



## Statement of Purpose and Function

Document Title:	Statement of Purpose and Function
Unique Reference Number:	01
Document Author:	Alexandra College Junior School, CB
Document Approved:	Avril Lamplugh
Person(s) responsible for developing, distributing and reviewing Policy	Avril Lamplugh
Person responsible for approving Policy	Board of Management
Method of communication of policies to staff (email / hard copy / induction training)	Email
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email
Method of communication of policies to Children in the Service	A Child Friendly Version of this policy is available in the Service
Method of communication of policies to Stakeholders (full policies via email, hard copy)	Email
Date the Document is Effective From:	October 2019
Scheduled Review Date:	October 2020
Number of Pages:	7

**This Statement is developed in accordance with the Child Care Act 1991 [Early Years Services] [Registration of School Age Services] Regulations 2018.**

**This Statement is available and communicated to parents, staff and relevant stakeholders.**

**It is also available in child friendly format to school age children in the Service**

**Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.**

### **Purpose and Function:**

The purpose of these policies is to set out the Service's policies and procedures used in this Preschool service which include but are not limited to:

1. Statement of Purpose and Function
2. Dropping Off and Collection of School Aged Children
3. Fire Safety Policy
4. Medication Management
5. Behaviour Management including challenging behaviour
6. Infection Control
7. Missing Child
8. Child and Adult Protection
9. Child Safeguarding Statement
10. Complaints

The Service has the following additional policies:

- Recruitment
- Settling In
- Absence Management
- Staff Supervision
- Training
- Inclusion
- Accidents & Incidents
- Healthy Eating
- Outdoor Play
- Risk Management

### **Mission Statement and Ethos:**

We endeavour to provide a home from home atmosphere after a day at school where children can chill out, use their imagination through games activities or sport , and mix with their peers.

We encourage the children in our care to be:

Respectful of themselves and others

Happy and confident

Independent and inter-dependent

Compassionate and caring

Tolerant and sharing

Curious and creative

Appreciative and appreciated

#### Key Information:

<b>Opening Hours:</b>	9-1pm. (Preschool)
<b>No of Weeks per year opened:</b>	38
<b>No. of Children attending the Service</b>	Approx. 40
<b>Capacity:</b>	44
<b>Age Range:</b>	3 years to 5 years
<b>Ratios:</b>	1:11
<b>Programme of Activities:</b>	Aistear/Montessori/ Play outside/drawing/games/ dress up/art activities
<b>Address:</b>	Milltown Road, Dublin 6
<b>Phone Number:</b>	01-4704617
<b>Email:</b>	jsinfo@alexandracollege.ie

#### Key Personnel: In-House

<b>Manager (Person in charge):</b>	Avril Lamplugh
<b>Deputy in the absence of Manager:</b>	Paula Murphy
<b>Health and Safety Officer:</b>	Joe Wright (Operations Manager)
<b>Fire Officer:</b>	Joe Wright (Operations Manager)

<b>First Aid Co-ordinator:</b>	Joe Wright (Operations Manager)
<b>Relevant Person for the Purpose of this Statement:</b>	Avril Lamplugh
<b>Designated Liaison Officer:</b>	Avril Lamplugh
<b>Deputy Designated Liaison Officer:</b>	Aisling Gorry
<b>Data Controller:</b>	Erwin Lalu (IT Support)

#### Key Personnel: External

<b>TUSLA Early Years Inspection Team:</b>	Dun Laoghaire, Loughlinstown Health Centre, Loughlinstown, Co. Dublin Ph. 01 2822122
<b>TUSLA Social Work Department:</b>	Our Lady's Clinic, Patrick Street, Dun Laoghaire, County Dublin Ph. 01- 6637300
<b>Garda:</b>	Dundrum Garda Station, Kilmacud Road Upper, Dundrum Ph. 01 6665600
<b>Hospital:</b>	National Children's Hospital, Tallaght Ph. 01-4142000  Our Lady's Children's Hospital, Crumlin Ph. 01-4096100
<b>Garda Vetting:</b>	Vetted by Teaching Council and JMB

**The preschool provides a happy and exciting learning environment in which every girl will be encouraged to achieve her full potential.**

The preschool children experience all the excellent indoor and outdoor facilities that the Junior School has to offer and eases their transition into the Junior School. Girls who attend the preschool will be guaranteed a place in the Junior School. The students participate in many activities in the Junior School throughout the school year. The programme encourages individual and social development, resulting in a community of self-sufficient, curious and happy children who eagerly participate in all class and social activities.

