



TRINITY COLLEGE DUBLIN
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH

THE
UNIVERSITY
OF DUBLIN

Trinity College Day Nursery Parents Information Booklet 2010



**Trinity Day Nursery
House 49/50
Trinity College
Dublin 2
Ireland
Ph: 01 8962277**

Introduction

The Day Nursery was set up in 1969. It provides care for children of students and staff of Trinity College. The Nursery has a maximum of 52 full time places and caters for children aged 3 months to 4.5 years.

It is managed on a day to day basis by the nursery manager, supervisor and deputy supervisor, and is supported and advised by a Nursery Advisory Forum which is a sub group of the Students Services Committee consisting of Chairperson, Secretary, Nursery Manager, Supervisor and Representative of Staff members of the Nursery, Students Parents, Staff Parents, Students' union, Treasurer's office, and a Graduate student representative.

The nursery is notified to the Health Service Executive (HSE) Eastern Region and registered with the N.C.N.A. (National Children's Nurseries Association). The nursery strives to meet the highest standards and makes any of the recommendations suggested by inspectors. The nursery's medical policies are advised by the doctors at the student Health Service and by the HSE on all health policies including outbreaks, exclusion times etc.

Telephone Numbers

- 896 2277 Nursery Office
- 896 1938 Nursery
- 896 2057 Montessori

Philosophy

"Our aim is to provide a homely, caring, stimulating environment for every child."

Mission Statement

The staff at Trinity College Day Nursery see themselves as being in a privileged position of sharing the care of your children and it is our aim to provide a safe, stimulating and loving environment in which the needs of your child can be met. We believe that it is important to have good communication between parents and staff. Parents are invited to feel free to drop into the nursery at anytime for a cuddle or to take their child for a walk. Parents are encouraged to attend and help out at special events such as your child's birthday party, Christmas, and yearly trips

Opening Hours

The nursery is open five days a week Monday to Friday at the following times:

- From the beginning of June to the first week of October the crèche will be open from 8am – 5.15pm.
- From the first week of October to the beginning of June the crèche will be open from 8am – 6.00pm.

The nursery is closed on Bank Holidays and during Trinity College official closures. Details of closures will be posted on the notice board. The nursery closing times are posted on the notice boards and must be strictly adhered to at all times. It can be distressing for a child to be left in the nursery when all others have gone. Staff are inconvenienced by working longer hours and therefore we have a strict policy regarding late collection, as follows:

Late Collection

Staff at Trinity Day Nursery - understand that on the odd occasion parents can run late due to unforeseen circumstances. However as in some cases there have been too many instances regarding late collection of children, therefore resulting in us having to introduce a strict policy regarding late collection.

If you arrive late you will be asked to sign our late book and charged a late fee, which is as follows.

- If you arrive after closing time you will be charged €5.00.
- If you arrive ten minutes after closing time you will be charged €10.00.
- If you arrive fifteen minutes after closing time you will be charged €15.00
- And if you arrive after fifteen minutes late you will be charged €15.00 and €2.00 for every minute after that you are late.

You will also be issued with a late receipt. If you receive more than four late receipts in four weeks you will be asked to meet with the Supervisor to discuss the situation. If you repeatedly come late again you will have to meet with the Manager of the Nursery, to discuss the situation. If you do not heed the warnings from the Supervisor and Manager your child may not be able to attend the nursery for one day.

This is a harsh measure but unfortunately from past experiences, we have had to introduce this much stricter policy. (After 3 months with no late receipts you will start a fresh)

Fees:

An up to date table of fees is posted on the main notice board. Please note that different fees apply to students and staff of Trinity College. If either parent of a child is a member of staff of College the staff rate will be charged. Parents will be notified annually of any increases in fees.

Payment of Fees:

Presently fees are paid weekly on a Friday morning between 8am and 11am to the supervisor or manager in the nursery office. The method of payment is by cheque or bank draft made payable to Trinity Day Nursery or through payroll for staff parents. One weeks fees must be paid in advance. It is vital that parents keep up to date with payment of fees. If parents miss more than two weeks payment, they will automatically lose their child's place in the Nursery.

Closures, holidays and absences

Fees are charged on a weekly basis. Fees are not charged for one week when College is closed over Christmas, but are charged for all other weekdays throughout the year, including Bank Holidays. During the initial 3-day 'settling in' period (see below) when a child first starts in the nursery, your deposit will cover this trial period. Students may take six weeks holidays per year, one must be taken when we close at Christmas and the other five must be taken during the summer period (mid June to the beginning of October) without charge. Students must book their holidays, in writing before the end of April. If holidays are not booked students will have to pay for time off during the summer. Staff parents may take 3 weeks holidays per annum without paying fees, one of those weeks must be taken at Christmas and staff must book their holidays, in writing, before the end of April. If holidays are not booked staff will have to pay for time off during the summer.

