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PARENTS HANDBOOK

The following is a summary of our Policies and Procedures containing important points of information. Please take time to read, sign and return them to us.



POLICIES & PROCEDURES

MANUAL



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AIMS

- To create an environment where the dignity and uniqueness of each child is appreciated and respected
- To encourage free play in a creative, happy, safe and secure environment
- To enable the child to become independent, confident and to come to an understanding of the world around them
- Through a high staff to child ratio, provide a caring and compassionate setting, where the child will feel appreciated and learn to appreciate

ETHOS & MISSION STATEMENT

- To provide a happy caring and safe environment in which to nurture the child in all dimensions of their lives.
- Play will be the main tool through which children will be enabled to develop as a social being, to live a full life as a child and equip them for the next step in their education.
- To provide a stimulating environment where children can learn new skills, interact with their peers and help the transition from their home environment towards independence.

POLICIES

SERVICES

RANGE OF SERVICE	TIME	NUMBERS CATERED FOR
Breakfast Club	8am – 9.30pm	20
Crèche	8am – 5.45	6
Toddler Group	8am – 5.45	8
Pre-School	9.15am – 12.45pm	56
After-School	2.10pm/3.10pm- 5.45	60

STAFF RATIOS

In accordance with Pre School Regulations Staff Ratios will be as follows:

Full Day Care

AGE RANGE	ADULT/STAFF RATIO
0 -1 year	1: 3
1 -2 years	1: 5
2 -3 years	1: 6
3 -6 years	1:11

Sessional Pre-School Service

Preschool requirements: Children commencing Pre-School must be 2yrs 8mths and fully toilet trained.

AGE RANGE	ADULT/STAFF RATIO
2.5 years - 6 years	1:11

ADMISSIONS/ALLOCATIONS OF PLACES

Our aim is to accommodate all children through shared time. When all available places are taken up, a waiting list is established. Therefore, on a first come first served basis. All children are welcome regardless of race, religion, gender or ability.

ENROLMENT OF CHILDREN WITH SPECIAL NEEDS

In relation to the enrolment of children with special needs the manager may request a copy of the child's medical and/or psychological report. This report is requested to assist the staff in establishing the educational/behavioural/language needs of the child and to profile the support services required.

Where necessary further resources may be put in place, e.g. special needs assistant / home tutor. This will be done in conjunction with the H.S.E. pre-school nurse. Staff will liaise with

specialists knowledgeable in specific areas relevant to the child's needs and follow up work will be done with the children as needed.

DROP OFF / COLLECTION PROCEDURE

Children who attend this service can only be collected by a parent/guardian named on the registration form. The parent must notify staff by phone or note if an **unnamed person** is to collect the child. **All persons collecting children must be 18 years or older.** If a child is due to attend and is going to be absent, please notify the service in the am

OPENING/CLOSING TIMES

The service opens at 8am and closes at 5.45pm. Operates Monday to Friday inclusive.

For insurance purposes children cannot be admitted before 8am and must be collected at 5.45pm. It is important that staff have time to prepare the room before children arrive and to tidy up afterwards.

YEARLY CALENDAR

Services will operate 48 weeks of the year. The service will close for 2 weeks over the Christmas period and the first two weeks in August. The service will also be closed on all Bank holidays and Good Friday. Notification will be provided outlining the days per year that the service is closed.

SETTLING-IN POLICY

St. Mary's Childcare Campus CLG is committed to the smooth transition of the children and the parents into the service. Settling-in should be a positive experience as it will influence children's self-confidence, attitudes to relationships and socialising. It will lay the foundations for future learning.

Pre-admission

- Parents are encouraged to drop into the service at various times during opening hours with their children, in order to familiarise the children and themselves with the routine, the setting and the staff.
- The Manager, Administrator and Staff are available to talk to parents to discuss any fears and concerns around the process of settling-in (i.e. different stages – clinging, crying, not talking, not being ready to leave the parent)

First Day

- Staff will greet the child and parents together

- The parent's presence to the child will be valued at this time
- Parents should be prepared to stay for part of the child's first session
- Parents are encouraged to interact with other adults and children in the setting in order to reassure their child of the safety of the different surroundings
- If appropriate, parents may leave the room for short periods of time, but with the child's knowledge
- If the child settles without any problems, he/she must be promptly collected from the full or partial session.
-

Following settling-in stages

- Parents will be encouraged to extend the separation periods at the child's pace
 - The settling-in process has no limits and may need to be repeated if a child becomes unsettled
 - Staff will support children through the separation process by gently allowing them to discover their new environment for themselves
- Staff will reassure parents on a regular basis of their child's progress at this settling-in stage
In the event of a child not settling-in to the service, it may be suggested to have the child's attendance deferred for a trial period

New Greet and Meet Procedure

Please wait outside the class room door until greeted by a staff member on arrival and collection of your child. This will avoid any disruption of class activities. If you wish to speak to a member of staff or management please ask staff member. Thank you for your co-operation.

FEES

We are under the Community Childcare Subvention Scheme (CSS) a support Scheme for Community - based Childcare Services who provide Childcare Services at reduced rates to disadvantaged families. If you have any further queries please contact the Manager for further information.

The fee policy includes the following:

Fees payable for

- | | |
|------------------------------|--|
| • Crèche and Toddler fees | €160 per week - 8 hrs per 5 day week
€31 per 8 hr day
€4 per extra hr or part hr |
| • Pre-school fees 9.15-12.15 | €55.00 per week or €11.00 per day |
| • Pre-school full day care | €155 per week - 8 hrs per 5 day week |

- Pre-school extra hr or part of €4.00
- Afterschool fees 2.10-3.10 €25 per week or €5 per day
- Afterschool fees 2.10-6pm €60 per week or €12.00 per day
- Afterschool fees 3.10 – 6pm €55 per week or €11 per day
- Breakfast Club 8 – 9.30 €27.50per week or €4 per hr
- In Service days for After-school children €20 per day

FEES ARE PAYABLE FOR 48 WEEKS OF THE YEAR REGARDLESS OF ABSENTEEISM FOR BABY/TODDLER SERVICE AND PRESCHOOL FULL DAY CARE.

