SCAMPS+ SCHOLARS

Information Booklet



Scamps and Scholars
Early Years Education and Care Centre

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A word from the manager

Dear Parent / Guardian,

I'd like to take this opportunity to thank you for choosing Killorglin Community Childcare Centre, or as we're better known, Scamps and Scholars Early Years Education and Care, for your child's early years education and care needs. Scamps and Scholars is a charitable, for purpose not for profit, community company established in the late 1990s to fulfil the requirement for quality and affordable childcare for Killorglin and the wider area. Today Scamps and Scholars operates from a purpose built premises in the heart of Killorglin and is now one of the largest childcare centres in Kerry.

At our centre we provide educationally appropriate and stimulating programmes to assist in the development of the whole child, their physical, social, emotional, cognitive, creative and moral growth. Indoor and outdoor experiences are provided in small and large group situations. We create experiences to cater for each child's individual development and try to reflect current interests of the group or an individual child as much as possible. We also believe in the value of play in development so all our learning happens in a fun and playful environment. We pride ourselves on being a caring and progressive childcare centre with the children and families that utilise our services at the heart of how we operate.

We are always seeking ways to develop our centre's activities, services and staff to ensure we meet the requirements of those that utilise our services and we always welcome any feedback that is offered. The quality of the staff at our centre is paramount to creating a safe and stimulating environment. In order to offer the best childcare, we recruit and employ staff who have a genuine love and interest for children.

This along with a high standard of qualification and experience are the foremost criteria we look out for when employing staff for our centre. Now with the government's Free Preschool Scheme and the National Childcare Scheme in place, all families have an opportunity to be supported financially while using our service. This booklet has been compiled to give Parents / Guardians an opportunity to inform themselves about the staff, services and facilities that we provide. We hope that this booklet will be a useful tool in navigating through important information and necessary documentation. Thanks for taking the time to read through this booklet, and we look forward to helping you with your childcare requirements now and in the future.

The Manager

Room type, duration of service, age profile, capacity & staff to child ratio

junior Wobblers

Age profile
Age 1 year - 2 years
Room Capacity
8
Adult to child ratio
1 : 5
52 week Service

Junior Preschool

52 week Service

Age profile
ge 2.8 year - 3.8 years
Room Capacity
12
Adult to child ratio
1 : 8

Bumble Bees Preschool

Age profile
Age 2.8 year - 3.8 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

Caterpillars Preschool

52 week Service

Age profile
ge 2.8 year - 5.6 years
Room Capacity
24
Adult to child ratio
1 : 8

Ladybirds Preschool

Age profile
Age 2.8 year - 3.8 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

Butterflies Montessori

52 week Service

Age profile
ge 2.8 year - 5.6 years
Room Capacity
24
Adult to child ratio
1 : 8

School Age CUBS

Age 5 year - 7 years
Rooms Capacity
24
Ratio
Staff to child
1:12
38 weeks

Rascals

Age 7 year - 12 years
Rooms Capacity
24
Ratio
Staff to child
1:12
38 weeks

Please note, the availability of each section may vary annually depending on age structure of users - contact the office for full details

Opening Hours & closed periods

The centre's normal operating hours are from 7:30am - 5.45pm, Monday - Friday.
The following explains how each service that we provide is categorised by the duration of the service.

Full Day	**A full day is categorised as being 5+ hours in duration.**
Half Day	**A half day is categorised as being between 3hrs 31m and 5hrs in duration.**
Sessional	**A sessional service is categorised as being between 2 hrs 16 min and 3hrs 30 mins in duration.**
Half Sessional	**A half sessional service is categorised as being up to 2hrs 15 mins in duration.**

In a normal year, Scamps & Scholars is open for approximately 50 - 51 weeks.
The following are typical closed dates in a normal year when the centre's services are unavailable.

New Years Day (Bank Holiday)
February Bank Holiday
St. Patricks Day (Bank Holiday)
Easter Monday
May Bank Holiday
June Bank Holiday
August Bank Holiday
Puck Fair (2-5 days)
October Bank Holiday
Christmas Day
St. Stephens Day



In addition to the above we would normally close for a week over the Christmas period depending on when Christmas day falls.

Payment of fees & bank details

Fee are due to be paid ***WEEKLY OR MONTHLY IN ADVANCE***. You can pay by cash via the drop envelopes available from reception, Bank transfer, cheque or card payment.