#### **Range of Services and Facilities:**

##### **Our service:**

- We are open 38 weeks per year
- We will close for 1 week for the mid-term in October, 2 weeks at Christmas mid-term in February and 2 weeks at Easter

- We are offering the following funding schemes:
  - ECCE

### **Our Facilities include:**

- Large fully fenced, well-equipped outdoor.
- Playground with safety surface.
- Large, bright, spacious (room(s)).
- Safety-fencing, safe set-down area..
- Trained and qualified staff.
- After School
- Homework Support
- Extracurricular activities

### **Extra-Curricular Activities**

Ballet and Playball

### **Fees:**

Parents/guardians are required to sign a Parent Agreement regarding fee payment:

- Parents pre-book children into the Preschool. Preschool fees are paid per term on fee account three times during the year.
- Fees must be paid in full or by direct debit.
- Receipts will be issued.

### **Reviewing Fees:**

- Fees are reviewed annually by the management.
- Parents/guardians will be informed by giving three months' notice of an increase in fees.
- Increase in fees each year will be related to the cost of living increases and/or exceptional cost circumstances.

### **Payments in relation to Holidays or Illness of the Child/Children:**

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the service
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the Manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.

- There will be no fees charged when the service is on Holidays (e.g. the month of August, Christmas and Easter holidays). These dates will be circulated directly to parents/guardians and posted on the parent's notice board well in advance of these closure periods.
- There is no reduction in fees for Public/Bank Holidays.

### **Closure in Exceptional Circumstances:**

In the event of the closure of the service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions, the following will apply:

Full fees for the closure period will be payable.

### **Late Collection of Child/Children from the Preschool**

- Parents/guardians are advised to keep within their agreed time for collection of their child/children for the above reasons. We require that all children should be collected by the designated time in order that the service may follow health and safety practices to ensure that the service may close safely. An After Care Service is available from 1pm to 6pm.
- Please see the Collections and Arrivals Policy and Procedure.
- There is a Late Collection Fee of €7.50 per hour.

### **Withdrawal of Children:**

Parents/guardians sign up to agree in the Parents/guardians Fee Agreement Form that they will:

- Give one school term's notice in writing that the child/children are leaving the school.
- Management also reserve the right to request that the Parent/Guardian withdraw their child/children from the service if they are not 'settling in' or adapting to the environment. The Management agrees to give two weeks' notice of this to the Parent/Guardian so that they can make alternative arrangements.

### **Withdrawal and Exclusion**

We are an inclusive service and open our doors to children with abilities and disabilities. We ask parents to share with us as much information as possible to ensure the child's individual needs are met. Our aim is to make reasonable accommodation to be inclusive, once it is within our resources and within the interest of the individual child and the group of children.

In certain circumstances it may be necessary to exclude children temporarily:

When a child has an illness as outlined in our infection Control Policy

When a risk assessment shows that the child should not attend as it may not be safe to do so following a risk assessment. This includes

- a. when children have severe behaviour difficulties that may be a danger to himself/herself and/or the group
- b. where a child is ill or recovering from an illness and is not fit to attend. This is relevant when a child may require one to one attention
- c. where there are exceptional circumstances where group care is not suitable

In very rare circumstances we will have no option to terminate the place, but this will be a last resort, following risk assessment and discussion with the parents. We will always endeavour to resolve any issues in a professional, practical manner and with the highest respect for child and family.

**Non-payment of Fees:**

- Non-payment of fees may result in loss of placement.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.



**Signed:**

**Date: November 12th 2019**

**Name: Avril Lamplugh**

**Person responsible for approving the Policy**