Fees are payable on a weekly basis. Full fees are payable for each child attending and can only be reduced under exceptional circumstances e.g. hospitalisation or serious long-term illness of the child. In these cases the child must be absent in excess of 2 calendar weeks. Full Fees are payable except in the following areas:

There are no pre-school fees in July and August as pre- school does not run for these months. After school and Breakfast club fees only apply during the school calendar. However other services are available during this time i.e. in service days and camps.

Pre-school additional hours are available, due to the high number of children in attendance and the size of our facility we have no option but to prioritise these place to working parents and students.

Fees should be handed into the Centre Manager and /or Administrator in an envelope with the child/children's name and amount paid written on the front. Receipts will be issued same day and sent home with your child/children.

- Fees should be paid weekly in advance and receipted
- **Fees must be paid on Monday morning of each week**
- A booking deposit of €10 per family is payable on registration and is refundable once child registration has been accepted by the department.
- Non payment of fees may result in loss of place following a written warning.
- Payment to be made to the Manager or Administrator on Monday morning (or first day the child attends) for the week. Arrangements will be made for those wishing to pay for the full term in advance.
- Fees will be reviewed on an ongoing basis.
- Parents will be given two months notice of fee increases.

MEETING CHILDCARE NEEDS

POLICY STATEMENT ON CHILD PROTECTION

The Service has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to emotional, physical or sexual abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/guardian and staff to act quickly and responsibly in any instance that may come to our attention.

The Service has a duty to report any suspicions around abuse to the Midland Health Board (Area manager in Childcare). The Children's Act 1989 section 47(1) places a duty on the Health Board to investigate such matters. The service will follow the procedures set out in the Health Board Child Protection Documents and as such will seek their advice on all steps taken subsequently. The Centre Manager is the designated person for reporting of child abuse.

PHYSICAL ABUSE

Action will be taken under this heading if the staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- Any sign of a mark/injury to a child when they come into the service will be recorded
- The incident will be discussed with the parent/guardian
- Such discussion will be recorded and the parent/guardian will have access to such records
- If there appears to be any queries regarding the injury the Health Board will have to be notified

SEXUAL ABUSE

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play and drawing or has had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

- The observed instances will be reported to the Management Committee
- The matter will be referred to the Health Board

EMOTIONAL ABUSE

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

Procedure

- The concern will be discussed with the parent/guardian
- Such discussion will be recorded and the parent/guardian will have access to such records
- If there appears to be any queries regarding the circumstances, the matter will be referred to the Health Board

NEGLECT

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

Procedure

- The concern will be discussed with the parent/guardian
- Such discussion will be recorded and the parent/guardian will have access to such records
- If there appears to be any queries regarding the circumstances, the matter will be referred to the Health Board.

Summary

It is the policy of St. Mary's Childcare Campus CLG to provide a secure and safe environment for all children. It aims to:

- Ensure that children are never placed at risk while in the charge of the staff.
- Ensure that confidentiality is maintained at all times
- Revise staff awareness of Child Protection issues and procedures
- Ensure all staff are familiar with the Local Child Protection Handbook
- Regularly review and update policy

NOTE:

Standard reporting for Reporting Child Protection and Welfare concerns to the Health Board included.

ANTI-BIAS APPROACH

We believe that good childcare is, by definition, non-sexist and that the elimination of sexism will benefit all children.

St. Mary's Childcare Campus CLG staff are committed to:

1. Encourage positive role models, displayed through toys, imaginary play etc that promote non-stereotyped images. Books will also be selected to promote such images of men and women, boys and girls.
2. All children will be encouraged to join in all activities, i.e. dressing up, shop, home corner, dolls, climbing on large apparatus, bikes etc.
3. Regularly review of childcare practice to remove those practices, which discriminate unfairly on the grounds of gender.
4. We acknowledge that pre-conception relating to gender and sexism are abundant within language and will challenge such language where appropriate.

CHILD WELFARE AND DEVELOPMENT

St. Mary's Childcare Campus CLG shall ensure that every child attending the service has suitable means of expression and development through the use of books, toys, games and other material, having regard to his/her age and development.

INTEGRATION OF CHILDREN WITH SPECIAL NEEDS

This service is committed to the integration of children with special needs. We believe that the development of young children with disabilities or special needs is more likely to be enhanced through attending services for all children.

We ensure that:

- The physical environment is appropriate (e.g. wheelchair access)
- The staff receive training where necessary (e.g. sign language)
- Every effort will be made to increase staff/child ratios where possible.
- Children are given opportunities and supported to participate in curriculum activities on an equitable basis

RELIGIOUS, SOCIAL CULTURAL & MORAL VALUES

Everyone is respected and treated equally and given opportunity to develop as individuals respecting their cultural, social and moral backgrounds.

INAPPROPRIATE LANGUAGE

Language kept simple and inoffensive

OUTING CONSENT FORMS

This is a requirement if the child is part of a group outing from the service that he/she can take part in an outing. The parents/guardian is aware that this child will be in a certain place other than that of the service.

PHOTO CONSENT FORMS

This is required if a photographic record is to be kept and presented to them at year-end.

Facebook/Social Media (A copy of facebook policy is available on our website www.st.maryschilcarecampus.ie)

St Mary's Childcare Campus Ltd. Social media account will be used principally to be followed by staff, parents and other professionals in order to advertise the excellent work by staff, children and parents. Similarly, it will also contain information detailing special events in the service.

Parents consent form will be sought before any school pictures or images are posted on our page.

In order to protect ourselves from inappropriate content being distributed into our news feeds, St Mary's Childcare Campus CLG Social media accounts will not actively seek to follow other users.

We will also not tolerate any referencing, mentions, or interactions on any social media sites that post the service in a negative light. St Mary's Childcare Campus CLG Deems any of the following as inappropriate:

- Offensive language or remarks aimed at the service, its staff, parents, managers or others affiliated with the service.
- Unsuitable image or content posted into its feed.
- Unsuitable images or content finding its way from another's account into the service feeds.
- Images or text that infringe upon copyright or lead to legal implications.
- Comments that aim to undermine the school, its staff, parents, managers or others affiliated with the service.

MEDICAL CONSENT FORMS

This signed form is required for emergencies only should the need arise.