Payment is due for all days a child is **booked to attend** the centre, whether the child attends or not. Payment is also due for all Bank Holidays falling during the child's attendance at the centre if this bank holiday would in normal circumstances be one of your child's booked days. Failure to discharge fees in a timely manner could lead to your child's place being suspended.

SCAMPS AND SCHOLARS
Bank account details

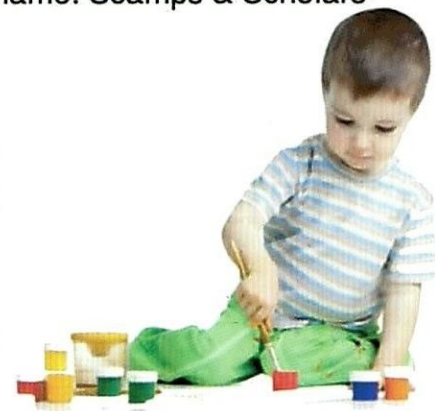
Bank Address:

A.I.B.
Iveragh Road
Killorglin
Co. Kerry

Account details:

Sort code: 93-63-40
Account No.: 06054-062
IBAN: IE 17 AIBK 9363 4006 054062
BIC: AIBKIE2D
A/c name: Scamps & Scholars

Please put a narrative on any bank transfer denoting the child's name you are paying for



Extra hour option

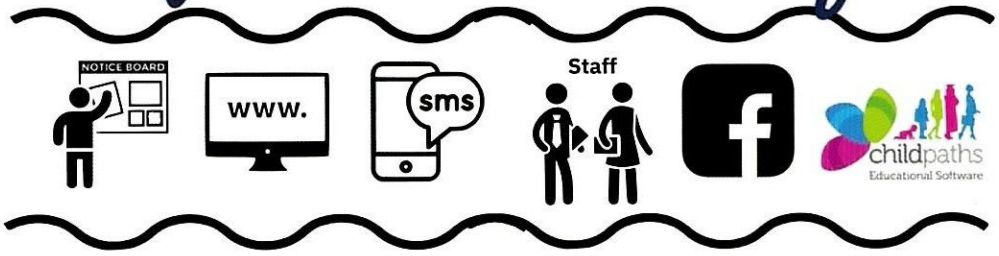


For those children availing of one of our sessional / ECCE free preschool services, primarily operating from 9am - 12pm, you can book an extra hour for any or each day, weekly in advance to bring your finishing time to 1pm. You can book this addition with the staff in the room.

The cost of this extra hour is €5 per hour.

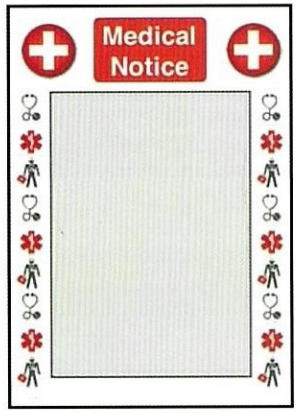
The cost for extra hour with dinner is €6.50.

Communication & information exchange



At Scamps we use various methods of communication to relay to parents / guardians what's happening in our busy centre. All the methods of communication are outlined above.
This would include notice boards, website, SMS, verbal from staff, our Facebook page and Childpaths.

Communication of illnesses

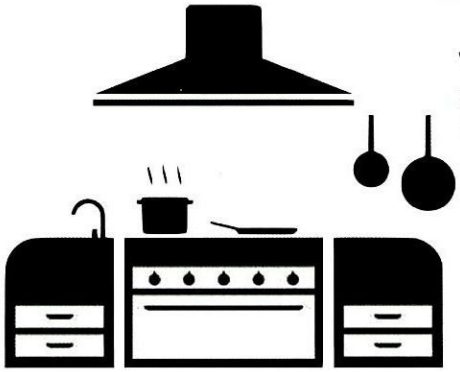


At Scamps and Scholars we will do our best to inform all Parents / Guardians should we have a child that presents with any infectious illness.
The notice on the left will be displayed on the main entrance door and/or the notice board at the entrance to the car park of the centre. Any relevant information will also be posted on Childpaths.

These, we believe are the most appropriate methods for us to communicate such occurrences while respecting the integrity and privacy of any of the children that may be sick. Illnesses will **not** be notified over other media.



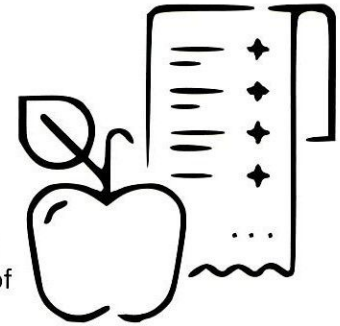
Healthy eating!



