curriculum / programme being followed	Aistear curriculum and Montessori
Number of weeks of operation	between 50 - 51 weeks
Opening hours	7.30am - 6pm 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 Childcare Centre CLG T/a Scamps & Scholars Childcare Centre
Address	Langford Street, Killorglin, Co. Kerry
Eircode	V93FK58
Person in Charge	Derek O Leary (Manager)
Deputy Person in charge	Rachel Ahern (Deputy Manager)
Contact Telephone	669732525
Email addresses	info@scampsandscholars.ie / admin@scampsandscholars.ie

Values & philosophy

Scamps & Scholars are committed to the minimum legal standards that apply to the sector but seek, through cooperation & 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 & resources that allow all children engaged in our service to achieve their full potential.

The following are the list of all Policies & Procedures that inform this statement policy:

Index of Policies & Procedures

Policy no	Policy area
1	Admissions Policy
2	Fee Payment Policy
3	Waiting List Policy
4	Arrival & Departure Policy
5	Parents as Partners
6	Illness Policy
7	Wait List Form
8	Equal Opportunities
9	Harassment & Bullying in the Workplace
10	Behavioural Management Policy
11	Child Protection Policy
12	Outings Policy
13	Power Failure Policy
14	Employment Policy
15	Staff Entitlements Policy
16	Outdoor Play Policy
17	Infectious Disease Policy
18	Student, Work Placement & Work Experience Policy
19	Sleep Room Policy
20	Confidentiality Policy
21	Persons in Charge Policy
22	Staff Absences Policy
23	Healthy Eating Policy
24	Supervision Policy
25	Dignity & Respect Policy
26	Induction Policy
27	Recruitment Selection Policy
28	Employee Code of Conduct Policy
29	Health & Safety Policy
30	Board of Management & Operations Policy

Policy no	Policy area
31	Severe Weather Closure Policy
32	Hygiene, Nappy Changing & Toileting
33	CCTV Policy
34	Head Lice Policy
35	Garda Vetting Policy
36	Medications Administration Policy
37	Complaints Procedure POLICY
38	Accidents & Incidents Policy
39	Staff Training Policy
40	Settling in Policy
41	Inclusion Policy
42	Fire Safety Policy
43	Photography & video Policy
44	Risk Management Policy
45	No Smoking Policy
46	Fund Raising Policy
47	Data Protection Policy
48	Volunteers & Students Policy
49	Observations / Learning Journal policy
50	Code of Ethics Policy
51	Afterschools Policy
52	Manual Handling Policy
53	First Aid Policy
54	Multi Media Policy
55	Statement Of Purpose & Function Policy
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57	Pandemic Policy
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59	Parental Leave Policy
60	Infection Control Policy
61	Hand Hygiene Policy



Child friendly complaints procedure

What are we all about?

We are a multi aged service and we are an afterschool club located in Langford Street, Killorglin, Co. Kerry.



What age groups do we work with?

Children can come here from 1.40pm - 6pm for Cubs and from 2.40pm – 6pm for Rascals and Monday to Friday during the school year.

We have 2 sections which are:



Cubs / 5.5 – 7yrs



Rascals / 7yrs – 12yrs

What age groups come to Scamps and how many of my friends will be there?

Children can come here from Junior Infants all the way up to 6th Class! We have up to 5/6 staff looking after these sections and we can look after 55 children at peak times.

Meet our staff!

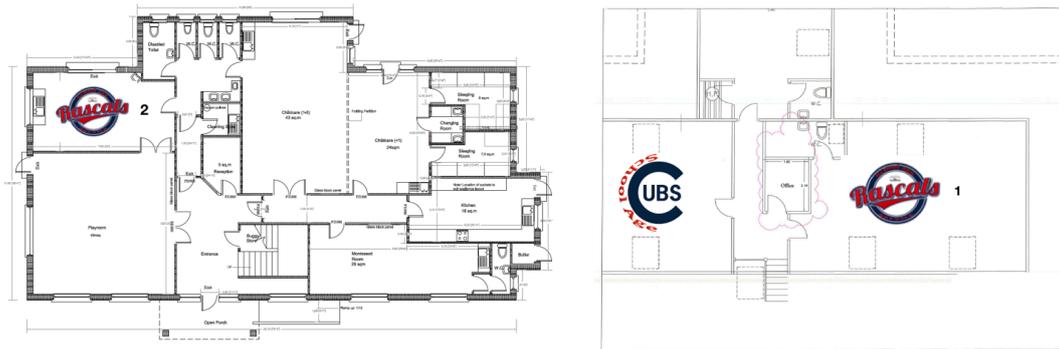


All our staff are there to look after you and help you. You can see all the staff and their names in our information booklet that all families get on registering you for one of our services.

They also try to make sure you have as much fun at Scamps as possible! They are always there to talk with if you have any problems.

Where will we be in the building?

We have 3 different rooms in our service. One downstairs over-looking one of the external play areas and 2 rooms upstairs. In these rooms you can do homework, relax and chill out and or get involved in activities that we run each day.



Where can we play outside?

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



We do lots of activities in Named Service: • Baking • Arts and crafts • Board games • Sports • Reading • Fun games indoors and outdoors & Music and 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!

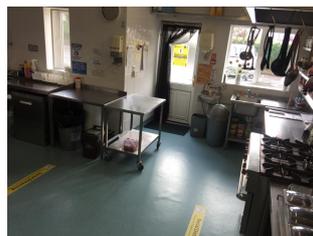


We also use the Sports Complex which is beside us to play other sports games including indoor soccer, basketball, hockey and loads of other games. We really want you to have as FUN at Scamps as is possible.



What if I'm hungry after school?

We also provide the best quality home cooked dinners for you to enjoy after your busy day at School! With some notice, we can also sort out any particular food requirements you may have.

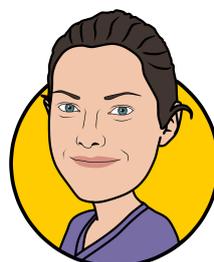


Who are the main organisers at Scamps & Scholars?

These are the people that oversee the running of the centre and both Derek & Rachel are always around if you need to talk to them.



Derek O Leary – Manager



Rachel Ahern Deputy Manager

Approval Date:

Implementation Date:

Signed:

(On behalf of the Board of Directors)