BEHAVIOUR MANAGEMENT

The manager of the Childcare service shall ensure that no corporal punishment is inflicted on any child attending the service.

Inappropriate behaviour in a child attending the service will be corrected in a caring, constructive and consistent manner. Positive methods of discipline which encourage self-control, self-direction, self-esteem and co-operation will be used

POSITIVE BEHAVIOUR MANAGEMENT

If a child is in danger of hurting themselves, others or equipment a staff member will intervene by

1. Isolating the child from immediate danger
2. Use an object or action to distract the child
3. Try to speak to the child and reason with them
4. Comfort both parties if necessary
5. Engage in 1 to 1 contact
6. Use constructive comments towards the child

Depending on the behaviour the staff may choose to ignore the behaviour as it may be the most effective way to deal with the child depending on their behaviour.

We encourage the development of self-discipline in the children by:

- Praising the behaviour rather than the child
- Encouraging and building the children's self-esteem
- Setting limits according to the child's age, stage and development
- Using play and games with rules to help the children to learn and understand boundaries
- Adults setting good example as children imitate behaviour
- Avoiding isolation and humiliation of the children
- Being consistent – saying “no” and meaning “no”
- Clarifying expectations and rules of behaviour
- Reinforcing positive behaviour at all times

- The opportunity for staff to engage in training regarding child development, observation and behaviour management underpins this policy.

All staff should use positive methods of discipline that encourages self-control, self-direction, self-esteem and co-operation.

It is not acceptable to use the following as a means of correction:

- Hitting, shaking, biting or any other physical restraint
- Mental or emotional punishment such as humiliating, isolating or threatening a child
- Depriving a child of meals or snacks

All staff are advised to use the following guidelines for dealing with difficult behaviour:

- One to one adult support for the child who has misbehaved will help the child to see what went wrong and offer possible solutions
- Comfort and support should be given where another child has been hurt in an incident
- It must always be made clear to the child in question that it is the behaviour and not the child that is unacceptable
- Adults will speak calmly and quietly to the children when dealing with these situations
- Recurring problems should be dealt with in an inclusive manner following observations and involving the child's parents/guardian and other appropriate adult where necessary
- Distract or remove the child from the situation/environment
- Explain why the behaviour is not acceptable
- Give the child a chance to take time out to calm down and regain control

It is important for all staff to establish good relationships with parents/guardians. If a problem should arise, it will be dealt with more easily. It may be necessary to seek additional help by referral to other professionals.

Seeking professional help must never be regarded as a failure on the part of the staff of the childcare service or of the parent.

ANTI-BULLYING

Bullying will not be tolerated in the centre. Bullying can be defined as repeated aggression, be it verbal, psychological or physical conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children. It

includes behaviours such as teasing, taunting, threatening, hitting and extortion behaviour by one or more children against the victim.

CURRICULUM/DAILY ROUTINE

A holistic approach is taken throughout all activities within the service to include

Free-play
Structured Play
Learning through fun

SLEEPING POLICY

The benefit of having a safe sleep policy is that it:-

- Gives clear guidance to new or trainee staff, emergency cover staff or those on work experience
- Acts as a reminder and helps maintain consistency by the regular staff members
- Helps to inform as well as reassure parents that the service will only implement what is in best practice guidelines.

All children under 2 years attending the service have access to their own cot. The mattresses are well fitting, firm, covered with waterproof material, easy to clean and disinfect, well aired and dry.

The use of travel cots, portable cribs, pillows, cushions, sofas, rocking cradles, car seats, buggies or bouncinettes are not permitted for sleeping in

Babies will sleep on their back with their feet at the foot of the cot. No bibs, bottles, toys, quilts, pillows, or cot bumpers are allowed in the cot with the child. Each Child's bed linen will be laundered weekly or when soiled.

A sleep log will be maintained and stored within the sleep area. This records when physical checks are made of sleeping babies. Checks are made every 10 minutes.

BABY BOTTLES FORMULA POLICY

BRINGING BABY FEEDS TO ST. MARY'S CHILDCARE CAMPUS CLG

Childcare

St. Mary's Childcare services does not prepare bottle feeds. Parents must prepare all the feeds their baby will need at home and bring these with their baby each day. If you need to do this:

At home

- Sterilise bottles and prepare feeds as per guidelines
- Cool quickly and place, at the back of the fridge until they are completely cold.

The temperature of the fridge should be 5°C or less.

- Label each bottle carefully with your baby's name and the date and time they were made.

- Bring the made-up bottles to the childcare service in a cool bag with ice-packs.

At St. Mary's childcare

- Childcare staff should put the made-up bottles in a dedicated fridge straight away.
 - The temperature of the fridge should be 5°C or less. The fridge should have a thermometer so staff can check the temperature.
-
- Take all feeding bottles home with you when you collect your baby.

At home

- Throw away any leftover feeds.
- Clean all bottles thoroughly.

AMBER TEETHING JEWELLERY

Due to the danger related with necklaces, bracelets etc and the potential risk of choking/inhalation hazard to any child amber teething jewellery is not permitted in our service.

PARTNERSHIP WITH PARENTS/FAMILY

It is the policy of St. Mary's Childcare Campus CLG to ensure that Parents/Guardians have the opportunity to actively participate, at all levels, as partners, in the policy/decision making process of the organisation and in the planning and delivery of services to their children. The service recognises that a good working relationship between parents and staff is in the best interest of the child. Parents will be provided with a summary document of the policies and procedures and will be asked to sign a document confirming their acceptance of the above.

The centre aims to achieve this by:-

- Ensuring that staff consult with and seek guidance from parents/guardians when planning and implementing childcare practices.
- Offering parents/guardians the opportunity to participate in curriculum, festivals and other events.
- Ensuring a brief daily exchange of information with each parent
- Providing a notice board for current information, leaflets, Health Board information, contact numbers, relevant statutory documents as required by the Child Care Regulations and regular photographic displays of the children at play.

- Valuing parents individually and ensuring opportunities for them to contribute to the services' activities (providing materials for junk art etc...)
- Providing opportunities and times for parents to talk individually with staff/management on:
 1. Child's progress and observation records
 2. A joint strategy for behaviour management
 3. Setting realistic goals for their children
 4. Changes in the family home
 5. Difficulties or concerns
 6. Suggestions for the service
 7. Joint evaluation of the childcare service

COMPLAINTS, SUGGESTIONS & COMPLIMENTS

All complaints will be recorded and acted upon within two weeks of receipt of the complaint. A register of complaints will be maintained and made available for inspection on request.