We provide a nutritious, well balanced meal plan for all children in our care. We follow a healthy eating policy, with the aim of forming good habits around food early in life. Meal-time is also an important social time, for chatting together and for little jobs assigned to the older children such as setting the table, helping to serve, clean–up, etc.

Our weekly meal plan is emailed each week to parents. We provide breakfast for those attending our Breakfast Club, a morning snack, hot lunch and afternoon snack. We have a dedicated kitchen team who work hard to provide varied menus every week that stimulate the children from a food perspective.

Our nutrition standards aim to benefit and improve the health and wellbeing of all the children at our centre.



We believe that a healthy food offering gives all children the "best start" and is one of the most important responsibilities that we have as an Early Years Education Centre.
We will do our best to meet the requirements of children who have **special dietary** requirements and you should notify the staff in your child's room of such requirements.



We do not provide treats as part of our healthy eating policy but we do acknowledge certain days throughout the year and some goodies may be used to enhance such days.

We also celebrate the **birthdays** of the children in our care and we ask parents to facilitate this celebration by providing only a standard **Swiss Roll** and some packets of **snack crisps**.

Parking at Scamps & Scholars

Please note that the centre has extremely limited parking facilities within the grounds of the centre, and parking within the grounds is **not** possible a lot of the time

It may be necessary for you to park along the road side at any given time. We would ask that you exercise extreme care and diligence when you are dropping off or collecting your children, and take note of the careful driving policy as outlined below













Where not to park

We are asking Parents/Guardians to refrain from parking along the front of the building, in front of the main entrance doors and from blocking the exit of other cars.

Extra caution should be exercised inside the grounds of our car park as we have a lot of children accessing the centre on foot.

Curriculums at Scamps & Scholars

Here at Scamps we operate two main types of curriculum. Aistear & Siolta cover Wobblers, Toddlers & three preschools. The other is Montessori which is operated in one preschool section. A brief outline of both is detailed below:

Aistear (2009) is the curriculum framework for all children in Ireland from birth to six years. Aistear focuses on the curriculum and providing appropriately challenging, positive and enjoyable learning experiences for children from birth to 6 years of age and much of this is achieved through play.

Siolta focuses on all elements of quality in childcare settings, e.g. parents and families, transitions, environments etc.

The **Montessori** School Ethos and method of education is named after the Italian physician Maria Montessori. It emphasises the importance of the development of self-esteem. She believed education to be a preparation for life, not a search for intellectual skills. The environment should be prepared carefully to train senses, to stimulate curiosity, to satisfy the need to learn that is within every child.

In Scamps we provide an adapted form of **Montessori** to suit the space and environment that is available to us. The year is broken down into defined sections to ease the children into self reliance. The first couple of months are all about the children settling in and getting used to the environment and equipment. Later on in the school year we endeavour to immerse the children into the Montessori ethos and we start to build the abilities that they will require as they enter primary school.

Aistear
Creatchuraclam na Luath-Oige
The Early Childhood Curriculum Framework

síolta
The National Quality Framework for Early Childhood Education

Montessori

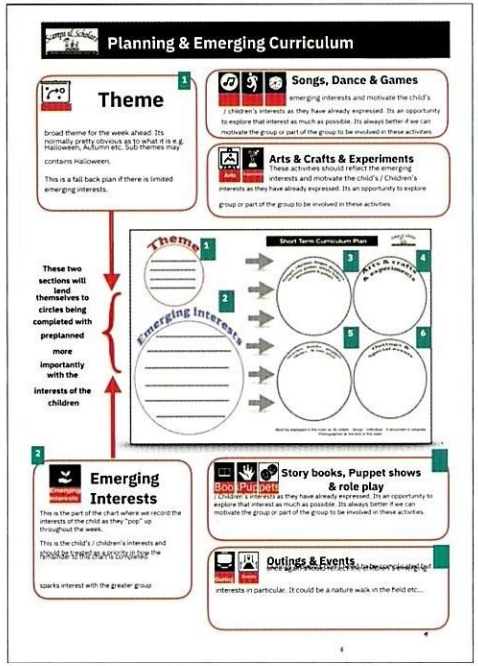
Emergent curriculum

Aistear and Síolta advocate the development of an emergent and inquiry-based curriculum. This type of curriculum is called emergent because it evolves as choices and connections are made by the children as they discover the world around them.

