



# School Guidelines

**At Bizzy B's every child is viewed as capable and competent in their own right, with skills, abilities and talents that make them the wonderful human beings that they are. It is our aim, along with the parents, to develop each child to be the best that they can be - not just for today but for tomorrow.**



## School Guidelines

The following is designed to inform you a little about our school and to help you and your child to settle in.

### *About our School*

At Bizzy B's we provide a nurturing and stimulating environment that will enhance your child's overall development. We believe that early childhood is a time of great opportunity for learning and development and is a time of unprecedented growth. It marks the beginning of the child's lifelong learning journey. At Bizzy B's the children are afforded the opportunity to holistically grow and develop within a warm, caring environment with adults that recognise, respect and build on their needs and interests. Our ethos is an "active learning" approach. Active learning means that children have direct hands on experiences with people, objects, events and ideas. Children's interests are at the heart of our programme.

- We believe that children should be actively involved in their own learning.
- A curriculum that has a balance between adult and child led activities helps the children develop the dispositions, skills, knowledge, and understanding, attitudes and values that will help them to grow as confident and competent learners.
- Our curriculum encompasses all aspects of child development and every activity has a specific developmental purpose. It supports and extends children's language, emotional, intellectual, social and physical skills and abilities. We plan our curriculum so that it will challenge and stimulate every child in our care, regardless of age and ability. Our curriculum is planned to support children's needs and interests.
- A child's learning is unique, developing and learning at different rates. Learning based on the child's interests, strengths and life experiences is more interesting and relevant for him/her.

Parents are the primary educators of the child and have a pre-eminent role in promoting their child's well-being, learning and development. With this in mind we seek to involve and inform parents about school life and actively encourage parental participation. We value the importance of a strong partnership with parents/ carers to ensure the highest level of care is provided to all children at our service. We endeavor to work with Parents in order to best serve and develop their child. Parents are encouraged to come to us to discuss their child's progress or any concerns they may have on a regular basis. At Bizzy B's each child's progress is observed and documented continuously throughout the year.

Each child also has their own personal diary that is added to throughout the school year. We encourage parents to take this home at various times during the year and discuss the content with their child. The weekly agenda is displayed on the parent's notice board outside each room.

We have won numerous national awards for the standard of our curriculum and have achieved a government accreditation award called "Síolta" – the National Quality Framework for Early Childhood Education, at level 4 which is the highest level attainable. This award can assure parents that the highest standards of curriculum, environment and staffing are present at the school. This award is much sought after and difficult to acquire.

We have two outdoor play areas to encourage physical activity and children are taken to the garden on a daily basis, unless severe weather conditions prevent this.

Bizzy B's caters for children between the ages of two and six months up to junior infants.

### ***Registration***

1. Registration is on a first come first served basis. When all available places are taken up a waiting list is established.
2. For registration purposes we require one parent/guardian to complete a registration form and return it to us.
3. On acceptance of a place we require a €60 non-refundable deposit to hold the place. This will be used in lieu of fees at the start of the school year. If your child is participating in the "Government Pre-School Scheme" this deposit will be returned in full at the start of the academic year.
4. Closer to your child's commencement at Bizzy B's we will forward numerous forms for you to complete.
5. We require that if any of the information on this form changes during the year that you notify us accordingly.

### ***Opening Hours***

Bizzy B's is open Monday to Thursday and to facilitate parking and traffic we have staggered opening times. They are as follows -

The Hive: 8.45am to 12.45pm

Bumblebees & Honeybees Room: 9am to 1pm.

There is an optional hour from 1pm to 2pm daily.

### ***The Children***

- All children are welcome regardless of race, religion, gender and ability.
- All children must be toilet trained before attending preschool. No pull-ups are allowed.

### ***Health and Safety***

Bizzy B's is committed to promoting the health and well-being of children through prevention of illness. We are committed to the provision of a healthy environment and a

high standard of personal hygiene for adults and children. Bizzy B's complies with all relevant legislation including:

The Child Care (Pre-School Services) Regulations, 2006.