Steps to be followed:

Arrange meetings to discuss problems
Isolate the incident that may have led to the cause of complaint
Speak to staff and document their account of an incident
Rectify the issue with close contact with affected parties.

Children are not spoken about in front of the child
Complaints are submitted in writing
A weekly meeting time is assigned for parents and manager
Designated time is allocated where the child is not present

A compliments book is available at all times.

A suggestions book is available at all times.

WHAT PARENTS NEED TO PROVIDE FOR CHILDREN

- A spare set of clothing must be provided for each child in case of accidents and these should be labelled.
- Nappies and creams for babies/toddlers when necessary
- Labelled drinking bottle for babies/toddlers when necessary
- Detailed list of dietary needs when necessary
- Information on any allergies when necessary

CONFIDENTIALITY POLICY

It is the policy of St. Mary's Childcare Campus CLG service to keep confidential any information about health and family circumstances of children, families and staff.

Knowledge or observation of children's development or behaviour will be treated in a strict confidential manner, except in terms of legal obligation, i.e. Child Protection. (See Child Protection Policy)

- It is necessary for the service to keep records in relation to all children attending the service in order to comply with the Child Care (Pre-School Services) (No 2) Regulations 2006
- Parents will have access to records kept in the service, only in relation to their child/children. These records will be kept on file at the service premises at all times.
- With regard to child protection issues, observations/records may have to be made available to the Health Board (See policy on Child Protection)
- It is not acceptable to discuss matters in relation to children/families or others involved in the service, outside of the setting except in cases of Child Protection (See Child Protection Policy)
- In the event of a breach of confidentiality, this should be dealt with under the complaints procedure.(See Comments and Complaints Policy)

HEALTH AND SAFETY

In this service we will take reasonable steps to ensure the Health and Safety of each individual in the service. To achieve this we will establish and maintain staff working procedures amongst staff and children, and ensure that everyone is aware of these procedures. We will ensure that all our articles and substances are handled, stored and transported safely. We will ensure that all staff has access to training in First Aid. We will comply with the Safety, Health and Welfare at Work Act, 1989.

FOOD & NUTRITION

St. Mary's Childcare Campus CLG will promote a healthy lifestyle through prevention of illness, encouraging take-up and completion of immunisation programmes and developmental checks and establishing healthy eating patterns, with an emphasis on the social and enjoyable aspects of mealtimes.

The service will comply with current legislation regarding food hygiene.

St. Mary's Childcare Campus CLG service will encourage an active lifestyle of all involved in the service by:

- Providing opportunities for energetic and outdoor play.

- Being open to inviting health care and other professionals to visit the service while in session.

HEALTHY EATING

- The service will provide healthy and nutritious snacks and hot meals to the children in our care.
- The needs of children with special dietary needs will be met in partnership with parents.
- Staff will sit with children during mealtimes to encourage good eating habits, stimulate conversation and enhance the quality of interaction at mealtimes.
- Parents will be notified of irregular eating/drinking habits of their children.

Suitable, sufficient, nutritious and varied food will be available for the children attending the service. Breakfast, light snacks, lunch and hot dinners are available for the children.

Popcorn: Under H.S.E regulations popcorn is not permitted on these premises.

St. Mary's Childcare Campus CLG shall ensure that:-

- Adequate and suitable facilities for the storage, preparation, cooking and serving of food
- Adequate and suitable eating utensils, hand washing, wash-up and sterilising facilities are provided
- Prepare all meals on the premises
- Purchase supplies from a supplier whose premises is registered with the relevant Health Board
- All waste and other refuse will be stored hygienically and disposed of frequently and hygienically and in a manner as not to cause a nuisance

INSURANCE

Each child attending the service will be adequately insured against injury while attending the service.

The insurance policy obtained will cover the following areas:-

1. Public Liability (to include provision for outings with children, where applicable)
2. Employers Liability if there is any other person employed (to include provision for volunteers, trainees etc. where applicable)
3. Fire and Theft

DOCTORS PHONE NUMBER

Dr. Sharkey	(Surgery)	043 66 71157
	(Mobile)	086 2580063
Hospital	(Longford)	043 3340221

(Mullingar)

044 9340221

ACCIDENTS

All accidents are documented in the accident book and parents are required to countersign the sheets to acknowledge that they have been informed as appropriate

IN CASE OF AN EMERGENCY

If parents/guardians cannot be contacted St. Mary's Childcare Campus CLG has permission to act in the best interest of the child and carry out whatever actions are deemed necessary.

HEAD LICE

Once an outbreak is detected, a letter will be issued to parents/guardian without delay. Parents are asked to notify the Manager/ Staff if their child contacts head lice. Information will be provided for parents on how to treat head lice. An outbreak of head lice will be dealt with discreetly and confidentially. If live head lice are found in our child's head we will ask you to collect your child and treat accordingly.

SUN PROTECTION

Parents/guardian should provide protection before dropping the children into the centre.

CLOTHING

Simple, comfortable and practical, which they can manage easily (toilet). Old clothing is best as the children can use materials which can be messy. A spare set of clothing must be provided for each child in case of accidents and these should be labelled.

ILLNESS

It is the responsibility of the parent/guardian to inform staff when a child is ill. In order to prevent the spread of communicable disease, parents are required to discontinue a child's attendance until he/she are free from both symptoms and cause.

Children with a fever may not return to the service until their temperature has been normal for at least 24hrs.

Children who are on an antibiotic must not attend until they have received a minimum of 24hrs treatment.

If a child becomes ill through the course of the day, parents will be notified and the child will be taken care of until a parent/guardian or designated person collects the child

INFECTIOUS DISEASE CONTROL

- Children or adults with heavy colds or coughs should not attend the Childcare service.
- Any children of the staff who are ill should not accompany their parents to the service.
- Children with infectious diseases should not attend the childcare service
- Information regarding infectious diseases will be made available to parents by display on the notice board and also verbally from staff.
- Should an infectious disease break out in the childcare service, the health Board will be informed immediately?
- Should an incident of head-lice occur in the service, all parents/guardians will be informed and information on how to deal with it will be made available.
- Any member of staff that is not in good health will not continue to work with the children when ill.
- There will be absolutely no smoking on the premises or at any time in the presence of the children.

