**Naíonra Dhún Dealgan**

**ADMINISTRATION AND SERVICE POLICIES**

1. **Admissions**
2. **Registration**
3. **Aims and Objectives of Service**
4. **Settling in**
5. **Staff Ratios**
6. **ECCE Free Pre-School Place**
7. **Fees & Payment Policy**
8. **Board of Management Policy**

**Admissions policy**

Naíonra Dhún Dealgan keeps a booking register, whereby parents initially register their interest in a place for their child.

Prior to admission a parent must complete a registration form. With the following details:

* Name
* Address
* Date of birth
* Contact numbers
* Immunisation history
* Childs personal details or special requirements
* Medical details including allergies
* Details of nominated persons to collect the child

We have a waiting list in operation. We give preference to the children who will be attending Gaelscoil DhúnDealgan. If a space is available we would consider other applications.

**Registration procedures**

In May/June of every year we have an open day. Children and parents are invited to come along and get the opportunity to see our setting and meet our team. We feel this makes the transition from home to naíonra easier.

Application forms and permissions slips can be filled in on the day. We use this opportunity to discuss all the policies and procedures with the parents, answering any queries they may have. We ask all parents/carers to pay a refundable deposit of €50.00 to secure their child’s place.

Parents receive a booklet about the Naíonra they also receive a booklet on the benefits of bringing your child up through the medium of Irish. A copy of our policies and procedures will also be given to parents to read.

We also discuss the settling in procedure with parents, we explain that each child is an individual and they have individual needs, and that some children may take longer to settle than others. The child is graduadally introduce to the setting.

A suggestion box is available on the day so we can take on board new ideas and to try and accommodate everybody’s additional needs if possible.

**Aims of Naíonra Dhún Dealgan**

The aims and objectives of Naionra Dhún Dealgan are to promote a love of the Irish language and Culture through the medium of language and play. Preschool education is a very valuable and important experience for all children. The staff in Naíonra Dhún Dealgan believes it is important to maintain a close relationship with parents for the benefits of the children. We would ask parents, therefore, to contact us if any problems should arise and we the staff will do likewise. Personal information passed on by parents shall be treated in the strictest confidence.

By providing a safe, secure and interesting learning environment, we hope to encourage your child to become an independent, confident and happy individual. In order to achieve this, we believe in good discipline practice which creates conditions for effective learning and helps children to have responsible attitudes and values for life. Rules, regulations and discipline practices in school are necessary for the safety, wellbeing and enjoyment of all children.

**Learning through play**

In Naíonra Dhún Dealgan, Your child will learn through playing within a carefully constructed programme suitable for his/her age and needs. Most activities listed below will be available daily for the children:

* Imaginative Play (House, Hospital, Drama)
* Natural Materials (Sand, Water, Clay, Dough)
* Physical (Rhymes, Games, Sport in school hall, Outdoor play)
* Construction (Duplo, Stickle and Wooden blocks, Lego etc)
* Table Top Toys ( Matching, Sorting games, jigsaws, lotto)
* Quiet activities (Stories, Daily Relaxation,)
* Culture and diversity (Respecting Difference programme

The curriculum will also include nature walks in the school grounds, community gardens. Most days your child will bring a picture home. You should know by this craft or picture precisely what theme on which the children are working on. The theme of the week/month will always be displayed on our parent’s notice board in the hallway.

It would be beneficial to the children if you, as parents, were willing to familiarise yourselves with the various Irish words which should be written on the craft and to use these words and phrases as often as possible in your home.

**Settling in Policy and Procedure**

We want children to feel safe and happy in the absence of their parents. We want them to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the pre-school.

In order to accomplish this we will:

* Encourage parents to visit the Naíonra with their child weeks before an admission is planned. An invitation will be sent to all children and parents to attend our open day.
* For the first two weeks a two hour session is in place to help children to settle in.
* Make clear to families from the outset that they will be supported in the Naíonra for as long as it takes to settle their child there.
* Reassure parents whose children seem to be taking a long time settling into the Naíonra.
* Encourage parents where appropriate to separate from their children for brief periods at first, gradually building up to longer absences.