- It is the policy of the school that any child who is unwell should not attend on that day. If you are unsure you can leave your child at the school but stay locally in case we need to contact you. A child's temperature must be normal for 24 hours before returning to school.
- It is advisable that a child who has been sick during the night should not attend the pre-school.
- If the manager is unsure about the health of a child the parent will be advised to:
  - Stay locally in case the child needs to be collected during the course of the morning or
  - Take the child home.
- We request that any child with head lice be fully treated and clear before returning to school.
- Children with infectious diseases (e.g. chicken pox, conjunctivitis, Influenza etc) should not attend the pre-school and ideally the parents should get advice from their GP or Health nurse about returning to the pre-school.
- An individual hand towel will be provided weekly, or more frequently if necessary.
- A toileting consent form will be given to all parents prior to their child starting at Bizzy B's. This needs to be signed and returned to a member of staff to allow us to assist your child, if necessary, when going to the toilet.
- All equipment is checked on a regular basis to ensure that high safety standards are maintained. Similarly the garden area is built to HSE standards and approval.
- All items within the school are handled and stored safely.
- In the event of an accident occurring whilst your child is in the school an incident report form is completed, the parent/guardian is informed and requested to countersign a record of the incident.
- A fully stocked first aid box is on the premises at all times.
- A fire drill is carried out monthly.

### ***Leaving and Collecting***

Apart from the first week of the school year children will be greeted at the door by a member of staff. Each child is encouraged and taught to take off their coat, place their bag in the correct area and put on their indoor shoes.

A daily role will be called and each child's arrival & departure time will be recorded. Staff must be notified in advance if anyone other than the child's parents/carer or person listed on the child's "Record Form" will be collecting them from school, as the child will not be allowed to leave the premises. At collection time each child will be called individually from their place when their parent/ carer is at the door.

In the case where a child has not been collected at close to normal time a staff member will contact the parent/carer, staff will ensure the child is cared for until the situation is resolved.

## ***Uniform***

A uniform is available for purchase through the school. This consists of a polo shirt, a fleece jacket and an outdoor jacket. Your child will need a pair of wellington boots and a rain jacket for the garden. This will be kept on the premises and returned at the end of the academic year. We will provide waterproof outdoor trousers to facilitate outdoor play during periods of wet weather.

## ***Healthy Eating***

It is the policy of this pre-school to promote the health and well-being of children through the implementation of a healthy eating policy. We will provide fruit and a plain biscuit for early snack. Water is available at all times. We also recommend that your child brings a healthy snack to school for second break, as the children tend to get hungry by mid-morning. **We do not allow sweets and fizzy drinks during snack time.**

To encourage good eating habits we introduce new foods for the children to taste on a regular basis. The 'new food' is generally a fruit or vegetable. We cook and bake on a weekly or bi-weekly basis and we endeavor to make the cakes or dish as healthy as possible.

## ***Photographs***

During the course of the year we take numerous photos of the children completing various activities and projects. These photos are a lovely documentation of your child's time at pre-school.

## ***Partnership with Parents***

Bizzy B's Pre-school recognises the Parent as the primary educator of their children. We value the importance of a strong partnership with parents to ensure the highest level of care is provided to all children at our service.

It is the policy of Bizzy B's to ensure that parents have the opportunity to actively participate, at all levels as partners. Through this we aim to enable parents to feel comfortable and valued in the service.

We aim to achieve this by:

- Maintaining an 'open door' policy at all times. Parents are always welcome to call into the school at any time to discuss whatever issue or concerns they may have. If you feel an issue may take more than ten minutes please arrange an appointment so more time can be allocated.
- Ensuring that parents have the opportunity to work with their children alongside the staff in the service.
- Ensuring that parents can meet with staff to discuss relevant issues and concerns.
- Annually we will meet with each parent to discuss their child's development and progress.
- Providing parents with access to the school's Policies and Procedures Manual.
- Welcoming parents to contribute their skills in a manner so as to benefit the school.
- Welcoming parents to introduce the children and staff to family customs, beliefs, language and culture.

## ***Promoting Positive Behaviour***

This policy is based upon a child centered approach and is designed to deal with problems in the context of the child's own level of development and understanding. The aim of this policy is to promote acceptable behaviour and respect for others.

We will always aim to be positive and to have positive rather than negative expectations about each child's behaviour. In the case of misbehaviour it is always made clear to the child that it is the behavior and not the child which is not acceptable.

Praise will be given frequently when positive aspects of behaviour are shown, which along with any non-positive behaviour will be highlighted to the parents.

At all times we will develop strategies to support your child to manage their actions and behaviour.