MEDICAL AGREEMENT FORMS

Medication will only be administered by staff where a parent/guardian has signed an agreement form allowing them to administer medicines to their child when ill.

Procedures for Children with Allergies

When parents start their children at St Mary's Childcare Campus CLG they are asked if their child suffers from any know allergies. This is recorded on the registration form. If a child has an allergy, a risk assessment is completed to detail the following:

- The allergen (i.e. the substance, material or living creature the child is allergic to such as nuts, eggs, bee stings, cats etc).
- The nature of the allergic reactions e.g. anaphylactic shock reaction, including rash, reddening of the skin, swelling, breathing problems etc.
- What to do in case of allergic reactions, any medication used and how it is to be used (e.g. Epipen)
- Control measures - such as how the child can be prevented from contact with the allergen.
- This form is kept in the child's personal file and a copy is displayed where staff can see it.
- Parents train staff in how to administer special medication in the event of an allergic reaction.
- If a child is identified to have a nut allergy, other parents are made aware so that no nut or nut products are accidentally brought in, for example to a party.

Life Saving Medication and Invasive Treatments

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc) or invasive treatments such as rectal administration of Diazepam (for epilepsy)

The Manager must have:

- A letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered:
- Written consent from the parent or guardian allowing staff to administer medication; and
- Proof of training in the administration of such medication by the child's GP, a district nurse, children's nurse specialist or a community paediatric nurse.
- A copy of such proof may be required by our insurance provider for appraisal so that our insurance can be extended if necessary.

All records kept by St Mary's childcare Campus CLG are kept secure and confidential.

SAFETY MEASURES

All reasonable measures to safeguard the health, safety and welfare of the children attending the service will be taken and in particular will ensure that:-

1. Adequate arrangements are in place for extinguishing fires, for giving warnings and for the evacuation of all children in the premises in the event of a fire, and for the maintenance and use of fire fighting equipment.
2. Adequate arrangements are in place to ensure that the staff and as far as is practicable, the children on the premises know the evacuation and other procedures to be followed in the event of fire.
3. Materials contained in the bedding and the internal furnishings of the premises have adequate fire retardancy properties and have low levels of toxicity when on fire.
4. All heat emitting surfaces are protected by a fixed guard or are thermostatically controlled to ensure safe surface temperature.
5. Any garden or external play area is so fenced and doors and gates are so secured as to prevent children gaining unsupervised access to a roadway or other source of danger and to prevent unauthorised access to any external play area.
6. Ponds, pits and other hazards are so fenced as to ensure the safety of all children attending the service.
7. Hot water provided for use by children is thermostatically controlled to ensure a safe temperature.

GENERAL SAFETY MEASURES

General safety measures to be taken include:-

1. Child proof locks on doors, windows, drawers and cupboards

2. Appropriate safety precautions on all low level windows, glass panels and patio doors
3. Thermostatically controlled hot water
4. Safety covers for electrical sockets
5. Safe storage for medicines and all toxic substances

FIRST AID

There shall be a suitably equipped first-aid box in each room on the premises.

MEDICAL ASSISTANCE

St. Mary's Childcare Campus CLG ensures that adequate arrangements are in place to summon medical assistance promptly in an emergency.

FIRE PREVENTION

Fire drills will be carried out on a regular basis. Staff are familiar with the fire drill. The fire safety certificate is updated when necessary.

FIRE PROCEDURES

St. Mary's Childcare Campus CLG shall keep a record in writing of:-

- All fire drills which take place in the premises
- The number, type and maintenance record of the fire fighting equipment on the premises

HYGIENE

St. Mary's Childcare Campus CLG is committed to the promotion of a healthy environment and a high standard of personal hygiene for adults and children. The service will comply with all legislation regarding hygiene as set down by the Childcare Regulations.

- All staff and children should operate a hand-washing policy
- It is the policy of the service to ensure that adequate water supply, soap and paper towels are available at all times
- Surgical / disposable gloves are available at all times for incidences of cleaning
- In the event of a child soiling or wetting him/herself, two members of staff, wearing disposable gloves, will remove the soiled/wet clothing, wash the child and replace the soiled clothes with clean clothes. The incident will be recorded in the incident book and the parent/guardian asked to sign it on arrival to collect the child
- A supply of clean clothes should be available for accidents
- A supply of plastic bags will be available to hold soiled clothes
- All cuts and sores must be covered with suitable dressings
- Mops for general floor washing will be disinfected using rubber gloves and left to dry, mop head up and replaced regularly.
- All toilet areas and wash hand basins will be cleaned and disinfected daily and between sessions
- The Childcare service will operate a daily and weekly cleaning routine in respect of play areas, tables, chairs, toys, outdoor equipment
- All cleaning clothes and towels will be changed every day. Different cleaning clothes and towels will be used for kitchen and bathroom areas.
- Leftover food will be disposed of properly

ADMISSION/RECORD KEEPING

CHILD/FAMILY RECORDS

A register of children's details attending the service will be kept at all times.
Details in relation to Parents/Guardians will also be kept
All details in relation to the child's health will be kept at all times.

PLEASE INFORM THE STAFF OF ANY CHANGE IN ADDRESS OR CONTACT DETAILS ETC.

PERSONAL & OPERATIONAL RECORDS

St. Mary's Childcare Campus CLG shall keep a record in writing of the following information in relation to the service:-

- The name, position, qualifications and experience of the person in charge and of every other person working in the service
- Details of attendances of each child on a daily basis
- Details of staff roster on a daily basis
- Details of the maximum number of children catered for
- Details of the staff/child ratio in the service
- Details of any medicine administered to a child attending the service
- The type of care or programme provided
- Details of any accidents or injury involving a child attending the service
- The facilities available
- The opening hours and fees

PROCEDURE WHEN LEAVING THE CHILDCARE SERVICE

Parents/Guardians must inform staff one week in advance of leaving the childcare centre. Failure to do so may result in the loss of a deposit.