Organisation of the Nursery

There are currently 5 groups/rooms in the nursery:

- Baby room
- Wobbler room
- Toddler room
- Play group
- Montessori

When children start in the nursery or move up a room in the nursery they will be given a detailed timetable and information on the group the child will be in. Children's progression up to new groups is based on the needs of individual children and the availability of places. Parents will be consulted about their children's readiness for progression to new groups.

Staff

The nursery staff consists of a Manager, Supervisor, Deputy Supervisor, and two staff in each room, and holiday and lunch time cover staff. All of the nursery staff are qualified and experienced in working with children. The staff: child ratios are in compliance with regulations of the Health Service Executive.

Students

The nursery facilitates students wishing to gain work experience in Childcare. The nursery also has an arrangement with some departments in College to allow students to observe children in the nursery as part of their course requirements. Observations are carried out for specified periods of time and by prior arrangement with the Nursery Manager or Supervisor.

Parent Representatives

Parents' interests and concerns can be conveyed to the Day Nursery Advisory Committee, which meets at least once per term, through the student and staff parent representatives. Representatives' names and contact information are posted on the notice board, together with details of parents meetings, which are held several times throughout the year.

Places in the Nursery

Preference is given to children on the waiting list in the following order:

- Siblings of children currently attending the nursery
- Students attending T.C.D.
- Staff of T.C.D.

If one parent is a member of staff and another a full time student they will be placed on the student waiting list but will be charged at the staff rate. Conditions applying to other staff parents will apply.

Reserving a place on the waiting list

Parents may place their child's name on the waiting list by filling out an application form and paying a deposit. This can be done at any stage of pregnancy or after provided parents hold a student or staff number from Trinity College. The nursery aims to give two weeks notice to a parent once a place becomes available. If parents are unable to take up a place at the exactly time of the offer they may retain the place by paying for the weeks before they are able to start. The deposit is refundable if the child's name is taken off the list, and when a child starts it will cover the child's trial period.

Commencing and Departure Dates and Procedures

The nursery provides Day Care for children aged 3 months – 4.5 years.

Please Note: When a child first starts in the nursery a registration pack must be completed and a copy of this handbook read and signed by parents.

When students have completed their studies their child/children must leave the nursery by the end of the academic year or they can pay a two week deposit for a summer place but must leave after the summer. Student parents who have completed their course and wish to do a postgraduate course must show evidence of their application to continue their studies to the nursery supervisor in order to retain their child's place in the nursery. When a parent is no longer employed by T.C.D. their child/children must leave the nursery by the date of the end of employment. All parents are asked to give the nursery a minimum of four weeks notice when they plan to withdraw their child from the nursery.

Settling in Procedures

When a child first starts in the nursery an approximate time period of 3 day, settling in period is needed. (If you are off and have more time you can take up to two weeks and 3 days but with full payment). This is necessary in order to allow the child to adjust to his/her new environment. Staff members concerned will consult with parents about the progression to full time care. During the 3 day settling in period, your deposit will cover payment.

Parents' Daily Responsibilities

Parents are asked to provide the following:

- Nappies,
- Wipes,
- Cotton wool,
- Creams or powders,
- A full change of clothes. (At least 3 changes of clothes when your child is training.)
- Sunhat and sun cream in summer.
- Rainwear and outdoor clothing and footwear as needed.

Please also note the following ***daily*** responsibilities:

- It is vital parents leave a contact phone number of where they will be if it differs from that on the registration form. Parents are required to leave an additional name and number for emergencies.
- Parents should communicate to staff each morning as to how their child /children are. e.g. If they had a disturbed night, were unwell etc.
- Parents must inform staff if their child has taken any medication (such as Calpol) prior to arrival or if they have recently been immunized.
- A consent form must be signed for any administration of medicine.
- Parents must ensure that their child has breakfast before coming to the nursery.
- Parents are asked to note mealtimes in each room as it is not possible to facilitate children outside set times.
- Please ensure all your child/children's belongings are clearly labeled.
- Please provide a comb in a labeled 'Ziploc' bag, which we will keep on the premises.
- Children must be picked up by closing time.

Health and Safety:

Parents are asked not to bring their children to the nursery if they are unwell. Infections spread very quickly through the day nursery setting; it is imperative that unwell children do not return to the nursery until they are completely recovered. Aside from subjecting children and staff to illness, it is difficult for a sick child to participate in scheduled activities. This creates a strain on the staff to accommodate a sick child. If there is any doubt as to whether a child is well enough to attend the nursery a GP's opinion may be requested.

Please inform the nursery staff if:

- Your child has recently suffered from diarrhea or vomiting. To prevent the spread of infection children will not be admitted to the nursery until 48 hours has passed since the last episode.
- Your child has a non-contagious infection or is in any pain.
- Your child has had any medication before arrival at the nursery or has been recently immunized.
- Your child has any or develops any, allergies or other medical conditions.