There is an emphasis on child-led learning. The practitioner shares control with the children; and their actions, thoughts, play, ideas, and conversations guide the curriculum.

This type of curriculum uses children's and practitioners' interests, questions and experiences as starting points for curriculum planning. At times, topics emerge from children's interests. At other times, practitioners introduce specific topics to support children's learning and development linked to Aistear's themes.

In partnership with children, practitioners identify ideas or inquiries that become the focus for learning. Children's engagement with people, materials, ideas and events triggers their curiosity and motivation to learn.



Dates for your diary!

Listed below are approximate periods when special events are normally scheduled. Hopefully this will help with your planning for the year.



Kid's Talk TV is the children of Scamps & Scholars telling us about the important things in life! Questions like "what colour is the wind? etc.. This happens intermittently throughout the school year.



We will have our annual Halloween parties the week before the Halloween holidays start. We also will be running Halloween Camp activity to accommodate your busy bodies over that period.



We normally run an event in early December to celebrate the start of festive period. It may be a show or concert or a premier film night. It is normally held in the local CYMS hall and of course we will be having our class room Christmas parties just before we break up for the holidays.



International Costume Day is our annual fund raising event for a local or national charity. It's a chance for everyone to dress up in their favourite costume & generate funds for a charity.



Preschool graduation normally takes place in mid-June and is the highlight of the school year. The event is normally held in the local CYMS hall.

Waiting list application form

Here's a copy of our waiting list application form and some tips for completing it correctly. Remember all applications are logged by date of receipt at the centre.

SCAMPS+ SCHOLARS

SCAMPS AND SCHOLARS

PLACE AND WAITING LIST APPLICATION FORM

YEAR REQUIRED: _____

When would you like your child to start?

A. CHILD AND PARENT(S) DETAILS:

CHILD'S NAME:	
CHILD'S DATE OF BIRTH:	
PARENT/GUARDIAN NAME:	
PARENT/GUARDIAN ADDRESS:	
HOME PHONE NUMBER:	
WORK PHONE NUMBER:	
MOBILE PHONE NUMBER:	
EMAIL ADDRESS:	

Personal details

B. SERVICES BEING APPLIED FOR:

AVAILABLE SERVICES	AGE REQUIRED TO START	YEAR REQUIRED	TYPE OF DAY	DAYS OF WEEK REQUIRED (Please Tick) MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WOBBLERS	1yr +		Full Day:					
			Half Day:	AM PM	AM PM	AM PM	AM PM	AM PM
TODDLERS	2yrs 3m +		Full Day:					
			Half Day:	AM PM	AM PM	AM PM	AM PM	AM PM
PRE-SCHOOL:	3yrs 3m +		Full Day:					
			Half Day:	AM PM	AM PM	AM PM	AM PM	AM PM
AFTERSCHOOL CUBS (1.40pm):	Junior & Senior Infants		PM					
AFTERSCHOOL RASCALS (2.40pm):	1st - 6th Class		PM					
BREAKFAST CLUB (7.10am - 9am):	Various		1/2 Session					

What section & days would you like your child to attend?

NAME(S) OF ANY SIBLING(S) ATTENDING THE CENTRE:	

C. PARENT/GUARDIAN DECLARATION:

Places are allocated on a first come/first served basis, provided that your child meets the minimum age requirement. Priority will be given to siblings. For further information you can read our Admissions Policy. I have read and agree to the waiting list policy and further agree to any future changes that may be made in this policy. I also consent for the staff of Scamps and Scholars to contact me on the details above

Parent/Guardian Signature: _____ Date: _____

Sign and date the form

D. FOR SCAMPS AND SCHOLARS IN-HOUSE USE ONLY:

DATE RECEIVED: STAFF SIGNATURE:

Input in System: Yes ☐ No ☐ If no, please state reason: _____

Date: Input By:

A staff member will sign and date on receipt of the form

Scan the QR code to access a copy of our waiting list

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Categorisation of all sections

Below is a general categorisation of all the various sections of Scamps & Scholars and this will assist in determining your time and fee commitment while your child or children are with our service