PARTNERSHIP WITH THE COMMUNITY

COMMUNITY LINKS

In order for our children to have opportunities to feel part of and explore the wider community, outings to local shops, library, park, post office, fire station, centres of worship and other places of interest may be organised. Visitors such as Gardai or Health Nurses may be invited to talk to the children about their work. Families will be informed prior to visits being arranged.

STATUTORY LINKS

This service maintains a policy on complying with the Childcare Regulations, and as such are inspected by Childcare Officers annually. We also wish to develop and maintain contact with relevant local organisations. The Family Development Nurse, from the local health centre is

invited to visit. Links have been established with local schools to help the transition from our service to school.

VOLUNTARY LINKS

This service maintains links with voluntary services, such as specialist early childhood care and education resource libraries and refugee agencies, and will undertake liaison with agencies which will benefit the children in our care.

VOLUNTEERS/STUDENTS

All volunteers and students will be over the age of sixteen. The duration and timing of placement will be agreed in advance of the placement. The volunteers and students are requested to read all policies and procedures of the service as part of their induction. Volunteers and students will not work unsupervised with groups or individual children.

EQUAL OPPORTUNITIES

The childcare centre recognises and welcomes all legislation and existing codes of practice produced by the appropriate commissions for the promotion of equal opportunities for all. St. Mary's Childcare Campus CLG aims to ensure that individuals are recruited, selected, trained and promoted on the basis of occupational skill requirements. In this respect, the service will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, gender, marital status, race, religion, colour, cultural or national origin or sexuality, which cannot be justified as being necessary for the safe and effective performance of the work or training for the work. This policy is brought to the attention of every employee, applicant and user. All employees will be issued with a copy of the Policies and Procedures document and a contract of employment.

LANGUAGE AND LITERACY

It is important that children feel welcome in the service and are encouraged to become involved. This process is impeded if the child does not understand the language used. If possible, information about the service and written policies should be available in the home languages of families accessing the service and should be made accessible for families with literacy difficulties.

Children arriving with little or no English will:

- Continue to be included in the group, and staff will talk to the child, speaking slowly and simply, demonstrating what is meant by the words.
- Be supported by a key worker who will try to learn some key phrases in the child's language, e.g. "hello", "goodbye", "hungry", "thirsty", and "do you need help?"
- Find it helpful when parents are invited to help with key words or phrases in the child's home language
- Be encouraged to use their home language in the setting whenever they are so inclined. Dual-language books may be helpful to encourage use of minority and dominant languages.

- Settle into the service when staff encourages other children to talk to the new arrival with similar straightforward ways and at normal volume.

RELIGION

Staff can ask parents about their religious affiliations and about any implications for programme activities or dietary restrictions or preferences for their children. Respect should be shown for minority beliefs and traditions of families, both in written policies and in practice. Staff should offer a courteous explanation if parents request something that goes directly against the equality or anti-discrimination policy of the service.

GENDER

Inflexible views of what boys and girls should or should not do will restrict their opportunities for learning and can undermine children's confidence.

ST. MARY'S CHILDCARE CAMPUS CLG

CHILD PROTECTION POLICIES

MEETING CHILDCARE NEEDS

POLICY STATEMENT ON CHILD PROTECTION

The Service has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be taken if we have reason to believe that a child in our care is subject to emotional, physical or sexual abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe we have a duty to the children, parents/guardian and staff to act quickly and responsibly in any instance that may come to our attention.

The Service has a duty to report any suspicions around abuse to the Midland Health Board (Area manager in Childcare). The Children's Act 1989 section 47(1) places a duty on the Health Board to investigate such matters. The service will follow the procedures set out in the Health Board Child Protection Documents and as such will seek their advice on all steps taken subsequently.

PHYSICAL ABUSE

Action will be taken under this heading if the staff has reason to believe that there has been a physical injury to a child, including deliberate poisoning where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

- Any sign of a mark/injury to a child when they come into the service will be recorded

- The incident will be discussed with the parent/guardian
- Such discussion will be recorded and the parent/guardian will have access to such records
- If there appears to be any queries regarding the injury the Health Board will have to be notified

SEXUAL ABUSE

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play and drawing or has had an excessive pre-occupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour.

Procedure

- The observed instances will be reported to the Management Committee
- The matter will be referred to the Health Board

EMOTIONAL ABUSE

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or rejection.

Procedure

- The concern will be discussed with the parent/guardian
- Such discussion will be recorded and the parent/guardian will have access to such records
- If there appears to be any queries regarding the circumstances, the matter will be referred to the Health Board

NEGLECT

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive.

Procedure

- The concern will be discussed with the parent/guardian
- Such discussion will be recorded and the parent/guardian will have access to such records

- If there appears to be any queries regarding the circumstances, the matter will be referred to the Health Board.

Summary

It is the policy of St. Mary's Childcare Campus CLG to provide a secure and safe environment for all children. It aims to:

- Ensure that children are never placed at risk while in the charge of the staff.
- Ensure that confidentiality is maintained at all times
- Revise staff awareness of Child Protection issues and procedures
- Ensure all staff are familiar with the Local Child Protection Handbook
- Regularly review and update policy

NOTE: Standard reporting for Reporting Child Protection and Welfare concerns to the Health Board included.

ANTI-BIAS APPROACH

We believe that good childcare is, by definition, non-sexist and that the elimination of sexism will benefit all children.

St. Mary's Childcare Campus CLG Staff are committed to:

1. Encourage positive role models, displayed through toys, imaginary play etc that promote non-stereotyped images. Books will also be selected to promote such images of men and women, boys and girls.
2. All children will be encouraged to join in all activities, i.e. dressing up, shop, home corner, dolls, climbing on large apparatus, bikes etc.
3. Regularly review of childcare practice to remove those practices, which discriminate unfairly on the grounds of gender.
4. We acknowledge that pre-conception relating to gender and sexism are abundant within language and will challenge such language where appropriate.

Infection Control Policy

Statement of Intent

At St. Mary's Childcare Campus it is our aim to minimize the spread of infection for staff and children through the implementation of controls which reduce the transmission and spread of germs. We aim to promote and maintain the health of children and staff through the control of infectious illnesses.

