

## **Parents as Partners**

Parents/Guardians play a crucial role as primary educators of their children and we actively encourage your involvement in every stage of the child's education and development.

## **Policies and Procedures**

It is very important that every parent reads our policies and procedures, so that they are aware of how the playschool works and how decisions are made.

Policies and procedures minimise any misunderstandings that may occur, and they provide a constant approach towards the developing of the service. They are constantly reviewed and changed to incorporate new developments in the childcare sector.

*Our Policies and Procedures include:*

- ❖ *Admissions*
- ❖ *Fees and payments policy*
- ❖ *Health and safety: hygiene, fire safety, food etc.*
- ❖ *Record keeping*
- ❖ *Complaints policy*
- ❖ *Training for staff*
- ❖ *Child protection*
- ❖ *Childcare and education*
- ❖ *Curriculum policy*
- ❖ *Equipment*
- ❖ *Equal opportunities: Language, religion etc.*
- ❖ *Positive behaviour management policy*
- ❖ *Parental involvement*
- ❖ *Settling in policy*
- ❖ *Confidentiality*
- ❖ *Qualification*

Butterflies policies and procedures are available to read for all parents/guardians; they are in a folder, which is always left on the coat hanging counter.



# Butterflies Playschool Parents Booklet



government supporting communities



PLEAN FORBARTHA NÁISIÚNTA



EUROPEAN UNION  
STRUCTURAL FUNDS



Óifis an Aire Leanaí agus Eanáil  
Office of the Minister for Children and Youth Affairs



An Ghníomhaireacht um Leanaí agus an Teaghlach  
Child and Family Agency

## **General Information**

Butterflies Playschool  
Knockmore/Rathduff Community Playschool  
Knockmore  
Ballina  
Co. Mayo

Email: [playschool@knockmore.ie](mailto:playschool@knockmore.ie)

Mobile: 086-872-6632

The Knockmore/Rathduff (Butterflies) community playschool is notified with the H.S.E. and are open to inspection on an annual base in accordance with the childcare (pre-school services) regulations 1996.

Butterflies have a voluntary committee.

Any issues that may arise should be brought to the attention of the supervisor who will then inform the committee.

## **Introduction**

This is a brief introduction to what Butterflies hopes to achieve and the regulations it will adhere to. For further detailed information, parents are advised to read the policies and procedures readily available within the playschool.

## **Allocation of Places**

Places are given on a first come first served basis, so please ensure that you have given your full name and address and child details.

We welcome all children regardless of race, colour, religion, gender or abilities.

## **Illness**

When children are mixing, there is always a chance that an infection will be passed on. We ask parents/guardians to be aware that if you know your child has been in contact with any infectious diseases such as, measles, chicken pox or even head lice that they should be kept at home and the playschool be informed immediately. We also advise that you do not bring your child into playschool if they have been suffering with vomiting or diarrhoea within the last 48 hours. Butterflies will notify parents/guardians of any infectious illness in playschool.

## **Absences**

Please inform any member of staff if your child is to be absent from playschool for any reason. (Please find the telephone number printed in the booklet)

**Please note: Fees are still due and payable for any absences.**

## **Progress and Development**

At Butterflies we will monitor the progress of each child while at work or play, the teachers will record any significant changes; this will help us to prepare suitable activities to further develop your child's abilities.

Records of the child's development will be documented in their scrap books which will be given to parents at the end of the school year.

Parents/Guardians are free to and are encouraged to discuss their children with the teachers at any time.

### Snack time

At Butterflies we advocate healthy eating so we do not permit crisps, sweets or fizzy drinks. We will provide a small snack early in the morning/afternoon such as cereal or toast etc. a menu can be view on parents notice board. All children are encouraged to wash their hands before eating. An adult will be present during snack time and while we are there to help we do encourage the children to do as much as possible for themselves, e.g. pouring their own drinks, cleaning their tables, and throwing rubbish in the bin etc.

### Free Play

The children can play with anything they chose and in any area of the playroom, for example; read stories in the library, dressing up, kitchen utensils, playdough, dolls, doctor's bag, etc. in the house area. Build Lego, train track, cars, etc. within the construction area. Play with the water and sand Materials in the water, sand area. In the art area children are encouraged to experience paint, glue, and recycled materials etc., and take their finished creation home.