Children cannot play or learn successfully if they are anxious and unhappy. Our settling procedures aim to help parents to help their children to feel comfortable in the Naíonra, to benefit from what it has to offer and to be confident that their parents will return at the end of the session.

It is important for the staff and parents work together to help the child feel confident and secure in the group. This takes longer for some children and parents should not feel worried if their child takes a while to settle in.

**Staff ratios**

Opening hours 8.45- 11.45

Here in Naíonra our Staff Ratios are 1:11 and 1:3 on outings / tours.

The maximum number of children catered for at any one time in each room is 22.

**Fees and Payments**

Naíonra Dhún Dealgan operates Monday to Friday from 8.45am to 11.45a.m for 38 weeks.

Opening hours must be strictly adhered to. We cannot take children into setting before 8.45 or after 11.45.The fees are set annually, a rate that ensures the continuance of the service.

Fees are due on the Monday of each week. If for any reason a parent is late collecting their child from the Naíonra, they must inform room leader or manager in advance. The service will close for bank holidays, and festive holidays.

We are registered with Túsla/Gaelscoileanna as an Early Years / Naíonra facility. We are guided by Ireland’s three National Frameworks, Síolta, Aistear, and Tusla., offering ECCE registered places, there is no charge for children eligible for ECCE places, fees for non-ECCE children are €69.00 per week. We would ask all Parents to pay on a weekly basis, we cannot guarantee your child’s place if payments are not kept up to date.

Uniforms are optional they can be purchased in Mc Evoys Dundalk for roughly €20.00

Annual trip to indoor play area will be roughly €10.00, again this is optional, and any children not wishing to go will be fully catered for in the Naíonra on that day. At the end of the year a Professional Photographer will come in at a cost of roughly €20.00 again this is optional.

**ECCE Free Childcare Pre-School Place**

As part of the 2009 Budget, a new scheme to provide for a free Pre-School Year in Early Childhood Care and Education was announced by the Government. The Scheme will be implemented by the Office of the Minister for Children and Youth Affairs, now the DCYA, and will be open to pre-school services which meet the requirements of the scheme. In order to be eligible for this Scheme, each child must be three years before the 1st of September each year. Any child not eligible can still avail of a place and pay the fee of €69.00 until they become eligible in January or April of the following year. Children will be entitled to 2 years free preschool.

### Board of Management Policy

The board's main function is to manage Naíonra Dhún Dealgan. To provide appropriate care for each child in the setting. The Manager is responsible for the day-to-day management of the Naíonra and is accountable to the board.

In carrying out its functions, the board must

* Act in accordance with Policies
* Uphold the ethos of the Naíonra.
* Act in accordance with the law and adhere to Preschool regulation
* Consult with and inform the Naíonra management of decisions and proposals.

Ensure that the policies respect the choices of parents and the principles of equality and Diversity.

* Have regard for the principles and requirements of a democratic society and promote respect for the diversity of values, beliefs, traditions, languages and ways of life in our society
* Have regard to the efficient use of resources, the public interest in the affairs of the school and accountability to students, parents and the community
* Use the resources provided by the State to make reasonable provision and accommodation for students with disabilities or special needs, including, if necessary, the adaptation of buildings or provision of special equipment

### How boards of management operate

Essentially, the board manages the Naíonra. Among other things:

* It appoints the Manager, and other staff.
* It must ensure that the setting fulfils its functions.
* It has overall responsibility for Naíonra Dhún Dealgan finances. It is obliged to have comprehensive insurance cover for the Naíonra. It must keep proper accounts. Its annual accounts must be available for inspection.
* It must ensure that child protection and welfare are taken into account in all of the policies, practices and activities. The board must ensure that the Child Protection policies are fully implemented.
* It must ensure the setting has a Code of Behaviour and an anti-bullying policy.

**Who is on the board**

Chairperson: Annette Mhic Ardaíl

Secretary: Máire Ní Mhaolchalann

Treasurer: Lisa Nic Uiginn

Padraig Mc Canna

Charlene Ní Ghreacháin