Aims

- We aim to control by providing on – going infection control training for staff (hand – washing, food hygiene, cleaning).
- Exclusion guidelines as recommended by the Preschool Environmental Health Officer apply in the case of all suspected infectious conditions. These guidelines will be distributed to all parents and staff.
- Parents will be informed should staff, children or visitors to the centre report the presence of any contagious condition to the centre.

Medical Policy

Children and staff ongoing health and safety is of paramount to all of us. Whilst we are aware that parents lead busy demanding lives and have additional stress and pressure when your child is sick. We know that you understand the importance of adhering to our medical policy.

Parents must always agree to collect/arrange for their child to be collected within an hour of being requested

Children with a high temperature

- A child with a temperature of 100°F+ or 37.7°C+ should not be brought to the service, as they will be sent home.
- If your child presents a temperature of 100°F or 37°C+ in the service, you will be requested to collect your child.

- Children under 2 years of age may occasionally present a high temperature due to "teething", staff will inform parents if this is the case and will administer Calpol or similar medication.

Children with Rashes

- Children with contagious conditions must not attend the service until the relevant number of days for exclusion have elapsed, i.e. Conjunctivitis conjunctive, rotavirus etc
- Children who present at the service with a suspicious rash must have it examined by a doctor and receive a letter from the doctor stating that they are fit to return to the service.
- If a child has ringworm they must stay out for a minimum of 2 days and return with a letter from a doctor stating that they are no longer contagious and are fit to return to the service.
- Children with childhood diseases such as chicken pox, impetigo, measles must stay at home until their spots are dry and they are no longer contagious.

Procedures

Reporting/Recording of illness:

- A contingency plan is in place should an outbreak of an infectious disease occur. All staff roles and responsibilities regarding reporting procedures are clearly defined.
- Staff will report any infectious illness to the Pre-School Manager.
- The Pre- School Manager will report an outbreak of any infectious disease to the HSE preschool Environmental Health Officer and the Public Health Department.
- The Pre-School manager will record all details of illness reported to them by staff or reported by parents of a child attending the Service. These details will include the name, symptoms, dates and duration of illness.

Exclusion from the Service:

- Children will be excluded from the service based on the timeframes outlined in the Preschool EHO exclusion criteria (see attached).

- A doctor's certificate may be required for certain conditions to ensure they are no longer contagious before children return to the service.
- Children should remain at home if they are suffering from general diarrhoea or vomiting until 48 hours after being symptom free.

Hand Hygiene:

- Hand washing facilities are always available for children and include hot (not exceeding 43 degrees) and cold water, liquid soap and paper hand towels.
- Hand washing facilities are available in all toilets, nappy changing areas, kitchens, baby, toddler and pre-school rooms.
- Children are encouraged and reminded to wash their hands after using the toilet, before eating and after playing outside.
- Staff must wash their hands:
 - Before preparing food.
 - Before feeding children.
 - Before eating or drinking
 - After going to the toilet
 - After assisting children at the toilet
 - After nappy changing
 - After dealing with any body fluids
 - After cleaning procedures
 - After caring for sick children
 - After handling soiled clothing or items
 - After dealing with waste
 - After removing disposable gloves and/or aprons.
- Hand washing technique: Wet hands under hot water (not exceeding 43oC for children to prevent scalding), apply liquid soap, rub vigorously paying particular attention to palms, backs, wrists, fingernails and fingers and rubbing between each finger around the thumbs, rinse, dry thoroughly using disposable paper towels and turn off taps using the paper towel.

Toilets and potties:

- Toilet areas, including toilet handles, doors, toilet seats and wash hand basins are cleaned frequently throughout the day in accordance with the cleaning schedule and immediately if soiled.
- Potties are emptied into the toilet, cleaned (with hot water and detergent) and disinfected.
- Each child has their own individual potty.
- Trainer seats are thoroughly cleaned after each use.

Nappy Changing:

- Nappy changing is only carried out in the designated nappy changing area.
- Parents will provide creams or lotions for their child, these will not be shared.
- The changing mat and area will be cleaned (with hot water and detergent) and disinfected and dried thoroughly after use.
- Disposable gloves are worn by staff when changing a nappy.
- Soiled nappies are placed in an impervious bag which tied and disposed of in a lidded bin and emptied each day.
- The nappy changing area is cleaned in accordance with the cleaning schedule.
- Changing mats are regularly checked to ensure the cover is not cracked or torn. Changing mats will be discarded of in such an event.

Bodily Fluid Spillage:

- Spills of blood, vomit, urine or excreta will be cleaned up as quickly as possible. The area will be sectioned off if possible until the spill has been dealt with.
- Disposable plastic gloves are worn when cleaning up any bodily fluid spillage. Paper towels are used to clean up spillages and placed directly into a plastic bag for disposal.
- Ordinary household bleach freshly diluted (1 to 10 parts water), is used for cleaning and disinfection of bodily fluid spillages. (This solution should not make contact with skin. If accidental contact does occur, the skin eyes or mouth should be flushed with cold water.
- If possible and safe to do so, diluted bleach will be poured directly over the spill, it will then be covered and mopped up with disposable paper towels.
- Disposable paper towels and gloves are disposed of in a plastic bag and sealed.
- A supply of bleach and plastic bags is kept to together in a secure place in each room in case of such an incident.

Baby Feeding Equipment:

- Bottles, teats and bottle brushes are washed thoroughly before sterilizing.
- Feeding equipment is sterilized using a sterilizing solution (which is changed daily and mixed according to manufacturers, instructions) or steam sterilizer.

Food and Kitchen Hygiene:

- Staff involved in toileting children or nappy changing are not involved in food handling.
- Staff will not engage in any aspects of minding children while preparing food.

Cleaning:

- All areas are cleaned regularly in accordance with a documented cleaning policy and rota. Toilets and hard contact surfaces (playroom tables) be cleaned frequently.
- All cleaning equipment is kept separate to each area and easily distinguished e.g. colour coded.
- Playroom tables are cleaned before being used for meal and snack times.

Toys and Equipment:

- Toys and equipment will be cleaned according to the toy cleaning programme and schedule.
- Toys and equipment will be cleaned with hot water and detergent and disinfectant.