Section	Commitment	Start / end Time	Category
Breakfast Club (All ages)	38/50.5 weeks	7:30am - 9:00am	Half sessional
Wobblers (1- 2 years)	50.5 weeks	8:30am - 1pm or 1pm - 5:45pm 8:30am - 5:45pm	Half day Full day
Toddlers Junior Preschool (2 - 3 & 2.5 - 3.5 years)	50.5 weeks	8:30am - 1pm or 1pm - 5:45pm 8:30am - 5:45pm	Half day Full day
Caterpillars preschool (3 - 5 years)	50.5 weeks	8:30am - 1pm or 1pm - 5:45pm 8:30am - 5:45pm	Half day Full day
Butterflies Montessori (3 - 5 years)	50.5 weeks	8:30am - 1pm or 1pm - 5:45pm 8:30am - 5:45pm	Half day Full day
ECCE Free Preschool Ladybirds & Bumble Bees (3 - 5 years)	38 weeks	9am - 12pm/1pm(extra hour optional)	Sessional/ half day
After School Cubs	38 weeks	1:40pm - 5:45pm	Half day
After School Rascals	38 weeks	2:40pm - 5:45pm	Sessional

Please note that service offerings may be subject to change. Please check with the administration office and/or your childs room to clarify your commitment and the operating time of the service your child will be availing of.

Fees structure

For the latest fee structure that applies at Scamps & Scholars please contact the office or scan the QR code to get a full and detailed breakdown of all the fees that apply at our centre.

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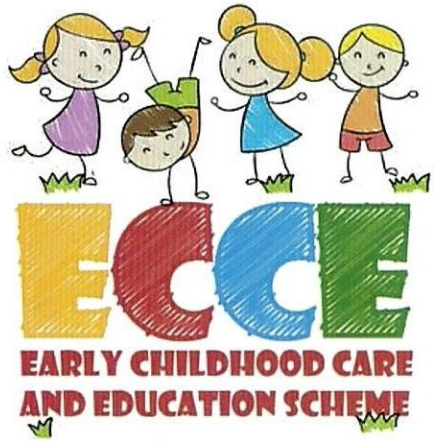
Government Schemes

The following are the government schemes that we engage with on your behalf.

We have outlined some further details in the following pages that indicate the steps you will need to take to avail of any of those schemes.

National CHILDCARE Scheme
Early Learning & Care

SCAN ME



What is the National Childcare Scheme

The National Childcare Scheme offers supports for families with children aged between 24 weeks and 15 years who are attending any participating Tusla registered childcare service.

There are two types of subsidies under the National Childcare Scheme:



Universal Subsidies are available to all families. This subsidy is **not means tested** and provides a flat subsidy rate towards the cost of a registered childcare place for up to a maximum of 45 hours per week.



Income Assessed Subsidies are also available to all families.

This subsidy is **means tested** and will be calculated based on your individual circumstances. Your rate will vary depending on **your level of family income, your child's age and educational stage, and the number of children in your family**. The subsidy can be used towards the cost of a registered childcare place for up to a maximum of 45 hours if you are working, studying or training, or in circumstances where you are unavailable for childcare, and a maximum of 20 hours if you are not working, studying or training.

The potential for a greater subsidy exists by choosing the assessed route, therefore we strongly suggest that everyone attempts the assessed route first. If the subsidy is not greater on the assessed rate you will still be entitled to the current minimum amount of universal subsidy.

NCS Subsidy calculator



The NCS website has a useful "Subsidy Calculator" that allows you to enter broad & simplex set of figures that will give you an indication of the subsidy per hour that you might attain.

IF this outcome is favourable then it will be worth going through the full process to formalise an official subsidy rate per hour

NCS contact information



Call the Parent Support Centre on
01 906 8530 from 9am to 5pm Monday to Friday

NCS Website Address: **www.ncs.gov.ie**
Use this address to apply for your national childcare subsidy

National Childcare Scheme
Steps to access your subsidy

An outline of the steps that are required to access the National Childcare Scheme

1. You must have a MYGovID account to access the National Childcare Scheme.

2. If you do not already have a MyGovID you will need a public Services Card (PSC) for yourself to register for a MyGov.id account



3. To access the NCS go to www.ncs.gov.ie and follow the links to apply for your subsidy.Alternatively scan QR code.

SCAN ME

4. Once you are in the NCS you will need your own PPS number, your partner's (if applicable) and also the PPS numbers for your children as well as their dates of birth.