### Home time

The children are brought together in a large group for a story or nursery rhymes and art work etc. are given out. Then the 'Going Home' song is sung and the children are called one at a time by a teacher when the parent/guardian has arrived to take the child home.

### Clothing

Butterflies playschool provide aprons for your child when they are participating in messy activities but we advise that the clothes worn to playschool are washable, as they will be using glues, paints and markers. It is a good idea that their clothes should have no buttons, buckles etc. as their clothes should be easy for them to pull down or up when using the toilet. We also ask that parents/guardians provide 2 changes of clothes for the children in case of emergencies which will be left in the school.

### Our Staff

<b>Staff</b>	<b>Qualifications</b>	<b>Experience</b>
<b><i>Lucy Horan</i></b> <b><i>Supervisor</i></b>	QQI level 6 in Childhood care and Education QQI level 6 in LINC QQI level 6 in Special Education First Aid QQI level 7 ongoing	8 years plus working with children in various settings; Crèche, Primary, preschool assistant, deputy supervisor, AIM worker
<b><i>Anna Jackson</i></b> <b><i>Senior Assistant</i></b>	FETAC Level 5 in childhood care and Education Special Needs Certificate First Aid	3 years plus working with children in various settings; Primary, preschool assistant, AIM worker
<b><i>Caroline Whitty</i></b> <b><i>AIM worker</i></b>	Level 8 in Early Childhood care and Education	4 years plus working in social care and childcare settings.

All of our staff will continue to undertake all relevant training on a regular basis; which will include first aid, child protection, special needs, etc., If you wish to know more about our staff and their experience please see our policies and procedures

## **Butterflies**

At our playschool we offer 2 sessions a day: Monday to Friday

9.00am – 12.00pm Morning Session

12.45pm- 3.45pm Afternoon Session

We ask all parent/guardians to be prompt in collecting their children, as a young child can become distressed when left waiting to be collected.

On admission to the playschool all children must be aged between 2yrs 9mths to 6yrs.

The childcare regulations require 1 adult to 11 children; therefore, the maximum amount of children allowed in each session at Butterflies is 22.

## **Fees**

**ECCE** is a government paid scheme, 2 free preschool years for each child before they go to National school.

**NCS** is a new scheme that provides financial support to help parents to meet the costs of childcare.

For fee paying: It is 12.90 euro per session, fees paid weekly

## **Aistear and Siolta curriculum**

Siolta focuses on all facets of quality within ECCE settings including learning and development while Aistear helps adults provide appropriately challenging, positive and enjoyable learning experiences for children from birth to six years.

## **Our Aims**

The transition from toddler to child is a special period in one's life, a stage in which children begin to acquire important environmental, social and learning skills and show signs of individual talents and behaviour. Butterflies aims are therefore; Care, Understanding, Basic learning skills, Social, Emotional, Creative and Physical development. This we hope will be a solid preparation for National School. The playschool will provide a safe, secure and stimulating environment,

which values and respects each child's racial origin, religion, ability, cultural and linguistic background.

## **First Days**

Staff at the playschool encourages parents/guardians to be involved with the settling in period. It is important that this period provides each child with a positive experience and that at the end of it each child feels safe, secure and happy to remain at Butterflies without their parent/guardian. Most children settle quickly but some understandably need time to adjust. Each parent/guardian should be prepared to remain with their child to help him/her settle.

## **Daily Routine**

Activities and equipment in the playschool are designed to meet the child's social, emotional, intellectual, language and physical needs. We encourage each child to reach his/her full potential. Each day we try to follow a consistent routine as follows:

**Greeting time:** the children have the opportunity to tell their news, sing songs, or have a story of their choice.

**Large group time:** this consists of a vigorous activity such as "musical body parts" or the parachute game etc.

**Planning time:** the children break into small groups and decide with the teachers Involvement what they would like to do during the morning.

**Work time:** the children play and discover new things while working in the playroom.

**Tidy up time:** the children are asked to put away anything they were working with and to help others.

**Small group time:** this is a teacher lead activity to show children something they have observed and the adult can help to advance their exploration.

**Lunch time:** children and staff sit together to eat and socialize.

**Story/song time:** the children are asked to sit down and listen or partake in a story or signing.

**Home time:** children are called by an adult to the exit door to go home.