Laundry:

- Linen used for cots and sleep mats are washed after each use.
- Linen is washed in the hottest washing cycle of the washing machine.
- Cleaning cloths used in the playrooms, kitchen and sanitary accommodation are washed separately.

Pets:

Outings to farms or zoos

Children will wash and dry their hands after contact with animals, animal cages as well as before eating and when leaving the farm.

All meals breaks will be taken in designated areas away from where the animal's are kept.

Children will be constantly supervised during their visit to the farm or zoo. The importance of hand washing will be reiterated to the children by staff throughout the visit.

Illness:

Initial discussions with parents need to include arrangements for when illness occurs. Before the agreement begins, you will need to make clear to the parents under what, if any,

circumstances you will accept a sick child. You also need to discuss what arrangements the parents will make, if you, or your family is sick.

It is the responsibility of the parent to notify the Preschool Provider/Child minder if their child has an infectious/contagious condition. The Preschool/Child minder cannot accept the care of the child until they have been medically treated and the condition is no longer contagious. The parents of other minded children must be informed of any infectious or contagious conditions e.g.

Covid - 19 Creche Policy

- Digital health questionnaire to be completed and submitted by Preschool parent's every morning before 8.45am
- Required return to setting form to be completed by Parent's (see appendix 4) and Parent/Guardian checklist (see appendix 5) before the return of children to the service
- 2 metres distance clearly marked on the pavement outside for Parent's and children to queue for their session into the service
- Mobile hand sanitizer unit available for Parent's and children upon arrival
- Mask, gloves and aprons provided by the service where needed (PPE gear)
- Digital thermometers' available throughout the service
- Email and text a parent system in place for contact with Parents/Guardian's to limit access to the building
- Any person's entering the building for more than 15 minutes are required to complete a contact tracing form
- Extra hand sanitizers' installed throughout the building
- Staff covid-19 training certified and up to date with all procedures
- No personal toys are accepted in the building
- Toy's used in the facility are sterilized after each session with anti viral cleaner and steaming
- Covid - 19 Policy available for Parent's to view and download on our website www.stmaryschildcarecampus.ie (appendix 4 and appendix 5 are available for download also)
- Isolation room available with PPE gear and thermometer/ second isolation- due to lack of space will be the Manager's Office in the emergencies.
- Covid- 19 cleaning schedule assigned to each room in folders
- Parent's declaration form required when child is absent from the service with symptoms
- Separate cleaning equipment purchased for each room to avoid cross contamination ie. Mop heads, mop handle's, mop buckets

Diseases	Early Symptoms	Incubation Period	Period when infectious	Minimum Period of exclusion
High Temperature	temperature of 100°F+ or 37.7°C+			24hrs with normal temperature
Measles	Cold, Cough, Fever of chill, Sore eyes, white spots in mouth (1 or 2 days), rash after 2 or 3 days on face, weak chest.	8-15 days	From a few days before the running nose and head cold to 7 days after rash appears.	7 days from appearance of rash.
German Measles	May have fever, sore throat, stiff neck, Rash after 1-2 days usually starts on face.	14 – 21days usually 12 days	From 7 days before to at least 4 days after rash appears.	4 days from appearance of rash
Whooping Cough	Fevers and Catarrh for approx 1 week before cough develops.	7 – 14 days	From 7 days after exposure to 21 days after whooping begins.	21 days after whooping cough begins
Mumps	Fever, sore throat, dry mouth, pain when chewing.	12 – 25 days	From 7 days before swelling appears to 9 days afterwards.	9 days from appearance of swelling.
Chicken pox	May be a slight fever, headache, nausea, spots appear on the 2nd day starting on the back.	11 – 21 days	From 5 days before until 6 days after the last lot of blisters.	6 days from appearance of rash.
Conjunctivitis	Sore eyes, inflamed discharge or watering	1 – 3 days	Contagious until treated.	Until treated and cleared.
Impetigo	Blisters, spreading at the edges which are raised, thick yellow crust when blisters		Contagious, spread by hands and by objects touched.	Until skin is completely healed.

	break			
Ringworm	(Body) Round red areas with a raised border.	10 – 11 days	Contagious spread by scratching and material under finger nails.	Until treated.
Scabies	Intense itching, blistering, pin point blood crusts.	Several days	Mites spread rapidly by contact from clothing or bedding.	Until treatment has commenced.
Bad Cold	Coughing or sneezing		While child is coughing or sneezing.	Coughing and sneezing may pass germs between children
Gastroenteritis	Diarrhoea and vomiting	Varies dependant on organism	Varies	Until 48 hours after normal bowel habits have returned and/or vomiting has stopped. (Exclusion period may be longer for certain organisms e.g. E. coli 0157)
Hand Foot and mouth virus	Cold like symptoms, such as loss of appetite, cough and a high temperature. A non- itchy red rash that develops on the hands and the feet.Painful mouth ulcers.	3 - 6 days	1st 7 days of illness	Until the spots have gone from hands.
Cryptosporidium	Symptoms are watery diarrhoea and stomach cramps. Other symptoms may include fever, nausea, vomiting and loss of appetite.	Human infections have an incubation period of 1 to 7 day days is typical.	Average 1st 7 days	Children who have had cryptosporidiosis should be excluded until 48 hours after their first formed stool.

VTEC	Severe bloody diarrhoea and abdominal cramps although sometimes the infection causes non-bloody diarrhoea or no symptoms at all.	Incubation period for VTEC infection ranges from 1 to 8 days but is typically between 2- and 4 days.	You become infectious once you begin to have diarrhoea and continue to remain infectious for as long as you pass the bacteria out of your body in your bowel motions.	1 - 8 days
Corona Virus (Covid - 19)	<p>Most common symptoms:</p> <ul style="list-style-type: none"> • fever • dry cough • and tiredness • Shortness of breath • Lost or changed sense of smell or taste 	<p>Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility. People with mild symptoms who are otherwise healthy should manage their symptoms at home.</p>		On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 10 days.

**I, the undersigned have read and agree to adhere to the
Policies and Procedures of the St. Mary's Childcare Campus
CLG**

SIGNED _____

DATE _____

**I, the undersigned have read and agree to adhere to St.
Mary's Childcare CLG fee's policy.**

Signed: _____

Date: _____