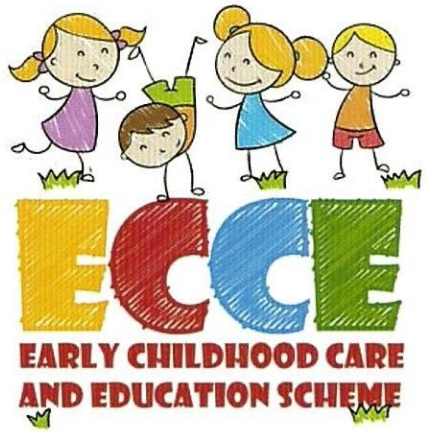
5. Also when you are in the NCS you & your partner's (if applicable) employment and income related details will be required to complete the process

Employment & Financial details

6. On competition of the process you will receive a CHICK number which you must forward to us via email - ncs@scampsandscholars.ie. <u>Claims cannot be backdated so get the CHICK number to us ASAP.</u>

CHICK Number

Early Childhood Care and Education (ECCE)



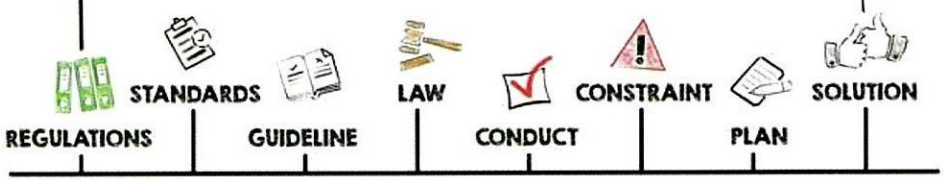
This programme is provided for three hours per day, five days per week over 38 weeks per year and the programme year runs from September to June each year.

If your child attends for more than 3 hours, you will be charged for the extra time but you can also combine ECCE with the NCS for the additional hours you might be utilising.

The ECCE in general follows the school year and funding would not be available for Halloween, Easter and other school breaks.

Forms to apply for the ECCE scheme will be available from your childs room in September and PPS numbers for parent(s) and child will be required.

Policies & Procedures



Our policies and procedures underpin how we operate at all levels and include staffing, childcare and how we interact with parents/guardians. We are always reviewing our policies & procedures to meet the needs of our customers and to keep up to date with changes in the industry.

Sometimes we develop a policy on our own to meet a need or requirement of the business. On other occasions a policy is developed in line with best practice within the childcare sector or to accommodate new legislation or changes to existing legislation.

We are always seeking our customers views of our policies and procedures and welcome feedback that allows us to give all involved in Scamps & Scholars the best possible experience.
At all times the policies & procedures are there to support the best care for all the children in our care. The are available to download from our website **www.scampsandscholars.ie**

It is imperative that you educate yourself on the policies that will affect you directly during your time with us.

They may also be modified or changed from time to time and we will do our best to notify you of such changes as they occur.

Scan the QR Code to access our policies

SCAN ME

Scamps & Scholars Initiatives

FIT IN 10
EXERCISE & RELAXATION

We have an ongoing initiative in place which is an indoor / outdoor fitness measure to enhance the children's activity at Scamps & Scholars. This scheme aims to be be a mixture of fun exercise, stretches and yoga



This is our 30/30 programme which commits to ensure children have a minimum of 30 minutes outdoors in the morning and in the afternoon.

This is a minimum commitment and our hope would be to go beyond these minimum standards on a daily basis.

Healthy Ireland Award

We are delighted to be one of the pre-school services in Ireland who have implemented the Healthy Ireland Smart Start programme, a holistic health promotion programme for young children have recently received the hi or Healthy Ireland Award.

hi Healthy Ireland

Award Winner

The programme is specifically designed for pre-school children aged between three and five years of age and encompasses all aspects of a healthy lifestyle including: oral health, physical health, general health and safety, emotional well-being and literacy as well as nutrition and healthy eating.

We believe the preschool sector has such an important role to play in promoting our children's health and wellbeing and the Healthy Ireland Smart Start programme provides us with the information, training and resources to be able to do so very effectively.

School Age services



In our school age sections we endeavour to provide a safe and invigorating environment for children to attend after their day at school.

The children will have time to start their homework and we will also provide a full home cooked nutritious meal to the children.





We also establish regular partnerships with external suppliers to provide a diversity in activities to ensure a fun environment for all.





SCAMPS+ SCHOLARS

EARLY YEARS EDUCATION & CARE

Meet the team

SCAN ME

Our premises

SCAN ME

Killorglin Community Childcare Centre CLG.,
T/a Scamps & Scholars Early Years
Education and Care, Langford Street,
Killorglin, Co. Kerry.
V93 FK58

Tel: 066 97 62525
Email: info@scampsandscholars.ie / admin@scampsandscholars.ie
Web: www.scampsandscholars.ie
REG.No. 333495 CHY.No. 15206