Procedures for Dealing with Unwell Children

(Please refer to medical policies sheet in your registration pack)

Medication:

The nursery Manager, Supervisor and relevant staff can facilitate special requests for administration of non-contagious conditions. Parents are required to complete and sign a medicine form contained in the registration pack. Medicine cannot be given without parental permission. Any medicine that is administered is recorded in the medicine book, which parents sign on collection of their child. A separate form must be filled out when children are on antibiotics.

Accident Procedures

At our purpose built day nursery we provide a safe and adequately supervised environment for your child. However accidents do happen.

Minor accidents – can be treated by using a cold compress, T.L.C. and are all recorded using an “Accident form”. The “Accident Forms” are a system of recording all accidents that occur in the Nursery, and they are completed as soon as the accident occurs. If your child has an accident the details will be recorded on an accident form for parents to read and sign when they collect their child.

In the case of a more serious accident Parents are contacted and a doctor in the student medical centre will see the child. An accident report will be drawn up.

Safety Procedures

- Access to the nursery is from the main door by intercom system. Parents or guardians are asked to state their name and purpose clearly.
- It is vital that nursery users ensure the door is securely closed and anything suspicious is reported to the nursery manager or supervisor.
- When a child begins at the nursery, it is the parent's responsibility to inform and introduce to the manager, supervisor and staff any person who has permission to collect the child. If an emergency situation arises and the delegated person is unable to collect the child, parents are required to phone the nursery Manager or Supervisor as

early as possible to give the name, address, and description of the person to take the child. That person will be asked to provide identification on arrival.

- Parents are asked to note the fire exits, fire drill procedures and meeting point as posted on the main notice board. Fire drills are practiced regularly in the nursery.

Children with Special Needs

Our policy at the day Nursery is to afford equal rights to all children who attend or wish to attend. The nursery will facilitate any special needs a child may have, if at all possible. The staff will work with parents to ensure the best possible care in the nursery environment. Staff will be offered suitable training if available to aid in the care of your child. If your child has or seems to be developing learning difficulties the staff will work in partnership with parents for the best ways in dealing with any difficulties.

Behaviour Management

The management and staff of the nursery are firm promoters of positive behaviour. Positive appropriate and consistent methods are always considered paramount for the children in our care, and we are at all times ever mindful of the children's individual age, developmental stage and needs. Inappropriate behaviour is dealt with in a caring, constructive manner throughout the nursery by using positive methods of discipline, which encourage self-esteem and co-operation as well as self-control.

Nursery staff members encourage children to behave in a positive and appropriate way by talking and reasoning with them. If, however, a child does not respond to this approach, even after repeated attempts, it may be necessary to remove the child from the group for a short period ("time out"). The staff member will then explain to the child again the need for positive behaviour, and the child will return to the group as soon as the staff member feels appropriate.

Nursery staff are clear in the knowledge that the child is not negative about him or her self (i.e. bold or naughty), but that certain actions are not acceptable. They speak to children in a clear sensitive manner, using appropriate eye contact and using a suitable tone of voice for the given situation. They encourage the children to say sorry and make friends again.

Outings and Events

Annual trips

The older groups have a number of scheduled trips e.g. Zoo, Farm. Parents are given prior notice of details, cost arrangements etc. It is necessary to have a higher adult: child ratio and we therefore rely on parents to volunteer their help.

Outings and Walks

At the nursery we feel it is important for the children to be outside where possible. In addition to our purpose built play area we occasionally take children for walks around College and to nearby parks. Parents are required to fill out a permission form for these activities, (contained in the registration pack) when the child first starts. The nursery adheres to correct adult: child ratios on all outings.

Special Events

The nursery organises a visit from Santa each year. Parents are notified ahead of time and contribute to the cost of a small gift. Parents are welcome to attend the Santa visit, however you must then take your child home to avoid unnecessary distress to the

children. Christmas parties are held in the nursery for each individual group.

Birthday parties

The nursery is happy to facilitate birthday parties for children. Parents are asked to supply a cake, candles and any party food or drinks. Parents are welcome to attend and are requested to take their children with them at the end of the party to avoid the child becoming upset. A suitable time to hold the party can be arranged with individual; staff to facilitate this.

Parking for Student Parents

Student Parents can receive a drop off permit which allows you to park on the campus for a short period while dropping and collecting your child or you can use it to park in the visitor's car park. You can pick up a form for this permit from the Day Nursery Supervisor or Manager.

Thank you for taking the time to read our information booklet. I hope that your child and your time in Trinity Day Nursery is an enjoyable one.

Please sign and return this page to the supervisor as proof you have read our information booklet.

Parent's signature: _____

Date: _____

Supervisor / Manager's Signature: _____

Date: _____