The children's behaviour is monitored at all times and if a problem is detected we deal with it promptly. A staff member tries to ascertain, from the children involved in the incident, what has occurred. This gives them the opportunity to state their version of the incident. At this point it is generally possible to encourage the children to sort out the issue amongst themselves, with some help and encouragement from the staff. Where this is not successful or appropriate a member of staff will talk to the child on a 1:1 basis to help the child to understand what went wrong and why their behaviour was unacceptable. Recurring problems will be discussed with the parents/guardians and dealt with in strictest confidence. If poor behavior is an ongoing problem a mutually agreeable form of discipline will be agreed with the parents and staff. We make a great effort to recognise and congratulate good behaviour. We encourage every child to have respect for their peers, teachers and the environment of the pre-school.

By providing a happy, well-maintained environment, the children in our care will be encouraged to develop social skills to help them be accepted and welcome in society as they grow up.

## ***Sun Protection***

During the summer months we request that parents provide suitable sun hats and a sunscreen of 30+ for their child. Responsibility for protection from the sun is a shared responsibility between the pre-school managers and the parents/guardians. You can send in sunscreen with your child, with your child's name clearly marked on the tube/bottle and we will apply it.

## ***Outings***

We like to take the children out on a few occasions each year.

- Parents are asked to sign a consent form for each outing.
- On outings the ratio of adults to children is 1:3 or 1:2 depending on the age of the group being taken out.
- Any bus hired will have seat belts installed.
- Contact details of all parents/ child-minders are taken on the trip.

- Parents are actively encouraged to come on our outings and are needed to maintain the correct ratio.

## *Outdoor Play*

- Children are given the opportunity to play outdoors on a daily basis, unless weather conditions are extremely adverse.
- There is not an option for parents to request to keep a child indoors if all other children are outside.
- Parents are asked to bring in wellington boots and a spare set of clothes in order to facilitate this.
- The adult to child approach is the same indoors and outdoors and is used as an opportunity for learning and development.
- At no time will children be left unattended and all children are escorted to the toilet.

## *Staff*

- Our adult to child ratio is well below what is recommended by the HSE; ensuring that your child receives plenty of 1:1 attention. In the ‘Bumblebees Room’ there is a maximum of thirteen children and two staff members. In the ‘Honeybees Room’ there is a maximum of twenty two children and three staff members.
- All members of staff have a childcare qualification – the qualifications include: BA Early Years Care and Education, Paediatric Nursing, Nutritionist and FETAC 6 major award in childcare and education.
- Two members have completed the “Children First” (child safety course) run by the HSE. Seven members of staff have FAR training (First Aider Response), Lámh (sign language) and Hanen training.
- All Staff qualifications are available to view on request.
- We are continually seeking opportunities and attending courses to build on the excellent standards already in place at Bizzy B’s. This approach ensures that your child is in a learning environment that is both progressive and challenging.
- All staff have “Garda Clearance”.
- On occasion we have students from various colleges on work experience programmes. We work in partnership with DCU and their students attend for placement annually.

We hope that the information has covered any questions that you may have. A few policies are highlighted in this information leaflet but a full version of all our ‘Policies and Procedures’ is available on request. The list of all Policies and Procedures is attached to this information leaflet. If at any time you have any issues or concerns, please contact either Brenda (0872487445) or Olive (086 3854380) to arrange an appointment. We believe that your child’s time in Bizzy B’s will be a very fruitful and rewarding experience.

## School Policies

1. Administration of Medication
2. Admission Policy
3. Anti-Bullying Policy
4. Arrival & Collection Policy
5. Biting Management Procedure
6. Challenging Behaviour
7. Child & Adult Illness
8. Child Protection Policy
9. Children with Additional Needs
10. Comments & Complaints
11. Community Involvement
12. Curriculum
13. Data Protection
14. Equal Opportunities
15. Equality & Diversity
16. Evacuation Procedure
17. Fees Policy
18. Fundraising
19. Hand washing
20. Health & Hygiene
21. Healthy Eating
22. Intimate Care
23. Inclusion
24. Missing Child Policy
25. Outings
26. Partnership with Parents
27. Personal, Social, Emotional Development
28. Safeguarding Statement
29. Settling-in Policy
30. Social Media
31. Transition Policy
32. Outdoor Play Policy

All policies are available on request.